



**The Pathways Program**

305 Doherty Drive  
Larkspur, California  
415-945-3773

August 3, 2017

Dear Pathways Students,

I hope you've all had a relaxing summer and you're ready to tackle your senior year. There are a number of documents and forms from the district office and from me in this envelope. Some forms are for informational purposes only, such as contact information. Some forms such as bus passes, free and reduced lunch, insurance, and photos are optional to complete. **The following forms are mandatory and should be filled out and returned to me at our student orientation meeting on August 18:**

1. Pathways Contract
2. Field Trip Form
3. Emergency Card
4. Registration Form
5. Parental Annual Notice
6. Internet/Student Tech Agreement
7. Academic Honesty
8. Plagiarism Form
9. Tamiscal Independent Study Form (**only** for those students taking Math at Tamiscal)

On **August 18**, we will meet at **11:00am** at Tamiscal HS in the HUB (the same room as the informational meetings). We will review internship forms, schedules, and head to College of Marin for a campus tour. You will also take your photo at College of Marin for your school ID.

I look forward to you seeing you on August 18. Free free to contact me at [acallahan@tamdistrict.org](mailto:acallahan@tamdistrict.org) or 415-246-3980 in the meantime if you have any questions.

Sincerely,

Alyssa Callahan  
Pathways Program Coordinator

### Important Upcoming Dates: PLEASE MARK YOUR CALENDARS

- **Friday, August 12:** ALL COM fees should be paid by this date. Students will not be able to purchase student ID cards without fees being paid.
- **Friday, August 18:** Pathways Student Orientation. Meet at 11:00am in the Tamiscal HUB. We will review internship forms and COM schedules. Afterwards, we will head to College of Marin for a campus tour. Before our tour, all students will take their photo for the COM ID. **Please bring \$10 to purchase a COM student ID card.**
- **Monday, August 21:** First day of classes at College of Marin.
- **Wednesday, August 23:** First day of classes for TUHSD. All students co-enrolled in a class at one of the comprehensive sites must attend. Pathways will meet at 12:30pm for our first day of class.
- **Friday, August 25:** Tamiscal All School Assembly. All students will meet at Tamiscal at 8:30am. In the morning, students will take photos for their Tamiscal ID. There will also be a Mandatory Senior (both Tamiscal and Pathways) meeting in the morning with Counselor Grace Aviles and College and Career Counselor Julie Gannon. Throughout the remainder of the day, Pathways students will participate in a range of activities. Lunch will be provided.

*Pathways students are expected to be in the Pathways classroom during the following hours unless other agreements have been made with Alyssa.*

- *Mondays and Wednesdays from 12:30-3:30 and Fridays from 8:30-2:00.*

## Pathways Program - Student Contract

By signing below, you agree to the following:

- **Show up** every day for your classes, labs, study halls and internships. Unless you are extremely ill, you should not be absent. Attendance is critical.
- **Be on time.** No excuses.
- **Call** the appropriate person/s (especially internship supervisors) if unforeseen circumstances cause you to be late or absent, or if you get a ride from someone and don't need transportation on a given day, and **always call or text Alyssa** to inform her at 415-246-3980. If you are going to be absent from your scheduled time at Tamiscal, contact the Tamiscal attendance office at 415-945-3750 as well as Alyssa.
- **Share concerns or issues** immediately with Pathways staff.
- **Ask for help** when you need it from college professors, internship supervisors and/or Pathways staff.
- **Exchange phone numbers** with a COM classmate in each of your classes, so if you do have to miss class, you can find out what you missed.
- **Be prepared** for each day with books and supplies as needed.
- Keep your **planner updated.**
- **Do your homework, and submit all assignments on time** (find a quiet place at home or in the COM/local library to study and schedule your study hours in your planner).
- **Complete a warranted absence form** at least one week prior to college visit or other pre-arranged absence.
- **Be responsible, respectful and mature** - remember that you are representing the district, as well as yourself, and you should not behave in any way that would injure the district's reputation or harm the Pathways Program.

\*I understand what is expected of me as a Pathways Student and agree to abide by the expectations.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*I understand what is expected of my Pathways student and agree to support my student to be successful in the program.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Pathways Internship Guidelines

As you know, an internship is a *required component* of the program. Depending on your academic load, you should be spending between 6-10 hours a week at your internship site. You should have secured an internship over the summer - if you have yet to secure an internship, you must contact me immediately.

We will review internship guidelines and expectations as well as review required internship forms when we meet on August 18, but keep this handout for future reference.

At your internship placement, please follow the guidelines below.

- Share any concerns or issues about your internship, including conflicts with your supervisor or other employees, **immediately** with Alyssa.
- Make sure that you are clear about your duties/responsibilities.
- If you are unsure of what to do or how to do something, ask questions!
- Show up when you are scheduled and be on time.
- Always call your supervisor if you will be late or absent.
- Conform to the regulations of your workplace.
- Uphold confidentiality of workplace information.
- Be safety conscious.
- Always dress appropriately for your workplace.
- Clean up after yourself; keep your work area clean.
- Do not use the computers at your workplace for personal use without permission.
- Do not make or take personal phone calls or spend time texting without permission.
- Be courteous, respectful and reliable. Remember that you are representing the district, as well as yourself, and you should not behave in any way that would injure the school's reputation or harm the Pathways program.

## PATHWAYS 2017-18 CONTACT INFORMATION

**Alyssa Callahan - Teacher/Program Coordinator**

Email: [acallahan@tamdistrict.org](mailto:acallahan@tamdistrict.org)

Cell: 415-246-3980                      Work: 415-945-3773

**Grace Aviles - Counselor**

Email: [gaviles@tamdistrict.org](mailto:gaviles@tamdistrict.org)

Work: 415-945-3757

**Corbett Elsen - Principal**

Email: [celsen@tamdistrict.org](mailto:celsen@tamdistrict.org)

Work: 415-945-3750

**Greg Davison - Internship Liaison**

Email: [gdavison@tamdistrict.org](mailto:gdavison@tamdistrict.org)

Work: 415-458-3484

**Julie Gannon - College & Career Specialist**

Email: [jgannon@tamdistrict.org](mailto:jgannon@tamdistrict.org)

Work: 415-945-3785

**Sarah Eheart - Resource Specialist**

Email: [seheart@tamdistrict.org](mailto:seheart@tamdistrict.org)

Work: 415-945-3553

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**Anna Pilloton - Outreach Coordinator @ COM**

Email: [anna.pilloton@marin.edu](mailto:anna.pilloton@marin.edu)

Work: 415-485-9663

**Kathy Takemoto - Program Specialist @ IVC**

Email: [kathy.takemoto@marin.edu](mailto:kathy.takemoto@marin.edu)

Work: 415-883-2211 ext. 8204

**Gina Cullen - COM Counselor**

Email: [gina.cullen@marin.edu](mailto:gina.cullen@marin.edu)

Work: 415-485-9419