



Parkway West Career and Technology Center

7101 Steubenville Pike Oakdale, PA 15071 412-923-1772 Fax: 412-787-7257 www.parkwaywest.org

Dr. Darby L. Copeland
Executive Director

Brock J. Snedeker
Assistant Director/Principal

Michael S. Leddy
Assistant Principal

Chris R. Hamilton
Business Manager

PARENTS AS PARTNERS AGREEMENT

Dear Parent or Guardian:

The Quality Goal of Parkway West Career & Technology Center is *"to provide quality instruction to students in career, technical, and academic programs, and to continually improve the quality of this service."*

In order to achieve this goal we ask you to join us in a partnership to help ensure that your son or daughter has a safe and productive experience at Parkway West Career & Technology Center (PWCTC). We ask that you familiarize yourself with the School's policies and requirements listed below and in the student and program handbooks.

The student handbook provides information regarding available services, and student rights and responsibilities, as well as notification of school policies and procedures. In addition, all career and technical programs have program handbooks that list the tools, clothing or uniforms, safety equipment, a physical, etc. that are required to participate in the program. All students must purchase required items and meet their program requirements by September 16, 2022, or by their second week of enrollment in the program.

All PWCTC students receive safety training appropriate to their occupational program and are required to obey all safety rules and to rigorously follow all safety practices. Students in programs that require the use of dangerous tools or equipment are required to pass safety tests prior to operating them.

In order to maximize student safety PWCTC encourages all students to ride the busses provided by the sending district. Encourage your son/daughter to wear a watch to help them to learn to manage their time. Students who miss the bus at PWCTC are responsible for their own transportation back to school or home. Students who meet certain conditions may apply for a driving and/or riding permit.

On-time daily attendance and participation are necessary to ensure that students master the essential skills of their occupational field. The PWCTC attendance policy states that students who miss twenty days will lose one elective credit and students who miss thirty days will lose two elective credits and may be reassigned to the home school. You will need to provide your son/daughter with two written excuses when he/she is absent: one for the home school and one for PWCTC.

Employability skills are taught in all of the career and technical programs. One of the employability skills taught is dressing appropriately for work. The School's policy on student dress reinforces this concept and states: *Students are not permitted to wear fishnet, bare midriff or halter tops, ski masks, open-toed shoes, or torn, loose-fitting clothing in any program. Students may not carry wallets attached with chains, nor may they wear spiked jewelry or accessories. Rolled-up pant legs, writing with pen or magic marker on uniforms, and/or dirty or torn uniforms are not acceptable. Clothing imprinted with vulgar or suggestive designs/drawings, obscene or profane language, or which advocate illegal actions, is not permitted. A head covering is required if exposed hair constitutes a health or safety hazard. Parents will be called to bring appropriate clothing for students who do not comply with the dress code.*

Student grades are reflected on their high school report cards. You are encouraged to contact your son/daughter's teacher at any time or refer to the parent portal to monitor your child's progress.

If your son or daughter needs any type of assistance while attending PWCTC, he/she should ask their teacher for a pass to see the Guidance Counselor, Special Populations Coordinator, or me. The appropriate staff member will assist the student as soon as possible. If you have any concerns about any aspect of your son/daughters experience at PWCTC, please call one of the above-mentioned staff and they will be happy to help you.

As the Assistant Director of PWCTC, I plan to personally meet with all students in their program areas to inform them of the services available to them, their rights and responsibilities, and school policies and procedures. If you or your son/daughter has any questions regarding this agreement, student handbook, program handbook, or anything else, please do not hesitate to call me.

In order to ensure that our partnership is successful, the following items require your attention:

- Emergency Card Please provide all of the requested information on the form on the PWCTC website, sign and date it, and submit to PWCTC no later than September 16, 2022. Students are not permitted to work in the shop area until their emergency cards are returned.
- Parent Portal Letter Please read the “parent portal” letter included on the PWCTC website.
- Student Handbook Please read the student handbook included on the PWCTC website or App under the “Parent Information Packet” Section.
- Uniform Web Store ALL Parkway West students are required to order uniforms from our Parkway West uniform web store. You can access the Parkway West uniform web store by searching the Parkway West website at www.parkwaywest.org. Once logged onto our website, please access the Parkway uniform store by clicking on the uniform store. After accessing the web store, select the program that your child is enrolled in to begin your order. **First year construction students should select “First Year Cluster.”**
- Photograph/Video Release Notice Students may be photographed for student recognition activities such as student of the month, for press releases and promotional videos, and for other public relations purposes. Parents who do not wish to grant the school permission to take photos or videos of their son/daughter should notify PWCTC in writing, no later than September 16, 2022, or within two weeks of the student’s enrollment.
- Career Objective Form A yearly Pennsylvania Department of Education requirement that tracks your child’s career intentions.
- Computer, Internet and Network Use Please read the Computer, Internet and Network Use Policy included on the PWCTC website or App under the “Parent Information Packet” Section.
- Family Educational Educational Rights & Privacy Act (FERPA) Please read the FERPA Policy included on the PWCTC website under the “Parent Information Packet” Section App.
- Integrated Pest Management (IPM) Please read the IPM policy included on the PWCTC website under the “Parent Information Packet” Section App.
- Sendit Parents will receive telephone calls via the Sendit Emergency Contact System. Parents may opt out of receiving Sendit phone calls. Parents who do not wish to receive Sendit notifications should notify PWCTC in writing no later than September 16, 2022, or within two weeks of the student’s enrollment.
- PWCTC Website And App The PWCTC school website and App provides a wealth of information including uniform ordering, program descriptions, policies, as well as mental health resources.

If you have any questions regarding the Parents as Partners agreement please call me at 412-923-1772 extension 114.

Sincerely,



Brock J. Snedeker
Assistant Director