



Career Path High

Student Handbook

2022-2023

Career Path High
550 East 300 South, Rm 2037
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 the 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/calendar>)

Administration and Office Staff

Mrs. Hutchings - Director / Principal

Mr. Welch - Dean of Students

Mrs. Jones - Dean of Academics

Ms. Drake - 12th Grade Counselor

Ms. Leavitt - 9-11th Grade Counselor
Ms. Meads - Operations Manager
Ms. Held - Executive Secretary

Teachers/Staff

- Ms. Chandler (English 9/10/Sociology)
- Mr. Haslem (English 12/Creative Writing)
- Mrs. MacDonald (English 11)
- Mrs. Guerra (Math and Personal Finance/Sec. Math III)
- Mrs. Petersen (Sec. Math I/Sec. Math II)
- Mr. Davies (World History/US History)
- Mrs. Stevens (US Government/Financial Lit/Psychology/Geography)
- Mr. Uriona (Biology/Environmental Science/Chemistry)
- Ms. Brooks (Art)
- Mr. King (Earth Science/Digital Studies/ACT Prep)
- Mrs. Perkins (Health/PE)
- Mr. Epperson (Special Education - Math)
- Mr. Hinckley (Director of Special Education/Special Education - ELA)
- Paraprofessionals
 - Mrs. Loyola - Paraprofessional
 - Mrs. Welch - Attendance Secretary
 - Mrs. Combs - Special Education Paraprofessional
 - Ms. Cottrell - Paraprofessional

Hours

Office Hours:

- Monday – Thursday 8:00am – 3:00pm
- Friday 8:00am – 12:00pm

Learning Center Hours

- Monday – Friday 7:30am – 8:15am - Supervised Study Time
- Monday – Thursday 8:15am – 2:55pm Class Time
- Lunch Break – 11:25 – 11:55
- Monday – Thursday – 3:00pm – 4:00pm – Supervised Study Time
- Friday Schedule
 - Class Time - 8:15 am - 12:00 pm

Office and Learning Center hours can be found on our school website
(<https://www.careerpathhigh.org/learning-schedule>)

Campus Layout

Students will attend Learning Center time in the Main Building. The North Building will be the primary location for classes, labs, and projects.

Updated Covid-19 Guidelines

Updated Covid-19 guidelines can be found on our school website - <https://careerpathhigh.org/plans-and-goals>. We encourage you to read the updated guidelines and ask your Success Coach if you have any questions.

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. <https://careerpathhigh.usoe-dcs.org/Login.aspx>

Instruction at Career Path High

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

Learning Environments

At Career Path High, our Learning Environments are 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. Students at Career Path High will participate in whole group class instruction, small group instruction time, and a FLEX time in our Learning Centers that incorporates focused learning. Our classrooms and Learning Centers are wonderful learning environments, 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 is 5 or more lessons behind, students and parents will receive a “warning email”. This gives the student one week to get back on pace. If the student continues to be more than 5 lessons behind they will be assigned to SSP which means on campus attendance will be mandatory Monday - Thursday 8:15 - 2:55 and Fridays 8:15 - 12:00 until they are 100% On Pace. The student must remain in class and in the Learning Center while on SSP. Students will be marked absent for not attending class and Learning Center during their required time. 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) with 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 the student's academic needs. Short, weekly conferences with their Success Coach to discuss the student's goals and needs are a required part of this class and a powerful part of the CPH model.

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

Regular, daily attendance is key to academic success. It is expected that students will be actively engaged in their education each week. At Career Path High, we believe in the Pillars of Engagement -

- Logging in and working in your courses daily Monday thru Friday
- Attending your mandatory hours if placed on SSP (Structured Support Plan)
- Attending your DTC Program every day as scheduled with Davis Tech Student Services
- Attending your weekly Learning Strategies meeting with your Success Coach. Lack of engagement will result in an absence in your Learning Strategies class.

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, regardless of whether the school-age child or parent provides documentation from a medical professional;
- mental or behavioral health of the school-age child;
- 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.

Attendance Interventions

The School shall make and document efforts to resolve a student's attendance problems and shall

include, as reasonably feasible and determined to be appropriate by a School administrator, the following:

- Counseling of the student by school authorities using positive behavioral interventions and supports;
- Making any necessary adjustment to the curriculum and schedule to meet any special needs of the student;
- Considering alternatives proposed by a parent or legal guardian;
- Monitoring School attendance of the student;
- Inviting the student to participate in voluntary truancy mediation, if available;
- Doing home visits, as determined by the School's administrative team;
- Providing a student's parent, upon request, with a list of resources available to assist the parent in resolving the student's attendance problems; and
- Enlisting the assistance of community intervention education classes as appropriate;
- Issuing a Notice of Truancy and/or Habitual Truancy Citation to a student who is at least 12 years old.

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!

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)
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.
Completed course within the scheduled term	Completed course within the scheduled term	Completed course within the scheduled term	Did not complete course within the scheduled term
		Harasses, teases or makes fun of other students in class	Continues to harass, tease or make fun of other students
		Parent contacted once by teacher for behavior issues	Parent contacted multiple times by teacher for behavior issues
		Received a Reflection Hall during the quarter	Has an incomplete Reflection Hall assignment
			Cheats, copies from others or allows copying of their work
Received 0 absences across all courses	Received 1-2 absences across all courses	Received 3-4 absences across all courses	Received 5+ absences across all courses
Received 0-2 tardies across all courses	Received 3-4 tardies across all courses	Received 5-6 tardies across all courses	Received 7+ tardies across all courses

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 2 hours of service per citizenship upgrade.
- Participation in select school events as well as helping set up and clean up school events.
- Students can remove a U when they write out and complete Daily Tasks Lists. Students must complete and turn in 10 tasks lists to their Success Coach in order to be eligible for a citizenship change.

Please see Mr. Welch for other ways to improve a citizenship grade.

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 any time 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 of which they were designed to assure student safety and also reduce the likelihood of property damage.

Campus Protocol

Students assigned to come to campus for classes or support should make sure to arrive on time. Please plan your schedule and transportation accordingly.

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 Areas 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 areas. 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.