

Career Path High School

Student Handbook

2019-2020

Career Path High
550 East 300 South, Rm 2025
Kaysville, UT 84037
(801) 593-2440- phone

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 Davis Tech 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 Davis Tech 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

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

School Staff

Mrs. Hutchings – Director / Principal

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

Ms. Funn – Counselor

Mrs. Kobayashi - Operations Manager
Mrs. Jones - Teacher Development/Curriculum Specialist

Teachers/Staff

- Ms. Chandler (English)
- Mr. Haslem (English / History)
- Mrs. Jackson (Math)
- Mr. Colby (Math)
- Mrs. Perkins (Health/PE)
- Mrs. Stevens (Social Studies)
- Mr. Uriona (Science)
- Ms. Wagner (Art/Music)
- Mr. Epperson (Special Education)
- Mr. Hinckley (Special Education)
- Ms. Held (Front Office Staff)
- Mrs. Mead (Paraprofessional)
- Mrs. McDermott-Smith (Paraprofessional)

Hours

Office Hours:

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

Learning Center Hours

- Monday – Friday 7:00 – 8:30 - Supervised Study Time
- Monday – Thursday 8:30 – 2:30 Class Time
 - Lunch Break – 11:00 – 12:00
- Monday – Thursday – 2:30 – 4:00 – Supervised Study Time
- Friday – 8:30 – 12:00 – Class 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 and class schedules!

Aspire

You will have access to a program called Aspire. Aspire is a great source of information and contains your **school schedule, attendance record 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 28 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 (SSP) for each student.

When a student falls behind 2 weeks or more, students and parents will receive a "warning email". This gives the student one week to get back On Pace. If the student is still 2 weeks or more behind they will be assigned to SSP which means on campus attendance will be required Monday - Thursday 8:30 - 2:30 and Fridays 8:30 - 12:00 until they are 100% On Pace. On Campus Attendance is mandatory when you are on a Structured Support Plan!

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.

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.

Learning Strategies

Learning Strategies 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 assignments and meetings provide the assigned teacher (Success Coach) the information needed to identify the learning needs of each student. The 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.

Meetings will be scheduled with your Success Coach. During your meeting, you will review your Learning Strategies 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.

Monthly Workshops -

All Students are required to attend their grade level monthly workshop. Important projects and assignments that fulfill specific state standards are completed during this time that must be done on campus. Please mark your calendars to attend from 8:30 - 12:00 on this schedule:

9th - 1st Fridays

10th - 2nd Fridays

11th - 3rd Fridays

12th - 4th Fridays

Tuancy

According to the Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105), parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons that are acceptable to the school and the courts, such as illness, medical appointments, family emergencies, or a death of a family member.

Parents - please excuse absences within 24 hours of the absence by -

- Go to school website - careerpathhigh.org
 - Click on "Excuse Absence"
 - Fill Out the form

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.

Excused Absences

Occasionally a student must be absent from school for reasons that 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.

Citizenship

Objective

The primary goal of education is the development of individuals who possess the knowledge and human characteristics necessary to enable students to live meaningful lives and contribute to society. To stress academic grades without placing emphasis upon citizenship fails to recognize one of the major purpose 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. Graduation requirements include no unsatisfactory citizenship scores and adherence to the rules and policies of the school. 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	More than 4 Excused Absences	Unexcused 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 issues recommended	Continues to harass, tease or make fun of other students
			Parent contacted multiple times by teacher for behavior issues

Citizenship Scores Impact

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 extracurricular activities in other schools. Graduation requirements include no unsatisfactory citizenship scores and adherence to the rules and policies of the school.

Improving Citizenship Scores

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

- **Service at Career Path High School or in the Community.** 3 hours pre-arranged after school service with a teacher, coach, counselor or administrator. Or 3 hours volunteering for a community organization. **Service Verification Forms** can be found on the school website or in the school office.
- **Fee and Detention** - Students may choose to pay a \$10 fee and attend 3 hours of school detention (2 days from 2:30 - 4:00) in order to upgrade a Citizenship Grade. Fees must be paid to the office before the detention takes place.
- **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

Student Expectations for Campus Conduct

Career Path High (the School) is an early college high school located within the campus of the Davis Technology College (Davis Tech) in order to provide students with access to their chosen career and technical programs.

Campus Etiquette

Our students are fortunate to have the privilege of attending high school on a college campus. Davis Tech has welcomed the School as a participating member of the college community. This privilege requires students to exhibit a high level of professionalism and maturity while on campus property.

Student behavior may not at anytime disrupt the operations and learning that is taking place in the Learning Center or on the Davis Tech campus. Students are required to be respectful of all School and Davis Tech property and personnel. In accordance, no public displays of affection are allowed anywhere on campus at anytime. Students will only use furniture, fixtures, structures, and materials for the purpose in which they were designed to assure student safety and also reduce the likelihood of property damage.

Campus Protocol

All students must check in and out of the School's Learning Center with their Success Coach following the Learning Center Protocols. Students must also wear their Lanyards with their school ID's at all times.

Students arriving late or leaving early must check in at the front office before going to class. Parents must call or email the front office before a student can be released early.

Career Path High students are allowed to congregate in these approved locations:

- Career Path High Learning Center
- Davis Tech enrolled classes and programs
- Davis Tech Cafeteria during school approved lunch hour of 11:00am to 12:00pm

Students outside the approved areas must have a hall pass.

Dress Code

The Career Path High dress and grooming standards are meant as a means of promoting a positive, productive and safe academic environment. The School's dress code is designed around what is deemed appropriate and modest for a public and collegiate educational setting that should be non-disruptive or offensive to others. Students are expected to dress in a manner that demonstrates respect for themselves, for others and for the learning environment. Clothing shall be modest, neat, clean, and in good repair.

The following is a checklist of unacceptable attire and would be considered in violation of the dress code:

- Clothing and jewelry that may be associated with gangs or bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership or any other item identified by law enforcement as gang related.
- Clothing and jewelry displaying drugs, alcohol, tobacco, acts of violence or lawlessness or associated with illicit drugs or illegal substances.
- Clothing and jewelry with offensive and/or vulgar language and/or designs.
- Exposed cleavage, buttocks, underwear or bare backs.
- Garments low enough to reveal a student's underwear or clothing that reveals undergarments (including sheer blouses).

- Strapless shirts such as tube tops, halters, and spaghetti strap shirts, or shirts that show the midriff or do not fully cover the belly. Both males and females will have at least one (1) inch of sleeve covering the shoulder.
- Skirts, shorts and dresses must be no shorter than the middle of your thigh (from knee to top of your leg) in both the front and back.
- Bedroom attire, pajamas, slippers, or bare feet. Shoes must be worn. Students who violate the dress code will be required to leave the campus. Dress code violations will be reported to parents. Repeat offenders are subject to suspension. All questions or concerns in regard to the Career Path High Dress Code should be referred to the School administration. The School administration has the final decision in the determination of the appropriateness of any student clothing or appearance.

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.