

# *Arlington Career Center*

## **Mission**

*Instill a Passion for Learning by Doing*

## **Vision**

*A dynamic community of self-determined learners  
connected through authentic, client-based work*

## **Core Values**



*“Feed the Soil”*

# Mindfulness

## Integrity, Respect, Resiliency

A positive, productive, and professional learning environment is essential to support student growth through project-based learning. All community members, including students, staff, and visitors, are expected to collaborate in meaningful ways. This document outlines the values of our community.

Community members have the responsibility to be aware of and abide by all expectations set forth in this document, which supports the [APS Handbook](#).

### **Mindfulness**

Community members are expected to be mindful of how their actions (or inactions) and words affect the entire Career Center community.

- A mindful citizen is one who pauses before responding and is thoughtful of how their response impacts the community.
- A mindful citizen is one who exhibits compassion toward others, reaching out to those in need, and making an effort to understand others' feelings.
- A mindful citizen takes time to reflect upon their experiences and interactions to determine their next step or action.

Community members are expected to [collaborate with others according to the following norms: \(Adaptive Schools\)](#)

- Promoting a spirit of inquiry: "Tell me more about..."
- Pausing
- Paraphrasing: rephrasing, "The intention seems to be..."
- Probing for specificity: "Please provide a specific example of what you mean"
- Putting ideas on the table: "Here is one idea..."
- Paying attention to self and others
- Presuming positive intentions

## **Integrity**

Community members are expected to communicate openly and honestly recognizing that collaborative work depends on our ability to trust one another.

Community members are expected to take responsibility for their learning and for producing work that reflects their intellectual capability and curiosity. It is just as important to give full credit to others who have helped you or whose work you have incorporated into your own, as it is to take full credit for your work.

Community members are expected to take responsibility for their actions and follow through on the commitment that they've made to our core values. When you make a mistake, own that mistake. Furthermore, if you are aware of a problem that involves another member of the community, an appropriate staff member needs to be consulted as you have an obligation to report wrongdoing.

## **Integrity and Use of Technology**

Community members are expected to use electronic devices appropriately. In principle, electronics are for educational use. Personalized Devices should remain in your backpack or closed/off on the desk during instructional time unless the teacher has permitted it for instructional use.

If a student is using an electronic device during class time for personal use or during times not designated by the teacher, the electronic device will be confiscated and consequences will escalate as follows:

1st offense - Warning

2nd offense - Confiscated/return to student by end of period/call home

3rd offense - Confiscated for the day and held by the program coordinator/call home (fill out discipline/technology referral form)

4th offense - Confiscated for the day, held by the program coordinator, and a parent/guardian must come to school for pick up from the main office (fill out discipline/technology referral form)

5th offense - Conference with student, parents, admin, coordinator, teacher, and counselor to develop a plan for school use of personal device (fill out discipline/technology referral form)

[Acceptable Use Policy for Students](#)

[45-2 Acceptable Use of Electronic Networked Resources and Internet Safety](#)

## **Respect**

Community members are expected to respect the learning environment. Being productive, on-task, and on-time enhances your learning and promotes positive relationships with others.

Community members are expected to listen and speak with respect to each other. We embrace and value the diversity of our community members. Inappropriate or offensive speech that are disparaging or hurtful (even if meant to be a joke) do not promote an environment of mutual respect. In fact, such comments destroy trust and community feeling. All races, genders, socioeconomic groups, religions, sexual orientations, and/or disabilities are equally valued in our community.

Community members are expected to respect our shared spaces and use of equipment by cleaning up and maintaining organized spaces. Respect no food lab areas. This allows others to come into spaces and work efficiently.

## **Resiliency**

Community members are expected to be resilient in applying critical thinking skills when solving problems. Resiliency means to make multiple and well informed approaches to find the best solution and to utilize an array of appropriate resources to assist in the problem solving process.

Example:

- Identify the problem
- Brainstorm solutions
- Develop a plan of action
- Execute the plan
- Test and evaluate solutions
- Revisit prior steps as needed to make improvements