



STUDENT HANDBOOK 2011-2012
PATHWAYS COLLEGE PREPARATORY SCHOOL
109-89 204ST
ST. ALBANS, NY 11412
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Partnerships

Collegeboard, SASF, Adelphi University, St. Johns University

PARENT-TEACHER CONFERENCES

Fall October 27th 2011 1:00-3:00, 5:30-8:00,

Winter March 9th 2012 1:00-3:00, 5:30-8:00,

Curriculum Night September 20, 2011, 6:00-7:30

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Pathways College Preparatory School Alma Mater

On the golden path we'll stay
Towards college and progress
Education is the right way
To become the very best.
Working hard to graduate,
With honor and success.
Holding heads high with pride at
Pathways College Prep!

Though we all have different faces,
We all have one goal in mind.
To make it to a place where
We move forward in our life.
Each year that passes
Is one more step closer to the door.
We pursue goals and progress
In the end we will have more.

Our path must be chosen;
When it is then we will fly
Things unknown seem much harder.
You'll always have to try.
Pathways holds such strong mem'ries,
It's something we're proud of!
We prepare ourselves and others
To go out into the world.

THE MISSION

Pathways College Preparatory School (PCPS) is a community that educates the mind, body and soul of each of our students in preparation for entrance and success in college. We view college success and opportunity as a “pathway” to excellence and equity in life. Through our partnerships with families and community organizations, graduates from PCPS use their experiences to think critically about personal, political, and professional responsibility and the impact of their choices on their lives, their community and the world at large.

CORE VALUES

R³ for Self, Others, and Community

**Respect:*

Self-Believe that you are worthy of greatness

Others-Honoring each other's differences and taking into account others feelings before your own

Community- Maintaining and Adding value to your environment in and out of school.

**Responsibility:*

Self-Having high standards and meeting them

Others- Showing concern for others needs and providing assistance when necessary

Community- Take ownership of your environment without being asked

**Resilience*

Self-When you fall get up

Others- When you see someone fall help them up

Community- Always come back to lend a helping hand in your community even when difficult.

***Zero tolerance for Fighting, bullying and disrespect

✓ Students who exhibit our core values will receive PBIS rewards.

SCHOOL DAY -7:45-3:07

Morning arrival:

- Breakfast is served from 7:30-7:45 in the cafeteria
- All students must arrive to school by 7:45 a.m.
- Students will enter through the entrance on the corner of 204th street and 111th avenue.
- Upon arrival students must scan their ID card for attendance, go directly into the cafeteria and have a seat until morning announcements are complete
- Students will then transition upstairs to class when their grade is called

Advisory Check In:

- Students will report to Advisory check in daily to have their attendance taken and to put away all outer garments; (coats, jackets, umbrellas, hoodies, hats, etc.) anything that is not school uniform.
- Students will be allowed to pick up their belongings at the end of the day only.

HS period_____, MS period_____

- If a student is not present for Advisory check in they must report to Ms. Cover in room 431 to have their attendance recorded.

Lunch:

- All students will remain on campus for lunch.
- Students must remain in the cafeteria during the entire period, unless weather permitting; students will have recess in the school yard.
- During recess all students must remain in the school yard. No one is allowed to leave the school yard without permission.
- High School students will report to the cafeteria 3rd period
- Middle School students will report to the cafeteria 4th period.

Extended Day:

To provide academic support and enrichment, all students will have extended day from 2:30-3:07 Monday –Thursday. Student must report to their assigned room at 2:30.

Dismissal:

- Students are dismissed @ 3:07 Monday- Thursday and @ 2:30 on Friday. Students are not allowed to hang around inside or outside of the building and must go directly home.
- Students will use exit 1 and 3 for dismissal.
- Students are not allowed to use the middle staircase.
- Q77 will pick students up daily at dismissal. Q83 & Q4 will pick students up on Fridays

Note: School attendance is the responsibility of the student and his/her parent or guardian. Studies have shown that attendance of students has the highest correlation to academic success; the more a student attends the greater chance of succeeding academically. It is expected that each student will maintain at least a 90% attendance and punctuality rate. Excessive absence and/or lateness will have a negative impact on a student's grade

✓ Students who adhere to the school day schedule will receive PBIS rewards

DRESS CODE

Pathways College Preparatory students are **REQUIRED** to adhere to our uniform policy daily. The uniform consists of a white/navy PCPS Oxford shirt with logo, PCPS Polo with logo, khaki, beige, navy pants and comfortable shoes or sneakers. Uniform purchases can be made through our online vendor at www.fineproducts.net (click on uniforms, then current uniform programs, then Pathways logo and begin ordering).

Shirts with the logo

- Oxford-Solid white or navy blue
- Polo shirts-Solid white or navy blue

*T-shirts, hoodies, and sweat shirts are not allowed and are not considered a part of the school uniform

Pants

- khaki beige
- navy blue

*Pants may not hang down below the waist. Students must wear a belt.

*Sweat pants are not allowed

Skirts

- Khaki beige
- Navy blue

*Skirts must be worn at or below the knee.

Lifetime Physical Fitness Uniform

- Pathways T-shirt
- Pathways gym shorts

*The LPF uniform is not a substitute for the regular school uniform and may not be worn outside of the LPF class.

P.E.C.S. (Pathways Early College Scholar)

- Navy or Beige Blazer
- Neck tie, Scarf
- Black Shoes

Optional Attire: Must be worn with a school patch

- Blazer
- Vest
- Sweater

**Head covering*

Hats, Hoody, Bandanas, and Du-rags are not allowed and are in direct violation of Chancellors Regulation. These items will be confiscated and returned to a parent ONLY!!!

****All other clothing accessories including sweaters, vests, body shirts, stockings...must be khaki, beige, navy, or white and void of advertisements.***

√Students who adhere to the uniform policy will receive PBIS rewards.

How Do I Get Great Grades?

Academic Expectations

It is expected that every student will work to their full potential, putting forth every effort to pass each course and exam the first time around.

We do not believe in summer school for students who do not put forth tremendous effort during the school year. We believe that with the support of our experienced staff and student's ability, every child is capable of passing each course the first time. Although summer school is held for 4-6 weeks it should be for those students who missed school during the year for reasons out of their control or who struggle with content even though they work exceptionally hard.

- At Pathways a passing grade is 75 or higher. Any grade below a 75 is considered a failing grade at Pathways. Although the DOE policy states that a 65 is passing students will be held to a higher standard because our goal is that each student is able to enter college ready for college level work
- If students struggle with a particular subject area or content skill they must attend tutoring during AIS or after school. It is the student's responsibility to attend tutoring.
- If a student is scheduled to take a state or regent exam they must attend test prep academy during AIS, after school or on Saturdays.
- If a student misses an assignment or exam he/she must complete it.
- If a student receives a grade lower than a 75 on an assignment or exam he/she must redo it until the grade is a 75 or higher.

LITERACY:

At Pathways we love to read!!!!

We also understand that it is the only way to access information that we need to be successful in school, work, and leisure. It is expected that every student will read at least 25 books this year. Record in your planner every book you read this year

STUDY AND WORK HABITS:

To be successful students must take responsibility for their learning.

- Be present- Think, pay attention & work hard while in class
- Engage in learning- Ask questions if you do not understand something
- Ask for help if you still do not understand
- Go to tutoring after school if you still do not understand
- Keep track of all assignments and activities in your planner
- Show up but don't show out- There is a time and place for everything. While in school this is the time to work.
- Get to school and class on time- Every minute counts
- Complete all assignments before the due date
- Accept and perform your role during group work
- Live up to your potential – You are Destined for Greatness!!

GRADING POLICY

The grading policy consists of three components which are worth the same value. In order for a student to pass a course they must work equally hard in all areas.

33%- Attendance, Participation, Classwork, Effort

33%- Homework, Projects, Effort

33%- Assessments, Effort

I. ATTENDANCE/ PARTICIPATION/CLASSWORK -33% of Grade

Attendance:

Students must attend school and class daily to gain knowledge and skills.

EXCUSED ABSENCES

1. Illness leading to absences of five consecutive days must be documented in writing by a physician and/ or dentist appointment: must be submitted upon arrival of the student or they will not be accepted.
2. Court appearances documented in writing from the Clerk of Court upon the student's return to school.
3. Religious holidays
4. Extenuating circumstances, as determined and approved by the administration.

Teachers will keep individual attendance records for their classes. They will notify the student's Advisor when the student has lost credit for that course.

The following are not considered absences and should not be marked as such:

1. Field Trips
2. Assemblies
3. Club, council, or athletic activities during the school day

When the school sponsors a field trip for all or some students, students who are not participating in the outing are expected to be in attendance and will be held accountable for the learning experiences and assignments from the field experience.

UNEXCUSED ABSENCES/ CUTTING CLASS

An unexcused absence occurs when a student is absent from school or class, without the knowledge and consent of the parent or guardian or the school administration. An unexcused absence also occurs when the student's absence is not supported by a valid excuse.

Unexcused absences are considered disciplinary events.

- One unexcused absence from class will result in Detention.
- One unexcused absence for an entire day (truancy) may result in a one-day in-school suspension.
- Parents of students, regardless of age, will be called for purposes of verification of absences and dismissals.

LATENESS

LATENESS TO SCHOOL:

LATENESS TO SCHOOL DISRUPTS THE EDUCATIONAL PROCESS.

- Students are required to report to school every day at the designated time.
- Students are late to school if they are not in their first period class by 8:10 am.
- Students who arrive after 8:10 will receive a five minute grace period and after that will be given detention to make up all missed class time and assignments.
- Detention is for double the number of minutes the student arrived to school and is held on Tuesday and Thursday from 3:00-4:00 in room 411.
- Any student who arrives to school after 8:30 a.m. (excused or unexcused) will be held until the beginning of 2nd period.

LATENESS TO CLASS:

- Students are expected to report to class on time, by the second bell which gives you 3 minutes of passing time.
- Students who report to class late without a valid note will incur detention
- Students who do not serve their detention will receive a one day suspension.

Participation:

Students must be in class in order to participate.

- Teachers define participation in many ways.
- Some forms of participation are asking question, engaging in class discussions, answering questions, volunteering to read, etc.
- Check your course syllabus to understand each of your teacher's requirements.

Classwork:

During class students are given assignments or tasks to complete.

- Follow all guidelines, expectations and turn all class work in on time to avoid penalties.
- Carry your textbook at all times
- If you miss a day make sure you get the notes from a classmate and make up all assignments.

II. HOMEWORK, PROJECTS, ASSIGNMENTS- 33% of Grade

Homework is an extension of the curriculum that improves student performance by reinforcing material presented in the classroom. It is an important link between school and home that allows parents to become involved with their child's education. Homework gives students the opportunity to practice skills without the pressure of time and to apply principles based upon work begun in the classroom.

Homework, projects and assignments come in many forms.

- Research papers
- Essays
- Journal Entries
- Reading with annotation
- Questions from a textbook
- Group work
- Creative art forms/ performances

NOTE: Be mindful of deadlines and turn all assignments in on time to avoid penalties. If you wait until the last minute, chances are you may not do a good job and/or make the deadline. Use your planner to record all assignments and the due dates. If you miss a day make sure you speak to the teacher or a classmate to get the assignment.

Plagiarism

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Academic Dishonesty is a level 3 offense according to The NYC Chancellor Discipline Code.

Any student who engages in this behavior can receive any of the following consequences

- Removal from School activities
- Removal from class
- Principal Suspension
- Superintendent Suspension

III. ASSESSMENTS- 33% of Grade

There are three types of assessments that are given to students at pathways. In order to pass your courses you must receive a grade of 75 or higher on all assessments in order to pass the course according to our standards.

Diagnostic- Used to assess where students are so teachers can design lessons that meet every student's need. These exams are given at the beginning, middle and end of the year.

- Fontas & Pinnell assessments
- Mock Regents
- Predictives

Formative- Used to assess if students learn content and skills taught in the classroom. These assessments are given on a daily basis.

- Summaries at the end of class
- Journal entry
- Q&A
- Class Discussion
- Exit slip
- Homework
- Classwork

Summative- Used to assess if students learned content and skill over an extended amount of time. These assessments are given at the end of a unit, semester, or year.

- Unit exams
- Midterm
- Finals
- Regent Exams
- Middle School state assessments
- Projects
- Portfolio Presentations

SCHOOL ORGANIZATIONAL STRUCTURE

The school is organized into three houses:

- Promise House is comprised of students and teachers in grades 6-8
- College Bound is comprised of students and teachers in grades 9-10
- University Row is comprised of students and teachers in grades 11-12

This organizational structure allows us to differentiate the courses and learning experiences based on the developmental and academic needs of the students in each house. Each house has an administrator who collaborates with the teachers and students to ensure that the needs of the students are being met.

ADVISORY

The advisory group meets one period a week. In Advisory group, students participate in activities to explore life issues that impact decision-making process, leading to choices that will increase their likelihood of attending college. Students will also work with their advisory to set SMART goals that they want to achieve this year.

There are several curriculums we use at Pathways for advisory

- CollegeED
- Educators for Social Responsibility Advisory Guide
- Collgeboard Advisory Guide
- Pathways Planner, Pathways advisory guide- Monthly themes & literacy component

Your advisor's job is to take care of you while you are in school. If a student/you get in a situation where you need to speak with or need help from an adult, you may go to your advisor. If your advisor is not available you may go to another teacher, counselor, dean, assistant principal and principal.

NOTE: During Advisory students are required to place all clothing that is not a part of the school uniform in their assigned locker.

ADVISORY CONFERENCE:

- Road Map Conferences will be held by appointment with your child's advisor. Students are expected to attend.
- Set SMART Goals for yourself and reflect on them often.

COLLEGE AND CAREER READINESS

As a college preparatory school our goal is to ensure that every student who graduates from Pathways attends a four year university. To achieve this goal we have partnered with St. Johns University, Adelphi University and College Summit to offer our students meaningful opportunities on college campuses. Students have the opportunity to engage in learning both on campus and at Pathways. In order to participate in these programs students must be in good academic and behavioral standing.

St. Johns University-

- At least a 90% GPA
- 1000 SAT score, (Verbal & Math)
- 5 or less demerits

Adelphi University

- At least 75% GPA
- 11th graders- have at least 30 credits , 12th graders- have at least 35 credits
- 11th graders- Passed at least 3 regents , 12th graders- passed at least 5 regents
- 5 or less demerits

College summit:

- Rising 12th grader, Have at least 35 credits
- Pass at least 4 regents
- Complete and return application
- Have 5 or less demerits

Please see the guidance counselor for more information.

PROMOTION AND GRADUATION REQUIREMENTS

Middle School

The New York City Department of Education's Promotion Policy mandates that 6th – 8th grade students must be evaluated using the following criteria:

- a) **Student work and grades:** Students must meet New York State Learning Standards in Language Arts, Mathematics, Science and History as evidenced by student work, teacher observation, assessment and grades;
- b) **State Assessments:** Students must perform at or above Performance Level 2 on standardized tests in Language Arts and Mathematics;
- c) **Attendance:** Students must attain a minimum of 90% attendance

Final decisions regarding promotion consider the entire above multiple criteria. Students will not be promoted or retained based on the consideration of a sole criterion.

*Eighth grade students must pass all four core classes in order to be promoted (English, Math, History, Science).

* At the end of eighth grade select students will have the opportunity to take the following regents exam; Earth Science/Living Environment, US History, Algebra. If they receive a score of 75 or greater they will receive high school credit.

High School

According to the Promotion Policy set forth in the Chancellor's Regulation, promotion in the ninth through twelfth grades is based on:

- accumulation of credits in the major subject areas
- demonstration of the ability to do standards-level work in English, Math, Science and Social Studies
- Achievement of at least 90% attendance

Promotion Standards-Grades 9-12			
	Coursework/Exams	Minimum Credits	Attendance
Grade 9	Successful completion of standards in academic subject areas	8	90%
Grade 10	Meet New York City Performance Standards in Language Arts, Math, and Science	20 (including 4 in English and/or ESL and 4 in Social Studies)	90%
Grade 11	Successful completion of standards in academic subject areas	28	90%
Grade 12 Regents Diploma	Score 65 or above on 5 Regents Exams- English, Math, Science, US, Global	44	90%
Grade 12 Advanced Regents Diploma	Score 65 or above on 8 Regent Exams- English, US, Global, 2 science, 2 math (Alg or Geo + Alg 2, Spanish	44	90%
Grade 12 Advanced Diploma with Honors	Average score of 90 on 8 Regents English, US, Global, 2 science, 2 math (Alg or Geo + Alg 2, Spanish	44	90%

GRADE REPORTING SCHEDULE

Students receive 6 progress reports and 6 report cards each year which document their progress towards mastery. The final grades that appear on the January and June report cards are the official grades that will appear on the student's permanent record. In addition, there will be interim updates in Daedalus to monitor your child's progress.

Semester and Marking Period Schedule

	Beginning Of semester & Marking periods	End of semester & marking periods
Semester 1	September 8, 2011	January 30, 2012
Marking period	Beginning of MP	End Of MP
1	September 8, 2011	October 21, 2011
2	October 24, 2011	December 9, 2012
3	December 12, 2011	January 27, 2012
	MS Midterms January 24-27	HS Regents/ Finals January 24-27
Semester 2	January 3 1, 2012	June 27, 2012
Marking period	Beginning of MP	End Of MP
1	January 3 1, 2012	March 16, 2012
2	March 19, 2012	May 4, 2012
3	May 7, 2012	June 15, 2012
	MS Finals June 18-22	HS Regents June 13-22

NEW: DAEDALUS -GRADE REPORTING SYSTEM/

To share student performance with families we currently utilize Daedalus; an online planning and grade-book system that provide teachers, administrators, students and parents with regular information. This system is updated frequently in order to provide accurate information to students and parents. Teachers are asked to post the dates of upcoming exams and due dates for projects on Daedalus one (1) week in advance.

To access the system students and parents must have an active email account.

RECOGNITION FOR OUTSTANDING PERFORMANCE

Principal Honor Roll/Magna Cum Laude

All passing grades with an average of 96-100 on a report card or for the year

First Honors/ Summa Cum Laude

All passing grades with an average of 90-95 on a report card or for the year

Second Honors/ Cum Laude

All passing grades with an average of 85-90 on a report card or for the year

Outstanding Citizenship Awards: Award given by faculty members to any student citing outstanding citizenship freshman through senior years.

Perfect Attendance: Citations for perfect yearly attendance issued at the end of the school year. Citation for four years of perfect attendance announced at graduation.

Student of the Month: Provides recognition for overall improvement.

Academic Excellence Awards: Presented to students by individual departments, these awards are given to honor academic excellence.

Citizenship Award: Award to students who upheld Pathways Core Values of R³ Respect, Responsibility and Resilience for self, others and the community.

NATIONAL HONOR SOCIETY, HS & MS

Students will be considered for membership during their junior and senior years. Qualified students are selected for National Honor Society membership by a majority vote of the faculty council on the basis of:

- scholarship
- leadership
- service
- character.

Before being considered by the faculty council, a student must first achieve a class rank value point average of 90+ as determined by the class rank procedure (A 90+ with no grade less than 80). This cumulative average will commence at the beginning of the freshman year. Then the council will make a final determination after reviewing the records from the previous school to determine the quality of work done prior to transfer.

CLUBS AND ACTIVITIES

Pathways currently offers a variety of clubs and activities throughout the year. IN ORDER TO PARTICIPATE IN ANY CLUB OR ACTIVITY STUDENTS MUST BE IN GOOD ACADEMIC AND BEHAVIORAL STANDING. If there is a club or activity that you do not see on the list and would like to start at Pathways you must gather a list of at least twenty students who are interested in the club/activity, enlist one teacher to supervise the program and schedule a meeting with the Principal to discuss your proposal. The Principal will then inform you if the program has been approved.

Academic

College Summit
AVID
PECS
Robotics
National Honor Society
Student Advisory Council
Step

Step

Community Service

NY Cares
Tech Squad
Student Ambassadors

Mentoring

The ME Nobody Knows
Joseph's Dream

Sports

PSAL Boys Basketball
PSAL Girls Basketball
PSAL Double Dutch

CHAMPS Boys Basketball
CHAMPS Girls Basketball

SASF Flag Football

HS Varsity B Basketball

Clubs

Chess
MS Track
MS LEGO

Soccer
SASF Girls

SASF Boys

Debate
Select Choir
Concert Band
Spanish Club
Model UN
DJ Club
Gospel Choir

NOTE: Every student is expected to join at least 1 club or activity.

FIELD TRIP POLICY

Field trips are considered to be a valuable part of the educational program and shall be planned educational experience. It shall be preceded by an in-class orientation session and followed by a discussion and evaluation of the experience.

- Coach, yellow bus or public transportation shall be used for the field trip.
- A signed parental permission slip **MUST** be secured for any field trip involving transportation of students. Emailed, verbal, or hand written permission slips **WILL NOT** be accepted.
- Students on the field trips represent their school and shall understand that they shall remain under school supervision during the entire field trip. They shall understand the standards of personal conduct of a field trip.
- Students who do not participate in the field trip must attend school.

PBIS-Positive Behavior Intervention Support

At Pathways we strive to support all students in order to facilitate achievement both academically and socially. In order to achieve this goal we have established a School-Wide Positive Behavior Support program. The academic goal of the program is to increase student achievement by creating a supportive learning environment with clear and explicit expectations for all students. The social/emotional goal of the program is to ensure that students receive the necessary support to assist them to make positive choices and decisions in their lives at school, home and in the community. We provide both a ticket economy as well as a Merit/demerit system to track student behavior.

Ticket Economy

The reward system is based on a ticket economy.

- Students will receive a ticket when they are “caught” meeting the School wide expectations. Students will turn in ½ of the ticket for a raffle at the end of each month. Tickets will be collected by a designated teacher on each grade team
- Each grade team will hold an assembly at the end of each month marking period to celebrate their student’s achievements (ex. Student of the Month (progress and effort), Perfect attendance and Honor Roll).
- Three prizes will be raffled off during the assembly.
- Students will also be able to redeem their earned tickets at various times during the year for trips and other prizes during their lunch periods.

Ticket Economy-

(Each grade ticket is worth 2 points)

6th grade-light pink

7th Grade- Green

8th Grade- Lavender

9th Grade-Orange

10th Grade-Yellow

11th Grade –Dark Pink

12th Grade- White

Bonus tickets

Red Administrator=5

Blue Power=10

Redemption Days

October 14

December 16

February 17

April 5

June 26

PBIS trips:

September 24- (50 PBIS ticket points)- Urban League Football Classic- Howard VS. Morgan State, \$30

November 4- (100 PBIS ticket points)-Bowling \$15

December 23- (150 PBIS ticket points) -Ice Skating \$15

February 10- (150 PBIS ticket points)- Roller skating- \$15

March 3- (100 PBIS ticket points)-Movies- \$15

May 18 -(300 PBIS ticket points)- Principal Luncheon (Free)

School Wide Expectations: Use these chars to identify behaviors that are positive

Respect: To take notice of; to regard with special attention

Self-Believe that you are worthy of greatness

Others-Honoring each other's differences and taking into account others feelings before your own

Community- Maintaining and Adding value to your environment in and out of school.

	Arrival	Stairway	Hallway	Classroom	Cafeteria	Bathroom	Gymnasium	Park/Recess	Dismissal
Self	<ul style="list-style-type: none"> Arrive to school by 8:00 Have your ID card out and ready to swipe Put all electronic devices away before entering 	<ul style="list-style-type: none"> Keep all body parts to yourself Walk and take every step Use hand rails for balance and not sliding Use your inside voice 	<ul style="list-style-type: none"> Keep all body parts to yourself Use your indoor voice when moving about the halls Walk on the right side of the hall Have a pass at all times 	<ul style="list-style-type: none"> Keep all body parts to yourself Conduct yourself maturely and use manners Be on time Be prepared 	<ul style="list-style-type: none"> Keep all body parts to yourself Sit down while you eat, talk, and socialize with friends Use your inside voice 	<ul style="list-style-type: none"> Keep all body parts to yourself Wash hands before leaving Clean up after yourself, flush toilet, wipe seat and throw garbage in the can 	<ul style="list-style-type: none"> Keep all body parts to yourself Follow the rules Be prepared, and on time Keep all body parts to yourself 	<ul style="list-style-type: none"> Keep all body parts to yourself 	<ul style="list-style-type: none"> Keep all body parts to yourself Walk out calmly and move away from the front of the building Leave to go home immediately
Others	<ul style="list-style-type: none"> Wait in line until it is your turn to swipe your ID card Greet peers and adults 	<ul style="list-style-type: none"> Say "Excuse Me" when passing others in the hallway If someone calls you a name do not respond 	<ul style="list-style-type: none"> Walk safely through the halls Walk & Talk. So you don't cause a traffic jam Keep all body parts to yourself 	<ul style="list-style-type: none"> Use friendly language and behavior toward school mates & teachers 	<ul style="list-style-type: none"> Use behavior that does not disturb your school mates Clean after yourself Be mindful that other students eat after you 	<ul style="list-style-type: none"> Knock before entering a stall 	<ul style="list-style-type: none"> Share equipment with your classmates Be mindful of personal space 	<ul style="list-style-type: none"> Take turns on playground equipment Include others in play 	<ul style="list-style-type: none"> Be mindful of those around you
Community	<ul style="list-style-type: none"> Be courteous to those around you During morning announcements listen attentively and be quiet 	<ul style="list-style-type: none"> Use handrails for balance and not sliding Respond politely to adults 	<ul style="list-style-type: none"> Respond politely to adults Keep area clean and orderly. If you see garbage pick it up Use appropriate language. 	<ul style="list-style-type: none"> Respond politely to adults Open doors with caution Keep classroom clean & orderly Be mindful of others learning 	<ul style="list-style-type: none"> Respond politely to adults Throw all garbage into appropriate recyclable cans 	<ul style="list-style-type: none"> Respond politely to adults Refrain from writing on school property 	<ul style="list-style-type: none"> Respond politely to adults Safely engage in activity Use equipment properly and in a sage manner 	<ul style="list-style-type: none"> Respond politely to adults Use all equipment safely Report any vandalism Allow younger children to use equipment first 	<ul style="list-style-type: none"> Respond politely to adults

Responsibility: Being accountable for actions or behaviors

Self-Having high standards and meeting them

Others- Showing concern for others needs and providing assistance when necessary

Community- Taking ownership of your environment without being asked

	Arrival	Stairway	Hallway	Classroom	Cafeteria	Bathroom	Gymnasium	Park/Recess	Dismissal
Self	<ul style="list-style-type: none"> • Dress in full uniform • Arrive on time before 8:00 • Take off all head gear and put all electronics away before entering 	<ul style="list-style-type: none"> • Walk to your right 	<ul style="list-style-type: none"> • Move directly to your next class to avoid being late 	<ul style="list-style-type: none"> • Come prepared and be committed to learning • Be on time • Ask questions • Turn in all assignments on time • Keep your notebook organized 	<ul style="list-style-type: none"> • Clean up after yourself 	<ul style="list-style-type: none"> • Limit your bathroom use to twice a day 	<ul style="list-style-type: none"> • Come prepared and participate • Change quickly 	<ul style="list-style-type: none"> • Remain in the park until it is time to go inside • Take all of your belongings with you 	<ul style="list-style-type: none"> • Make sure you have all required assignments before you leave • If waiting for the bus; move to the bus stop • If waiting for a ride, wait quietly
Others	<ul style="list-style-type: none"> • Arrive on time to prevent interruptions of instructions • Accept consequences for decisions 	<ul style="list-style-type: none"> • If someone says or does something to you that is inappropriate let an adult know immediately 	<ul style="list-style-type: none"> • Walk swiftly • Walk to the right side of the Hallway 	<ul style="list-style-type: none"> • Use conduct that supports learning • Helping classmate who need help/don't understand something • One voice at a time 	<ul style="list-style-type: none"> • To encourage others to keep their area clean 	<ul style="list-style-type: none"> • Use properly. The bathroom is not a hangout or play area • Keep it clean • Knocking before entering 	<ul style="list-style-type: none"> • Control my behavior and stay on task • Only open doors when given permission 	<ul style="list-style-type: none"> • Pick up and return any lost items 	<ul style="list-style-type: none"> • Walk in a group when going home
Community	<ul style="list-style-type: none"> • Enter through the assigned entrance On time- Exit 3 Late – Exit 2 	<ul style="list-style-type: none"> • If you see bullying let an adult know immediately 	<ul style="list-style-type: none"> • Use your indoor voice when talking to your peers 	<ul style="list-style-type: none"> • Be a team player and doing your part • Help other when needed • Keep your area clean 	<ul style="list-style-type: none"> • Help pick up garbage even if it isn't yours 	<ul style="list-style-type: none"> • Report any vandalism or missing toiletries • No hanging out in the bathroom 	<ul style="list-style-type: none"> • Use equipment properly • Return all equipment to its proper place 	<ul style="list-style-type: none"> • Report any broken equipment • Report any suspicious behavior 	<ul style="list-style-type: none"> • Throw trash in garbage can. Use appropriate language and volume

Resilience: The ability to bounce back from failure, discouragements, or handle high levels of change

Self-When you fall get up, learn from your mistakes

Others- When you see someone fall help them up, learn from their mistakes

Community-Help to make your environment better even when difficult

	Arrival	Stairway	Hallway	Classroom	Cafeteria	Bathroom	Gymnasium	Park/Recess	Dismissal
Self	<ul style="list-style-type: none"> If there is inclement weather give yourself extra time in the morning 	<ul style="list-style-type: none"> Resolve conflict peacefully Walk even though your peers may not 	<ul style="list-style-type: none"> Resolve conflict peacefully Move directly to your next class even when friends are not. 	<ul style="list-style-type: none"> Resolve conflict peacefully When work is difficult try harder See a teacher after class Always ask for help when needed 	<ul style="list-style-type: none"> Resolve conflict peacefully If your favorite meal is not available try something new 	<ul style="list-style-type: none"> Resolve conflict peacefully When there is a problem with the bathroom find a way to solve it 	<ul style="list-style-type: none"> Resolve conflict peacefully If you do not like an activity try it anyway 	<ul style="list-style-type: none"> Resolve conflict peacefully If you hurt someone make sure you apologize 	<ul style="list-style-type: none"> Resolve conflict peacefully If you feel unsafe come back to the building
Others	<ul style="list-style-type: none"> Encourage your peers to be on time If a classmate is late share your notes 	<ul style="list-style-type: none"> If someone falls provide assistance and let an adult know immediately 	<ul style="list-style-type: none"> Walk when your friends are not Encourage your peers to get to class on time Be polite as you pass others 	<ul style="list-style-type: none"> Show patience for other learners who may need help Help others understand the material when asked 	<ul style="list-style-type: none"> Eat healthy foods even when friends do not Encourage your peers to eat healthy foods 	<ul style="list-style-type: none"> Clean up after yourself even when others do not 	<ul style="list-style-type: none"> Encourage and support struggling classmates 	<ul style="list-style-type: none"> Resolve conflict peacefully Keep all body parts to yourself 	<ul style="list-style-type: none"> Help each other to be safe, walk in a group
Community	<ul style="list-style-type: none"> Wait in the cafeteria until it is time to go upstairs 	<ul style="list-style-type: none"> If you see any unsafe activity inform the nearest adult 	<ul style="list-style-type: none"> Use your indoor voice when your friends do not Pick up any garbage even if it is not yours Report any unsafe activity 	<ul style="list-style-type: none"> Be a leader not a follower Clean up even if it is not your mess Volunteer for a role in the classroom to help the teacher 	<ul style="list-style-type: none"> Volunteer to help out when needed 	<ul style="list-style-type: none"> Report emergencies or unsafe behavior 	<ul style="list-style-type: none"> Be a team player If you find any lost items turn them in to the teacher 	<ul style="list-style-type: none"> Only talk to people you know 	<ul style="list-style-type: none"> Pick up garbage even if it is not yours and through it in a can

Merit and Demerit System: NEW 2011-2012

The merit system holds students accountable for their behavior while empowering teachers, support staff and administrators to acknowledge appropriate and acceptable behaviors. The following is a chart outlining the number of merits for each expectation.

Merits will be recorded using the Daedalus system under the new Merit function. Teachers will be able to assign Merits without approval from administration.

Expectations	Infractions	Merits/ Demerits
Identification card	No identification card	1
In the hallway during class with a pass	In the hallway during class without a pass	1
Early or on time to school	Lateness	1
Signing in when late	Failure to sign in when late	1
Using authorized staircase/exit/entrance	Using unauthorized staircase/exit/entrance	1
Leaving class with permission or a pass	Leaving class without permission or a pass	1
excused absence	Unexcused absence	1
Having materials	Not having materials	1
Raising your hand and waiting to be called	Calling out	1
Showing effort work	Refusal to work	1
Being focused and on task	Minor disruption	1
appropriate language	Inappropriate language	2
Eating or drinking inside of the cafeteria	Eating or drinking outside of the cafeteria	2
Walking in the hallway	Running	2
honesty	Minor dishonesty	2
In full school uniform -Appropriate clothing	Not in full school uniform - Inappropriate clothing	2
Showing Patience in difficult times	Minor Aggression	2
Safe or pleasant play	Unsafe or rough play	2
Respectful towards peers <ul style="list-style-type: none"> • Tone • Attitude • Body Language 	Disrespectful towards peers <ul style="list-style-type: none"> • Tone • Attitude • Body Language 	2
Respect towards property	Vandalism-Disrespect towards property	2
Consistency in completing work	Pattern of not completing work (3 missed assignments)	2
Mediating	Instigating	2
Electronics out of sight	Cell Phones <ul style="list-style-type: none"> • Seen • Used 	2
Removing head covering/hat/du-rag when entering the building	Wearing a head covering/hat/du-rag	2
Leaving School Property at the end of the day	Leaving School Property	2
blue card / lunch form on file	No blue card / lunch form on file	2
Supporting others	Teasing/Bullying	3
Compliance (following directives)	Non-Compliance (refusing to follow directives)	3
Empathetic language -	Discriminating language - low level	3
Walking away during disputes	Aggressive and Inappropriate outbursts	3
Respectful towards adults <ul style="list-style-type: none"> • Tone • Attitude • Body Language 	Disrespectful towards adults <ul style="list-style-type: none"> • Tone • Attitude • Body Language 	4
Consistent adherence to uniform dress code	Chronic refusal to adhere to uniform dress code	4
Staying in control during chaos	Aggressive physical contact	5
Talking out differences	Fighting	5
Pattern of encouraging language	Pattern of aggressive/profane language	5
Major/adherence to follow school rules	Major/chronic refusal to follow school ruled	5

Showing concern when someone is physically injured	Causing physical injury	6
	Property destruction-Vandalism level 2	6
Reporting dangerous situations ex. Weapons	Weapons	6
Choosing appropriate words when angry	Credible threats	6
Physically appropriate conduct <ul style="list-style-type: none"> • language • Physical Contact 	Sexual Misconduct <ul style="list-style-type: none"> • Explicit language • Physical Contact 	6
Turn in items that are lost	Theft	6
	Discriminatory language - Egregious	6
Academic honesty	Cheating	6
	Drugs	6
	Smoking	6
	Gambling	6

Impact of Merits and Demerits on student activities

- Students will be allowed membership and participation in the activities below if they meet or exceed the minimum of merits allowed.
- Students will be prohibited from membership and participation in the activities below if they meet or exceed the maximum number of demerits allowed.

	Activity/Organization	Minimum # of Merits to Participate	Maximum # of Demerits to participate
Honor Societies	National Honor Society	5	5
	National Junior Honor Society	5	5
Athletics	PSAL Teams	8	8
	Developmental Teams	8	8
	C.H.A.M.P.S. Teams	8	8
Events	School Dances	10	10
	Senior Trip	10	10
	Senior Prom	10	10
	8 th Grade Trip	10	10
	School Trips	10	10
	• College Tours (overnight)	10	10
	• College Tours (day trips)	10	10
	Family School Picnic	10	10
School Representation	Student Council Officer	5	5
	Student Council Representative	5	5
	Student Ambassadors	5	5
	College Summit Peer Leaders	10	10
Academic Teams	Debate Team	10	10
Awards	Principal's Honor Roll	10	10
	Honor Roll	10	10
	Department Awards	10	10
	Activity Awards	10	10
Clubs	Shakespeare Club	10	10
	AVID Society of Scholars	10	10

Merits and Demerits are cumulative and remain a part of the student's active behavior record for one calendar year. For example, if a student is issued 5 demerits on June 20, 2011, they remain on the record until June 20, 2012. Demerits will be tracked through the Daedalus system so students, parents, advisors and administrators will be aware of the students' status.

Additional consequences for not adhering to school expectations may range from:

- community service
- Detention
- Removal from class for 1-5 class periods (requires administrative approval)
- In-School suspension for 1-5 days (requires administrative approval)
- Off-site Principal's suspension for 1-5 days (requires administrative approval)
- Off-site suspension pending a superintendent's suspension.

LADDER OF SUPPORT AND DISCIPLINE

Students who do not adhere to school wide expectations will be subject to the following consequences

Level 1

Step 1- Verbal Warning

Step 2- Advisor Notified

Step 3- Parent Notified & Referral to Dean & Grade Supervisor

Level 2

Step 4- Referral & Detention/Guidance Intervention

Step 5- Referral & Class removal

Step 6- Referral & Principal Suspension/ Superintendent Suspension

Detention:

- Middle school students who earn detention will report to room 402 during their lunch period

- High School students who earn detention are required to serve detention the same day.

Detention is held in room 402 on Monday-Thursday @ 3:15-4:15 and Fridays from 2:40-3:40.

******If a student does not serve detention they will be suspended the following school day for 1 day and must return to school with a parent.**

Removal from Class:

If a student exhibits persistent disruptive behavior in a class, the teacher can request that the student be removed from the class for a period of time (1-4 days). Students who are removed from class must make up all missed work and assignments during detention.

Suspension:

There are two types of suspension that a student can receive for egregious behavior

Principal:

Principal suspension can last anywhere from 1 to 5 days. Students in grades 6-7 will serve their suspension in the save room from 8:10-3:07. Students in grades 8-12 will serve their suspension at home and return to school at the end of the day, 2:30-4:30 to complete all course work. Upon a student's return from a principal suspension a parent must be accompanied with them.

Superintendent:

Superintendent suspension can last anywhere from 6 days to a year. Students who earn a superintendent suspension will serve their suspension at another school from 8:00-3:00. Upon return from a superintendent suspension a parent must accompany the student.

ZERO TOLERANCE POLICY

At Pathways there is a ZERO Tolerance policy for Fighting, Bullying and Disrespect. Any student who engages in these activities will receive the harshest consequence possible.

PATHWAYS POLICIES AND PROCEDURES

BATHROOM PASS USAGE

Students are required to have a pass to use the bathroom at all times. Bathroom passes are not given out the first and last 10 minutes of class. Bathrooms are open periods 2,5,6,7 and 8 only. Bathrooms are closed periods 1, 3, 4, and 9. Any student who abuses the bathroom policy will lose all bathroom privileges. These students will be allowed to use the bathroom during their lunch period and will be escorted to the bathroom for the remainder of the year.

BLUE CARDS/UPDATING CONTACT INFORMATION

All students must submit a blue card the first week of school. This is vital to every student's safety that in case of an emergency we are able to get in contact with a parent or guardian. While attending Pathways if a student's contact information changes, such as your address, phone number or guardian, you must give this information to Ms. Cover immediately.

COMPUTER AND INTERNET USAGE

Pathways College Preparatory School policy for Student Computer and Internet Use states that each student is responsible for his/her actions and activities involving school computer, networks and Internet services, and for his/her computer files, passwords and accounts.

Authorized Usage: Examples of acceptable uses of school's computers that are permissible include, but are not limited to the following:	Prohibited Usage: Examples of unacceptable uses of school's computers that are expressly prohibited include, but are not limited to the following:
Accessing appropriate materials for course assignments	Accessing and/or Authoring Inappropriate Materials
Printing and Down loading only approved programs and information	Violating Copyrights
Using all software programs while on-site	Copying Software
Citing all work that is copied	Plagiarism
Use for school assignments and projects	Non-School-Related Uses
Using only your login and passwords	Misuse of Passwords/Unauthorized Access
Returning all equipment after use	Malicious Use/Vandalism
Using only DOE and Pathways approved web-based internet programs	Unauthorized Access to Web-Based Internet Communications
Proper handling of equipment	Improper Handling of Equipment

Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school for any losses, costs or damages incurred by the school for violations of DOE policies and school rules while the student is using school computers, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet without prior permission from a teacher. Students may never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

EARLY DISMISSAL

Students under the age of 16 will not be dismissed unless accompanied by an adult who is listed on the Blue Emergency Card. Students age 16 and over must report to the Main Office and sign out at the time of dismissal after parental verification has been made by the Main Office Staff

ELECTRONIC POLICY

Cell phones, headphones and music devices are not permitted on school premises and may not be used or seen during the instructional day.

- If a student has a visible cell phone, headphone or other non-approved electronic device in the building, a staff member will ask for the device and turn it into the Dean's office. Failure to comply will result in a disciplinary action for insubordination (Chancellor's Regulations for Discipline Code).
- When an item is confiscated, students will be responsible for completing a receipt form with basic information about the device. The student will also be required to call his/her parent to inform them of the situation in the presence of a staff member. All items will be tagged and secure in the school safe.
- All confiscated non-approved electronic devices will be returned in the following manner:
 1. **The first time a device is confiscated, students may claim the device on the last Friday of the month.**
 2. **The second time a device is confiscated; a parent must retrieve the device on the last Friday of the month.**
 3. **The third incident of having a device confiscated, the device will be returned to the student and or the parent on the last day of school.**

Any student who refuses to turn over their electronic device will receive a two day suspension and will not be allowed to participate in school activities.

HEALTH AND MEDICAL

If you are injured or become ill during the day, you should request a pass to the Medical Office from the class teacher. **Students will only be sent home accompanied by a parent or designated adult.** The Medical Office personnel will help you obtain an early excuse pass. This pass should be shown to your teachers upon returning to school.

It is the responsibility of parents/guardians to ensure that the school has the following information:

- Current home and business phone numbers
- Updated emergency contact numbers listed on blue card
- Updated medical insurance carrier for students who need free or low-cost insurance
- Current medical alert

*All students are required to have updated immunizations.

*Participation in team sports requires complete physical examinations each year.

INCLEMENT WEATHER

In cases of inclement weather, the Department of Education may choose to delay school openings by 2 hours or may close school. Listen to your local radio and/or television station for details as well as the DOE Pathways Website.

LOCKER POLICY

All students are required to rent a locker to secure all personal items which include clothing that are not a part of the school uniform, materials and equipment that are not required during the school day.

1. Locker rentals are \$8 for the year. Students must fill out and return the locker contract by September 12th, 2011. Lockers are given out on a first come first served basis.
2. The rental fee covers the cost of maintaining the lockers. (Ex. Replacement locks, broken or damaged doors and hooks.)
3. Students are not permitted to place personal locks, stickers, and name tags on lockers. Also students are not allowed to write on the lockers
4. Damage to the lockers will result in revocation of their ability to use a locker at Pathways.
5. Because lockers are located in the classrooms students may use the locker twice throughout the day,
 - In the morning to place all outer wear
 - At the end of the day to pick up belongings.

*Students may not go to their lockers during the day unless they are leaving early on a particular day.

LUNCH FORMS

Every child and their family must fill out a lunch form and return it to their advisor by September 30, 2011. Regardless of your income or whether your child eats school lunch, we still need the form. This form is used to generate funding for the school which will impact our available resources. Please ensure that your child turns their form in immediately. Students will not be permitted on any outings until all required forms have been turned in.

METRO CARDS

Student metro cards are distributed twice a year, September & February. If a metro is lost or stolen the student must inform Ms. Cover in room 431 immediately. A replacement metro card will be issued in 7-10 business days.

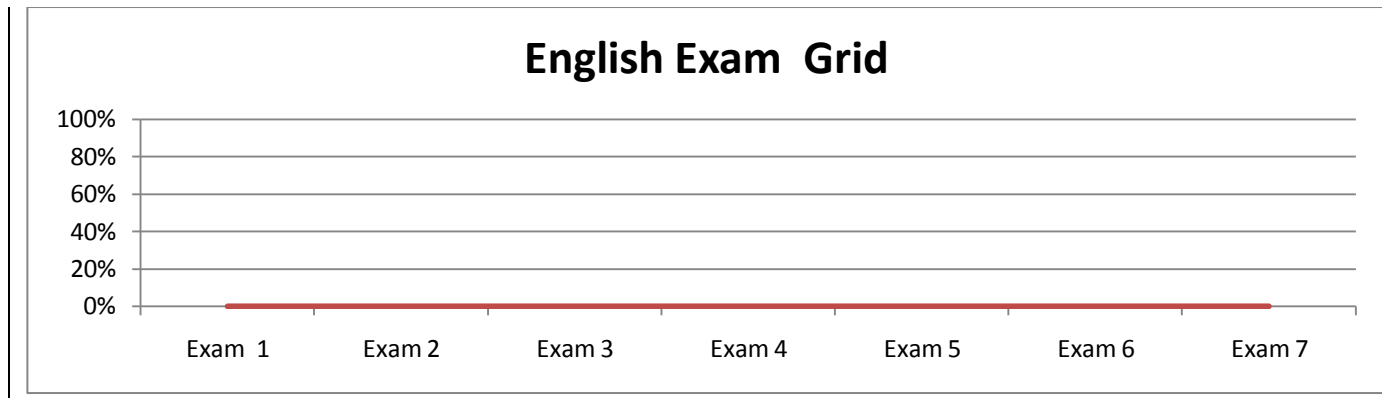
STUDENT ID's

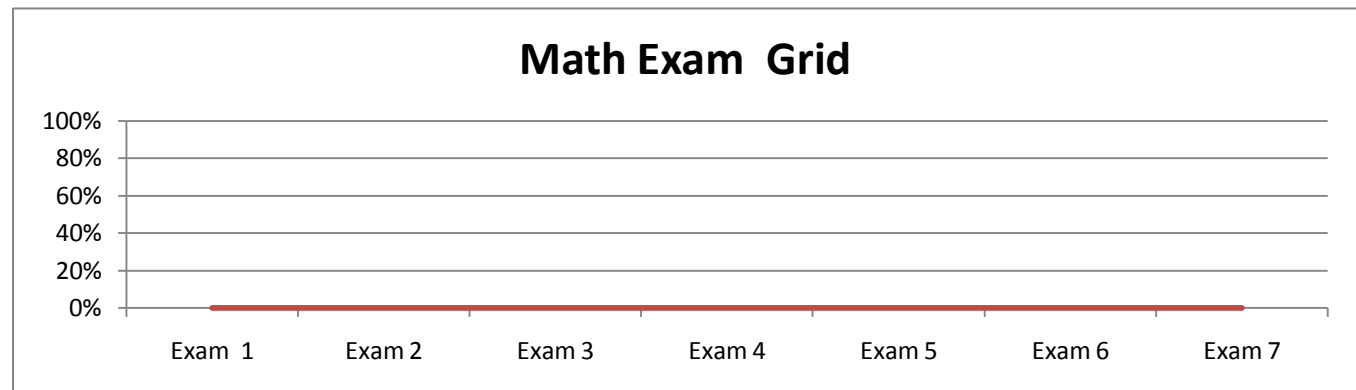
Each student is required to have picture I.D. (proper identification) while in the building. Mr. Hunt will provide all new students with a student ID in September. Replacement ID's for all returning students will be replaced at a cost of five dollars.

WORKING PAPERS

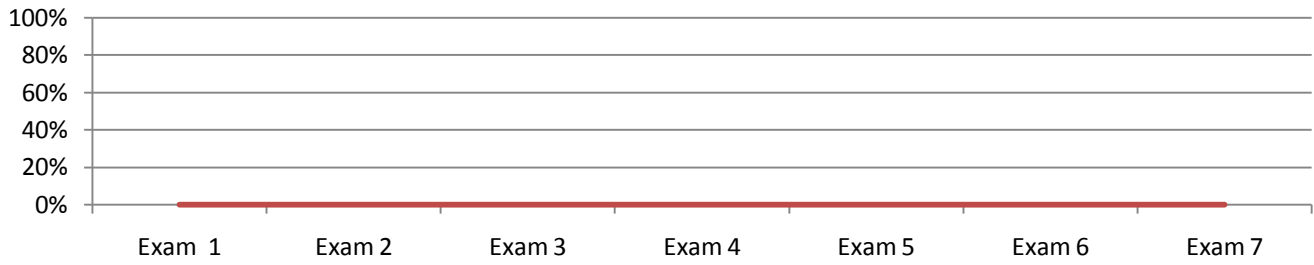
Your child can pick up an application for working papers from the guidance counselor. Along with the completed application, your child will need to bring in a Certificate of Physical Fitness from a physician, birth certificate, social security card and a letter from a parent/guardian. All paperwork should be returned to the guidance counselor. Working papers will then be issued.

NEW: Grading Self Reflection Graph: Students: Use the grids below to track your progress in all core classes. Plot your exam grades in each course to determine if you are improving, staying the same or decreasing in your performance. Use the lines below the grid to set a new SMART goal for yourself.

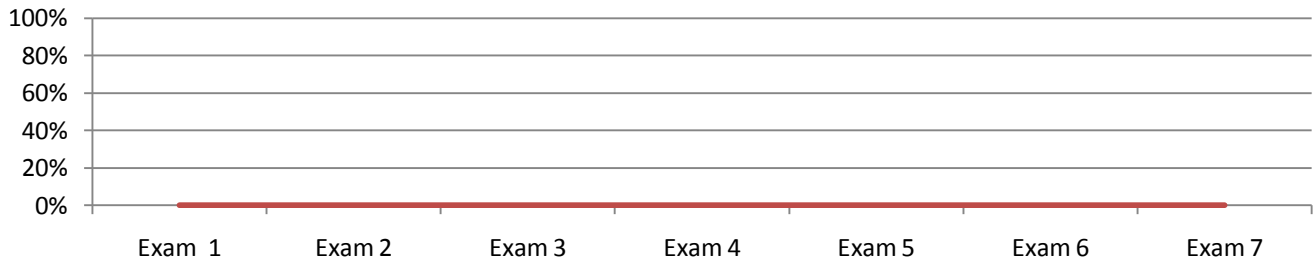




History Exam Grid



Science Exam Grid



Pathways Administrative/Support Staff

Principal

K. Mitchell

KMitche@schools.nyc.gov

Asst. Principal

C. Jacobs

CJacobs6@schools.nyc.gov

Asst. Principal

K. Mason

Kvann2@schools.nyc.gov

Guidance Counselor MS

TBA

Guidance Counselor HS

TBA

Dean of Student Support Services

J. Hunt

Jhunt9@schools.nyc.gov

Secretary

L. Clinkscales

LClinkscales@schools.nyc.gov

School Aide

R. Coleman

RCover-Coleman@schools.nyc.gov

S. Cover

SCover2@schools.nyc.gov

Paraprofessional

R. Williams

RWilliams38@schools.nyc.gov

K. Reid

KFulmore@schools.nyc.gov

School Based support team

Mr. Bertraud,

C.Blakely

CBlakely@schools.nyc.gov

Sports & Arts After school program

S. MacPherson

Pathways Instructional Staff/ Advisor Listing

Literacy Coach/English

G. Hercules GHercul@schools.nyc.gov

Special Education

L. Lustig LLustig@schools.nyc.gov

6th Grade

L. Thompson LThompson@schools.nyc.gov
D. Roberts DReisner@schools.nyc.gov
P. Walsh PMarinoWalsh@schools.nyc.gov
A. Vaval AVaval2@schools.nyc.gov
M. Maxime Mmaxime@schools.nyc.gov

7th Grade

M. Cruz-Farooqi MCruz-Farooqi@schools.nyc.gov
M. Freeman-Harrison MFreemanharrison@schools.nyc.gov
N. Francois NFrancois2@schools.nyc.gov
E. Conway EConway@schools.nyc.gov

8th Grade

J. Correa Jcorrea@schools.nyc.gov
S. Rivera SRivera11@schools.nyc.gov
A. Karpathios AGlendis@schools.nyc.gov
K. Mehta KMehta2@schools.nyc.gov
Z. Estevez ZEsteive@schools.nyc.gov

9th Grade

C. Boxcell CBoxcell@schools.nyc.gov
H. Peaks HPeaks@schools.nyc.gov
M. Kennedy MKenned4@schools.nyc.gov
A. Marajh Amarajh@schools.nyc.gov
C. Jacob OJacob@schools.nyc.gov

10th Grade

D. Brown DBrown43@schools.nyc.gov
E. Goldstein Egoldstein@schools.nyc.gov
M. Brockenberry MBrockenberry@schools.nyc.gov
M. Amos MAmos@schools.nyc.gov

11th Grade

D. Pinnock DPinnock@schools.nyc.gov
L. Rule LRule@schools.nyc.gov
J. Gerraputa JGerraputa@schools.nyc.gov
V. Nino-Fernandez VNino@schools.nyc.gov

12th Grade

J. Yaddaw JYaddaw@schools.nyc.gov
T. Tsiokris TTsiokris@schools.nyc.gov
D. Sturchio DSturchio@schools.nyc.gov

Science

S. Collins SCollins8@schools.nyc.gov

ADMINISTRATIVE OFFICE DIRECTORY

Principal Ms. Mitchell	Room 426b Ext. 4310
A.P. Instruction Mrs. Mason	Room 303 Ext. 3031
A.P. Supervision Mrs. Jacobs	Room 413 Ext. 4130
Guidance Counselor MS TBA	Room 303 Ext. 3030
Guidance Counselor HS TBA	Room 427b Ext. 4271
Dean of SSS Mr. Hunt	Room 303 Ext. 3032
Pupil Personnel Ms. Cover	Room 431 Ext. 4311
Parent Coordinator Mr. Hunter	Room 431 ext. 426a
Nurses Office Mr. Victor	Room 151 Ext. 1011
SASF Mr. MacPherson	Room 426a Ext.



Kimberly Mitchell, Principal

Khadija Mason, A.P. Instruction

Camille Jacobs, A.P. Supervision

Pathways College Preparatory School Planner Contract

Greetings

Welcome to another wonderful year of learning, growing, and success. This planner is designed to help you become your best by providing a structure for you to manage your time, keep track of your assignments and set goals. It is mandatory for you to carry and use your planner daily. At the end of each marking period you will be given a planner check and grade. This grade is part of your advisory grade. Be diligent and responsible and watch your performance increase. If you lose your planner it will cost you \$8 to replace, so take good care of it. If you have any questions about your planner, see your advisor.

Sincerely,

Ms. Mitchell

I understand and agree that it is my responsibility to carry and use my planner every day to manage my time, keep track of all my assignments and set my goals. Proper usage of my planner will make me a better student. Must be signed and returned by September 15, 2011.

Student Signature

Date

Parent Signature

Date

Advisor Signature

Date