



Butler County Area Vocational-Technical School

210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735

Fax (724) 282-7448

Dear Parent/Guardian,

My name is Eric Collins, and I am your child's HVAC instructor this school year. As part of my classroom policy, I am requiring that each of my students share with their parents or guardians, the information they have recently received concerning the expectations for their performance in my class. I ask that you review the requirements and then, along with your child, sign the attached acknowledgment form.

The system to determine grades will be conducted in three areas: Theory work, lab work and participation. Theory work is information given to the students by the instructor. This is the information deemed necessary in order to fully comprehend any job the student may encounter. The theory grade is worth 20% of the student's overall grade. Lab work is the area in which the student will apply what he/she have learned in the theory part of instruction. Evaluation is based on skills, competencies, projects, procedures, safety, and equipment used. Lab work is worth 40% of the student's overall grade. Participation is taking part in the class. It is not only answering when being called on or reading for example, but actively participating in discussion and offering help to others in theory and lab. It also includes being prepared to gain knowledge, skills, as well as a positive attitude. Participation is worth 40% of the student's overall grade.

The following percentage scale will be used:

- 100 – 90 = A
- 89 – 80 = B
- 79 – 70 = C
- 69 – 60 = D
- 59 – Below = F or failing

Information will be provided regarding student uniforms during the first week of school. Safety glasses, and leather work boots are needed for the class. Safety glasses cannot be mirrored or shaded.

Sincerely,

A handwritten signature in black ink that reads "Eric P. Collins".

Mr. Eric P. Collins
HVAC Instructor