



SALVE REGINA
UNIVERSITY

Pathways Program

Handbook

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PATHWAYS MISSION AND STATEMENT OF COMMITMENTS

The Salve Regina University Pathways Program is a highly engaged, holistic college preparation and success program that fosters development of high-achieving students who have been historically marginalized. Our multi-year, tuition-free program prepares participants for admission to college and post-secondary endeavors.

Through our work, we develop and nurture:

- Passion for learning and a commitment to academic pursuits.
- Individual perspectives through critical and creative thinking, readings, discussions, personal interactions, extra-curricular and life experiences.
- A breadth and depth of academic experiences in writing, literature, social and natural sciences, mathematics, and cultural arts.
- Leadership skills, self-esteem, intellectual courage, self-reliance, personal responsibility, wellness, and constructive relationships.
- Personal responsibility for the Pathways community both within the program, and among its constituents and partners; and
- Cross-cultural fluency, empathy and understanding.

In the pursuit of our Mission, we are committed to providing an environment and program that:

- Promotes engaged learning and enhance the talents, strengths, abilities, and interests that each student brings to the program, while acknowledging and supporting areas for development.
- Establishes and maintains rigorous academic, personal, and social principles.
- Forges mutually supportive partnerships that nurture growth and wellness among staff, students, and their families;
- Engages students in a broad range of academic and cultural experiences;
- Works collaboratively with partner schools, community agencies, university personnel, and college access networks; and
- Provides students and their families with individualized information, resources, and guidance that is necessary to be successful in their highest attainable and most compatible choices for post-secondary education and beyond.

SALVE REGINA UNIVERSITY PATHWAYS PROGRAM

OVERVIEW AND EXPECTATIONS

The Salve Regina University Pathways Program is a highly engaged, holistic college preparation and success program that fosters development of high-achieving students who have been historically marginalized. Pathways selects 10-14 students during the spring of their 9th grade year in high school to become Pathways Students and participate in our multi-year college access and success program. Acceptance into Pathways is contingent upon a student's academic record, a writing sample, individual interview and parents' educational background and household income. Pathways students and their parents sign a contract at the start of their journey signifying their commitment to engage fully with Pathways.

Central to the Pathways student experience is attention to each student's academic development and overall social-emotional, psychological, familial, and physical wellness, as well as a cultivation of healthy habits of self-care. We believe that combining academic preparation with personal development and wellness is essential for our students to nurture their intellectual gifts and personal resilience to be successful in college and beyond.

Students participate in Pathways activities throughout the remainder of their high school career and continue their affiliation with Pathways throughout their collegiate journey and beyond. Pathways creates opportunities for inquiry, introspection, and interrogation of real-world problems and exploration of course content typical in college preparatory programs. Pathways students are encouraged to develop their academic strengths, as well as their passion for knowledge and the habits of mind that will allow them to become successful college students and leaders in their community.

During their tenure in the Pathways Program, students complete weekly activities and summer sessions at Salve Regina University.

School-year programming includes weekly academic enrichment sessions during learning center throughout the academic year, cultural excursions, college tours, test preparation and special events. Weekly or biweekly check-ins are scheduled with each student and meet via Zoom if in person check-ins are not possible. During senior year, students participate in workshops that cover college admissions, financial aid, and transition-to-college. After graduating from Pathways, program alumni can access support with their transition to college and guidance throughout their collegiate career and beyond.

PATHWAYS PRIORITY SKILLS

To support the mission and goals of the Pathways Program, we have identified a set of common skills that all Pathways students should be able to exhibit upon completion of the program. These are closely matched to Salve Regina's **Core Learning Outcomes** for Salve Regina students. We believe that these skills are essential for fostering scholarly and personal success. We expect Pathways students to be given ample opportunities to develop, utilize, and apply these skills across the Pathways curriculum.

Engage Creatively (CLO 6)

- Cultivate effective habits of mind and learning strategies that support academic success, including effective note taking and outlining tactics, effective reading and writing strategies; organizational skills and the ability to manage materials and information from a variety of sources
- Cultivate visual literacy through exposure to a range of media and visual arts
- Build vocabulary, especially context-specific vocabulary
- Understand personal learning styles, strengths and areas for development, and seek appropriate resources

Think Critically (CLO 1)

- Construct sound and compelling arguments and positions that are supported by evidence
- Thoughtfully integrate new ideas into working knowledge of the outside world
- Apply knowledge and personal learning styles to problem solving and decision making
- Engage in meaningful research across a broad range of academic fields
- Develop numeracy (numerical literacy skills across academic and personal/financial realms)
- Understand cross-course connections and application of skills, content, vocabulary, etc., across academic fields
- Be a critical consumer - learn to apply an appropriate level of skepticism to academic/intellectual and social information and perceive gaps in the perspective or approach of the source

Communicate Effectively (CLO 7)

- Develop critical communication skills: reading, writing, listening, thinking and speaking
- Share knowledge and ideas through effective writing, verbal communication and presentation skills with clarity, structure, confidence, sophistication and creativity
- Listening skills; critical listening/distillation of important facts
- Recognize and practice the communication styles (written and verbal) and behaviors in different social, academic and professional contexts
- Develop confident and judicious practices with social media
- Develop effective communication skills with regards to email, phone, and text communications across personal, academic, and professional contexts

Collaborate Productively (CLO 8): Attitudes/Behaviors - Internal

- Work independently with self-discipline, pride and high personal standards
- Practice creating and maintaining priorities and completing tasks
- Actively practice self-efficacy and follow-through skills
- Work cooperatively with and show responsibility for one's self and the overall Pathways community
- Learn and apply effective time and task management skills
- Develop a self-evaluative instinct and ability to critique own work and monitor/modify behavior
- Develop and nurture short- and long-term personal and academic goals
- Develop understanding of personal resilience and tenacity to support long-term work with patience and empathetic self-care

- Exhibit an intellectual curiosity and a habit of open-mindedness. Be able to answer, “Why is it important for me to engage with this topic, concept, or material?”

Foster Inclusion:/ Relate Meaningfully (CLOS 3&5) Attitudes/Behaviors - External

- Take responsibility and be accountable for self and community
- Present self with a seriousness of purpose
- Develop skills for effective leadership that includes an ethic of social responsibility, flexibility, and a collaborative spirit
- Take intellectual risks and explore new ideas, inside and outside of the classroom

NOTES ON THE HANDBOOK

Pathways believes that every student selected to participate possesses exceptional character. Pathways students will:

- display positive conduct and personal integrity at all times;
- work diligently to complete all assignments and projects at an exemplary level and to participate fully in each class throughout their high school careers – including high school courses, Pathways summer programming and additional enrichment sessions; as well as
- uphold the highest standards of academic honesty and integrity.
- Build connections with Salve Mentors and Interns through weekly and biweekly check-ins

Pathways is obligated to establish expressed guidelines and policies to safeguard the integrity of our community of students.

**The policies and procedures in the handbook will be updated as necessary. **

EXPECTATIONS FOR STUDENT CONDUCT

Pathways strives to maintain an environment that enables learning and personal growth. We expect students to participate in a positive manner, behave appropriately in class, on campus, and on excursions, as well as demonstrate outstanding citizenship throughout their high school years and beyond. We expect students will follow the conduct guidelines in Pathways, in school and in the wider community.

In the event a student commits an offense or violates any program rule, corrective disciplinary action will be taken by the faculty and/or administration. This may include faculty/administrative/parental conferences, restrictions from activities, notification of civil authorities, or legal action. In keeping with this policy, parents/guardians are expected to guide and direct their child toward standards of good conduct in Pathways and to cooperate in the administration of preventative and corrective disciplinary measures.

STUDENT BEHAVIOR EXPECTATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Taking an active role in learning
- Following directions and guidance from Pathways administration, faculty, mentors, and interns during all Pathways activities
- Practicing exemplary behavior at all times, including keeping an engaged posture and presence in all summer and academic year classes and activities, taking notes where appropriate, actively and positively participating in all classes and activities, and being courteous to classmates, teachers, assistants and others in the learning community
- Meeting class requirements and completing all assignments in a timely matter
- Using time and materials wisely
- Communicating respectfully, clearly, and effectively with fellow students, mentors, interns, faculty, administration, and the Salve Regina University community
- Demonstrating respect and compassion for fellow students, mentors, interns, faculty, and the Salve Regina University community

UNACCEPTABLE STUDENT BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Open and willful defiance or non-compliance with Pathways administration, staff, faculty, mentors, and interns' instructions
- Conduct that is physically dangerous to other people
- Cuddling, public displays of affection (PDAs), or any other form of romantic touching
- Assault, battery, and/or verbal or written threats aimed toward any other individual, including students, faculty, administration, staff, or other University personnel, invited guests, or students or officials at partner institutions, colleges and universities.
- Bullying or any inappropriate engagements in person, on social media or in online classrooms or virtual meetings
- Taking or attempting to take personal property or money from any other individual including students, faculty, administration, staff, or other University personnel, invited guests, or students or officials at partner institutions, colleges and universities by fear or force, or taking or attempting to take school property
- Willfully causing or attempting to cause damage to school or university property (students have a responsibility to make restitution in the event that any damage occurs)
- Making inappropriate sexual remarks or advances to Pathways students, faculty, administration, staff, or other University personnel, invited guests, or officials at institutions where Pathways is visiting.
- Any form of harassment (verbal, sexual, etc.) and/or non-consensual touching
- Making derogatory remarks regarding race, ethnicity, gender or sexuality toward any other individual, including students, faculty, administration, staff, or other University personnel, invited guests, or students or officials at partner institutions, colleges and universities.
- The possession, sale or intent to sell and/or use controlled dangerous, illegal substances such as but not limited to cannabis, heroin, cocaine or hashish.
- The possession and/or use of any and all alcoholic beverages
- The possession and/or use of weapons of any kind

GENERAL POLICIES

DRESS CODE

Pathways recognizes and values the uniqueness of each student. At the same time, it is important for each student to understand the concept of appropriate dress for particular situations, including academic and professional settings. ***The Pathways Dress Code covers all Pathways activities, including the summer institute and school year excursions.***

Special or protective clothing needed for art, science labs, and other special activities will be provided.

General guidelines for Pathways include:

- Students are expected to always present themselves in a neat manner.
- Shoes designed for walking around campus and/or participating in physical activities are expected; open-toed shoes are not allowed in Salve Regina science labs
- Culturally or religiously appropriate head-wraps can be worn, but do-rags, bonnets, sleep scarves, or other cosmetic headgear are not permitted
- Baseball caps may not be worn indoors during campus programming or on excursions

Inappropriate attire for Pathways includes:

- clothing promoting profanity or obscenities
- jeans ripped above the knee
- low rider or pants worn below the waistline
- any shirt exposing midriff
- underwear or bed-wear worn as outerwear
- tube tops, strapless tops, low-cut shirts/blouses, cut-off/cut-up “muscle shirts”
- short shorts or mini- skirts/short dresses
- sheer leggings are not to be worn as pants

CELL PHONES AND PERSONAL ELECTRONICS

As a general rule, excluding calculators, students are not permitted to use cell phones or other personal electronics during Pathways classes in a way that distracts from learning. **Electronic devices MUST be on vibrate or silent and put away while students are on the Salve Regina campus or on excursions.** On occasion, Pathways faculty may allow use of personal electronics for learning activities.

Students are generally **not permitted to have headphones/earbuds visible** during Pathways classes or activities in the summer or during the academic year, including all group meals and special events.

Students who are in violation of this policy may have their personal electronics held by the Pathways administration for the remainder of the day. Repeated violations of the cell phone/electronics policy may result in probation.

USE OF CAMPUS FACILITIES – CLASSROOMS, LIBRARIES, ETC.

As guests of Salve Regina University, Pathways students are expected to act responsibly while using university resources. Disruptive or destructive behavior in classrooms or campus facilities will lead to disciplinary action.

SMOKING

No student may smoke on the University premises, at any Pathways event, while on any trips, or in any transportation vehicle. Possession of tobacco, e-cigarettes or smoking paraphernalia is also a policy violation.

ALCOHOL AND DRUGS

Use or possession of illegal drugs (including “look-alikes”) or alcohol is prohibited on school property or on school-sponsored trips. First offenses require a parent/guardian-pupil-administrator conference and may result in dismissal from Pathways and legal action.

WEAPONS

Weapons of any kind are not allowed in any aspect of Pathways. A student found in possession of a weapon during the program, whether on university grounds or on Program sponsored field trips, will be subject to immediate expulsion from Pathways. In addition, police will be notified, and the offending student may be subject to arrest.

TRANSPORTATION

Pathways established the following guidelines to ensure safe and responsible transportation during all Pathways activities:

- Students travel to and from campus using the provided transportation during the summer and academic year activities
- Students are expected to be on time for their bus pick-up, respect the bus driver, and behave in a considerate and calm manner during all bus rides in order to ensure safe transportation.
- Pathways provides transportation for all program activities. In the event that a student misses their scheduled pick-up, the student is responsible for communicating with Pathways staff and initiating alternative transportation arrangements in a timely manner.
- Students are not permitted to drive to and from Salve Regina University campus for regular Pathways programming; the University cannot be held liable for any unauthorized vehicles on campus; unauthorized vehicles are subject to the University parking regulations and may be ticketed or towed.
- Students are not permitted to walk to or from the Salve Regina University campus during the summer program unless they receive prior approval from the Pathways administration and have written consent from their parent or legal guardian.
- Any alternative travel arrangements to and from the Salve Regina University campus must be approved by the Pathways administration and be coordinated via written and verbal confirmation with a parent or legal guardian.

SPECIAL ARRANGEMENTS FOR TRANSPORTATION

In the rare occasion that a Pathways student needs to be picked up early or to remain at Salve Regina University after classes end, arrangements must be coordinated in advance between the Program Administrator and the parent/legal guardian of the participant. Arrangements must be made for supervision on campus or any other special needs.

SCHOOL YEAR PROGRAM GUIDELINES

ACADEMIC EXPECTATIONS

Students are expected to maintain a B- (2.7) weighted average or better throughout their high school careers and are strongly encouraged to strive for Honor Roll status at each marking period. In addition, students must take challenging, college preparatory courses, including honors and Advanced Placement.

ACADEMIC PROBATION AND REMOVAL

Pathways staff members regularly review academic progress for each student. Each semester, Pathways students will meet with a member of the Pathways staff to review high school transcripts and ensure that course selection is done with college admissions and student strengths in mind.

- Students who fail to maintain a B- average will be given a warning and may be placed on academic probation.
- Students on academic probation for more than one school year may be dismissed from Pathways.
- Students can also be placed on probation for excessive absences or for inappropriate behavior during the school year, class sessions, test preparation sessions or cultural excursions.

ACADEMIC ENRICHMENT - ATTENDANCE AND PARTICIPATION

Pathways students are required to attend and participate fully in the academic-year programming. Academic enrichment programming is an essential component of Pathways. Sophomores and Juniors are required to attend and participate fully and positively in these sessions. Seniors are expected to participate in college preparation sessions throughout senior year.

Students are expected to log into their Google classroom and complete all posted assignments. Failure to complete assignments may result in students not being allowed on activities or trips. Repeated failures may result in dismissal from the program.

If students are unable to attend individual sessions or meetings, they must contact a Pathways staff member as early as reasonably possible to indicate their absence. An explanation of their absences (parent/guardian notes, doctor's notes and other evidence may be requested).

- **Multiple absences from enrichment sessions may result in disciplinary action and could lead to dismissal from Pathways.**

Students are expected to prioritize attendance during class sessions, weekly/biweekly check-ins with Salve Mentors or Intern, and complete all assignments related to these activities. Pathways tracks attendance and participation at all academic sessions, cultural excursions (theater, opera, etc.), test preparation, college admissions workshops and college tours. Students may request permission from the Pathways administration to attend a significant high school event should there be a conflict on a specific day.

- **Repeated absences and/or failure to participate positively may result in disciplinary action and could lead to removal from Pathways.**

CULTURAL EXCURSIONS

Cultural Excursions are an important aspect of the college preparation process, providing Pathways students with unique opportunities to learn and develop new skills, as well as gain exposure to both careers, classical and contemporary works of art, theater, opera, and dance. For all excursions, Pathways students will be asked to write a reflection on their experience or a critique of the performance as part of their work.

- Students are expected to dress appropriately for excursions (*SEE DRESS CODE*)

- Attendance at cultural excursions is mandatory.
- Exemplary behavior is expected of students on all excursions.

For all events, Pathways will provide either refreshments or meals (lunch/dinner) and for most events, Pathways will provide transportation to and from our partners. Some local excursions may also include opportunities for parents or other family members to attend. Reminders will be sent to students in a timely manner prior to each event.

If a student is unable to attend an excursion due to school-related conflicts, they should notify the Pathways Director at least **one week** in advance and request an alternative arrangement. Pathways will work on a case-by-case basis to make the appropriate accommodations if an alternative excursion is available.

JUNIOR YEAR COLLEGE PREPARATION ACTIVITIES

Students are required to attend all test prep sessions and will be excused from their regularly scheduled Pathways class during the weeks where there is overlap. Test preparation classes may be available for students during their senior year. Students are expected to complete the junior year project and all assignments posted in their Google Classroom.

Juniors participate in college tours and other college preparation activities throughout the year.

SENIOR YEAR EXPECTATIONS & COLLEGE PREPARATION ACTIVITIES

During senior year, Pathways students are required to take part in all Pathways cohort meetings, writing workshops and Cultural Excursions. Seniors serve as positive role models for younger students and for their high school peers.

College 101 Admissions

The College 101 Admissions Course for Pathways seniors continues from the summer into senior year of high school, in addition to a series of college tours and college application workshop days. College admissions activities include:

- Classroom sessions focused on college applications, financial aid, scholarship applications, and transition-to-college topics
- Test preparation classes and practice tests
- College tours and workshops on any school holiday
- Overnight college tour

Pathways seniors are expected to apply to at least three (3) colleges and universities, including at least one (1) in-state institution (unless a student applies and is accepted early decision). Students can expect the following support from the Pathways staff:

- Student and family 1:1 meeting to discuss college application plans
- Support with college list development to include target, reasonable reach, and reach schools
- Application essay consultation, drafting and editing
- Financial aid application completion workshops
- Letter of recommendation written collaboratively by Pathways team
- Assistance with college visits to accepted schools
- Final student and family 1:1 meeting to discuss financial aid packages and enrollment decision

Financial Aid

Pathways seniors must complete their financial aid applications by the end of October in their senior year. Pathways will assist students and their families with the Free Application for Federal Student Aid (FAFSA), the CollegeBoard's CSS Profile, and any additional school-based aid forms. Pathways seniors are expected to apply for a range of local and national scholarships.

PATHWAYS TRANSITION-TO-COLLEGE PROGRAMMING

Pathways continues for a **fourth summer** - between high school and college. Pathways students are required to take part in Salve Regina's summer "bridge" program or one at their respective colleges. Pathways students can request to participate in alternative academic opportunities during this "fourth summer" and requests will be decided on an individual basis.

DISCIPLINARY PROCEDURES

Pathways will always operate in a proactive manner to provide a safe and positive learning environment for all students. However, if a student is not able to abide by the set guidelines and expectations, or if he/she is not able to fulfill his/her academic obligations in a satisfactory manner, these action(s) could result in the following:

- Verbal or written warning
- Conference with faculty member, mentor, intern and/or Pathways Administrator
- Call to parent/guardian
- Exclusion from excursions
- Parent/guardian conference
- Probationary Period
- Discipline or Status Hearing
- Dismissal from Pathways Program

Any action(s) taken by Pathways administration will be based upon the severity of the situation, repeated occurrences related to the same issue or the cumulative impact of policy violations. We expect students to take responsibility for their actions and must uphold our policies at all times.

PATHWAYS STUDENT OATH (ADAPTED FROM PRINCETON UNIVERSITY OATH)

I am a Pathways student.

I am here because I am supposed to be here.

I represent my community, my school, my family, and myself.

I commit to accomplish all that is required of me.

I commit to hold myself to a standard of excellence.

I commit to work hard to fulfill the goals I set for myself.

I will achieve what is destined for me.

I will invest in my own growth and development.

I will strive to be the best Pathways student that I can be.

Today, I join a community of students, who will support, encourage, and uplift each other.

I will hold myself accountable.

We will hold each other accountable.

We are Pathways students.

ACT TEST INFORMATION

www.actstudent.org

COLLEGE SEARCH & FINANCIAL AID RESOURCES

WWW.COLLEGERESULTS.ORG

WWW.COMMONAPP.ORG

WWW.COALITIONFORCOLLEGEACCESS.ORG

WWW.COLLEGE.GOV

WWW.FAFSA.ED.GOV

WWW.FASTWEB.COM

ADDITIONAL INFORMATION

VISITORS

Parents/guardians and guests are welcome to visit Salve Regina University and the Pathways program. Please contact the Pathways office to arrange any visit.

SALVE REGINA UNIVERSITY PATHWAYS PROGRAM

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(401) 341-3143



<http://salve.edu/Pathways>

Instagram: @salvereginapathways

SALVE REGINA UNIVERSITY PATHWAYS PROGRAM STAFF

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Director, Community Educational Partnerships

PATHWAYS STUDENT CONTRACT

At the start of the Pathways journey, a letter of agreement will be signed by the student and their parent/guardian. Pathways students agree to the following:

- Abide by the guidelines set forth in the Pathways Student Handbook
- Attend and actively participate in three consecutive summer Pathways.
- Attend and actively participate in all Pathways functions and activities during the academic school year, including weekly academic enrichment, cultural excursions, college fairs, college admissions and financial aid workshops.
- Enroll in academically rigorous courses in high school.
- Exhibit outstanding citizenship in school, at Pathways, and in the community at-large.
- Maintain honor roll status or a B- (2.7) **each quarter** and 2.7 weighted average at the end of each of their sophomore, junior and senior years of high school.
- Be an active and engaged learner in all Pathways courses and in all school classes.
- Fulfill necessary requirements for college admissions – including taking SAT preparation courses; taking required college entrance exams (ACT, SAT Subject Tests); applying to colleges and universities; attending Pathways sponsored college visits; completing financial aid and scholarship applications; and taking advantage of all additional college preparatory activities offered by Pathways.
- Participate in an alumni transition workshop and take advantage of summer-bridge programming or college course in the summer between senior year of high school and the first year of college.
- Practice appropriate and respectful behavior at all times, and especially toward Pathways faculty, staff, fellow students, invited guest lecturers, other Salve Regina University officials, and members of school and local communities.

Signature: _____

Date: _____

Please return to Mr. Monahan before June 20