



www.rmctc.org

The Carpentry Program

CIP 46.0201

Instructor: Leon Herb

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Have Questions?
Reading Muhlenberg Career & Technology Center
2615 Warren Rd
Reading, PA 19604
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READING MUHLENBERG CAREER & TECHNOLOGY CENTER

MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

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SION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

BELIEFS

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

Dear Parent/Guardian:

My name is Leon Herb and I am the Carpentry teacher here at Reading Muhlenberg Career and Technology Center. I would like to welcome you and your child to RMCTC. I am looking forward to meeting your child and sharing my knowledge and skills of the construction industry. Whether your child has long term goals of being employed in the industry or just wants to learn basic carpentry skills, they will leave here with confidence and hands on experience of what it is like to be a carpenter.

As you will see in the scope and sequence of Carpentry 46.0201 pages to follow, there is a lot to learn in a short amount of time. We have some big projects and some small projects. My intent is to help your child not only learn valuable skills, but assist them in developing a productive work ethic needed to be successful in their life.

During the first week or two of the new school year, you can expect your child to bring home some important information for the school and carpentry program that must be reviewed and completed by you. All of these forms must be returned as soon as possible for your child to continue their education.

I am looking forward to having a successful year with your child and opening their eyes to new opportunities in their life!

Sincerely,

Leon Herb

RMCTC Carpentry teacher



Carpentry

- Construct buildings and structures for residential housing.
- Remodel and repair existing homes and businesses.
- Discover how to manage construction jobs from beginning to end and coordinate and schedule subcontractors and material deliveries.
- Operate tools and equipment to build structures from a variety of materials such as wood, steel, vinyl, and concrete.
- Travel to different work sites, meet new people, employers, and customers, and work both indoors and out to complete structures and learn about the construction industry.



Job Titles – Career Pathways

47-2031.00	Carpenters
47-2031.01	Construction Carpenters
47-2031.02	Rough Carpenters
47-2061	Construction Laborers
47-2081	Drywall and Ceiling Tile Installers
47-2181	Roofers
47-3012	Helpers — Carpenters

CTC knowledge transfers to college credits at:

Clarion University of Pennsylvania
Commonwealth Technical Institute
Delaware County Community College
Harrisburg Area Community College
Johnson College
Orleans Technical Institute
Pennsylvania College of Technology
Thaddeus Stevens College of Technology
Triangle Technology

Student Certifications

NOCTI – National Occupational Competency Testing
Institute Certification
* Carpentry
OSHA Safety Certification
PBA – Pennsylvania Builders Association



Accreditations

PBA – Pennsylvania Builders Association

Instructor – Mr. Leon Herb

Biography

I am the owner and operator of A.W.L. Remodeling. I have been self-employed for the culmination of 16 years and employed by others for an additional 6 years in the remodeling industry. I have hands-on knowledge and experience in all phases of the industry. I can actually say I have always loved my job. I am now pursuing a teaching career with RMCTC to educate, share my work experience and my passion with the next generation of carpenters in hopes that one day they will also love what they do. When I am not working, I enjoy spending time with my family, hunting, riding motorcycles, rock climbing, and taking long road trips across the country.

Education

Governor Mifflin High School

Work Experience

P and M Remodeling
A.W.L. Remodeling
North American Homes

Hire Date

2020



Program Planning Tool

Program Title: CIP 46.0201 CARPENTRY

Student Name: _____

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: Pennsylvania Builders Association, OSHA, Corian Installation and Vinyl Siding Institute Certifications.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Students progress by using learning guides in a self-directed manner. Students will be required to use a variety of hand and power tools that will include hammers, jacks, routers, levels, planes, chisels, files, power saws, power drills, jointers, power sanders, lathes, radial arm saws, drill presses, and pneumatic tools.
- Students will also be required to use ladders and scaffolding. Using this equipment requires self-discipline and strict adherence to rules to ensure safety of self and others. The laboratory simulates a real working environment therefore students will be exposed to the noise levels, dust, debris, and fumes associated with the carpentry profession.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 25% of their time in classroom theory and 75% of their time doing laboratory applications and live work.
- Participate in Career & Technical Student Organizations including HBA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Read and study textbooks and technical manuals. Most textbooks are written at a 10th to 11th grade reading level and most technical manuals are written at a higher level.
- Complete homework on time. Homework typically involves chapter or workbook assignments, and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs: UNIFORM: \$25.00 TOOLS: \$45.00

Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.		
Reading & Language Arts Level - Text and manuals written on a 10 th -11 th grade reading level. Proficient on end-of-course exam (Keystone). Ability to read and interpret technical manuals, blueprints and product literature. Ability to study specifications in blueprints, sketches or building plans to prepare project layout and determine dimensions and materials required. NOCTI assessment and industry certification exams require a proficiency in English language skills.		
Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Ability to do precise measuring and dimensioning according to blueprints and building plans. Ability to estimate sizes, distances, and quantities; and determine time, costs, resources, and materials needed to perform a work activity. Ability to apply construction geometry; calculate board and square feet; convert fractions, decimals, and percents; simplify measurements. Ability to use math to solve problems.		
Aptitude – Mechanical, active listening, critical thinking, and spatial relations. Effective communication skills when speaking and writing, problem solving/troubleshooting and the ability to work independently and as part of a team.		
Safety & Physical – Manual dexterity, multi-limb coordination while standing, sitting or lying down, arm-hand steadiness and finger dexterity. General body coordination and stamina that requires considerable use of arms, legs and whole body. High degree of self-discipline and focus needed for safety around moving equipment, hand tools, power tools and other equipment found in the industry. Physical strength and stamina with the ability to lift 50 lbs. overhead. Ability to work in all weather conditions, work independently, have good eye/hand coordination, color discrimination, no fear of heights or working in closed spaces.		
Interpersonal/ Social – Giving full attention to what others are saying and understanding directions, and adjusting actions in relation to the actions of others. Ability to work independently and in a team.		
Other Occupational/Program Considerations - Teamwork, excellent measuring skills, Learning and work environment with several sensory inputs, including various chemical and wood smells and dust, dirt and debris, loud and sometime startling noises, ongoing background noise, moving people and construction equipment, small spaces, interior or exterior work factors/environmental factors, scaffolding and ladders.		

Scope and Sequence Carpentry 46.0201

Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education's (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or general science cannot be listed on the program's scope and sequence. PDE's goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

	Secondary School				Postsecondary Institution			
Subject (Hours)	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical		Basic Construction Safety	Materials	Frame, Finishing & Roofing	BCT 102: Construction Safety and Equipment	ARH 102: Basic Architectural Drawing	ELT 110: Electricity for the Trades	PLH 255: Plumbing, Heat, & AC for the Trades
		Basic hand Tools/ Fasteners	Frame & Finishing	Thermal and moisture protection	BCT 103: Construction Hand and Power Tools	BCT 119: Blueprint Reading and Specifications	BCC 239: Intro to Commercial Const	BCC 245: Practical Construction
		Basic Power Tools	Footing & foundations	Exterior Finishing	BCT 109: Framing Principles	BCT 238: Concrete Construction	BCC 251: Intro to Home Remodel	BCC 247: Interior Trim
		Basic Communication & Employability Skills	Wall, Ceiling, Windows, Doors & Roofs	Cold form steel framing	BCT 110: Site Preparation and Layout	BCC 124: Roof Construction	BCC 236: Interior Finish Materials	BCC 249: Construction Estimation & Mgmt
		Blue Print Reading	Site prep & layout	Drywall	BCC 130: Masonry Construction	BCC 140: Brick & Stone Construction	PHO 101: Black & White Photography	BCC 250: Computers in Construction
		Basic Rigging	Stairs, Floors and Concrete	Trim and hardware				
		Construction Math	Job keeping/seeking	Cabinet Installation & Fabrication				
		Basic Carpentry Principles	OSHA preparation	Site prep layout				
English	College Prep English 9	College Prep English 10	College Prep English 11	College Prep English 12			ENL 010: Communications	
Math	Algebra I	Geometry	Algebra II	Trigonometry	MTH 011: Career Math			
Science	Accl Integrated Science	Biology	Chemistry	Physics				
Humanities	Citizenship	World Cultures	American History I	American Government				
Other	Physical Education	Physical Education	Physical Education	Physical Education				
	Health	Health	Driver's Ed Theory					

Competency Task List – Secondary Component
Carpentry/Carpenter CIP 46.0201
High School Graduation Years 2026, 2027, 2028

100 Safety/Occupational Orientation

Item	Task
101	Follow basic, lab, and construction industry safety practices and procedures.
	RESERVED (102-103)
104	Follow procedures in Safety Data Sheets (SDS) system.
105	Identify and follow all OSHA safety standards at the construction site.
	RESERVED (106-107)

200 Hand Tools

Item	Task
201	Use and maintain small hand tools.
202	Use and maintain sawing tools.
203	Use and maintain fastening tools.
204	Use and maintain measuring tools.
205	Use and maintain cutting tools.
	RESERVED (206)
207	Use and maintain ladders.
208	Use and maintain finishing tools.
	RESERVED (209)
210	Construct scaffolding.
211	Use and maintain leveling tools.

300 Power Tools

Item	Task
301	Use and maintain stationary power tools.
302	Use and maintain fastening tool systems.
303	Use and maintain portable power tools.
	RESERVED (304-305)

400 Blueprints Reading

Item	Task
	RESERVED (401)
402	Interpret and comprehend standard symbols and abbreviations.
403	Interpret building specifications.
404	Interpret a plot plan.
405	Interpret a foundation plan.
406	Interpret elevation plans.
407	Interpret details and section views.
408	Interpret floor, wall, and roof framing plans.
409	Interpret building and zoning codes.
410	Interpret Americans with Disabilities Act (ADA) regulations.

500 Site Preparation and Layout

Item	Task
501	Determine factors needed to be considered before the start of a building project.
502	Explain the process of acquiring a building permit.

503	Explain the process of PA One Call System.
504	Establish elevations and grades from benchmarks using leveling instruments.
505	Lay out a building foundation using the Pythagorean Theorem.
506	Layout and construct batter boards.

600 Footings and Foundations

Item	Task
601	Identify footer and foundation materials.
602	Use leveling instruments to establish footer lines and elevations.
	RESERVED (603-604)
605	Explain the process to construct forms for footers and slabs.
	RESERVED (606-607)
608	Install reinforcing materials.
609	Construct vertical and horizontal formwork.

700 Framing – Floor Construction

Item	Task
	RESERVED (701-702)
703	Layout and install sill plates.
704	Layout and install floor joists, including manufactured floor joists.
705	Layout and install joists for a cantilever floor.
706	Construct and install cross and solid bridging.
707	Layout and install sub-flooring.
708	Layout and construct floor openings.

800 Framing - Wall Construction

Item	Task
	RESERVED (801)
802	Layout and construct a wood frame wall.
	RESERVED (803)
804	Layout and construct door openings.
805	Layout and construct window openings.
806	Construct a load bearing header.
807	Layout and install sheathing.
808	Plumb, align and brace walls.
809	Layout and construct a metal frame wall.

900 Framing – Roof Construction

Item	Task
	RESERVED (901-902)
903	Layout and install a ridgeboard.
904	Layout and install common rafters.
	RESERVED (905)
906	Layout and install roof trusses.
907	Layout and install roof sheathing.
908	Layout and construct roof openings.
	RESERVED (909-912)
913	Identify various types of roof construction.

1000 Exterior Finish

Item	Task
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	RESERVED (1001-1002)
1003	Install house air and water infiltration barrier.
1004	Install exterior doors.
1005	Install windows.
1006	Layout and install siding.
1007	Layout and install soffits and facias.
1008	Layout and install gutters and downspouts.
1009	Layout and install exterior deck, stair, and railing systems.
1010	Identify, layout, and install roof coverings and accessory components.

1100 Interior Finish

Item	Task
	RESERVED (1101-1102)
1103	Layout, install and finish drywall.
1104	Layout and install suspended and tile ceilings.
1105	Layout and install interior doors.
1106	Layout and install door trim, casings, and hardware.
1107	Layout and install window trim, casings, and hardware.
1108	Layout and install baseboard and molding.
1109	Layout and install flooring materials.
1110	Layout and install interior stair systems.
	RESERVED (1111)

1200 Estimation

Item	Task
1201	Estimate the amount and cost of bricks and blocks needed to complete a given task.
1202	Estimate the amount and cost of concrete needed to complete a given task.
1203	Estimate the amount and cost of materials to finish an exterior wall.
1204	Estimate the amount and cost of materials to finish an interior wall.
1205	Estimate the amount and cost of materials to construct a finished floor.
1206	Estimate the amount and cost of materials to construct a finished roof.
1207	Estimate the amount and cost of materials to install siding for a house.

1300 Energy Efficiency

Item	Task
1301	Differentiate between and install various types of insulation.
1302	Compare the different types of weatherization techniques.
1303	Compare the various types of building envelopes.
1304	Differentiate various types of caulks and sealants.
1305	Describe the importance of ventilation.

STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
 - *Shorten college attendance*
 - *Get on the right career path*
 - *Enter the job market prepared*
 - *Get a consistent education*
- *See your CTC School Counselor for More Information*

TO QUALIFY CTC STUDENTS MUST:

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to college-transfer.net, search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



**To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

Dear Parent/Guardian:

In order to safeguard the physical well-being of our students, it is sometimes necessary to require appropriate personal safety equipment and clothing to be worn by our students while they are attending their training programs at our school.

Some safety equipment can be supplied by the school and some must be supplied by the individual student.

Safety glasses and goggles, ear protection, safety headgear are supplied by the school to each student who requires that equipment.

Student steel toe work boots and appropriate clothing are not supplied by the school and must be purchased by the individual student for his/her personal safety.

The clothing listed on the attached sheet is required for active participation in your son's/daughter's instructional program.

If a student is not properly attired for his/her instructional activity, the daily performance grade will suffer. Eventually, a student may fail his/her course due to inappropriate dress. Please see the STUDENT HANDBOOK under the "Dress Code" section for additional information.

Thank you for your cooperation.

Sincerely,

Leon Herb
RMCTC Carpentry Teacher

READING MUHLENBERG CAREER & TECHNOLOGY CENTER

Mandatory Dress Code for Carpentry

1. Shirts

- a. Shop uniform shirt (Provided by the school)
- c. Hooded sweatshirt for cold weather on construction site

2. Pants

- a. Bib-type carpenter overalls
- b. Standard work pants
- c. Shirts and pants must be laundered a minimum of once a week. Torn clothing must be repaired.

3. Shoes

- a. Low or high cut steel toe work boots are required.

4. Glasses

- a. Safety glasses to be worn at all times (On loan to the student from the school)
- b. Prescription glasses to be safety glasses

5. Hats

- a. Hard hats shall be worn on construction sites. (On loan to the student from the school)

6. Hair

- a. Hair must be contained in a cap if long (teacher discretion)

7. Tools

- a. Nail apron (On loan to the student from the school)
- b. Foot rule (On loan to the student from the school)
- c. Pencils (student must provide)
- d. 25' tape measure (On loan to the student from the school)
- e. 16 oz. curved claw hammer (On loan to the student from the school)

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress is measured in the areas of work ethics, knowledge and the practical skills aligned to the program area learning guides. Student performance for learning guide activities and assignments are reflected in the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The student information system automatically calculates student grades using the following formula:

Work Ethic	40%
Knowledge	<u>60%</u>
	100%

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

Interpreting a Grade:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that compromise these grades are safety, student behavior, preparation/participation, productivity or time on time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they criteria they satisfactorily meet.

NOTE: Impact of Absenteeism, Tardiness/Early Dismissals – The direct effect of absenteeism on a student's grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic can reflect a deduction in points earned for that class period. The instructor may change this value as they see fit.

Knowledge Grade (60%): Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The knowledge grade range is based on actual points earned divided by the total accumulative points.

Skill (Learning Guide): A task list guides every RMCTC program. Tasks are evaluated on a scale with a 4 or 5 considered proficient. Learning guides are normally aligned to lab assignments or shop projects where a student will physically perform a task. The student and teacher will discuss, at the beginning of each quarter, student expectations and the required tasks that must be completed or "contracted" by the end of the marking period. This allows a student to work productively with the expectation to make constant progress during the marking period. All assignments, activities and rubrics associated with learning guides are documented in the "knowledge" grading component. It is important to note that poor productivity will have a negative impact on a student's grade.

NOTE: For the purpose of students earning a job title associated with their program area, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

Student grades will be reflected as a percentage, and will be reported directly to the student's sending school to be added to the report cards.

Final Grade average is based on the student's four (4) numerical marking period grades.

If a student has three (3) marking period grades of "F" consideration will be given to that student not passing for the year. If a student is on an upward trend at the end of the school year, this may justify having the student pass for the year. If the opposite is true, and the student is on a downward trend, the student may be asked to select a new program or return to the sending school on a full-time basis.

The individual teacher must evaluate each student's achievements in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failures. **Blatant refusal** to attempt or to complete a significant number of course requirements may lead to poor performance and possible removal.

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

Determination of Grades: Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

A = Excellent

1. This grade represents superior work and is distinctly an honor grade.
2. The excellent student has reached all course objectives with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

B = Good

1. This grade represents above average quality achievements.
2. The good student has reached a large majority of course objectives.
3. The good student is industrious and willing to follow directions.

C = Average

1. This grade represents satisfactory achievement.
2. The average student has reached a majority of course objectives.
3. The average student is cooperative and follows direction, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a minimally satisfactory achievement.
2. The failing student has not reached necessary course objectives.
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

F = Failure

1. This grade represents unsatisfactory achievement.
2. The failing student has not reached necessary course objectives.

Incomplete Grades: Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

Failures: Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes are not merely satisfying a short-term or unrealistic desire.

Attendance and its Impact upon Grades: The importance of regular school attendance and its positive impact upon students' performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

Makeup Work for Absences: Students have the opportunity to make-up schoolwork due to an illness/being absent from school. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absence – five (5) school days to complete assigned work.
2. Four (4) or more days excused – ten (10) school days to complete assigned work. All work missed through unexcused absences will be graded zero (0).

Report Cards (see Progress Reports): Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology classes. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

Student Recognition Night: Reading Muhlenberg Career & Technology Center hosts an annual Student Recognition Night, which honors our senior students. During this event, senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

SkillsUSA



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

Home Builders of America (HBA)



<http://www.pabuilders.org/>

The purpose of the HBA Student Chapter Program is to give students first hand exposure to the "real world" of the building industry and an invaluable complement to their academic studies.

National Technical Honor Society (NTHS)



www.nths.org

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key..

READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

WORK BASED LEARNING

Cooperative Education & Internships

RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed and sign up for the school Remind App before starting the job/internship. Any student who is less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL???? – NO WORK!!!!!!!**
 - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
 - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
 - **IMPORTANT**: If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off may result in removal from WBL.**
 - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled. If you are not scheduled, you can work additional hours if your employer allows you to work. Labor Laws need to be followed.
 - If you are suspended **out of school**, you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
 - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday**. Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month or the first day, you are at RMTC for the month**, you must report to the **Work Based Learning Office**, where you will sign in with Mrs. Hughes. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Do not forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two monthly meetings, you will be removed from WBL.**
 - Any violations of these rules will result in the following **discipline action**:
 - 1st violation – VERBAL WARNING**
 - 2nd violation – REMOVAL FROM WORK BASED LEARNING**
4. When at work, you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee. Upon your first week of work, obtain a contact number in case you need to call your supervisor.
5. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
6. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
7. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE