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**INTRODUCTION**

**MISSION STATEMENT**

The School's Mission Statement formulated by the Strategic Planning Committee, states:

*The mission of Parkway West Career & Technology Center, a student centered school, is to prepare students with skills to excel in future careers by ensuring rigorous and relevant learning, reacting to industry needs, cultivating positive relationships with partner schools, providing quality instructors, achieving stakeholder commitment, and securing needed resources.*

Parkway West School programs are designed to provide students with the related technical, academic, and workplace skills needed to be successful in the job market or to further education. If you apply yourself diligently to work, Parkway West School can be the first step toward a profitable and satisfying career.

Parkway West School programs combine:

- teachers with years of work and teaching experience
- facilities and equipment comparable to those used in business and industry
- high quality performance standards, professional ethics, and safety to provide quality programs for all students.

In order for you to benefit from your educational experience at the school, this Student Handbook has been prepared to acquaint you with general information on the operating procedures and the rules and regulations of the school.

All Parkway West School programs are approved by The Pennsylvania Department of Education.

## SCHOOL CALENDAR

### **Parkway West School Calendar 2022-2023 2022**

August 23	First Day of School for Students
September 5	Labor Day (No classes)
October 10	Columbus Day (No Classes)
November 1	Act 80 Day (No Students)
November 24 thru November 28	Thanksgiving Vacation (No Classes)
December 23 thru December 30	Holiday Vacation (No Classes)

**2023**

January 2	Teacher In-Service (No Students)
January 3	Classes Resume
January 11	End of First Semester
January 13	Career Exploration Day (No Students)
January 16	Martin Luther King Day (No Classes)
January 27	Career Exploration Day (No Classes)
February 20	Presidents' Day (No Classes)
March 7	Open House – PM
April 5	Act 80 Day – (No Students)
April 6 and April 10	Spring Vacation (No Classes)
May 26	Last Day of School for Students

**Total Student Days 180**

**DAILY SCHEDULE**

**Morning Session**

Start of Morning Session		7:40 - 10:25
Academic Courses	Period 1	7:52 – 9:07
Academic Courses	Period 2	9:10 -10:25
Dismissal from morning session		10:25

**Afternoon Session**

Start of afternoon session		11:35 - 2:20
Academic Courses	Period 3	11:47 – 1:02
Academic Courses	Period 4	1:05 - 2:20
Dismissal from afternoon session		2:20

**GENERAL SCHOOL POLICIES**

The Parkway West Career & Technology Center Joint Committee, in an effort to meet the responsibilities delegated to it by its twelve participating districts, and bearing in mind the rights of the students who attend to receive an education which supplements that which is afforded

them at their home schools, now affirms the following policies.

The Joint Operating Committee believes that attendance at this school is a privilege that is extended to students by their home school districts, and abuse of this privilege can deny other students their right to quality education. Therefore, it now establishes the following policies, rules, and guidelines for student behavior.

### **NON-DISCRIMINATION**

It is the policy of the Parkway West Career & Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its Educational Programs, Activities, or Employment Policy as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquiries regarding compliance with the above Non-Discriminatory Policies, contact Dr. Darby L. Copeland, Executive Director, Parkway West CTC, 7101 Steubenville Pike, Oakdale, PA 15071; telephone (412) 923-1772 or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Section 504 Point of Contact: Dr. Darby L. Copeland, Executive Director, Parkway West CTC, 7101 Steubenville Pike, Oakdale, PA 15071; telephone (412) 923-1772

Title IV Point of Contact: Dr. Darby L. Copeland, Executive Director, Parkway West CTC, 7101 Steubenville Pike, Oakdale, PA 15071; telephone (412) 923-1772

### **ELECTRONIC DOCUMENTS AND PARENTAL/GUARDIAN ELECTRONIC SIGNATURE POLICY**

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect.

## **STUDENT INFO**

### **STUDENT RESPONSIBILITIES (235)**

Students are responsible for regular school attendance and completion of all program assignments.

Students do not have the right to interfere with the education of other students. It is the responsibility of students to respect the rights of teachers, other students, administrators, and all other members of the school staff and community. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of all students to:

1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom themselves to meet fair standards of safety and health, and not cause disruption to the educational process.
4. Assume that until a rule is waived, altered, or repealed it is in full effect.
5. Assist the school staff in operating a safe school
6. Be aware of and comply with federal, state, and local laws.
7. Exercise proper care when using school facilities and equipment.
8. Attend school daily, except when excused, and be on time for all classes and other school related functions.
9. Complete all make up work and assignments when absent from school.
10. Pursue and attempt to complete satisfactorily the program of studies prescribed by the school.
11. Avoid inaccuracies in student newspapers or publications.
12. Avoid the use of indecent or obscene language.
13. Keep lockers locked and personal items secure at all times.

### **ATTENDANCE (204)**

The educational programs at Parkway West Career & Technology are predicated on the students' presence. On-time daily attendance and participation are necessary to ensure that students master essential skills. Parents will be notified of daily absences via the AlertNow Sendit App automated calling system as per numbers provided on the Emergency Card.

### **EARLY DISMISSAL**

No early dismissal will be approved unless a written request, signed by a parent or home school official, is presented to the school office at the start of the morning or afternoon session. This request must include a telephone number where the parent or home school official can be reached to verify the necessity of the early dismissal.

Students are not permitted to leave the building for any reason during school hours unless prior permission has been granted by the main school office. Students should not call parents

or friends to arrange to be picked up unless permission has been granted by the main school office.

If any law enforcement or court official requests the dismissal of a student during school hours, the administration will attempt to contact the student's parents prior to the student's departure, if possible.

All students who must be released from the career & technology center due to an employment interview must have written permission from their parent(s) or guardian(s). Interviews are scheduled by the Cooperative Education Coordinator.

**EMERGENCY SCHOOL CLOSING**

In the event of an emergency school closing, announcements will be made over local radio; television stations, and posted on the Parkway West CTC website: [www.parkwaywest.org](http://www.parkwaywest.org) and Parkway App. Students will also be called via the Sendit App as per telephone numbers provided on the Emergency Card.

## **LEGAL EXCUSES**

Students must provide a written excuse signed by a parent or guardian for all absences or early dismissals. Parental excuses permit students to make up missed class work. However, parental absences still count towards the loss of credit for non-attendance. Reasons for excused absences include: illness, death in the immediate family, extreme weather conditions, or personal emergencies that directly affect the student.

If an excuse is not submitted within 3 days of the student's return to school, the absence(s) will be considered unexcused. If a student is ill for an extended period of time (3 days or more for any one medical problem), it is recommended that the student obtain an excuse from the healthcare professional providing the treatment. A healthcare professional's excuse or court excuse for absence from school will prevent loss of credit for excessive absenteeism.

## **LOSS OF CREDIT FOR NON-ATTENDERS**

When a student exhibits a pattern of excessive absenteeism or when a teacher or any other staff member becomes aware of any unnecessary absence(s), that staff member will discuss the problem with the student at the first opportunity. Staff members will contact the student's parent or guardian to discuss ways to resolve the problem.

When a student has been absent 10 days, a letter will be sent to the parent and home school to notify them of the absenteeism.

When a student has been absent 20 days, a letter will be sent to the parent and home school to notify them of the absenteeism and the loss of one credit. Student will be referred to the Student Services.

When a student has been absent 30 days, a registered letter will be sent to the parent and the home school notifying them that the student has lost a second elective credit and the Certificate of Completion normally awarded at the completion of the program. Parents have the right to schedule a conference with the Assistant Director of Career and Technology Education within 10 days of receipt of the letter to provide third-party documentation of medical or other compelling reasons for the absences. (See Legal Absences)

Further unexcused absenteeism may result in the student being reassigned to the home school.

## **PERMISSION TO ATTEND ADDITIONAL SESSIONS**

Any Parkway West student who wishes to attend any Parkway West CTC class sessions for which they are not scheduled must complete the Permission to Attend Additional Sessions form at least one day prior to the day of the desired additional sessions. Parental, home school administrator and Parkway instructor signatures are all required on the form. Students/parents may be responsible for transportation depending on home school bussing.

## **TARDINESS**

Students who do not report to an assigned career and technology program and/or academic class on time will be marked tardy. Six tardies and every three tardies thereafter will result in disciplinary action and/or appropriate legal action according to the student discipline policy and PA Compulsory School Attendance Laws.

## **STUDENT SERVICES**

### **Admission and Selection (201)**

Students are admitted to career & technology programs at Parkway West Career and Technology Center (CTC) based on their interest in, ability to benefit from, and preparedness for a particular career & technology program. Secondary students who are interested in attending Parkway West CTC can obtain information on the programs and an application from their home school counselor or the Student Support personnel at Parkway West CTC.

Career guidance services are available at the school to assist secondary and adult students to make informed choices regarding the career & technology programs available. To schedule an appointment with Student Support personnel, please call the school at (412) 923-1772.

Adult students are enrolled in Parkway West CTC programs on a space-available basis. A high school diploma or G.E.D. is required of all adults applying for admission. Adult applicants may be tested for academic achievement and vocational interest to ensure appropriate placement.

Further information on programs and application forms are from the Assistant Director.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students' educational records. It defines the rights of parents, eligible students, and other entities to inspect educational records, and establishes guidelines for schools to follow when they receive requests to release student records.

Under FERPA, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless parents notify the school that they want this information to be kept confidential. Parents of all Parkway West CTC students are provided an opportunity to notify the School that they do not want this information released at the beginning of each school year.



## **INSURANCE**

It is strongly recommended that every student purchase Student Insurance at the home school. Although Parkway West CTC has an excellent safety record, there is the potential for accidents due to the industrial nature of the equipment in the school. Parkway West CTC is not responsible for the cost of any medical treatment.

## **Safe2Say Something**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies (1-844-SAF2SAY or use the Safe2Say App).

Here’s how it works:

- Submit an anonymous tip report through the Safe2Say Something system
- Crisis center reviews, assesses, and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention.
- If needed, crisis center may contact tipster anonymously through the app.

## **STUDENT ACTIVITIES (231)**

### **Cooperative Education Program**

Cooperative Education combines a career and technology program with supervised employment to assist students in achieving their career goals.

Admission criteria for the Cooperative Education program include: good attendance, the completion of career and technology competencies, successfully completed the pre-NOCTI test, professional attitude, cooperation with others, and adherence to the dress code, teacher recommendation and administrative approval. Students who do not demonstrate the qualities of a good employee in their career & technology program will not be recommended for cooperative education placement.

Students who desire to participate in the Co-op Program must:

- A. Have a satisfactory attendance record. Students who have lost credit for excessive absence in their freshman, sophomore or junior year will not be permitted to go on Co-op in subsequent years until they have demonstrated satisfactory attendance for at least one entire semester.
- B. Be recommended for the job by their teacher and an administrator.
- C. Complete all required forms prior to beginning the Co-op job.
- D. Provide written proof of hours worked, in the form of copies of pay stubs or signed statements from the employer.

- E. Attend Co-op Related Theory classes.
- F. Maintain at least a "B" grade in the career & technology program and in any applied course taken.
- G. Cosmetology students must complete 1250 hours of program education.

Students who enroll in a career & technology program in their freshman or sophomore year and who meet all of the above criteria may be eligible to go on Co-op in the second semester of their junior year. Students who enroll in a career & technology program in their junior or senior year and who meet all of the above criteria may be eligible to go on Co-op in May of their first year.

Adult students may participate part-time in the cooperative education program as soon as they acquire employable skills in their field of study. Applications for Co-op are available from the Coordinator of Cooperative Education.

### **Field trips**

Field trips may be scheduled by teachers with administrative approval to provide meaningful educational experiences for students outside of the school. Students are required to attend all approved field trips unless excused by a parent due to legal absence. Students on suspension are not permitted to participate in field trips. Parkway West CTC will treat family field trips for educational purposes, which have been approved by the home school, as excused absences.

### **National Technical Honor Society**

As a member of the National Technical Honor Society (NTHS), Parkway West CTC is pledged to promote service, leadership, honesty, career development and skilled workmanship; to encourage and assist student educational and career goal setting; to promote a stronger linkage between career-technical education and business and industry; and to promote the image of career-technical education in America.

Students who demonstrate these qualities will be inducted into the NTHS and will be recognized at the Senior Recognition Ceremony. NTHS students also work with school staff to foster closer cooperation and communication among students, faculty, and administration. The NTHS provides a forum for students to express their opinions regarding school issues and an opportunity to develop leadership skills.

### **SkillsUSA**

SkillsUSA is an organization whose purpose is to develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities; to foster a deep respect for the dignity of work; to promote high standards in trade ethics, workmanship, scholarship, and safety; and to create enthusiasm for learning. Students, working closely with advisors, attend competitions at the local, district, state and national levels.

Students participating in SkillsUSA activities, field trips, and competitions are subject to all Parkway West CTC's rules and policies. Any student violating the rules and policies while attending or participating in any of the above activities shall be subject to discipline.

Participation in SkillsUSA is at the discretion of the program instructors and facilitated by staff advisors. This organization provides occupational as well as leadership skills.

### **Student Council**

The mission of the Parkway West CTC's Student Council is to achieve a more perfect learning environment and improve the quality of education for current and future students at Parkway West CTC.

Students participating in Student Council must be good role models and share the beliefs and values of the school. Spots are limited to two students per program area. Students who are interested in joining should speak to the club advisor.

### **STUDENT RECOGNITION**

#### **Director's List**

In order to recognize students who do exemplary work at the Career & Technology Center, a Director's List of Honor Students is named each grading period. This list is intended to be a motivator for students to strive for excellence in academic and program standards. Students must earn an "A" grade in their Career & Technology program of study, receive their teacher's recommendation, earn at least a "B" grade in their academic subject, if they are enrolled in one, and have no suspensions or detentions within the nine week grading period in addition to no more than 4 **unexcused** absences per marking period to be placed on the Director's List. Students will receive honors for making the director's list each grading period in one school year, high honors for making the director's list each grading period for two years and distinguished honors for making the director's list each grading period for three or more years.

#### **Students of the Month/Year**

Each teacher may nominate one student from each session each month for the Student of the Month recognition. The Student of the Month is selected from the nominees by members of the Student Support staff based on attendance, disciplinary record, grades, and evidence of leadership, positive attitude, and work ethic.

The freshman, sophomore, junior, and senior Students of the Year are selected from the field of nominees for Student of the Month for the entire year based on the same criteria.

### **DISCIPLINE (218)**

#### **Saturday Detention**

Students who demonstrate unacceptable behaviors may be assigned Saturday Detention. Students assigned to Saturday Detention shall report to the main entrance of Parkway West CTC on the assigned dates between 8:15 AM and 8:30 AM and will be dismissed at 11:30 AM.

Students reporting later than 8:30 AM (the clock in the school's main office will serve as the official time), will not be allowed entrance to the building and will not be given credit for attending detention.

Students are responsible for bringing school work, reading materials, and school supplies sufficient to keep them busy for three hours. Students must bring all work with them. They are not permitted to visit their classroom or locker. Students who fail to bring sufficient work will be dismissed, their parents will be called, and they will be reassigned to the next scheduled Saturday Detention. Students are responsible for their own transportation to and from Saturday Detention. Failure to attend or to meet Saturday Detention requirements, may result in external suspension and/or assignments to Saturday Detention. In the event of inclement weather, students should check the school's website ([www.parkwaywest.org](http://www.parkwaywest.org)) for cancellations and/or delays.

Upon arrival at Saturday Detention, students will sit in assigned seats as directed by the detention monitor. Eating, drinking, sleeping, use of electronic devices, and talking are not permitted. Students will be given one ten-minute break at 10:00 AM to utilize the restroom and water fountain. Students will not be excused from the detention room except for the most extreme emergencies.

Students who violate the rules and regulations or become unruly will be removed from the detention room and their parent or guardian will be contacted to pick them up. If the detention monitor is unable to contact the student's parent or guardian, the student may be removed by local law enforcement.

## **Suspensions**

Students who demonstrate unacceptable behavior deprive others of their right to a safe, orderly environment. As a consequence for unacceptable behavior, students may be assigned Saturday detention or out-of-school suspension.

Parkway West Career & Technology Center administrators or administrative designees are responsible for determining where a particular infraction fits in the school's disciplinary policy based on the circumstances, severity, and decisions made in previous situations.

Students will be suspended for disciplinary infractions according to the guidelines. Students may be assigned to Saturday detention or out of school suspension at the discretion of the administration.

Students who are suspended out of school are not permitted on school property without the express permission of the administrator or his/her designee issuing the suspension. Parkway

West CTC and its home school districts reciprocate on out of school suspensions. Students who are suspended out of school from their home school are not permitted to attend Parkway West CTC. Students suspended out of school at Parkway West CTC are not permitted to attend their home school. Violators may be charged with defiant trespass.

Act 26 of 1995 requires schools to report certain disciplinary infractions to the Pennsylvania Department of Education. These include the possession, use, sale and transfer of controlled substances such as alcohol, tobacco and illegal drugs; fighting; assaults on students or school staff; racial/ethnic intimidation; any type of harassment including sexual; and other serious infractions that are listed in the Department of Education's *Definitions of Types of Misconduct*.

The Department of Education's Definitions of Types of Misconduct can be found at: [http://www.safeschools.state.pa.us/docs/Definitions-PDE-360\\_Bec.pdf](http://www.safeschools.state.pa.us/docs/Definitions-PDE-360_Bec.pdf). Copies are also available in the school office upon request.

## **STUDENT CODE OF CONDUCT**

### **CODE OF CONDUCT**

In order for effective teaching and learning to take place, a school must provide a safe, orderly environment for all students and staff. Schools cannot function when students are out of control, or when hostility and violence intrude on the educational mission of the school.

Individuals who lack basic social skills will not be successful in the workplace regardless of their level of proficiency in their technical field.

To create and maintain a safe and orderly learning environment, and to promote the acquisition of basic social skills, certain rules of conduct for all students and staff are essential. The rules of conduct include:

- getting along with one another
- controlling impulses and aggression
- taking responsibility for one's actions
- treating each other with respect and dignity
- following established procedures for dealing with conflict or harassment
- reporting threats, intimidation, or acts of violence to the appropriate school authority

## **BULLYING (248)**

### **Bullying in a School Setting**

For the purposes of this policy, bullying shall mean an intentional electronic, written, verbal or physical act, or series of acts directed at another student or students which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

- 1) Substantially interferes with a student's education
- 2) Creates a threatening environment
- 3) Substantially disrupts the order operation of the school

For the purposes of this policy, "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

### **Bullying not in a school setting**

All forms of bullying are prohibited by this policy, including cyber bullying (occurs on the Internet) or other acts that occur outside a school setting if those acts are directed at another student or students, are severe, persistent, or pervasive and have the effect of doing any of the following:

- 1) Substantially interferes with a student's education
- 2) Creates a threatening environment
- 3) Substantially disrupts the orderly operation of the school

### **Staff Responsibility**

All staff members who observe or receive reports of acts of bullying will intervene immediately to stop such conduct. All incidents and complaints of bullying will be reported to the Supervisor who shall have the responsibility to promptly investigate the situation and recommend and/or take action as needed.

\*\*\* *Please Note:* The intent of this reporting system is to document all incidents of bullying behavior. Incidents which involve *law enforcement*, although they may fall under the definitions provided, should not be considered the only reportable incidents of bullying behavior.

### **CORPORAL PUNISHMENT**

Corporal (physical) punishment may not be administered by any staff member to discipline students. However, reasonable force may be used by school employees to:

- quell a disturbance
- obtain possession of a weapon or other dangerous object
- provide self-defense
- protect the property of other persons

## **FREEDOM OF EXPRESSION (220)**

Students have the right to express themselves in any responsible manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, or any other means of common communication, provided that the use of such communication is in accordance with the regulations of the administration.

Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others, and to give others a fair opportunity to express their views.

### **Bulletin Boards**

The administration may restrict the use of certain bulletin boards to school announcements.

Bulletin board space will be provided for the use of students and student organizations.

The following are general limitations applied to posting:

- The administration will prohibit material that is obscene or libelous, which inflames or incites students, or creates a clear and present danger to the orderly operation of the school.
- The administration may require identification of the student(s) or group(s).
- The administration may require that notices or other communications be officially dated, and that such material be removed after a prescribed reasonable time.

### **Buttons and Badges**

The wearing of buttons, badges, or armbands bearing slogans may be permitted as another form of expression, unless the message thereof falls within the restrictions of this document. No school employee will attempt to interfere with this form of expression on the grounds that the message may be unpopular with others.

### **Distribution of Literature, Leaflets, and Newspapers**

The administration will prohibit the distribution or dissemination of student-originated material on school grounds when it would materially and substantially interrupt the educational process or intrude upon the rights of others.

### **School Newspapers and Publications**

Students must refrain from libel and obscenity, and observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors of other newspapers to report and edit the news.

The administration may impose reasonable restrictions on the speech of students, teachers, and other members of the school community in the school newspaper and online publications.

## **SEXUAL HARRASSMENT**

Sexual harassment is defined by school policy as unsolicited or unwanted sexual advances, verbal requests, or physical conduct of a sexual nature that interferes with a student's educational experience or creates an intimidating, hostile, or offensive educational environment. Students who are found in violation of this definition will face consequences.

## **TOBACCO CONTROL ACT (222)**

In accordance with the Pennsylvania School Tobacco Acts (Act 168 of 1988 and Act 145 of 1997) possession or use of tobacco products by secondary students is prohibited in school buildings, in school buses, on school grounds, and at school sponsored activities.

Possession of tobacco and/or nicotine use products shall include having on one's person or personal property smoking or smokeless tobacco in any form. Tobacco and/or nicotine use shall be defined as use and/or possession of lighted or unlighted cigarettes, lighted and un-lighted cigars, e-cigarettes (electronic), vapor cigarettes, mechanical cigarettes, and pipes; other lighted smoking products; and smokeless tobacco in any form. School grounds are defined as property owned by, leased by, or under the control of the school board including sidewalks, roadways, parking lots, courtyards, school buildings or school sponsored events.

Students who violate the school's non-smoking policy will have all tobacco products, matches, lighters, or other related materials confiscated and may be subject to fines, court costs, and/or the consequences listed in the discipline code.

## **CHEATING AND LYING**

Students are expected to complete all assignments and tests on their own, unless specifically directed otherwise by the teacher. While Parkway West CTC encourages group projects and cooperative learning whenever appropriate, individual achievement can only be assessed through the administration of tests, quizzes, and other assignments to the individual student. Students found to be cheating or otherwise falsifying grades will be given a zero grade for the test, quiz, or assignment involved.

Some required supply items such as school-approved locks and safety glasses may be purchased from the school during the first two weeks of classes. Uniforms, tools, locks, and other supply items remain the property of students, and students are responsible for using reasonable care to secure and protect these items from theft or loss. In the event that uniforms, tools, locks, or other supply items are lost, stolen, damaged, or used up, students are required to replace them promptly.



## **INCIDENTS NOT COVERED BY GUIDELINES**

It is important to realize that when dealing with student disciplinary infractions administration cannot possibly foresee every type of incident that may occur. The list of infractions and aggravating and mitigating circumstances should not be regarded as exhaustive. If a situation which is not listed should occur, school officials will use their best judgment in placing the infraction on a specific level and administer the appropriate consequences.

## **ACADEMIC INFORMATION**

### **ACADEMIC COURSES**

Principles of Technology, Chemical Properties in Practice, US History I, US History II, Civics, and World Cultures may be offered at the Career & Technology School for students who need credit toward graduation. All PWCTC academic courses are NCAA approved. Only one academic course may be scheduled per year.

Academic classes are provided through on-line services (Zoom and/or Schoology). Students enrolled in academic courses are to complete all assignments given in a virtual setting or attend during the academic schedule.

### **Principles of Technology**

This course is an applied physics course which focuses on both content and application through the use of labs. The materials covered include measurement, Newton's Three Laws of Motion and their application through 1 and 2 dimensions, force, momentum and inertia, work, energy, and simple machines. This section is explored through both linear and rotational examples and labs. Thermodynamics, heat and states of matter are explored as forces which utilize pressure and have applications in real world careers. Electricity and magnetism are explained as part of the physics of the atom. Pendulums, sound and light are a part of the periodic motion and waves section. Quantum mechanics and relativity are referred to when they apply to the sections being studied. The major focus is placed on content, analysis and the utilization of that content in real world situations with an emphasis on the value of scientific application in problem solving.

### **Chemical Properties in Practice**

This course focuses on chemistry and its applications to today's issues. Students will first become acquainted with the basic principles of chemistry including matter and its states, the atomic theory and thermodynamic theory, reactions and solutions, and equilibrium. They will gain an understanding of the relationship between these content and nuclear and organic issues facing today's technology. Finally, they will use this knowledge to explore many of the ways chemistry is used to balance the needs and wants of humanity with the stresses placed on the physical environment with an eye toward the application of green technology and providing the energy needed for a population becoming more technological each day. The major focus is placed on: content, analysis, interpretation and problem solving of today's issues.

## **Civics**

This course will provide students with a basic understanding of how the government of the United States works. Students will explain the influences that British political traditions and our experiences in early colonial government played upon the development of our system of government. Students will examine the three branches of the federal government and explain how each branch checks the power of the other. Students will discuss the evolution of the Constitution of the United States, particularly the Bill of Rights and other key amendments as they apply to an ever-changing society. Students will analyze the American political system and the electoral process, with particular emphasis upon nominations, campaigns, and elections for the Presidency.

## **US History I**

This course is the study of the social, political, cultural and economic development of the United States from Pre-Colonial America through the antebellum period. Students will develop an understanding of how our Nation's past comes to impact current events. Additionally, students will appreciate the development of our democratic principles and recognize the responsibilities of citizenship in a free nation. Students will use varied resources to examine course content. In addition to the text, students will examine historical documents, eye witness accounts, excerpts of period literature and political cartoons. Students will interpret charts, graphs and maps in the context of the course.

## **US History II**

This course continues the study of the social, political, cultural and economic development of the United States from the American Civil War to the present. Students will develop an understanding of how our Nation's past comes to impact current events. Additionally, students will appreciate the development of our democratic principles and recognize the responsibilities of citizenship in a free nation. Students will use varied resources to examine the course content. In addition to the text, students will examine historical documents, eye witness accounts, excerpts of period literature and political cartoons. Students will interpret charts, graphs and maps in the context of the course.

## **World Cultures**

This course focuses on the diverse ways of life found around the world. Through the study of various regions of the world, the students will better understand the geography, history, and culture of the other peoples. Additionally, the course focuses on how historical events have shaped the world as well as make connections between events from the past and the present. Students are challenged to think outside of own culture and better appreciate the many cultural traditions celebrated around the world. Major areas of focus include: Africa, China, India, Russia, Japan, and Europe.

### **ARTICULATION AGREEMENTS**

Each Parkway West program has an articulation agreement in place with post-secondary institutions such as California University, Community College of Allegheny County, Pittsburgh Technical College, Robert Morris University, and others that permit students to receive college credit for work completed at the career & technology center.

Information regarding articulation credit for a particular program is available from Student Support personnel or program handbooks.

### **MAKE-UP WORK**

Students are responsible for all work missed due to absence, whether the absence is due to illness, suspension, or other reason. It is the student's responsibility to obtain information from the teacher regarding assignments or tests missed.

The teacher will set a due date that allows a reasonable length of time for the student to make up missed work. Failure to complete make-up work by the due date will result in a zero for the assignment.

Students whose absences are determined to be unexcused will not be permitted to make up missed assignments and will receive a zero for any assignments or tests missed due to unexcused absences.

### **TEXTBOOKS**

Textbooks may be provided to students at the beginning of the school year. Students are responsible to take proper care of all textbooks and workbooks, and will be held responsible for any damage or loss. Students are responsible for turning in the textbook which was assigned to them at the beginning of the year.

Students who wish to purchase textbooks must do so through their teacher, who will process their request through the appropriate administrator.

### **TOOLS, UNIFORMS AND OTHER REQUIRED SUPPLIES**

Students are required to purchase supplies needed to participate in career & technology programs such as school-approved locks, uniforms, tools, etc. A list of these items is provided to students and parents at the beginning of the school year.

Some required supply items such as school-approved locks and safety glasses may be purchased from the school during the first two weeks of classes. Uniforms, tools, locks, and other supply items remain the property of students, and students are responsible for using reasonable care to secure and protect these items from theft or loss. In the event that uniforms, tools, locks, or other supply items are lost, stolen, damaged, or used up, students are required to replace them promptly.

### **CONTINUOUS PROGRESS**

Students enrolled in Parkway West CTC programs are expected to demonstrate a sincere interest in learning and show continuous progress in their career and technology program and academic studies. In order to meet the requirements for satisfactory academic progress, students must maintain passing grades and proceed through the course at a pace leading to completion within the specified length of the program.

### **FINAL FAILING GRADE**

Any student who receives a final "F" grade in a non-final year will receive no credit and may be scheduled for a full day of classes at his/her home school or transferred to another program at Parkway West CTC. Students failing at the end of a marking period will be referred to student support services. Students who receive a failing grade in any program may not return to the same program for the following school year.

### **FLEXIBLE INSTRUCTIONAL DAYS**

During a school closure, students are expected to work on assignments from home as assigned and presented via the Schoology LMS or by utilizing the hard copies that were provided by the instructor. If a student does not have Internet access or equipment to log on, the student should communicate this to his/her instructor and will be given hard copies of the assignment. Students can then turn the hard copies into his/her instructor for full credit. It will be the responsibility of the student to login to the Schoology LMS during the school day. The student will then open the folder labeled "Flex" which will be on their instructor's class page and complete the required assignment for that day.

## GRADE CALCULATIONS

The following method is used to calculate quarterly, semester, and final grades:

First, Second, Third and Fourth Quarter Grades	The weighted average of all scores or grades in that 9 week grading period.
First Semester Grade	The percentage scores from the first and second quarters are averaged to determine the first semester grade.
Second Semester Grade	The percentage scores from the third and fourth quarters are averaged to determine the second semester grade.
Final Grade	The percentage scores from all four quarterly grades are averaged to determine the final grade.

## GRADING POLICIES

Grades are issued every nine weeks. Teachers are responsible for determining the relative value or weight assigned to test and quiz scores, performance-based evaluations, daily grades, class participation, projects, homework, and other valid measures of student performance in each quarter.

## GRADING SCALE

The following grading scale is used to determine letter grades:

Letter Grade	Percentage Grade
A .....	90 - 100
B .....	80 - 89
C .....	70 - 79
D .....	60 - 69
F .....	Below 59

If a final failing grade is earned in the student's senior year, he or she will not be permitted to attend Senior Recognition nor will they receive a Certificate of Completion.

### **INCOMPLETE GRADES**

An Incomplete or "I" grade may be issued when a student fails to complete a substantial portion of the course requirements for a nine week grading period. Most frequently, an "I" grade is used to avoid a failing grade for students who have been absent due to serious, ongoing medical problems which are being treated by a healthcare provider.

A student receiving an incomplete grade will be given a reasonable period of time, as determined by the teacher, to complete the required work. If the student fails to complete the required work within the specified time period, the incomplete grade will be changed to an "F." Other than extreme circumstances, no student will be given more than one grading period to make up uncompleted work.

### **METHODS OF INSTRUCTION**

Parkway West Career & Technology Center programs are based on Programs of Study (POS). Teachers may utilize a variety of instructional methods to assist students to meet the course requirements, including Schoology, [Zoom](#), projects, lectures, demonstrations, portfolio development, written assignments, homework, videos, guest speakers, and live work projects.

### **PARENT PORTAL**

The Parent Portal is a service which will enable parents/guardians to view their child's attendance, grades, discipline and class schedule on-line. Instructions to create this account can be found on Parkway's website [www.parkwaywest.org](http://www.parkwaywest.org) under the "Parents Tab."

### **PARENTAL CONFERENCES**

Parent conferences with Parkway West CTC teachers and administration are welcomed. Meetings may be arranged by telephoning the school office. Reasonable advance notice is recommended to ensure the availability of the staff member(s).

### **STUDENT DEBT**

Grade reports and the Certificate of Completion will be withheld if a debt is owed to the school.

## SENIOR RECOGNITION

A Certificate of Completion will be awarded to each student upon successful completion of all program and attendance requirements at PWCTC and home school graduation requirements. Minimum program requirements for student certification are outlined in the “Criteria for Completers” chart below.

Certificates of Completion are issued only at the end of each school year. All students who successfully complete the requirements outlined below will receive a Certificate of Completion.

	<b>NON-COMPLETERS</b>	<b>BASIC COMPLETERS</b>	<b>ADVANCED COMPLETERS</b>
<b>PROGRAMS OF STUDY (POS)</b>	Student has <b>not</b> completed at least 74% of program competencies.	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better.
<b>END OF PROJECT ASSESSMENT</b>	Earned Basic on NOCTI or did not make an attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
<b>ATTENDANCE</b>	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% cumulative attendance.
<b>HIGH SCHOOL DIPLOMA OR EQUIVALENT</b>	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
<b>PORTFOLIO</b>	Incomplete Portfolio.	Completed Portfolio.	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.

## **PROCEDURES, POLICIES, REGULATIONS**

### **EMERGENCY CARD INFO**

Students are required to submit an emergency card, properly completed and signed by a parent, to their teacher the first week of school each year. Students who fail to submit a completed emergency card may be restricted from utilizing equipment in shop areas including computers and computer network. Students must report any demographic changes to the school office immediately.

### **CONFIDENTIAL INFORMATION (207)**

Confidential information acquired from students by a staff member while in the course of his/her professional duties will be considered privileged information to the extent that it will not be divulged in any proceeding without the consent of the student (if over 18 years of age), or without the consent of the student's parents or guardian (if student is under 18 years of age). Information will be revealed when there is evidence of child abuse, neglect, injury, a life-threatening situation, or a legal obligation to report such information.

### **DRESS AND APPEARANCE (221)**

Students' clothing and appearance must meet safety and professional standards. It is the responsibility of students to conform to the dress code of their training program. Students may not wear fish net, bare midriff, halter-tops, ski masks, open-toed shoes, or torn and/or loose fitting clothing in any program. Students may not carry wallets with attached chains, spiked jewelry or accessories. Pant legs rolled up, writing with pen or magic marker on uniforms, or dirty or torn uniforms are not acceptable. Clothing imprinted with vulgar or suggestive designs/drawings, obscene or profane language 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 of their training program. Violations of these policies on dress and appearance may result in disciplinary action.

### **BUS TRANSPORTATION**

The sending school districts provide bus transportation for their secondary students.

While en route to and from Parkway West CTC, students are to obey all regulations concerning conduct on school busses. Behavior that reflects negatively on the school or creates a safety hazard will not be tolerated. Discipline problems which occur on busses en route to or from Parkway West CTC will be referred to the home school district. Upon arrival at Parkway West School, students are to enter the building and report to their respective career and technology program immediately.



Busses depart from the front of the main building, outside of Veterinary Technology, and Culinary Arts, approximately three minutes after the morning and afternoon dismissal bell. Students are to go directly to the bus and board it immediately when the dismissal bell rings.

All students are required to arrive and leave campus via bus or car. Students may not walk on or off campus without prior approval of the parent and this school's administration.

### **DRIVING AND RIDING (223)**

Parkway West CTC permits students who meet certain conditions to drive or ride to school in personal vehicles as a privilege, and assumes no responsibility for damage or theft of any vehicle or personal property on school grounds. Students are not permitted to drive ATV's or other motorized vehicles not registered and legal. Students who elect to drive or ride to school do so entirely at their own risk.

Students who violate any of the policies listed below will be subject to the actions listed in the Student Discipline Policy and will lose their driving/riding privileges, ticketing from local law enforcement, and/or towing.

Students are not permitted to go to their cars or leave school grounds without permission from the main school office during school hours. Upon arrival at the school, students are to park in their assigned number space and then immediately report to their assigned class.

If a student must drive due to an emergency, a parent must call the school prior to the student's arrival, and the student must report to the Supervisor's office to receive temporary permission.

Temporary permission to drive or ride will only be given in an emergency. There is a limit of two temporary passes given in a school year.

Adult students are not permitted to transport high school students to or from Parkway West CTC.

### **Driving/Riding Permits**

Licensed student drivers who wish to drive a personal vehicle to school must submit a Driving/Riding Permit Request form stating:

- Reason permit needed
- Make/Model of vehicle
- License Plate number

Students who wish to ride to or from Parkway West CTC with another student must be from the same school district. **Students must** also submit a Driving/Riding Permit Request form. Drivers and riders must be from the same home school. Only **ONE** driver and **TWO** passengers are permitted to ride in one car at any time.

<b>Driving Permit - \$10</b>	<b>Riding Permit - \$10</b>
Name of student permitted to drive	Name of driving student
Signed by parent	Signed by parent of <b>rider</b>
	Signed by parent of <b>driver</b>
Signed by Home School Principal	
Signed by Parkway West CTC Administration	

- The Driving and Riding permit tags must be placed on the front window of the approved vehicle.
- Students must obey all local, state, and federal driving laws.
- Observe the 15 MPH speed limit and all posted traffic signs on the campus.
- All students must park in their assigned parking spot in front of the Career & Technology Center main building.
- Have no suspension from school for any violation of School Driving/Riding policies.
- Have no more than 12 incidents of tardy arrival to school during the school year.
- Exit the parking lot in a safe and orderly manner.
- Drivers are not permitted to exit until all school busses depart.

Failure to comply with the above conditions may result in the revocation of the parking or riding permit and/or forfeiture of the entire permit fee.

**GRIEVANCE PROCEDURE (219)**

The administration, student support staff, and faculty are available to students to discuss problems and complaints. A grievance may be initiated if a student has a serious complaint regarding the implementation and enforcement of policies and procedures of the Parkway West CTC or staff.

1. The first step in the grievance procedure is to discuss the problem with the person involved.
2. If the problem cannot be resolved at the first step, the student should then discuss the issue with the Guidance Counselor, Special Populations Coordinator, or Supervisor.
3. If the matter is still unresolved, the student should present the grievance in writing to the Assistant Director/Supervisor within ten (10) school days of the occurrence. The Assistant Director/Supervisor will confer with the parties involved and will reply in writing to the student within five (5) school days.
4. If the student is not satisfied with the decision of the Assistant Director/Supervisor, the

student should present the grievance in writing to the Director of Parkway West CTC within ten (10) school days of the Assistant Director/Supervisor's response. The Director will reply in writing to the student within five (5) school days.

5. The final step in resolving a grievance, if unresolved at any of the preceding steps, is to submit the grievance in writing to the Superintendent of Record within ten (10) days of the Director's response.

### HALL PASSES

Students are not permitted to leave their assigned area for any reason without a hall pass. A special pass is to be used when students have to use the restroom during class time. Passes to other areas require a written hall pass by the teacher. Students must also sign the class sign in/sign out sheet upon entering or leaving the shop for any reason during instructional time.

Teachers have the authority to exercise discretion in granting hall passes to students in order to reduce loss of instructional time and unnecessary hall traffic. Students with medical problems that require frequent use of the rest rooms must provide a healthcare professional's excuse stating the accommodations needed by the student.

### MEDICATION (210)

Students who are required by a physician to take essential medications during school hours must obtain a medication administration form from the school office and have it completed by their healthcare professional and parent giving permission to the school to administer the medication. A medication is essential only if the student could not attend school without taking it. All medication is dispensed from the main office.

**No student is permitted to dispense prescribed or over-the-counter medicines to another student.** Violation of any of the above policies may result in the student being found to be involved in drug, alcohol, or drug paraphernalia use or possession, and subject to disciplinary action.

### RESTROOMS

Students going to or from the restroom must carry a rest room hall pass and sign in and out of the classroom or shop on the form provided for that purpose. Students are not permitted to use the restrooms during class changes or while in route to another part of the building on a Hall Pass.

Loitering in restrooms is prohibited. Only one student at a time is permitted in a stall. Students found damaging restroom facilities will be disciplined and held responsible for damages.

Other restrictions on access to restrooms may be implemented by the administration if deemed necessary.

## **VISITORS**

Students who wish to learn more about the programs offered at Parkway West Career & Technology Center in order to make an informed decision as to whether to enroll in a career & technology program should contact their home school guidance counselor.

The home school guidance counselor will contact Parkway West School's student support center to arrange a "shadowing" experience with another student, possibly from the same home school. Student visits for other purposes are not permitted. Visitors are governed by Parkway West CTC's rules and regulations.

All adult visitors must state the purpose of their visit and the person whom they are meeting when they sign in at the school office, and must wear the identification tag provided during their entire time in the school. Salespeople and community members should make appointments to meet with teachers or staff during non-instructional time.

## **WORK ORDER REQUESTS**

Students who wish to have work or services performed on personal property or vehicle must first receive permission from their career and technology program instructor and, if applicable, their academic instructor. Students who have poor attendance, discipline issues, or below a "C" average grade in their academic and career or technology program will not be granted approval by the administration.

The student must obtain authorization from the Assistant Director/Principal before bringing the item to school. The owner of the item to be repaired must sign the Work Order Request form, thereby granting the school release of all liability for loss, damage, or personal injury.

All costs for parts, supplies, and shipping, will be assessed a 12% service charge (includes parts purchased by owner). Costs must be paid in full in the Business Office before the item will be released.

## **TRANSCRIPTS**

Transcripts of grades will be sent to employers, educational institutions, or the armed services only upon completion of the release of records form signed by the student (if over 18 years of age) or parent or guardian (if student is under 18 years of age).

## **TUITION**

High school students enrolled in any of the twelve participating school districts may attend Parkway West CTC at no cost through their home school district's participation in the Parkway West Career & Technology jointure.

The tuition rate for full time adult students for the [2022-2023](#) program year is \$5,000.00 for a full day program.

## **WITHDRAWAL (208)**

Any student who wishes to withdraw from Parkway West CTC must meet with the Student Support Services or Principal/Assistant Principal in order to assure that the proper procedures are followed. A conference will be scheduled to ensure that the student has had an opportunity to discuss the reason for withdrawal and possible alternative actions.

## **SAFETY**

### **EVACUATION DRILLS**

When the evacuation alarm is sounded, it is imperative that all persons leave the school in a swift, orderly fashion. Students who are out of their class in another part of the building should leave by the nearest exit and report to the nearest teacher.

No student is to re-enter the school until the "all clear" signal has been sounded. Teachers will explain the exit route for their classroom or shop. A diagram of the exit route is posted in each shop and classroom.

### **EYE PROTECTION**

Section 1 of Act 116 of 1965 defines the requirements for eye protection as follows:

Every teacher, student, visitor, spectator, and every other person in any shop or laboratory in public or private schools, colleges and universities who is engaged in or is within the area of known danger created by:

1. The use of hot liquids, solids or gases, or caustic or explosive materials.
2. The milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials.
3. The tempering, heat treatment of kiln firing of metals and other materials.
4. Gas or electric welding.
5. The repairing or servicing of vehicles.

Students must wear industrial quality eye protective devices at all times while engaged in such activities or exposed to such known dangers.

Teachers may also require eye protection to be worn by any person in the shop in any other situation they deem necessary.

School approved safety glasses are required. Sunglasses are not permitted to be used as safety glasses in any shop. Students who must wear prescription glasses must have glasses with clear safety lenses.

## INJURY OR ILLNESS (211)

Any accident or illness must be immediately reported to the teacher. The teacher will refer the student to the first aid room where an authorized person will evaluate the extent of the injury or illness. The student's parent or emergency contact person will be contacted if it is deemed necessary to transport a student to a healthcare professional or hospital. The school is not responsible for charges related to transportation and/or treatment of injured or ill students.

Under no circumstances may a student leave the building, whether for home, hospital, doctor's office or other destination, without authorization from the school office.

## SAFETY POLICY

Students are not permitted to operate any machinery or equipment until they have successfully passed the related safety tests and have submitted a completed emergency card. Students must adhere to the program safety rules and regulations at all times.

## STUDENT'S PERSONAL PROPERTY/VALUABLES

The Career & Technology Center will not be responsible for the personal property of students. **Articles of clothing, jewelry, money, electronic devices, or other personal property are the responsibility of the student.**

The Career & Technology Center will provide reasonable safeguards for the protection and safe keeping of personal property that must be brought on the premises. Students have an obligation to report lost or found articles to the main school office. Items that are unclaimed at the end of the school year will be discarded.

Students should not bring valuable items or large amounts of cash to school or store such items in their lockers, as their safety cannot be guaranteed. Students who choose to bring such items do so at their own risk.

## **SECURITY**

### SECURITY

To provide a safe environment for all students and staff, certain public areas in the school and on the school grounds may be monitored using video surveillance cameras.

To prevent unauthorized persons from entering the buildings, certain entrances will be designated for all students to enter and leave the building.

The school employs security personnel to assist the administration in maintaining a safe environment for all students.

## **LOCKERS**

### **Locker Regulation**

Students are assigned to a locker by their teacher. The locker remains the property of the school and is subject to periodic inspections by the teacher or Administrator. Students are to use the locker which is assigned to them and are not permitted to switch a locker without instructor permission. A locker may be opened and searched by the administration if they have reasonable suspicion that a weapon, illegal substance, or any other item, which presents a clear

and present danger to the school or students, may be found or an item(s) are missing from a classroom or shop area. **If a student is alternately placed, withdraws, or graduates, items left in the lockers will be kept for 30 days and then disposed of.**

**The school administration requires that each locker be secured with a lock to prevent loss of personal items. Only approved locks, purchased from the school, may be used.**

### **LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers.

Periodic locker inspections may be conducted by the administration with or without prior warning at any time during the school year. The search of a particular locker will only be made upon reasonable suspicion that the student has illegal materials or when there has been a violation of a school rule or regulation.

### **SEARCHES (226)**

#### **Searches**

The administration may search a student, student's lockers, or student's vehicle and seize any illegal materials found. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a vehicle search, the student will be notified and given an

opportunity to be present. However, when the administration and faculty have a reasonable suspicion that a locker or vehicle contains materials that create a threat to the health, welfare, and/or safety of other students or staff at the Career & Technology Center, a search may be conducted without prior notice. An Administrator or his/her designee will conduct all searches with a staff member present as a witness.

#### **PERSONAL SEARCHES**

A student's person or personal property (purse, book bag, jacket, trousers) will be searched whenever the administration has reasonable suspicion to believe that he/she is in possession of illegal or unauthorized materials.

An Administrator or his/her designee and a staff member of the same sex will conduct a pat down search of a student in private. No strip searches will be conducted.

## **DOG/DRUG SEARCHES**

If a drug sniffing dog reacts to the purported presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker or vehicle. Drug sniffing dogs will not be used to search a student's individual person.

## **VEHICLE SEARCHES**

Students are granted a permit to park on school grounds as a matter of privilege, not of right. The school retains the authority to conduct routine checks of student vehicles. Interior inspections will be conducted when the administration has a reasonable suspicion that there are illegal or unauthorized materials contained inside the vehicle, or a school rule has been violated.

# **TECHNOLOGY USAGE**

## **COMPUTER, INTERNET, WIRELESS NETWORK AND LOCAL AREA NETWORK USE POLICY**

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network conduct, and Federal and State Law when using the school's computers, networks, and/or the Internet. Prior to being offered access to Parkway's computers, networks, or the Internet, all students and their parent(s) or guardian(s) must sign a Network/Internet Usage Agreement indicating their acceptance of Parkway's policies regarding such use.

Upon satisfactory completion of the application process and completion of the Network/Internet Usage Agreement, students will be issued a computer network/internet access account granting them permission to use the school's computers and networks. Any violation of school policies regarding the use of computers, networks, or the Internet may result in revocation of the computer network/Internet account and/or other disciplinary actions specified in this Handbook. In addition, any computer- or network-related communications that have the significant potential to, or in fact do, create a material and substantial disruption of the school's programs, whether initiated at the school, on a student's home computer, or on any other computer not on school premises, may result in disciplinary or legal action against the student.

Specifically, the following uses and attempted uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purpose.
3. Use of the network for non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, offensive, defamatory, or inflammatory communication.



6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material, or other material considered harmful to minors as that term is defined by law.
8. Use of text, audio and/or video web content, email, messaging, blogs, and/or discussion or social groups unrelated to class work.
9. Use of inappropriate language or profanity on the network.
10. Use of the network and/or technological means to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and/or pseudonyms.
12. Use of the network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or using unauthorized games, programs, music, video, files, or other electronic media not specifically installed by Parkway.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, disconnection, theft, or abuse of computer and network hardware or software.
16. Accessing or attempting to access unauthorized resources.
17. Use of “tunneling”, “proxy” and/or other methods to bypass the school’s content filtering and network security systems.
18. Disrupting or excessively annoying other computer systems by denial of services, “phishing”, “spamming”, “spoofing”, excessive “pinging”, or other techniques.
19. Connection of any unauthorized device or equipment to any computer, printer, plotter, projector, camera or scanner, to the network.
20. Bypassing or disabling antivirus, anti-spam or antimalware software.

#### **CONSEQUENCES FOR UNAUTHORIZED USE**

Generally accepted rules regarding behavior and communications apply when any individual accesses the network, in addition to the provisions of this policy.

Inappropriate use of such computers or the network may result in the immediate termination of computer and network privileges and/or other disciplinary actions.

Any network user shall be responsible for damage to equipment, systems, and/or software resulting from their deliberate or willful acts.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, and/or theft of services may be reported to law enforcement agencies for possible investigation and prosecution to the fullest extent of the law.

Vandalism of Parkway computers or equipment may also result in the immediate termination of computer and network privileges. Vandalism is defined as any malicious attempt to harm or destroy Parkway’s computers, data, applications and/or network functionality or the data and/or functionality of another user’s computer. This includes, but is not limited to: the uploading,

downloading, or creation of any computer viruses; denial of service attacks; defacing, destroying, sabotaging, deleting, or otherwise modifying online content created by others; or bypassing and/or exploitation of computer and network security systems.

### **ELECTRONIC DEVICES (237)**

Lasers, radios, headphones, MP 3's, pagers, walkie-talkies, cell phones, external speakers, or any other type of electronic equipment are not to be used in the school building between the hours of 7:40 a.m. and 2:20 p.m. without instructor approval. If a student is in possession of any of the above-mentioned items, they may be confiscated and turned into the office. Items will only be returned to a parent or guardian.

Violation of the electronic devices policy will be considered a Level I Infraction and may result in confiscation of the electronic device.

### **INTERNET, WIRELESS NETWORK AND LOCAL AREA NETWORK SAFETY**

To the extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Parkway's Internet access is actively filtered to block content that is inappropriate or offensive. However, no guarantee can be made that a filtering system will screen all inappropriate content. Students will be held responsible for any access or attempt to access inappropriate material. Any network user who receives offensive, threatening, or unwelcome communications shall immediately bring them to the attention of a teacher or an administrator.

Network users should not reveal personally identifiable information including addresses and/or telephone numbers to other users on the network. At no time will any student be permitted to divulge personal information about themselves or any other student via Internet web pages, email, blogs, social networking, or any other technology while using Parkway's computers on network.

Upon request by students or staff, the Executive Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy. Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.

## **INTERNET, WIRELESS NETWORK, AND LOCAL AREA NETWORK SECURITY**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal files. To protect the integrity of the system, the following guidelines shall apply:

1. Students shall not reveal their passwords to another individual.
2. Students are not to use a computer logged onto the network by another user. Students may be assigned to use only a particular computer, in which case they should only use that computer unless otherwise authorized.
3. Use of any other student or a teacher's login is prohibited.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
5. Student network accounts and computer storage media, whether connected to or not connected to the network, are considered to be public information. Student network accounts and storage media are subject to inspection by teachers, network administrators, and school administrators at any time, for any reason, and without prior notice.
6. Information entered, copied, uploaded or downloaded to the network or computer storage media by students is not private. Logs and journals of all computer activity, network, and disk access may be kept and reviewed by the school. Students who are found to have obtained, placed, or sent inappropriate, vulgar, offensive, or obscene messages, images, sounds, or any other form of information on the network, or on any computer media connected to or not connected to the network, are subject to disciplinary actions.

## INFRACTIONS

### LEVEL 1

Level 1 infractions do not necessarily pose a threat to the health, safety, or property of others. The following is a non-exhaustive list of behavior that may constitute a level 1 infraction.

**Tardiness:** Arriving to class or school after the posted start time without a written, lawful excuse.

**Truancy of Cutting Class:** Unexcused absence from class or school.

**Inappropriate Personal Property:** Possession and/or use of items that cause a distraction to learning, damage person's property, or otherwise interfere with the learning process. Inappropriate items of personal property may include, but are not limited to, electronic devices, toys, playing cards, hats, clothing, unpermitted food, and medication that is not properly registered.

**Pestering, Teasing, or Horseplay:** Physical contact or communication with another student that is made for non-educational purposes and either interferes with education or safety of the school environment.

**Inappropriate Language or Gestures:** Written or verbal remarks or gestures that demean, degrade, or humiliate a person or group of persons through the use of words or acts, including use of profane or obscene language.

**Noncompliance with Posted School Rules:** Violation of specific posted or written school or class rules and regulations. Examples include but are not limited to: being in unauthorized area without permission, leaving the classroom without a hall pass, and dress code violations.

**Academic Dishonesty:** Academic dishonesty shall include, but is not limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as their own, and the unauthorized use of aids during examinations, projects, and assignments.

**Inappropriate Sexual Behavior:** Exposing or touching one's own genitals, breasts, or buttocks, or those sexual parts of another person. May also involve engaging in intercourse, oral sexual, or simulated sex on school grounds.

**Driving, riding or transporting students without a permit:** This includes, but is not limited to, violations of the driving and riding procedures and regulations.

### LEVEL 2

Level 2 infractions are of a serious nature and may pose a threat to the health, safety, or property of any person. The following is a non-exhaustive list of behavior that may constitute a level 2 infraction.

**Repetition of a Level 1 offense**

**Damage, Destruction, or Vandalism of Property:** Causing or attempting to cause damage to school property or private property. The student will be required to make restitution for damages

**(222) Smoking and Tobacco Use:** Smoking, using tobacco or any electronic smoking device in school buildings, school buses, or on any property owned by, leased by or under the control of the school.

**(248) Harassment:** A form of discrimination based on the basis of race, color, age, creed, religion, sex, gender (including gender identity and expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability consisting of unwelcome conduct, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is sufficiently severe, persistent, or pervasive and a reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment.

**Violation of a safety regulation:** Violation of school or class rules. Examples include but are not limited to: not wearing safety goggles or not passing safety tests prior to using machinery.

**Profanity and Vulgarity/Verbal Altercation:** Swearing, cursing, making obscene gestures, or using verbally abusive language toward another student or staff.

**Physical Aggression/Altercation:** Use of violence by a student on another person when there is no major injury as determined by the school administrator, but there is a clear aggressor or initiator of the physical aggression.

**Bullying:** Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent, or pervasive and has the intent or effect of: (1) creating an intimidating or hostile environment that substantially interferes with a student's education; or (2) physically, emotionally or mentally harming a student; or (3) placing a student in reasonable fear of physical or emotional harm; or (4) placing a student in reasonable fear of damage to or loss of personal property.

**Driving and Riding:** This includes, but is not limited to, a violation of the driving and riding policies and procedures, reckless driving on school property, driving or riding onto or off school grounds after permit has been suspended or revoked.

**Noncompliance with Posted School Rules:** This includes, but is not limited to, leaving schools grounds without permission.

**Misuse of Computers/Computer Networks/Electronic Device:** A student shall not intentionally engage in any that violates any individual school computer use guidelines or mobile computing device program guidelines, including, but not limited to the following and personal devices:

- A. Hate mail, discriminatory remarks, as well as offensive and inflammatory communications that pose an apparent risk to safety
- B. Using any electronic device to display or access obscene or pornographic materials
- C. Transmission of sexually explicit language or images, including images of oneself
- D. Destruction, modification or abuse of network hardware, software, or information
- E. Videotaping fights or videotaping someone in a place where they have an expectation of privacy

F. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner

### **LEVEL 3**

Level 3 infractions are of a serious nature and, when they occur, can be expected to pose a threat to the health, safety or property of any person. The following is a non-exhaustive list of behavior that may constitute a level 3 infraction.

**Repetition of a previous offense.**

**Failure to comply with Saturday detention rules.**

**Fighting:** Use of physical violence between two students, whereby it is unclear after an investigation is conducted which student was the aggressor or initiator of the fight.

**(227) Drug, Alcohol, or Drug Paraphernalia:** A student shall not possess, use, distribute, or be under the influence of any intoxicant of any kind. This rule also encompasses possession of look-alike drugs or paraphernalia.

**Theft, Burglary, or Robbery of School Property:** A student shall not steal or attempt to steal or burglarize from a student, private property, or school property.

**(248) Harassment:** A form of discrimination based on the basis of race, color, age, creed, religion, sex, gender (including gender identity and expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability consisting of unwelcome conduct, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is sufficiently severe, persistent, or pervasive and a reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment.

**Specific harassment infractions are further defined as follows:**

**Sexual Harassment:** Conduct on the basis of sex that is both unwelcome and is determined by a reasonable person to be so severe, pervasive and objectively offensive that it denies a person equal access to a District program. Quid pro quo sexual harassment, requiring a person to submit to unwelcome sexual conduct in exchange for an aid, benefit or service, sexual assault, dating violence, domestic violence, and stalking are also types of sexual harassment.

**Racial/Ethnic Harassment:** Discrimination on the basis of race, color, or national origin includes discrimination based on a person's actual or perceived race, color, national origin, ethnicity, or ancestry. This includes discrimination based on the country, world region, or place where a person or his or her ancestors come from; a person's limited English proficiency or English Learner status; or a person's actual or perceived shared ancestry or ethnic characteristics, including membership in a religion that may be perceived to exhibit such characteristics (such as Hindu, Jewish, Muslim, and Sikh individuals).

**Gender-Based Harassment:** may include acts of verbal, nonverbal, or physical aggression intimidation, or hostility based on sex stereotyping. Thus, harassment of a student for failing to conform to stereotypical notions of masculinity and femininity constitutes sex discrimination. Gender-based harassment can rise to a violation of

District policy and/or Title IX when such conduct denies or limits a student's ability to receive educational aid, benefits, services, or treatment.

**Disability Harassment:** Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may include verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

**Other Forms of Harassment:** Any act that violates the District's Prohibition of Bullying/Harassment Policy which does not meet the definition of sexual harassment, racial/ethnic harassment, gender-based harassment, or disability harassment.

**(218.2) Terroristic Threats:** A threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another, to cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

#### **LEVEL 4**

Level 4 infractions are of a serious nature and pose a threat to the health, safety or property of any person. Students may be suspended or expelled for level 4 infractions. Actions listed in italics trigger a mandatory notification to police pursuant to School Code Section 1303-A(b) and 22 Pa. Code Section 10.22.

**Repeated Level I, II, or III disciplinary infractions.**

**Failure to comply with the terms of a behavior contract.**

**(218.1) Weapons and Dangerous Instruments:** A student shall not possess, handle or transmit a weapon while on any school property, while at any school-sponsored or approved activity or while walking or being transported in any manner to or from a school or school-sponsored or approved activity.

The term "weapon" includes but is not limited to any knife, cutting instrument, cutting tool, explosive nunchaku, firearm, shotgun, rifle, replica of a weapon and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Mace or pepper spray, when discharged or threatened to be discharged, is considered a weapon.

Look-alike and replica weapons are defined as any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one. Any student who presents a look-alike weapon to a staff member or another student as a real weapon and/or who uses it to intimidate, threaten, or harass someone will be treated as if they used a real weapon, according to state and federal laws. 24. P.S. § 13-1317.2

**Possession, Use, or Under the Influence of Alcohol or Drugs:** A student shall not possess, use, distribute, or be under the influence of any intoxicant of any kind. This rule also encompasses possession of look-alike drugs or paraphernalia.

## **CONSEQUENCES**

The administration may exercise its discretion to impose one or more of the following disciplinary actions with respect to the above behaviors. Discipline records will be maintained by the District.

When the administration determines that a suspension will be imposed, a certified letter will be sent to the parents/guardian. Such letter shall provide notification of: (1) the reason for the suspension; (2) the time and place of the informal hearing, which shall be held within the first five days of the suspension unless the parent/guardian requests an alternate date; (3) the student's right to question and produce witnesses. (233)

### **LEVEL 1 INFRACTION**

One day in-school or out of school suspension

One day Saturday detention

Driving or riding permit may be revoked, and deposit may be surrendered

Student may be referred to Student Services and placed on a behavior contract or assigned a learning packet

Parents and home school may be notified

### **LEVEL 2 INFRACTION**

Three days in school or out of school suspension

Saturday detentions

Student may be referred to Student Services and placed on a behavior contract or assigned a learning packet

A letter will be sent to parents or guardians, and the home school

Driving or riding permit will be revoked, and deposit will be forfeited

Law enforcement agencies may be notified

Obscene property will be taken from the student and given to parents. If the item contains an image of obscene nature depicting minors, the image, including the media on which it is contained, will be confiscated from the student, furnished, and reported to local law enforcement officials

Tobacco products, electronic cigarettes, matches, lighters, etc. will be confiscated. Violations of tobacco control laws may result in citations, fines, and/or court assessed by the local magistrate under Act 145

### **LEVEL 3 INFRACTION**

Three days in school or out of school suspension

Student may be referred to the school counselor or social worker

Student may be referred to Student Services and placed on a behavior contract or assigned a learning packet

Student will be held liable for damaged or stolen property, and will be required to make restitution



Students involved in drug, alcohol, or drug paraphernalia possession will be required to participate in an assessment at a licensed treatment center and comply with the recommendations of that facility. The student will also be referred to the home school's Student Assistance Program.

Law enforcement agencies may be notified

#### **LEVEL 4 INFRACTION**

An initial suspension of ten days or more may be imposed to allow time for due process. A certified letter will be sent to the parent/guardian. Such letter shall provide notification of: (1) the reason for the suspension; (2) the time and place of the informal hearing, which shall be held within the first five days of the suspension unless the parent/guardian requests an alternate date; (3) the student's right to question and produce witnesses.

If the matter is not resolved to the parents' satisfaction at the informal hearing, the student will be afforded a formal hearing to determine the appropriateness of the reassignment before an independent hearing officer designated by the Joint Operations Committee. A certified letter will be sent to parents stating the violation of the school discipline code and the time and date of the hearing.

The hearing will be conducted according to the schools policies, and upon conclusion of the reassignment hearing, the hearing officer will submit findings of fact and conclusions of law to the Joint Committee for approval.

Law enforcement agencies may be notified.

**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK**

I, the undersigned, acknowledge and understand the Student Rights and Responsibilities as stated in this Student Handbook. My teacher has explained these rules and regulations to me and has given me an opportunity to ask questions.

I agree to abide by these rules and regulations at all times while on school grounds and while traveling to or from Parkway West Career & Technology Center.

**Teacher**

**Program**

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**Student**

**Date**

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**Parent/Guardian Signature**

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities.

18 Pa.C.S 490

**Signature**

**Date**

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**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK**

I, the undersigned, acknowledge and understand the Student Rights and Responsibilities as

stated in this Student Handbook. My teacher has explained these rules and regulations to me and has given me an opportunity to ask questions.

I agree to abide by these rules and regulations at all times while on school grounds and while traveling to or from Parkway West Career & Technology Center.

**Teacher**

**Program**

**Student Name and Date**

**Student Name and Date**

**Student Name and Date**

**Student Name and Date**


