

Pathways to College K-8 2016-2017 Parent/Student Handbook



**9144 3rd Avenue
Hesperia, CA 92345
Phone: 760.949.8002
Fax: 760.947.9648**

**Mailing Address:
P.O. Box 401448
Hesperia, Ca. 92345**

Pathways to College



Pathways to College
Hesperia, CA 92345
Phone (760) 949-8002 Fax: (760) 947-9648

Dear Pathways to College Students and parents:

Welcome!!

We are so excited to see you back for the 2016-17 school year. If this is your first year, I am delighted that you have selected Pathways to College as your school and want to welcome you to our community and family. We value all of our students and parents and continue to hope that you will become more involved in the activities of our school through the Parent Teacher Committee (PTC) and your child's classroom program.

Our school is a place where we value and encourage intellectual curiosity, encourage the development of thinking and require students to strive for excellence. We provide a challenging curriculum, resource materials, activities, and real-world learning where we focus on individual learners.

This year we plan on continuing many fun and educational activities as well as begin even more. Please bring your thoughts, ideas, talents, and skills and share with us as we begin our journey into a new school year!

Yours in education,

Dr. Sonya Joyner
Executive Director/Principal

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The Staff of Pathways to College 2016-2017

Administration/Office Staff

Executive Director/Principal
Chief Business Officer
Human Resource Specialist
Attendance Specialist
Records/Enrollment Clerk
Office Coordinator
Administrative Assistant
Administrative Assistant
Administrative Aide

Dr. Sonya Joyner
Lisa Groot
Karen Cline
Danielle Spano
Soledad Quiroa
Melissa Manharth
Tanis Gaines
Lori Ultsch
Julianna Foerster

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Teaching Staff

Transitional Kindergarten
Kindergarten
Kindergarten
1st Grade
1st Grade
1st/2nd Grade
2nd /Grade
3rd Grade
3rd Grade
4th Grade
4th/5th Grade
5th Grade
English
History
Science
Math
Physical Education
Music
Computer Lab Specialist

Patty Chin
Erica Lucas
Terri Adams
Deiundra Cox
Anna Galvan
Lisa Munoz
Genesis Herrada
Michelle Douglass
Mindy Loewenstein
Elizabeth Marin
Gileanna Houk
Rhonda Dennis
Erin Borland
Matthew Van Matre
Ann Miller
Sandra Garcia
Tabitha Wooten
Angela Calderon
Candice Flores

Teaching/Instructional Aide Staff – Special Education

Director of Special Services
Education Specialist Grades 1-4
Education Specialist Grades 5-8
Special Education Instructional Aide

Sylvia Ellison
Dora Barnes
Robert Polak
Irving Sosa

Support Staff

Classroom Aide
Classroom Aide
Classroom Aide
Classroom Aide
Classroom Aide
Proctor
Proctor
Library/ISS

Stacey Cripe
Patrice Sarabia
Patsy McCluskey
Rachel Minor
Lora Shater
Blanca Flores
Veronica Hartman
Lauren Barton

Classroom Aide
Classroom Aide
Classroom Aide
Classroom Aide
Lead Proctor
Proctor
Parent Liaison

Kelly Salsberry
Julie McDermott
Lindsey Perez
Veronica Juarez
Diana Garcia
Gloria Soto

Food Service Provider I
After-School Prog. Coord.
Maintenance

Veronica Juarez
Jessica Dominguez
Scott Arnold

Food Service Provider II
After-School Program Provider
Maintenance

Adriana Barbosa-Ramirez
Paula Gorgei
Luciano Aguirre

STUDENT HANDBOOK 2016-2017

Welcome to Pathways to College! We are excited about the great opportunities for learning that are available for your child this year. As you know, the most important objective of Pathways is the high expectations that we have for our students. We know that our students can achieve anything if we, as a school community, provide the support and motivation they need. In keeping with those expectations, we have implemented several policies that will help our students learn. We remain committed to providing every child with a safe, orderly, academic environment where everyone is working toward the same goals for success. The policies explained in this handbook reflect the attitudes and habits of successful students

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everywhere. As a school of choice we are aware that our parents/guardians have numerous options on where to send their children for schooling and we are very excited that you have chosen Pathways to College as your option. We hope that this handbook reflects the high expectations we all have for our students.

MISSION STATEMENT

The mission of Pathways to College is to prepare students for the challenges of higher education learning and to provide meaningful, stimulating and educational opportunities to academically grow and mature emotionally, intellectually, physically, and socially.

CORE VALUES

PTC will create a safe and secure environment where all students are challenged to meet high expectations and success as PTC is dedicated to being:

- ❖ *Culturally Responsive* – empower students with an authentic, student-centered, rigorous curriculum that is accessible to them and is taught in a way that students can understand. This is accomplished by recognizing and welcoming the various cultures within the classroom, embracing multicultural teaching, making meaningful connections, and incorporating the significant aspects of the diverse backgrounds.
- ❖ *Intellectually Expansive* – transform the learning environment to include opportunities outside of the classroom walls to make learning more engaging and relevant; to stimulate natural curiosity, imagination, and creativity; and to experiment and expose students to new opportunities.
- ❖ *Technologically Inclusive* – infuse technology into the curriculum, including technology resources and technology-based practices into daily routines and work habits to enhance teaching and learning processes.
- ❖ *Academically and Socially Collaborative* – work together to identify and effectively implement research-based methods that encourage students’ social, emotional, and academic engagement and growth.

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VISION STATEMENT

The vision for students of Pathways to College in grades K-8 is to learn skills, acquire knowledge, apply wisdom and develop character to graduate with abilities, understanding, and values that prepare them to remain involved in life-long learning.

PHILOSOPHY

We believe that each child is a unique individual who needs a secure, caring and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. As educators, it is incumbent upon us to help students meet their fullest potential by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas.

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CAMPUS & CONTACT INFORMATION

Pathways to College K-8

9144 3rd Ave
Hesperia, CA 92345

School Hours: 8:00-3:15

Office Hours: 7:30-4:30

Phone: (760) 949-8002

Fax: (760) 947-9648

Website: www.pathwaysk8.com

DONATION OPPORTUNITIES

It is our belief that parent/guardian involvement is critical to the success of their student; therefore, parents/guardians are encouraged to donate 10 hours of their time each school year. In lieu of volunteer hours, donations of school supplies will be accepted and will count toward hours. All donations are tax deductible. The following items are always in demand:

- Paper plates, cups, and plastic ware
- Whiteboard markers
- Paper clips, large and small
- Push pins and staples
- Playground equipment
- No. 2 pencils
- Glue sticks
- Ball point pens (black or blue ink)
- Scotch tape and masking tape
- AA and AAA batteries
- Tissues
- Notebook paper
- Printer ink
- Copy paper

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ENROLLMENT INFORMATION

Crosswalk Hesperia Experiential Learning Pathways 501(c)3 is the governing entity for Pathways to College and the size of our small campus determines our enrollment capacity. There is no academic requirement for admission; however, to ensure proper class placement, assessments are administered to new students who will be enrolled in grades 1-8. Continuing students shall have first priority for re-enrollment, and their siblings shall have preference. Enrollment for siblings will depend upon space availability. Any remaining spaces shall be filled by a lottery drawing held during Spring of each school year. Any prospective student not enrolled may remain in the lottery, but all parents/guardians must fill out a new application each year.

PROCEDURES AND REQUIREMENTS FOR NEW AND RETURNING STUDENTS

Students must demonstrate a desire to succeed academically. Students and parents/guardians must agree to support school rules, sign all contracts, and take full responsibility for understanding the requirements and expectations of this school prior to signing the contracts. **All students and parents/guardians must agree to abide by the uniform policy.**

PICK UP & DROP OFF PROCEDURE

Pathways to College is dedicated to keeping our students safe at all times. In order to ensure their safety please abide by the following procedure:

- Do not drop your student(s) off before 7:00 a.m. as there is no supervision prior to this time.
- Do not park in the designated staff parking areas.
- Drive under 2 miles an hour while in the parking lot.
- When pulling away from the curb and passing other cars that are loading or unloading children please be sure to proceed slowly and cautiously.
- Be sure to stop whenever a staff member is holding up the STOP sign and then proceed with caution when directed to do so.
- Students should be picked up by 3:15 p.m., unless enrolled in the after school program. **Parents will not be able to enter the pick-up line until 3:00 p.m.**
- Students are not permitted to remain at school without supervision. If you are unable to arrange for your student to be picked up as soon as school is dismissed, please see the school office about enrollment in the afterschool program.
- Child Protective Services and/or San Bernardino Sheriff will be called for students consistently left after school hours.
- If your student is walking home from school, please be sure to notify the school office and sign the appropriate waiver form.

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ATTENDANCE

Attendance Policy

Pathways to College is a full-day seat-time program, therefore students are required to attend school every day school is in session. Students need to be in school and on time every day. Whenever possible, medical appointments should be scheduled after school. **If for some reason the medical appointment has to be scheduled during school hours, the student should come to school before and after the scheduled appointment.** In the event that your student will need to miss school for an extended period of time, or becomes ill or hospitalized, we ask that you notify the attendance office as soon as possible.

Excused Absences

All children are required by law to attend school unless:

- The child is ill (Child has a contagious disease, a temperature over 100 degrees, symptoms of vomiting, diarrhea, chronic illness or other conditions with written orders from a doctor to stay home.)
- The child has a medical appointment
- The child is attending the funeral of an immediate family member
- The child is participating in an authorized religious activity

(CAL.ED.CODES: 46010, 46014, 18200, 48205, 48260, 48290.)

All absences are to be reported to the front office by phone call or walk in as soon as possible to avoid truancy from occurring. Whenever your child misses school for a verifiable, excused reason you must provide supporting documentation.

Verification may include:

- **notes from doctors, dentists, or other medical professionals (on their letterhead)**
- **funeral notices or other supportive documentation within 3 days of the absence.**

If your child has an attendance problem (Absent and/or tardy at least 10 percent of the school year) absences will only be excused upon receiving a note from the child's dentist and/or medical physician.

It is our School's policy that 3 tardies and/or 3 early sign-outs are equivalent to one absence.

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Unexcused Absences

First Offense - After 3 unexcused absences and/or tardies from school within a 30 day period of in-session school days, your child will be given a First Attendance Warning Letter.

Second Offense – After 6 unexcused absences and/or tardies from school within one full quarter and/or semester your child will be given a Second Attendance Warning Letter and a meeting will take place in person between the parent/guardian and school administration.

Third Offense – Once your child has accrued more than 10 unexcused absences and/or tardies from school your child will be given a Third Attendance Warning Letter, which will also be sent to the District Attorney’s Office of Truancy along with a copy of your child’s Attendance Record in compliance with California Law.

(If your child is receiving benefits from Cal-Works during the time in which a Third Warning is given, the Cal-Works Office will also be notified of your child’s attendance problem which may lead to a reduction and/or loss of benefits.)

Fourth Offense – After your child has missed 10 percent or more of the days he or she has been enrolled in school or is a chronic absentee, a final Attendance Warning letter will be issued to your child. The copy of this letter and your child’s attendance record will also be sent to the District Attorney’s Office of Truancy in compliance with California Law.

(Please Note: This is a fourth and final attendance warning. If attendance does not improve at this point your child will be subject to dismissal.)

Letter of Dismissal – After all avenues of resolution have been exhausted and attendance continues to be a problem, a dismissal letter will be issued to the parent/guardian and your child will be dis-enrolled from our program. A complete copy of your child’s attendance record will be sent to the District Attorney’s Office of Truancy.

Tardies

School begins at 8:00 am every day that school is in session. Students who arrive to school any time after 8:00 am are considered tardy, which is reflected in their attendance record. There is no longer a seven – ten minute grace period, therefore, it is important to make sure that your child gets to school every day by 8:00 am. If your child is more than 15 minutes late for school it is required for you to sign your child in at the parent/student office. This procedure has been implemented to ensure the safety of your child as well as the accuracy of our school attendance records.

Please note: Students are not permitted to bring the sign-in/out form to your car. Parents/Guardians must physically come into the office and sign their student in/out.

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Ways to help your student avoid excessive tardiness include:

- Pre-planning transportation arrangements (if your family does not own a vehicle or is currently struggling with vehicle problems)
- Prepare lunch the night before if your student is not receiving free or reduced lunch.
- Leave your house with enough time to be 15 minutes early every day.

When emergencies do occur and tardiness is unavoidable please always remember to:

- Contact the school as soon as possible to inform a staff member that your student is going to be late.
- Remind your student to check into the front office first before going to straight to class. **(If your student is more than 15 minutes late for school it is required for a parent/guardian to come in to the front office and sign him or her in.)**
- Make sure your student brings in supporting documentation to excuse the tardy if available. (notes from dentists, doctors or parents/guardians) These tardies are not counted against your child.

Early Sign-out

Just as tardiness can interrupt important instructional time, so can habitual early sign-outs. We encourage parents to try scheduling medical or dental appointments for minimum days or after school hours. If work hours are conflicting with school hours ask our office staff about our After School Program.

Students who must leave early are only permitted to be signed out by authorized adults who appear on the student's emergency contact form with proof of identification.

Parents/Guardians are **NOT** permitted to pick their child up from the classroom. An office staff member will retrieve the student for you.

Make-up Work Policy

Following an absence, it is the student's responsibility to request any missed assignments upon returning back to school. Students have 3 days to complete the missing assignments. Consideration will be given for unexpectedly lengthy absences.

Please be advised Pathways to College **is not** an independent Study School. If you should have an emergency which will require your child to miss more than 3 days of school, please see Attendance Administration as soon as possible.

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Perfect Attendance Awards

Perfect attendance certificates and other rewards of recognition are awarded to those students who qualify for such at the end of each quarter and/or semester. A student may qualify for perfect attendance upon the following conditions:

- The student has not been absent **at all** in the duration of the quarter and/or semester.
- The student has no more than **3 unexcused tardies**

Excused tardies are not counted against a student. Excused Meaning: Medical and/or dental appointment with supporting written documentation to excuse the tardy.

- The student has not been picked up early, unless the student had a scheduled medical appointment, more than 3 times.

GRADING POLICY

Grades K – 1: Progress evaluations are conducted mid-quarter for students that fall below grade level to assure the students' academic and social growth. Report cards are given out quarterly for all students. Quarterly report cards are scored as follows:

- E = Excellent**
- G = Good**
- N = Needs Improvement**
- U = Unsatisfactory**

Grades 2 - 8: Academic courses will be in the core subject areas: History, Mathematics, Science, and English Language Arts. Students who demonstrate a deficiency in a particular content area will receive additional support through small group instruction. We appreciate parent/guardian support in this area, as we believe that students perform best when parents/guardians, teachers, administrators and students work together. All students whose class work falls below a grade C will receive additional academic support at pre-arranged times and progress evaluations will be conducted on a monthly basis.

Quarterly reports are scored as follows:

- A = Outstanding/Achieving Beyond Standard (Grade Range of 90-100%)**
- B = Achieving Standards (Grade Range of 80-89%)**
- C = Achieving Toward Standards (Grade Range of 70-79%)**
- D = Achieving Below Standards (Grade Range of 60–69%)**
- F = Achieving Far Below Standards (Grade Range of 59-0 %)**

Pathway to College middle school uses a transcript credit system that is in place throughout all neighboring schools and districts. Students are awarded five (5) credits for each passing course each semester. Middle school students have six (6) courses per semester allowing for a total of

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thirty (30) credits to be earned each semester and a total of sixty (60) each school year. Students must have a minimum of one hundred five (105) credits to be promoted to high school (Please see promotion policy).

PROMOTION POLICY

Promotion of Kindergarten grade students will be dependent on the students' displayed readiness for the next grade level. Parent, teacher, and school administrator will meet to review assessment data and determine readiness.

The 1st – 8th grade level promotion is determined by:

- Have achieved at or above grade level on school wide assessment
- Have demonstrated consistent academic growth and progress as measured by any of the following: passing all core classes, satisfactory or above on benchmarks.
- Have a consistent record of attendance.

Students may be promoted if their regular classroom teacher and support team provides a **written student promotion report** as to why that promotion is an appropriate intervention regardless of the student's academic deficiencies.

Promotion of 7th and 8th grade is based on students receiving a passing grade for all core classes throughout both years of junior high. If a student fails a core class, he will be scheduled for an academic interventions course during school hours. This means that the students may be removed from an elective course or physical education course on predetermined days to allow for core academic standers to be managed.

VIP PROGRAM

An important component in providing a supportive learning environment is recognizing student academic success. Students who consistently achieve the following four criteria during the preceding grading period will be eligible for the **VIP Program**:

- Attend school, every day;
- Follow behavior expectations and complete all assignments on time
- Receive recommendation of the classroom teacher
- Academic success in the classroom(s) based on grades or GPA

SPECIAL EDUCATION SERVICES

PTC offers the least restrictive learning environment of inclusion for students with mild to moderate disabilities. The Special Education Department has services such as speech and language, on-campus counseling, and necessary qualifying assessments. Prior to enrollment, a meeting will be held for any student with an individualized education program or a 504 plan to review current documentation and the needs of the student. This meeting may include team members from the student's exiting school as well as the Special Education staff from

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Pathways. If your student requires such services, please contact the office at Ext. 6917 to schedule a conference.

HOMEWORK

There is sufficient time within the class schedule for most students to complete class work during school time. Assignments which require 'at-home' involvement should be completed within the given time frame. Please note these assignments are not "busy work." They might include units that are built on over a short time period, research for assignments, unfinished class work, review for a test or quiz, or reinforcement of basic skills. Homework assignments vary by teacher. Parents/guardians are encouraged to monitor assignments to prevent last-minute frustration. Providing a quiet environment and regular time for completing homework is essential.

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CAMPUS VISITOR'S POLICY

For the protection of the students and the security of the school, the Pathways' visitor policy has been established for those wishing to visit our campus.

- All adult visitors must sign in at the school office, explain the reason for the visit and show some form of identification.
- All visitors will be issued a Visitor's Pass, which must be worn for the entire visit.
- All visitors must sign out at the school office before leaving the campus.
- Non-Pathways students are not allowed on campus without permission from administration.
- Parents/Guardians are not allowed to enter classrooms to retrieve their students or to talk with or set up conferences with the teacher during class time.

For the safety of all students and staff, it is against our school policy for parents/guardians or visitors to go directly to the classroom before, during, or after school without checking in at the office first. **There are no exceptions to this rule!**

In addition, any parent/guardian or visitor on campus is expected to act with proper decorum. That is, any parent/guardian or visitor whose behavior is detrimental to the physical or emotional safety of any Pathways to College student, parent/guardian, visitor or staff will receive notice restricting them from the Pathways to College campus. Further incidents or non-compliance to the formal order may require legal response, including, but not limited to a temporary restraining order.

Detrimental Behavior is defined, but not limited to: driving yelling, screaming, or using threatening words/actions toward students, parents/guardians, visitors, or staff. Any form of threats, harassment, or defamation toward persons on campus, including cyber bullying, is considered detrimental behavior and must be prevented. Disruptive behavior that prevents or interrupts the learning process on campus or school-related activities is considered detrimental behavior and will not be tolerated.

Closed Campus

Pathways operates under a closed campus policy. This means that students are not permitted in unauthorized areas around the campus or to leave campus from the time that they arrive until the time they complete their last scheduled class. Leaving the campus during school hours, without prior approval from the school staff, for any reason, is a violation of the closed campus policy. Any student who leaves the campus at any time during the day without this prior approval being granted from the school administration will be subject to disciplinary action as it pertains to the school discipline policy.

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DRESS CODE AND APPEARANCE

We believe that a student's behavior and attitude are related to his/her appearance. It is our desire to foster good grooming and good judgment, and make sure that all our students feel they are equally important as individual people and not by what brand of clothing they wear. Therefore, at Pathways we have implemented a uniform policy. **This policy is mandatory for all students and no exceptions will be made.** Uniforms may be purchased from:

**X-Treme Stitching
14950 Bear Valley Rd.
Victorville, Ca. 92392
(760) 243-7996**

It is sometimes difficult to make sure that pants, shirts, socks, etc. are washed and ready all the time; however, the uniform policy was agreed upon and accepted at the time you chose to enroll your student at Pathways. Therefore, you need to be aware that there are **no exceptions** for incorrect uniform pieces. Students need to be reminded of their responsibility to wear proper clothing and parents/guardians need to be aware that the uniform policy **will be enforced.**

When a student chooses not to wear the proper uniform, the parents/guardians will be notified through a written warning and a telephone call home. If the student is out of uniform or dressed in inappropriate attire, i.e. opened toed shoes, clothes baring midriff or cleavage, pants that are below the waist or excessively tight clothing, the student will be sent to In-School Suspension and the parents/guardians will be notified to bring the appropriate uniform. If the parents/guardians are unable to bring the appropriate uniform, the student will remain in In-School Suspension and be required to complete his/her schoolwork in In-School Suspension until school is dismissed for the day. Students who receive three written warnings for uniform violations will be considered for dismissal from Pathways to College. If you cannot obtain a uniform due to financial difficulty, please contact the school office; likewise, if you are in a position to be able to provide a uniform for a student who needs one, please contact the office at **760-949-8002.**

Acceptable Clothing

- **Shirts:** Solid color polo shirts with a Pathways logo or without a Pathway logo are acceptable. Solid color tee shirts are acceptable on Fridays only, as long as they have the Pathways logo. **All shirts must be royal blue or gold only.**
- **Sweaters/Hoodies/ Jackets:** All sweaters, hoodies or jackets must be a solid color without designs. The only permitted design will be that of the Pathways logo or university logo. **No other jacket, logo sweatshirts, woven sweaters, stripes, plaid, flowered or any other patterned sweater or sweatshirt may be worn!** Winter jackets may be worn outside ONLY and removed upon entering the classroom.

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- **Pants:** Pants may be jeans, Dickies/Dickies-like or khakis but must be navy color, black or tan. Pants must be hemmed and without holes. **“Sagging” pants will NOT be tolerated.**
- **Shorts/Skirts/Jumpers:** Shorts may not be shorter than mid-thigh or extend more than two (2) inches below the knee from a standing position. Capri’s may be worn by female students only. All hems must be finished straight with no cuffs or rolls. If you hold your hand to your side, your clothing must be at least as long as your fingertips.
- **Shoes:** Shoes must be closed-toed and closed heeled and must have a rubber sole. No slippers, flip-flops or sandals may be worn, boots are acceptable if worn with pants and not tucked in.
- **Socks:** Socks must be worn at all times, unless it is deemed appropriate with the type of shoe.
- **Belts:** Belts must be a plain solid color, with a plain buckle. Those with initials, designs, logos, studs, etc. will be taken from the student and returned only to a parents/ guardian (not to be worn at school again). Belt ends must not be left hanging loose or drooping below belt loops. Students may not wear shoestrings as a belt.
- **Jewelry/Head Coverings: No spikes, plug, or eyelet earrings of any kind or size may be worn.** No bandanas, sweatshirt hoods or head coverings of any kind are to be worn inside by either male or female students.
- **No facial piercing is permitted, including clear studs.**
- **Hair:** All students must be well-groomed each day. Unnatural hair colors that are distracting and bizarre hair styles are not permitted. We will be involved with our community, so a professional appearance is a necessity. In the event that a student arrives on campus in violation of the hair policy he/she will be sent home immediately
- **Perfumes/Body Sprays:** Perfumes and body sprays are not allowed on campus due to staff and peers with allergies. Aerosol sprays of any type are not allowed on campus for safety reasons. Roll on deodorant is allowed on campus.

Names must be written on all items of removable clothing, i.e. sweaters, sweatshirts, jackets. If jackets are left, they will be donated to local charities at the end of the year.

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COMMUNICATIONS

School Website

Students or their families can check our school website at www.pathwaysk8.com. The website is available anytime and is another forum for communication between school and home.

Calendar

The *FYI: School Calendar* for Grades K-8 is published monthly and will be sent home with your student. The Calendar is also available on the school website, www.pathwaysk8.com. The calendar will provide important information about the school and upcoming events.

Parent/ Teacher Conferences

There will be three early release days for conferences. Other conferences will be scheduled throughout the school year as needed. If parents/guardians wish to have a teacher conference, please contact the school office. Please include the student's name, grade, teacher, and purpose for the phone call. This will allow the teacher to prepare any necessary information prior to the conversation. Parents/guardians are expected to make all teacher conference appointments through the office or by contacting the teacher by email.

Parent/Teacher Committee (PTC)

The Parent/Teacher Committee (PTC) works to ensure that we uphold our vision of excellence for all students. This forum also provides opportunities for suggestions to the governing board improving the day-to-day operations and school climate for our students K-8. The PTC meetings are scheduled for the second Wednesday of each month. Please see the monthly calendar for assigned room and time or contact Parent Liaison, Gloria Soto, at the school number (760-949-8002).

Crosswalk: Hesperia Experiential Learning Pathways GOVERNING BOARD

Crosswalk: Hesperia Experiential Learning Pathways to College is the 501 (c) 3 Corporation for public benefit that operates the school. The board is made up of five Directors who serve as the policy and oversight organization for the school and meet on the 3rd Wednesday of each month at 5:00 p.m. at the school campus; dates and times are subject to change. Please check the posted signs (posted 72 hours prior to meeting time) on the school office doors to verify meeting times. You may also contact the front office at 760-949-8002 to verify meeting times.

The 2015-2016 Governing Board:

Alexis Magnesi – Board President
Paul Esquivel – Board Vice President

Keisha McDonald – Board Director
Salle Bayer – Board Director

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PROBLEMS OR COMPLAINTS

For problems or complaints regarding staff, campus or operational problems, please call Executive Director/Principal, Dr. Sonya Joyner at 760-949-8002, ext 6910. If you have a problem or complaint with your student's teacher, please call to set an appointment and discuss the situation with the teacher first. If the complaint is not resolved, please contact Dr. Sonya Joyner at the above number. If there is still no satisfactory resolution to your problem, you may bring the situation to the Governing Board, which meets on the third Wednesday of each month at the school campus. If you wish to be placed on the agenda at a school board meeting, please notify the school office.

TELEPHONE USE POLICY

Students are allowed to use the office telephone **only in cases of emergencies** or as requested by a staff member. Students are required to have a pass from their teacher to enter the office.

CELL PHONE POLICY

Students are allowed to have cell phone devices on campus but should limit usage to before and after school hours, in the event of an emergency, or if directed by the teacher to be used as part of the learning process. Any other use of cell phones is strictly prohibited. All cell phones and/or electronic devices heard or in use on campus during school hours will be confiscated and **ONLY** released to a parent or guardian with the exception of teacher permission to use cell phones for classroom learning. Should a call absolutely need to be made during school hours, it must be done in the school office. In the case of an emergency, all teachers have access to phones throughout the day. The school assumes no responsibility for lost, stolen or damage to phones or any other electronic device.

ADDITIONAL INFORMATION AND POLICIES

Book bags/Backpacks

Please note that **only school appropriate** non-wheeled backpacks are allowed.

Transportation

Pathways does not provide transportation to or from school. Arrangement for car-pooling among the families is strongly encouraged.

Medication at School

School personnel will dispense medicine to students **only** if there is a signed authorization form on file in the school office. This form is necessary for both medication prescribed by a physician and for **all over-the-counter medications**. This form is available in the school office and on the school website.

Additionally, the following policies apply:

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- Parents/guardians are responsible for bringing medication to the school and taking it home.
- School personnel will give only prescribed doses at prescribed intervals. They do not cut or break pills if they come in a larger dose. Please inform your doctor and pharmacist of this policy.
- Medications are kept in a locked area and dispensed by trained, but unlicensed school personnel. If this is not acceptable to you, then you or your designee may come to the school and give medication to your student.
- Students may **not** carry medication in their possession.
- Medical procedures are not administered on school campus by staff under any circumstances. Students requiring such treatment can best be served at a school campus where medical support is available.

Request for Medical Identification

A request for medical identification is given to any student who comes to school with an unidentifiable skin rash, condition or other ailment. The parent/guardian will be contacted to pick the child up and take him/her to the physician to determine the nature of the ailment. The form must be completed under the guidance of the physician who should indicate what the condition is, and whether or not it is contagious and poses a threat to the other students and staff. The student will be able to return to school once the physician has signed a medical release form. The student **cannot return to school** without the completed form. While we understand that this can cause some inconvenience, we expect that you appreciate the responsibility we have to protect all of our students and staff.

Care of Textbooks

Students are responsible for all textbooks and classroom books issued to them during the school year. **All lost or damaged books must be paid for by the student.** Transcripts and school records will not be released until the books are paid for or returned.

Lost and Found

Please label **everything** that is sent to school. All lost and found items are placed in a designated area. Unmarked items not claimed will be periodically donated to charity. **Pathways is NOT responsible for lost or stolen items.**

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Computer Policy

In order to facilitate quality academic instruction, Pathways provides restricted computer access. While the benefits gained from this service are clearly substantial, there is the potential for abuse. In order to continue this service, we ask that all students, staff and visitors sign a Computer/Internet Agreement wherein they agree to access only academically appropriate programs, material and content. In addition, students agree to attend internet safety training. Failure to abide by this agreement may lead to disciplinary action, and/or referral to the local law enforcement agency.

Internet Safety Policy

Introduction

It is the policy of the School 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 of minors; and (d) comply with the Children's Internet Protection Act.

Definitions

Key terms are as defined in the Children's Internet Protection Act, 47 U.S.C. § 254(h).

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 Children's Internet Protection Act, 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 School's online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, 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 School staff to educate, supervise and monitor appropriate usage of the online computer network access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

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Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of Top Notch Networking or designated representatives.

The Executive Director/Principal or designated representative(s) will provide age-appropriate training for students who use the School's internet facilities. The training provided will be designed to promote the School's commitment to:

- The standards and acceptable use of Internet services as set forth in this Internet Safety Policy.
- Student safety with regard to: (a) safety on the Internet; (b) appropriate behavior while online, on social networking Web sites, and in chat rooms; and (c) cyberbullying awareness and response.
- Compliance with E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student will acknowledge that she/he received the training, understood it, and will follow the provisions of the School's acceptable use policies.

****VIDEO TAPING IN CLASSROOMS BY STUDENTS AND POSTING ONTO YOUTUBE OR OTHER SOCIAL MEDIA SITES MAY LEAD TO EXPULSION OR LEGAL CHARGES****

Recess, Breakfast and Lunch

Grades K-3 will receive a ten minute nutrition recess/break each morning and afternoon. All students will have a 30-minute lunch break daily. Pathways has implemented a breakfast program as well as a hot lunch program. Our breakfasts and lunches will be provided by Unified Nutrimeals, an organization that serves healthy and diverse meals. If your student will be participating in the breakfast/lunch program and is eligible for the Free and Reduced Breakfast/Lunch Program, please make sure to fill out the proper form (available in the front office) if you have not already done so. Lunch prices are as follows:

- \$.00 if eligible for free breakfast/lunches
- \$.30 if eligible for reduced breakfast/\$.40 eligible for reduced lunches
- \$1.60 for breakfast and \$2.85 for lunch if student does not qualify for free or reduced breakfast/lunches

If your student chooses to bring a lunch from home, please provide a well-balanced nutritious meal. We encourage the students to finish their lunches; we discourage the sharing, exchanging or throwing away of food. Clearly label your student's lunch box with his/her name. A well-balanced, nutritious snack and lunch will help promote academic success. **Soft drinks of any kind and energy drinks are not allowed at school.** Candy is also discouraged. Students are expected to clean their eating area after snacks and lunch. They will gather all trash and deposit it in the bins, and put all recyclable materials in the appropriate container. All students are required to help clean their eating tables and recycle items used in the appropriate bin.

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Field Trips

Whenever students are traveling away from school, they are subject to the same rules and regulations that apply on campus. As in the classrooms, the teacher(s) will determine what acceptable or unacceptable behavior is. **Students are to wear their school uniforms on all field trips unless instructed otherwise.** Students *must* have a completed permission form, signed by a parent/guardian, to attend the field trip. Parents/guardians who would like to serve as chaperones should complete a Volunteer Packet, available in the school office.

Holidays and Birthday Policy

There is no formal observation of **Halloween** in our school. Uniforms are to be worn on that day. For students who wish to celebrate their birthdays with their classmates, parents/ guardians may bring **birthday** treats for their student. The last thirty minutes of the school day will be set aside for the treat to be shared with classmates. Please notify the teacher a day in advance if you are planning to provide treats for your student so they can prepare for the special day. If you cannot stay for the birthday celebration, please deliver the treats to the office, not the classroom.

Photographs

Photographs and videos will be taken throughout the school year to record special events as well as daily activities. Photos will be displayed at Pathways, on the website, and used to create our yearbook. Photos will not be released to outside individuals (such as the newspaper) without a signed consent from the parents/guardians.

EMERGENCY CONCERNS

Please instruct your student that in the event of an emergency, they must follow all directions given by any staff member. The escape route for each classroom is posted and each student will be made aware of the safety routes. Please remember: do not park in the fire lane, behind other cars, or block emergency access routes. In case of an emergency, we will use the student's emergency card for all contact information. The emergency card indicates whom to call, who may pick up your student, and any other specific instructions; thus, it is vital that the emergency card contain current information at all times. **Please keep your emergency card up-to-date and notify the office of any changes.**

Emergency Drills

A fire alarm and drill system have been established according to law and are periodically practiced. It is essential that when the first signal is given, everyone obeys directions promptly and clears the building by the pre-determined route posted in each area. All persons occupying the building during an emergency procedure drill must comply with the directions given.

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Fire Play

Anytime a student is caught with matches, lighters, fireworks or engaging in fire play we will take immediate disciplinary action. If the County Fire Department becomes involved, they, in turn, will conduct an investigation and in most cases will file charges against the student or require him/her to enroll in a fire safety program sponsored by the Fire Department.

DISCIPLINE POLICY

The purpose of the Pathways discipline policy is to foster an atmosphere of order, equity and safety throughout the campus. Every student is entitled to a classroom free of disruptions and distractions, and social interactions should be such as to develop healthy relationships with teachers, staff and peers. Parental involvement is a major component of this intervention program and our discipline policy. These rules and expectations are posted so that you are well aware of what is expected of you.

Support With Boundaries - What is expected of Students at PTC

Students are expected to:

1. Be on time. Excessive tardiness or unexcused absences may result in dismissal from PTC.
2. Dress appropriately. Students must follow the dress code or risk being sent home.
3. Not use a cell phone during school hours. Breaking this rule will result in parents being asked to retrieve the student's cell phone from the school office.
4. Read, know and obey the school's internet safety policy. Breaking the internet safety rules will result in discipline, depending on the severity of the student's actions.
5. Be respectful of the teacher's right to teach and peer's right to learn. Students who are disruptive or defiant will be subject to the disciplinary action.
6. Keep personal life personal! Public Display of Affection (PDA) on our campus will result in disciplinary action.
7. Play respectfully, be truthful, and complete assignments.
8. Keep our campus safe! Illegal contraband brought to school will result in disciplinary actions, based on the severity of the student's actions.
9. Follow all laws at school. Students should read the Student Sexual Harassment Policy and Student Bullying Policy in our Parent/Student handbook.
10. Be safe and respect others no matter the situation and keep all body parts to themselves. Physical fights will result in disciplinary actions.

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11. Respect our school property. Vandalizing our school will result in discipline, based on the severity of the student's actions.
12. Be respectful of other's property and ideas. Students who choose to steal or cheat will be subject to discipline, depending on severity of the student's actions.
13. Use appropriate speech at all times. Students who choose profanity to express themselves will be subject to discipline, depending on the severity of the student's actions.

Serious Offenses

Students in violation of state law or any other serious offenses are subject to immediate suspension and recommendation for expulsion. Some offenses may require school officials to notify local law enforcement agencies. Parents are ultimately responsible for the behavior of their student. Students are expected to cooperate with school authorities in maintaining good standards of discipline. Teachers have a professional responsibility to immediately inform the administration of drugs, violence, weapons violations, or other serious offenses. In addition, all staff are mandated by the State to report any suspected child abuse. Our goal remains to provide a safe learning environment for all students.

Suspensions

The Executive Director/Principal or Designee may suspend any student for unacceptable behavior at any time. Suspensions range from one to five days, in-house or home, depending on the circumstances and severity. As soon as a student is suspended, a parent/guardian will be notified. Additionally, a staff member and/or witnesses will write a detailed report on any incident that will be placed in the student's file. A parent/guardian and staff conference will be scheduled. **This conference must take place prior to the student's return to school.**

Expulsions

Students recommended for expulsion will be placed on a five day suspension with an additional five days with the President of the Board of Director's approval. The expulsion process will commence with a complete, accurate, and fair investigation by the school's Executive Director/Principal. The Governing Board will then have a formal and confidential meeting with the parents/guardians and the student. At this meeting, the parents/guardians and the student have the right to present their evidence and/or challenge the evidence presented by the school. A formal decision will be made by the Governing Board regarding expulsion. If the Governing Board upholds the recommendation to expel, the parents/guardians may appeal to the San Bernardino County Governing Board.

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STUDENT SEXUAL HARASSMENT POLICY

As a student enrolled in Pathways to College it is important that you and your parent(s)/guardian(s) understand the state and federal law, as well as our policy on Sexual Harassment. It is very specific.

Sexual Harassment Defined by Law

Sexual harassment, as defined by both state and federal law is forbidden. Whether it is a faculty member, administrator, staff member or student, you can be held liable in a court of law if your personal conduct, either written, verbal or through your action(s), violate the provisions of the Fair Employment and House Act (hereafter called, the "Act.") According to the Act, harassment is defined as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexual harassment as defined by the Act is unwanted sexual advances, visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of prohibited behavior:

- Unwanted sexual advances
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct to include looking intently, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, abusive words, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct of a sexual nature such as touching another person inappropriately, assault, impeding or blocking movements

Since the law specifically forbids sexual or gender harassment of any sort, it is our policy that any student who harasses another student, faculty or staff member, regardless of gender, either willfully or innocently, will be subject to disciplinary action. These actions could range from a verbal admonishment to removal from our program and could possibly include either civil or criminal actions or both. **Our policy is clear: Sexual harassment of any sort will not be tolerated.**

Any student who believes he/she has been subjected to sexual harassment, discrimination, or bullying or who has witnessed sexual harassment, discrimination, or bullying may file a complaint with any school employee. In addition, any school employee who observes any incident of sexual harassment, discrimination, or bullying involving a student shall, within 24 hours or on the next business day, report this observation to the Executive Director/Principal or designee, whether or not the victim files a complaint.

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STUDENT BULLYING POLICY

The School recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protect students from physical and emotional harm. The School shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) As appropriate, the Executive Director/Principal or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion.

EDUCATION CODES - VIOLENCE AND CRIMES

The State of California has passed laws and implemented specific education codes to help both public and private schools deal with violence and other crimes on campus. In some instances the law gives no direction to school administrators as to what must be done. The following education codes are listed to inform parents and students of some of the specific laws that we must apply:

California Education Code 48900: (Grades K-12) a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense. b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred with by the Director/Principal or the designee of the Director/Principal. c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section **11053**) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed

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in Chapter 2 (commencing with Section **11053**) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. e. Committed or attempted to commit robbery or extortion. f. Caused or attempted to cause damage to school property or private property. g. Stolen or attempted to steal school property or private property. h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. i. Committed an obscene act or engaged in habitual profanity or vulgarity. j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section **11014.5** of the Health and Safety Code. k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties. l. Knowingly received stolen school property or private property. m. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.³³ⁿ Committed or attempted to commit a sexual assault as defined in Section **261,266c, 286, 288, 288a, or 289** of the Penal Code or committed a sexual battery as defined in Section **243.4** of the Penal Code. o. Harassed, threatened, or intimidates a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. q. Engaged in, or attempted to engage in, hazing as defined in Section **32050r**. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code **32261**. t. Aid or abet the infliction or attempted infliction of physical injury. **California Education Code 48900.2 (Grades 4-12)\Committed sexual harassment as defined in Section 212.5.**

California Education Code 48900.3 (Grades 4-12) Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence, as defined in subdivision (e) of Section **233**. **California Education Code 48900.4 (Grades 4-12)** Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either pupil or school personnel by creating an intimidating or hostile educational environment. California Education Code **48900.7** has made terroristic threats against school official or school property, or both. For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

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California Education Code 48915

MANDATORY RECOMMENDATION FOR EXPULSION (Grades K-12)

(A) 1. Causing serious physical injury to another person, except in self-defense. 2. Possession of any knife, or other dangerous object of no reasonable use to the pupil. 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section **11053**) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than an avoirdupois ounce of marijuana, other than concentrated cannabis. 4. Robbery or extortion. 5. Assault or battery, as defined in Sections **240** and **242** of the Penal Code, upon any school employee. (B) 1. Possessing, selling, or otherwise furnishing a firearm. 2. Brandishing a knife at another person. 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section **11053**) of Division 10 of the Health and Safety Code. 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section **48900** or committing a sexual battery as defined in subdivision (n) of Section **48900**. 5. Possession of an explosive.

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2016-2017 PARENT/STUDENT HANDBOOK

Acknowledgement/Agreement

Student Acknowledgment/Agreement

I have read the Parent/Student Handbook with my parent/guardian and agree to support my school by following the procedures contained in this handbook.

Student(s) Signature: _____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

Parent Acknowledgment/Agreement

I have read the Parent/Student Handbook with my child and agree to support my child's school by following the procedures contained in this handbook.

Parent/Guardian Signature: _____ Date _____
Parent/Guardian Signature: _____ Date _____

Note to Parent/Guardian: Only one Parent/Student Handbook will be distributed per family. Please review the policies in this handbook with your student(s), sign this Acknowledge/Agreement, and return it to the school office within two weeks.