

# PATHWAYS FUTURE CENTER SCHOOL

Futures Center  
550 E. 124<sup>th</sup> Avenue  
Thornton, CO 80241  
<http://pathways.adams12.org>



**Student/Parent  
Handbook  
2022/2023**

# PATHWAYS FUTURE CENTER SCHOOL

2022-2023

## Student/Parent Handbook

550 E. 124<sup>th</sup> Avenue  
Thornton, CO 80241  
<http://pathways.adams12.org>

Main Office: (720) 972-GRAD (4723)

Fax: (720) 972-8279

Attendance: (720) 972-8266

### ***Administration Staff***

Matt Schmidt	Principal	720-972-8263
Kristine Koenig	Assistant Principal	720-972-8262
Judith Zednik	Dean of Students	720-972-8272

### ***Student Support Staff***

Jesse Field	Counselor	720-972-8270
Katy Batchelder	Counselor	720-972-8755
Shirell White	Counselor	720-972-6578
Pete Traxler	School Psychologist	720-972-8271

The information contained in this handbook is designed to provide students and parents/guardians with school and district policies and information pertaining to academics, behavior standards and student services. These policies are critical in establishing a positive learning environment and maximizing learning opportunities for all students. Information regarding important dates throughout the school year is provided, as well.

Calendar activities and events published may not represent a total listing due to changes, deletions and additions that may occur throughout the year. Please listen to daily announcements and consult parent newsletters for updates.

# Principal Message

Pathways Students and Families,

Welcome to the 2022-2023 school year at Pathways Future Center School. It is our mission to offer an individualized pathway in a blended learning environment to young adults that will provide the skills and resources necessary for them to be prepared for the next stage of their lives. Our program has rapidly grown from a small district intervention program to a school that offers three learning sessions a day and serves approximately 300 students in each grading period. This year, we look forward to working with you as you earn your diploma. Our staff, our structures, and our students work together to make our program successful.

*Our staff is dedicated to working with you to meet your goals:*

“The staff at Pathways is amazing. They will do everything they can to help you achieve your goal of graduating. There is always someone willing to listen and help you out” – Tommy Dietz, Pathways Graduate

*Our flexible schedules, businesslike environment and individualized courses are designed to meet your needs:*

“Pathways was a good fit for me. I could work at my own pace and work one-on-one when I needed it. I could work on my courses at home and from the lab.” – Nick Malec, Pathways Graduate

*Our students are focused and dedicated to achieving their goals:*

“I came to Pathways with the energy and desire to graduate. I started from the bottom and worked my way up. I am now graduating from school. I feel proud of myself.” – Luis Melgar, Pathways Graduate

Welcome to our school and we look forward to working with you!

Matt Schmidt

Principal, Pathways Future Center School

# Pathways Traditions

Pathways Future Center School Est. 2012

School Colors: Navy Blue & White

School Motto: Pathways...your future begins here!

## Mission

Pathways is a supportive learning environment that models a professional business atmosphere. As a blended learning campus, we use technology combined with individual and group instruction.

## Vision

Pathways graduates will have the 21<sup>st</sup> century skills and confidence needed to capitalize on life's opportunities.

## Values

We model the skills we want our students to learn.

We embrace a growth mindset.

We have high expectations for our students and ourselves.

We operate with integrity and expect the same from others.

We appropriately confront each other.

We take care of business.

## Adams 12 Five Star School District

### Student Expectations at a Glance:

- Pathways Future Center School believes that, in order for students to be successful learners, they must be responsible for their own attendance, behavior and academic performance.
- Pathways is a business-like and college-like school. This means that we “conduct business” in a professional manner.
- Students are expected to attend all sessions that they are assigned every day on time.
- Students are expected to behave as they would at work or at a college campus.
- Students are expected to dress for success by exceeding all Pathways and District dress code expectations.
- Students are expected to complete all their academic courses at a rate no less than 20% per week.

**“Together – Educating the Whole Child”** is the Adams 12 School District vision and our commitment. Each student can and will learn. It is the responsibility of each student to actively and appropriately engage in the learning process. As staff, students, parents, and a community we must work together to support the success of each student. Consistent with that concept, we are dedicated to developing eight essential traits within each student. Our school, by design, promotes the acquisition of:

### STUDENTS WHO ARE:

- **Competent:** A student who can demonstrate continual academic improvement.
- **Successful:** A student who is self-directed and goal oriented.
- **Ethical:** A student who displays respect, integrity, and trustworthiness.
- **Creative:** A student who utilizes innovative approaches that demonstrate problem- solving and original thinking.
- **Good Citizen:** A student who demonstrates civic and social responsibility, honors diversity, and participates in positive group interaction.
- **Healthy:** A student who seeks a well-rounded lifestyle that displays physical, emotional and social wellness.
- **Productive:** A student who uses time efficiently and creates quality work.
- **Thoughtful:** A student who develops critical thinking skills and utilizes appropriate decision-making strategies.



JULY 2022						
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31

AUGUST 2022						
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**F First Day of School for Students**  
F-August 17, 2022 ALL Students Report

**L Last Day of School for All Students**  
May 25, 2023

**PT Parent/Teacher Conferences**  
October 6, 2022 and March 9, 2023

**W Teacher Work Days (No School for All Students)**  
January 3, 2023 and April 24, 2023

**D Teacher Duty Days (No School for All Students)**  
August 9, 11, 15, 16, 2022  
December 16, 2022  
May 26, 2023

**C Teacher Comp Day – All Schools (No School for All Students)**  
November 21, 2022

**I District In-service Days – All Schools (No School for All Students)**  
August 10, 12, 2022; February 17, 2023

**H Hexters Days**

H1: 8/17/22 - 9/23/22	27
H2: 9/26/22 - 10/28/22	24
H3: 10/31/22 - 12/15/22	28
H4: 1/4/23 - 2/17/23	31
H5: 2/21/23 - 4/7/23	29
H6: 4/10/23 - 5/25/23	34

**G Graduations**  
December 13, 2022 and May 22, 2023

*Pupil Count Window ..... September 26 – October 10, 2022*

### Calendar Information

Registration of New Students ..... Please Contact Your Local School  
School Year Starts, K-9 ..... August 16, 2022  
School Year Starts, All Students Report ..... August 17, 2022  
Labor Day ..... September 5, 2022  
Fall Break ..... October 14, 2022  
Veterans' Day ..... November 11, 2022  
Thanksgiving Break ..... November 21-25, 2022  
End of First Semester ..... December 15, 2022  
Teacher Duty Day-No School-All Students ..... December 16, 2022  
Winter Break ..... December 19, 2022- December 30, 2022  
High School In-Common Release Day ..... January 2, 2023  
Hexter 4 Orientation ..... January 3, 2023  
Martin Luther King Day ..... January 16, 2023  
Presidents' Day ..... February 20, 2023  
Spring Break ..... March 20-24, 2023  
Last Day for Students ..... May 25, 2023  
Teacher Duty Day ..... May 26, 2023  
Memorial Day ..... May 29, 2023

JANUARY 2023						
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MAY 2023						
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JUNE 2023						
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## Pathways Future Center School Bell Schedules

Morning Schedule (Monday – Thursday)		
Period	Time	Session
1	08:00 AM – 09:55 AM	Morning
2	09:00 AM - 09:55 AM	Morning
3	10:00 AM - 10:55 AM	Morning
4	11:00 AM - 11:55 AM	Morning Digital

Afternoon Schedule (Monday – Thursday)		
Period	Time	Session
5	12:20 PM - 01:15 PM	Afternoon
6	01:20 PM - 02:15 PM	Afternoon
7	02:20 PM - 03:15 PM	Afternoon
8	03:20 PM - 04:15 PM	Afternoon Digital

Evening Schedule (Monday – Thursday)		
Period	Time	Session
EVE 1	04:00 PM – 04:55 PM	Evening
EVE 2	05:00 PM – 05:55 PM	Evening
EVE 3	06:00 PM - 06:55 PM	Evening Digital
EVE 4	07:00 PM – 07:55PM	Evening Digital

## Pathways Future Center School Bell Schedules (Late Start)

\*\*\*\* When Adams 12 Five Star Schools is on a Late Start Schedule for weather, the Morning Schedule for Pathways will be cancelled. Both Afternoon and Evening Schedules will run as scheduled. \*\*\*\*

## Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

Sign up for text alerts by texting “Yes” to 67587.

## **COURSE REGISTRATION**

The counseling department works with each individual student to create a course schedule that will move the student toward high school graduation. Each hexter, a student schedule will consist of two online courses, matching seminar courses, and one face-to-face course.

## **SUPERINTENDENT POLICY**

1.4 All students in grades 9, 10, 11, and 12 must enroll in a minimum of six (6) credits per year.

1.4.1 Students in grades 9, 10, and 11 must be enrolled in one (1) credit each of math, English, science, and social studies.

1.4.2 Seniors must take a minimum of three (3) credits in a core area. For the purposes of this requirement, core areas shall be defined as English, mathematics, science, social studies, or world languages.

*→If you are interested in participating in extra-curricular activities at your home school (sports, marching band, choir, drama, or any other extracurricular activity), it is your responsibility to know and understand the eligibility requirements for participation (see page 12).*

## **COURSE SCHEDULE OR SESSION CHANGE REQUESTS**

Once registered, students may request a change of class or session for the following reasons ONLY:

1. Failed a class or have not taken prerequisite.
2. Physical disability (must have doctor's excuse documented).
3. Previously earned credit in same class.
4. Personal conflict with scheduled time. Student needs to move to a different session. Documentation may be required. Session changes will only occur at the beginning of a hexter.

- Students requesting a change should make an appointment with the Counselor. There must be a valid reason to request a change a course or session.
- Students must maintain a full schedule each hexter.
- Students must work with a counselor at the beginning of a hexter to add work-based credit or independent study to a schedule.

## **CAREER PLANNING**

Planning toward potential career choices can help an individual establish goals and choose appropriate courses during their four years in high school.

1. Current information about careers, college and training opportunities is available through Naviance (our post-graduate planning website). The Counselor instructs all students how to use this resource. Contact the Counseling Office for more information.



2. All Pathways students are expected to complete a **Graduation Tool Kit** as part of their graduation requirements. The **Graduation Tool Kit** includes:

- Post-Secondary Research
- College Application
- Financial Aid Application
- Job Application
- Resume
- Letters of Interest
- College Essay

### **CONTENT STANDARDS**

Adams 12 Five Star Schools' curriculum frameworks are aligned with Colorado State Standards. These frameworks are the instructional guidelines for each content area. Within each department section the standards for the content area are listed. If more specific information is needed, please contact the course instructor or the Curriculum and Instruction Administrator.

### **EARLY COMPLETION**

At Pathways Future Center School, students are allowed to complete their graduation requirements at their own pace. Early completion is allowed as long as the student has completed all Pathways Future Center School and Adams Twelve Five Star School graduation requirements.

### **COMPETENCY-BASED ADAMS 12 DIPLOMA**

The Adams 12 Competency-Based Diploma can be earned through Pathways Future Center School. The requirements for the Adams 12 Competency-Based Diploma are different from those used for the traditional Adams 12 Diploma. This diploma is a workforce readiness diploma. Below are the requirements that must be completed in order to earn an Adams 12 Competency-Based Diploma.

**Benefits:** Students that choose to earn the Adams 12 Competency-Based Diploma may continue their post-secondary education at a community college, they will leave Adams 12 with a Career Ready Colorado Certificate as well as a National Career Readiness Certificate to present to employers and will be considered a Highly Qualified Paraprofessional.

***\*\*For more information about the Career Ready Colorado Certificate, please visit the Colorado Department of Labor and Employment website at <http://www.colorado.gov/cs/Satellite/CDLE-EmployTrain/CDLE/1251378350313>***

**WorkKeys:** WorkKeys helps insure that individuals are ready for work-and for life. If students are going to be adequately prepared for the workforce, they need to understand the requirements for jobs they are considering. WorkKeys helps students determine the skills levels required for various jobs. For additional information about WorkKeys please visit <http://www.act.org/workkeys/educators/>

**Requirements:** There are twelve courses required for a Competency Based Diploma. Ten of the courses are part of the WorkKeys curriculum. The required WorkKeys courses are as follows:

- Applied Math
- Graphic Literacy
- Workplace Documents
- Applied Technology
- Personal Finance/Financial Awareness
- Work Discipline
- Customer Service
- Problem Solving and Critical Thinking
- Interpersonal Business Communication
- Working in Teams

In addition to WorkKeys Testing, students will be required to take one state required traditional class. The required class is as follows:

- Government/Civics

**Graduation Tool Kit:** As the final part of their graduation requirements, Competency-Based Diploma candidates must also complete a Graduation Tool Kit. The Graduation Tool Kit includes:

- Post-Secondary Research
- College Application
- Financial Aid Application
- Job Application
- Resume
- Letters of Interest
- College Essay

## Grade Point Average:

**1. Letter Grades:** All courses receiving a letter grade (A, B, C, D, or F) will be used in computing the student's grade point average (GPA).

**2. Grade Point Average:** The following point scale will be used to compute grade point average. Check course descriptions for their weighted level.

### REGULAR SCALE

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

### WEIGHTED SCALE

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 points  
F = 0 points

**3. Pass/Fail:** A pass grade will not be figured into GPA and it will be recorded on the transcript as 'P'. A failing grade will be factored into the student's GPA and recorded on their transcript as an 'F'. Courses affected by this include Student Assistant, summer school classes, and some independent study classes.

**4. Incompletes:** An incomplete grade will be recorded and calculated as a zero in the teacher's grade book when **unforeseen** circumstances prevent the student from completing work on time. A timeline to finalize the grade will be determined (generally, it is a two-week period). If the grade is changed, the cumulative GPA and credit status will be updated appropriately and reflected on the student's transcript.

**5. Summer School:** Courses taken for credit in an approved summer school program will be recorded on the student's permanent record as a pass/fail. If the summer school course is for a course which was already taken at Pathways Future Center School, the original grade will remain on the transcript. If the course is taken at the Pathways Summer School, the grade will be placed in the student's transcript as a new grade or as a replacement of the previous grade.

## TRADITIONAL ADAMS 12 DIPLOMA

### **District 12 Graduation Requirements**

<b>Course</b>	<b>Credit</b>
English	4
Math	3
Science	3
Social Studies (.5 must be US Government, 1.0 must be US History)	3
Physical Education	1
Fine or Practical Arts	2
Electives	7
<b>Total</b>	<b>23</b>

These guidelines should be viewed as a minimum. It is the student's responsibility to see that requirements for graduation are met. Pathways staff will keep students and parents informed about the status of progress toward compiling the necessary course work for graduation requirements. However, it is the student's

responsibility to be acquainted with the necessary requirements to meet this goal. We do encourage all students to meet periodically with the Counselor, to make sure they are on track to graduate and are enrolled in courses each year that will keep all their options open for career planning and education after high school.

**Pathways Future Center School  
Graduation Credit Report Worksheet\***

Required Subjects	Required Credits	Credit Earned (1/2 Credit Each)	Credits Needed (#)	Classes That Will Meet Requirements
English	4	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	_____	
Social Studies US History I (.5) US History II (.5) US Govt. (.5) Other (1.5)	3	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	<div>_____</div> <div>_____</div> <div>_____</div>	
Mathematics	3	<div>_____</div> <div>_____</div> <div>_____</div>	_____	
Science	3	<div>_____</div> <div>_____</div> <div>_____</div>	_____	
Physical Education Health (.5) Other (.5)	1	<div>_____</div> <div>_____</div> <div>_____</div>	_____	
Fine and Practical Arts	2	<div>_____</div> <div>_____</div>	_____	
Electives	7	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	_____	
<b>Total Credits Required for Graduation: 17 Required + 6 Electives = 23</b>				

*NOTE: All students need to pass U.S. Government and U.S. History to meet the Colorado State requirement to graduate.*

*Courses fulfilling the Fine/Practical Arts requirement are listed under the following departments: Art, Business, Marketing & Technology, Family and Consumer Science, Music, and World Languages. In addition, Journalism, Newspaper Journalism, Yearbook Journalism, and occupational classes at Future Forward Campuses fulfill this requirement.*

\* Additional worksheets are available in the Counseling Office.

## **MATERIALS, SUPPLIES, & FEES**

Students are expected to provide individual materials necessary for classes on a daily basis including paper, pens, pencils, notebooks, folders, rulers, calculators, assignment books, erasers, and computer paper. Individual teachers will inform students at the beginning of each course of any specific requirements. In addition, some materials and/or fees are required. If the student will be parking at school, they will be required to complete a Parking Permit Application and display sticker on windshield (once approved).

If materials and/or fees are required for a particular course, they will be listed within the course description. Please note that the fees listed in the course descriptions are subject to change by the Board of Education and could be enacted prior to the start of the school year. Students who qualify for free or reduced lunch may be eligible for reduced fees.

## **OUTSIDE CREDITS**

(Outside credits are defined as those credits earned outside the normal Adams Twelve Five Star Schools curricular offerings.) District Twelve Summer School and District Twelve Adult Education are in-district credits.

1. After enrollment in Pathways Future Center School, a maximum of 3.0 units of credit from outside institutions or agencies may be applied toward graduation. These outside institutions and agencies must be North Central Accredited (or a similarly accredited institution).
2. Credit assigned to courses in programs conducted by outside institutions and agencies shall be accepted unless there is evidence of a major disproportion between the credit gained in the regular high school program and that granted by the outside institutions and agencies.
3. College semester hours shall be accepted according to the following scale: 1.0 semester college hour equals .25 high school credit.
4. For specifics regarding optional courses of study that could be approved, refer to Superintendent Policy 5127.

## **PHYSICAL EDUCATION CREDIT WAIVER**

Eligible seniors may request a waiver of 0.5-1.0 Physical Education credit **at their home schools**. Eligible students include: seniors participating in school-provided CHSAA (Colorado High School Activities Association) sanctioned sports, marching band, and dance club during their senior year. In addition to the waiver, students will need to submit a career plan, signed by their counselor, which outlines the education basis for the waiver. Specific criteria, requirements, guidelines, and procedures are specified on the Physical Education Credit Waiver Request Form which is available in the Counseling Office. It is the student's responsibility to initiate and complete all paperwork associated with the waiver within the stipulated timeframe at their home school.

## **TESTING (MANDATORY)**

### **MAP**

Adams 12 Five Star School District requires that all students K-12 take the MAP (Measures of Academic Progress) test. The test will be given at Pathways Future Center School three times a year and is paid for by the district. The MAP test provides teachers with detailed, actionable data about where each child is on his or her unique learning path. Pathways will use this information to monitor student performance, advanced placement, interventions and to develop an individualized path towards graduation.

### **SAT**

The State of Colorado requires that all juniors take the SAT. The test will be given at Pathways and is paid for by the state. The state will use the information gathered from this test to assess high schools in the state. Colleges will use the results of this test data for admissions, making it important for students to perform at their highest level of ability. The exam tests skills in the four subjects that are of particular importance to colleges: English, math (through Trigonometry/Pre-Calculus), reading, and science reasoning. It also includes an education/biographical questionnaire and a career-referenced interest inventory, which when combined with the test results provide important information to:

- Students: about their educational development and their planning for college and career
- High School Counselors: as they assist students in planning for college and career
- Colleges: as they evaluate students' applications and advise them

**The State SAT test results are recorded on the student's transcript. National test scores may also be recorded on transcripts when applicable.**

### **CMAS and PARCC**

The TCAP has been replaced with two new sets of tests, the high school CMAS (Colorado Measures of Academic Success) and PARCC (Partnership for Assessment of Readiness for College and Careers). Juniors from randomly selected schools will take CMAS for science and social studies. These tests are aligned to Colorado's Model Content Standards.

## **TRANSCRIPTS**

The transcripts of student grades are usually required with applications for college admission, scholarships, employment, etc. Official transcripts must be sent directly to the agency or college by Pathways Future Center School. We will mail the application materials with the transcript; please turn in all appropriate application forms when you fill out your transcript request. Please see Tricia Carter, registrar, or one of the counselors for more details.

## **COLLEGE ENTRANCE REQUIREMENTS**

Many students will continue their formal education after graduation. If your plans include post-secondary education, you should keep in mind the following factors upon which college admission is generally dependent:

### **1. *Grade point average and class rank***

Grades are important. Your class rank is determined from your cumulative grade point average when it is computed at the end of each term. Only grades that post to the transcript are used to compute the rank.

### **2. *Course selection***

Colleges closely examine the quality of a student's record (grades 9-12). The important point to remember is the quality of course selection, both in depth and breadth. Contact specific colleges for their requirements. Please see Colorado Department of Higher Education (CCHE) below for general requirements.

### **3. *College admission tests***

Colleges rely on two primary testing programs for admission and/or placement - the ACT and the SAT. These tests are taken primarily during a student's junior year. The SAT is now state mandated and will be given in the spring of the junior year. The test is paid for by the state. Out-of-state colleges may also require the ACT writing portion or SAT II subject tests. Please see the counseling department or contact the college/university directly for more detailed information.

### **4. *Activities***

Participation in activities such as student government, band, clubs, athletics, and drama may be regarded as important. While Pathways does not offer extra-curricular activities, we do strongly encourage our students to be part of the Experiential Learning Program, which allows students to earn credits through work, volunteering and/or apprenticeship.

### **5. *Personal recommendations by teachers and counselors***

Letters written by people who know you best will help highlight your strengths and abilities. When requesting letters of recommendation, allow at least 2 weeks for completion. Students should complete a letter of recommendation worksheet or design a resume. Both a resume and three letters of recommendation are part of the requirements for Pathways students as part of their Graduation Tool Kit.

### **6. *Personal essay or statement***

Many schools will require you to write an essay or personal statement. A personal essay and a college essay are also part of the Graduation Tool Kit for all Pathways students.

## **Colorado Department of Higher Education**

In 2003, the Colorado Commission on Higher Education adopted the Higher Education Admission Requirements which are entry requirements for students planning to attend any of Colorado's public four-year colleges or universities. Private colleges and universities set their own admissions standards, so students

should contact those institutions directly for information regarding their enrollment policies. Additionally, public two-year colleges have open enrollment policies, meaning that students applying to these schools do not need to meet the following admissions requirements.

Students planning to attend a four-year college or university in Colorado will need to complete the following classes in order to fulfill the Higher Education Admission Requirements. In addition to the Higher Education Admission Requirements, students must also meet the Admission Eligibility Index.

Meeting the Higher Education Admissions Requirements does not guarantee admission to a four-year public institution. Colleges and universities may have additional requirements:

<b>CCHE Requirements:</b>	<b>Credit Requirements</b>
English	4
Math (must include Algebra I, Geometry, Algebra II or equivalents)	4
Natural/Physical Sciences (two units must be lab-based)	3
Social Sciences (1.0 of U.S. History and 0.5 Government)	3
Foreign/World Language	1
Academic Electives*	2

\* Acceptable Academic Electives include additional courses in English, mathematics, natural/physical sciences, social sciences, foreign/world languages, art, music, journalism, computer science, Advanced Placement, International Baccalaureate, and CTE.

## **ATHLETICS**

Pathways Future Center School does not offer athletic activities to its students. However, Pathways students who meet the requirements below, qualify to participate in sports at their home schools. Students are responsible for contacting the Athletic Director at their home school regarding eligibility requirements. Pathways believes that extra-curricular activities such as sports provide valuable skills and experiences to students. Participants need to remember they are students first and athletes second. To remain eligible for competition, students need to be in compliance with the following:

- ✓ Must be an undergraduate of Pathways Future Center School.
- ✓ Must be enrolled in and attending classes that offer a total of 2.5 units of credit during the semester of participation and the previous semester. If an athlete drops his/her course load to less than the equivalent of five classes, he/she becomes immediately ineligible.
- ✓ Must not be failing at the time of participation more than the equivalent of .50 unit of credit. A student who receives more than 0.5 credit of "F" at the end of the week will be ineligible the following week.
- ✓ Summer School or its equivalent may be used to regain semester eligibility. The classes taken in summer school must be in the same curricular area as classes previously failed. Students must verify, with the Athletic Director at their home school, that the course enrolled in will be acceptable.
- ✓ Must have had a physical examination within the calendar year.
- ✓ Must have signed the home schools Authorization for Athletic Participation Form and the Adams Twelve High School Athletic Code.
- ✓ Must have a form signed by his/her parents or legal guardian indicating that he/she is covered by an insurance plan.
- ✓ Must not have turned 19 before August 1st.
- ✓ Must not have dropped out of school.
- ✓ Must not play more than four seasons in any sport during high school.



- ✓ Must not practice with a non-school team in his/her sport while he/she is a member of a home school team (unless he/she has received prior written consent from the home school's principal).

*\* Note: All students entering high school for the first time will be eligible for fall sports.*

*\* Students participating in Music, Band, and Speech competitions must meet the credit requirements and eligibility policy listed above.*

## **ATTENDANCE**

Absences must be reported on the school's attendance line, even if the student's teacher(s) have been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy. Attendance is taken at the beginning of each class period.

View the Adams 12 Five Star School District School Attendance Policy [here](#).

### **Attendance Expectations:**

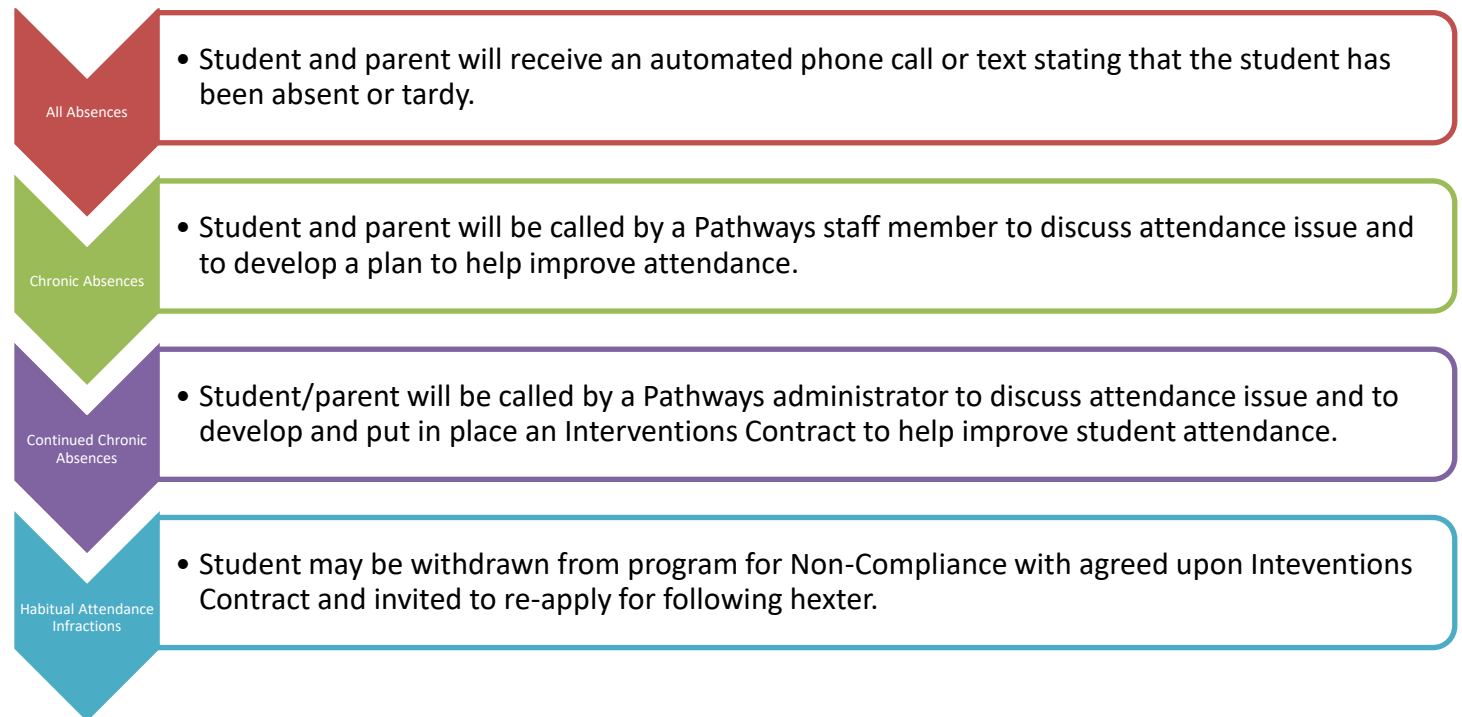
- Students are expected to attend all sessions on time on a daily basis.
- Attendance will be taken within the first 10 minutes of every period.
- Students are expected to call the attendance line (720-972-8266) the day before their scheduled session.
- Unexcused absences will count as an attendance violation. Example of unexcused absences:
  - Alarm clock failure or getting up late
  - Taking a family member to work or school
  - Traffic
  - Car trouble
  - Work
  - Babysitting

*If you have difficulties with any of these issues and need additional support, please see an administrator.*

- Unexcused tardies will also be considered an attendance violation (3 tardies = one-day absence).
- In order to excuse an absence, the student must provide proper documentation. Examples of Excused Absences:
  - A doctor's appointment:
    - Must present doctor's note stating that student cannot attend school on the specified date the student missed school
  - Family emergency (i.e., death in the family):
    - Must provide documentation of such emergency
  - Absences required by a legal body (court, juvenile authorities or police):
    - Must present citation or legal document requiring student to be present with specific time and date
  - Military obligations:
    - Must provide documentation of such obligation
- Students are expected to remain in the building during the duration of their session. Leaving the building for any reason during their session will result in the student being denied re-entry and counted as absent.

***Students are responsible for calling the attendance line, (720) 972-8266, within two days of being absent to inform the school of an absence and for providing the necessary documentation. Documentation must be provided within two days of being absent in order for the absence to be marked as “Excused”.***

**Attendance Procedures:**



**BEHAVIOR**

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, school staff will enforce District policies and school rules related to expected student behavior. Consequences will be administered by staff in those circumstances where a student exhibits behavior contrary to these policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies.

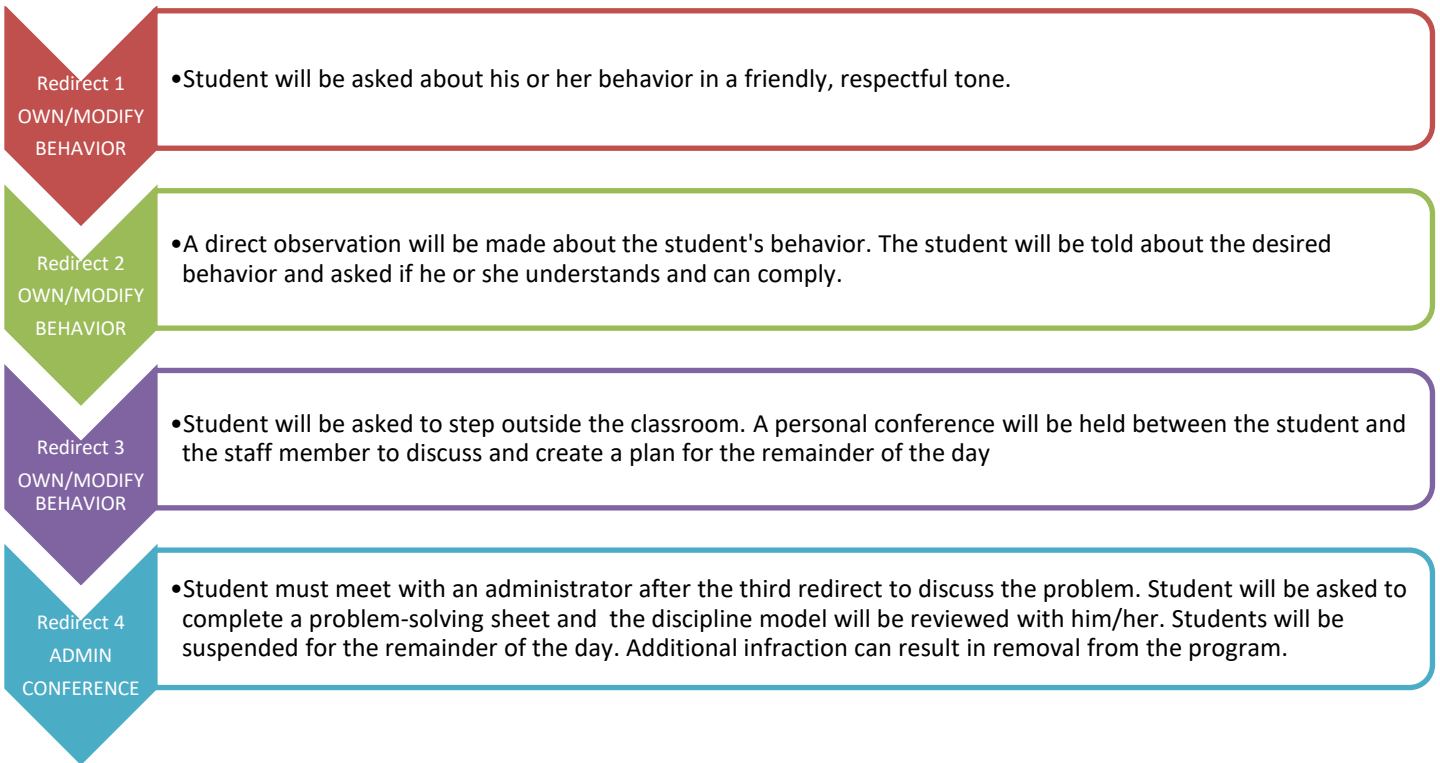
A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

**Behavior Expectations:**

- Pathways students are expected to behave in a professional manner. Professional behavior means:
  - Students use appropriate language to communicate with peers and staff.
  - Students treat self, peers and staff in a respectful manner.
  - Students' actions and behaviors are conducive to a positive learning environment for self and others.

## **Behavior Procedures:**

**3 Redirects:** The goal is to help students identify the behavior, take ownership and modify appropriately.

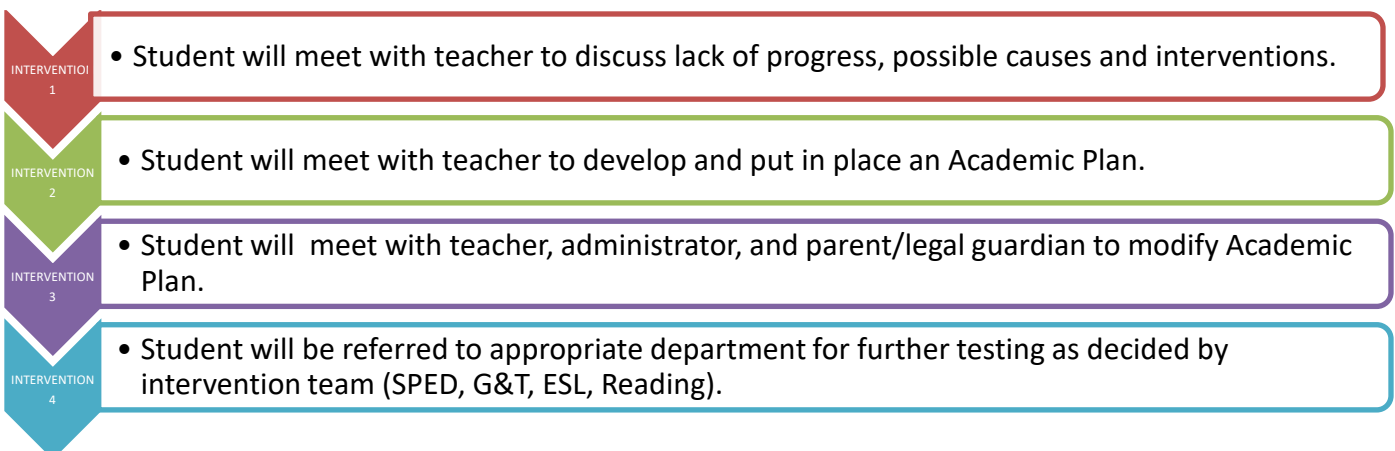


## **ACADEMIC PERFORMANCE**

### **Academic Performance Expectations:**

Pathways Future Center School students are expected to complete 3 courses totaling 1.25 credits for Traditional Diploma Students and a minimum of 2 requirements for the Competency-Based Diploma each Hexter. Students are also expected to show adequate progress every week. Adequate progress is described as the completion of no less than 20% progress in all classes every week.

### **Academic Performance Procedures:**



## ESSENTIAL SKILLS

It is an expectation that all Pathways students learn and apply the following ESSENTIAL SKILLS:

### The 6 P's Skills

1. **PROMPT:** Early is on time
2. **PREPARED:** Be ready to learn; mentally, emotionally and physically
3. **POLITE:** Treat EVERYONE with dignity and respect
4. **P.M.A.:** Have a Positive Mental Attitude – Belief that you can survive anything
5. **PARTICIPATE:** Be part of the class...be genuine and authentic. Share your thoughts
6. **PRODUCE:** Complete no less than 20% of your courses every week.

### Attending Skills

- **Being in the moment:** Stay engaged in class activities. Maximize your time in the lab.
- **Appropriate Body Language:** Stay in your seat. Minimize side chatting. Stay focused on learning.
- **Appropriate Eye Contact:** Visually focus your attention on the person or the task at hand.
- **Appropriate Feedback:** Answer questions and be part of class discussions.
- **Questions to Clarify or Validate**

### Problem Solving

- STOP – Realize and Define the problem
- LIST – Brainstorm ALL Options
- CHOOSE – Choose the Best Course of Action
- DO – Put Your Choice Into a Plan and Do It
- EVALUATE – How Did the Plan Work? What Did You Learn?

### "I" Messages

- I feel \_\_\_\_\_ when \_\_\_\_\_. Next time \_\_\_\_\_
- Emotions
- Behavior
- Explanation

### Values

- Appropriately confront
- Treat everyone with dignity and respect
- Take care of business
- Own your behavior

### CELL PHONES AND ELECTRONIC DEVICES

Student learning is the focus at Pathways Future Center School. In accordance with Superintendent Policy 5030, electronic devices, whether for personal, recreational, communication or instructional purposes, are permitted as follows:

1. In academic settings such devices must be in the “off” or “silent” position at all times and stored out of sight except when utilized, as permitted by the instructor, as assistive technology, or as part of a student’s individual education program.
2. Students may not operate personal cell phones or any other personal technology and/or communication devices in the building during the school day.
3. Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions.
4. Students may not depart class during a class period to activate and/or operate personal cell phones or any other personal technology and/or communication devices.
5. Devices may not be used in a manner which is potentially unsafe or illegal.
6. Students violating these restrictions will be disciplined as published in the discipline matrix. Moreover, students using cameras, personal technology, and/or personal communication devices for the purpose of cheating will receive disciplinary penalties.

Students using cameras, personal technology and/or personal communication devices to take pictures or images of another person in school, on school grounds, or at away school-sponsored events without permission will receive disciplinary penalties. Such cases may also be referred to police authorities. Under all circumstances, students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Pathways Future Center School shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents (these include, but are not limited to: cell phones, iPods, MP3 players, laptop computers, video players, PSP devices, or any other related device.) If brought to school and in plain view, these items may be confiscated and given to administration for parent pick-up.

## **COMMUNICATIONS**

The staff at Pathways Future Center School has made a commitment to openly and proactively communicate with parents regarding academic progress as well as non-academic concerns. A positive partnership between school and home is the best arrangement for students. We encourage parents to stay in contact with their son’s/daughter’s teachers regarding academic progress. In order to facilitate these lines of communication, parents will be able to access teachers through the following methods:

- |                         |                  |
|-------------------------|------------------|
| *Infinite Campus Portal | *Email           |
| *Voice mail             | *School Web Site |

Parents/guardians will be able to access the counselors, deans, and administrators through voice mail and email. Voice mail and email addresses are posted on the Pathways Future Center School website and in the newsletter. The Pathways Future Center School website may be accessed at <https://pathways.adams12.org>. Parents may access attendance and grades through Infinite Campus. The link for Infinite Campus is found on our website. Personal conferences will be arranged as needed.

## **COMPUTER GUIDELINES**

**Acceptable Computer Use:** The use of Pathways Future Center School computer systems must be in support of educational goals and consistent with the educational objectives of Adams 12 Five Star Schools. Transmission through networks of any material in violation of a U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening, obscene or offensive material. Downloading, viewing, or using pornographic material; stand-alone games; network games; large music or video files; using proxy servers to bypass the district filtering; real-time chatting (instant messenger); email for non-school related activities; music/video players and recorders are not acceptable uses of computers at Pathways and will result in privilege loss and other appropriate discipline. Use of commercial activities is not acceptable. Students should refer to Superintendent Policy 6300 for additional guidelines on use of technology.

Computer Guidelines: When in a lab: a) students will be asked to log on to the computer for Internet, software and printing access; b) no food or drink is allowed; c) users with academic needs will have priority; d) labs are open during designated periods for teacher checkout; e) printing is limited to academic purposes; additional charges may be added for other printing productions. Students should save all work to their H :> Drives. USB/Flash drives are available for students to purchase or borrow.

**Etiquette:** Users must follow accepted rules of network etiquette such as politeness and confidentiality regarding personal address or phone numbers. Email and other computer activities are not guaranteed to be private and can be monitored by school or district staff at any time. All document files and data stored on the school's network are deemed school property. Administrators of the systems as well as school administrators will have access to all computer activities. Messages or actions relating to or in support of illegal activities will be reported.

**Personal Electronics:** Pathways Future Center School discourages students from bringing expensive personal electronic equipment to school. Personal laptops cannot be plugged into the school districts network at any time. Pathways Future Center School is not responsible for any loss or damage to any personal electronics.

**Privileges:** The use of Pathways Future Center School's computer facilities is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Pathways Staff will deem what is inappropriate use and their decision shall be made in accordance with school and district disciplinary policies and procedures.

**Security:** Attempting to gain access to personal information, confidential records, computer accounts, or computing resources for which one is not authorized is a violation of the acceptable use guidelines and is prohibited. Students must not share their user ID or password with other students. Many of these examples involve violations of law.

**Vandalism:** Vandalism is defined as any willful or malicious attempt to harm or destroy data, software, or hardware. Vandalism will result in the cancellation of privileges on all computers and other appropriate discipline. This includes, but is not limited to, the uploading or creation of computer viruses, erasing/altering another student's work, or erasing or tampering with operation systems, etc. Theft or vandalism of computer equipment will result in consequences as outlined in the Pathways Future Center School Guidelines and Expectations document.

## **CONCERNS/QUESTIONS**

Students or parents who have concerns/questions regarding academic issues can resolve these issues in the following manner and order:

- a) Speak directly with the teacher. If unresolved:
- b) Confer with student's counselor. If unresolved:
- c) Speak to a school administrator.

If the concern is a peer issue involving another student:

- a) Speak directly with the student's counselor or administrator. If unresolved:
- b) Speak to Principal.

In accordance with Board Policy 2.1.7, Treatment of Students, their Families, and Community Members, students and parents should not fear retribution for non-disruptive expression of dissent or concern.

## **CONTROVERSIAL ISSUES**

Superintendent Policy 6144

A controversial issue is herein defined as any issue which has generated sufficient interest and discussion to have provoked dissent and opposing points of view.

- School personnel and parents share the responsibility for identifying and responding to controversial issues.
- School personnel shall develop procedures to notify parents, in a timely manner, of anticipated curricula, materials, learning activities and instructional strategies which could reasonably be considered controversial, and provide opportunities for parents to request and receive additional information as is reasonably necessary to comprehend the curriculum, learning materials, learning activities, and/or instructional strategies. Provide opportunities for parents to request and receive additional information as is reasonably necessary to comprehend the curriculum, learning materials, learning activities, and/or instructional strategies.
- Controversial issues shall be reviewed and judged with reference to the context within which the specific activity occurred. Controversial issues shall be related to the curriculum being taught and be appropriate to the grade level, maturity and intellectual capacity of the students.
  - Teachers shall refrain from demonstrating practices, or directing students to demonstrate practices, which have significant religious or spiritual components.
  - Sensitivity to practices and beliefs of other cultures shall be manifested in instructional methods and academic content.
  - This policy shall not be construed to prevent teachers from teaching about the many religious, ethnic, and cultural groups and their contributions to our American heritage.
  - An educational climate shall be established which is conducive to rational thought, free inquiry, and reflect respect for the dignity of the individual.
  - Students shall be taught how to study issues and shall be provided the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.
  - Adequate instructional resources shall be provided in order to promote fair representation of a variety of views on all issues presented.
- Staff members shall consult with the principal or designee concerning the nature of a known controversial issue that is to be presented. Staff members shall also inform the principal of all controversial issues that arise unexpectedly which cause or are likely to cause concern among students and/or parents.

- Building principals are responsible for seeking guidance from General Counsel whenever the presentation of a controversial issue has been challenged on legal grounds or threatens the orderly operation of the school.
- Whenever possible, appropriate learning alternatives, equivalent in value/quality to those to which parents object, shall be provided in a non-stigmatizing manner when a student's parent/guardian determines that the student should not be exposed to the assigned materials, methods, curriculum, activities or presentations. This provision shall not be invoked so as to fundamentally alter District or school curriculum.
- Controversial Health Curriculum. School personnel shall notify parents/guardians in writing prior to student participation in a District-approved controversial health education course or topic. Exhibit A shall be used to inform parents/guardians of the upcoming instructional activities and the parents'/guardians' right to exclude their child from all or part of such instruction.
- To assist parents/guardians in determining whether to request an exemption, each school shall give parents/guardians so requesting an opportunity to review the materials to be used and participate in a conference with the instructor and principal or designee.
- Parents/guardians shall direct written requests for exemption to the school as provided in Exhibit B and shall specify the components of the curriculum from which the student is to be excused.
- Building administrators shall maintain all requests for exemption in students' files.
- Students for whom parents/guardians have submitted a signed exemption request shall be provided with appropriate alternative activity(s).

### **CRIME STOPPERS/SAFE 2 TELL**

Telephone: 720-972-4723

Toll Free Hotline: 1-877-542-7233

Safe 2 Tell: This link is on the Pathways website.

Crime Stoppers and Safe 2 Tell are internationally recognized programs that allow students to provide tips to the administration regarding crimes. The students may receive a monetary reward if the tip proves instrumental in solving the crime.

Students who commit crimes at Pathways Future Center School will be required to pay restitution, referred to legal authorities, and disciplined as per the Pathways Future Center School matrix.

### **EMERGENCY CLOSING/WEATHER UPDATE**

In case of inclement weather or emergencies resulting in dismissal of school, information will be posted on the District website, [www.adams12.org](http://www.adams12.org), and announced on radio and TV stations as soon as possible.

### **EMERGENCY PROCEDURES**

In the event of an emergency during the school day, students need to follow the directions provided to them from their teachers and/or other appropriate Pathways Future Center School staff members. Information will be provided via the intercom as deemed necessary.

### **GUEST/VISITORS**

We do not allow students to bring guests to class. Please call the main office and ask for an administrator to escort any guests to the main office. Student guests disrupt the learning environment and increase our safety concerns. If a student needs to bring an adult guest (example: a guest speaker) to class the teacher should



see an administrator in advance for approval. Please do this several days in advance so that the Office Manager will know and be able to accommodate the guest with a badge. Guests are only allowed for educational purposes.

If a parent wishes to observe a class this will require prior administrative approval as well, and the parent will be escorted by an administrator.

### **GUIDANCE/COUNSELING SERVICES**

The developmental nature of the curriculum framework is intended to provide students with a wide continuum of learning experiences so they can develop an understanding of their role as a student, worker and citizen in the 21<sup>st</sup> century. Pathways Future Center School will provide opportunities, expectations, and support for each student to achieve academic excellence.

The partnership of staff, students, families, and the community will encourage individual integrity, personal growth, and enthusiasm for the future. The counseling curriculum framework will address the following content standards as outlined by the American School Counselor Association.

To enhance the partnership between parents, students, and counseling, Pathways Future Center School supports the use of Naviance. Naviance is a post-graduate planning tool that provides the student with opportunities during their high school career and to successfully plan for post-graduation.

### **HARASSMENT/HAZING/BULLYING**

The staff and community of Pathways expects all students to conduct themselves in a manner, one in which consideration, kindness, and respect are displayed toward fellow students. Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bully as defined by state law is any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students. Incidents of harassment/bullying (physical, sexual, verbal, or written) or hazing will not be tolerated. A student who feels he/she is the recipient of such behaviors needs to report it immediately to his/her teacher, dean counselor, or administrator. Any staff member who is approached by a student about harassment/hazing/bullying shall ensure the student receives the assistance necessary, which may include addressing the situation immediately, parent contact, and/or referral to the dean/administrator.

Incidents of this type must be documented in writing. If a student witnesses bullying, intimidation, harassment, or hazing of another student and fails to report it, it may also be considered a breach of the Pathways Conduct Code.

The following examples could be viewed as forms of harassment/hazing/bullying:

- repeated remarks with sexual or demeaning implications
- any unwelcome touching
- incidents involving any form of initiation
- verbal or physical intimidation

### **LOST AND FOUND**

The lost and found is located at the front office by the front desk. Items left in lost and found for more than one month will be donated to charities.

### **OFFICE HOURS**

The Main Office, Attendance, Coordinator, and Guidance/Counseling offices will be open from 7:30 a.m. – 6:00 p.m. for students, parents, and community members.

### **OPEN CAMPUS**

**Pathways is a closed campus.** Students are not allowed to leave campus until their session ends. Students who leave campus during school hours will not be admitted back into the building.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are important communication opportunities and times to interact one-on-one with teachers, students and parents/guardians. Conferences are scheduled on a regular basis with parents and students.

### **PARKING**

At Pathways, we have provided parking for students, staff and the community. Areas for each of these groups have not been identified. Students can park where parking is available. There is no charge for parking in our parking lot, however, students are required to register their car during enrollment and keep updated information on record. All student vehicles must display a Pathways parking permit in the front window. To register your vehicle, you must provide a current registration form, a current proof of insurance form, a copy of your driver's license, and a completed registration form with all information complete and accurate.

The administration reserves the right to search any vehicle driven on school grounds at any time. Pathways Future Center School assumes no liability for damage to or theft from vehicles parked on school grounds. Students will not be allowed access to their vehicles during class time. Access to the parking lot will be before or after school only. Students may not sit in parked vehicles or loiter in the parking lots during school hours or at school activities. Visitors may not loiter in the parking lots. The driver and/or owner of a vehicle is responsible for anyone in his/her car at any time.

***Students will be ticketed and may lose their parking privileges for the following violations or any violations listed on the parking permit contract signed when you received your permit:***

- Blocking traffic
- Parking in handicapped spaces (may also subject students to fines by the police department)
- Having an unregistered vehicle on campus or not displaying the assigned parking permit
- Littering

### **PLAGIARISM/CHEATING**

Plagiarism means to present, as one's own, the work, writing, words, ideas, or computer information of someone else. (Sources could be published or unpublished.) Cheating is supplying, receiving or using devices. (Examples: looking at or using someone else's work, using crib notes/stolen notes, or using disallowed equipment, etc.) If unclear, always ask the teacher. Consequences for plagiarism and cheating cover all classes.

Student Integrity Oath - I agree to conduct myself with integrity in all regards. I commit to presenting my own work, writing, words, and ideas at all times, unless otherwise attributed. In addition, I will not copy, use communication devices during test, post assessments for public access, falsely identify myself, or use inappropriate materials. Engaging in any of these activities represents a breach of this oath and subjects me to the disciplinary code of Pathways Future Center School and the Adams 12 Five Star School District. It is my honest intention to uphold this oath.

### **REFUND POLICY**

Refunds will be given for the following items if the following criteria are met:

Course fees will be refunded only if the class is dropped within the first week of that scheduled class.

Overpayments to student accounts will be refunded monthly when the amount is greater than \$10. All other amounts will remain on the account and refunded at the end of the school year. If a student withdraws or graduates from Pathways Future Center School, a refund will be made accordingly.

### **FREE OR REDUCED LUNCH**

Families may apply for free/reduced lunch benefits online at [www.applyforlunch.com](http://www.applyforlunch.com) . Instructions for online application can be found in the main office at Pathways. Pathways Future Center School strongly encourages all students to complete the Free or Reduced Lunch application. While Pathways does not have a breakfast or lunch program, qualifying for free or reduced lunch might exempt students from several fees the district has in place and give them access to district programs.

### **GRADE REPORTING**

Students are expected to monitor grades and check hexter grades on Infinite Campus.

### **Multi-Tiered Systems of Support (MTSS)**

Any person who has an educational concern about a student may bring the concern to the attention of the student's counselor. The counselor will then refer the concern to the Multi-Tiered Systems of Support (MTSS) Team.

The purpose of MTSS is to problem-solve situations in which students are having problems in the classroom. Once a person shares a concern about a student's performance in the classroom, MTSS will (a) explore different strategies to help the student, (b) assign responsibilities, (c) establish a timeline to implement and evaluate the strategies.

In the event that documented strategies and interventions have been attempted and fail to help the student's educational performance, stronger interventions will be reevaluated and implemented, with the consent of parents.

### **PETS ON SCHOOL PROPERTY**

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

### **SCHOOL RESOURCE OFFICER**

The position of the School Resource Officer has been established to provide for the assignment of police officers within the City's elementary schools, middle schools, and high schools. These officers provide a variety of educational opportunities to the school community; provide informal information and advice to students, parents, and faculty; and provide a positive law enforcement presence in the school community. The School Resource Officer Program is a cooperative program between the Thornton Police Department, Adams 12 Five Star Schools, and Pathways Future Center School. When students engage in behavior that may be against the law, the School Resource Officer will be notified and will make a determination as to possible charges.

### **SCHOOL SAFETY**

In an effort to ensure safe and secure schools, Adams 12 has developed numerous crisis intervention plans. Students and staff participate in drills related to most of these concerns: fire, tornado, bus evacuation, lockdown, lockout, etc.

District personnel and area law enforcement are always involved in the decision process when any of these actions are implemented.

**In addition, it is imperative that any threats against the school, the staff, or the students be taken seriously. Please remember the importance of choosing words carefully when angry or stressed.**

### **SKATEBOARDS/ROLLER BLADES/SKATES/BIKES, ETC.**

These items cannot be used in school or on school grounds. They may be confiscated and made available for parent/guardian pick-up if used inappropriately.

### **STUDENT RECORDS**

In accordance with federal law and Superintendent Policy, parents or legal guardians may inspect the records of their students (request to review shall be in writing). The school reserves the right to have appropriate staff present to interpret the contents of the records. In accordance with school district policy, parents may challenge, in writing, the contents of the records.

Student records may be released to the following persons:

- ✓ Parents or legal guardians (for those under 18)
- ✓ Students (18 and over)
- ✓ Officers or employees of public, private, or parochial schools where the student attends or intends to enroll
- ✓ The Colorado Commissioner of Education or the district superintendent and members of their staff
- ✓ Law officers and court officials with appropriate release forms. In addition, records shall be furnished in compliance with a judicial order or pursuant to any lawfully issued request
- ✓ A recruiting officer for any branch of the US Armed Forces

Student records are the property of Pathways Future Center School staff. Official student records will not be released until student fines have been paid.

## **SYLLABUS**

During the first week of class, teachers will review the course syllabus and their expectations for their students.

## **TELEPHONE/EMERGENCY MESSAGES**

Telephones are located in the main office for student use during their free time. Other office telephones are for business use only.

Personal messages will not be delivered to students unless it is an emergency. During the school day, emergency calls should be directed to 720-972-4723.

## **TOBACCO USE**

Superintendent Policy 4145.3

"The District is concerned about the well-being of its students, employees and public, and recognizes that the use of tobacco products can affect health and safety by direct and/or indirect exposure and related hazards. Therefore, the use of tobacco products at any school-sponsored event or activity and/or on all District property, including all district buildings, district grounds, district-owned and leased vehicles, and sites leased by the district, shall be prohibited. This policy applies to all students, employees, and members of the public."

## **TRAINED SERVICE ANIMALS**

Only trained service animals are allowed on school grounds.

Service animals are animals that are individually trained to perform tasks for people with disabilities - such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets. Service animals are easily identified by the official service institution's issued restraint system.

## **TRANSCRIPT REQUESTS**

The records office of Pathways will provide unofficial transcripts at no cost to students. The transcripts of student grades are usually required with applications for college admission, scholarship, employment, etc. Official transcripts may be purchased for a one-time fee of \$5. Official transcripts must be sent directly to the agency or college by Pathways Future Center School. We will mail the application materials with the transcript when needed; please turn in all appropriate application forms when you fill out your transcript request. All transcripts must be requested in writing. See a counselor for more details.

## **TRANSLATION SERVICES**

Schools are responsible for arranging translation services for discipline actions, parent/teacher conferences, back to school/open house events, communication regarding routine or non-emergency medical health, attendance, or academic performance questions. Please contact the school office if you have any questions regarding this district service.

## **VISITORS**

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.



### **PATHWAYS COMMITMENTS AND BEHAVIORS**

Pathways Future Center School has collaboratively developed commitment statements to make our vision a reality. We involved students, parents, community members, and staff to articulate the following attitudes, behaviors, and commitments that must exist for us to advance toward our vision.

**Students** will be a part of the collective effort to create the school described in the Pathways Future Center School mission and vision.

Students will represent Pathways Future Center School in a manner that reflects pride and students will be positive representatives of the school and community.

Students will take charge of their education, showing active responsibility toward learning.

Students will respect fellow students and recognize diversity of interests and cultures within the school community.

Students will respect the rights and requests of others and honor the leadership of our teachers and administrators.

Students will promote safe and healthy lifestyles for all.

Students will maintain a balance between academics and co-curricular activities, with their best effort in all endeavors.

Students will be involved in the community.

**Parents** will be a part of the collective effort to create the school described in the Pathways Future Center School mission and vision.

Parents will provide a quiet place to study, read, think and complete homework.

Parents will support and encourage students to complete assignments at home.

Parents will encourage our students to be active and involved in co-curricular activities.

Parents will know what is expected in each student's classes and communicate with teachers when questions or concerns arise.

Parents will ensure that their children accept responsibility for their learning and behavior.

Parents will monitor student's attendance and support the school attendance policy.

Parents will support school goals.

**Teachers** will be a part of the collective effort to create the school described in the Pathways Future Center School mission and vision.

Teachers will collaborate on curriculum and instruction; consideration and professionalism will be followed when sharing resources.

Teachers will consistently develop and use common course assessments in order to enhance student achievement.

Teachers will collaborate within their discipline and across the curriculum, for the benefit of the students.

Teachers will model lifelong learning and professionalism in order to foster a commitment to learning among students.

Teachers will encourage and facilitate parent involvement through timely and appropriate communication.

Teachers will personalize instruction through differentiation of assignments and create lessons that engage all students at their level and learning style that follow state and district standards and which will enable students to perform at their maximum potential.

**Administrators** will be a part of the collective effort to create the school described in the Pathways Future Center School mission and vision.

Administrators will recruit and retain staff members who are qualified and have the desire to advance the mission, vision and goals of Pathways Future Center School.

Administrators will support collaboration mutual respect and trust for all members of the learning community.

Administrators will value life-long learning by providing and actively participating in professional development and growth opportunities.

Administrators will develop and implement policies, programs and procedures to monitor and support student achievement and success while increasing responsibility for student learning, decisions and actions.

Administrators will develop and support common course teams.

Administrators will be responsible for maintaining the school facility.

Administrators will be responsible for promoting and monitoring a safe, caring and orderly educational environment.

Administrators will recognize and collaborate with the partnerships essential to a successful learning community.

**Support Staff** will be a part of the collective effort to create the school described in the Pathways Future Center School mission and vision.

Support staff will foster a safe and nurturing environment that is conducive to academic and social growth of each student.

Support staff will continue developing and maintaining positive relationships with our colleagues, students and community.

Support staff will communicate openly and effectively.

Support staff will approach every situation on an individual basis with an open mind and with commitment for continuous improvement in our performance.

Support staff will show appreciation for cultural diversity and be sensitive to the thoughts and opinions of others.

Support staff will celebrate school accomplishments and promote school spirit.

## INFORMATION AVAILABLE ON DISTRICT WEBSITE

### **STUDENT CODE OF CONDUCT**

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

### **COMMONLY REQUESTED INFORMATION**

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

"Commonly requested" information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

### **STUDENT HEALTH INFORMATION**

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

### **LEGAL NOTIFICATIONS**

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions