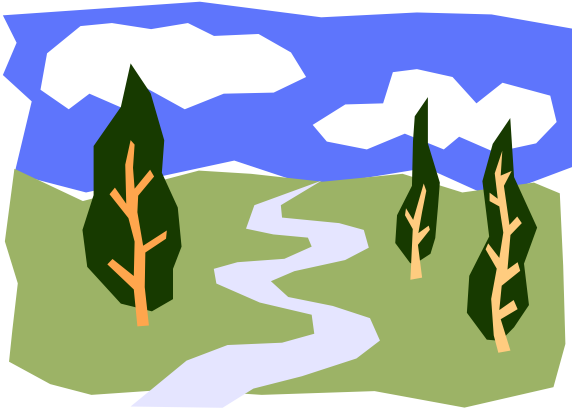


# Pathway To Change



**Chisago Lakes School District  
13750 Lake Blvd  
Lindstrom, MN 55045**

**651-213-2071**

## **Welcome to Pathway to Change School**

Pathway to Change will provide strong academic programming with continuous social skill training in a safe environment.

### **Pathway to Change Staff**

Carrie Hoffman  
Program Director

Dana Stachowski  
Administrative Assistant

Shanna Paffrath  
School Psychologist

Susan Erickson  
Social Worker

Jane Jacobson  
District Nurse

Jeff Figlmiller  
Special Education Teacher

Barb Anderson  
Special Education Teacher

Rachel Bailey  
Paraprofessional

Susan Gates  
Paraprofessional

Linda Swanson  
Paraprofessional

### **Pathway to Change Program Guidelines**

#### **Campus**

Upon arrival, students are required to report directly to the office. There are areas within the building that are not designated for Pathway to Change (PTC) school use. Students entering into these specific areas will be out of place and could be charged with trespassing. Items not related to school or requested by PTC staff, are not allowed at school.

#### **Emergency Drills**

All classrooms and other areas have posted procedures for fire and tornado emergencies. Several emergency drills will be conducted during the school year to ensure each student knows what to do in each situation.

## Guest Policy

No student visitors and/or former students will be allowed during the school day. Please make appointments to see staff prior to coming to the PTC building

## School Cancellations

School cancellations and closing announcements will be made on WCCO- Radio (830 AM) or KSTP- TV Channel 5.

## Non-Custodial Parent Access to Students

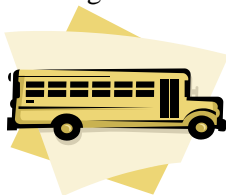
School must have written evidence that a parent or other adult is prohibited access to a child through a legal document as in the case of divorce, separation or custody. Such information should be presented to and discussed with the Program Director at Pathway to Change.

## Transportation

**Student Driving:** Careful and cautious driving practices are necessary at all times. Reckless driving will be reported to the proper authorities.

- Students under the age of 16 **MUST** have a written statement from a parent or guardian giving permission to ride with a student on each occasion.

**School Transportation:** Appropriate behavior will be demonstrated in all school vehicles. Any and all inappropriate behaviors will follow PTC and Chisago Lakes School District guidelines.



## Medications

Medications needed to be taken during the school day **must**:

- Be checked into the office
- Be in original container labeled with dosage instruction
- Be accompanied by a note from parent/guardian and doctor
- Have a district medication form **signed by parent and doctor**



## Immunizations

State law requires that every student admitted to public schools must have proof of a completed vaccination for:

- Diphtheria, tetanus, whooping cough, polio, red measles (Rubella), German measles (Rubella) and mumps.

Present proof of vaccinations to PTC staff at enrollment.



## Food

- Food will be delivered to PTC by District #2144. Lunches **must** be ordered by 10:00 am and sign up sheets are available in places throughout the program. *Due to the nature of our lunch program, if your student is going to be arriving late to school AND you would like them to eat a school lunch, you must call PTC at 213-2071 before 8:30 a.m. to place an order.*
- Food and beverages are not permitted in the classroom
- Students are not permitted to use vending machines in the building at any time.

Snacks are allowed during breaks in designated areas.

## Dress and Appearance

Students are expected to dress respectfully and responsibly.

- Coats, hats, hoods or bandanas are not to be worn inside the building,
- Undergarments, bare backs, and/or midriffs are **not** to be exposed.
- Chains are not allowed

Students must NOT wear clothing that:

- Creates a disruption in the classroom
- Creates a health or safety concern
- Causes building or maintenance issues
- Contains sexually offensive messages
- Suggests gang *colors* or symbols
- Display names or logos of tobacco or other illegal chemicals on them

## Technology/Electronics

The school district supplies computers, internet access and other technology supports to enhance student's education. These supports are for educational purposes. Users have limited expectation of privacy in the contents of their personal files, communication files and record of web

research. Routine monitoring will be conducted to ensure that students are not violating the district policy.

Students may use the telephones in emergency situations only. Messages may be taken by PTC staff and delivered to students when not in class.  
***Cell phone use will not be permitted during the school day!***

### **Chemical Use; Dangerous, Harmful, & Nuisance Substance**

The mental and physical health and well-being of students is vital to the success of the school and to the student. PTC has the right and obligation to provide students with a safe, healthy, efficient, and effective learning environment free from outside influences, including alcohol and illegal chemical substances.

PTC will take the following action if a student chooses to violate the chemical use policy; mandatory confiscation, immediate police notification, parent/guardian notification, suspension, referral for evaluation and/ or treatment.

### **Background Checks**

Criminal background checks are required of all individuals offered school employment, including those who provide athletic coaching services or other extracurricular academic coaching services regardless of whether compensation is paid.

### **Attendance Policy**

Attendance and promptness are significant life skills and are necessary for employment success! All tardies and absences are recorded and placed in your permanent record. Build an attendance record that will represent you in a positive manner. PTC supports and follows the Chisago Lakes High school attendance policy.

### **Absence from School**

Please advise the attendance office as soon as possible of your student's absence by calling the attendance line at 213-2071. All absences not otherwise excused are unexcused. An absence not excused by note or telephone call within 3 school days of the absence will be recorded as unexcused and will be marked truant. Please note that whenever you are absent from school you may not participate in after school activities on the day of your absence. The school will attempt to call parents to verify absences.

## **I. Classification of Absences**

**A. School Authorized Absence-**need to be verified at the time of the absence.

- Illness verified (note) by parent /guardian
- Official Religious holidays
- Death of immediate family member
- Written confirmation of judicial appointment
- Medical Appointment
- Make-up work is expected to be completed

**B. Excused Absences-** please make every attempt to schedule appointments before school, at lunch break or after school. Absences need to be verified at the time of the return of school. Make up work is expected. Examples would be illnesses, family emergencies, & prearranged absences. Other absences may be verified for authentication if needed.

**C. Unexcused Absences** – all absences not otherwise excused are unexcused. An absence not excused by note or phone call **WITHIN 3 SCHOOL DAYS** of the absence will be recorded as unexcused. An unexcused absence is an absence for reasons that are not recognized by the school authorities as legitimate.

### **Examples for absence/tardiness are:**

- car trouble
- over slept; alarm did not work
- shopping
- needed at home
- family vacation (not prearranged)
- leaving school during regular school day without prior approval
- babysitting
- missed school bus
- work
- no call or parent note for parent/guardian verifying the absence within 3 days
- others as determined by school administration

**A 3% GRADE REDUCTION OF THE TERM GRADE WILL APPLY TO EACH UNEXCUSED ABSENCE.** Students will be expected to remain in their classes unless disruptive behavior causes removal.

**D. Tardies-** teacher will report daily tardies. 3 tardies will equal 1 unexcused absence, and as in the case of unexcused absences a 3 % grade reduction may be applied. Tardies of 15 minutes or more will become unexcused absences. Students that accumulate 6 tardies will be assigned lunch detention.

**II Attendance Participation Grade-** a daily participation grade based upon attendance and punctuality will be a part of the courses offered at PTC. Students who are absent will lose daily participation grade in their courses.

- Student are responsible for getting missed work from teachers when absent. A student has a maximum of 5 school days to make up work. **After the 5 days, the student will no longer receive credit for the missing work.**

**III. Notification-** Parent and students will be notified in writing or by phone from the truancy office when attendance is becoming a factor in a student’s success.

*All participants in the Pathway to Change program will consistently demonstrate respect for themselves, others and property”*

**Boys and Girls Town Social Skills Model**

Social skills are important life skills. A variety of social skills will be introduced and practiced at Pathway to Change on a daily basis.

**Some examples are:**

- Following instructions
- Accepting “no” for an answer
- Greeting Others
- Accepting Criticism
- Getting attention appropriately
- Making a request
- Making an apology
- Giving compliments

and many others...

Students will be instructed in the appropriate skill steps and be given time to practice each step throughout the school day when needed.

Example:



## **Getting the Teacher's Attention**

1. Look at the teacher
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

## **Options Room**

The Options Room (OR) is a designated area to assist students with appropriate decision making. This room may serve as a place to calm down quietly for a short period of time. It may also be used for assistance in appropriate decision making and skill practice after an inappropriate behavior is demonstrated.

## **Options Room Uses**

- High personal frustration (“Take Ten”)
- Inappropriate behavior in any school environment
- Work completion
- Academic one-on-one assistance
- Tardies or unexcused absences

*Length of stay in OR will be contingent upon behaviors and the ability to solve the issue.*

## **Desired OR Behaviors**

- In place
- On Task
- Without Noise
- Following Instructions
- Respect of Self and Others
- 
- Apologize when appropriate

*Students demonstrating “out of control” behavior will earn additional time in OR and/or other consequences.*

*Students may also reduce their time by meeting the appropriate expectations.*

District wide policies can be found on the district website

[www.chisagolakes.k12.mn.us](http://www.chisagolakes.k12.mn.us)

**Correspondence**  
**Pathway to Change**  
**Chisago Lakes Schools ISD#2144**  
**13750 Lake Blvd**  
**Lindstrom, MN. 55045**  
**Telephone: 651-213-2071**  
**Fax: 651-213-1271**