

# Pathways TO SUCCESS Academic Campus

2018–2019

Student & Parent Handbook

A Guide to Your Success

School Starts Tuesday, September 4



ANN ARBOR PUBLIC SCHOOLS  
LEAD. CARE. INSPIRE.



## 2018-2019 Calendar



### MISSION

The Pathways to Success campus is committed to the success of every student by providing a positive atmosphere for growth, and opportunity to develop academic and social skills for post-secondary success, and a personalized learning environment.

### NON-DISCRIMINATION POLICY 5010

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, immigration status, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socio-economic status, height, weight, marital or familial status, disability or veteran status. The superintendent or designee will handle inquiries regarding this nondiscrimination policy.

Aug 24	Registration   9:00 a.m. – 2:00 p.m.
Sept 4 Sept 8 Sept 25 Sept 26	First Day for Students   Full Day ACT Testing Capsule Night   6:30 p.m. – 8:30 p.m. Early Release
Oct 3 Oct 8-12 Oct 10 Oct 24	Student Count Day   Friday Schedule Pathways Spirit Week Grade 11 PSAT/NMSQT – Late Start Grades 9/10/12 Early Release
Nov 6 Nov 16, 19-20 Nov 21-23 Nov 26	No School   Election Day T1 Exams - Partial Days No School   Thanksgiving Break School Resumes
Dec 24 - Jan 4	No School   Winter Break
Jan 7 Jan 30	No School   Martin Luther King Jr. Day Early Release
Febr 13 Febr 15*, 18 Feb 27	Student County Day No School   Mid-Winter Break Early Release
Mar 6-8 March 25-29	T2 Exams - Partial Days No School   Spring Break
Apr 1 Apr 9-10	School Resumes PSAT/SAT/Workkeys – Late Start Grades 9/10/12
May 1 May 7* May 20-24  May 22 May 24  May 27	Early Release   MS & HS Transition Day No School   Election Day Senior Exams Senior Cap & Gown Distributions Early Release Senior's Last Day of School Senior Breakfast   9:00 a.m. – 11:00 a.m. Pathways Field Day   12:00 noon – 3:00 p.m. No School   Memorial Day
Jun 12-14 Jun 14	T3 Exams - Partial Days Last Day of School – Half Day

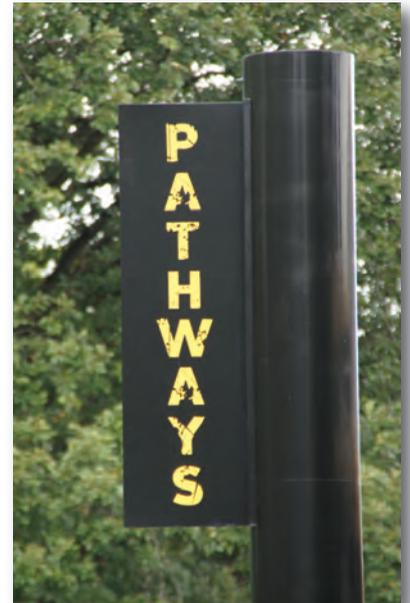
\*If no May 7 election, students and staff will report May 7, and Feb 15 will become a No School day for students and staff.

## What is the Pathways to Success Academic Campus?

Pathways to Success is a public school in the Ann Arbor Public Schools designed to provide a unique and alternative experience to the traditional high school environment. Pathways offers an innovative model of instruction by providing project-based learning, team teaching, dual enrollment, along with online and service learning opportunities. The purpose of Pathways is to create opportunities for students and families to excel by forging opportunities for career and college success. In addition to a robust curriculum, Pathways offers Adult Education, High School Completion and ESL classes. Schools of the 21st Century are prepared to teach the needed skills to be prepared for the careers of tomorrow. By equipping students with a focus to think critically, problem solve, and utilize resources to make positive contributions to society, the Pathway approach to success is based upon student, family, and community growth. In addition, our one to one technology program enables students to benefit from combining the best attributes of online education (e.g., increased offerings, significant differentiation and support, valid embedded assessments, etc.) with the best attributes of traditional brick and mortar schools (e.g., onsite teachers, community, collaboration, academic and social support, clubs, and activities).

This innovative, blended model of education is ideally adapted to the needs of high school students. Self-paced, with an incredible array of different level courses and electives, the school has a specific pedagogical design to meet the needs of many types of learners and a supervisorial model designed to meet both students' developmental needs for support and at the same time nurturing their growing independence.

A bricks and mortar school where teachers are onsite and the students are required to be present five days a week; Pathways combines individualized instruction, with a career centered approach to learning. It is a brick and mortar school utilizing multiple modalities of instruction where students are required to be in attendance at the school site for more than 80% of their instructional minutes.



**August 2018**

**Dear Parents and Guardians,**

Welcome to the Pathways to Success Academic Campus, where opportunity and access meet. We are pleased to have student join our learning community and look forward to an engaging year that launches our students towards their goals. Our staff is excited to welcome you to the 2018-2019 school year.

Our goal is to provide our students with the support needed to begin a year that is filled with the joys of the pursuit of learning. Our staff is committed towards facilitating an engaging experience that encourages the desire to become a life-long learner. As we begin the fourth year of this program we reflect on our successes, while looking forward to higher heights.

From project based learning, to the innovative co-taught classrooms, career internships or our one to one technology program, Pathways is a smaller learning community grounded by 21st century ideals. With the support of community partners such as the University of Michigan Regional Alliance for Healthy Schools, Washtenaw Community college, the Zingerman's Community of Businesses (ZCoB) and the Ann Arbor Rotary STRIVE Scholarship Foundation, we are able to provide our students with a path towards success. We believe that all of us – the school and the community – must work together in an extended family environment to insure the growth, development, and success of our students. We believe it is a shared responsibility to empower the youth to realize the creative, intellectual, and leadership skills needed to become active members of the community. Our purpose is to positively shape the academic, social, emotional, and physical development of our students to make positive contributions to the community for today and tomorrow.

Parents and guardians, we need you! We need your continued support and your presence to reach our goals of **100% graduation, 100% college ready**. With that in mind, we invite you to partner with us to become a member of the Pathways Academic Community (PAC). Whether you are a classroom volunteer, interested in joining our PTO, entrepreneur, or member of one of our school communities, you are encouraged to get involved! At Pathways we truly believe that, "it takes a village to raise a child."

Sincerely,  
**The Pathways Community**



Welcome to Pathways High School. We will engage our students in educational experiences that prepare them to excel in the classroom and in the community. We will use innovative approaches such as project based learning, team-taught classrooms, differentiated instruction, and career internships to engage our students in meaningful teaching and learning experiences.

With the support of community partners such as the University of Michigan Regional Alliance for Healthy Schools, Washtenaw Community College, the Zingerman's Community of Businesses (ZCoB) and the Ann Arbor Rotary STRIVE Scholarship Foundation, we are able to provide our students with a variety of opportunities to support their success. Our aim is to positively shape the academic, social, emotional, and physical development of our students.

We invite you to partner with us. Whether you are a classroom volunteer, interested in joining our PTO, or a member of our business community, we encourage you to get involved.

We look forward to a great school year!

Sincerely,

**Shaenu Micou, Dean**  
micous@a2schools.org  
(734) 997-1237

## The Pathways Team

The Pathways faculty and staff are composed of skilled, dedicated, and motivated administration, teachers, and staff members. All Pathways staff are state-certified teachers. As a team, Pathways staff members work to empower students to flourish by providing effective and data-driven instruction to support students and parents.

Staff Name	Title	Email address
Shaenu Micou	Dean	micous@a2schools.org
TBA	Assistant Dean	
Kristal Jaaskelainen	Instructional Coach, English	jaaskela@a2schools.org
Kathleen Ardan	Community Assistant	ardan@a2schools.org
Courtney Ford	Community Assistant	fordc@a2schools.org
Crystal Kinard	Community Assistant	kinardc@a2schools.org
Marissa Bailey-Johnson	Counselor	baileyjohnsonm@a2schools.org
Sara Vance	Counselor	vance@a2schools.org
TBA	Restorative Coach	
Andre Charley	Social Worker	charleya@a2schools.org
Stacey Mack	Social Worker	macks@a2schools.org
Gina Lewis	Administrative Assistant	lewis@a2schools.org
LaTonya Mayfield	Administrative Assistant	mayfiel1@a2schools.org

### SUPPORTING TEACHERS

Pathways is proud to have a very strong team made up of a growing group of professionals, including:

- State-Certified Teachers, with endorsements in content areas
- Graduation Coaches • Academic Mentors • Special Educators
- Adult Educators • Operational support staff



### Pathways to Success Academic Campus Core Values

The Pathways to Success campus is committed to the success of every student by providing a positive atmosphere for growth, an opportunity to develop academic and social skills for post-secondary success, and a personalized learning environment.

These Core Values will aid in my journey to become the best me I can be.

#### Professionalism

- On time
- Prepared
- Produces quality work
- Shows self control

#### Commitment

- Strives for personal excellence
- Seeks academic success
- Develops a Growth Mindset
- Supports others to achieve goals

#### Character

- Shows dedication to personal achievement
- Works hard, is determined, and doesn't quit
- Focuses on mental toughness
- Cultivates personal courage and seeks inner strength

#### Empowerment

- Takes action to control life direction
- Takes responsibility for personal choices
- Reflective about personal choices and consequences
- Seeks to become a confident adult with rights and responsibilities

#### Citizenship

- Collaborates and assumes good intentions from others
- Is honest and kind
- Shows respect and values difference

## School Programs & Services

**The Core Academic Program (CAP)** is a program designed to help students needing or preferring a smaller, intimate academic environment that perhaps may be unavailable at larger, comprehensive high schools. Through multiple pathways and flexible learning opportunities such as online coursework, traditional direct instruction models, project based learning, community internships, split enrollment opportunities with the comprehensive high schools and dual enrollment opportunities with Washtenaw Community College, students can design an academic program that aligns with their future endeavors. Pathways Academic Campus meets all The State of Michigan graduation requirements while also providing a unique setting for success. The main goal of the Core Academic Program is to build skills in the area(s) of mathematics, reading, and writing in order to strengthen individual student's academic weakness and make positive gains. Programming is provided when a student's mathematics and/or reading/writing are determined to be below specific academic performance.

Pathways is designed to provide choices for students through distinctive class offerings in the core academic and elective areas. By design and intention, The Pathways Campus offers small class sizes, unique teacher – student interactions, business partnerships, business internships, and day and evening options.

Upon entrance into the program, every student and parent will be required to sign a contract agreeing to the requirements of the program. If for some reason a selected family chooses not to take advantage of the program offerings they are able to opt out of these services by sending an email to the principal. However, this is not recommended since students identified show signs of needing additional academic support.

As students work in this program and make academic gains, the CAP teachers communicate on a consistent basis with the academic mentors and parents regarding the skills the students are gaining and practicing. Demonstrating what they have learned and yet to learn allow teachers to provide targeted instruction to meet each individual's needs. The program uses a variety of tools to support the CAP teacher in instructing each student, such as Khan Academy, ALEKS – IXL Math, READ 180, Writing Center, and more. All students who participate in the program will be required to frequently participate in face-to-face tutoring sessions following school and online resource classes for daily instructional support. This program requires a dedicated commitment from families, and the work in this program is supplemental or secondary to coursework from scheduled courses.

**The Dual Enrollment Program** enables eligible students to be enrolled – concurrently – at Pathways to Success and Washtenaw Community College. The college credit students earn can be used to satisfy high school graduation requirements, along with earning credit towards a two or four year degree. The colleges classes will take place on the campus of Washtenaw Community College or online. Students must maintain a minimum of a 2.5 grade point average to remain in the program. Fees for failed or dropped classes will be the responsibility of the parent(s) and/or guardian. Students must have taken the ACT, MME, SAT, or Compass and have one of the qualifying set of scores to be eligible. The MME, ACT, SAT, and Compass scores are designed to be indicators for college readiness and are indicative of whether or not a student is ready to take post-secondary courses and succeed without remediation.

**The Options (Online Program)** at Pathways allows students to enroll in online classes and work independently in an online setting to earn credits towards graduation requirements. The online classes are taught by highly qualified Pathways teachers using the approved provided curriculum. A Pathways teacher is assigned to mentor each student. There is an open lab available to students on Monday through 5:44 and Thursday's from 2:44 pm, which is supervised by a mentor. Students need to attend at least one lab session per week. The learning management system uses email and face-to-face facilitation. Classes are offered via Edgenuity 2020.

**The Child Care Program** at the Pathways to Success Academic Campus offers a multicultural program for infants and toddlers 4 weeks to 3 years of age while parents are attending class at Pathways. Enrollment is open to any child that has a parent attending Pathways, provided that the center is able to meet the needs of the child. Pathways students will be given first priority regarding childcare openings. If additional space is available, then parents attending GED or ESL program may apply for a childcare position on a first come first serve basis. Our center capacity is 16 and if the center is full we will start a wait list and communicate when and if a space becomes available.

The childcare facility is designed to provide a safe and nurturing environment for infants and toddlers. Babies and toddlers learn by doing and they acquire knowledge of their world through playful interaction with people and objects. Babies and toddlers are motivated to learn by their own desire to make sense of the world. Recognizing that there is a wide range of development, interests, and abilities among the children in the center, we provide experiences that reflect the differing needs and abilities of all children while respecting the children as individuals. Activities and experiences that contribute to the intellectual, social, emotional, creative, and physical development of the child are designed and provided in a child-centered setting.

## School Programs & Services (continued)

**The High School Completion Program's** goal is to strengthen the community and improve the quality of life by developing the essential skills needed for long-term career access. The High School Completion program is designed for students 18 years of age before September 1 of the current year in which they want to enroll, but who are not on track for graduation with their cohort year. This Fast Track for graduation reduces the graduation requirements to a minimum of 18 credits. Students will be expected to complete the minimum credits expected by the State of Michigan. They are as follows:

14 Core Academic Credits:

4 Credits (ELA),

4 Credits (Math),

3 Credits (Sci.)

3 Credits of Soc. St.

1 Credit in PE/Health

1 credit Visual or Performing Arts

2 credits in World Language

### Special Education and 504 Services

Like any public school, Pathways is responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). Pathways is required to provide access to the curriculum for students in their least restrictive environment. For children with current Individualized Education Plans (IEP) or 504 plans, the Special Education Teacher Consultant assists parents in accessing and coordinating services through the use of a Student Intervention and Support Service Team (SISS). Students who require special education services will be contacted by the Special Education Teacher Consultant regarding these services.

In addition to scheduling services and evaluating students, another main function of the Student Support Services Team is to provide learning strategies to students in order for them to make progress toward annual goals. The team will also work together to develop a positive partnership with parents, students, community service providers, and regular education teachers. If you suspect your child might qualify for specialized services, please feel free to contact the SISS Department Chair or the Dean.

### Guidance & Counseling

The school understands and responds to the challenges presented by today's diverse student population. Pathways provides a variety of programs and services to help students achieve success in school and aligns work with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the twenty-first century. This is accomplished through the design, development, implementation and evaluation of a developmental school-counseling program. The program will provide:

- Individual and small-group counseling
- Consultation/collaboration
- Crisis interventions

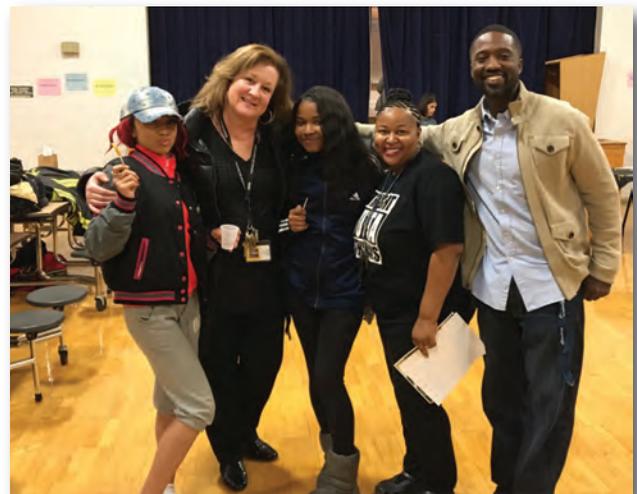
The school also works closely with high school students to prepare them for their future. Students will determine their post-secondary education plans and monitor credits earned after each semester to ensure they are on track for graduation. Students receive various types of support:

- Post-secondary education plans for students
- Credit recovery options for high school students
- Application processes for selective enrollment schools and colleges
- Letters of recommendation for Pathways students are to provide learning strategies to students in order for them to make progress toward annual goals. The team will also work together to develop a positive partnership with parents, students, community service providers, and regular education teachers. If you suspect your child might qualify for specialized services, please feel free to contact the SISS Department Chair or the Dean.

### Mentors

Pathways works with students to pass coursework and stay on track with goals and career plans. The Pathways Mentoring program consists of:

- Creating Academic Success Plans to help students stay on track to graduate
- Understanding personal learning styles and using this information to enhance self-advocacy
- Providing support for academic needs
- Character Development
- Developing affective or "Soft Skills" towards career readiness
- Supporting students on Academic Probation
- Assisting students with postsecondary goals
- Building and learning to exhibit a quality work portfolio



## School Programs & Services (continued)

### Parental Visitations

Parents and visitors are welcomed to come to our school. All visitors, including parents, must sign in at the Welcome Center and receive proper authorization to be in the school and sign out upon leaving. Visitors and parents may be asked by the staff to display their passes as requested.

The Principal of Pathways may deny or withdraw access to the school to anyone if they disrupt the orderly operation of the school or commit an act likely to interfere with the peaceful conduct of school activities.

Visitors and/or parents should make advance arrangements to meet with staff or with students to avoid interrupting instructional time. For the safety of all students it is required that parents/visitors only meet with their child or the student with whom they have documented authorization from a parent or legal guardian.

### Parent Program

Learning at Pathways is an exciting, cutting edge type of education. It is vastly different from traditional high schools. One of the ways it differs is that we encourage parents to participate in career and learning opportunities. To help parents be more supportive, parents have the opportunity to participate in the offerings below.

- Parent/Teacher/Community Association Meetings
- Training Sessions with Adult Education
- Speaker Series
- Parent Support Offerings
- Saturday Morning Breakfast Program

All parents are encouraged to take advantage of these program offerings, as they have been specially designed with the success of each parent in mind.

## BELL SCHEDULE

### REGULAR SCHEDULE:

PERIOD:	TIME:	DURATION:	PASSING:
1st	7:45 am - 8:44 am	59 minutes	4
2nd	8:48 am - 9:47 am	59 minutes	4
3rd	9:51 am - 10:50 am	59 minutes	0
<b>LUNCH</b>	<b>10:50 am - 11:28 am</b>	<b>38 minutes</b>	<b>0</b>
4th	11:32 am - 12:31 pm	59 minutes	4
5th	12:35 pm - 1:34 pm	59 minutes	4
6th	1:38 pm - 2:39 pm	61 minutes	0
7th	2:41 pm - 3:40 pm		

## REGISTRATION

**August 24**

**9:00 a.m. - 2:00 p.m.**

Last Name A – K

9:00 a.m. - 11:00 a.m.

Last Name L – Z

12:00 p.m. - 2:00 p.m.

NOTE: All students must attend registration at their designated time.

## Pathways to Success Local School Rules Philosophy

The Board of Education authorizes the establishment of "Local School Rules" to help ensure a safe, constructive, and productive learning environment. These rules exist to help us protect students, staff, visitors, and school property as well as personal property. These Local School Rules are not all-inclusive, but are expected to provide general guidelines for student behavior. The rules are consistent with Ann Arbor Board of Education policies and state law, and we expect everyone at Skyline High School to follow them.

An important goal for all high school students is to learn to be members of a community. Rules established for behavior in and around school are much like the laws and rules in effect that govern our home, our community, and our workplace. Students are expected to monitor their own behavior. is the most important element of creating and maintaining a safe school. All students should learn and understand our rules of conduct, discuss these rules with their families, and, ultimately, abide by them. Adults are expected to assist students in understanding and living within our rules. When a community develops rules, it also establishes consequences when its

rules are violated. *AAPS Rights and Responsibilities* allows for individual schools to establish local rules of conduct and identifies important rules of conduct and the range of administrative responses to violations of the rules.

Disciplinary measures are taken when a student violates School rules. Community Assistants and other staff members will assist with student discipline. We have a range of options to employ when it becomes necessary to discipline a student. Students may be lectured, counseled and warned, or verbally corrected. Administrators may assign detention or special school service before, during, or after school. Students may be placed on disciplinary contracts. More serious infractions may lead to short or long term out-of-school suspension. Depending upon circumstances, students may receive multiple consequences. Administrative actions are taken within the guidelines of *AAPS Rights and Responsibilities*. Sometimes a student will be asked to go home in order to correct a problem and then return to school as soon as the correction is made. Expulsion is the process of being removed completely from the school setting for up to a full year.

## School Policies, Procedures & Expectations

### Transportation

#### Bus Privileges

District rules apply for students from the time they leave home until the time they return home. In addition, there are specific rules that apply in order to ride the bus. *Remember, riding the bus is a privilege NOT a right.* Bus rules are detailed below.

1. Always remain seated when the bus is in motion.
2. Be courteous; no yelling; no profanity.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the bus driver.
6. Do not smoke.
7. Do not be destructive.
8. Keep head, hands and feet in the bus.
9. Driver is authorized to assign seats.

***Students who do not comply WILL lose bus-riding privileges either temporarily or permanently.***

#### Driving Privileges

Students must receive a parking pass from the Office of the Dean to drive to and from school. They must show a Michigan Driver's License, proof of insurance, and car registration. They are expected to comply with the regulations listed below:

1. Students are not permitted to pick up or transport other students unless we have a written note of permission from both students' parents in advance.
2. Students must be on time for school.
3. Students are not to go to the parking area or their cars unless special permission is granted.

### Lunch

Pathways is a closed campus, which means students may not leave the school during lunchtime. Lunch is provided on campus.

### Visiting Other Schools

Students are not permitted to go to other schools during school times unless they have prior permission from a specific person at that school (counselor or principal) or are participating on a school team or club and are there for a scheduled activity such as a game or practice. Visits to other schools often create distractions and disruptions for the receiving school.

### Athletics, Clubs, and Dances

Students in good academic standing are eligible to try out and participate in sports at their district home attending school. Students may participate in after school activities or clubs with one of the three comprehensive high schools (Pioneer, Huron, Skyline) with the understanding that the commitment to academics precedes athletics (i.e. if a student has to stay after school for a teacher, he/she will miss the sport or club activity if necessary). Students may also attend school dances or proms at other schools with permission from the Pathways Dean.

### Medications

Students must comply with district medication policies. Medications and over-the-counter drugs such as aspirin and Tylenol, must be checked in (with the proper paper work) with an administrative assistant. Medication will be secured and distributed based on doctor's orders. Some medications can be carried/self-administered with proper approval.

### Office Hours

Our office is open from 7:30 AM to 4:00 PM Monday through Friday. After school hours, there will be an answering machine that can assist parents who must leave messages about a student or for staff. We will make every effort to return your call in a timely fashion.

## Absenteeism Protocol and Attendance Procedures

Students are expected to be in class, punctual, and prepared to participate in the learning process every day. Regular attendance and punctuality are essential if students are to make use of the educational opportunities in high school.

### Definitions

**"Excused absence"** means the following:

1. Personal illness
2. Illness of an immediate family member
3. Death of a family member or close friend (parents/guardians/siblings, grandparents, in-laws, aunts, uncles and cousins)
4. Family emergencies
5. Suspension from school
6. Approved school-sponsored or school-related activity
7. Emergency childcare
8. Exceptional or unexpected transportation difficulties
9. Observance of a religious holiday
10. Other situations beyond the student's control, as approved by the Dean

**Excused Absences** – parent/guardian has notified the school within the required timeframe as to the reason and length of time the student will not be attending.

- a. **Parent(s)/guardian must call the Pathways office by 8:00 a.m. at 997-1237 to excuse all absences and tardies.**
- b. Parents(s)/guardian must provide one of the valid reasons (as listed above) for their student's absence or tardy.
- c. Students have the responsibility to notify and make the appropriate arrangements with his/her teachers due to any absences.

**Late arrival or Tardy (excused/unexcused)** – When a student arrives to class after a scheduled school bell.

- a. An excused tardy is when a student arrives to class after a scheduled bell with an acceptable written excused pass from a teacher and/or support staff member.
- b. Students have a responsibility to arrive on time.

c. An unexcused tardy occurs when a student arrives after the bell rings without an acceptable excuse. The accumulation of 5 class absences equals 1 unexcused absence.

### "Unexcused absences"

Excessive absence from school or a class for an extended period of time without permission. Unexcused absences are those absences where the student fails to attend class and the parent or guardian has not notified the school in accordance with the required attendance procedures.

### EXCUSED ABSENCE PROCEDURE

When calling in an absence, please call **997-1237** and leave the following information:

1. Student's name
2. I.D. Number
3. Grade Level
4. Date(s) and time(s) of absence
5. Reason for absence
6. Your name and relationship to the student

### MAKE-UP WORK

Teachers must allow students to make up work due to excused absences. Students are expected to take the initiative in asking teachers for make-up work. a. Students have the right to receive make-up work and credit for work that is missed due to excused absences.

- a. Students have the right to receive make-up work and credit for work that is missed due to excused absences.
- b. Students shall be granted two (2) days to complete and turn in make-up work for every one (1) day of excused absence. Teachers should identify and closely monitor students with a history of absenteeism.



## General Rules of Conduct

These general rules of conduct are created to help maintain an orderly environment. Violations of these rules will be dealt with in accordance with *AAPS Rights and Responsibilities*.

### PERSONAL BEHAVIOR

**1. Reasonable Requests** – Students are expected to comply with reasonable requests from any staff member. Students must give their name and/or show their ID card when requested. Your compliance to the reasonable request rule is essential to the “good order” and safety of the school. Non-compliance of the reasonable request rule will result in referral to designated staff members such as, classroom teacher, counselor, or other administrators.

**2. Academic Dishonesty** – Submitting or attempting to obtain data or answers dishonestly; taking credit for oneself and not giving credit to the source for written and oral expression authored and/or prepared by another, cheating on exams, etc. A violation may result in academic sanctions, in addition to other discipline.

**3. Technology** – Students are prohibited from using district technology resources and equipment for personal or private business, product advertisement, political lobbying, or making any financial commitments on the Internet. Students shall not tamper with computers or network components in a way that will make them either temporarily or permanently inoperable.

**A. Inappropriate/Unauthorized Use of the Internet (Web) and Electronic Mail.** Students shall not access, view, receive or send communications that are disruptive, obscene, pornographic, profane, vulgar, harassing, threatening or otherwise prohibited by law. Students shall not send messages with explicit or implied threats to do personal harm or destroy property. Students shall not knowingly receive or send a computer file or computer program that may harm the computing environment or its resources, e.g., a program containing a virus. Students shall not provide any personal information via the Internet nor shall they join or participate in a “chat” or “instant messaging” or other electronic communication on the Internet. Use of electronic mail is only supported for staff and selected class projects. Student shall not use district computer resources or equipment to access the various free e-mail accounts via the Internet or engage in “hacking” and other unlawful activities.

**B. Inappropriate and/or Illegal Use of Software.** Students shall not copy software without the permission of the publisher. Illegal installation of copyrighted software for use on district computers is prohibited. Students shall not use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership.

**C. Inappropriate Use of Password(s).** Students shall not try to gain access to other passwords or use passwords that belong to another person. Students shall maintain the privacy of passwords and are prohibited from publishing or discussing passwords.

**D. Unauthorized Access to Files.** Computer files are considered to be personal property. Students shall not attempt to “hack” or otherwise alter programs or files that they do not own. Students shall not access or modify other accounts, data files and/or passwords without authorization.

**4. Forgery and Falsification of Documents** – Signing another person's name to any document, without permission or with intent to defraud; altering or falsifying documents.

**5. Dress** – Should reflect a semi-business like setting. Students must dress in a manner that does not interfere or adversely affect the learning environment. Adherence to the guidelines for appropriate attire outlined in this document is expected when selecting school dress. School personnel reserve the right to evaluate the appropriateness of student dress during school hours as well as during school events and activities. Students may be asked to change clothes when in violation of these guidelines. Clothing which serves to advertise controlled substances is prohibited and must not be worn. Students in violation of the guidelines for appropriate attire may receive disciplinary action.

**6. Cellular phones and Photographic Devices** – School personnel reserve the right to confiscate cell phones when they interfere with instruction. Photos and videos may not be taken at school without proper authorization. If asked to do so by a staff member, students must surrender their cell phone and/or camera. Confiscated phones and cameras will be taken to the Dean's Office for disposition. Failure to respond to a reasonable request may lead to serious consequences under the *AAPS Rights and Responsibilities*. AAPS will assume no responsibility for loss of/damage to these items.

**7. Electronic Devices** – Students are prohibited from carrying noise makers, laser pointers, or other such devices in school. Personal radios, CD players, and personal electronic entertainment devices are not allowed in the classroom during the school day. The use of music and video electronics such as MP3's, iPods, or other such technologies at school create a special kind of disruption often leading to property destruction, theft, and inappropriate, unpleasant disputes. To avoid possible trouble, personal electronics devices should be left at home. Parents are urged to assist the school with this issue. *Important Note:* Failure to respond to and comply with reasonable requests to surrender such electronic devices will lead to disciplinary action.

**8. Other Equipment** – Students should only bring to school what is necessary for their schoolwork. Items confiscated by staff members may be kept until parents can pick them up or held until the end of a given time period. Contraband will not be returned. Items such as water guns, water balloons, or similar items are prohibited on school property and buses. Skateboards and roller skates/blades are not to be brought into the school building. Inappropriate items will be confiscated. AAPS will assume no responsibility for loss of/damage to these items.

**9. Language and Gestures** – Students shall not verbally, in writing, electronically, with photographs or drawings, direct profanity or insulting, obscene gestures toward any other person.

**10. Gambling** – Participation in non-school district sanctioned games of skill or chance for money and/or other items of value is prohibited.

**12. Inappropriate Public Display of Affection** – Consensual kissing, hugging, fondling or touching another person in public that goes beyond acceptable casual contact and which creates, or has the potential to create, a disturbance in the school setting or at a school activity is not permitted.

**13. Behavior expectations** – for all students involved in off-campus or after school activities remain the same as expectations during the school day. This includes both spectators and participants.

## General Rules of Conduct (continued)

**14. Video cameras as well as still cameras** are not permitted on campus without prior approval. The video and photographic features to cellular phones are not to be used at school. Please note, taking photos, videoing, and recording of students and/or staff without permission is NOT permissible. Some example violations are, but not limited to: recording altercations between students, posting of inappropriate pictures, or recording others without their knowledge. Violations will result in disciplinary action. AAPS will assume no responsibility for loss of/damage to these items.

**15. Money** – Excessive amounts of money should not be brought to school. If it is determined that a student has an excessive amount of money, parents may be contacted. Any amount of money should be managed wisely and kept extremely secure at all times. Parents are urged to assist the school with this issue by not allowing your student to bring excessive amounts of money to school. Pathways will assume NO responsibility for the retrieval of money lost or stolen.

### OTHER BEHAVIOR

**1. After School** – Students are expected to leave the building and school grounds following the completion of the school day.

**2. Disruptive Behavior** – Inappropriate behavior that disturbs the regular or normal functions of the school.

**3. Behavior away from Pathways** – Students are held to the same rules and regulations when they are attending school functions away from campus as those in effect on campus.

**4. Lunchroom Conduct** – Pathways is a closed campus. Disruptive behavior, loud conversations, scuffling, playing fighting and other forms of horseplay will not be tolerated. In addition, any student found in violation of these rules such as: running to a disturbance or inciting a disturbance is subject to being referred to being assigned to a temporary location for lunch during a specified time period lunch or receiving other actions designated by an administrator based on *AAPS Student Rights and Responsibilities*, i.e. a special assignment, community service, or suspension.

## Student Interventions

### Achievement Team

The Achievement Team meets regularly to discuss student academic, behavioral, substance abuse, and/or emotional concerns. The team generates ideas to help students be more successful at school. Typically, each meeting includes parents/guardians, teachers, a school psychologist, a school social worker, a representative of the special education department, counselors, and a principal. Intervention plans are designed to include classroom and school accommodations as well as student and parent responsibilities. The team may recommend a referral for Special Education or Section 504 assessments as well as other referrals to appropriate resources in the school or in the community. Parents or staff members may request an Achievement Team problem-solving session about a student through their counselor.

### “Section 504” Plans

Section 504 of the Americans with Disabilities Act (ADA) permits students to receive accommodations in the completion of their schoolwork. A student 504 plan must begin anew when a student comes to a new district. Parents/guardians of students who are new to Ann Arbor Public Schools/Pathways must initiate a new Achievement Team process by contacting the student’s counselor. 504 plans for students currently attending an AAPS middle school will transfer to Pathways for immediate implementation.

### Special Education Services

Students with current special education certification who are new to Pathways should also contact the student’s counselor for further direction. An Individualized Education Plan (IEP) carries over from one school to the next—for at least thirty days—but the school and the Special Education Department must be made aware of the plan.

### Counselors

Counselors are available throughout the school year to work with students on problems both at school and outside of school. Our school counselors are dedicated to assisting students and helping all of the students here at school. This is their job, and students need to feel comfortable seeking help from their counselors.

### Truancy Office

Attendance at school is mandatory, and parents may be held legally accountable for their students’ attendance problems. The Ann Arbor Public Schools monitors truancy issues to assist students and their families with significant attendance concerns. Regular, focused attendance at school has been shown over and over by researchers to be closely connected to student success. We at Pathways work with students, parents, community advocates, and the various government and private agencies to help students do the right thing, come to school, and be successful.

### Administrative Action

Often it is necessary for students to be removed from school temporarily for health, safety, disciplinary, or other reasons. Having a student go home does not mean that he or she has done anything wrong, but it still may be in a student’s best interest to do so at the time. Sending a student home is a last resort, and the administration will work closely with students and their families to avoid this situation.

### Personal Curriculum Alternative

Generally, to earn a high school diploma, a student must satisfy the requirements of Michigan’s Merit Curriculum. The District may modify those requirements, however, by developing a personal curriculum for a student. All students are entitled to a personal curriculum. A parent or guardian of a student who has completed 9th grade (or the student is at least 18 years old or emancipated), or a student’s teacher or counselor, may request a personal curriculum by contacting your student’s counselor.

A group that includes the student, the student’s parent or guardian, and a teacher, guidance counselor, or person acting in a counseling role, will consider the request. If the personal curriculum request is made by a student who is at least 18 or who is emancipated, or by a parent or guardian, the group will grant the request and will develop a personal curriculum for the student. For all other requests, the group will develop a personal curriculum if the group determines one is appropriate. For most students, the group that develops the personal curriculum may make only certain modifications to the Merit Curriculum.

## Student Interventions (continued)

For students with disabilities under the Individuals with Disabilities Education Act and for certain students transferring to the District from a nonpublic school or from out of state, the group may make additional modifications. For all students, a personal curriculum must incorporate as much of the Michigan Merit Curriculum content expectations as is practicable for the student, must include measurable goals for the student to achieve while in high school, must include a method to evaluate whether the student met those goals, and must align with the student's educational development plan.

Before a personal curriculum becomes effective, school administration, the SISS Department, and the student's parent or guardian (or the student if at least 18 or emancipated) must agree to its terms.

Once effective, the student's parent or guardian (or the student if at least 18 or emancipated) must communicate with each of the student's teachers to monitor the student's progress on the personal curriculum goals.

A student who successfully satisfies his or her personal curriculum may earn a high school diploma even if the student does not otherwise satisfy all of the Michigan Merit Curriculum requirements. For more information on personal curricula, including what may and may not be modified, please visit the Michigan Department of Education's Personal Curriculum page at: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334\\_49879--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879--,00.html)

## Fines and Obligations

District provided materials are expected to be returned to the school in satisfactory condition. These materials include such items as, textbooks, library books, calculators, band and orchestra instruments, and other tools loaned to students during the academic year. If school personnel determine materials to be in unsatisfactory condition upon its return, the school has the right to collect an amount equal to the replacement of the material.

Alternative arrangements can be made for the collection of replacement value of the item. Until collection is complete, this is considered an outstanding fine or obligation, which must be resolved before the end of the school year.

**At NO TIME will a student be denied access to educational facilities or resources directly related to the free and appropriate public education of that student pending the resolution of outstanding fines or obligations.**

**Materials include, but are not limited to:**

- Textbooks
- Supplies and books from the media center
- Musical scores (sheet music)
- Musical instruments
- Reference publications
- Maps
- Films, filmstrips, tapes, slides, photos
- Computers and computer software and other electronic media
- Recorders, projectors, cameras
- Calculator
- Any district property that is on loan to the student

**Definition of "Satisfactory Condition"**

Textbooks or other materials that are returned in comparable condition to the time they were issued to the student, allowing for ordinary wear.

**Who makes the decision on the condition of returned material?**

The Dean or designee who is responsible for issuing or collecting the material is responsible for making the determination on the condition of the material based on replacement costs and depreciation.

**Procedure for issuing material:**

- All issued materials will be inscribed with a unique identifier.
- The unique identifier, condition of material, date issued and name of student will be recorded.
- Student will sign and date receipt for material indicating agreement of the condition of the material.
- A copy of the document signed by the student will be sent to the parent/guardian.

**Procedure for return of material/item**

- Students and parents are informed of the procedure to return the material.
- All materials should be returned to the issuing or designated staff member, if possible.
- The staff member receiving returned material will record condition of material.
- Student will sign and date receipt indicating return of material and a copy will be mailed home with the final report card.

**Determining and resolving obligations**

- If district material is returned and it is determined to be damaged, or beyond reasonable wear, fees will be assessed and student and parent notified in writing.
- Fees for unreturned books or other materials will be based on replacement cost and on depreciation or age of the item.
- The price list and depreciation schedule will be made available in the school's main office.

- The Dean is responsible for notifying the student and parent in writing that fees are owed.
- Parents should be informed that the final report card will be held for pick up from the school until the obligation is met or arrangements are made to meet the obligation.
- Outstanding obligations must be resolved by June 30 of the current school year.

**Alternative arrangements to meet the obligation**

- If materials are not returned or are returned in unsatisfactory condition, the principal may:
  - Seek an agreement with the parent or student to reimburse incrementally over an agreed upon period of time.
  - Accept a modified reimbursement due to hardship.
  - Accept a reason given for non-return or non-payment involving hardship or other special circumstance.

**Consequences of unresolved obligations**

- Students will be prohibited from participating in non-educational, extra-curricular activities such as athletics, performing arts, etc.
- Parents of 12th grade students (seniors) with outstanding obligations will be notified in writing that their student is prohibited from participating in senior activities such as prom and graduation ceremonies unless the obligation is resolved prior to the time of the events.
- NO student shall miss instructional time nor will a student's grade be affected due to outstanding obligations.
- Unresolved obligations can be appealed to the appropriate level administrator.

## Safety and Security

A safe and secure environment at school exists when we live without physical or verbal harassment, without the influence of drugs, without loss or destruction of school or personal property, and without threats. The categories listed below include some of the more serious offenses because such offenses affect the safety and security of our environment. At Pathways along with the administrators, we have three (3) community assistants who assist with maintaining the highest level of safety and security. Their duties include: monitoring of hallways and classroom conformity to rules and regulations for students as well as greeting our visitors and making sure new students understand the building layout so they can get to class and other events on time. Community Assistants refer all incidents to the administrators. Administrators will investigate reported incidents and discipline students pursuant to the *AAPS Rights and Responsibilities* handbook.

**1. Weapons**—Any object, if used in an aggressive fashion, may be classified as a weapon. Michigan Law requires schools to expel students who bring dangerous weapons to school. Possession of any object manufactured as a weapon is strictly forbidden. Replicas of weapons are similarly prohibited.

**2. Physical Violence (fighting, assault, physical intimidation, and threatening behavior)**—No form of physical violence will be tolerated at Pathways. Administrators will investigate incidents of violence and assign disciplinary action appropriate to the severity of the incident.

**3. Drug Use, Possession, and Sales** — The use, possession, sale or attempted sale of illicit drugs, alcohol or other controlled substances are strictly prohibited at the Ann Arbor Public Schools. Violation of this policy will result in immediate disciplinary action according to *AAPS Rights and Responsibilities* and may also be reported to the Ann Arbor Police Department.

**4. Harassment: Verbal, Personal, and Sexual**—All reported incidents of harassment are investigated pursuant to Board of Education policies regarding harassment. Be reminded that harassment includes many behaviors like bullying, teasing, unwelcome comments, threats of any kind, and even unwanted attention. Victims of harassment must report offenses to administrators, teachers, or other school staff for investigation and possible action. *The Ann Arbor Police Department may be notified depending upon the severity of the incident.* Further information about harassment and bullying is available in the *AAPS Rights and Responsibilities* handbook.

**5. Theft and Destruction of Property**—Vandalism, theft, and destruction of property, whether actual or attempted, will not be tolerated. Every effort will be made to identify and prosecute offenders. Writing, defacing, marking and/or painting on any part of any Pathways building, including lockers, desks, chairs and educational materials, is prohibited. Students are subject to a minimum \$50.00 maintenance fee in addition to repair, labor, and replacement costs. In addition to restitution costs, a further consequence for either stealing or vandalism can include a police referral. Students need to be especially careful not to deface textbooks. Graffiti of any kind is considered vandalism.

**6. ID Cards**—All students must have Pathways ID cards on their person during the day and at certain school sponsored activities to gain entry. Students will need ID cards for student entrance into the media center during school hours and for Chartwells our school lunch provider. Students must show their ID cards when asked to do so by staff members. Lost student IDs may be replaced for a fee of \$5.

**7. Pranks and all forms of hazing** are prohibited at Pathways. Disruptive behavior in the cafeteria, or any disruptive behavior coinciding with the end of the school year is to be particularly avoided.

**8. Attempted acts** of questionable propriety or legality are of concern and are also strictly prohibited. For example, students attempting to take property without permission will receive consequences similar or equal to consequences they might have received if they had actually taken the property.

**9. Disruptive Conduct** includes any one or more of a large number of actions that tend to detract from the proper, business-like tone of the school. Disruptive conduct includes fooling around in the halls or in the rooms; loud talking or inappropriate laughing and shouting; throwing items, including even small pieces of food or candy; jumping up to touch the ceilings or doors; horseplay of any type.



Exceptional Pass eligibility is determined by the AAPS and not the Ann Arbor Area Transportation Authority. Please see your school's contact with any questions.

- Before you get on the bus, be ready to swipe your Exceptional Pass and show your student ID. If you do not have your bus pass with you, you will have to pay the regular student fare of \$0.75.
- Your bus pass may be deactivated if you give it to someone else.
- If you lose your pass or it is damaged visit the school's main office.
- The Exceptional Pass you receive will be valid Monday – Friday for the entire school year.

Public transportation is provided by the Ann Arbor Area Transportation Authority (TheRide). The information provided below shows routes and schedules for direct service to Pathways for morning and afternoon bell times.

<b>Before School:</b>	To BTC / Ann Arbor	To YTC / Ypsilanti	
Route 5, Stop 1	<p>5C - Bus Leaves: Meijer / Carpnr Rd. 6:53 am</p> <p>Bus Arrives: Pathways 7:10 am</p> <p>5D - Bus Leaves: YTC 7:03 am</p> <p>Bus Arrives: Pathways 7:23 am</p> <p>5C - Bus Leaves: Meijer / Carpnr Rd. 7:10 am</p> <p>Bus Arrives: Pathways 7:27 am</p>	734-996-0400 / <a href="http://TheRide.org">TheRide.org</a>	
Route 5, Stop 2	<p>5C - Bus Leaves: BTC at 7:10 am Bus Arrives: Pathways at 7:21 am</p> <p>5A - Bus Leaves: BTC at 7:18 am Bus Arrives: Pathways at 7:29 am</p>		
Route 24, Stop 3	To BTC, Leaves WCC at 6:49 am Bus Arrives at 7:12 am		<p>If you use Ann Arbor or Ypsilanti local routes to connect to Route 5 or Route 24, please check out the August RideGuide or <a href="http://TheRide.org">TheRide.org</a> to plan your commute to school.</p> <p>*Estimated time. It is recommended to be at your bus stop 5 minutes before bus estimated arrival time.</p>
Route 24, Stop 4		To WCC, Leaves BTC at 6:48 am, Bus Arrives at 7:13 am	
<b>After School:</b>	To BTC, from Pathways		
Route 5, Stop 1	5B - 3:56 pm* 5A - 4:02 pm*		
Route 5, Stop 2		To YTC 5C - 3:54 pm* 5B - 4:17 pm*	
Route 24, Stop 3	To BTC, from Pathways 4:14 pm 4:44 pm		
Route 24, Stop 4		To WCC, from Pathways 3:46 pm 4:16 pm	



Pathways To Success  
Academic Campus  
2800 Stone School Rd.  
Ann Arbor, Michigan 48104

734-997-1237  
[a2schools.org/pathways](http://a2schools.org/pathways)

