



# Parkway West Career and Technology Center

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Executive Director

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Assistant Principal

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Business Manager

## PARENTS AS PARTNERS AGREEMENT

Dear Parent or Guardian:

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

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

The student handbook provides information regarding available services, and student rights and responsibilities, as well as notification of school policies and procedures. In addition, all career and technical programs have program handbooks that list the tools, clothing or uniforms, safety equipment, etc. that are required to participate in the program.

All PWCTC students receive safety training appropriate to their occupational program and are required to obey all safety rules and to rigorously follow all safety practices. In order to maximize student safety PWCTC encourages all students to ride the buses provided by the sending district. Students who miss the bus at PWCTC are responsible for their own transportation back to school or home. Students who meet certain conditions may apply for a driving and/or riding permit.

On-time daily attendance and participation are necessary to ensure that students master the essential skills of their occupational field. The PWCTC attendance policy states that students who miss twenty days will lose one elective credit and students who miss thirty days will lose two elective credits and may be reassigned to the home school.

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

Grade reports indicating your child's progress and attendance at PWCTC are posted for the home school at the end of each quarter. You are encouraged to contact your child's teacher at any time if you have questions or concerns about your child's progress.

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

During your student's tenure at PWCTC, your student may be photographed for student recognition activities such as student of the month, for press releases and promotional videos, and for other public relations purposes. If you do not wish to grant PWCTC permission to take photos or videos of your student, please notify PWCTC in writing, no later than September 6, 2024, or within two weeks of your student's enrollment.

You are automatically enrolled and will receive telephone calls via the SendIt Emergency System for any important school updates. You may opt out of receiving SendIt phone calls. If you do not wish to receive SendIt notifications, please notify PWCTC in writing no later than September 6, 2024, or within two weeks of the student's enrollment.

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

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

Sincerely,



Brock J. Snedeker  
Assistant Director