



Family Handbook

2018-2019

Welcome to the 2018-2019 academic year for Pathways High. Whether you are a returning student, new student, or prospective student, we hope this guide will provide you with valuable information. If you have any questions, please reach out to us.

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WHO WE ARE

Pathways High School is a public charter high school located in Milwaukee, Wisconsin. Founded in 2017, Pathways High is in its second year of operation and serves over 80 diverse students from across the metro Milwaukee region. At Pathways High, the only WI parent-led semi-finalist in the innovative XQ Super School Project, students are empowered to leverage individual strengths in pursuing unique pathways to success in college, career and life. Mastery of academic content and life skills (EMPOWER skills) is accomplished through student engagement in teacher and business partner co-designed projects (PBL) and extensive connections to the community via our IMPACT program.

Mission

Through the implementation of a project based learning model and a commitment to the development of individual traits and skills, Pathways High School will provide diverse students with a learner focused, innovative structure for academic and holistic success.

Vision

Pathways High graduates will be outstanding citizens, prepared to use their unique talents to positively impact local and global communities in college, career and beyond.

Core Beliefs

- All students are capable of learning.
- A culturally responsive paradigm reflecting racial, socioeconomic, geographic (urban/suburban) and cultural diversity among students and faculty will increase mutual respect and understanding.
- Teaching through a Project Based curriculum increases student engagement in and ownership for learning, provides development of proficiencies related to academic and 21st Century Learning Skills within a real world context.
- Strong relationships among all members of the Pathways High Community will create successful students.
- Building personalization based on interests and needs into the curriculum will create and support individual pathways to success.
- By offering a whole student Advisory curriculum and a 5th year of high school, the transition into college, career and post-secondary life will be more successful.

Core Values

- Trust, not compliance
- Interconnectedness
- Development of the whole student
- Excellence-driven culture

Philosophy

Pathways High School is committed to excellence. We know that the positive impact we have on the lives of our students is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our students, and we will work our hardest to ensure that students meet these standards. We know that you have selected Pathways High because you hold these same high standards for your child and are eager to work with us to maximize your child's success.

The Commitment to Excellence on the following page outlines the responsibilities of the school, the family/guardian, and the student over the course of the coming year. The Commitment is not intended to be an exhaustive list, but what we believe to be the essential elements for a successful Pathways High. It serves not only as a testament to the Commitment we all must make, but as an acceptance of that Commitment as well.

Charter Terminology

As a parent/guardian or student of Pathways High, it is important to have an understanding of some basic charter school terminology:

Authorizer - The authorizer is the local organization with whom the charter school has a contract. At Pathways High the authorizer is UW-Milwaukee.

Governance Board - Every charter school is required to have a governance board. The Pathways High board is made up of eleven members comprised of community and educational leaders. The governance council has bylaws that provide opportunities for the board to approve matters related to school business, the strategic plan and seeking fundraising opportunities.

Pathways High Council - The Pathways High Council "are boots on the ground" to support the leadership staff at the school through weekly collaborative advisory meetings. The Pathways High council has bylaws that provide opportunities for the council to approve matters related to school vision, beliefs, values, mission and philosophy. It also takes an active role in seeking partnerships for the school and opportunities for students.

Charter Contract - The charter contract details the mission and pedagogy of Pathways and will be available upon request.

Interdisciplinary Learning Collaborative (ILC) - Pathways High operates using an ILC model that is recognized by DPI. The ILC model dictates that we teach most of our content simultaneously through multiple subjects. This allows us to award credit when students study interrelated concepts (i.e., studying the history of mathematics might earn a student partial credit in both geometry and world history).

Enrollment Procedures

The Pathways High pedagogy is focused around the following three principles:

- 1. Student Choice and Voice** - Students have choice in their course and seminar selections.

- 2. Performance through Collaboration** - Collaboration with students and staff across multiple subjects at the same time creates an interdisciplinary experience.
- 3. Ownership of Learning** - Students get credit for *completion* of learning benchmarks, not simply for time spent in the subject. To be successful, students must be engaged in their learning so that they are making *intentional* choices to learn.

Pathways High may be the right fit if...

- You are motivated and engaged in your learning.
- You are self-driven when necessary.
- You want to improve your skills in all academic areas.

Pathways High may not be the right fit if...

- You are simply looking for an *alternative to traditional school*.
- You do not enjoy engaging in class discussions about learning.
- You have difficulty collaborating with others combined with low motivation to improve this skill.

Registration applications are accepted on an ongoing basis. If applications exceed the school's enrollment number for a grade in a given year, we will hold a lottery drawing sometime in February. Priority enrollment is given to siblings.

Only registration applications that include all required information (i.e.: proof of residency; birth certificate for new students, immunization records (or signed opt out form), etc.) will be considered for admission.

If more applications are received than seats are available in a grade, a random drawing will be held during February to determine acceptance. Any remaining seats available will be assigned on a first come first served basis with a rolling admission throughout the year. Class size will be limited to approximately 120 students in 9th grade and limited to 100 students in each grade thereafter.

Attendance Policies and Procedures

Daily attendance is required for Pathways High students. Attendance at Pathways High takes on a different meaning than traditional, seat-time based schools. Because of the competency-based nature of the school, students must participate in collaborative seminars in order to receive sufficient credit towards graduation. Because credit is obtained through learning target mastery, missing seminars has an adverse effect on credit accumulation.

Report Absences

1. If a student is absent, the parent/guardian must report the absence to the school office by 9:00 am by calling 414-943-2891.
2. Not calling at all or calling more than 24 hours later will result in the absence being considered truancy.
3. If a student leaves campus without a pre-excused absence and/or without signing out, s/he will be considered truant.

4. The determination as to whether an absence is acceptable (excused) or not acceptable (truant) will be made by the principal or his/her designee.

If a parent/guardian believes that his/her student should not have an unexcused absence or has erroneously been marked truant, the parent/guardian shall request a meeting with the building principal to discuss the absence(s) in question. The building principal shall investigate the absence and make a decision as to whether the absence is excused or unexcused. The building principal's decision shall be final.

Excused Absences

All students will be allowed 10 excused absences with prior written notification. Requests for absences are to be registered in advance with the principal/designee. Once 10 excused absences are reached, the absence will only be excused for one of the following reasons:

- Appointments with medical specialists. Verification of appointment must be produced.
- Illness; Doctor's excuse must be produced.
- Funeral
- Attendance at educational events as determined by administration

A student may also be exempted from school attendance by the school board with the written confirmed acceptance of the parent/guardian due to an attested diagnosis of a temporary social, mental, physical, or behavioral problem, for a period of time not to exceed 30 days. The student may be required to fulfill class obligations and the student or parent/guardian would be responsible for acquiring and bringing in to the school all class assignments as required by the student's instructors. In the event that a licensed physician, psychologist or chiropractor practitioner presents written verification that the condition may exceed a 30-day period, the student may utilize homebound learning.

Unexcused Absences

Students with patterns of unexcused absences in excess of the Wisconsin statute limit of 5 unexcused absences total per semester. Second semester unexcused absences reset if the student hasn't already been withdrawn the first semester, the following steps will be taken each semester:

- **1st offense** - Student/advisor conference and phone call to Parent/Guardian
- **2nd offense** - Student/Dean of Students conference and phone call to Parent/Guardian
- **3rd offense** - Student/Principal conference and phone call to Parent/Guardian
- **4th offense** - Student/Principal conference and Parent/Guardian will be called to the school to meet with the principal to discuss the absences and develop a plan.
- **5th offense** - School Director will make a phone call to the parents and a written letter will be mailed home and emailed.
- **6th offense** - Student will be considered a habitual truant. School administration will send a note home may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. Pathways High

is required to submit an annual report to the WI Department of Public Instruction that reports habitual truants.

- **7th offense** - Letter mailed to parent/guardian that their student has been withdrawn from Pathways High.

Wisconsin statutes define “truancy” as “any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 111” Wis. Stat. §118.16(1)(c). For attendance purposes, the District considers “part of a school day” to mean any time during the school day that the student is absent from his/her assigned location.

A “habitual truant” is “a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.” Wis. Stat. §118.16(1)(a).

It is the responsibility of the parent to provide reasons for their child’s absence. It is the responsibility of the school attendance officer to determine whether the absence is acceptable (excused) or not acceptable (truant). Students and/or parents who violate Wisconsin Statutes may be referred to the Milwaukee County Social Services and to the court system of Milwaukee County.

Tardiness

If your student will be late for school, an advance call from a parent/guardian is preferred. Students who arrive late to school or are returning from an appointment must check in with the school's front desk.

Students who are deemed chronically tardy or chronically absent may not be able to receive credit for the course(s) in which they have been chronically tardy or absent. Students and their parents/guardians will have an opportunity to meet with school administration to discuss potential consequences to address chronic tardiness and/or absenteeism.

Definition of Tardiness

Students arriving after 8:35 AM (as measured by the school’s main office clock) are marked tardy. If a student will be arriving late with a doctor’s excuse or because of a family emergency, the parent must call the office before 8:15am to notify the school.

Consequences for Tardiness

- 1st-4th Tardy: Student/Advisor conference and phone call to parents
- 5th Tardy: Student/Advisor conference and phone call to parents
- 6th Tardy: Student/Principal conference and Parent/Guardian will be called to the school to meet with the principal to discuss the tardiness and develop an “On Time” plan together.
- 7th Tardy: Parent /guardian must come to the school for a conference before the child is allowed back in class. The administrator, teacher, parent/guardian and student will develop a contract

outlining steps that will be taken to improve that child's promptness to school before the student is allowed back in class.

- 8th Tardy: School administration may file a written complaint with a relevant court or child services agency alleging the belief that the habitual tardiness of the child is such that his/her family has service needs.

Early Dismissal and Consent to Leave Campus

While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be avoided. However, students cannot leave campus during the school day without written consent from their parents or guardians. This includes students 18 years of age and older.

An early dismissal slip is required for students to leave school before the end of the day. If your student needs to be excused early, please provide the office with advance notice before the appointment, either by a call or a note. A parent/guardian must give consent verbal or written for a student to leave the school campus earlier than 3:30.

Illness During School Hours

If a child is sick (feverish, pink-eye or has flu-like symptoms) in the morning, the school expects him/her to stay home for the day. We do not have a nurse on site. If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child needs to take medicine while at school, a consent form must be filled out in the main office. All medications are kept in the office and dispensed from there except for inhalers, which will be kept in the classroom. Pathways High reserves the right to request a doctor's excuse before your student may return to school under any circumstance.

School Closing

Due to Pathways High being a regional charter school, administration will take this into consideration when closing school. Listen to the radio or television for the announcement of our closing. Please also check the school website and social media accounts.

School Schedule

Pathways High academic day starts at 8:30am and ends at 3:30pm. Students must be on time and present for all of their classes. Students must remain on campus during these hours unless on an approved field trip or participating in a school-sponsored internship, externship program, dual enrollment courses on a college campus or community service project. The typical schedule during school hours consists of seminars. Individual schedules vary from student to student and are subject to change when necessary.

Students are welcome in the building starting at 7:30am to work quietly in the main space. Students may also stay after school to work on projects, participate in sports or clubs until 5:00 except for Monday's.

Students who are at the school to work on projects must sign up at least 3 days in advance to work with the academic staff available. Each member of our academic staff will have consistent office hours after school for the year.

Early Release and Staff Professional Development

Pathways High will be having an early release day every Monday at 2:15 for staff meetings. It is important for all staff to have a common planning time to discuss as a team student needs and cross curricular seminars.

One Friday a month (often the 3rd Friday) is dedicated for staff to work on professional development. During these Friday's staff will:

- Work with experts across the nation that specialize in high quality project based learning.
- Trauma informed care training provided by [SaintA](#).
- Restorative justice practices.
- Meetings with industry professionals to introduce real world problems into seminars.
- Work to create an environment that provides the right conditions for project based learning to happen.
- Instructional coaching as needed.

CAMPUS POLICIES

Student Visitors

Pathways High recognizes that there are certain events, such as dances and guest days, where Pathways High students may want to invite non-Pathways High students as guests. In such cases, non-students or students from other schools must complete a guest form and submit it to the principal for prior approval. Visitors permitted in these circumstances will be expected to abide by Pathways High policies and guidelines.

School dances are held throughout the year. High school students may bring one (1) guest to most high school dances provided that:

The guest is enrolled in a high school or is still under the age of 21;

- A completed guest form is submitted to the principal at least three (3) school days prior to the dance and approved by the principal;
- The Pathways High student must stay with his/her guest throughout the event and accept responsibility for the actions of their guests; and
- Pathways High policies, procedures and rules are observed by both the guest and the student.

Closed Campus Policy

Despite the open feeling on our campus, Pathways High is a closed campus in order to provide a safe and secure school.

Visiting Classes

Pathways High always welcomes and encourages visitors, both from within and outside of our school community, to our school. However, in order to assure the safety and well-being of all students and staff, all visitors – including parents and guardians – are required to sign-in with the receptionist at the main entrance, show identification and wear a visitor's badge. During the beginning of school year, it is critical for students to transition into their new setting, and parental/guardian presence in the classroom can sometimes slow this process. As such, we ask that parents/guardians be sensitive to this and limit their time in the classroom during the first few weeks of the year. When observing in the classroom, parents/guardians are asked not to disrupt the education of their child or other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents/guardians who are disruptive to the educational process will be asked to leave. Please have cell phones off while in the hallways and classrooms.

Transportation

Parents/guardians will be required to arrange transportation to and from school for their child/ren. Carpooling is encouraged.

Student Drivers and Parking

Driving to school is considered a privilege. Students who drive their own vehicles to and from school must comply with the below rules. Failure to follow these rules may result in an immediate disciplinary meeting and/or action. There are a limited number of parking spots available for students. These spots will be given to students on a lottery basis. Street parking is typically available nearby the school. Pathways High is not responsible for damage to cars parked in the lot or on the street.

Student Driver Information

Students who drive to and from school will be asked to provide the following information to the front desk:

- Name of student and signature
- Student's Driver's License number
- Parent and/or Guardian name and signature
- Car make and model and license plate number of each vehicle the student may be driving
- Automobile Insurance Policy Number and expiration date

Student Passengers

Students who drive to and from school may not drive other Pathways High students in their vehicle during the school day unless:

- In accordance with applicable law, students are eligible to drive other students, and,
- In advance, parents and guardians have submitted a written and signed parental/guardian permission form (available at the school front desk), signed by the parents/guardians of the driver student and all students who may be passengers, and,
- Students conduct themselves in accordance with the law and Pathways High policies.

Automobiles and Other Vehicles

The following additional rules apply to automobiles and other vehicles that are driven by students to school:

- Students may not sit in vehicles or gather in the parking areas before school, during school hours, or after school.
- When students enter and start their vehicles at the end of the school day, they must depart immediately.
- Students must observe all traffic rules and speed limits.

School Fees

Pathways High collects student fees to ensure that we are able to offer our students and families a wide variety of technology and activity options. Below are the fees for the 2018-2019 school year:

- Chromebook: \$40.00 per year
- Materials: \$50.00 per year
- Insurance: \$200 per year (covers all non-negligent accidents to Chromebooks and other tools on school grounds. If insurance is not purchased, families are responsible for the replacement cost of technology or tool)
- Sponsor a Student: \$290 (covers another student who does not have the financial capability to pay fees)

Families that demonstrate financial need based on free and reduced lunch qualification may be waived from paying fees or pay a reduced amount.

Code of Conduct and Related Policies

The Goal of the Code of Conduct is to Promote a Culture of TIDE: Trust, Interconnectedness, Developing the Whole Person and Establishing a Culture of Excellence.

TIDE will be the result of positive, collaborative relationships among students, faculty, staff, parents/guardians and community partners. All stipulations of the Code of Conduct and related policies are aligned to the successful development of this culture at Pathways High.

Essential Agreement

All Pathways High students, parents/guardians, staff and community partners are expected to respect others and support teaching and learning. This includes how we talk and interact with one another and how we respect each other's property, personal space and right to learn.

Teachers and administrators will demonstrate trust in their discipline policies by making sure to follow a protocol that ensures all stories are heard and all involved parties have a chance to share and reflect any incident that may occur. Students will be trusted to engage in dialogue with one another to work out problems and come to solutions.

Interconnectedness will be fostered through restorative justice circles where all parties involved will have a chance to reflect upon incidents that occurred and collaborate to find solutions that make things right. Students who have committed infractions will be brought into the community to be supported and to make the community better rather than isolated from it.

Development of the whole person will occur through personalized leadership solutions that students will take ownership over. This solution will be a co-created intervention between teachers, administrators, parents/guardians and students who have committed infractions and will ask the student to create a plan to make things better and then be held accountable by adults to put it into action.

Excellence-Driven Culture will push teachers and administrators to constantly strive for more fair and supportive discipline practices that work to support and nurture students in appropriate ways. Additionally, the idea of excellence will be incorporated into making sure each student receives the most excellent and supportive discipline. Teachers and administrators will never make a discipline decision in isolation; rather, they will work together to come up with the best plan.

Bullying/Hazing Policies

The district prohibits bullying and/or hazing. Bullying/hazing have a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. This rule shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put downs, extortion of money or possessions, and exclusion from peer groups within the school. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Hazing is defined as any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the district.

Students who engage in any act of bullying/hazing at school, at a school function, or in connection to any activity sponsored by Pathways High are subject to disciplinary action in accordance with district rules and regulations.

Students and employees shall be informed annually of this prohibition. The district will provide instruction intended to give students knowledge of effective means by which they may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations that may be harmful to them.

Any student who feels that he or she is the victim of bullying or hazing should contact a trusted adult at Pathways High. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law. All school staff members and school officials who observe or become aware of acts of bullying/hazing are required to report these acts to the building principal or the Dean of Culture.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying/hazing or any other concerned individual is encouraged to report the conduct a trusted adult at Pathways High or the Principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline. Employees who participate in, allow, or knowingly fail to enforce this rule will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of bullying or hazing incidents.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, outing, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in disciplinary action. In some cases, cyberbullying can be a crime. Remember that your activities online at school are monitored and retained.

Vandalism

All students and Staff are urged to treat their possessions, other people's possessions and all school property with care and respect. No one is to injure, destroy, deface or trespass on school property. A clean environment is important to all; vandalism is not accepted. Students (and Parents/Guardians) will be responsible for restoring any damage they caused.

People with any information about damage done to the building or its contents should report it to the principal or designee.

Drugs, Alcohol, and Tobacco

Drugs, alcohol, and smoking are prohibited in the school, on the campus, and at off-campus school functions including internships and dual enrollment opportunities.

Search of Student Belongings

Pathways High reserves the right to examine and/or search all student possessions when, in the judgment of Pathways High administrators and officials. Individual searches occur when there is reasonable suspicion that the student(s) may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule or law. Random searches are subject to the reasonable suspicion standard as well.

Cell Phones and Personal Devices

During school hours cell phone and similar personal devices should be put away and out of sight during and seminars. When appropriate situations arise teachers have the authority to allow phones to be used.

- Cell phones and other electronic devices will be allowed in the during passing periods and during lunch.
- Cell phones and other electronic devices are not allowed at anytime in the locker rooms or restrooms.
- Cell phones and other electronic devices should not interfere with the teaching and learning process. Situations which interfere with teaching and learning may result in disciplinary actions.

Free Speech on Campus

The Supreme Court has referred to public schools as a “marketplace of ideas” where the protections of the First Amendment are particularly important. “The vigilant protection of constitutional freedoms is nowhere more vital than in the community of American schools.” Shelton v. Tucker, 364 U.S. 479, 487 (1960).

At the same time, the law is clear that a student’s right of free speech is not unfettered and that the free speech/press protection does not prevent a school from imposing certain restrictions and/or imparting discipline for certain forms of speech that may be considered disruptive to the community, in violation of school policies and/or considered unlawful harassment, discrimination, bullying, threats and/or intimidation. In short, Pathways High reserves the right to place reasonable time, place and manner restrictions on speech where the faculty and/or administration determine that such a restriction is appropriate.

Examples of student speech that may be restricted include:

- Speech which creates or threatens danger, and/or unlawful acts
- Speech which threatens or presents a violation of Pathways High rules and standards of conduct
- Speech which creates or threatens a substantial disruption of the orderly operation of the school
- Speech which impinges on the rights of others

- Vulgar, lewd, obscene, and plainly offensive speech or conduct

Policy against Harassment

It is critical that all members of the Pathways High community respect each other's rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation, and personal development. Accordingly, it is the policy of Pathways High to prohibit harassment of any kind, including harassment based on gender, race, color, creed, religion, national origin, age, disability, sexual orientation or of a sexual nature.

Harassment Defined

Harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Harassment includes any unwelcome, verbal, physical, visual, or electronic conduct that has the purpose and/or effect of creating or contributing to an intimidating, hostile, or offensive environment or that unreasonably interferes with the recipient's educational progress or personal security.

Any person who believes that s/he has been subject to harassment or who believes that they have observed the same should immediately inform the person engaging in the offensive conduct that the behavior is unwelcome and must stop. A student who believes that s/he has been subject to harassment or who believes that they have observed the same should advise the principal or designee.

Behavior constituting harassment as defined by this policy is subject to disciplinary action starting with Restorative Practices. In most cases, these practices will provide strategies to restore appropriate behaviors and trust to the parties involved.

In extreme cases, the possibility of suspension and expulsion proceedings may be required. Likewise, because a false report of harassment can have damaging effects on the reputations of innocent individuals, false accusations are also subject to the same form of disciplinary action.

Student Sexual Harassment Policy

Pathways High is committed to making the school free from sexual harassment. This means that Pathways High prohibits sexual harassment by someone from or in the educational setting. Pathways High prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal, electronic, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

Pathways High prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. Pathways High further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Pathways High will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which Pathways High does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.

Students should report any sexual harassment to the principal. Students who violate this policy shall be subject to discipline including the possibility of suspension or possible expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. Pathways High prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible. Pathways High will take appropriate corrective action, if warranted.

Disciplinary Consequences

The purpose of disciplinary action at Pathways High is to ensure that individual students, their parents/guardians, and the Pathways High community stay focused on growth and learning. Prompt resolution of the problem or issues is expected.

Initial forms of discipline may include any one, a combination, and/or all of the following, depending on the circumstances, and at the school administration's sole discretion:

- Verbal and/or written warning to the student
- A written commitment by the student to improve his/her behavior and/or performance
- A meeting with the principal or designee
- Parent/guardian notification
- Implementation of Restorative Justice Strategies described below.
- Loss of privileges or removal from extracurricular activities
- Academic Consequences
- Suspension
- Expulsion
- Denial of Readmission
- Other forms of discipline that the school may determine appropriate

Restorative Justice Practices

The discipline policy will operate under a philosophy largely informed by restorative justice. The goal of the restorative justice process is for the students to restore the harmed learning community and gain support from that learning community. The approach of the Restorative Justice Practices and Positive Behavior

Interventions and Supports published by the California Conference for Equality and Justice seeks to, “engage parents/guardians, students, teachers, school staff and administrators, enforce positive behavior, avoid labeling of students, uplift students’ strengths and establish a routine.” The tools employed to meet those aims will help “build positive campus communities, prevent conflict and replace punitive and isolationist disciplines policies such as detention, suspension and expulsion” (PBIS 2013).

Restorative justice is meant to help students (a) restore the harmed learning community and (b) build the student's’ assets so that they can enhance their ability to cope with difficult situations and overcome obstacles that will fall in their way. Highlights are students being held accountable, being supported by their teachers, taking on a leadership solution and building the skills to cope with future difficulties. If all involved parties agree to this plan, they will sign a contract that outlines the plan.

Professional Development Training as to the philosophy, strategies, development and implementation of Restorative Justice Practices will begin during Zero year and occur on an ongoing basis for the Pathways High faculty, board and students.

Upon the occurrence of an infraction, the discipline policy protocol will include, but is not limited to the following action items:

- Student, teacher and parent/guardian interviews; no decisions or assumptions will be made until an administrator has had the chance to understand what happened from all perspectives and hear the stories of all parties involved.
- Students involved will be asked to write letters recounting their experience with the infraction.
- Potentially, determination of a practice to be completed by the student(s) involved to correct the infraction that has been committed will be agreed upon. Returning of property, development of a poster or other display that characterizes appropriate manners to handle situations, community service within or beyond the school to ‘give back’ to the community, and other activities that would ‘restore justice” to the injured party(ies) or community.
- If the infraction is serious enough to warrant a suspension or expulsion, students will be asked to write letters to administrators and teachers explaining their reflections and hopes on the situation, using the restorative framework:
 - What happened? What were you thinking at the time? What have you thought about since? Who has been affected by what you did? In what way? Why do you want to remain at this school? How have you been trying to make things right? How can you take leadership to form a solution can make things right and how can we support you on that?
- A discipline hearing will be held to determine the student’s eligibility for re-entrance into the school or expulsion. The student, their parents/guardian, their teachers and administrators will be invited to this hearing and asked to speak on their experience with the student as well as their perspective on the infraction and the consequences thereafter. A hearing will only be scheduled if at least one teacher who knows the student well or one of their parents/guardians is available to be present.
- Teachers and administrators will discuss the results of the discipline hearing and weigh the infraction with precedent-setting consequences that have been put in place for similar infractions. Teachers

and administrators will either decide to (a) move to an expulsion hearing or (b) move to a restorative justice circle to support the student upon re-entrance into the school community.

The following offenses represent grounds for Restorative Justice Practices to be put into action. Pending the success or failure of those strategies, as delineated later in this policy, the principal or designee may decide to move forward with suspension or expulsion proceedings:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.
- Possession, use, offering, arranging and/or negotiating to sell or provide a knife, imitation firearm, other weapon, or item that could be construed and/or used as a weapon.
- Possession, use, being under the influence of, offering, arranging and/or negotiating to sell tobacco, alcohol, drugs, other controlled substances, or intoxicants of any kind, including, but not limited to over-the-counter medication and/or prescription drugs.
- Theft of property including, but not limited to attempting to steal and/or receive stolen property e) Physical assault including, but not limited to aiding or abetting in the same.
- Damage to school or private property including, but not limited to attempted or caused damage.
- Harassment; sexual or other.
- Threatening, harassing, bullying, and/or attempting to intimidate other members of the community including, but not limited to acts of “cyber-bullying.”
- Obscenity/Profanity/Vulgarity including the commission of an obscene act and/or engagement in habitual profanity/vulgarity.
- Disruption and/or defiance including, but not limited to disruption of school activities and/or willful defiance of the authority of school personnel.
- Violations of Pathways High academic policies including, but not limited to plagiarism and/or cheating.
- Violations of Pathways High Information Technology policies including, but not limited to transmitting computer viruses, using or attempting to use others’ accounts, trespassing in another’s portfolio, folders or files, and/or concealing or misrepresenting one’s identity while using the IT system.
- Violations of Pathways High conduct policies as articulated throughout the Pathways High Parent/Student Handbook.

Any student whose conduct is not rectified during the Restorative Practices and/or Suspension actions, may be eligible for Expulsion.

Principal’s Authority to Impose Suspensions and Expulsions

The principal has the authority to impose suspensions and expulsions. The principal or his/her designee will conduct an investigation of the circumstances presented, including consulting the student and affected parties. The principal will consider what intervention strategies have already been implemented, and

whether additional alternative strategies should be implemented or whether to move towards suspension or expulsion.

Suspension

The principal has the discretion and may impose a suspension directly if s/he determines it is appropriate. If the principal determines that a student is to be suspended, the principal shall provide written notice to the student's parents and/or guardians of his/her determination in writing, including reasons for the suspension and the time period for the suspension. Academic make-up work and/or a parallel independent project(s) aligned to the goals of the in class project(s) will be required. Return to school may be contingent upon submission of said project(s) and/or a written essay addressing the issue at hand and stating how the student proposes to move forward. A Readmission Plan, to be developed by the student in conjunction with the principal, parent, student representative and a faculty member will be agreed upon, signed and monitored by a school faculty member designated by the principal.

Expulsion

If after implementing restorative practices strategies, the principal or designee determines that consideration of expulsion is warranted, the principal or designee shall impose a suspension pending an expulsion hearing. The principal or designee shall provide written notice to the student's parents and/or guardians of the suspension, the reasons for the suspension and the expulsion hearing, give notice of the expulsion hearing and provide information regarding the School's expulsion procedures. The principal or designee will hold an expulsion hearing where the principal or designee shall serve as the hearing officer. The student shall have the right to representation and the right to present evidence at the expulsion hearing. The principal or designee will consider evidence and/or testimony as appropriate and will render a decision that shall be in the best interests of the student and the School.

If the principal or designee determines that a student is to be expelled, the principal shall inform the student's parents and/or guardians of his/her determination in writing including the reasons for expulsion. The principal or designee's written notification to the parents/guardians shall also include information about the process rights in regard to the principal or designee's determination.

Right to appeal the Principal or Designee's Determination

Parents and/or guardians (or, if at least 18 years of age, the student) shall have ten (10) days from the principals or designee's written expulsion determination to submit a written request of appeal to the Pathways High School Board.

In response to the written request for an appeal, the President of Pathways High Board shall convene a committee consisting of one member of the Pathways High Board Education Committee, the President of the Pathways High School Board or designee, the principal or designee, one faculty representative, one student representative (optional). The committee members appointed will be knowledgeable about the School's basis for expulsion and the procedures regarding expulsion. The committee shall have the right to rescind or modify the expulsion. The committee shall convene a hearing on the appeal within ten (10) days of receipt of a timely written request for an appeal.

At the hearing on the appeal, the student shall have the right to counsel and the right to present evidence. The committee will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interests of the student and the School. That decision shall be final.

Cases Not Covered By Specific Rules

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary, and not forbidden by law, to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school, or which affects the health and welfare of students, individually or collectively, regardless of the existence or non-existence of a rule covering the action. School rules apply to all students regardless of age, and to all school activities on campus or at other locations.

IT POLICIES

Computer, Electronic Mail, And Internet Usage Policy

We are pleased to offer Pathways High students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, the Intranet and the Internet (collectively "PH IT"). PH IT is provided for students to conduct research and communicate with others.

Access to PH IT is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Students are expected to adhere to the following guidelines and policies applicable to the use of PH IT. Students who violate these policies may be subject to disciplinary action.

PH IT

PH IT is shared and available to the PH community. These resources may not be used in any way that disrupts or interferes with use by others.

Students must respect all copyrights and licenses to software and other on-line information, and may not upload, download, or copy software or other material through PH IT.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion:

- Damage, vandalism or theft of equipment, systems or networks
- Use of the computer equipment, networks and systems for unlawful purposes, commercial purposes or personal gain
- Violations of copyright law
- Plagiarism
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses

- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking)
- Any attempt to guess passwords, use another's password, break into other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another's portfolio, folders, work or files
- Concealing or misrepresenting one's identity while using the system
- Intentionally wasting limited resources
- Any use which is unlawful under applicable State or Federal law
- Any use which PH determines is objectionable in its sole discretion

Communication using PH IT

Students are responsible for their own behavior on PH IT just as they are everywhere in the school environment. Communications on PH IT are often public in nature. General school rules for behavior and communications apply.

It is presumed that users will comply with school standards. Aside from the clarification of such standards, PH is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Computer games

Pathways High provides technology and internet access for the educational benefit of members of the community. Playing computer games or video games on campus during school hours is allowed only under the direct supervision of a teacher.

PH and Access/No Expectation of Privacy

PH IT and all user accounts are the property of Pathways High. As such, Pathways High reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by Pathways High to review files and communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of PH IT have any expectation of personal privacy in any matters stored in, created, received, or sent over PH IT. These are subject to review by the schools at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian. Pathways High reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other PH IT, without notice and without the permission of any user.

Moreover, to protect the integrity of the PH IT and the users thereof against unauthorized or improper use of these systems, Pathways High reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the principal or his/her designee.

Internet

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that Pathways High does not control the content of the Internet. Accordingly, Pathways High does not have control over the type of information accessible to students or the quality of the same, though Pathways High does use internet filters, as described in the Internet Safety Policy. Pathways High cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Pathways High believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Pathways High supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform us of that choice. Ultimately, appropriate use of this resource is the responsibility of the user.

SAFETY POLICIES

Emergency Procedures

Pathways High staff receives training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire, tornado, and lockdown drills which happen at regular times during the school year.

All alarms are treated as real at Pathways High. In the event of an emergency drill, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at Pathways High is grounds for severe consequences, including possible suspension and expulsion.

In the case of a major emergency (such as a significant tornado or fire), parents/guardians and families should contact the main phone number for the school. During such an emergency, Pathways High staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

Internet Safety Policy

It is the policy of Pathways High to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure,

use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (“CIPA”) [Pub. L. No. 106-554 and 47 USC 254(h)].¹

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Pathways High online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Pathways High staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the CIPA, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Pathways High IT Administrators or designated representatives.

The Pathways High IT Administrators or designated representatives will provide age-appropriate training for students who use the Pathways High Internet facilities. The training provided will be designed to promote the Pathways High commitment to:

1. The standards and acceptable use of Internet services as set forth in the Pathways High Internet Safety Policy;
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms;
 - c. and cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the CIPA.

¹ http://e-ratecentral.com/CIPA/Childrens_Internet_Protection_Act.pdf

Makerspace & Art Room

Students will only use the tools and materials provided by Pathways High in our Makerspace and Art room. Any specific tools not provided by Pathways High that a student wants to bring to school must be approved by the Principal prior to bringing tools to school. In order to use the Makerspace or Art room all students and adults must complete training and pass safety tests. Students will also need to sign a contract in order to use and work in these spaces.

Any student injury must be reported immediately to the Principal and a Injury Report completed within 24 hours. The teacher or administrator will contact the parents or guardians by the end of the school day.

STUDENT HEALTH AND WELLNESS POLICIES

Administration of Medication at School (Prescribed or Over-the-Counter)

Pathways High does not have a nurse on staff. The school's main office staff members will have first aid kits and will be your health center point of contact.

The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. Medication will be administered during school hours only if determined by a physician to be necessary. Designated school personnel will keep records of medication administered at the school with the assistance of school personnel per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by designated staff.

Designated school personnel will return all personal, surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide Pathways High with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken and (2) a written statement from the parent, foster parent, or guardian of the student indicating the desire that school assist the pupil with the administration of the medicine. These statements must be updated at least annually. Designated staff members will establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians.

Certain medications may be carried by students as noted below:

- Students in grades 9-12 may keep inhalers for asthma conditions, so long as prescribed by a doctor
- Certain over-the-counter medicines (i.e. Tylenol, Motrin, and supplements like glucose tablets) in their possession.

Students are prohibited from sharing any medications, whether prescribed or over-the-counter, with any other students. Pathways High will not be responsible for any adverse reactions to medications self-administered by students without the knowledge of staff, faculty or administration.

In order for a student to carry and self-administer prescription auto-injectable epinephrine (“EpiPen”), parents/guardians must provide Pathways High with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer auto-injectable epinephrine, and (2) a written statement from the parent/guardian consenting to the self-administration, providing a release for designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing Pathways High and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.

Additionally, the designated school personnel who have volunteered may use EpiPens to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. Pathways High will ensure it has the appropriate type of EpiPens on site (i.e., regular or junior) to meet the needs of its pupils. Pathways High will ensure staff properly store, maintain, and restock the EpiPens as needed. Pathways High will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of EpiPens based on the standards developed by the Superintendent of Public Instruction. Pathways High will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an EpiPen to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

Control of Communicable Diseases

Pathways High works to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

Immunization Requirements

State law requires that all students, kindergarten through grade 12, be immunized against certain diseases. At the time of the first day of attendance, the school is required to have proof that your child has received all currently due immunizations or that the parent/guardian completes the opt out form.

Food Policy

Students are allowed to bring water; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice; milk; soymilk; sports drinks. Energy drinks are not allowed.

Meal Fees

Pathways High participates in the Free/Reduced Meal Program. All families must fill out a new federal free/reduced lunch form each fall. Each time there is a significant change in family income a new form should be filled out.

Families may choose to have their children eat breakfast at home and/or send a bag lunch. Families that do not qualify for free meals must pay for all school breakfasts and lunches in advance.

Please note that students must not have outstanding accounts in order to participate in events such as co-curricular activities (including athletic teams) and field trips.

Fast Food Lunches & Ordering Food

Students do have the option to bring a cold lunch to school with them in the am but there will be no ordering or delivering of food to school by students at anytime.

COMMUNITY STANDARDS

Donations

Donations to makerspaces, library, snacks, and student and parent/guardian resources rooms do not require prior approval. Wish lists can be found on our website. Donations to a specific classroom must be submitted to the principal for approval.

Dress Code

The purpose of the Pathways High dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive to school until they leave. Note that students must be in dress code before school begins if they enter the building before the official start of school. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. The dress code applies equally to students and staff.

Tops

- Students must wear a short or long-sleeve shirt or sweater.
- Shirt straps must be two finger widths wide and no tube tops are allowed. Exposed mid-sections are not acceptable from the rib cage to mid thigh.
- Sweaters and jackets of an appropriate size and length may be worn over, but not in place of, an appropriate shirt.

Bottoms

- Appropriate school attire includes long pants, shorts, skirts, or dresses. No undergarments below the waist may be shown.
- Skirts and shorts must be of acceptable length (to the base of your palm).

Other clothing guidelines

- Text that promotes violence, alcohol, tobacco or drugs is prohibited along with items that are sexually explicit.
- Flips flops, open toed shoes are not allowed in any of our makerspaces. Slippers are not allowed.
- Exposed midsections are not allowed.
- All undergarments much be worn and may not not visible at any time.

- Head coverings worn for religious reasons only will be allowed.
- Sweatshirts may be worn but all hoods must stay down inside the building.
- All outdoor coats must be removed in the building and stowed away in lockers or appropriate areas in the school.
- Appropriate attire must be worn while in the Makerspace. Makerspace dress and safety will be addressed separately and a separate agreement will need to be signed.
- Appropriate attire for internships will vary by workplace. Students are expected to abide by the rules of the workplace.

Consequences for Dress Code Violations

Students may be asked to change their clothes, select a different item from the Student Resource Center or asked to leave school.

Photographing and/or Videotaping Students

In the course of a school year, groups of students are occasionally videotaped and/or photographed in classroom situations, during exhibitions, on field trips, for teacher training, etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the school district, individual school, or specific programs to the community; to instruct students or staff members; or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays, slide presentations, newspaper articles, pamphlets, or video programs. Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125(1)(d), any parent, guardian or eligible student (18 years of age or older) may inform the district of his/her desire that his/her child not be photographed or videotaped.

Public Complaints About School Personnel

It is our philosophy that complaints can best be resolved if the individuals most closely connected with a problem work to resolve it. Therefore, any complaint must be directed initially to the individual(s) responsible for the activity or situation which instigated the complaint. If a complaint cannot be resolved at this first level established procedures will be followed.

Due process will be extended both to the complainant and to the person(s) to whom the complaint is directed.

1. All complaints must first be directed to the person(s) responsible for the activity or situation which instigated the complaint.
2. If a complaint cannot be satisfactorily resolved through the use of step 1, a mediator can assist in resolving the complaint.
3. If a complaint cannot be satisfactorily resolved through the use of step 1 and 2, the complaint must be put into written form and submitted to the Director, Principal or the person(s) to whom the complaint was originally directed.
4. The Director, Principal, or the person(s) to whom the complaint was originally directed will arrange necessary consultations to ascertain facts of the complaint and will make every reasonable effort to resolve the matter promptly.

5. Should the complainant still feel the matter has not been satisfactorily resolved, it will be considered by the Board President
 - a. Before your complaint will be heard by the full School Board, you must meet with the Board President.
 - b. The Board is the final step in the process.

Work Permits

We do not provide work permits at Pathways High. Work permits can be obtained at the Workforce Development office located on 27th and North Avenue at no cost to the family.

Family Involvement

Parental/guardian involvement in a child's educational life is critical to a child's success. We look forward to developing a strong positive partnership between you and Pathways High.

Volunteering

We love to have parent/guardian volunteers help out in the school! If you have time free during the school day and would like to help us with tutoring, copying, cutting, laminating, or any of the other tasks that it takes to make a school run smoothly, please contact Michelle Raynier at 414-943-2891. If you are interested in volunteering to chaperone an upcoming field trip, please contact your child's teacher.

Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher conferences are a crucial component of our educational program. Parents/guardians are expected to attend Exhibitions and conferences during the year at other times as as requested by teachers or the principal.

School Calendar

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
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30						

October 2018						
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28	29	30	31			

November 2018						
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December 2018						
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30	31					

January 2019						
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February 2019						
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March 2019						
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31						

April 2019						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



2018-2019 School Calendar

Important Dates

Kick Off Week	Aug 27- 31, 2018	Mid Year Exhibition	Jan 16, 2019	Conferences 4-8pm	Mar 13, 2019	End of Q4/Semester	June 7, 2019
Conferences 4-8pm	Oct 24, 2018	Conferences 4-8pm	Jan 10, 2019	Q3 Completion	Apr 4, 2019	Last Day	June 13, 2019
Q1 Completion	Nov 2, 2018	End of Q2/Semester	Jan 25, 2019	Progress Reports	Apr 5, 2019	Report Cards	June 14, 2019
Progress Reports	Nov 16, 2018	Report Cards	Jan 31, 2019	Final Exhibition	Jun 6, 2019		

No School for Students

Sep 28, 2018	Nov 16, 2018	Jan 18, 2018	Mar 15, 2019	May 17, 2019	Early Release at 2:15pm Mondays After Labor Day
Oct 19, 2018	Dec 21, 2018	Feb 15, 2019	Apr 5, 2019	June 14, 2019	

No School for Staff or Students

Labor Day	Sep 3, 2018	Winter Break	Dec 24-Jan 4 2019	Spring Break	Mar 25-29, 2019
Mid Fall Break	Oct 22-23, 2018	MLK Day	Jan 21, 2019	Holiday Weekend	April 19 & 22, 2019
Fall Break	Nov 21-23, 2018	Presidents' Day	Feb 18, 2019	Memorial Day	May 27, 2019

PATHWAYS HIGH COMMITMENT TO EXCELLENCE

I fully commit to Pathways High in the following ways:

Parent/Guardian Commitment

1. Make the school a safe and comfortable environment by supporting the school as it enforces the school's code of conduct, as outlined in the handbook.
2. Ensure that my child arrives at school by 8:25 a.m. and attends school regularly. I have read and agree to the school's policy regarding tardiness and absences.
3. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend a minimum of two public exhibitions, and any specifically requested conferences.
4. Give information on all registration forms that is true and understand that false information may result in my child being dismissed from Pathways High.
5. Commit my child to attending Pathways High events outside of school as announced.
6. Keep current with the invoices sent home each week.

I have read and understand the policies and expectations as stated in the handbook.

Student Commitment

1. Behave in a manner to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Pathways High teammates and give everyone my respect.
2. Do everything in my power to arrive to school on time.
3. Make myself available to parents/guardians, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
4. Work, think, and behave in the most proactive and best way I know how. I will do whatever it takes for all students to learn.
5. Take responsibility for my own behavior, and follow the teachers' directions.
6. Follow the dress code at school as well as dress in an appropriate fashion and behave in a business like manner when I am out in the community during IMPACT week.

I have read and understand the policies and expectations as stated in the handbook as well as the consequences for not adhering to them.

Staff /Administration Commitment

1. Make the school a safe and comfortable learning environment by ensuring that students understand how to professionally communicate with staff members and other students. If a student makes a mistake that goes against a policy of Pathways High, restorative justice practices will be put into practice.
2. Ensure that valuable learning time is utilized to promote personalized student growth so that the school can provide our students with an education that is academically rigorous, authentic and meets or exceeds the requirements of the Wisconsin State Standards.
3. Update parents/guardians regularly on the progress of students both academically and socially to promote high expectations.
4. Constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally by providing personalized academic support to our students on a regular basis.

I have read and understand the policies and expectations as stated in the handbook.

Parent/Guardian Signature

Student Signature

Administration Signature

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT FORM

I have read the Family Handbook. I agree to abide by these policies and all of the policies of Pathways High and understand that the policies are subjected to change. I have reviewed the mission and vision of Pathways High with the understanding that these values are rooted in the identity and philosophy of our school. I have reviewed the school calendar and noted special events. I understand the importance of consistent daily attendance, and I will use the calendar as a reference when planning appointments.

The Pathways High Family Handbook provides you with important information about the Pathways High community. It also serves as a reference for looking up critical policies and procedures that will affect you and your child during your time at Pathways High. These policies, procedures, and benefits as described in the handbook do not constitute a contract or implied contract with students or personnel. The Governing Board of Pathways High reserves the right to interpret, revise, amend, or withdraw them at its discretion and will communicate any changes to the Pathways High community in written form.

Student Signature

Date

Parent/Guardian Signature

Date