

# PACE High School

## Student/Parent/Teacher Policies and Procedures for Success

### 2016-2017

Welcome to Mary E. Smithey PACE High School! At PACE, both staff and students function as a family – we look out for each other. While at PACE, your behavior is expected to be positive and cooperative so that you can accomplish your goal of earning a high school diploma.

As an academic education campus of choice (AEC), admission to PACE is by application only. Not all students who apply will be accepted to PACE. Admission to PACE is a privilege, not a right. Only qualified students will be contacted by PACE in order to schedule an interview. After the interview, the PACE principal will determine whether or not the student will be accepted to PACE.

PACE provides at-risk students with: 1) smaller class sizes, 2) an accelerated curriculum utilizing a blend of online curriculum through Apex and paper packets, 3) more one-on-one instructional time with teachers, 3) opportunities for after-school tutorials, and 4) an environment that is more structured and less distracting than a traditional large campus.

PACE students are expected to attend school every day on time, work hard, make continuous academic progress, and follow the rules and policies of PACE and Duncanville ISD. Students who choose not to make the most of the opportunity PACE provides may be dismissed and returned to Duncanville High School.

## **PACE School Hours of Operation**

Student instructional hours are from 7:30 am to 3:00 pm each school day. We offer flexible scheduling (late arrival or early release) for working and/or parenting students or students with other special situations. State law requires that a student must attend school at least 4 hours each academic day.

## **Parent Contact**

Parents/guardians need to be made aware of their child's successes as well as any problems. Periodically (approximately once every three weeks), mentors will call each of their students' parents/guardian and provide an update on student academic progress. Parents may be contacted by PACE faculty and staff more frequently as situations warrant.

## **Attendance Policy**

Students are expected to arrive at PACE before the start of scheduled instructional time. Regular instructional time at PACE begins at 7:30 AM and ends at 3:00 PM. Before going to their first class, students with regular or late arrival times are to go to their mentor teachers to obtain time cards.

Students arriving after the scheduled starting time of their first class must obtain an admission slip from the attendance clerk.

## **Attendance for PACE Credits**

PACE students are expected to have good attendance in order to receive course credit. Accumulating excessive absences may result in denial of course credit.

In order to encourage PACE students to exercise good attendance habits, unexcused absences accrued by PACE students may result in an assignment to Saturday School. Unexcused absences can result from actual absences from school or from a combination of tardies and absences. Two tardies will result in one unexcused absence.

Saturday School is held at Duncanville High School from 8:00 AM to 1:00 PM. The PACE attendance clerk will notify students of Saturday School assignments. The Saturday School assignment will be recorded with the attendance clerk and a copy of the Saturday School assignment will be given to the student. Failure to serve the Saturday School assignment as designated by the PACE attendance clerk may result in denial of course credit.

**Students who demonstrate poor attendance habits may be dismissed from PACE.**

Appeals regarding attendance issues must be made to the building principal within the semester during which excessive unexcused absences occur. At this appeal, a student or parent must prove that procedure was followed as per the student code of conduct in terms of properly documenting absences with the attendance clerk within the stated two (2) day time limit.

**Grades**

PACE is a self-paced, accelerated learning environment where students may only proceed with their coursework after they have achieved a grade of at least 80% on each assignment and test. Each teacher determines his/her own grading system within the guidelines established by the Duncanville ISD.

Students or parents may request a computer printout of grades at any time from PACE instructors. The academic progress of all students is constantly monitored. Students who are not making continuous academic progress will be encouraged by faculty and staff to make improvements in performance or face possible removal from PACE. Upon completion of all the assignments for a given course, the student will receive course credit.

Students receive numerical grades for all assignments and semester courses completed. The Duncanville ISD requires at least 28 credits for graduation from high school.

**PACE students are not ranked with Duncanville High School students and do not receive a grade point average unless otherwise requested by the student, parent/guardian, or a requesting institution. A grade point average will be provided by the PACE counselor upon request along with a letter explaining the unique academic nature of PACE School.**

### **Credit Requirements**

PACE students are expected to complete a minimum of 4 credits per semester with at least 2 of the credits being in core subjects. With campus approval, a student may take classes at Duncanville High School which are not offered at PACE. Traditionally, such classes are Career and Tech classes, foreign language, or extracurricular activities.

A diploma from Mary E. Smithey PACE High School will be awarded to the student upon the completion of all graduation requirements, which includes mastery of all portions of state required tests, i.e., TAKS, STAAR, EOC.

### **Coursework at PACE**

Students are expected to attend class each day and make continuous academic progress. Students are required to progress through their studies in a timely manner. Students who fail to complete a minimum of 4 credits per semester may be dismissed from PACE.

There is no required homework at PACE. However, it is strongly suggested that students take school work home or work at home online in order to reinforce academic skills and to progress more rapidly towards their goal of graduation.

The classroom teacher is the final authority on allowing students to take instructional packets home. In most cases, students may take home no more than two packets per class.

### **Class Schedule**

Upon registering at PACE, students will be given a class schedule. The schedule must be followed exactly as written. Failure to do so may result in dismissal from PACE. A copy of the school bell schedule is included in this handbook.

### **Trespassing at Duncanville High School**

Unless a student has a scheduled class at DHS or receives written permission from PACE or DHS administration, PACE students are not to trespass on Duncanville High School property for any reason before, during, or after regular instructional hours. PACE students must have a PACE student ID in order to attend district-sponsored extracurricular events.

Students who trespass at DHS will be subject to citation from police and disciplinary action from PACE administration.

### **Lost or Stolen Student Items at PACE**

PACE faculty and staff members are not responsible for any lost or stolen items belonging to students. A good faith effort will be made by PACE administration and/or faculty to recover lost or stolen items with no guarantee of recovery.

### **Time Cards**

At the beginning of each week, each student receives a time card which he/she must possess at all times. The time cards are color-coded to indicate different levels of privilege. Time cards are red, yellow, green, and blue with blue being the highest level of privilege. At the beginning of the school year, all students will be on a yellow card. Students will receive other cards as their work and attendance merits change.

Upon arrival at PACE, students must check in with their mentor, pick up their time card and have it signed by their mentor. The mentor will indicate on the card the student's arrival time. At the end of the day, students must return the card to their mentor. The mentor will sign the card and indicate the student's departure time. During the course of the day, students will give the classroom teacher his/her time card. The teacher will write on the card the student's arrival and departure time. Failure to adhere to the time card policy may result in disciplinary action.

### **ID Badges**

Students are required to wear a PACE issued ID badge at all times while on the PACE campus or on district transportation (school buses). Students are responsible for maintaining this ID badge. Students will be provided a district issued lanyard on which to place the ID badge. The lanyard with the ID badge will be worn around the neck at all times while on campus or on district transportation (school buses). Failure to wear the ID badge is a violation of the Student Code of Conduct. The first ID badge & lanyard will be provided to each student free of charge. Students will be charged \$5.00 to replace defaced, damaged, or lost ID badges and \$1 for a replacement lanyard. There is no refund if a lost ID badge is recovered.

### **Food & Drink in Classrooms and Campus Meal Times**

Each classroom teacher is the final authority on allowing snack foods in his/her classroom. Failure to follow a teacher's classroom policy on food and drink may result in disciplinary action.

**Students are prohibited from taking food out of the cafeteria during meal service times.**

**PACE is a closed campus during the instructional day. Students may not leave campus during lunches to purchase food at local eateries or restaurants.**

### **Outside Food Deliveries at PACE**

- Only parents, guardians, or others appearing on the student's contact list in the student information system may bring outside food to their student.
- Food deliveries must be made prior to 11:30 AM in the main PACE office.
- Violation of the above may result in the food delivery being thrown away.

### **Free and Reduced Lunch Services**

Please contact Duncanville ISD Nutritional Services at (972) 708-2328 if you believe you are eligible for free/reduced lunch services. Students will be notified by PACE administration of the due date for new applications and for renewal of participation in the lunch program. Failure to submit this documentation will result in the student being dropped from the program.

### **Dress Code**

On regular school days, students must be in dress code during instructional hours. Failure to comply with the dress code will result in disciplinary action. PACE administration will determine when exceptions to the dress code will be allowed, such as Spirit Days, senior events, etc. The student dress code is explained in detail

in the Duncanville ISD Student Code of Conduct handbook and on the Duncanville ISD website at [www.duncanvilleisd.org](http://www.duncanvilleisd.org).

### **Transportation**

PACE students are eligible to ride Duncanville ISD buses. Any student who is pregnant and/or a parent may be eligible to ride a specially equipped bus which will transport the student and child to the child's daycare and then transport the student to school. In the afternoon, the PACE bus will return student and child to their home. See Mrs. Simecek to fill out eligibility forms for the parenting bus.

**PACE bus students will be dropped off in the mornings at Duncanville High School. By 7:10 AM, PACE students will board a shuttle bus and will be transported to PACE, arriving no later than 7:20 AM in most cases.**

**In the afternoons, PACE bus students will be released at approximately 2:50 PM in order to board the PACE shuttle bus to Duncanville High School. Upon arrival at DHS, students will board their neighborhood route bus and will be transported home.**

**PACE students with private transportation must be dropped off and picked up at PACE.**

**PACE students must wear their ID badge in order to ride Duncanville ISD buses.**

### **Medication and PACE School Nurse Services**

All medication, prescription or over-the-counter (OTC), that is brought to school should be clearly labeled and in the original container. Medication will be taken to

Mrs. Simecek immediately upon the student's arrival at PACE. Students must report to the office to take their medication.

The nurses at Duncanville High School are on call during the school day in case of an emergency at PACE. A nurse visits PACE once a month answering student questions or otherwise assisting students. Routine first aid will be rendered by the school secretary, the principal, or a teacher. The nurse also visits each Friday morning to take blood pressure and monitor the weight of pregnant students. In case of an accident at school which involves a severe injury to a student, school personnel will: 1) render first-aid, 2) notify the parents, guardian, or spouse of the injury, and 3) assist in obtaining necessary emergency medical care. Obtaining medical care for the student shall be the responsibility of the parents, guardian, or spouse. In the event a parent, guardian or spouse cannot be notified, the final decision concerning the student's medical care shall be left to the principal, secretary, or school nurse.

### **Leaving a Classroom**

A student must secure permission from PACE personnel in order to be out of the classroom during regular class time. Students who leave class without authorization may face disciplinary action and possible dismissal from PACE.

### **Signing In and Out During Instructional Hours**

If a student leaves school early, then the student must check out through the main office. In order for any student under the age of 18 to leave school early, a parent/guardian must first contact the school. After receiving parent/guardian permission, the student must then sign out in the office before leaving campus. Failure to follow this procedure is a violation of the Student Code of Conduct.

Students with classes at Duncanville High School must sign out before leaving PACE to attend the DHS classes. The student will sign back in upon returning to PACE.

### **PACE Telephone**

*With permission from the classroom teacher, students may use classroom telephones.* Students will not be allowed to accept phone calls unless the call is an emergency. In the event of an emergency, a student may request permission to use the office phone located near the attendance clerk's desk. Students using the office phone must record the telephone number dialed on the Phone Log clipboard.

### **Electronic and/or Communication Devices**

Student may possess electronic and/or communication devices. The use of such devices during instructional time will be regulated by the classroom instructor.

During the administration of state mandated tests, students are not permitted to have cell phones or other electronic devices in their possession.

Misuse of electronic/communication devices by a student may result in the confiscation of the device by PACE personnel. The student's parent or guardian will be contacted to come to PACE to retrieve the device. Please refer to the Duncanville ISD Student Code of Conduct for more information regarding electronic and/or communication devices.

### **Alcohol and Drug Use**

The use of illicit drugs and unlawful possession and use of alcohol by students is prohibited. Students will not sell, transmit, distribute or attempt to sell, transmit, distribute, or be under the influence of drugs and/or alcohol while on school property. Students may not possess drug paraphernalia while on school property.

Refer to the Duncanville ISD Student Code of Conduct regarding alcohol and drug policies.

### **Tobacco/Electronic Cigarette Policy**

The possession or use of tobacco in any form (including electronic cigarettes) is prohibited in all school buildings, on school buses, and on all school district property. All tobacco products will be confiscated and held as evidence. Students found in possession of tobacco products on school grounds may receive a police citation and receive other consequences in accordance with the Duncanville ISD Student Code of Conduct.

### **Fighting**

Students who participate in a fight will face consequences as set forth in the Duncanville ISD Student Code of Conduct. In addition, PACE students who participate in a fight on either the PACE or DHS campus, or during a district-sponsored event, may be subject to Summit placement and dismissal from PACE.

Students removed from PACE for fighting are not eligible for re-admission to PACE until the beginning of the next semester or for at least nine weeks. Students seeking readmission after fighting will be placed on the waiting list for consideration.

### **Class or Campus Disruption/Violations of Student Code of Conduct**

Students who create a classroom or campus disruption will be dealt with as set forth in the Duncanville ISD Student Code of Conduct. In addition, PACE students who have three or more violations of the Code of Conduct for a classroom or campus disruption may be dismissed from PACE High School.

**At all times while on campus, before/during/after instructional hours, students will comply with all directives issued by Duncanville ISD employees.**

**Duncanville ISD employees include, but are not limited to the following:**

- **PACE instructors and substitute teachers;**
- **PACE and district secretarial and office staff;**
- **District nutritional, transportation, and maintenance staff;**
- **PACE and district administrative and counseling staff.**

### **Inflammatory/Abusive Language/Bullying**

PACE students are expected to respect and to be polite to district employees and fellow students. Students who engage in bullying behavior or use inflammatory / abusive language (directly or indirectly, written via paper or electronic form (social media), paraverbal or physical contact) which incites or provokes a confrontation with another student or teacher will be subject to disciplinary action. Students will be given the opportunity to correct this misbehavior. If a student persists in such behavior, then he/she will be subject to disciplinary action in accordance with the Student Code of Conduct and may face dismissal from PACE.

### **Parking**

Parking passes are available through the attendance office at no cost. In order to receive a parking pass, students must present a valid driver's license and proof of current insurance.

While in the PACE parking lot, students are expected to drive slowly and avoid reckless behavior. Students driving recklessly will have their vehicles banned and possibly towed at the student's expense from the parking lot.

As soon as a student arrives on campus, he/she is expected to come directly into the building – no loitering.

During instructional hours, students are not permitted to go out to the parking lot, unless authorization has been granted by PACE personnel.

Vehicles parked on PACE property are subject to search by PACE administration, police, and district approved canine units. Students are responsible for all contents in their vehicle.

**PACE High School**  
**Instructional Schedule**  
 2016-17

1<sup>st</sup> period                      7:30 – 8:29                      59 min

Transition 8:29-8:30

2<sup>nd</sup> period                      8:30 – 9:29                      59 min

Transition 9:29-9:30

3<sup>rd</sup> period                      9:30 – 10:29                      59 min

Transition 10:29-10:30

4<sup>th</sup> period                      10:30 – 11:34                      64 min

Transition 11:34-11:35

5<sup>th</sup> period                      11:35 – 12:59                      84 min

*A Lunch*                      *11:35 – 12:04*                      *29 min*

Transition 12:04-12:05

Class                      12:05 – 12:59                      54 min

*B Lunch*                      *12:05 – 12:34*                      *29 min*

Transition 12:34-12:35

Class                      11:35 – 12:05, 12:35 – 12:59                      54 min

Transition 12:59-1:00

6<sup>th</sup> period                      1:00 – 1:59                      59 min

Transition 1:59-2:00

7<sup>th</sup> period                      2:00 – 3:00                      60 min

## PACE Faculty/Staff Room & Phone Numbers

<i>Pace Staff</i>	<i>Phone Ext.</i>	<i>Room</i>
<b>Garry Buchanan</b>	<b>2486</b>	<b>310</b>
<b>Keith Butcher</b>	<b>2475</b>	<b>101-B</b>
<b>Todd Ferris</b>	<b>2480</b>	<b>312</b>
<b>Becky Fuson</b>	<b>2483</b>	<b>314</b>
<b>Carlene James</b>	<b>2487</b>	<b>308</b>
<b>Marcia Jacobs</b>	<b>2471</b>	<b>301-A</b>
<b>Valerie Kelley</b>	<b>2484</b>	<b>305</b>
<b>Gabby Caballero</b>	<b>2481</b>	<b>303</b>
<b>Lori Rhodes</b>	<b>2477</b>	<b>309</b>
<b>Roxanne Saldana</b>	<b>2472</b>	<b>318</b>
<b>Eva R. Simecek</b>	<b>2473</b>	<b>101-A</b>
<b>Pia Surgent</b>	<b>2485</b>	<b>313</b>
<b>Annette Whitlock</b>	<b>2482</b>	<b>311</b>
<b>Karen Wilson</b>	<b>2479</b>	<b>307</b>
<b>Stephen Youree</b>	<b>2478</b>	<b>315</b>
<b>Bookroom</b>		<b>303 &amp; A-100</b>
<b>Storage/Supplies</b>		<b>201</b>
<b>Conference Room</b>		<b>203</b>
<b>Pace Gym</b>		<b>319</b>
<b>Vacant</b>		<b>320</b>
<b>Teacher's Lounge</b>		<b>321</b>
<b>FAX Number</b>	<b>2474</b>	
<b>MAIN Number</b>	<b>2470</b>	

## PACE 2016-2017 Employee Roster

Buchanan, Garry – Fine Arts (Art) instructor  
Butcher, Keith – PACE Principal  
Caballero, Gabby – Counselor’s secretary  
Ferris, Todd – Career/Tech, Social Studies instructor  
Fuson, Becky -Math instructor  
James, Carlene – PE/ Health instructor; PACE AM /DHS PM  
Jacobs, Marcia – Attendance Clerk  
Kelley, Valerie – English Language Arts / Social Studies instructor  
Rhodes, Lori – Family / Consumer Science instructor  
Saldana, Roxanne – Counselor  
Simecek, Eva R. – Principal Secretary  
Surgent, Pia – English Language Arts  
Whitlock, Annette – Math instructor  
Wilson, Karen – English Language Arts instructor  
Youree, Stephen – Science instructor

# **PACE High School 2016-2017**

## **Visitor Policy and Procedure**

Parents and guardians of PACE students are welcome to visit PACE.

In order to promote a productive educational environment free of unnecessary interruptions and distractions, PACE administration requires the following:

- Visitors must check in at the main office and receive authorization to be on campus. Visits during instructional time will be limited to 30 minutes.
- Parents and guardians are asked to schedule teacher conferences during planning periods. Any parent/guardian wishing to visit a classroom or meet with a teacher during the regular instructional day is asked to call ahead and schedule an appointment.
- Visitors may not cause a disruption to the educational environment and instructional process. Disruptions will result in: 1) being directed to leave the campus immediately, 2) police intervention, and/or 3) given a notice of trespass.
- No student from Duncanville High School or any school-age individual may enter PACE unless authorized by PACE administration.

## **Expectations and Requirements of PACE Faculty and Staff**

1. PACE instructors are required to be on campus no later than 7:15 AM on regular instructional days. Arrival after 7:15 AM must be approved by campus administration. PACE instructors are to remain on campus until 3:15 PM, unless permission by administration is given otherwise.
2. In order to promote a safe and civil instructional environment, PACE instructors will be present in the hallways during student passing periods.
3. In order to promote a safe and civil instructional environment, PACE instructors will maintain appropriate classroom supervision during instructional times. If an urgent reason (physical illness, personal or family emergency, previously scheduled or unexpected appointment) arises requiring an instructor to leave the classroom, then that instructor will contact the office, counselor, or a neighboring instructor in order to secure classroom supervision.
4. Professional dress and appearance appropriate for instructional or campus duty is required for all PACE faculty and staff. Spirit days, “blue jean” days, costume days, etc., will be approved by campus administration.
5. PACE instructors will keep classroom doors closed and locked during instructional times. Unoccupied classrooms will remain locked. Students are not to occupy a classroom during the instructional day, i.e., conference times, lunch times, unless supervised by PACE staff or faculty.

## Acknowledgement of Receipt of PACE Handbook

By signing below, both the student and parent/guardian acknowledge receipt of the Mary E. Smithey PACE High School student handbook. Failure to sign this receipt does not constitute a reason for defense in any due process proceeding.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date