

# PTEC NEWS

www.jamesirwin.org/schools/ptec

23-24

● AUGUST 17, 2023 ●

## JUST IN

**Please do not park in adjacent parking lots of businesses.**

Please see the attachment of the diagram for pick up and drop off.

**New procedures for entering our building. Must have ID to enter.**

Once through the first door, ring doorbell on wall, show your ID to the camera, then you will be buzzed in.

**The front office** experiences a high volume of activity early in the morning. Kindly anticipate a reasonable response time for emails, phone calls, and voicemails.

We will address your inquires promptly.

**Lunches: Important information,** please see the letter attached.

**Schedule changes** – We are so sorry if you were not able to attend the Head Start day on August 2. August 2nd was our day for high school students to pick their electives and be able to make any schedule changes for the year. Please be sure to communicate with the Academic Advisor if you have extenuating circumstances.  
Mrs. Greene & Mrs. Longoria

**The Infinite Campus parent portal** provides the following information for you as a parent regarding your student:

- All missing assignments
- All in-progress grades
- Report cards at the end of each semester
- Schedule and link to contact teachers directly from schedule via email
- Attendance, including any tardies, accrued
- Set preferences for how you would like to be contacted
- Add and edit emergency contact lists for who may pick up your student

If you are not set up to access your IC account, please email [lisa.rice@jamesirwin.org](mailto:lisa.rice@jamesirwin.org) or [jamie.grenier@jamesirwin.org](mailto:jamie.grenier@jamesirwin.org)

Do you have a High School student and want to miss the bulk of pick up time? Make plans to pick them up 10-15 mins after release time.

**All students must be picked up no later than 30 mins from release time.**

**PE students** must be in the mandatory PE uniform. You can find the link on our website under, Parents Resources > Uniform link  
<http://advancedimpressionsinc.com/ptec/shop/home>



## UPCOMING

**August 17** - 3:15 pm release

**August 18** - Friday 1:30 pm release

**August 21-24**, 3:15 pm release

**August 25** - Friday release 1:30 pm

**August 31** - All immunizations are due to Mrs. Rice in the front office.

**September 4** - Labor Day, no school

**September 7** - 11:30am early release

**September 8** - Trades Pro Day

**Picture Re-take** day October 11th, during school, ID's issued..

**PTEC**

(719) 301-6200

2460 Waynoka Place

Office Hours:

M-TH 7:30-4

Friday 7:30-2

Five pillars of success, respect, responsibility, honesty, integrity, and excellence. These principles serve as our guiding compass, steering our actions and decisions towards achieving optimal outcomes and fostering a culture of unwavering commitment to the highest standards of conduct and performance. By consistently upholding these pillars, we create an environment where individuals flourish, relationships thrive, and accomplishments are characterized by both substance and significance.

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# PREVIOUSLY MENTIONED

**Attendance:** please email [PTECattendance@jamesirwin.org](mailto:PTECattendance@jamesirwin.org)  
For all your attendance questions, tardies, and absences.

Students in **external sports** at other schools. Please submit your sports schedules and coach acceptance letters to the front office or email them to [lisa.rice@jamesirwin.org](mailto:lisa.rice@jamesirwin.org)

**Senior Informational Night** is anticipated to be scheduled within the upcoming month. More information to come.

Students are to leave all **electronics** (cell phones, smart watches, tablets, laptops, etc...) in their lockers for the school day. Please have a lock on your locker, combo's must be turned into the dean, Mr. Baker or the front office.

**Locks must be a combo lock, no keys.**

**If your student took their picture on August 2nd they are ready to be viewed, see below.**

**If they did not have their photo taken already, they will take it on October 11th, picture retake day.**

For Parents With Picture Questions, contact Lifetouch for help:

Jessica - School Support Specialist: 303-565-5208  
Lifetouch General Customer Service: 800-736-4753  
To email Customer Service: [colorado@lifetouch.com](mailto:colorado@lifetouch.com)



Lifetouch.

## YOUR PICTURES ARE READY TO VIEW

Visit [mylifetouch.com](http://mylifetouch.com) and log in with your Student ID # to view and place your order



### Post-Picture Day

After picture day, use your Student ID online to view your student's image prior to ordering. Packages are mailed directly home. Each package includes a complimentary digital image to share with family and friends

Shipping & handling fee applies for home delivery.

**Shutterfly** **A SPECIAL OFFER!**

Families enjoy a \$30 Shutterfly coupon and a free 8x11 photo book at Shutterfly when they purchase school pictures on [mylifetouch.com](http://mylifetouch.com).

24-48 hours after your order is placed you will receive an email with a unique code to redeem your coupon and free item.

Questions? Please call 1-800-736-4753 or email [colorado@lifetouch.com](mailto:colorado@lifetouch.com)

Help us stock our staff lounge! We are looking for a few items in need. Maybe you have an item you were planning on getting rid of. Maybe we can use it!

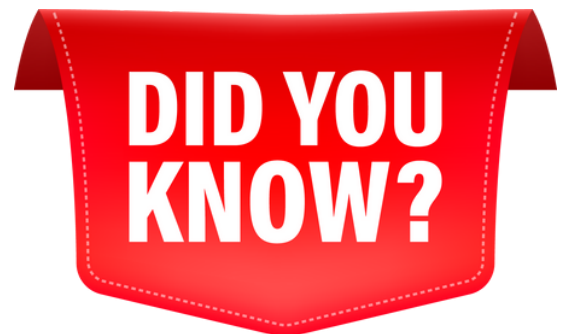
We are looking for:

- two microwaves
- refrigerator regular size
- small refrigerator
- Keurig

Donations of K-Cups, teas, snacks, and drinks for our staff are always appreciated. Your contribution will keep our team energized! Your generosity will make a significant impact on all staff members. We appreciate you!



Mrs. Duray has a list of items crucial for her chemistry classes. Please visit [donorschoose.org](http://donorschoose.org) in the box "Find a classroom to support" search Paula Duray. Her project is titled "Chemistry and Metallurgy for Skilled Trade Students" Would you consider joining us in supporting this endeavor? Every contribution, no matter the size, counts.



You can find our newsletter on our website under the parents tab?

Teacher emails are listed on our website under "Our Staff" and also on your students Infinite Campus account?

We have a private FB group that is used for us to share information with you. It is not a source of communication with staff.

See website under parents > social media.

Our Teachers and Staff have an Amazon Wishlist?  
[https://www.amazon.com/hz/wishlist/ls/16KOM7N9UYN-EJ?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/16KOM7N9UYN-EJ?ref=wl_share)

# New Lunch Procedures

## Begin Monday August 23rd

Dear PTEC Families,

We are excited to announce that beginning Monday 23rd, a new system will be implemented to streamline the lunch process. Each student will be issued a lunch ID card that is **essential for receiving their FREE daily lunch**. This card will need to be swiped during lunchtime, and access to meals will be granted only upon its proper use. They will be issued this ID card to keep with them at all times and it is the **students' responsibility to keep track of their lunch ID**.

We kindly remind all students that it is their personal responsibility to ensure the safekeeping of their lunch ID card. In the unfortunate event that the card is lost, please be aware that the **replacement process may take up to three weeks**. We understand the importance of providing free lunches to our students and are extremely grateful for this opportunity. To continue offering this service effectively, we kindly ask for your cooperation in being diligent about your lunch ID card.

Should the need for a replacement arise, please do not hesitate to reach out to Mrs.Christian (oliva.christian@jamesirwin.org). She will be more than willing to assist you with the necessary steps to obtain a replacement card. The student will need to bring a lunch for home until the replacement card is received.

Thank you for your understanding and cooperation.

**Lunches:** one free lunch per student. You can pay at the cafeteria counter to purchase a 2nd lunch or a la carte. Please visit our website under parents > lunch for more information and to fill out the Free and Reduced lunch form, regardless of income. Please check the menu online or it is posted on the bulletin board in the cafeteria as sometimes the menu for High School and Middle School varies. Does your child have a dietary restriction? Lactose intolerant or peanut allergy?

Please email [jamie.grenier@jamesirwin.org](mailto:jamie.grenier@jamesirwin.org)

