



Career Path High

Career Path High School

Student Handbook

2017-2018

Career Path High
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INTRODUCTION

Welcome to Career Path High! This Student Handbook sets forth general guidelines for students attending Career Path High School. Career Path High is a blended learning model located on the DATC campus in Kaysville, UT. Our students have the opportunity to not only gain a high school education, but to experience college level curriculum and learn valuable job skills.

This handbook is to help you as you begin your journey with Career Path High. All policies in this guidebook can be found on our school website (<http://careerpathhigh.org/home/>). If you have any questions, please see your Success Coach.

CAREER PATH HIGH VISION

Career Path High's partnership with the DATC will create a learning community that empowers students and foster achievement. Through an optimal blend of virtual instruction and hands on mentored training, our students will receive a world-class education that prepares them to be strong leaders and contributing citizens.

COMMITMENT

The Career Path High model is based on the commitment that every student will graduate with a high school diploma and a pathway to a career through technical certification and college. The goal is 100% student placement either in the workforce, an institution of higher education, or continuation in an Applied Technology College program.

MISSION STATEMENT

Career Path High changes lives and strengthens society by guiding students on a path to college success and career readiness.

SCHOOL CALENDAR

Career Path High School Year 2017-2018 www.careerpathhigh.org

AUGUST 2017							SEPTEMBER 2017							OCTOBER 2017							YEAR AT A GLANCE			
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
		1	2	3	4	5						1	2	1	2	3	4	5	6	7	August 9-22	No School	Teacher Training	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	August 23	School Day	First Day of School	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	September 4	No School	Labor Day	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	October 19-20	No School	Fall Break	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					October 27th	School Day	End of 1st Quarter	
																						October 30th	School Day	Beginning of 2nd Quarter
NOVEMBER 2017							DECEMBER 2017							JANUARY 2018							November 17	No School	Teacher PD Day (Legislative)	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	November 22-24	No School	Thanksgiving Recess	
		1	2	3	4	5						1	2		1	2	3	4	5	6	Dec 21 - Jan 1	No School	Winter Recess	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	January 12th	School Day	End of 1st Semester/2nd Quarter	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	January 15	No School	Martin Luther King Jr. Day	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	January 16th	School Day	Beginning of 2nd Semester/3rd Quarter	
27	28	29	30				24	25	26	27	28	29	30	28	29	30	31				February 19	No School	Washington and Lincoln Day	
							31															March 2	No School	Teacher PD Day (Legislative)
FEBRUARY 2018							MARCH 2018							APRIL 2018							March 23rd	School Day	End of 3rd Quarter	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	March 26th	School Day	Beginning of 4th Quarter	
				1	2	3					1	2	3	1	2	3	4	5	6	7	April 2-6	No School	Spring Break	
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	May 28	No School	Memorial Day	
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	May 31st	School Day	Last Day of School	
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	June 1-6	No School	Teacher Training	
25	26	27	28				25	26	27	28	29	30	31	29	30									
MAY 2018							JUNE 2018							JULY 2018										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
	1	2	3	4	5	6						1	2	1	2	3	4	5	6	7				
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14				
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21				
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28				
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31								

A copy of the school calendar can also be found on the school website (careerpathhigh.org)

IMPORTANT DATES TO REMEMBER

Dates to Remember			
8/23/2017	First Day of School	2/19/2018	President's Day Holiday
9/04/2017	Labor Day Holiday	02/27/2018	ACT Test (11 th)
10/27/2017	End of 1 st Quarter	3/23/2018	End of 3 rd Quarter
10/19-20/2017	Fall Break	4/02-06/2018	Spring Break
11/22-24/2017	Thanksgiving Holiday	5/8 – 10/2018	SAGE Tests (9 th & 10 th)
12/21-01/01	Winter Break	5/27	Last Day of School
01/12/2018	End of 1 st Semester		
01/15/2018	Martin Luther King Day		

SCHOOL STAFF

Mrs. Hutchings – Principal

Mr. Welch – Asst. Principal/Director of Special Education

Counselor – Mrs. Funn

Operations Manager – Mrs. Kobayashi

Teacher Development/Curriculum Specialist – Mrs. Jones

Teachers/Staff

- Ms. Chandler (English)
- Mrs. Nielson (English)
- Mrs. Johnson (Math)
- Mrs. Dixon (Math)
- Mrs. Perkins (Health/PE)
- Mrs. Stevens (Social Studies)

- Mr. Uriona (Science)
- Mrs. Watts (Art/Paraprofessional)
- Mr. Epperson (Special Education)

HOURS

Office Hours:

- Monday – Thursday 7:00am – 3:00pm
- Friday 7:00am – 12:00pm

Learning Center Hours

- Monday – Friday 7:00 – 8:00 - supervised study time
- Mondays – 9:00 – 3:00 – Instructional Support Provided
- Tuesday – Thursday 8:00 – 3:00 Instructional Support Provided
- Monday – Thursday – 3:00 – 4:00 – supervised study time
- Friday – 8:00 – 12:00 – Instructional Support Time

Office and Learning Center hours can be found on our school website (careerpathhigh.org)

TEACHER SCHEDULES

Please go to http://careerpathhigh.org/students/office_hours/ for teacher schedules!

ASPIRE

You will have access to a program called Aspire. Aspire is a great source of information and contains your school schedule and information about your graduation plan. If you have any questions on how to access this information, please see your Success Coach.

INSTRUCTION AT CAREER PATH HIGH

With the flexibility of our blended model, you may do your schoolwork in a variety of locations like home, the Learning Center, library, and other places with Internet access. It is a privilege to work from home, which is given to all students who stay On Pace in their classes. It is important that you have a written school schedule and routine in place, especially when working from home. The schedule should include when you will attend the Learning Center and the hours you will be doing school work while at home. This schedule should be no less than 20 hours each week. Your schedule should be posted in your home and shared with family

members. Parents play a vital role to make sure you are on task while working outside the Learning Center.

LEARNING CENTER

The Learning Center facility is designed to provide study space, areas for face-to-face and small group instruction, space for group study and collaboration and a social area for students. It's a wonderful learning environment, and students have the opportunity to meet with teachers for instruction.

STRUCTURED SUPPORT PLAN

We understand that some students need additional support, especially if they fall behind. When this happens, we have a Structured Support Plan for each student.

When a student falls behind 2 weeks or more, their Success Coach will schedule a specific time of day to come to the Learning Center. You will be required to come anywhere between 3-5 days a week. Also, you will have a set number of assignments to complete every day before you leave.

This structure is in place to help you! It is best practice to work every day and study hard so you don't fall behind.

CURRICULUM

At Career Path High, we use the Gradpoint digital curriculum. You can access Gradpoint at <http://careerpathhigh.org/students/student-login/>. You will receive an overview on how to use Gradpoint during your orientation. You can also access tutorials in your Castle of Resources, which is located on your Gradpoint dashboard. Your parents will receive Observer Accounts at the beginning of the school year. This will allow your parents to login and see your progress in Gradpoint.

ASSESSING OUT OF CURRICULUM

Most of the core classes in Gradpoint are "prescriptive" classes. This means that at the beginning of each course a student will take a pre-test. This pre-test allows you to demonstrate competency already obtained in parts of the course curriculum. Any part of the course where you can show competency will be removed from the curriculum assignments! This allows students who already have content knowledge to condense the course material to the lessons that you still need. This will eliminate redundancy and boredom with the class content. At the end of the course, you will take a proctored final exam in which all the course standards are

present to confirm competency in all of the standards in the full course. It is always best practice to do your best on the pre-test!

DATC PROGRAM

With our unique partnership with the DATC, all 11th and 12th grade students have the opportunity to enroll in a DATC program. There are several benefits to this partnership. Credits earned at the DATC count towards your High School elective credit. It is also important to remember that DATC programs will give you the skills you need to start your career right after high school. A Career and Technical Certification will give you an opportunity to find a long lasting career.

STUDENT CAREER SERIES

All 9th and 10th grade students have the opportunity to visit the programs that are offered at the DATC! Students will learn about each program, job outlook, and experience what a typical day looks like in each program. The Career Series is scheduled once a month. We will email all parents and students with information about upcoming Career Series events and send a link to RSVP for each Career Series.

SUCCESS COACH

At Career Path High, we want all students to be successful. You will be assigned a Success Coach at the beginning of the school year. The Success Coach is the first point of contact for general questions and school policy. The Success Coach will be in contact with students and parents frequently in order to give important information and ensure success at CPH.

PERSONALIZED LEARNING PATH (PLP)

The Personalized Learning Path (PLP) is a class assigned to every student with the purpose of teaching study skills and life skills essential to the student's academic needs. The PLP assignments and meetings provide the assigned teacher (Success Coach) the information needed to identify the learning needs of each student. The PLP discussions provide an avenue for building a supportive relationship between the student and the school and the parents and the school to provide for student academic needs.

Students will complete assignments that will provide important information and life skills. Topics include our model, academic skills, graduation planning, transition skills, and other topics that will help students become successful at Career Path High and in the community.

Weekly meetings will be scheduled with your success coach. During your meeting, you will review your PLP assignments as well as create goals for the week. Meetings can be held over Facetime/Skype. However, one meeting each month must be face to face.

CLASS ATTENDANCE

Because of the flexibility that Career Path High provides, you may work on schoolwork in the Learning Center, at home, or other locations with Internet access. Therefore, there are a number of ways attendance is taken. First and foremost, you are marked present when you login and work on assignments. Logging in is not enough to be marked present! You need to also spend some time in a lesson. You are considered absent if you do not login and work every day. Career Path High is a Blended Learning Model, and there will be mandatory days when you need to come in. You will be marked absent if you miss a mandatory day. If you are absent, please have your parent or guardian contact the office to let us know why you are absent.

TRUANCY

Parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons such as illness, medical appointments, family emergencies, or a death of family member or close friend. If you are told by a parent that they need to excuse an absence for their student tell them to:

- Email – attendance@utahcph.org with the following:
 - Name of their student
 - Dates of absences
 - Reason for absence

Failure to attend school or report absences correctly may result in a student becoming truant at CPH and may result in the student being sent to juvenile court for habitual truancy.

1. Students 12 and older: If attendance is NOT logged for 5 unexcused days, a student will be placed on a truancy list.
 - Failure to update attendance could result in a referral to juvenile court for habitual truancy.
 - After 10 consecutive days of unexcused absences, by Utah law, the student must be removed from membership from CPH for truancy.

ABSENCES

Students must meet the required attendance hours cumulatively by the end of each week, month, and school year – 180 days/990 hours. Should a circumstance occur that requires an absence that cannot be made up within the school week, parents will contact the student’s Success Coach for guidance.

EXCUSED ABSENCES

Occasionally a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, family emergencies, or a death of family member or close friend. These absences may be excused in advance by sending an email to attendance@utahcph.org. In addition, in order to excuse an absence the work missed during the time absent must be made up.

ABSENCES OVER 2 DAYS

Students that are going to be absent more than 2 days need to create a plan with the Success Coach so that the student doesn’t fall behind. This plan may require the student to turn in work before the absence or turn in the work by a certain date after the absence. Failure to follow this plan will result in the school removing the excused absences causing the student to have unexcused absences.

If the absence is 3 days or more, please notify your Success Coach via a phone call.

If you are going to be absent more than 3 consecutive days, you should do one of the following:

1. Email the information about the absence to attendance@utahcph.org
2. Call your student’s Success Coach to set up a plan
3. Follow the plan so your student doesn’t fall behind in the course

ILLNESS/EXTENDED INABILITY TO PARTICIPATE

If an unexpected situation should arise and there is an extended leave of three days or more needed from courses, students must follow these steps:

1. Determine if Internet access is available (through libraries, etc.).
2. Immediately contact teachers and Success Coach to explain the situation.
3. Email the details of the situation including dates and plan to make up work to attendance@utahcph.org.

ASSESSMENTS

STATE TESTING REQUIREMENTS

For the 2017-18 school year, the State Board of Education decided to have 9th and 10th graders take the SAGE assessment. Messaging will be sent to students and parents when we get closer to the testing period.

11th graders will take the ACT assessment in February. More information and links to practice tests will be sent to students and parents to help with preparation for this assessment.

NWEA

WHAT IS THE NWEA?

Northwest Evaluation Association™ (NWEA™) is a global not-for-profit educational services organization known for their flagship interim assessment, Measures of Academic Progress® (MAP®). NWEA provides assessments that accurately measure student growth and learning needs, [professional development](#) that fosters educators' ability to accelerate student learning, and [research](#) that supports assessment validity and data interpretation.

The NWEA is an important part of the school year because it gives your teachers information that will help them improve your education. It is always best practice to do your best on the NWEA!

WHO TAKES THE NWEA?

All new and returning students in grades 9, 10, 11 & 12 take the English NWEA and all students in grades 9, 10, & 11 take the Math NWEA. This is a mandatory test that must be taken at CPH.

NWEA DATES

- First Assessment - August 23rd & 24th (All Grades)
- Second Assessment - November 15th & 16th (9th – 11th Grades)
- Third Assessment - February 28th & March 2nd (9th and 10th Grades)

GRADING POLICY

You can find information about our grading policy on our school website.

GRADING PERIODS

- 1st Semester - Quarter 1
 - Begins – August 23, 2017
 - Ends – October 27, 2017
 - Progress Reports finalized on – October 27, 2017
- Quarter 2
 - Begins – October 30, 2017
 - Ends – January 12, 2018
 - Progress Reports finalized on – January 12, 2018
- 2nd Semester - Quarter 3
 - Begins – January 15, 2018
 - Ends – March 23, 2018
 - Progress Reports finalized on – March 23, 2018
- Quarter 4
 - Begins – March 26, 2018
 - Ends – May 31, 2018
 - Grades finalized on – June 1, 2018

PROGRESS REPORTS

Progress reports will contain the student course grades and progress.

The purpose of the progress report will be to inform students and parents of the student performance in their individual courses. It will give students and parents a clear picture of where their student progress is at in reference to the course pacing guide and assigned work.

There will be a Progress Report sent out to parents. These Progress Reports will show parents and students which courses the student has finished successfully on time by receiving a letter grade. Courses which are not finished on time will be marked with an Incomplete. Students are given the opportunity to finish courses with Incompletes during the next term at which time they will be given a letter grade.

REPORT CARDS

One end of year Report Card is issued at the end of the year with the students final grades and credits documented. These are final grades for the year. If a student withdraws from CPH mid-year they will be issued a report card at that time as well.

END-OF-YEAR GRADE LEVEL PROMOTIONS

Utah is a “force promotion state.” This means students will be promoted to the next grade level at the end of each school year. Due to this policy, students are strongly encouraged to complete the courses assigned to them each term/year to stay on track to earn the minimum credits required for graduation.

Parents and students will discuss their progress toward graduation each year in a conference with the school counselor. It is important that parents and students attend this conference so they understand the students progress toward graduation each year. Parents and students may discuss concerns with the counselor or their Success Coach at any time in the year.

CITIZENSHIP

The primary goal of education is the development of individuals who possess the knowledge and human characteristics necessary to enable them to live meaningful lives and contribute to society. To stress academic grades without placing emphasis upon citizenship fails to recognize one of the major purposes of public education. For these reasons Career Path High has established a citizenship code of conduct and Citizenship Grades to support that objective.

Citizenship Scores -

The following Citizenship Grades will be issued each term associated with each class. These grades are important as they will be used to allow participation in school activities and will be printed on the student transcript. The scores will be evaluated according to the following - rubric:

Honorable (H)	Satisfactory	Needs Improvement (N)	Unsatisfactory (U)
0 Tardies	Has 1-2 Tardies	Has 3-5 Tardies	Has more than 5 tardies
0 Absences	1-3 Excused Absences	1-4 Unexcused absences or more	1-4 Unexcused absences or more

		than 4 Excused Absences	than 4 Excused Absences
ALWAYS prepared	USUALLY prepared	SELDOM prepared	RARELY prepared
ALWAYS on task	USUALLY on task	SELDOM on task	RARELY on task
ALWAYS contributes to the learning environment in positive ways	USUALLY contributes to the learning environment in positive ways	SELDOM contributes to the learning environment in positive ways	RARELY contributes to the learning environment in positive ways
ALWAYS follows directions, school rules and/or school policies	USUALLY follows directions, school rules and/or school policies	SELDOM follows directions, school rules and/or school policies	RARELY follows directions, school rules and/or school policies
ALWAYS treats people with respect	USUALLY treats people with respect	SELDOM treats people with respect, sometimes showing disrespect to peers and teachers or other adults.	RARELY treats people with respect, sometimes showing disrespect to peers and teachers or other adults.
Completes course within the scheduled term	Completes course within the scheduled term	Did not complete course within the scheduled term	Did not complete course by end of year
		Harasses, teases or makes fun of other students in class	Cheats, copies from others or allows copying of their work
		Parent contact by teacher for behavior	Continues to harass, tease or make fun of

		issues recommended	other students
			Parent contacted multiple times by teacher for behavior issues

CITIZENSHIP SCORES IMPACT

Honors - Students who receive honors scores will be invited to honor roll parties and recognitions. May participate in school activities including field trips, dances, assemblies, graduation ceremony, etc.

Satisfactory & Needs Improvement - May participate in school activities including field trips, dances, assemblies, graduation ceremony, etc.

Unsatisfactory - May NOT participate in school activities including field trips, dances, assemblies, graduation ceremony, etc. May also be excluded from participating in extra-curricular activities in other schools.

IMPROVING CITIZENSHIP SCORES

Students who earn a poor citizenship grade may improve their grade one grade level in the following ways -

Make-up through the teacher prior to the end of the grading period. Citizenship credit may be made up prior to the U being recorded on the report card, if the teacher will provide activities or duties beyond the class requirements for students to make-up the unsatisfactory citizenship. This is discretionary to the teacher.

Service at Career Path High School. 3 hours after school service with a teacher, coach, counselor or administrator. Fridays from 12:00 - 1:00 is the scheduled school cleaning time - make sure to sign up with the school’s Operations Manager.

Pre-Approved Community Service Projects. – By administration Service opportunities arise periodically throughout the year and will be announced and advertised as they become available.

No U’s in term immediately following term that U (s) were received. The student is responsible for providing report card to the Teacher.

POLICIES

There are several very important policies for you to look at. Understand that these policies are in place to provide you a safe school environment, both online and on campus. Please click on the links and read through the policies. If you have any questions, please talk to your Success Coach.

Put in dress code

[Student Conduct and Discipline Policy](#)

[Acceptable Use Policy](#)

[Bullying Policy](#)

[DATC Code of Conduct](#)

[Student Expectations for Campus Conduct and Dress Code](#)

THANK YOU FOR CHOOSING CAREER PATH HIGH!

We are so excited and thrilled that you will be spending the school year with us. We look forward to working with you and helping you achieve your educational goals. Remember, if you have any questions or concerns, feel free to reach out to your Success Coach throughout the school year.