

Parkway West
Career & Technology Center



SMARTT Handbook
2024-2025

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1 **Welcome/Introduction/Program Overview**

The Sports Medicine and Rehabilitation Therapy Technology (SMARTT) Program prepares students to work in the field of physical therapy, occupational therapy, and sports medicine. Students will develop skills in prevention, diagnosis, differential diagnosis, assessment, prognosis and the rehabilitation of injuries and other health conditions. Students will learn the principles of developing a plan of care including: evaluation, interventions (exercise, manual therapy, modalities, and neuro re-education), assessment, goal setting, and discharge. Students will also learn how to develop a proper diet for healthy individuals and tailor it for special populations through a comprehensive understanding of nutrition. Upon successful completion, students should be able to assist in the development and implementation of a plan of care for healthy and special populations.

Careers available directly from the program include: Personal Trainer, Coach, and Physical Therapy Aid. This program also provides a solid educational base on which to build a post-secondary degree or advanced certification. Careers available with additional post-secondary schooling include: Personal Trainer, Athletic Trainer, Physical Therapist, Physical Therapist Assistant, Occupational Therapist, Certified Occupational Therapist Assistant, Strength and Conditioning Coach, Medical and Exercise Physiology Researcher, Sports Psychologist, Dietitian, and Exercise Physiologist.

2 **Regulatory Agencies**

Pennsylvania Department of Education.

3 **Articulation Agreements**

Waynesburg University – 8 credits

Duquesne University – 3 Credits

Gannon University – 6 Credits

Robert Morris University – 6 to 9 Credits

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4 Dress Code

Safety and infection control concerns exist in all clinical situations, therefore, the following dress code is in place:

Dress code is a SMARTT program t-shirt.

The following are not acceptable as part of the uniform:

Men's undershirts (worn as an outside shirt)

Tee shirts with sayings

Canvas shoes are not permitted

Tank tops

Small pierced post earrings-ONLY PERMITTED

Tongue, lip, and nose piercing are not permitted by most clinical sites.

Jewelry is limited to a watch

Cell phones and personal belongings are not to be taken to any clinical sites.

Please do not bring your purses to clinical sites. There is nowhere to store them.

5 Required Supplies/Shop Equipment

Required Items:

SMARTT program T-shirts with monogram

Composition book (10x 7 7/8")

Colored pencils, pencils, and pens

Three-ring binder with dividers and loose leaf paper

App on phone is acceptable

Colored Pencils

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7 Classroom Rules, Rewards and Consequences

Misconduct and Academic Dishonesty

Academic dishonesty, unprofessional and/or unsafe behavior will not be tolerated. Violations will result in disciplinary action which may include dismissal from the Program.

Suspected incidents of verbal and/or physical abuse of a resident and/or misappropriation of resident/facility property will be thoroughly investigated and could be immediate termination of the trainee. Additionally, students are expected to comply with all other Personnel Policies as outlined by the facility.

Grievance Procedure

Should a student be dissatisfied with the implementation of any part of the Program, the student may appeal that issue to a higher authority through the Grievance Procedure as outlined in the Student Handbook.

Record Keeping

The primary instructor will establish and maintain an education folder on each student which may be reviewed by the student. These files are confidential and will be kept secure in the instructor's office.

The SMARTT Program is designed to give everyone an opportunity to succeed at some level in the health care field. Several different teaching methods and experiences are used:

1. Lecture/Theory
2. Skills, demonstration, testing
3. Written homework
4. Community Based Learning (CBL)
5. Problem Based Learning (PBL)
6. Clinical
7. Field Trips
8. Guest Speakers
9. Role play
10. Videos

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General Rules for SMARTT

1. Follow teacher's directions first time given.
2. Remain in class and on task unless excused by teacher.
3. **One** student may use the hall pass or bathroom pass at a time.
4. No hair or makeup will be permitted to be applied in class.
5. Instructor's office is off limits.
6. Personal phone calls are not to be made during class or clinical time.
7. Any free time will be spent practicing skills and/or completing assignments.
Students will not be permitted to put her/his heads down on the desks or sleep.
8. Visitors are not permitted in class unless prior approval by the Administration is obtained in writing.
9. Anyone caught destroying or defacing equipment will be charged replacement costs and will face disciplinary action.
10. The lab area is only to be used to practice skills. Students are not permitted to sit on the treatment tables.
11. "Be nice." Being respectful of others' property means being nice. Also, not calling people names or performing negative actions is being nice.
12. Absolutely NO cell phones will be permitted in class. Failure to comply will result in confiscation of device and require pick up by a guardian.
13. *Parkway West recommends that ALL personal electronic devices be stored in the students' lockers. Parkway West is NOT responsible for any lost or stolen personal electronic devices.*

Lecture/Theory

Lectures are to begin no more than 5 minutes after journaling AM/PM session starts. Lecture will continue until break. Remember break is a **privilege not a right**. Students are not to leave lectures until dismissed by the instructor. Tests will include information from lectures as well as assigned reading material. Students should get notes from any missed lectures as soon as possible.

Skills

A skill checklist will be reviewed. Each skill you will be tested on will have its own skill sheet.

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Skills will be reviewed and demonstrated at the bedside. Students will then be given an opportunity to practice the skills for a time period determined by the instructor. (For example: one class period is more than enough time for hand washing, but blood pressure may take two or three classes).

Students will then be tested on these skills. This involves each student doing a return demonstration with explanation to the instructor, without using the skills sheet or prompting from the instructor. Skill practice is to continue or I will test you off immediately. There will be a deadline for skill testing. If you do not test by that date, you will receive a zero for that skill.

Schoology

All course work is in Schoology and Google Drive. Students have access to their notes and course work at all times. Students will be required to log into Schoology daily.

Homework Rules

All papers must be labeled with name, date, and class session (AM or PM class). All assignments are due at the beginning of class or a zero will be given for the assignment.

Exceptions will only be made in the case of absences (absences will be discussed later). Anyone caught writing in books will have to replace the books! If you receive a zero, you are required to turn in the work or you receive **2 zeros**. If you need help with the assignment, notify the instructors immediately. Anyone caught copying another student's work will receive a zero as well as the person that permitted the copying.

Rules

1. Excused absences may be permitted for any of the following reasons. The instructor will require the student to provide verification of such absences:
 - Illness or death in the immediate family, (spouse, child, sibling, parent, or grandparent).
 - Personal illness (requirement is a certification from a health care provider that the student is free from communicable or infectious disease).
 - Jury duty or court summons.
 - Hazardous road conditions.
 - Military duty.

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2. It is the student's responsibility to get any and all work missed.
3. Any tests/assignments missed are due the day after your return. For example, if you miss Tuesday, return Wednesday, the work and/or test is due Thursday at the start of class, along with Wednesday's assignment. **An excuse is required for makeup work to be considered following an absence.**
4. It is the student's responsibility to ask the instructor for help or clarification of class topics. We cannot help you if you do not let us know you are having a problem.
5. No student is permitted to stay back at Parkway and not attend clinical due to illness. If a student is not well enough to attend clinical, the student is not well enough to attend Parkway.
6. Missing a day at Parkway is the same as missing 3 days of class at your home school. Because we meet for 3 hours per day, we cover a lot of material in each class.
7. Any student that is not prepared for clinical (forgetting uniform) will receive a zero for the day and will be referred to the Front Office.

Program Evaluation

Bi-annually conducted Advisory Committee Meetings are part of the internal evaluation process. The Committee members are from the local health care institutions and schools as well as past graduates. The Advisory Committee receives a copy of the curriculum for their review and suggestions. The Committee is also available throughout the year if questions or problems arise.

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8 Grading Procedures and Policies

GRADE SCALE:

A 90-100

B 80-89

C 70-79

D 60-69

F Below 59

Students must have an "A" average to take ACSM CPT exam.
"C" average is required to participate in all clinical experiences.

Grading Scale for SMARTT:

Knowledge/Skills (Practical Work) 80%

Work Ethic Grade 20%

Everything that is done in class will be graded, including tests, quizzes, class assignments, writing assignments, reports, projects, and journal entries. If a student is in class but chooses not to work, they will receive at 0% for the assignment and will not be permitted to make up the work at a later date.

Make-up Work:

1. Students are responsible for all class work missed when absent from class.
2. It is the student's responsibility to complete missed assignments in a timely manner.
3. A zero will be placed in the grade book for any missing assignments. Upon completion of the assignment, the student's grade will replace the zero. If a student does not complete missed assignments, the zero in the grade book will remain.

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Work Ethics Evaluation Form

Student: _____ Date: _____

<i>Work Ethic characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (AP)</i> Attends class on time					
<i>Behavior/Language/Safety (B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas.					
<i>Cleanup/Tools (C)</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Brings necessary materials and supplies to class (pencil, notebook, etc.)					
<i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude					

Meets Expectations (2) All work ethics standards are met.

The quality of student's work ethics performance is that of a good employee in the normal work environment.

Needs Improvement (1) Some work ethics standards were not met.

Additional training in employability skills is recommended.

Unacceptable (0) Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

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9 **Safety**

Refer to Student Handbook.

10 **Cleanup**

All students are required to keep their work area neat. All belongings are to be kept in the student's lockers, not in the classroom at the end of each session. Each student is responsible for their assigned books and workbooks.

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11 Criteria For Program Completion

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.

CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
PROGRAMS OF STUDY (POS)	Student has not 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.
END OF PROJECT ASSESSMENT	Earned Basic score on NOCTI or did not attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	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.

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12 **Miscellaneous Information**

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:

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 49011

Parkway West CTC in compliance with federal law is committed to the policy that students shall not be utilized to provide services for which they have not been supervised and passed as competent to perform.

Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and 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 policies as required by Title IX of the 1971 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 inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Parkway West CTC does not discriminate on the basis of sex and further prohibits discrimination in its all education programs and activities operated by the CTC, including its admission and employment practices as required by Title IX.

Inquiries regarding the application of Title IX and its implementing regulations may be made to the CTC's Title IX Coordinator, or the Office of Civil Rights, or both.

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The Title IX Coordinator is: Dr. Darby Copeland, Executive Director. He may be contacted at:

7101 Steubenville Pike
Oakdale, PA 15071
copeland@parkwaywest.org
412/923-1772 ext. *112

A copy of the Nondiscrimination Policy and Grievance procedures may be found on the District's Publicly Accessible website at: www.parkwaywest.org.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Darby Copeland, via the contact information provided above.

The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.