



Career Path High

Student Handbook

2020-2021

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

Introduction

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

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

Career Path High Vision

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

Commitment

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

Mission Statement

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

School Calendar

A copy of the school calendar can also be found on the school website (<https://www.careerpathhigh.org/>)

Administration and Office Staff

Mrs. Hutchings – Director / Principal
Mr. Welch – Asst. Principal/Director of Special Programs
Ms. Funn – Counselor
Mrs. Kobayashi - Operations Manager

Mrs. Jones - Teacher Development/Curriculum Specialist

Teachers/Staff

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

Hours

Office Hours:

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

Learning Center Hours

- Monday – Friday 7:00am – 8:00am - Supervised Study Time
- Monday – Thursday 8:15am – 2:45pm Class Time
- Lunch Break – 11:15 – 11:45
- Monday – Thursday – 3:00pm – 4:00pm – Supervised Study Time
- Friday Schedule
 - Class Time - 8am - 11:15am
 - Lunch - 11:15am - 11:45am
 - Class Time - 11:45am - 12:45am

Office and Learning Center hours can be found on our school website

(<https://www.careerpathhigh.org/>)

Aspire

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

Coach.

Instruction at Career Path High

With the flexibility of our blended model, you may do your schoolwork in a variety of locations like home, the Learning Center, library, and other places with Internet access. It is a privilege to work from home, which is given to all students who stay On Pace in their classes. It is important that you have a written school schedule and routine in place, especially when working from home. The schedule should include when you will attend the Learning Center and the hours you will be doing school work while at home. This schedule should be no less than 28 hours each week. Your schedule should be posted in your home and shared with family members. Parents play a vital role to make sure you are on task while working outside the Learning Center.

Covid-19

Career Path High has an extensive and comprehensive plan to keep our students safe and healthy during the Covid-19 pandemic. All information about our school plan can be found on our school website (<https://www.careerpathhigh.org/covid-19-information>)

Learning Center

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

Structured Support Plan

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

When a student falls behind 2 weeks or more, students and parents will receive a "warning email". This gives the student one week to get back On Pace. If the student is still 2 weeks or more behind they will be assigned to SSP which means on campus attendance will be required Monday - Thursday 8:15 - 2:45 and Fridays 8:00 - 12:00 until they are 100% On Pace. On Campus Attendance is mandatory when you are on a Structured Support Plan!

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

Success Coach

At Career Path High, we want all students to be successful. You will be assigned a Success Coach at the beginning of the school year. The Success Coach is the first point of contact for

general questions and school policy. The Success Coach will be in contact with students and parents frequently in order to give important information and ensure success at CPH.

Learning Strategies

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

Student Use of Electronic Devices

Electronic devices may only be possessed and used by students during the School day and during School-sponsored activities in accordance with the following standards:

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.
- Students may have privately-owned electronic devices at School during the School day.
- Privately-owned electronic devices must remain out of sight in a bag or backpack and be turned off during the School day.
- Students may not use or respond to privately-owned electronic devices during instructional time or during other times designated by teachers or the Director.]]

The entire [electronic device policy](#) can be accessed in the policies and procedures section of our website.

Attendance

It is expected that students will be actively engaged in their education each week by:

- Logging in to courses daily Monday thru Friday
- Making adequate weekly progress
- Interacting with the School's teachers through digital and/or face-to-face instruction;
- Attending the Learning Center for teacher-scheduled mandatory visits.

Excusing Absences/Truancy

Parents are encouraged to excuse student absences right away if they are sick and unable to fulfill their attendance requirement for the day or have any other excusable reason. The best way to excuse an absence is through the school website careerpathhigh.org. On the homepage is the "excuse absence" tab where you can quickly excuse the absence. You can also send an email to attendance@utahcph.org or call the office at 801-593-2440. If you send an email or call please be sure to give the reason for the absence and the specific dates you are excusing.

"Valid excuse" or "excused absence" for purposes of this policy means an absence resulting from:

- an illness, which may be either mental or physical
- a family death
- an approved school activity
- an absence permitted by an individualized education program or Section 504 accommodation plan
- an absence in accordance with Subsection 53G-6-803(5); or
- a computer problem not caused by Internet access that prevents the student from logging in and is reported and verified.

Remember, our goal is to keep all students and staff safe and healthy. If you are sick, please stay home until you are well enough to return to school!

Notice of Truancy and Habitual Truancy Citation

Earnest and persistent efforts to resolve student attendance problems may include the issuance of a Habitual Truancy Citation and/or Notice of Truancy, as follows:

Notice of Truancy.

A School administrator or a designee of a School administrator may issue a Notice of Truancy to a student who is at least 12 years of age and has been truant at least 5 times during the school year. The Notice of Truancy shall direct the student and the parent of the student to meet with School authorities to discuss the student's trancies and to cooperate with the School in securing regular attendance by the student. A copy of the Notice of Truancy shall be personally delivered or mailed by regular mail to the student's parent. A Notice of Truancy does not subject a student to a fine, though a Habitual Truancy Citation, explained below, does.

Habitual Truancy Citation.

A School administrator or a designee of a School administrator may issue a Habitual Truancy Citation to a student who is at least 12 years of age and has been truant at least 10 times during the school year. The Habitual Truancy Citation shall include the same information as a Notice of Truancy and be provided to parents in the same manner as a Notice of Truancy, along with an explanation of any administrative penalty that is being imposed on the student.

A School administrator may impose administrative penalties on a student who is issued a Habitual Truancy Citation. Administrative penalties may include, but are not limited to , an administrative “U”, make-up classes, or a fine as outlined in the schedule below.

Habitual Truancy Citation Fine Schedule

Level	Citation	Maximum Fine Permitted	Cumulative Absences
1	First	\$10.00	10
2	Second	\$15.00	15
3	Third	\$20.00	20
4	Fourth or More	\$25.00 each	25 or more in increments of 5

Parents have the right to appeal a Notice of Truancy or Habitual Truancy Citation, or any student disciplinary actions resulting therefrom, in writing to the Director within 10 days of the Notice or Citation being issued. Failure to appeal the Notice of Truancy or Habitual Truancy Citation or schedule a conference with the Director will result in the School referring a student to whom a Habitual Truancy Citation has been issued to an evidence-based alternative intervention described in Utah Code § 53G-8-211(3)(a).

If the student refuses to participate in an evidence-based alternative intervention, the School may refer the student to juvenile court. A court referral will include the following: [a] documentation of attendance and academic achievement; [b] documentation of school efforts to improve attendance; [c] copies of truancy citations and/or notices; [d] a report of evidence-based alternative interventions used by the School before referral, including outcomes; [e] the name and contact information of the School representative assigned to actively participate in the court process with the student and the student’s family through the court process; and [f] student background as requested by the prosecuting agency.

Students not logging into a course in the LMS and/or not attending mandatory scheduled attendance for 10 or more consecutive days will be dropped from Career Path High membership unless the students’ parents have contacted the Director regarding the student’s habitual absence and satisfactory arrangements with the Director have been made.

Citizenship

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

At the end of each term teachers will assign Citizenship Scores on the student Progress Report/Report Card associated with each class. These grades are important as they will be used to allow participation in school activities and will be printed on the student transcript. Citizenship can be affected by unexcused absences, tardies, failure to finish classes on time, and by not following the policies and procedures of the school.

Citizenship Rubric

Honorable (H)	Satisfactory	Needs Improvement (N)	Unsatisfactory (U)
0 - 2 Tardies	3-5 Tardies	6-8 Tardies	Has more than 8 tardies
0 Unexcused Absences	1-3 Unexcused Absences	4-6 Unexcused Absences	More than 6 Unexcused absences
ALWAYS prepared	USUALLY prepared	SELDOM prepared	RARELY prepared
ALWAYS on task	USUALLY on task	SELDOM on task	RARELY on task
ALWAYS contributes to the learning environment in positive ways	USUALLY contributes to the learning environment in positive ways	SELDOM contributes to the learning environment in positive ways	RARELY contributes to the learning environment in positive ways
ALWAYS follows directions, school rules and/or school policies	USUALLY follows directions, school rules and/or school policies	SELDOM follows directions, school rules and/or school policies	RARELY follows directions, school rules and/or school policies
ALWAYS treats people with respect	USUALLY treats people with respect	SELDOM treats people with respect, sometimes showing disrespect to peers and teachers or other adults.	RARELY treats people with respect, sometimes showing disrespect to peers and teachers or other adults.
Completes course	Completes course	Did not complete	Did not complete

within the scheduled term	within the scheduled term	course within the scheduled term	course within the scheduled term
		Harasses, teases or makes fun of other students in class	Cheats, copies from others or allows copying of their work
		Parent contact by teacher for behavior issues recommended	Continues to harass, tease or make fun of other students
			Parent contacted multiple times by teacher for behavior issues

Citizenship Scores Impact

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

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

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

Improving Citizenship Scores

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

- Community Service Projects. These projects must be of general community benefit and verifiable documentation of the service is required. This could be an email or a form from the community organization served. It is always a good idea to have the service pre-approved by administration if it isn't an obvious community benefit. Service opportunities arise periodically throughout the year and will be announced and advertised as they become available. Minimum of 3 hours service per citizenship upgrade.
- Students may pay a \$10 fine and attend 2 hours of study hall to remove 1 U.

Policies

Student Expectations for Campus Conduct

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

Campus Etiquette

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

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

Campus Protocol

Students always wear their Lanyards with their school ID at all times. Students must scan into Time Station upon arrival to class or the Learning Center and scan out when they leave the room for the day.

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

CPH students may only access the CPH Area on campus. If they need to leave a classroom during instruction time they can sign out a hall pass to use in the common areas in the CPH area. Students may only access the other parts of the Davis Tech Campus during lunch break or to attend a Davis Tech Program.

Dress Code

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

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

- Clothing and jewelry that may be associated with gangs or bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership or any other item identified by law enforcement as gang related.
- Clothing and jewelry displaying drugs, alcohol, tobacco, acts of violence or lawlessness or associated with illicit drugs or illegal substances.
- Clothing and jewelry with offensive and/or vulgar language and/or designs.
- Exposed cleavage, buttocks, underwear or bare backs.
- Garments low enough to reveal a student's underwear or clothing that reveals undergarments (including sheer blouses).
- Strapless shirts such as tube tops, halters, and spaghetti strap shirts, or shirts that show the midriff or do not fully cover the belly. Both males and females will have at least one (1) inch of sleeve covering the shoulder.
- Skirts, shorts and dresses must be no shorter than the middle of your thigh (from knee to top of your leg) in both the front and back.
- Bedroom attire, pajamas, slippers, or bare feet. Shoes must be worn.

Students who violate the dress code will be required to leave the campus. Dress code violations will be reported to parents. Repeat offenders are subject to suspension. All questions or concerns in regard to the Career Path High Dress Code should be referred to the School administration. The School administration has the final decision in the determination of the appropriateness of any student clothing or appearance.

Lunch Program

Career Path High has a lunch program for those who do not wish to bring a lunch or buy lunch from the Davis Tech Cafe. Students can purchase a sack lunch for \$2.50 at the main office. Fee waivers for free and reduced lunches do apply. During lunchtime, students who purchased a sack lunch can pick up their lunch at the Learning Center and are free to eat there as well.

Clubs

Career Path High offers many different clubs for students. These clubs provide students to develop leadership skills, strengthen communication techniques, and learn new skills. Club information can be found on our school website (<https://www.careerpathhigh.org/clubs>). If you have an idea for a club, please fill out the appropriate paperwork, which can be found in our main office.

Thank you for choosing Career Path High!

We are so excited and thrilled that you will be spending the school year with us. We look forward to working with you and helping you achieve your educational goals. Remember, if you

have any questions or concerns, feel free to reach out to your Success Coach throughout the school year.