

Student and Parent Policies and Procedures



2021 - 2022

Mission Statement

The mission of PACE High School is to guide students to become academically, socially, and emotionally prepared for self-sufficiency.

School Motto

"Pursuing Academic and Career Excellence"

PACE High School

2021-2022

Student and Parent Policies and Procedures

Welcome to Mary E. Smithey PACE High School, Duncanville ISD's academic alternative campus, which serves the needs of high school students who are currently at risk of dropping out of high school, who may become at risk of dropping out in the future, or who want to accelerate high school graduation. PACE provides a unique atmosphere with small class sizes and opportunities for credit recovery and credit attainment in an accelerated, individualized online format, helping students earn or regain credits at a faster pace than in traditional high schools.

PACE follows Duncanville ISD's core curriculum within an online program called Edgenuity. We offer a condensed list of courses, while utilizing relevant instruction and relationship building. The small learning environment also provides opportunity for improvement of basic social skills, builds student maturity, and assists students in overcoming non-academic barriers that interfere with overall educational success. PACE offers limited high school endorsements in a barrier-free learning environment in which students can earn their Texas high school diploma. Students are provided with a personalized graduation plan and learn monitoring skills to stay focused on the tasks necessary to achieve success. Students receive post-secondary counseling and planning. As an academic alternative education campus of choice, 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 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/guardians and provide an update on student academic progress. Parents may be contacted by PACE faculty and staff more frequently as situations warrant.

Attendance Policy and PACE Credits

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

PACE students are expected to have 90% 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 will result in an assignment to detention and/or Saturday School. Unexcused absences can result from actual absences from school or from a combination of tardies and absences.

Saturday School is held at PACE multiple times per year. The assistant principal or attendance clerk will notify students of Saturday School assignment dates. The assignment will be recorded with the attendance clerk, a copy will be given to the student and a parent or guardian will be emailed. Failure to serve a detention or Saturday School assignment 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 assistant principal within the semester during which excessive unexcused absences occur. At this appeal, a student or parent must prove that procedures were 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. Grading systems by course are determined 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 26 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 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. STAAR, EOC.

Edgenuity Coursework

Students are expected to attend class each day and make continuous academic progress. On average, a student should complete one semester of a course within nine weeks. Students are expected to work at home, online in order to reinforce academic skills and to progress more rapidly towards their goal of graduation. Students who fail to complete a minimum of 4 credits per semester may be dismissed from PACE.

Edgenuity Assessment Guidelines

Quizzes:

Quizzes may be taken inside or outside of class and students may use notes.

If a student does not pass a quiz, he/she may automatically take it again one more time. If the quiz is not passed the second time, the following must occur:

- Students must notify the teacher of the need for retest.
- The student will be required to submit documentation of understanding (*his/her notes, review of the lesson with the teacher, etc... as determined by the teacher*) prior to being granted a third attempt.
- Students may then be allowed to retest

Subsequent retakes will remain under the discretion of the teacher, after following the procedures above.

Topic/Unit Tests:

Tests may only be taken in class and with the teacher who will grant course credit if there are 30 minutes or more remaining in class.

Teachers will allow access to a test only after verification that all quizzes in the unit leading up to the test are passed with a 70% or better.

Bypassing Tests: A student may only be granted up to 2 unit test bypasses per course.

If a Unit Test is failed with a score of 59% or below after the first try, the teacher will reset the Unit Review and the student will redo the review before being allowed to test again. If the test is failed with a 60% or above, a second try can be given without redoing the review.

If a Unit Test is failed on the second try, the following must occur:

- Students must notify the teacher of the need for retest.
- The student will be required to submit documentation of understanding (*his/her notes, review of the lesson with the teacher, etc... as determined by the teacher*) prior to being granted a third attempt.
- Students may then be allowed to retest

Cumulative Exams:

Cumulative Exams may only be taken in class and with the teacher who will grant course credit.

Teachers will allow access to the Cumulative Exam only if students have completed all of the required activities, quizzes, tests, and essays (if applicable) in the course.

Students will have two opportunities to take Cumulative Exams. The higher of the two exam scores will be used to determine the final grade. If the final grade is below 70%, the following must occur:

- Students must notify the teacher of the need for retest.
- The teacher will reset the Cumulative Exam Review and the student will redo the review before being allowed to test again.

A student who has 90% or better attendance from the course start date until completion may be exempted from Cumulative Exams.

Extended Instruction:

Students enrolled in extended instruction periods may work on unit lessons, assignments, and quizzes with the extended instruction teacher. Unit Tests and Cumulative Exams must only be taken with the teacher who will grant course credit.

If a student needs to take a Unit Test or Cumulative Exam during extended instruction, the following must occur:

- Students must notify the extended instruction teacher of the need to test.
- Upon notification, a student has two options:

OPTION 1

- The extended instruction teacher will bypass the test so the student may work on the next lesson.

OPTION 2

- The **extended instruction teacher** will contact the teacher of record.
- Upon approval, the student will be permitted to test with the teacher of record during the extended instruction period.
- If time does not permit, an alternate testing period will be arranged and communicated to the extended instruction teacher, then to the student.

Essays:

Students are required to complete essays in English courses only. Essays are submitted directly within the course itself. The computer will automatically assign a score, but that score IS NOT the final grade on the essay.

After a student submits an essay within the course, English teachers will check the essay for plagiarism, grade it according to a rubric, and update the grade for the essay in Edgenuity.

If an essay is found to be plagiarized, the student will be required to redo it and a parent/guardian will be notified.

If a student is not satisfied with their grade on an essay, he/she may ask the teacher for up to two additional revisions on the essay to improve the grade. Submitting revisions follows the same process above.

Class Schedule

Upon registering at PACE, students will be given a class schedule which will detail all courses required to reach graduation status. 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.

Electronic and/or Communication Devices

PACE is a phone free campus. Students may not possess electronic and/or communication devices during instructional time. Cell phones will be collected and stored in secured Yondr pouches upon entry into the building and will not be accessible to students until lunch time. In the event of an emergency, a student may request permission to use the office phone located near the attendance clerk's desk. Misuse of electronic/communication devices may result in the confiscation of the device by PACE personnel. A parent or guardian will be contacted and notified that the device must be retrieved by a guardian. Please refer to the Duncanville ISD Student Code of Conduct for more information regarding electronic and/or communication devices.

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.

Student Folders

At the beginning of each day, each student receives a folder which he/she must possess at all times. Upon arrival at PACE, students must check in with their mentor and pick up their folder. Students are required to leave their folder with their last period teacher at the end of each day.

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 should be worn around the neck at all times while on campus or on district transportation. The student will be required to present their ID badge to get on a school bus and to enter athletic events. 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.

Free and Reduced Lunch Services

All Duncanville ISD students are eligible for free breakfast and lunch for the 2021-2022 school year. Outside food deliveries are not permitted at PACE High School. This includes deliveries by parents or guardians.

Visitor Policy and Procedures

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.
- Virtual teacher conferences are available.
- 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.

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.

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. See Mrs. Caballero to fill out eligibility forms for the parenting bus.

PACE bus students will be dropped off in the mornings at Duncanville High School by their neighborhood route bus at approximately 7:10 AM. Students will immediately board the PACE 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 shuttle bus to Duncanville High School. Upon arrival at DHS, students will board their neighborhood route bus and will be transported home. PACE students must wear their ID badge in order to ride Duncanville ISD buses. PACE students with private transportation must be dropped off and picked up at PACE.

Parking

Student parking permits may be purchased at the Duncanville ISD Police Station 802 South Main St. Permits cost \$20 per student and \$5 for each additional student in the same household. Vehicles without a valid parking decal will be issued a parking citation and \$20 fine. Students will need to submit a parking application in order to receive a decal for their vehicles. Students must present a valid driver's license and proof of current registration and insurance; *with the student's name on the insurance*. While in the PACE parking lot, students are expected to drive slowly and avoid reckless behavior. Students driving recklessly may 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.

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. Caballero immediately upon the student's arrival at PACE. Students must report to the office to take their medication. A medication permission form, will be sent home for the parent or guardian to be signed, dated and returned to PACE.

The nurse at Reed Middle School is 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.

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, regardless of age, to leave school early, a parent/guardian must first be contacted by 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.

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 and vapes) 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. Students seeking readmission after fighting will be placed on the waiting list for consideration.

Violations of Student Code of Conduct

All classroom and campus misbehavior will be dealt with as set forth in the Duncanville ISD Student Code of Conduct. 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) 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 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 and/or 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.



PACE HIGH SCHOOL

DUNCANVILLE ISD

Bell Schedule 2021-2022

PACE Bell Schedule

DOORS OPEN FOR STUDENT ENTRY AT 7:00 am <i>Teacher Prep/Duty</i> 7:00 – 7:25 am		
Advisory Period	7:30 – 7:45	15 minutes
1 st Period	7:45 – 8:45	60 minutes
2 nd Period	8:46 – 9:46	60 minutes
3 rd Period	9:47 – 10:47	MENTORING—Wednesdays Only 60 minutes
4 th Period	10:48 – 11:48	60 minutes
5 th Period	11:49 – 1:14	85 minutes LUNCH PERIOD A Lunch: 11:49 – 12:19 B Lunch: 12:46 – 1:14
6 th Period	1:15 – 2:07	52 minutes
7 th Period	2:08 – 3:00	52 minutes
EOC Prime Time <i>Accelerated Instruction</i>	3:00 – 3:30	30 minutes
STUDENT DISMISSAL AT 3:00 pm* <i>*Bus & A.I. dismissal at 2:50 pm</i>		

**Mary E. Smithey PACE High School
502 E. Freeman St. Duncanville, TX 75116**

**MAIN OFFICE 972-708-2470
FAX 972-708-2424**

<u>Pace Staff</u>	<u>Phone Ext.</u>	<u>Room</u>
Wanda Adams—PE Teacher	2489	319
Gabriela Caballero—Principal’s Secretary	2481	101A
Abraham Chavez—Spanish Teacher	2484	318
Qiana Donaldson—CTE Human Services Teacher	2477	309
Todd Ferris—Social Studies Teacher	2480	312
Ann Hearn—English Teacher	2479	307
Zuhair Miari—Math Teacher	2483	314
Tijuana Hudson--Principal	2475	101B
Marcia Jacobs—Attendance Clerk	2471	301
Robert Knapp—Special Education Teacher	2482	311
Barbara Roberson-Payton—Asst. Principal	2476	301A
Rosa Rodriguez—Teacher Aide	2482311	
Roxanne Saldana—Counselor	2472	305
Raquel Chapa—Counselor’s Secretary	2473	101A
Pia Surgent—English Teacher	2485	313
Judge Whitfield—CTE Business Teacher	2487	308
Stephen Youree—Science Teacher	2478	315

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/Guardian Signature

Date

Student Signature

Date