



PACE ACADEMY 2021–2022 HANDBOOK

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*This handbook is provided for the use and convenience
of students, parents and faculty/staff of Pace Academy.
It is not to be used for commercial purposes.*

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The School

Pace Academy was established in 1958 as an independent college-preparatory coeducational day school. The school currently enrolls 1115 students in pre-first through 12th grades.

Pace is accredited by the Southern Association of Colleges and Schools and holds membership in the National Association of Colleges and Schools as well as the Mid-South, Georgia and Atlanta Area Association of Independent Schools. The school belongs to the College Entrance Examination Board, the Educational Records Bureau, the Cum Laude Society, the National Honor Society, the National Association of College Admission Counselors and the Georgia High School Association.

Our Mission

Our mission is to create prepared, confident citizens of the world who honor the values and legacy of Pace Academy.

Our Core Values

We create success through partnership with parents, students and faculty.

We are dedicated to developing the whole child.

We have respect for others and their unique ideas and beliefs.

We have pride in our accomplishments and our heritage.

Our Motto

To Have the Courage to Strive for Excellence.

Nondiscrimination Policy

Pace Academy does not discriminate on the basis of race, color, gender, sexual orientation, national origin, religion or physical ability in the recruitment or admission of students or in any of the rights, privileges, programs or activities generally accorded or made available to students or applicants. This nondiscrimination policy extends to the administration of admissions policies, financial aid and loan programs, academic programs, athletic programs, educational policies and all other programs, policies and activities of the school. In addition, Pace Academy is an

Equal Employment Opportunity employer and does not discriminate on the basis of race, color, gender, national origin, religion, age or disability in any employment policy or practice.

Diversity Policy

Pace Academy strives to create a diverse and multicultural environment in which all members of our community are respected, valued and included. We maintain diversity and inclusiveness to be fundamental values that benefit our classrooms and community.

Pace Academy's board, faculty and staff are committed to creating and maintaining an academically and socially excellent learning environment. We acknowledge our responsibility to prepare our students to thrive in an increasingly diverse and interconnected world. We believe our students will be better prepared to lead as they expand their perspectives, are able to recognize the quality and value of different ideas and people and become increasingly competent in understanding the various cultures they will encounter.

We acknowledge and respect the differences of opinion that exist around political and social issues in our community. Therefore, Pace Academy promotes the free flow of ideas and will introduce our students to a wide variety of thought while avoiding bias in all school programs and functions. We reaffirm our non-affiliation and support no political or social agenda. We are a community that will not tolerate bigotry, harassment, discrimination, complacency or mediocrity. These elements destroy our ability to rear and educate our children to live as effective global citizens in a democratic society.

We understand diversity as an umbrella term that encompasses but is not limited to race, color, gender, sexual orientation, ethnicity, religion, socioeconomic status, physical ability and age as well as other aspects of life experiences that contribute to each individual's interests, skills and learning styles.

Administration, Faculty and Staff

Administrative Team

HEAD OF SCHOOL:

Frederick Assaf, B.A., Johns Hopkins University; M.Ed., University of Virginia

HEAD OF LOWER SCHOOL:

Dorothy Hutcheson, A.B., Duke University; M.S.Ed., Duquesne University; M.Div., Union Theological Seminary

HEAD OF MIDDLE SCHOOL:

Graham Anthony, B.A., Emory University, M.Phil., Trinity College Dublin

HEAD OF UPPER SCHOOL:

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CHIEF FINANCIAL OFFICER:

AJ Lashley, C.P.A; B.S. and MAcc., Auburn University

CHIEF HUMAN RESOURCES OFFICER:

Stephanie Cantillo, PHR, B.S., Florida State University

DIRECTOR OF ADMISSIONS AND ENROLLMENT MANAGEMENT:

Jennifer McGurn, B.S. and M.B.A., Butler University

DIRECTOR OF ADVANCEMENT:

Heather White, B.A., Stephens College; M.P.A., Indiana University-Purdue University Indianapolis

DIRECTOR OF ATHLETICS:

Chad Wabrek, B. A., Hobart College; M.A., Middlebury College

DIRECTOR OF COLLEGE COUNSELING:

Jonathan Ferrell, B.A., Centenary College of Louisiana; M.B.A., Millsaps College

DIRECTOR OF COMMUNICATIONS:

Caitlin Jones, B.A., Rhodes College

DIRECTOR OF FACILITIES:

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DIRECTOR OF THE ISDELL CENTER FOR GLOBAL LEADERSHIP:

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TECHNOLOGY COORDINATOR:

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Academic Resource Center

DIRECTOR OF THE ACADEMIC RESOURCE CENTER AND UPPER SCHOOL LEARNING SPECIALIST:

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DIRECTOR OF LOWER SCHOOL ACADEMIC RESOURCE CENTER AND LOWER SCHOOL LEARNING SPECIALIST:

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LOWER SCHOOL LEARNING SPECIALIST:

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Catherine Hawkins, B.A., Colby College; M.F.A., University of North Carolina Greensboro; M.Ed., Georgia State University

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UPPER SCHOOL LEARNING SPECIALIST:

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UPPER SCHOOL TUTOR:

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Administrative Assistants

EXECUTIVE ASSISTANT TO HEAD OF SCHOOL:

Kaitlyn Golphin

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M.D., University of Alabama School of Medicine

LOWER SCHOOL OFFICE MANAGER:

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Admissions

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Advancement

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Nyna Cutler

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Assistant Director of Auxiliary Programs: TBA

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Associate: Alvin Glymph, B.A., Georgia State University

Associate: Kristin Kade

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Middle School Faculty

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History:

Scott Shupe, B.A., Davidson College

Mathematics:

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State University

Science:

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SEVENTH GRADE TEACHERS:

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History:

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Andrew Lopuszynski, B.S. and M.S., Purdue University

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Middle School Facilitator:

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WOODRUFF LIBRARY:

Director of Libraries: Matt Ball, B.A., Georgia State University; M.L.S., Syracuse University

Librarian: Marty Hamburger, B.A., University of Iowa

Library Assistant: Tiger Brown, B.A., Claremont McKenna College

WORLD LANGUAGES:

French:

Helen Hathorn, B.A., University of Notre Dame; M.A., Indiana University

Kim Zemmali, B.S., The Pennsylvania State University; M.Ed., University of West Georgia

Latin:

Kim Peterson, B.A., Concordia College; M.A.T., Vanderbilt University; M.Div., Trinity Lutheran Seminary

Stewart Tarvin, B.A. and M.A., University of Georgia

Spanish:

Lucas Moreno, B.S., Georgia State University

Jorge Perez-Cisneros, B.A., University of the Sacred Heart; M.Ed., Grand Canyon University

Maria Singleton, B.A., Birkbeck, University of London

Upper School Faculty

HEAD OF UPPER SCHOOL:

Michael Gannon, B.A., Brown University; M.A., Georgia State University

ACADEMIC RESOURCE CENTER:

Learning Specialist: Michael Callahan, B.A., Cleveland State University; M.Ed., Lynn University

Learning Specialist: Erin McNicholas, B.B.A., University of Georgia; M.A.T., Kennesaw State University

Academic Coach: Jordan Silverboard, B.A., Northwestern University; M.A.T., Georgia Southern University

Tutor: Megan Dickherber, B.A., University of Kansas; M.S., Georgia Institute of Technology; Ph.D., Georgia State University

Tutor: Amy Pence, B.A., Denison University; M.F.A., University of Arizona

COLLEGE COUNSELING:

Director of College Counseling: Jonathan Ferrell, B.A., Centenary College of Louisiana; M.B.A., Millsaps College

Associate Director of College Counseling: Pam Ambler, B.B.A., University of Georgia; M.S., Mercer University

Administrative Assistant for College Counseling: Amy Ruff, B.A., Assumption College; M.S., Purdue University

Associate Director of College Counseling: Ben Wescott, B.A., Roanoke College; M.Ed., Northeastern University

COMPUTER SCIENCE:

Department Chairperson: Christina Snyder, B.S., Georgia Institute of Technology

Charlie Bryant, B.S., Georgia Institute of Technology

DEANS AND COUNSELORS:

Dean of Students: Allison Riley, B.A., Kenyon College; M.A., Georgia State University

Class of 2025 Dean: Krista Wilhelmsen, B.A., Bowdoin College

Class of 2024 Dean: Caitlin Terry, B.A., University of Virginia

Class of 2023 Dean: Allison Tarvin, B.A., University of Alabama; M.Ed., Georgia State University

Class of 2022 Dean: Ben Ewing, B.S., Presbyterian College; M.A. Columbia University

Upper School Counselor: Ellye Millaway, B.A. and M.S.W., Tulane University

Upper School Counselor: Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

DIRECTOR OF SPEECH AND DEBATE:

Eric Forslund, B.A., Arizona State University

Whit Whitmore

ELECTIVES:

Helen Hathorn, B.A., University of Notre Dame; M.A., Indiana University

Tamara Neiley, B.A., Union College

ENGLISH:

Department Chairperson: Marsha Durlin, B.A. and M.A., Emory University

Frederick Assaf, B.A., Johns Hopkins University; M.Ed., University of Virginia

Erica Barbakow, B.S.Ed., University of Georgia; M.A., Columbia University

Jason Brooks, B.A., University of California, Davis; M.A. and Ph.D., The Pennsylvania State University

Don DuPree, B.A., University of the South; M.A., Vanderbilt University; M.A., Bread Loaf School of English, Middlebury College; Ph.D., University of Wales

Robert Kaufman, A.B., Brown University; M.A.L.S., Dartmouth College

Tamara Neiley, B.A., Union College

Bailey Player, B.A., Furman University; M.A., Florida State University

Emily Washburn, B.A., Duke University; M.Ed., Vanderbilt University; J.D., Emory University; M.A., Georgia State University

Brandi Wheeler, B.A., Emory University; M.Ed., Georgia State University

Michelle Yancich, B.A., Yale University

HISTORY:

Department Chairperson: Tim Hornor, B.A., University of Rochester; M.A., Emory University

Tricia Anderson, B.Th., University of Southern Africa; M.T.S., Emory University

Christine Carter, B.A., Wellesley College; M.A. and Ph.D., Emory University

Michael Gannon, B.A., Brown University; M.A., Georgia State University

Mindy Lawrence, B.A., Brown University; M.S., Catholic University of America

Duke Sherrell, B.A. and M.A., Rhodes College

Helen Smith, B.A., Cornell College; M.A., Emory University

Emily Stevens, B.A., Swarthmore College; M.A., Brown University

Caitlin Terry, B.A., University of Virginia

Ted Ward, B.A., and M.A., Georgia Southern University

MATHEMATICS:

Department Chairperson: Heather McCloskey, B.S.E, Princeton University; Ph.D., Georgia Institute of Technology

Diane Hagner, B.S., College of Charleston; M.S., College of William & Mary

Jewell Marable, B.S., Florida A&M University

Matthew Marsico, B.S., Berry College; M.A.T., Georgia Regents University

Jason Smith, B.S., University of Alabama; M.S., Georgia Institute of Technology

Emily Spillane, B.A., DePaul University; M.Ed., University of Missouri-St. Louis

Amanda Thornhill, B.S.Ed., University of Georgia

Krista Wilhelmsen, B.A., Bowdoin College

PHYSICAL EDUCATION:

Ty Johnson, B.S., University of North Carolina at Charlotte

Sekou Walton, B.S., Hampton University

REGISTRAR:

Christina Snyder, B.S., Georgia Institute of Technology

SCIENCE:

Department Chairperson: John Pearson, B.A., Dartmouth College; Ph.D., Georgia Institute of Technology

Kevin Ballard, B.S., University of Georgia; M.S., George Mason University

Betsy Costley, B.S., American University

Ben Ewing, B.S., Presbyterian College; M.A. Columbia University

Kaylan Haizlip, B.S. and Ph.D., The Ohio State University

Tahseen Kazi, B.Sc. and M.Sc., Georgia Institute of Technology,
Ph.D., Ohio State University

Wendy Kelly, B.S., Oregon State University; M.S., University of
Wisconsin; Ph.D., Johns Hopkins University

Ellye Millaway, B.A. and M.S.W., Tulane University

Matthew Smentek, B.A., Wake Forest University; M.S. Emory
University

Allison Tarvin, B.A., University of Alabama; M.Ed., Georgia State
University

Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

STUDENT LIFE OFFICE:

Student Life Administrative Assistant: Bowen Eagleson, B.A.,
University of North Carolina at Chapel Hill

TRANSITIONS PROGRAM:

Coordinator: Tiger Brown, B. A., Claremont McKenna College

Pam Ambler, B.B.A., University of Georgia; M.S., Mercer University

Joanne Brown, B.A., University of Virginia; J.D., University of North
Carolina

Christine Carter, B.A., Wellesley College; M.A. and Ph.D., Emory
University

Jewell Marable, B.S., Florida A&M University

Nikki McCrary, B.S., University of Phoenix; M.A., Argosy University

Jennifer McGurn, B.S. and M.B.A., Butler University

Erin McNicholas, B.B.A., University of Georgia; M.A.T., Kennesaw
State University

Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

Chad Wabrek, B. A., Hobart College; M.A., Middlebury College

Emily Washburn, B.A., Duke University; M.Ed., Vanderbilt
University; J.D., Emory University; M.A., Georgia State University

Ben Wescott, B.A., Roanoke College; M.Ed., Northeastern University

WORLD LANGUAGES:

Department Chairperson: Cappy Lewis, B.A. and M.A., Vanderbilt University

Laura Agront-Hobbs, B.Ed. and B.A., University of Alabama

Helen Hathorn, B.A., University of Notre Dame; M.A., Indiana University

Elizabeth Kann, B.A., University of Virginia; M.A., University of Georgia

David Matanes, A.B. and M.S., Georgetown University

Paula Pontes, B.A., Universidade Federal de Minas Gerais; M.A. and Ph.D., University of Georgia

Allison Riley, B.A., Kenyon College; M.A., Georgia State University

Nancy Robinson, B.A., Birmingham-Southern College; M.F.S., Auburn University

Michelle Yancich, B.A., Yale University

VISUAL AND PERFORMING ARTS DEPARTMENT:

Department Chairperson: Sean Bryan, B.F.A., University of Kentucky; M.F.A., University of Iowa

Donice Bloodworth, B.F.A., Atlanta College of Art

Daniel Doyle, B.M.E. and M.M.E., University of Southern Mississippi; Ed.D., University of Illinois

Tara Harris, B.M., Georgia State University; M.M., University of Cincinnati

Faith Kirkpatrick, B.M., Kennesaw State University

Mark Knott, B.F.A., Kansas City Art Institute; M.A. and M.F.A., San José State University

Scott Sargent, B.S., Georgia Institute of Technology

Thomas Tiftt, B.A., Castleton University

Susan Wallace, B.M.E., Shorter University

Jennifer Wilson, B.F.A., Bowling Green State University; B.F.A., Corcoran College of Art and Design; M.F.A., University of Delaware

WOODRUFF LIBRARY:

Director of Libraries: Matt Ball, B.A., Georgia State University;
M.L.S., Syracuse University

Librarian: Marty Hamburger, B.A., University of Iowa

Library Assistant: Tiger Brown, B. A., Claremont McKenna College

Policy of Payment 2020–2021 School Year

	Due Mar. 1, 2020	Due July 1, 2020	Due Nov. 1, 2020	Total
Pre-First–Grade 5	\$4,100	\$11,500	\$11,500	\$27,100
Grades 6–12	\$4,740	\$13,230	\$13,230	\$31,200

Included in the annual tuition charge are such items as cafeteria lunches, student accident insurance, yearbooks and other publications. Athletic apparel and team fees, class trip fees, ICGL trip fees, theater, band and strings fees, class dues, Knight Crew and after school enrichment programs, AP exam fees, and graduation fees are examples of items not included in tuition. These incidental charges will be separately invoiced by the Pace Business Office. Textbooks for Middle School and Upper School students are to be purchased separately from an outside vendor.

A monthly email notification will be sent to parents reminding you to review your student’s invoices in the MYPACE Parent Portal.

Payments may be made online by e-check/ACH or credit card and checks may be delivered or mailed to the Business Office. The school is unable to accept cash payments of greater than \$1,000 due to IRS reporting requirements.

Certain students may set up a student declining balance account, which may be used to make purchases at the Inman Center Snack Bar and the Campus Store. These accounts are managed through an online system called My Kids Spending which operates outside of the MYPACE Parent Portal. Parents will receive a welcome email from My Kids Spending with instructions on how to create an account, add funds to your student’s declining balance account and review purchase history. In addition to adding funds online, you may also mail a check to the Pace Business Office to increase your student’s available balance. Funds added online directly with My Kids Spending will be available for use immediately, but funds added by mailing or dropping off a check to Pace will require processing time.

As a reminder, the Snack Bar is available for Upper School students and certain Middle and Lower School students determined by their respective divisions. The only way to make a purchase at the Snack Bar is to use the declining balance account—cash is not accepted. Each student will be required to present their Student ID when making purchases at the Snack Bar.

Any balance less than or equal to \$20 on a student declining balance account when he/she graduates, withdraws or otherwise leaves Pace will be forfeited and kept by the school.

For additional payment policies, please see Terms and Conditions of Enrollment detailed below.

Advancement

The Pace Advancement office is responsible for institutional fund raising, stewardship, gift processing, alumni relations and maintaining the database of constituents and its integrity. The director of advancement oversees all activities of the department and reports to the head of school. The director provides direction and leadership to the staff in carrying out the goals of the Advancement office. In addition, he/or she works closely with the staff, Advancement Committee of the Board of Trustees, the Alumni Board and parent organization leaders. The Advancement office also works with the Advancement Committee and the Board of Trustees on capital campaign planning and fundraising efforts.

As an independent school, Pace Academy depends on private funding. Because tuition only provides approximately 90 percent of each student's education, the Advancement office seeks and receives funds from individuals, corporations and foundations through the annual fund, planned giving, capital campaigns, endowed giving, parent organizations and the Georgia Tax Credit program. The Advancement office is responsible for soliciting, receiving and processing all charitable gifts to the school. Generally, these tax-deductible gifts consist of cash or checks, securities, tangible personal property, real estate, bequests and charitable trust arrangements. To ensure tax deductibility and proper gift recording and acknowledgement, all gifts should be coordinated through the Advancement office. All fundraising projects must be approved by the Advancement office and may be conducted independently by student and parent groups.

Communications

The Communications office is responsible for the school's website, marketing, communications, publications, advertising, social media and public relations. This office coordinates commercial printing, writes and designs the *KnightTimes* magazine and other print pieces, ensures messaging and sets Pace style standards. Management of the Pace Academy website, www.paceacademy.org, includes content, training and publishing Pace weekly School News and eBlasts. All documents (printed or electron-

ic) distributed by the school must be proofread, branded and approved by the Communications office to ensure consistency with school standards. The Communications office conducts a public relations program to create and maintain a favorable public image for Pace Academy.

Emergency Notifications

Pace Academy is committed to providing a safe and secure environment for all students and employees. In the case of emergencies and closings, Pace utilizes an emergency text alert system as its primary method of communication. Pace parents, students and employees are asked to ensure that their contact information remains current with the school to receive emergency notifications. Closings are also communicated via email, *www.paceacademy.org*, and the school's official Facebook, Instagram and Twitter accounts.

A Note Regarding Asbestos

Pace Academy conducts asbestos inspections at least once each year. We have documented through a thorough asbestos survey conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our campus. The asbestos management plan documents plans for managing and maintaining the asbestos containing building materials in-place and/or plans for removal activities. The reports associated with the asbestos inspection, three-year re-inspections, periodic surveillances and operations and maintenance recommendations are all documented in the asbestos management plan.

The plan is available for review in the Facilities Office. Contact Dave Fortier or Wes Fortier for additional information.

Lower School Policies and Procedures

Hours:	Pre-First grade	8:05 a.m. – 2 p.m.
	First grade	8:05 a.m. – 2:30 p.m.
	Second–Fifth grades	8:05 a.m. – 3:05 p.m.

Arrival and departure times: There is no supervision of Lower School children prior to 7:15 a.m. or after 3:30 p.m. unless the student is enrolled in the after-school program. It is the parents' responsibility to observe these hours carefully. Students arriving between 7:15 a.m. and 7:50 a.m. report to the Lower School cafeteria or the playground. Children needing to stay past 3:30 p.m. should enroll in the Knight Crew 2 Program.

Tardiness: A Pace student learns to be punctual. The hours listed are those in which school is in session. Occasional unexpected circumstances may cause tardiness, but habitual late arrival at school is not permissible. Not only does it defeat the learning of punctuality, but also it is very disturbing to the child. Parents will be called if tardiness becomes a serious concern. Students arriving after 8:05 a.m. must be accompanied by a parent and be "signed in" in the front office where the student will receive a permit to enter class.

Excused absences: Excused absences include illness of the child or illness or death in the child's immediate family. Children are not counted absent when they miss school due to a religious holy day or holiday.

Unexcused absences: All other absences are considered unexcused. If parents desire that a student be absent for other than an excused reason, they are required to email the Head of Lower School in advance. After any absence the child must present to the classroom teacher a written excuse signed by the parent. Teachers are unable to provide assignments in advance. Students must make up work after they return to school.

Absences immediately preceding or immediately following official school holidays are considered unexcused absences and are highly discouraged. Teachers will not provide assignments in advance.

If students are absent for 10 or more days per semester, parents will receive a phone call from the school to discuss the absences.

Keeping a student home: A student running a 100-degree temperature or higher should not be sent to school. Parents should evaluate students with other signs of illness, such as unexplained rash, vomiting, diarrhea, complaining of concerning health issues, etc. Students must be symptom-free

and have a temperature less than 100 degrees without medication during the 24-hour period prior to his/her scheduled arrival at school.

Illness at school: Should a student become ill during the school day with a temperature of 100 degrees or higher, vomiting or diarrhea, the parent(s) will be contacted. Facilities do not permit extended care of a sick child, and the parents are expected to make every effort to pick up the student as soon as possible.

Medication: The Pace nurse dispenses all over the counter and prescription medications (including Tylenol, Sudafed, cough syrups and other parent approved medications) on campus. Students are not free to carry medication on their persons or to keep them in lockers, book bags or other personal possessions. For this reason, students must turn over all such medications—with the exception of inhalers, Epipens and insulin—to the school nurse at the beginning of the school day. Orders with the scheduled recommended dosage should be given to the nurse at that time. It is a violation of a major school rule to give medications of any kind to another student.

Dismissals during the school day: Dismissals during the day are *strongly discouraged*. Appointments with dentists and doctors should be made after school hours or on vacation days whenever possible. If such an absence is imperative, the student should bring a written request signed by the parent or guardian to the homeroom teacher stating the reason to the homeroom teacher. Emergency requests, other than medical, will be handled on an individual basis with the Head of Lower School. Students who wish to leave school early must make arrangements before coming to school. A phone request is not sufficient for dismissal. A student must be at school at least four consecutive hours during the school day to be counted present.

Signing in and out: Children entering or leaving school between the hours of 8:05 a.m. and dismissal must report to the school office with the parent. The parent will sign the child in or out, as appropriate.

Late submission of work due to absence: All make-up work due to absences will be scheduled with the teacher.

Requests for homework: Requests for homework due to excused absences must be emailed to the teacher before 11 a.m., and homework may be picked up in the Lower School office before 4:30 p.m.

P.E. excused absences: A student may be excused from P.E. only by a note from home to the Head of Lower School stating the reason; without it, the

child will not be excused from participating in P.E. activities. A student may be excused from swimming class only by a note from a physician stating the medical reason.

Dismissal: Students in Pre-First grade are dismissed at 2 p.m., and carpools are supervised by the teacher. Students in first grade are dismissed at 2:30 p.m., and carpools are supervised by the teacher.

Students in second through fifth grade are dismissed at 3:05 p.m., thus permitting attendance at all after-school activities. Any early dismissal must be cleared in advance with the Lower School office. Dismissal time runs from 3:05–3:25 p.m. Changes to dismissal procedures will be communicated via email.

All cars must display a carpool number in the right hand windshield. Please pull as far forward as possible to allow us to load more cars at the same time. Students and faculty appreciate punctuality. When dropping off students in Lower School carpool, enter Rilman Road and exit onto Rilman Road.

All Lower School students must be supervised by a designated adult while on the Pace Lower, Middle or Upper School campus. At no time should a Lower School student leave the Lower School grounds unless accompanied by an adult.

All Lower School children must be off campus by 3:30 p.m. with the exception of those students participating in intramurals (4th and 5th grades), Knight Crew, after school programs, or tutorials. Those participating in intramurals must be picked up by 4:30 p.m. Students in tutorials must be picked up by 3:30 p.m. unless otherwise designated by the teacher. Students waiting for carpool after 3:30 p.m. will be sent to Knight Crew and parents will be billed.

In the Lower School, students will be released from school either during school hours by written request or at dismissal time to known and approved drivers only (i.e., carpool or parents). If a parent desires that a substitute driver pick up his child, identification of that driver is required. A note must be sent to the homeroom teacher.

Walkers: Only grade 4 and 5 students are permitted to walk to the gardens between the Middle School and Upper School for carpool and are supervised by LS faculty. All students in grades Pre-First through grade 3 must be picked up at the LS.

Students may not stay after school for Middle or Upper School activi-

ties, such as an athletic event, unless accompanied by a parent or adult chaperone.

Knight Crew

Knight Crew, our everyday after-school program, focuses on “letting kids be kids” in a safe, supervised and fun environment. The program strives to extend the same character-building opportunities and inclusive environment found in our Lower School classrooms to after-school activities.

Students join Knight Crew when their regular school day ends (2 p.m. for Pre-First grade, 2:30 p.m. for first grade and 3:05 p.m. for second through fifth grades) and may be picked up any time before 6 p.m. Throughout the afternoon, Knight Crew participants enjoy snacks, play, and homework times. Students may enroll for the year or attend on a drop-in basis. Children should be picked up promptly, no later than 6:00 p.m. Parents are expected to be on time for pick-up; late fees will apply.

Dress Requirements

Students must always strive for a neat appearance. Clothing should be clean, appropriate and well fitting. It is expected that students follow the dress code during the school day and at any Pace-sponsored activity, unless otherwise stated by the Head of Lower School. Attempts to predict fashion in advance of the season are futile. We cannot provide a complete list of approved or excluded clothing; therefore, the following list is intended to provide the main idea for Pace dress. Parents will be informed when an outfit appears too casual or inappropriate for school dress.

DAILY ATTIRE FOR GIRLS

- Girls should wear pants, shorts, dresses or skirts of reasonable tailoring. Shorts, dresses and skirts should be no shorter than the tips of fingers when arms are extended down sides. Mini skirts or skirts designed for a short fit will not be allowed in any grade. Blue jeans and solid color denim are allowed; no threadbare or ripped fabric will be allowed. Blue denim skirts no shorter than the tip of fingers when arms are extended down sides are permitted. Straps on dresses must be at least one and one half inches wide. Backless dresses are not permissible. Gym sweat clothes, work or military (olive drab or camouflage) clothes, parachute pants, and tight fitting fashions are prohibited. Leggings with appropriate tops that reach at least to the upper thigh are permitted.

- Jogging, athletic, or short shorts are not permitted. Shorts may not be rolled up. Cuffs on shorts must be tacked/stitched.
- Blouses, dressy T-shirts, and knit skirts with collars designed for wear by girls are acceptable. A student's midriff should be fully covered. When arms are raised skin should not show. Girls' tops must have either a collar or a sleeve. Tank tops or overly casual T-shirts are not allowed.
- Sweaters, Pace Academy sweatshirts and Pace Academy fleeces may be worn.
- Footwear should be clean. Athletic shoes are encouraged (except on dress attire days). Shoelaces must be tied. Backless shoes and high-heeled shoes are not permitted.
- Hair must be clean and neatly groomed.
- Hats are not permitted in the building.
- Jewelry should be moderate and safe.

DAILY ATTIRE FOR BOYS

- Boys should wear pants or shorts. Belts must be worn that are designed for them. Blue jeans and solid color denim are allowed; no threadbare or ripped fabric will be allowed.
- Shorts (knee-length or slightly above the knee) are permitted. Jogging, athletic, or short shorts are not permitted.
- Only collared shirts are allowed. Shirts must have buttons at the neckline. Turtlenecks are allowed.
- Sweaters and Pace Academy sweatshirts may be worn during class.
- Footwear should be clean. Athletic shoes are encouraged (except on dress attire days). All shoes must be worn with socks. Shoelaces must be tied.
- Shirts must be worn tucked inside pants and shorts.
- Hair must be clean and neatly groomed.
- Hats are not permitted in the building.

DRESS ATTIRE FOR GIRLS

- Girls should wear dresses or skirts of reasonable tailoring. They should be no shorter than the tips of fingers when arms are extended down sides.
- Clean footwear is to be worn. No athletic shoes are permitted. Backless shoes are not permitted.

DRESS ATTIRE FOR BOYS

- Boys should wear slacks with belts. The dress shirt is to be tucked in and a tie worn.
- Clean footwear is to be worn. No athletic shoes are permitted.

Pre-First attire: In addition to the above-mentioned daily attire, Pre-First graders may wear Pace Academy logo sweatshirts and sweat pants at any time. Children should wear sports shirts with collars under sweatshirts. They are encouraged to wear athletic shoes to be ready for P.E. and for the playground.

Physical Education attire: Students in Pre-First through third grades wear their regular school attire for P.E. class. Clothing should allow for free movement. Athletic shoes should be worn on P.E. days and are encouraged on other days.

Students in fourth and fifth grades are not required to purchase a P.E. uniform. Boys and girls should wear shorts with an inseam of 6 inches and may wear any T-shirt. Athletic shoes should be worn in P.E. class.

Lower School Rules

- Respect yourself, others, the environment:
 - Always speak kindly of and to others.
 - Respect others' privacy and property.
 - Include others in play and conversation.
 - Share with others.
- Do your personal best.
- Be prepared for class:
 - Have the supplies and the work you need.
- Be a Noble Knight by exhibiting Respect, Collaboration, Empathy, Perseverance, Curiosity and Leadership.

- Observe and follow the Honor Code by not lying, stealing or cheating.

Lower School Behavioral Consequences

Students' mistakes provide teachable moments, and the Pace faculty always strives to teach and demonstrate appropriate behavior. When necessary, teachers use strategies to redirect, instruct and help students reflect on more appropriate behavior.

If a student does not learn to correct his/her behavior after warnings, teachable moments and incentives, the teacher will contact the Director of Student Life and/or the Head of the Lower School. Behaviors that would require this contact include but are not limited to: consistent use of inappropriate language, bullying (verbal, physical or cyber), defacing property, repeatedly violating dress code, using cell phones during school hours, inappropriate physical touch, harassment (jokes, threats, demeaning statements in regards to religion, race, ethnicity, gender or sexual orientation), lying, cheating, stealing, endangering the physical and emotional well-being of other students and adults, and other antisocial behaviors. After meeting with the appropriate Lower School administrator, the student will receive a conduct slip, their parents will be contacted, and appropriate consequences will be determined.

Honor Code

Acting with *Honor* means being trustworthy, respectful, honest and fair.

Offense means the breaking of a rule and/or doing something that could hurt yourself and/or others. We expect Pace Knights to choose honorable behavior.

You will make decisions every day. Using your intellect and values is critical in helping you make choices that show you are a person of honor. Talking with an adult can be helpful when making a difficult decision.

The following list gives examples of behaviors that are hurtful and could destroy others' trust in you. They are serious offenses. Think of how you can avoid these situations, and discuss them with your parents.

CHEATING occurs when you are dishonest with your work. It is never allowed. Listed below are four ways a person can cheat:

1. Copying someone else's work (includes homework).

2. Copying answers from a book, a paper, the internet or another source when you have been told to do your own work.
3. Copying a portion of another person's work (such as a book or a website) without giving credit by using quotation marks and the author's name.
4. Giving unauthorized help to another person when you have been told to do your own work.

LYING means stating something that is untrue or withholding information when asked for the truth. Telling the truth, even when it is hard, is always a better choice. Being honest shows strong character and integrity and builds confidence to do what is right.

STEALING is taking something that belongs to another person without permission. Pace Knights always request permission to use or borrow something that belongs to another person.

Cheating, lying and stealing are honor offenses meriting severe disciplinary action, up to and including suspension.

Movement In Groups

AROUND CAMPUS:

1. To ensure safety, students walk single file when going to and from the gym with the teacher leading the line.
2. Face forward and be aware of the person ahead of you.
3. Watch out for cars when entering the school or crossing campus.

AT DISMISSAL TIME:

1. Students wait quietly and respectfully in their classroom until their carpool number is called.
2. When called, quietly go to your dismissal area without stopping to visit with teachers and friends.
3. If you need to return to the building, you must have permission from the teacher on duty.
4. Be prepared to move when your carpool number is called.

IN THE HALLS:

1. Be respectful of other students and teachers at work.
2. Keep your hands to yourself and respect school property.
3. Walk on the right side of the hall.
4. If in a line, be aware of the person in front of you. Face forward.

LUNCH TIME:

1. Walk respectfully in a single-file line.
2. Dispose of all food material appropriately by putting items in the correct receptacles and paying attention to those around you. This helps prevent messes and shows care for our earth.
3. Requests to Pace chefs should be made with courtesy. Saying “please” and “thank you” shows respect for them.
4. Appropriate noise levels during lunch are the responsibility of all.
5. Be responsible for cleaning up after lunch. Your area should be left clean; wipe down the tables, pick up litter and push in chairs.
6. Use good manners.

Respect For Others

Everyone deserves to be treated with respect in order to feel safe and valued. People learn more in an environment in which everyone is respectful. Ways we can show respect for each other are listed below.

1. People should care for each other and not purposefully harm others in any way. Hitting or pushing another person in play or in anger is harmful. Bullying occurs when a person or group intentionally and consistently behaves in a way that makes another feel hurt, afraid or embarrassed. Bullying is never tolerated.
2. Noble Knights care for others’ feelings and do not intentionally hurt one another. Name-calling or making fun of another person, their possessions or schoolwork is unacceptable behavior at Pace. Derogatory comments about someone’s race, ethnicity or gender are unacceptable. Pace Knights are expected to act empathically and to be allies to others.
3. Abusive, vulgar or obscene language is not allowed. It shows a lack of respect.
4. Noble Knights show respect for adults. Pace students always use good manners, follow instructions, and refrain from talking back or being

disrespectful in any way. Students also use their manners by respecting the voices of others without interrupting.

5. Students show respect for others by maintaining appropriate noise levels. Shouting, screaming or yelling during the school day is not acceptable behavior because it disrupts learning, except when permitted during P.E. or recess.
6. Noble Knights uphold Pace values both in person and in virtual spaces. If, while online, students act in ways that are not aligned with expectations of Noble Knights, and their behavior brings notoriety to Pace Academy, the school may become involved and action will be taken as if the student had exhibited offensive behavior while on campus.
7. At Pace we value diversity and believe that everyone deserves to be treated with respect. Pace Knights show respect for everyone, regardless of their race, ethnicity, culture, religion and ideas. You may not agree with someone's ideas or opinions, but you must show respect in your words, actions and interactions. This is important everywhere at school.
8. While at school, you should always include others in games and activities in the classroom and on the playground. Being left out can cause hurt feelings. Be positive and find ways for others to be involved.

Respect For School Property

1. We are fortunate to have such a beautiful and well-maintained campus, and we are all responsible for caring for it. School property should not be written on, scraped or mutilated in any way. An individual who damages school property will be held responsible for his/her actions and the damage done.
2. All Pace students are responsible for keeping the campus clean. Pick up any litter and clean up after yourself. We are global citizens who care for the environment around us.

Respect For Personal Property

1. The materials that students and teachers bring from home and the things we own are personal property. The owner of the property is responsible for it. Others should not move, use or take personal property without permission of the owner.
2. Personal property also includes student artwork, writing and projects displayed in the rooms and hallways. We should enjoy our friends'

work and should not change it in any way.

3. Articles such as jackets, clothing, books or purses should be labeled appropriately. If found in or around the school, they should be turned in to the Lower School Office to be placed in the Lost and Found. The owner of a lost item should inform the office of the missing item.

Academic work

A Pace student learns to develop his or her academic skills in a consistent and responsible manner. Regular Progress Reports are made available on MYPACE.

- Progress Reports for grades Pre-First through fifth are mailed at the end of each nine-week period.
- Fourth and fifth graders receive mid-term grades after the fifth week of each marking period. Parents are asked to sign the mid-term report form and have the student return it to the homeroom teacher.
- Pre-First through fifth-grade students receive feedback from all special subject teachers, and they provide comments on the 2nd and 4th quarter reports.

Parent/teacher conferences: Parent conferences are part of the yearly schedule and are arranged in the fall and spring. The dates for the conferences appear on the Pace calendar. Appointments for other conferences may be initiated either by the school or by the parent through the Lower School Office Manager.

Parents needing to contact a teacher should use voice mail and/or email. The teacher will return the call within 24 hours.

GRADING SYSTEM

Pre-First through fifth grades:

- 4 **Exceeds** — Student demonstrates an advanced understanding of concepts, skills, and processes taught in this reporting period.
- 3 **Proficient** — Student consistently and independently demonstrates an understanding of concepts, skills, and processes taught in this reporting period.
- 2 **Developing** — Student is not yet consistent in demonstrating an independent understanding of concepts, skills, and processes taught in this reporting period.

1 Needs Improvement — Student does not demonstrate an understanding of grade level concepts, skills, and processes taught in this reporting period. Student is performing below grade level expectations.

N/A Not Assessed — Content was not assessed during this reporting period.

Students in all grades receive feedback from their teachers regarding their conduct and citizenship.

Fourth and fifth grades:

A – 90–100

B – 80–89

C – 70–79

D – 65–69

F – 64 and below

Extra-help time: Extra-help time will be made available as needed in first through third grades and during study hall in fourth through fifth grades.

Homework: Homework is assigned as a tool for better assimilation of subject matter and as a study skill in learning short- and long-range responsibility. It is graduated by grade level in average length of time expected.

Pre-First grade As assigned plus 10–15 minutes reading nightly

First grade 10 minutes plus 15 minutes reading nightly

Second grade 15 minutes plus 15 minutes reading nightly

Third grade 30 minutes in addition to reading nightly

Fourth grade 40 minutes in addition to reading nightly

Fifth grade 50 minutes in addition to reading nightly

- Parents should consider homework as a contract between the school and the child. By providing quiet, consistent time and a space for working, parents can best assist the process of homework.

In-School Testing

The Comprehensive Testing Program (CTP), published by the Educational Records Bureau, is administered to grades two through five.

The Soni Family Library

The newly renovated Soni Family Library is a bright and welcoming space at the center of the Pace Academy Lower School. In addition to its collection of over 12,500 books, the library houses a comfortable space for story time and discussion, a classroom area with tables for both individual and group work, and cozy reading nooks and window seats throughout.

The library and two librarians support the school community in their work to create prepared, confident citizens of the world through teaching Lower School students the enthusiastic, wise and ethical use of information and knowledge. The library serves as a learning hub for reading, research and resources for all members of the school community.

Each class visits weekly for library lessons focused on building library and research skills, developing a love of reading, and furthering information and digital literacy. Book check-out is part of each visit, with students also encouraged to drop by for additional check-outs and reader's advisory.

Additional engagement opportunities are offered throughout the year, including author visits, book fairs, contests and special guest readers. The collection, which includes access to multiple digital databases and other electronic resources, is focused on both engaging students and supporting the needs of the curriculum, faculty and staff. Parent volunteers play an important role in helping the library run smoothly.

Appropriate Use of Computers and Technology

We view computers and related technologies as useful and interesting tools in education and expect that all students will become comfortable using them in a variety of productive ways. This means that the ability to use computers at school is more than a privilege for some people; it is a required part of our curriculum.

Pace Academy has a strong and comprehensive Honor and Conduct Code that applies to all students, faculty and staff. Principles of generally acceptable behavior are described in these codes, and we apply these same principles to all aspects of using technology as well. Thus, the Appropriate

Use Policy (AUP) for Computing at Pace Academy does not need to be affirmed separately by signature. Our standards are higher than those dictated by civil law, and the AUP applies automatically to all students, faculty and staff because members of our community associate voluntarily.

People have a right to expect that others will treat them, their ideas and their work respectfully. We therefore have the responsibility to help foster and maintain attitudes and behavior that promote mutual respect. In general, this means fairness, honesty and sensitivity. We will not tolerate use of computers and related technologies that is unfair, dishonest, or offensive by our community standards.

The guidelines and rules for the Lower, Middle and Upper Schools are presented in separate sections. These illustrate how our codes for acceptable behavior should be applied to use of technology at school and when we use the facilities of the global (Internet) community. When users have doubts about whether a particular electronic communication is or is not appropriate, they are urged to consider whether it would be acceptable to say or present the same material to a person, a class, or in a school assembly.

Lower School Guidelines for AUP: Computers and the Internet are very important parts of the Lower School curriculum. Students' use of the Internet will typically be supervised by a teacher or faculty member, but with this educational opportunity also comes responsibility. Our goal is to teach students how to use computers and the Internet appropriately. Mistakes can provide opportunities for learning, but willfully inappropriate use will result in the loss of computer privileges and other disciplinary action if necessary.

While Internet safety is a part of the curriculum in every grade, it is especially emphasized in the third grade. It is at this age that the students begin a wider use of the Internet.

- Students are responsible for respectful behavior on the school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
- The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. That access entails responsibility. The system administrators will deem what is inappropriate use, and their decision is final.
- Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner while online.

- Users are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- Physical or electronic tampering with computer resources is not permitted.
- Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.
- If technological devices become a distraction during the school day, faculty members have the ability to revoke the privilege of students using them during class.
- All communication and information accessible via computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
- Any violations may result in a loss of computer access, as well as other disciplinary action. Users are considered subject to all local, state and federal laws.

Awards Days

Star Day: Star Day is an awards day at the conclusion of the year for Pre-First through third grades. Each child is given a star ribbon inscribed with special personal accomplishments for the year. Citizenship Awards are given to students who consistently display good citizenship and fine character and have been elected to the Student Council for the next year.

Honors Day: Honors Day is an event that recognizes students in grade four. Subject Contests and Special Achievement Awards recognize students who demonstrate outstanding ability on a test or in a specific competition as well as in special subjects. Citizenship Awards are given to students who consistently display good citizenship, fine character and have been elected to the Student Council for the next year.

The Bridging Ceremony: The Bridging Ceremony is the symbolic passing of grade five from the Lower School to the Middle School. Students are recognized for participation in patrols, Knight Stars, community engagement, chess club, band and strings. Special Achievement Awards recognize grade five students who demonstrate outstanding ability on a test or in a special competition. Citizenship Awards are given to two students in grade five who consistently display good citizenship and fine character. These students serve on the MS Student Council for the next year. Additional representatives for the MS Student Council are selected in the fall.

Procedures

Visitors: All visitors must sign in at the Lower School office and wear a visitor's badge while in the Lower School. This procedure must be followed even if the stay is short.

Appointments with teachers: Parents are asked to see teachers by appointment only. The office will be helpful in arranging an appointment during the time when the teacher is not directly supervising students.

Telephone and cell phones: Telephone messages to students should be limited to emergency matters only and should come through the Lower School Front Office. All other communication should be handled prior to the school day.

Students may have a cell phone in their book bags, but the cell phone is to be in the off position and may not be used on the Pace campus. The Front Office phone is available for student use. Digital watches are to be in "do not disturb mode" during school hours. Computers and iPads must have all messaging apps removed or set to "do not disturb mode" during the school day.

Emergency drills: The signal for a fire drill is a siren or voice announcement. The tornado drill signal is an intermittent siren and/or voice announcement. Instructions for evacuation of the buildings are posted in each room. During the emergency drill, students must keep in line, walk, maintain absolute silence, and follow directions. Drills are scheduled regularly throughout the year.

Field trips: Field trips serve as an extension of classroom instruction and as enrichment both in community service and the fine arts. The signed parental permission form must be on file in the Lower School office for a child to attend field trips. Parents will be notified of all trips through notes sent by the homeroom teacher. Field trips will also be listed in the

monthly school calendar.

Birthdays: Parents may send simple birthday treats for a homeroom or a grade level. The homeroom teacher should be notified in advance so an appropriate time may be scheduled. Non-sugary treats are preferred.

Soft drinks may not be distributed in Pre-First through fifth grades. Students should not exchange gifts with their peers at school as we foster an inclusive community for everyone. Please do not send party favors or invitations to school.

Lower School Organizations and Activities

- Student Council is composed of those students who received the Citizenship Award the preceding spring. Student Council is responsible for fostering spirit and citizenship and sponsoring Thanksgiving and holiday projects that serve both the school and Atlanta community. Should a Student Council representative receive a C in conduct, he or she is ineligible to serve on the council for nine weeks.
- Patrols, who assist in arrival and dismissal duty, are made up of eligible fifth graders with a B average or better in conduct.
- Community Engagement Volunteers from the fifth grade are involved in several service projects.
- Knight Stars (chorus) from the fifth grade during the first half of the year and fourth and fifth grades after the end of the second quarter form the Lower School choral group. This group performs for major on-campus events and numerous community and school guest appearances.
- Intramural sports are offered in fourth and fifth grades for boys and girls.
- Grandparents and Special Friends Day in the fall sets aside time for grandparents or non-parental surrogates to visit classes, giving an opportunity to share meaningful experiences.
- The Holiday Program in December is a musical event involving all Lower School students.
- Field Days are held in May for Pre-First through fifth grades and allow students to participate in field games and track events.
- The Soni Family Library offers various opportunities and activities throughout the year to enhance student engagement and the love of reading.

- Fathers and Special Friends Day in the spring is offered to provide fathers and other male friends a special opportunity to visit classrooms.

Pace Adventures provides a variety of opportunities that are designed to enrich and broaden the experiences of the students in the fifth grades. These overnight trips are designed to enhance the curriculum and serve as educational extensions in living history, science, literature and culture. Consult the school calendar for the dates. Note that these class overnight trips are an added expense not covered in tuition.

Care of belongings: All articles owned by the student, including sweaters and coats, should be plainly and durably marked with his or her name. Money and articles of value should not be brought to school. A lost and found closet in the reception area is provided for misplaced items. If the student's possessions are marked, the school will make every effort to return them. Unclaimed items will be given to a charity after each conference day and at the end of the school year.

Lower School Textbooks: All non-consumable textbooks are rented to students in grades Pre-First through fifth. The rental fee is included in the tuition. If a student loses or damages a book, he or she is required to purchase a new book.

Parent Grade Representatives: Each grade has several parents who serve as grade representatives. Representatives are selected by the administration. In the LS mothers and fathers serve as parent grade representatives. In the MS and US parent grade representatives include parents from two families from each class with one family having a male student and one family having a female student.

LS grade representatives serve for one year. MS and US grade representatives serve for two years, with a new grade representative rotating into the group each year.

Parent grade representatives meet during the school year by division. The meetings are chaired by the division head and the dates are on the calendar. The group's purpose is:

- To serve as a sounding board and information channel between parents and the administration.
- To serve as a discussion group on substantive matters relating to the school and its students.
- To facilitate the student social activities of the school.

- To facilitate the organization and sponsorship of parent orientation and social functions.

The names of the grade representatives are at the top of each class list in the printed directory. Complete contact information is on the Pace website in the Parent Portal section.

If You Have a Question

The following information is provided to help guide you to answers to your questions. Start with the first person listed. If he or she cannot help you, refer to the next person for help. Faculty and staff extensions are found in the directory.

General Policy: Classroom teacher; Dorothy Hutcheson, Head of Lower School; Fred Assaf, Head of School

Lower School policy: Dorothy Hutcheson, Head of Lower School

Classroom progress: Classroom teacher; Dorothy Hutcheson, Head of Lower School

Student or classroom behavior: Homeroom teacher; Dorothy Hutcheson, Head of Lower School; Kacy Brubaker, Director of Student Life

Knight Crew program: Nyna Cutler, Knight Crew Manager

Auxiliary Programs (enrichment courses and summer programs): Jasmine Wakeel, Director of Auxiliary Programs

Intramurals: Steve Cunningham, Chairperson of Physical Education Department; Dorothy Hutcheson, Head of Lower School

Field trips: Classroom teacher; grade representative; Barbara Scott, Director of Academics

Calendar of Lower School events: Wendy Lashley, Lower School Office Manager; classroom teacher

Tutorial help: classroom teacher; Dorothy Hutcheson, Head of Lower School

Unscheduled school closings (emergencies and inclement weather): In an emergency, the community will receive a text message and information will be on the homepage of the website. We will send what our power and technology resources allow. When the school's power and phones are

down, we are not able to send email, voice mail or leave recorded messages. If the power is down, the Pace phone system does not function. If a text message is sent the screen always will be 23177 or 63079. We will keep the website homepage updated with the most recent information. Local TV and radio stations will be informed if we are closed

Finances: Ashley Moss, Accounts Receivable Accountant; AJ Lashley, Chief Financial Officer

Student accident claims: If your child was injured during an athletic practice or event, please contact the Pace Academy Sports Medicine team in the Athletic Office. If your child was injured during the school day or at Knight Crew please contact the Pace Academy nurse. If your child was injured during a summer programs activity please contact the Director of Summer Programs.

Admissions: Jennifer McGurn, Director of Admissions

Advancement/Fund-raising: Heather White, Director of Advancement; Fred Assaf, Head of School

Communications/Public Relations/Mailings: Caitlin Jones, Director of Communications

Fine Arts Center use: Scott Sargent, Technical Director of the Fine Arts Center

Athletic facilities use: Chad Wabrek, Director of Athletics

Summer Programs: Jasmine Wakeel, Director of Auxiliary Programs

Middle School Policies and Procedures

The Middle School at Pace Academy comprises grades six through eight. At Pace each student has the opportunity to realize his or her potential within the curriculum of a strong liberal arts Middle School education. Pace Academy also encourages students to become involved in a variety of activities such as athletics, community engagement, visual and performing arts, clubs and student government.

As Pace Academy educates the whole person, it is important for students and parents to familiarize themselves with our policies in order to ensure clear communication and understanding among all concerned.

Middle School hours are from 8:15 a.m.–3:00 p.m. Monday through Friday. Extra-help time is 7:45–8:10 a.m. daily. Students should be picked up promptly at 3:05 or after a scheduled activity. MS students on campus after 3:30 p.m. report to a designated classroom for after-school supervision.

Academics

Students in the Middle School need various support systems to help them perform academically, mature socially and develop character and a sense of personal responsibility. One of the hallmarks of the Pace Academy Middle School is a support system readily available to all students that is based on the principle that children learn best in an environment that provides positive reinforcement and appropriate structure.

ACADEMIC SUPPORT SYSTEM

Deans: Each grade level will have two deans, one for the boys and one for the girls. The deans are the administrative leaders of their grade level teams and serve as the liaison between the faculty and parents. As part of the ongoing support system at each level, the deans' primary responsibility will be the academic, emotional and social well-being of their students. They report to the head and assistant heads of Middle School.

Study Strategies: Study Strategies are taught in specialized classes in the sixth and seventh grades. Topics to be taught include time management, test taking skills, note taking, outlining, reading skills, use of a daily planner and binder and locker organization.

Study Plans: In cases where students are having difficulty with organiza-

tion or are experiencing other academic challenges, special study plans may be put into place. The Middle School student support team, composed of faculty, administration and the Director of the MS Academic Resource Center, will develop an individual plan based on student need.

Advisory Groups: Each student is paired with an advisor who meets with his or her advisees periodically both as a group and on an individual basis. Advisors take on many roles, but they mainly help create goals for their advisees, offer a forum for questions or concerns and offer another layer of support for the academic, emotional, and social well-being of the students.

Course Work Requirements:

A student schedule consists of five year-long classes per semester plus physical education, a discovery course and an arts course.

Course requirements:

Students in grade six will typically take the following courses:

Math 6 or Math 6 Honors

History

English

Science

World Language A (French, Spanish or Latin)

Physical Education

Discovery classes: STEAM, Art, Drama, Engaged Citizenship and Study Strategies

Arts classes: Grade 6 Band, Grade 6 Chorus, Grade 6 Strings, STEAM

Students in grade seven will typically take the following courses:

Pre-Algebra, Pre-Algebra Honors or Algebra I Honors

US History

English

Life Science

World Language B (French, Spanish or Latin)

Physical Education

Discovery classes: Art, STEAM, Drama, Study Strategies

Debate: offered during the discovery class rotations for one semester. Students enrolled in Debate will, in consultation with the administration, be placed in two of the four discovery classes.

Arts classes: Grade 7 Band, Grade 7 Chorus, Grade 7 Strings, Studio Art, STEAM

Students in grade eight will typically take the following courses:

Algebra I, Algebra I Honors or Advanced Algebra I Honors

World History

English

Earth Science

World Language C (French or French Honors; Spanish or Spanish Honors; or Latin)

Physical Education

Discovery classes: Art, study hall (two quarters), Holocaust and Civil Rights Studies

Debate: offered during the discovery class rotations for one semester. Students enrolled in Debate will, in consultation with the administration, be placed in two of the four discovery classes

Arts classes: Grade 8 Band, Grade 8 Chorus, Grade 8 Strings, Studio Art, STEAM

Pace students are encouraged to do their best academically and are supported in their efforts to achieve. Pace anticipates that all students will pass their academic and discovery classes each year and proceed to the next grade level. If a student does not pass a course, the Middle School abides by the following guidelines:

- All Middle School students who enter Pace in sixth grade must pass 12 of the 15 year-long courses in the sixth, seventh and eighth grades in order to proceed to the next grade.
- Students who enter in the seventh grade must pass eight of the 10 year-long courses in the seventh and eighth grades in order to proceed to the next grade.

Students who enter in the eighth grade must pass three of five year-long subjects in order to proceed to the Upper School.

In addition, students must pass three of their five year-long courses during each year of Middle School to proceed to the next grade at Pace.

These requirements must be satisfied during the regular term work at Pace Academy. In the event of course or second-semester failures, students will be required to take summer classes in order to return to Pace. Students must also pass all discovery courses (those not a full year in length) and physical education.

Grading System

Pace Academy Middle School uses a numerical grading system for courses in mathematics, English, history, science and world language and a letter grading system for other courses. Discovery courses may be graded as pass or fail at the discretion of the teacher.

- 90–100 – A
- 80–89 – B
- 70–79 – C
- 69 and below – F: Pace does not give credit for the course.
- I – Incomplete: All incomplete grades must be made up within 10 days following a grading period. The head of the Middle School must approve any extension.

Course credit and failure: Students who fail the first semester of a year-long course may still avoid the summer school requirement if they pass the second semester and the average of the two semesters is 70 or above; those students will receive a full year of course credit as well. Students who fail the second semester of a year-long course and pass the first semester must make up the remaining semester in a summer program approved by the head of Middle School. Students who fail the second semester but pass a year-long course with an average of 70 or above will receive credit for the course even though they must still attend one semester of summer school.

Semester 1	Semester 2	Average Course	Credit	Summer School
65	75	70	Yes	No
75	65	70	Yes	1 semester
71	65	68	No	1 semester
65	71	68	No	1 semester
65	65	65	No	2 semesters

- All work failed during the school year must be made up during the summer before a student may return to Pace in the fall term. Students

must make up failed courses in English, math and world language. Students who fail either history or science will be required to take either a comparable summer course or a reading or study skills class approved by the head of Middle School.

- It is the family's responsibility to secure summer school information and instructions for registration.
- The head of Middle School must approve any summer school work for credit after consultation with the teacher of the course in question.

Grade reporting: Grade reports will be posted in myPace on the Pace website every nine weeks. However, any student with a grade below 75 will also receive a grade report at four and a half weeks during the first and second semesters. Teacher comments in all subjects will be included with grade reports at the mid-semester mailing.

Examinations: Eighth grade students take semester-long examinations at the conclusion of both fall and spring semesters. Seventh grade students take a semester-long examination at the conclusion of spring semester.

Extra-help sessions: A hallmark of Pace Academy is the teacher's personal interest in student growth. As such, teachers are available to their students for drop-in extra help from 7:45–8:10 a.m. daily.

Students may always make individual appointments to see teachers at other times mutually agreed upon by the teacher and the student.

Students must ultimately bear the responsibility for their own learning. To develop the skills critical for becoming independent learners, students should be actively engaged during class and be thoughtfully completing out-of-class assignments. Then, as students need extra help from their teachers, they should adhere to the following guidelines:

- Be prompt in arriving.
- Come prepared with all of the suitable materials such as class notes, textbooks, paper, pen, etc.
- Have specific questions and/or areas of concern and, if applicable, prepare appropriately ahead of time by rereading a chapter, redoing exercises or math problems, reviewing notes (particularly in the case of an absence), etc.
- Be a willing, active participant with the teacher (e.g., asking questions necessary to clarify).

Important notes concerning extra help: After an absence, students should

turn to a peer first for class notes. Teachers cannot guarantee their immediate availability upon students' return in every circumstance, nor should teachers be expected to re-teach an entire class.

Eligibility for participation in academic/extracurricular activities: A Middle School student failing only one class may participate in any extracurricular activity.

A student failing two or more classes at the end of any grading period (4 ½ week, 9 week, 13 ½ week, or semester) will be ineligible to try out or otherwise participate in extracurricular activities until the next grading period. At that time, if the student is failing no more than one class, eligibility will be restored.

Any second semester course failure must be made up over the summer for the student to be eligible for extracurricular activities at the start of the following school year.

Pace Academy is a member of the Georgia High School Association (GHSA), the regulatory association that governs athletics, literary and other competitive activities among secondary schools of Georgia.

Homework: Middle School students should expect to receive between 20–30 minutes per subject per night. This means that the average student will spend approximately two hours on homework per evening. Tests may require additional preparation time. Pace acknowledges, however, that some students will complete this work more quickly and some will require additional time. Parents should consider homework as a contract between the school and the child. By providing quiet, consistent time, space for working and a positive interest in the child's accomplishments, parents can best assist the process of homework.

Late homework: Homework is to be turned in on time. In some cases, the grade for a late assignment will drop 10 points for each day that the assignment is late. Teachers may adopt different policies, however, and have the right not to accept late homework.

Textbooks: Students are expected to purchase all necessary textbooks prior to the first day of school. Students who need book replacements must purchase a replacement copy.

The Woodruff Library

The Woodruff Library is a light-filled, welcoming space for students and teachers in the Middle and Upper Schools. With seating for 124 on two

floors, the library has an abundance of space for individual or collaborative study. Features include a two-story reading room, a fireplace, a media-enabled classroom, individual study carrels, and three group study rooms.

The collection includes more than 23,000 books and DVDs, 150,000 eBooks, 18,000 streaming videos, and access to thousands of journals, magazines, and newspapers through our 50+ online databases. Students are encouraged to use the library's resources in their academic pursuits as well as for recreational purposes. Recommendations for new books and DVDs are always welcomed.

Two full-time librarians and one part-time assistant help students navigate the world of information resources with research tutorials, classroom instruction, and on-the-spot help in the use of learning tools and reference materials. Parent volunteers round out the library staff by managing the circulation desk during school hours.

The library is open Monday through Friday from 7:30 a.m.–4:00 p.m. and on weekends and later into the evening during exams.

Current activities may be viewed on our Facebook page <http://www.facebook.com/paceacademywoodrufflibrary> and on the Pace website <https://www.paceacademy.org/academics/woodruff-library>.

Attendance, Dress Code and Procedures

Attendance: Students are expected to be in school daily. Should a student miss for any reason, the making up of work is the responsibility of the student. The student should arrange with teachers for a mutually convenient time for make-up work; students must make up all missed work.

A student checking in after 12 p.m. will be ineligible for all extra curricular practices and events on that day.

Homework assignments due to absence may be accessed online.

Absences: Absences are either unexcused or excused.

Unexcused absences: The school strongly discourages students from missing school except in unusual circumstances. Teachers should not be expected to give special help to a student who is absent for nonessential reasons such as family pleasure trips. To make up work due to an unexcused absence:

- Students should make up tests prior to the absences or on the day of return to school if arrangements are made with the teacher and if the

absence is not for cutting class.

- Without mitigating circumstances, the grade for tests missed for truancy shall be a zero. Tests missed for truancy with mitigating circumstances may receive no grade above 70.

Excused absences: Excused absences may be either unforeseen or foreseen.

Unforeseen absences: Unforeseen absences include illness, injury and serious family illness or death.

- Parents should contact the Middle School office by 8 a.m. by email (kim.thomson@paceacademy.org) or on the direct dial line at 404-240-9134 to report a student's absence, tardiness or late check-in. This line is accessible 24 hours a day.
- Students who are absent from a class for illness 10 or more times during a semester will be required to provide a doctor's excuse and may be subject to receiving no credit for the semester.

Foreseen absences: Foreseen absences include a wedding or graduation in the child's immediate family or a religious holiday. All requests for foreseen absences should be directed to the front office. If a student is to be excused for a foreseen absence, the following procedure must be followed:

- The student must request assignments from teachers using the planned absence form before the absence and must be prepared to make up all work assigned by the teacher by the date required.
- Parents must write a note or send an email explaining the reason for the absence. This note should be in the Middle School office no later than the day prior to the absence.

To make up work due to an excused absence:

- If a student checks into school late on the day of a previously announced assignment, he or she is required to make up the assignment on that day.
- When a student returns to school following a one-day excused absence, he or she is expected to make up any previously assigned work on the day of return unless there are special circumstances.
- For absences of two or more consecutive days, the student should meet with the teachers to schedule make up work. The grade level dean can also assist in this process, especially after a lengthy absence

Excessive absences: Regular class attendance is essential. The school,

therefore, reserves the right to refuse credit for a class to a student who has excessive (10 or more) absences from that class during a semester. Under normal circumstances, a student missing 10 classes during one semester will be subject to a thorough review of the causes for the absences in a meeting with the school and the family. Following this meeting, the school will evaluate course credit and may determine additional restrictions.

Holiday absences: Absences that immediately precede or immediately follow official school holidays are considered unexcused absences and are highly discouraged.

Foreseen dismissal within a school day: Parental cooperation is asked in the matter of scheduling medical and dental appointments so that most occur after school or during school holidays. All students leaving school for any reason must:

- Have parental permission by a note, email, personal visit or phone call to the Middle School office by 8:30 a.m.
- Sign out in the Middle School office at the time of departure and leave the campus promptly.

A student may not leave campus until he or she has fulfilled both requirements. A student must sign in at the Middle School office upon return.

Unforeseen dismissal within the school day: A student who becomes ill during the day must see the school nurse who will contact the parent or the designated emergency contact by phone. Students will not be permitted to leave school without the school's communication with the parent or the designated emergency contact. The student must sign out in the Middle School office at the time of departure.

Physical education excused absences: A student may be excused from physical education class only by a note from home to the chair of the Physical Education Department stating the reason; without a note, the student will not be excused from dressing out or participating in physical education activities. If a student misses more than three consecutive classes, he or she must have a note from a physician stating the medical reason.

Tardiness: School is in session from 8:15 a.m.–3:00 p.m. Occasional unexpected circumstances may cause tardiness, but habitual late arrival at school is not permissible. Parents will be called if tardiness becomes a serious concern. Students who arrive after 8:15 a.m. are considered tardy and must sign in at the Middle School office. Repeated tardies are referred to the head of Middle School and the assistant head of Middle School for student life.

Class-cutting and truancy: Class-cutting and truancy are disciplinary matters. Any student cutting class (intentionally or through negligence) will be subject to discipline.

Walkers: Parents of Middle School students who walk home should notify the Middle School office at the beginning of the school year.

Middle School students must have their parents' permission (phoned or emailed to the Middle School office) to leave school grounds on foot. This includes walking to the West Paces shopping center during exams or at any other time.

Dress Requirements

Students must always strive for a neat appearance. Students should be comfortable and appropriately covered. It is expected that students follow the dress code during the school day and at any Pace-sponsored activity, unless otherwise stated by the head of Middle School. We cannot provide a complete list of approved or excluded clothing; therefore, the following list is intended to provide the main idea for Pace dress. Should a student be out of dress code, that student may be required to call home for a change of clothing or wear clothes provided by the school that do conform to the dress code.

Girls should wear dresses, skirts, shorts, pants or jeans. The hemline of dresses, skirts and shorts must fall naturally at mid-thigh. Dresses must have sleeves or a collar. Students may not wear tennis skirts or other athletic skirts. This includes skirts made by Lululemon, Athleta and any other athletic brand.

Blouses and knit shirts are acceptable. A student's midriff should be fully covered. When arms are raised, skin should not show. Tank tops are not permitted; cleavage should not be shown. Athletic shirts are not allowed. Girls' tops must have a collar or a sleeve. Shirts worn underneath lace or see-through tops must meet dress code standards. Undergarments should not be seen.

All students may wear Pace Academy sweatshirts purchased through the Campus Store or the athletics department that clearly show the school name or logo on any day of the week. Sweatshirts bearing college or university names or logos are also allowed. Sweatshirts should not be overly casual or distracting. Solid color sweatshirts with appropriate logos and writing are permitted. No neon colors are allowed. Sweatshirts may not be ripped or contain inappropriate words or symbols. At no time should a

shirt or sweatshirt be longer than the skirt or shorts a student is wearing.

Students may wear athletic shoes, leather sandals, thong sandals and Birkenstock-type shoes on a daily basis. Leather shoes, including leather sandals, are permitted on dress uniform days. Students may not wear beach, river crossing, nylon or plastic sandals. No heels over 2 inches are allowed.

DRESS UNIFORM FOR GIRLS

Check the calendar for dates of required wear.

- Regulation khaki skort with sewn-in shorts is required. Skorts must be no shorter than three inches above the knee. Skorts may be purchased through the Lands' End Uniform Shop.
- White, short-sleeved collared cotton shirts are required. Shirts meeting the requirement are available through the Lands' End Uniform Shop. Others meeting the description are permitted. No large logos are permitted.
- Leather shoes in brown, black, blue or bone are required. Birkenstock-type shoes and leather sandals are permitted. No athletic shoes are permitted.
- No outerwear or sweatshirts are permitted with the dress uniform in the MS building.

DRESS UNIFORM FOR BOYS

Check the calendar for dates of required wear.

- Khaki pants are required. Pants may be purchased through the Lands' End Uniform Shop.
- Oxford cloth white dress shirts are required.
- Leather shoes are required. Birkenstock-type shoes are permitted. No athletic shoes or sandals are permitted.
- Appropriate neckties and a belt are to be worn with the dress uniform.
- Shorts are not permitted with the dress uniform.
- No outerwear or sweatshirts are permitted with the dress uniform in the MS building.

MS students are not required to purchase a P.E. uniform. Boys and girls should wear shorts with an inseam of at least 6 inches and a Pace T-shirt. Athletic shoes should be worn in P.E. class.

Procedures

Keeping a student home: A student running a 100-degree temperature or higher should not be sent to school. Parents should evaluate students with other signs of illness, such as unexplained rash, vomiting, diarrhea, complaining of concerning health issues, etc. Students must be symptom-free and have a temperature less than 100 degrees without medication during the 24-hour period prior to his/her scheduled arrival at school.

Illness at school: Should a student become ill during the school day with a temperature of 100 degrees or higher, vomiting or diarrhea, the parent(s) will be contacted. Facilities do not permit extended care of a sick child, and the parents are expected to make every effort to pick up the student as soon as possible.

Medication: The Pace nurse dispenses all over the counter and prescription medications (including Tylenol, Sudafed, cough syrups and other parent approved medications) on campus. Students are not free to carry drugs on their persons or to keep them in lockers, book bags, cars or other personal possessions. For this reason, students must turn over all such medications—with the exception of inhalers, Epipens and insulin—to the school nurse. All other medications from home are required to be in the original container and given to the nurse at the beginning of the school day and before all field trips. The dosage on all medications will be followed as prescribed. It is a violation of a major school rule to give drugs of any kind to another student. Failure to comply with these expectations will be interpreted as a violation of the rule on drugs and will be reported to the head of student life for adjudication.

Morning drop-off and afternoon dismissal procedures: Carpool drivers are asked to follow the guidelines posted in the on the Pace website. Mixed carpools of Middle School and Lower School students enter the Lower School campus from Rilman Road to drop off or pick up Lower School students.

Up-to-date information regarding traffic flow can be found on the Pace website. Dismissal from school is at 3 p.m. and students should not be in the parking lot before 3 p.m.

Visitors: All visitors must sign in at the Middle School office and wear a visitor's badge while on campus. This procedure must be followed even if the stay is short.

Appointments with teachers: Parents are asked to see teachers by appointment only. It is preferred that parents contact the teacher directly by

phone or email to set up appointments. Parents may also contact the Middle School office for assistance in scheduling conferences.

Parent/teacher conferences: Parent conferences are part of the yearly schedule and are arranged by the middle school office in the fall for all grade 6 students. In the fall and spring grade 7 and grade 8 parents will be given the opportunity to schedule appointments with teachers. In the spring, grade 6 parents will have the opportunity to schedule appointments with teachers. The dates for the conferences appear on the Pace calendar. All parents are encouraged to attend conference days to meet with their child's teachers.

Student guests: Students who wish to have guests during a school day are to clear this request at least one day in advance through the Head of Middle School. The attire for all such guests must meet the requirements of the Pace dress code.

Student lunch: Bringing "special" lunches (for example, fast food or pizza) to students or groups of students is not permitted unless there is permission from the head of Middle School. Special lunches due to food allergies must also be cleared with the head of Middle School.

Telephone: Telephone messages to students should be limited to emergency matters only. All other communication should be handled prior to the school day. Phones are available to students to use around campus. The use of cell phones is not permitted during the academic day for any reason including picture taking. Cell phones may only be used before 8:10 a.m. and after 3:00 p.m. and must be turned off and placed in the student's locker during the school day.

Personal wireless devices: Pace Academy is a technology-friendly school. Although Pace is thoroughly equipped with the latest in educational technology, some students may prefer to use their own wireless devices (e.g. laptops, tablets) at school to facilitate note-taking and organization. During school hours (8:15 to 3:00 p.m.) a student's personal technology is to be used for school-related assignments only. All such devices should have the Internet disabled, unless a teacher has given clear permission that the student may use the Internet to take notes or to complete an in-class assignment. However, the student is responsible for disabling the Internet again at the conclusion of that class.

On rare occasions teachers will allow students to use cell phones for a class project. This privilege will always occur under direct teacher supervision.

Invitations: Private party invitations may not be distributed at school or

via grade representative emails.

Emergency drills: The signal for a fire drill is a siren or voice announcement. The tornado drill signal is an intermittent siren and/or voice announcement. Instructions for evacuation and/or lockdown of the buildings are posted in each room. During emergency drills, students must walk in an orderly fashion to the designated area, maintain silence and follow directions. Drills are scheduled on a regular basis.

Field trips: Field trips serve as an extension of classroom instruction and as enrichment both in community engagement and the fine arts. The parental permission form for field trips is available in myPace. Parents will be notified of all trips via communications sent by the school.

Care of belongings: All articles owned by the student, including sweaters and coats, should be plainly and durably marked with his or her name. Lost and found bins are available on each floor. Belongings not claimed at the end of each semester are donated to charities. Money and articles of value should not be brought to school.

The Pace Campus: The Pace campus is designed for the enjoyment of all faculty, students and visitors to Pace Academy. The gardens and patio area of the Pace Academy campus are important gathering places for both Middle and Upper School students and should be treated in a respectful manner. Each group should be mindful of the shared space available and the rights of the other group. Excessive noise and rowdy play should be avoided at all times. The patio should be clean and free of paper and other trash. Each student is responsible for picking up his or her own trash and collecting his or her belongings before leaving the patio and garden area. Sports equipment checked out from the Middle School office must be returned to the office before the student returns to class or leaves for home. Use of the campus for non-school functions must be cleared with head of school.

Student Conduct Policies

We in the Middle School believe in the basic honesty and integrity of each student. Every day we can cite numerous examples of outstanding, honorable behavior. Nevertheless, like all children, our students want to know the limits and occasionally will exceed the limits that we have placed before them.

Pace Academy recognizes that under most circumstances students are subject to Pace rules and regulations only when they are under the juris-

diction of the school. However, when it comes to the basic principles of honor, personal integrity, respect for other people and basic community standards, the school assumes the right to expect students to comply with our regulations at all times on or off campus, during school hours and even when school is not in session.

Violations of general community standards of propriety are difficult to define but come into play when behaviors are offensive or shocking, e.g., public nudity, lewd acts, any action which involves the police, destruction of property, vandalism, etc. Any behavior, on campus or off campus, which brings notoriety or discredit to Pace Academy, is a violation of the Code of Respect. Pace Academy's Middle School separates conduct into three categories: general discipline, the Code of Honor and the Code of Respect. General discipline includes the management of most behavioral issues. The Code of Honor and Code of Respect are so integral to the moral foundation of our school community that they are supported by separate disciplinary procedures.

The Middle School subscribes to a strategy of preventive discipline and positive reinforcement. The assistant head of Middle School for student life will be in charge of behavior and safety in the Middle School.

Students in the Middle School are expected to know and to abide by school rules and policies. An infraction of the rules, however, may result in a loss of privilege issued by the teacher or a detention issued by the assistant head of Middle School for student life. Immediate, logical, restorative and educational consequences will be determined by the assistant head of Middle School for student life and communicated to the parents as necessary. Discipline decisions involving serious matters will be made in consultation with the head of Middle School.

When misbehavior occurs, it is judged as either a matter of negligence or will. If negligent, the student will usually receive a loss of privilege issued by the teacher. If the misbehavior is a willful act, the student will likely receive a minor detention or major detention administered by the assistant head of Middle School for student life. In extreme or repeated cases, suspension or dismissal from school may result.

A loss of privilege (LOP) for problems of neglect will usually be served during recess, or before or after school. At that time the student may be required to complete a behavior improvement plan, outlining steps to prevent recurrences and help instill new habits.

The following are examples of behaviors that may result in loss of privilege:

- Disturbing classroom
- Inattention in class after a reminder
- Neglecting to return work or forms with requested parent signatures
- Tardiness (two times to class and five times to school per semester)
- Neglecting books or book bags
- Taking books to assembly
- Violating dress code
- Failing to sign in or out
- Failing to report for required extra-help session
- Chewing gum
- Eating inside classroom buildings without permission
- Failure to store cell phone in locker between 8:10 a.m. and 3 p.m.
- Failure to report to after-school program when on campus after 4 p.m.
- Failure to report for LOP
- Failure to have proper P.E. uniform

A minor detention for willful misbehavior will be served after lunch, before school, or after school. The assistant head of Middle School for student life in consultation with the teacher will determine the consequences of a detention. Consequences are designed to be immediate, logical, restorative and educational. After a third minor detention for the semester, the next detention will be a major detention or suspension.

The following are examples of behaviors that may result in minor detention:

- Disturbing classroom repeatedly
- Littering
- Disturbing extra-help session
- Violating dress code repeatedly
- Entering off-limit areas without supervision
- Riding in a car without parent's permission
- Using cell phone during the school day between 8:10 a.m. and 3 p.m.

A major detention, for a more serious willful offense, will require more

lengthy and thorough consequences as determined by the assistant head of Middle School for student life in consultation with the head of Middle School. As with minor detentions, consequences are designed to be immediate, logical, restorative and educational. Repeated major detentions may result in suspension or dismissal.

The following are examples of behaviors that may result in a major detention:

- Bullying—verbal or physical abuse (if flagrant, suspension or dismissal may result)
- Cutting class
- Use of inappropriate language, spoken or written
- Insubordination
- Defacing property
- Throwing any projectile (e.g. pine cones, sticks, stones) in anger or provocation
- Bringing weapons (or any facsimile), pocketknives, matches, or lighters on campus
- Endangering the physical well-being of oneself or others
- Repeated minor offenses in close succession
- Accumulating 10 LOPs in a semester

For disciplinary reasons, a student's privileges may be revoked at the discretion of the assistant head of Middle School for student life after consultation with head of Middle School. Parents will be consulted when deemed appropriate.

A third suspension for any reason, including discipline, within three consecutive school years in grades six through eight will likely result in separation from Pace Academy.

Notes regarding suspension:

- If the student is a member of the Student Council, he or she will be removed from that position. That student may not run for Student Council during the academic year of the suspension.
- The student is not eligible for awards during that year.
- The student shall lose the privilege of representing the school in extracurricular events that are not academically related for a period of five calendar days for each day of suspension or probation, though

the student may choose to continue to practice with his or her school group. If the violation occurs at the end of a marking period, the penalty will automatically carry over to the following term.

- The student may not be eligible to participate in a school-sponsored trip for the remainder of that school year and/or a summer trip.

It is important to note that all suspension- or dismissal-level disciplinary action is a part of a student's Middle School record, and that record may be disclosed to other schools or other third parties.

The Code of Honor

The Middle School abides by two codes: the Code of Honor and the Code of Respect. A violation of either of these codes is dealt with by a procedure separate from the general discipline system.

Personal honor and integrity are the Pace community's most valuable possessions. Therefore, the Pace Academy Code of Honor should have the support of every member of the Pace family. Members of the Pace community must abide by and support the principles upon which the Code of Honor is based.

The Code of Honor: Every Pace Academy student is honor bound to refrain from lying, cheating or stealing. Furthermore, every Pace student aware of a Code of Honor infraction should report it to any teacher.

- Lying is deceiving others by intentional falsification or denial of fact. Lying also includes creating a false impression, making exaggerated or intentionally misleading statements and omitting known information.
- Cheating is the unauthorized giving or receiving of information that could result in an unfair advantage in completing schoolwork. Cheating is also plagiarism and all other means of representing another's work as one's own.
- Stealing is the act of taking anything belonging to another without the owner's specific consent.

The Honor Pledge: The Pace Academy Code of Honor policy requires each student to write out and sign the following pledge on all graded assignments:

I pledge that I have neither given nor received any help on this (assignment). Student Signature

Consequences of a Code of Honor violation: A student guilty of violating the Code of Honor is subject to possible dismissal from Pace Academy. The first offense is usually treated as an opportunity for guidance, but the degree of disciplinary response depends upon such factors as the age of the student, the amount of time he or she has lived under the Code of Honor and the nature of the offense. The second offense usually results in a suspension.

The Honor Committee, composed of three faculty grade-level honor chairs, investigates and considers all honor cases. The committee submits its findings and disciplinary recommendations to the head of Middle School. The head of Middle School determines disciplinary action.

Respect for others and the basic standards of propriety are essential values for individuals in an academic community. Therefore, the Pace Academy Code of Respect should have the support of every member of the Pace family. Members of the Pace community must abide by and support the principles upon which the Code of Respect is based.

The Code of Respect: Every Pace Academy student must respect individual differences, treat others as he or she wishes to be treated, respect authority and represent his or her school and community with high standards of decency and civility.

Under the Code of Respect, Pace Academy students must refrain from harassment or discrimination, physical or verbal intimidation or abuse, coercion, threats, or other attempts to bring hurt or harm to others.

- Harassment can be defined as any single, harmful event that is perceived as excessive or any pattern of more minor behaviors, which are perceived by the school as emotionally or physically abusive.
- Discrimination is defined as any harmful behavior toward others based on such factors as race, religion, ethnicity, National origin, socioeconomic status, gender, sexual orientation, age, physical or mental disability.

Following are examples of harassing behaviors:

- Obscene or suggestive remarks or jokes, verbal abuse or insults, including texts
- Display of explicit, offensive or demeaning materials
- Physical or verbal hazing
- Threats

- Comments that are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation or class

Types of sexual harassment:

- **Verbal:** sexual innuendos, disparaging or suggestive remarks, verbal sexual abuse disguised as humor or jokes and propositions and/or threats, expressed orally or written including text messages, emails, online commentaries
- **Non-verbal:** sexually suggestive or offensive objects, pictures or graffiti; graphic commentaries; suggestive or insulting sounds such as leering, whistling, howling or making catcalls; or obscene gestures
- **Physical:** unwanted physical contact, including unnecessary brushes or touches; physical innuendoes made at inappropriate times; subtle pressure for sexual activity; coerced sexual intercourse and/or assault

Sexual harassment can be overt or subtle. Whatever form it takes, it is insulting or demeaning to the recipient and cannot be tolerated at Pace. Instances of harassment, sexual or otherwise, will be mediated and/or adjudicated as is appropriate to the circumstances of the case in question.

Violations of general community standards of propriety are difficult to define but come into play when behaviors are offensive or shocking, e.g., public nudity, lewd acts, any action which involves the police, destruction of property, vandalism, etc. Any behavior, on campus or off campus, which brings notoriety or discredit to Pace Academy, is a violation of the Code of Respect.

Pace Academy students must respect the privacy of others. Students must not enter other people's personal possessions, e.g., mail, lockers, book bags, etc., without the explicit permission of the individuals involved. Likewise, entering another student's email account or unauthorized use of another person's identification number to send messages is a violation of the Code of Respect.

Pace Academy students must respect the authority and dignity of the adults at school, especially within the context of the classroom. Rudeness and/or disrespect are not tolerated. Repeated minor incidents of disrespectful conduct will lead to the loss of the contract for the following year or immediate separation, if necessary; any single act of flagrant insubordination makes the student liable to immediate dismissal.

All complaints of sexual or other harassment should be reported promptly to the head of Middle School or the head of school.

Consequences of a Code of Respect violation: A student guilty of violating the Code of Respect is subject to possible dismissal from Pace Academy. In all respect violation cases, the Middle School administration in consultation with the head of school determines the disciplinary action.

Drugs, Tobacco, Alcohol and Other School Rules

This system is based on the belief that central to our concept of discipline are the following considerations:

- The general well-being of the school
- Support for the integrity of the faculty
- Protection of students' rights (individually and as a student body)
- Student safety

This system is based upon the responsibility of the student for his or her own conduct and the responsibility of the faculty for discipline in class and out of class. Only with cooperative assumption of responsibility and consistent application of rules can the atmosphere be such as to promote the best learning possible.

Pace Academy is a school where learning is the main objective. Students, faculty and parents make up the community of Pace, where everyone must focus on attitudes and decisions that will help us “strive for excellence.”

Pace Academy enforces strict rules on the use of drugs, tobacco and alcohol. Young people deserve to enter a community that exists as a sanctuary from drugs and alcohol. Drugs, tobacco and alcohol will not be tolerated on the campus of Pace Academy or on the campuses of other schools. When students choose to come onto campus in the possession, or under the influence, of drugs, tobacco or alcohol, they violate their basic responsibility as citizens and as students of Pace Academy. Empty containers or drug paraphernalia on campus will be construed as possession of alcohol and/or drugs. Possession of e-cigarettes, advanced personal vaporizers (vape pens), JUUL vapor devices, and other similar devices, and/or the possession of smokeless tobacco products are included under this rule. This responsibility extends to all events, trips or activities that are under the sponsorship of Pace Academy.

Consequences: The penalties for non-adherence to this policy will be severe and can result in separation from Pace Academy. There is no minimum; possession or a sip is the same as consumption of a larger quantity. Smoking, including the use of e-cigarettes, advanced personal vaporizers

(vape pens), JUUL vapor devices, and other similar devices, whether they contain nicotine or not, and/or the use of smokeless tobacco products are included under this rule.

First violation of rules on alcohol and tobacco/e-cigarettes:

- Student will be suspended for at least one school day and potentially longer, based on the severity of the violation.
- Student may be required to be assessed by a qualified professional and submit a letter of results of assessment from the qualified professional within 15 days.
- Student is ineligible for awards for the academic year.
- Student must vacate any office of the student body for the academic year.
- In egregious cases, student is subject to expulsion.

Second violation of rules on alcohol and tobacco/e-cigarettes:

- Student will be expelled, except in extraordinary circumstances.

Violations of the rules on drugs:

Students will be expelled for possession, use or distribution of drugs on the Pace campus or on the campus of another school. If a student is confronted or tested and found to have been using illegal drugs off campus or to have been misusing or abusing other substances that remain in the student's system on campus, the student will be treated according to the protocol stated above for the first offense against alcohol. Smoking, including the use of e-cigarettes, and/or the use of smokeless tobacco products are included under this rule.

It is important to note that Pace treats the distribution of drugs and/or alcohol on or off campus much more seriously than possession or use; separation from school is the required penalty for students found guilty of this offense.

For offenses committed outside of the aegis of Pace Academy (except, as noted above, those involving the Honor Code or the Code of Conduct and Respect), Pace presumes a health concern but not a disciplinary concern. The responsibility for students, while not at school, lies in the hands of the families. Pace asks families to adopt policies that support the laws of the land and policies of the school. We will inform families if we obtain credible, verifiable evidence of incidents that allegedly concern the behavior of their children while not under school jurisdiction. In extreme cir-

cumstances, Pace reserves the right to exercise discipline over off-campus offenses because they cross the boundaries of the Code of Conduct and Respect. Nevertheless, our general policy with respect to off-campus activities will be to presume parental custodianship over the behavior of their children. To presume otherwise, we believe, is to invite parental abdication of authority and accountability and to impose an unmanageable burden on the school.

Pace will work with students to lead healthy lives. For a list of Pace and community resources on drug and alcohol concerns, students or families may contact Pace counselors.

Drug and alcohol tests: Pace reserves the right to require suspected students to submit to appropriate medical tests on the spot, at the discretion of the school, whenever we encounter suspected violations of our rules forbidding the use, possession or distribution of alcohol, drugs, or drug paraphernalia. Students who refuse required testing will be assumed guilty of the suspected violation and will receive the punishment appropriate to their guilt. Any student who is found guilty of the use of drugs or alcohol, and who is allowed to remain at school, may be required to undergo a medical assessment by a professional who is acceptable to the school; the results of the assessment must be shared with the school, and for the remainder of the student's career at Pace, he or she must comply with the recommendations of the health professional in order to continue in the Pace community.

Rules on Unsafe Practices and Possessions

Note that in addition to the above, fireworks, firearms or other forms of pyrotechnics are never allowed on Pace campus or on the campus of any other secondary school. Students are forbidden to put themselves and others at risk by their actions or possessions. The following are examples (but cannot be all inclusive) concerning personal safety:

- No fireworks, fires, or other forms of explosives are allowed on campus.
- No weapons—air rifles, paint guns, pistols, slingshots, knives, etc.—are allowed on campus.
- Students may not engage in dangerous pranks or other activities (such as entering the swimming pool or any locked space without adult supervision, climbing in trees or on the roofs, etc.).

The penalties for non-adherence to this policy will be severe and can result in separation from Pace Academy.

Policy on Searches

Pace Academy must be able to maintain a safe atmosphere for learning and social interaction; therefore, in rare instances when there is specific reason to suspect a threat (e.g., drugs, alcohol, weapons, explosives, etc.), the school reserves the right to search a student's private possessions (e.g., book bags, purses, clothing, lockers, etc.) which are brought on campus or are present when the student is under the jurisdiction of the school. Great care will be used to be sensitive to individual rights during a search. Whenever possible, the student will be present.

Appropriate Use of Computers and Technology

Computers and related technologies are useful tools in education. Pace expects that all students will become comfortable using computers in a variety of productive ways. This means that the ability to use computers at school is more than a privilege; it is a required part of Pace's curriculum.

Pace Academy has a strong and comprehensive Honor Code and Code of Respect that apply to all students, faculty and staff. Principles of generally acceptable behavior are described in these codes and these same principles apply to all aspects of using technology as well. Thus, the Appropriate Use Policy (AUP) for Computing at Pace Academy does not need to be affirmed separately by signature. Pace Academy's standards are higher than those dictated by civil law. The AUP applies automatically to all students, faculty and staff because members of the Pace community associate voluntarily.

People have a right to expect that others will treat them, their ideas and their work respectfully. Members of the Pace community, therefore, have the responsibility to help foster and maintain attitudes and behavior that promote mutual respect. In general, this means fairness, honesty and sensitivity. The use of computers in a manner that is unfair, dishonest, or offensive by Pace community standards will not be tolerated.

The guidelines and rules for the Lower, Middle and Upper Schools are presented in separate sections. The guidelines illustrate how the Pace codes for acceptable behavior should be applied to the use of technology at school and when students, faculty and staff use the facilities of the global (Internet) community. When users have doubts about whether a particular electronic communication is or is not appropriate, they are urged to consider whether it would be acceptable to say or present the same material to a person, a class, or in a school assembly.

MIDDLE SCHOOL GUIDELINES FOR AUP

The following are specific rights and responsibilities for computer use derived from the Pace Appropriate Use Policy. All computer users are expected to abide by these guidelines.

All rights have corresponding responsibilities. Willfully irresponsible actions will not be tolerated. Such violations will result in disciplinary action, including possible separation from the school.

For each of the following rights, some specific examples are provided of what students need to do or not do to comply with acceptable use standards at Pace.

Students have a right to expect that their work will not be tampered with or used without their permission. Students' responsibilities related to this right include:

- Never alter other people's work.
- Never plagiarize and always remember to cite sources.
- Always respect other people's privacy. Students should not even "browse" other students' files if they are careless and leave their account open. They should save, close, and log out that student.
- Never represent themselves as someone else, real or created.
- Never share their passwords or use other people's accounts.
- Know how to change their passwords and change their passwords periodically.

Note: While the school reserves the right to examine user's email and other files if necessary, it will always try to inform and include users if it is necessary to view their personal communications. If the user is not available when files must be examined, a senior member of the Pace administration must be present.

Students have a right to expect that their school will be a comfortable place to learn. Students' responsibilities related to this right include:

- Never use computers to bring something to school (by disk, Flash drive, or from the Internet) that would be offensive to members of the Pace community.
- Never send to anyone something that would be considered offensive, harassing, or disruptive. Note: Any kind of anonymous, "spamming", or misrepresented message is harassing.

- Never give personal information (address, phone number, etc.) about yourself or others to strangers or post this type of information on any web page.

Students have a right to expect that technology at school will function well, as often as possible. Students’ responsibilities related to this right include:

- Never tamper with computers in a way that would make them function poorly for other users. Specifically, students should never change the basic setup (e.g., control panels, background, screensavers, mouse settings, etc.) or delete or replace system files on school computers without permission.

Students have a right to expect that the school will adhere to legal standards in using and distributing software. Students’ responsibilities related to this right include:

- Respect all copyright laws that protect software owners, artists and writers.
- Never download or copy software unless they are sure that it is free-ware or shareware.

Students have a right to expect that technology at the school will be available for their productive use as often as possible. “Productive use” includes some “learning by exploring.” Students’ responsibilities related to this right include:

- Never use the computers, network, email and Internet systems in ways that limit or hinder productive use by other people.
- Never email during class without teacher permission.
- Never access social networking, YouTube, and other non-academic sites during class without teacher permission.
- Never play computer games without teacher permission. Playing computer games without teacher permission before or during school or during recess can result in the student’s receiving two LOPs.
- Never mail chain letters or other junk mail, or use the email system to chat back-and-forth in real time.
- Never use the network for instant messaging (IM) using our internal system or other external available programs (i.e. Google chat).

Students have a right to expect that technology at the school will be used as efficiently as possible since inefficient use can make computers less useful for other people and more expensive for the school. Each user must

act responsibly when storing files, printing and downloading. Students' responsibilities related to this right include:

- Store personal files either in their folders on the file server or in the “Documents” folder on the local hard drive. Students should not create disk clutter by saving files in other locations.
- Never store more than 500 megabytes of files in their network folders without permission. Their network folders are meant to be a space for saving work (files), not programs. If students must save programs, they should put them in the “Public Download” folder on the network.
- Never routinely save more than 300 email messages or any large files in their email accounts.
- Never print unnecessary or multiple copies on a laser printer. If students need to make copies, they should use a copy machine. It is less expensive.
- Never print in color unless the final copy must be in color per teacher assignment. Print in black and white or grayscale.
- Avoid downloading unnecessary software or files from the Internet. Downloading consumes bandwidth and slows access for other users.

Students should be nice. They should always try to help others, as they would hope that others would help them. Students should talk with one of computer teachers if they are unsure about the appropriateness or safety of any computer or Internet activity. They should provide appropriate information to the computer teachers about inappropriate activities.

Guidelines for Student-Owned Wireless Devices in School: Pace seeks to create a wireless-device-friendly-environment and to provide some simple guidelines that will help students and teachers work together to use technology in the classroom. All rules in the Pace Academy Acceptable Use Policy apply to any wireless devices used on campus. A student's wireless device is to be used for school-related assignments only. Pace Academy is not responsible for any loss, theft, or damage to any personal device.

The Middle School computer lab is open in the mornings from 7:45–8:10 a.m. for students to work on school projects or to practice keyboarding. The computer lab is closed during recess and lunch. The lab is open most days after school for students to work on school projects from 3:00–4:00 p.m. Monday through Thursday. The lab closes at 3:00 p.m. on Fridays. The lab should be considered to be like a library. Students who need to work on school projects or assignments have priority in using the computers.

These guidelines will evolve with time and experience. Changes will be posted online. Each user is responsible for staying informed of any changes.

Middle School Organizations and Activities

Student Council: The student council is composed of four elected student council representatives from each grade. The eighth grade student receiving the greatest number of votes will be the student council president.

Middle School Community Engagement

The Community Engagement program seeks to fit the unique developmental stage of Middle School students by encouraging their curiosity, their eagerness to discover and their desire to make a difference in the world. Community outreach, education and awareness are central themes in the program. Community Engagement is an integral part of a student's education, growth and maturation as a young citizen in a democratic society.

For students in grades six through eight, the Middle School requirement is 15 hours of service. Students may complete their hours at their own pace, although as a rule of thumb it is suggested that students try to complete at least five hours each year. Engagement hours with appropriate documentation should be submitted on the online form found at www.paceacademy.org/hours.

Community engagement hours will not be given for any service that students receive credit for from an external organization. For example, if a student completes a service project for a confirmation class or for a scout badge, Pace will not credit those same hours for a second time.

On-campus community engagement opportunities include the Fall Fair and events sponsored by Parents Club and Booster Club.

Awards

Students in grades six through eight are eligible for awards if they have no failing semester grades in any of their classes, have not been suspended during the year and exhibit the values described in the Pace Honor Code and the Code of Respect.

Sanford and Barbara Orkin Honor Scholarship Society: The Sanford and Barbara Orkin Honor Scholarships are established to attract and recognize Pace Academy students in grades six, seven and eight of exceptional quality,

challenging them to continue personal growth and to provide outstanding models for other students to emulate. One boy and one girl from each class are selected. Once selected, a student remains in the Orkin Society as long as he or she maintains the standards of the society. Students may receive the Orkin Honor Scholarship Award once while in the Middle School. Students who receive the Orkin Honor Scholarship Award in the Middle School are eligible to receive the award in the Upper School.

The Jim and Lesley Wheeler Scholar Athlete Awards: This award is given to one girl and one boy from each grade, seven and eight, who excel in athletics and have earned a minimum grade average of 90 for the year. These scholar athletes exemplify the highest standard of academic excellence, good sportsmanship and citizenship. The award can be received once in grades seven and eight and once in grades nine through eleven, but all seniors who meet the requirements are eligible

The Daughters of the American Revolution Youth Citizenship Award: This award is given to one boy and one girl from the eighth grade that best represent the ideals of loyalty, personal responsibility, integrity, scholarship, determination and patriotism.

The B.J. Hayes Good Citizen Award: This award is given to one boy and one girl from the seventh grade who best represent the ideal of good citizenship as displayed by their fine character, humility and willingness to put others first. A good citizen is helpful, hardworking, pleasant, and always strives to do what is right without expectation of reward. This award is given in honor of Mrs. B.J. Hayes, who inspired history students for forty-one years at Pace Academy, always exemplifying good citizenship in her every word and deed.

Parent Grade Representatives

Each grade has several parents who serve as grade representatives. Representatives are selected by the administration. In the LS mothers and fathers serve as parent grade representatives with parents of a male student and a female student representing individual classes. In the MS and US parent grade representatives include parents from two families from each class with one family having a male student and one family having a female student.

LS grade representatives serve for one year. MS and US grade representatives serve for two years, with a new grade representative rotating into the group each year. Occasionally, the MS grade representatives may choose to remain grade representatives and move into the next grade level. This is

at the discretion of the MS administration.

Parent grade representatives meet during the school year by division. The meetings are chaired by the division head and the dates are on the calendar. The group's purpose is:

- To serve as a sounding board and information channel between parents and the administration.
- To serve as a discussion group on substantive matters relating to the school and its students.
- To facilitate the student social activities of the school.
- To facilitate the organization and sponsorship of parent orientation and social functions.

The names of the grade representatives are at the top of each class list in the printed directory. Complete contact information is on the Pace website in the Parent Portal section.

If You Have a Question

Start with the first person listed. If he or she cannot help you, refer to the next person for help. Faculty and staff extensions are found in the directory.

General policy: Classroom teacher; Kathie Larkin, Assistant Head of Middle School for Academics; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School; Fred Assaf, Head of School

Middle School policy: Kathie Larkin, Assistant Head of Middle School for Academics; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School

Classroom progress and curriculum: Classroom teacher; Dean; Kathie Larkin, Assistant Head of Middle School for Academics; Graham Anthony, Head of Middle School; Liz Mason, Director of MS Academic Resource Center

Student or classroom behavior: Classroom teacher; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School

Calendar of Middle School events: Kim Thomson, Administrative Assistant to the Head of Middle School; Grade Reps; Kathie Larkin, Assistant Head of Middle School for Academics

Extra help: Classroom teacher; Dean; Kathie Larkin, Assistant Head of Middle School for Academics; Liz Mason, Director of MS Academic Resource Center

Athletics: Coach; Chad Wabrek, Director of Athletics; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School; Fred Assaf, Head of School

Student accident claims: If your child was injured during an athletic practice or event, please contact the Pace Academy sports medicine team in the Athletic Office. If your child was injured during the school day or at KnightCrew please contact the Pace Academy nurse. If your child was injured during a summer programs activity please contact the Director of Auxiliary Programs.

Unscheduled school closings (emergencies and inclement weather): In an emergency, the community will receive a text message and information will be on the homepage of the website. We will send what our power and technology resources allow. When the school's power and phones are down, we are not able to send email, voice mail or leave recorded messages. If the power is down, the Pace phone system does not function. If a text message is sent the screen always will be 23177 or 63079. We will keep the website homepage updated with the most recent information. Local TV and radio stations will be informed if we are closed.

Upper School Policies and Procedures

The Upper School at Pace Academy comprises grades nine through 12. At Pace, each student has the opportunity to realize his or her potential within the curriculum of a strong secondary school education. Pace Academy also encourages students to become involved in a variety of activities such as athletics, community engagement, visual and performing arts, clubs and student government.

As Pace Academy educates the whole person, it is important for students and parents to become familiar with our policies in order to insure clear communication and understanding.

Academics

Pace Academy requires 46 total units for its diploma—40 of which must be core academic subjects, six of which may be satisfied with academic or non-academic electives. In addition, students must satisfy a non-unit physical education requirement (either by participation on an interscholastic athletic team or a personal fitness class) as well as a non-unit requirement of 40 hours of community engagement.

The curriculum is planned for maximum benefit to each student and not merely for the satisfaction of minimum requirements. A normal schedule consists of six classes per semester. The student's dean and head of the Upper School must approve variation from this norm. A unit is one semester of study in a course.

Course requirements for the Pace Academy diplomas in grades nine through 12 include the following:

Academic requirements: (minimum)

- English: 8 units
- Mathematics: 8 units
- Social science: 6 units (American and Modern European required)
- Natural science: 6 units (Biology, Physics and Chemistry required)
- World languages: 4 or 6 units (through level 3)
- Fine arts: 3 units

Non-academic requirements:

- 40 hours of community engagement
- Physical education

Non-academic elective choices: (May be used for elective credit)

- Peer Leadership: 1 unit

Sixth course options: (This course may count as the student's sixth course, but it does not carry a unit of credit.)

- Community engagement

Notes:

- Semester unit credits are awarded upon successful completion of courses in grades nine through 12. In math and world languages, course credit may be awarded from work completed in grade eight but does not count toward the total number of unit credits needed for graduation.
- Students who transfer to Pace in the junior or senior years may have academic requirements adjusted to fit their backgrounds.
- In order for seniors to receive a diploma from Pace Academy, they must complete all graduation requirements (e.g., total credit, required courses) by the end of August in the year of their graduation. Seniors who have not failed more than one course in the spring term of their senior year and who are on track for a diploma by the end of August of that year may participate in the graduation ceremonies. Seniors who fail more than a single course in the spring term may not participate in graduation ceremonies, though they will be eligible to receive the diploma at the successful completion of their course work in August if they meet all other conditions required for the diploma.

Grading System

Pace Academy uses a numerical grading system. Pace Academy does not give credit for a grade below 70.

- 70–74 – Danger: After school extra-help session recommended for grades 74 and below.
- INC – Incomplete: All incomplete grades must be made up within 10 days following a grading period. The head of the Upper School must

approve any extension.

- WP – Withdrawal from a course while passing
- WF – Withdrawal from a course while failing

Course credit and failure: Students who fail the first semester of a year-long course may still receive full credit for the course if they pass the second semester and the average of the two semesters is 70 or above. Students who fail the second semester of a yearlong course and who pass the first semester will receive one unit of credit for the year and must make up the remaining unit of credit in a summer program approved by the grade dean and the head of Upper School. See the table below for clarification.

Semester 1	Semester 2	Average	Summer School
65	75	70	No
75	65	70	1 semester
71	65	68	1 semester
65	71	68	1 semester
65	65	65	2 semesters

- All work failed during the school year of high school must be made up during the summer before a student may return to Pace in the fall term. Students in grades nine through 12 may make up a maximum of three units of work in a single summer but not more than four units total of summer work for a Pace diploma. It is the student’s responsibility to keep his or her credits up-to-date in order to stay on academic schedule.
- It is the student’s responsibility to secure summer school information and instructions for registration.
- The head of Upper School and the student’s dean must approve any summer school work for credit, after consultation with the department chairperson of the course in question.

Withdrawal from a course: A student may drop a course only upon approval of the student’s dean and the head of Upper School in consultation with the department chairperson. If a student withdraws from a course, his or her transcript shall show a WP or a WF. Policy concerning withdrawal from both elective and yearlong courses includes the following:

- If students discover before the end of six weeks they have made a mistake, they can make a change without its showing on the transcript.
- For both yearlong and semester elective courses after six weeks of the semester, a change in levels is reflected on the transcript.

- Teacher-initiated level changes do not result in WP or WF, but simply a schedule change.

Weighted GPA: In addition to the numerical average, a weighted GPA is kept for students in grades nine through 12. Most courses, including Fine Arts, are considered academic courses at Pace and are used in determining the weighted GPA. Including Pace grades only, it is published on the college transcript and is used to determine graduation honors. The weighted GPA is based on the following scale:

Transcript Grade	Weighted Grade CP	Weighted Grade Honors	Weighted Grade AP
70	72	75	77
71	73	76	78
72	74	77	79
73	75	78	80
74	76	79	81
75	77	80	82
76	78	81	83
77	79	82	84
78	80	83	85
79	81	84	86
80	82	85	87
81	83	86	88
82	84	87	89
83	85	88	90
84	86	89	91
85	87	90	92
86	88	91	93
87	89	92	94
88	90	93	95
89	91	94	96
90	92	95	97
91	93	96	98
92	94	97	99
93	95	98	100
94	96	99	101
95	97	100	102
96	98	101	103
97	99	102	104
98	100	103	105
99	101	104	106
100	102	105	107

No credit is earned for grades below 70.

The senior student with the highest weighted grade point average in the

class will be graduated the class valedictorian.

Grade reporting: Mid-semester and semester reports are posted online in the parent portal. Deficiencies for grades of 74 or below are posted online in the parent portal at the fourth and 12th weeks of each semester. The dean will notify students with multiple failures. The teacher or administrators may forward warning reports or commendations at any time.

Examinations and exemptions: Examinations are important experiences in the preparation of a college-bound student and serve as an integral part of the learning process. For that reason, Pace Academy does not have a liberal policy for the exemption of semester examinations. Unless eligible for exemption, all students are expected to take exams during the scheduled exam period as listed on the Pace calendar. Exams in grades nine through 12 are two hours long.

The school wishes to reward those 12th grade students who are achieving at a superior level. Seniors in the second semester of a yearlong course who have course averages of 90 or above may exempt their examinations. Exceptions and clarifications for AP students and students in AP classes:

- All AP students in AP classes must take the AP exam unless the teacher, department chair and head of Upper School agree to an exception.
- All students in an AP class must take an end-of-year test, either an AP exam or one designed by the teacher.
- All seniors who take an AP exam may exempt course exams in that class; departments are allowed to set their own minimum average for their departments.
- All underclassmen in AP classes may exempt the exam if they take the AP exam and have a minimum average of 80. Departments are allowed to set their own minimum average for their departments as long as it is higher than 80.
- Teachers must give AP students with a failing average the option of taking an exam.
- Students taking AP exams in the morning are expected to attend classes in the afternoon, but they are not expected to take tests on that day.
- Students taking AP exams in the afternoon are not expected to attend classes in the morning of that day.

All students in grades nine through 11 must take the final examination in their enrolled Pace courses unless they are exempted in an AP course.

Extra-help sessions: A hallmark of Pace Academy is the teacher’s personal interest in student growth. As such, teachers are generally available to their students for drop-in extra help during school from 3:00–3:20 p.m. daily. Furthermore, students may make individual appointments to see teachers after school from 3:20–3:45 p.m. and at other times mutually agreed upon by the teacher and the student. Teachers may also require their students to come for extra help. In the case of required attendance beyond the 3:00–3:20 p.m. time slot, teachers will advise students the day before so carpool arrangements can be adjusted.

A teacher offers extra help to support, reinforce and extend the student’s responsible involvement with his or her classroom learning. An extra-help session is focused time to answer specific questions, to clarify or review specific concepts or material, to make up work and/or to address issues of skill development. Teachers are allowed full latitude to assess the most effective, timely way to assist their students seeking extra help and whether to meet with students in groups or individually.

Students must ultimately bear the responsibility for their own learning. To develop the skills so critical for becoming independent, lifelong learners, students should, first and foremost, be actively engaged during class and be thoughtfully completing out-of-class assignments. Then, as students need extra help from their teachers, they should adhere to the following guidelines:

- Be prompt in arriving.
- Come prepared with all of the suitable materials such as class notes, textbooks, paper, pen, etc.
- Have specific questions and/or areas of concern and, if applicable, prepare appropriately ahead of time by rereading a chapter, redoing exercises or math problems, reviewing notes (particularly in the case of an absence), etc.
- Be a willing, active participant with the teacher (e.g., asking questions necessary to clarify, etc.).

Drop-in, extra-help sessions and ad hoc meetings begin promptly at 3 p.m.; teachers may require a student to attend. Extra help by appointment begins at 3 p.m. and is complete at 3:30 p.m. Participants in after school activities should report directly to appropriate areas.

Important notes concerning extra help: After an absence, students should turn to a peer first for missed assignments and class notes. Whether the absence is considered excused or unexcused by the school, students will

be held accountable for work missed during an absence in accordance with the guidelines for absences found in the handbook. In the case of an excused absence, teachers are available to meet those students requesting further support or clarification. However, teachers cannot guarantee their immediate availability upon the students' return in every circumstance, nor should teachers be expected to re-teach an entire class.

- In the case of an unexcused absence, the school does not require teachers to re-teach material or provide extra help.
- Neither students nor parents should expect teachers to give extra help in order to compensate for a student's lack of focused involvement during class and on homework.
- A student's consistent dependence upon extra help (more than once a week over the duration of the semester/year) to manage a course successfully is a significant reason for academic concern and needs to be addressed by the school.

Eligibility for participation in extracurricular activities: Pace Academy is a member of the Georgia High School Association (GHSA), the regulatory association that governs athletics, literary and other competitive activities among secondary schools of Georgia. Eligibility to participate in school extracurricular activities is a privilege granted to the student by the school and GHSA as follows:

- Students in grades eight through 12 are eligible to participate in GHSA sanctioned sports which governs varsity and junior varsity sports only and other interscholastic and school extracurricular activities as long as they have passed five subjects during the previous semester and are "on track." Incomplete work must be made up within 10 calendar days after the conclusion of a semester; if completed later, the course cannot be counted toward the "pass five" requirement for continued eligibility.
- The "on track" provision requires that a student pass a minimum of 10 full credits each year (five each semester) in order to retain eligibility. If a student's work in either semester fails to meet the eligibility requirements, successful completion of summer work equal to the deficiency will reestablish the student's eligibility for the first semester of the subsequent year. A student failing to meet any of the above provisions remains ineligible for interscholastic competition until he or she has satisfied all.
- Students entering Pace's ninth grade from our eighth grade or from any other school no later than the first day of the freshman year are eligible for GHSA varsity and sub-varsity competition, and for other

varsity and sub-varsity Pace-sponsored competition if they have passed the requisite courses (see above). Seventh and eighth graders are eligible to participate on the Middle School level, and GHSA (which governs high school athletics only) permits eighth graders to participate on the junior varsity level at the discretion of the coaching staff. Eighth graders are not eligible for varsity competition. **IMPORTANT:** Entry from an area school after the first day of ninth grade requires one calendar year of varsity ineligibility (eligibility is still granted for sub-varsity competition). This is known as the “migratory rule.” Only a successful “hardship” appeal, approved and granted by GHSA, may result in GHSA’s waiver of the migratory rule.

- Students transferring to Pace from outside the metro Fulton County area are immediately eligible for varsity and lower-level competition. Students transferring as a result of change of residence and other reasons are handled on an individual basis, and are eligible if moving to Fulton County from any other county, or if granted a waiver of GHSA’s migratory rule through appeal.
- Students are eligible for GHSA competition for four consecutive years only, beginning with the first day of school in ninth grade. There is no appeal to this regulation. Students shall adhere to school and team regulations in order to maintain eligibility to participate on athletic teams, performing groups and certain organizations. Of particular importance are regulations concerned with honor, conduct and adherence to policies dealing with controlled substances.
- Specific guidelines as well as the GHSA Constitution and By-laws may be found on their website at www.ghsa.net.

Unsatisfactory Academic Work

- Students must pass five or more subjects in each semester to be eligible to participate in extracurricular activities in the following semester. Students who fail one or more subjects in a semester will be placed in a required study hall until at least the midpoint of the following semester. At that time students regain free time if passing all subjects. Students who are failing two or more subjects at the end of six weeks of a semester will be placed in a supervised study hall. During this time students will be denied the opportunity of representing the school in athletic events, literary events, etc. (traveling or participating) if such trips occur during school hours. If a student is passing all classes at the end of nine weeks, he or she will be permitted to leave school early with the team or group, to represent the school in athletic events, literary events, etc.

- At the discretion of the dean, any student whose academic work is unsatisfactory may be required to attend study hall.

Make-up Tests, Projects, Major Papers, etc.

Make-up of work is permitted during study periods, through special arrangement with teachers, or in the study hall during school hours. It is the student's responsibility to initiate meetings with teachers and the dean to make up all missed work in a timely fashion.

Excused Absences

- If a student checks into school late on the day of a previously announced assignment, he or she is required to make up the assignment on that day. He or she may make up the test during a free period.
- If a student checks out of school for a planned absence on the day of a previously announced assignment, he or she is required to make up the assignment before leaving school on that day. Tests or quizzes may be made up in a free period.
- When a student returns to school following a one-day excused absence, he or she is expected to make up any previously assigned work on that day of return.
- For absences of two or more consecutive days, a student is granted an extension in the amount of the exact number of missed days.
- The penalty for not taking tests in accordance with the above is a loss of 10 points per day on the student's test grade. Students who are absent from school without the approval of their dean may be subject to this 10 point per day penalty on work missed during their absence from school.

Unexcused Absences

- For unexcused absences, students should make up tests prior to the absences or on the day of return to school if such work is cleared with the teacher and if the absence is not for truancy.
- Without mitigating circumstances, the grade for tests missed for truancy shall be a zero. Tests missed for truancy with mitigating circumstances may receive no grade above 70.
- When a student takes an unexcused absence from a class, he or she

will not automatically receive an academic penalty. However, all work due on the date of an unexcused absence may be counted late and the penalty of a 10-point reduction per day for late work may be imposed at the teacher's discretion.

Procedure

Students taking make-up tests must report to the study hall room at the beginning of the class period. The study hall teacher will proctor the test and return it to the teacher at the end of the class period. It is the student's responsibility to schedule a make-up test during a period in which enough time is allowed to complete the test.

Textbooks

Textbooks are purchased by the students through the online Campus Store. In reading and writing courses students are expected to buy new or unmarked books since the course skills involve learning to mark important passages and to see patterns in a text.

Occasionally school-owned textbooks are issued to students at the beginning of a course and are collected during exams. There is a monetary charge for books that are lost or defaced. Students who need book replacements may purchase a replacement copy.

The Woodruff Library

The Woodruff Library is a light-filled, welcoming space for students and teachers in the Middle and Upper Schools. With seating for 124 on two floors, the library has an abundance of space for individual or collaborative study. Features include a two-story reading room, a fireplace, a media-enabled classroom, individual study carrels, and three group study rooms.

The collection includes more than 23,000 books and DVDs, 150,000 eBooks, 18,000 streaming videos, and access to thousands of journals, magazines, and newspapers through our 50+ online databases. Students are encouraged to use the library's resources in their academic pursuits as well as for recreational purposes. Recommendations for new books and DVDs are always welcomed.

Two full-time librarians and one part-time assistant help students navigate the world of information resources with research tutorials, classroom in-

struction, and on-the-spot help in the use of learning tools and reference materials. Parent volunteers round out the library staff by managing the circulation desk during school hours.

The library is open Monday through Friday from 7:30 a.m.–4:00 p.m. and on weekends and later into the evening during exams.

Current activities may be viewed on our Facebook page <http://www.facebook.com/paceacademywoodrufflibrary> and on the Pace website <https://www.paceacademy.org/academics/woodruff-library>

Looking Ahead Toward College

Pace Academy is nationally known and respected by colleges and universities. College admission focuses on appropriate academic rigor and extracurricular achievement in grades 9–12, with emphasis on junior and senior year. Students should therefore be aware of the importance of course selection, academic success, respect accorded by faculty, and extracurricular commitment.

The primary emphasis in college admission is the high school transcript. Students should choose courses in which they will be both challenged and successful. Students should also pay attention to aspects of continuity and sequence.

Pace students take the PSAT in grades 10 and 11 in preparation for the SAT and are offered the opportunity to take the PLAN in grades 10 and 11 in preparation for the ACT. Juniors are encouraged to take a minimum of one SAT and one ACT by the end of junior year. The college counselors, class deans, applicable faculty, and learning specialists at Pace keep students and parents informed of tests and registration procedures.

The college counseling staff offers student and parent programming for all grade levels. Some examples include: an optional parent program for the parents of freshman students, a home room series for sophomores, rising junior programs for families, and the senior parent kickoff program.

The college counseling team maintains contact with college representatives throughout the year, regularly visits college campuses, and routinely represents Pace at professional conferences. More than 100 college representatives visit Pace annually to meet with students. The college counseling office also maintains comprehensive historical application data, which is accessible to second-semester juniors, seniors, and their parents.

Students and parents should be aware that when a student applies to

a college or university, Pace Academy is expected to share student records with the admission office. This can include but is not limited to transcripts, confidential counselor recommendation letters, confidential teacher recommendation letters, test scores, extracurricular activities, and disciplinary actions.

Pace is required to report any changes in a student's academic or behavioral record occurring after a student applies. If a student withdraws from Pace Academy to avoid disciplinary action, we reserve the right to report the infraction to colleges and universities.

Attendance, Dress Code, Privileges and Procedures

Attendance: Regular class attendance is essential for a student's intellectual and personal growth. Chronic absences from class or lateness to school often indicate the need for a parental conference to discuss the needs of the student and the student's responsibilities. Pace Academy believes student maturity and development occur most effectively when parents, students and the school work together with that common goal in mind. The school, therefore, requests careful adherence to the procedures outlined in regard to attendance matters and reserves the right to refuse credit to a student who has excessive absences during a semester.

Absences: Absences are either unexcused or excused. Students are assigned to study hall to make up lost academic time after an unexcused absence.

Unexcused absences: The penalty for an unexcused absence is the loss of free time up to three weeks for each unexcused day. Teachers should not be expected to give special help to students who are absent for nonessential reasons. The penalty for unexcused absences will be strictly enforced.

Excused absences: Excused absences may be either unforeseen or foreseen.

Unforeseen absences: Unforeseen absences include illness, injury, serious family illness or death and occasional medical and dental appointments.

- Parents should contact the Student Affairs office by 8:30 a.m. on the direct dial line at 404-240-9126 or send an email to studentaffairs@paceacademy.org to report a student's absence, tardiness, or late check-in. The phone line and email are accessible 24 hours a day.
- If the student is absent for a period of one week or longer, parents should schedule make-up work through consultation with the dean.

- Students who are absent from a class for illness 20 or more times during a semester will be required to provide a doctor's excuse and may be subject to receiving no credit for the semester. The family and student will be asked to have a conference after 10 or more absences during a semester.

Foreseen absences: Foreseen absences include graduations or weddings of family members and some medical and dental appointments. All requests for foreseen absences should be directed to Student Affairs at least 24 hours before the absence. In addition, all students are given a total of two days during the second semester in the junior year and three days during the senior year to visit colleges. The college counselor must approve all requests for college days. If a student is to be excused for a foreseen absence, the following procedure must be followed:

- The student must request assignments from teachers using the planned absence form available in the Student Affairs office before the absence and must be prepared to make up all work assigned by the teacher by the date required.
- Parents must write a note or send an email explaining the reason for the absence. This note should be in the Student Affairs office no later than the day prior to the absence.

Excessive Absences: Under normal circumstances, a student missing 10 classes during one semester will be subject to a thorough review of the causes for the absences. After the 10th absence, whether excused or unexcused in any one class, the student will meet with the Academic Review Board composed of the head of Upper School, the student's dean, the Upper School counselor and subject teachers to evaluate course credit and to determine the following restrictions:

- A student may be assigned to a study hall for an appropriate length of time.
- For seniors in the spring semester, no exam exemption will be permitted.
- A student may not be allowed to participate in field trips, as appropriate.
- A senior will not be allowed open campus for the remainder of the semester.
- A student may not be given an excused absence for off-campus appointments for the remainder of the semester.

A student may not miss more than 20 class meetings of any single course

during one semester; nor can a student enter a completely new course after the 14th class meeting. More than 20 absences in any class will result in the student's withdrawing from that class, receiving a W on the transcript with no units of credit and the need to make up the work in an accredited summer situation approved by the department chair, the dean and the head of Upper School.

Absences in conjunction with holidays: Absences immediately preceding or immediately following official school holidays will result in the loss of privileges for up to three weeks for each day missed.

Foreseen dismissal within a school day: Parental cooperation is asked in the matter of scheduling medical and dental appointments so that most occur after school or during school holidays. All students leaving school for any reason must:

- Have parental permission by a note, phone call, or email to the Student Affairs office.
- Sign out in the Student Affairs office at the time of departure and leave the campus promptly.

A student may not leave campus until he or she has fulfilled both requirements. The procedures and regulations apply for one period just as they do for the entire day. The penalty for an unexcused dismissal will be up to five citations.

Unforeseen dismissal within the school day: If a student becomes ill or must leave school unexpectedly during the day, the school must communicate with the parent or the designated emergency contact by phone. Students will not be permitted to leave school without the school's communication with the parent or the designated emergency contact. The student must sign out in the Student Affairs office at the time of departure.

Tardiness to school or class: Students who arrive at school after 8:00 a.m. must sign in at the Student Affairs office. If they present an official note from a doctor or dentist accompanied by a note, phone call, or email from the parent, the class absence will be excused, and no study hall will be assigned. An unexcused class absence will receive study hall. If a tardy student misses a test, that student must make up the test before the end of the school day and may not participate in after-school activities until the test is made up.

Repeated tardiness to school is unacceptable. A student will be allowed five tardies in a single semester without penalty, under the assumption that unforeseen occurrences will intrude in the best plans. But this buffer

is all that is allowed for “unavoidable” tardiness. After the fifth tardy in a semester, students will attend detention as outlined in the explanation of the demerit system elsewhere in the handbook. After ten tardies in any one semester, students will be asked to meet with the dean of students and the class dean to discuss further consequences. Students with a number of tardies deemed excessive by their class dean and the dean of students may receive additional penalties such as the loss of driving privileges, the loss of open campus, or the loss of free time.

Class-cutting and truancy: Class cutting and truancy are disciplinary matters. The penalty for a cut (the intentional or negligent missing of a class) is three to five citations.

Attendance and participation in extra curricular activities: Students must be present for three full periods in order to participate in any extra curricular activity that day including, but not limited to, practice, games, rehearsals and performances.

Keeping a student home: A student running a 100-degree temperature or higher should not be sent to school. Parents should evaluate students with other signs of illness, such as unexplained rash, vomiting, diarrhea, complaining of concerning health issues, etc. Students must be symptom-free and have a temperature less than 100 degrees without medication during the 24-hour period prior to his/her scheduled arrival at school.

Illness at school: Should a student become ill during the school day with a temperature of 100 degrees or higher, vomiting or diarrhea, the parent(s) will be contacted. Facilities do not permit extended care of a sick child, and the parents are expected to make every effort to pick up the student as soon as possible.

Medication: The Pace nurse dispenses all over the counter and prescription medications (including Tylenol, Sudafed, cough syrups and other parent approved medications) on campus. Students are not free to carry drugs on their persons or to keep them in lockers, book bags, cars or other personal possessions. For this reason, students must turn over all such medications— with the exception of inhalers, Epipens and insulin—to the school nurse. All other medications from home are required to be in the original container and given to the nurse at the beginning of the school day and before all field trips. The dosage on all medications will be followed as prescribed. It is a violation of a major school rule to give drugs of any kind to another student. Failure to comply with these expectations will be interpreted as a violation of the rule on drugs and will be reported to the dean of students for adjudication.

Late submission of work: Students are expected to submit their academic assignments in a timely fashion. Unauthorized late work is subject to a penalty of 10 points per day at the teacher’s discretion.

Dress Requirements

Pace is a multi-generational and multi-cultural community. While we do not wish to stifle student expression, we expect our Upper School students to be considerate of all members of our community and visitors to our community. As such, an “academic-professional” code of dress is expected for all students to demonstrate that we are serious about developing confident citizens of the world. Attempts to predict fashion in advance of the season are futile. We cannot provide complete list of approved or excluded clothing; the following list includes our expectations for community dress:

- Students should be covered from shoulders to mid-thigh with no undergarments on display. Students should wear a collared shirt that is tucked in or a blouse; sweatshirts are acceptable and skirts and shorts should conform to the length stated above. Shirts with logos are acceptable; however, the contents of the logo must not contain demeaning language or images, nor language or imagery that promotes the use of alcohol, tobacco, e-cigarettes, advanced personal vaporizers (vape pens), JUUL vapor devices, and other similar devices, and/or the possession of smokeless tobacco products, or other drugs.
- Students are expected to come to school in clothing that is in good repair and clean. Shoes are expected to be clean and serviceable.
- Athletic clothing is considered inappropriate for the school day.
- Piercings must not be extreme
- Hair must be clean, well kempt, and not extreme in nature.
- Students are expected keep facial hair shaved, although a neatly trimmed mustache is permitted. Students who wish to grow a beard for religious or cultural reasons may do so with an exemption approved by the Head of Upper School, the Dean of Students, and the Class Dean. Students who wish to grow a beard due to a medical exemption must provide a doctor’s note and have their exemption approved by the Head of Upper School, the Dean of Students, and the Class Dean.
- Hats and other headwear must allow the face to be visible and not should interfere with the line of sight to any student or staff.

DRESS UNIFORM FOR ALL STUDENTS:

(Check the calendar for dates of required wear.)

There are two options for dress uniform:

OPTION ONE:

- Regulation knee-length khaki skirts with sewn-in shorts are required and are available at the Lands' End Uniform Shop. Khaki pants may be worn in lieu of khaki skirts. No colored undershirts shall be visible under the uniform shirt.
- Regulation white cotton shirts are required for grades 9–11 and navy cotton shirts are required for seniors. Shirts are available at the Lands' End Uniform Shop.
- Leather shoes in brown, black, blue or bone are required. No athletic shoes are allowed.

OPTION TWO:

- Pants must be traditional style in a khaki color.
- Navy blue blazer is optional.
- Button-down oxford cloth shirts are required, white only.
- Leather shoes are required. No athletic shoes or sandals are permitted.
- Appropriate neckties are to be worn with the dress uniform.
- Shorts are not permitted with the dress uniform.

When individual groups, for instance, athletic teams on game days, are required to wear dress uniform, the coach or sponsor may authorize different colors for the dress shirt.

Senior Privileges

Open campus: After the first marking period, with the approval of his or her dean and written permission from his or her parents, individual seniors in good standing may be granted open campus status. Open Campus is defined as follows: an eligible student may leave campus after morning assembly or homeroom by signing out in the Student Affairs office. A student must be on campus at all times between 8 and 11 a.m. unless the student has special permission from his or her dean. The student is required to meet all of his or her formal classes, class meetings, assemblies, activities, study halls and the like, whether they are scheduled

in the morning or afternoon. The senior dean will determine whether individual students have earned Open Campus by virtue of solid performance in their classes and/or by their adherence to basic expectations as articulated by the school rules.

Re-examinations: If a senior fails a course(s) for any semester(s) because of a failing examination(s), he or she shall be allowed re-examination(s), providing his or her semester daily average or “pre-exam” in the failed course(s) is passing. The grade on the re-examination shall be substituted for the failing examination grade in figuring his or her semester average. The resulting semester average shall not exceed 70. Unless exceptions are granted by the head of Upper School for extraordinary circumstances, seniors must retake their failed exams within 10 days of the original test dates. Re-examinations are not given to underclassmen.

Senior cellar: Seniors are provided a senior cellar in the Inman Center. A sitting area and lockers are provided for the use of the seniors. Students are expected to maintain good conduct and keep the area neat and attractive. Students may decorate the cellar in good taste, but may not paint the room or lockers without administrative approval.

Procedures

Morning drop-off and afternoon dismissal procedures: Carpool drivers are asked to follow the guidelines mailed to parents in the summer mailing and posted on the website. Mixed carpools of Upper School, Middle School and Lower School students enter the Lower School campus from Rilman Road to drop off or pick up Lower School students.

Up-to-date information regarding traffic flow can be found on the Pace website.

Parents are encouraged to be on time for dismissal. If there are unusual circumstances that will delay arrival, they should contact the Student Affairs office.

Faculty and student parking: Only faculty, juniors and seniors will have assigned parking places at Pace. Students who park on campus or in the Pace neighborhood without permission will be disciplined. Students desiring to drive cars to school shall register them with the dean of students. Parking in front of the administration building is reserved for visitors and staff. Students who violate parking or driving procedures may have their parking privileges rescinded. Students may not ride motorcycles to school.

Because we do not have enough parking places to accommodate the cars driven by sophomores, nor is there room on the neighborhood side streets to accommodate the overflow of parked cars, 10th graders may not drive to school without expressed written permission of the head of Upper School. Cars may not be parked on the street in front of a friendly neighbor's house.

Visitors: All visitors including parents are to sign in and sign out at the front desk and receive a visitor's badge.

Appointments with teachers: Parents are asked to see teachers by appointment only. The US office will be helpful in arranging an appointment during the time when the teacher is not directly responsible for supervision of students.

Guests: Students who plan to have non-Pace students visit them should notify the Student Affairs office one day in advance of the visit, telling them who the visitor will be. On the day of the visit, the visitor should report to the front desk in the Castle, where the host will meet him or her, or the visitor may be sent to the Student Affairs office to wait. Student visitors to Pace should meet the Pace dress code.

Emergency drills: The signal for an emergency drill is sounded throughout the campus. Instructions for evacuation of the buildings are posted in each room. During the emergency drill, students must proceed in an orderly fashion to the designated location.

Rules and Regulations

Pace Academy is dedicated to developing the whole child and built upon a foundation of respect for others and their unique ideas and beliefs. Our Upper School discipline process reflects these core values, and we aspire to create prepared, confident citizens of the world by fostering integrity, kindness, and truthfulness among our students and faculty. In joining our community and signing our Honor Book, students and faculty agree to uphold these values, as reflected in our Honor Code and Code of Conduct.

Redemption is at the core of our discipline process. We understand that children can and will make mistakes, and we choose to view these errors as opportunities for growth and development. Consequently, we believe that, while the institutional response must be one in which students accept responsibility for their actions and experience the consequences of their choices, the disciplinary process must also be restorative and compassionate. In doing so, students come to understand the impact of their choices

on themselves and the wider community.

The Pace Academy community is built on trust. When a student violates this trust through his or her actions, our response must apply real consequences, while being educative, logical and restorative. The range of responses to student misconduct is consistent with the severity of the situation and may include suspension and/or dismissal from the community.

Our discipline system is a critical part of character education and should result in student growth. We value fairness for all students involved in and/or affected by disciplinary matters and for the community as a whole. We aspire to be mindful of precedent while tailoring each judgment to the unique situation. Because we work with children, the confidentiality of the students involved in the discipline process is of utmost importance. As a matter of policy, we do not inform the wider community of the circumstances or consequences of disciplinary matters.

Pace Academy recognizes that under most circumstances students are subject to Pace rules and regulations only when they are under the jurisdiction of the school. However, when it comes to the basic principles of honor, personal integrity, respect for other people, and basic community standards, the school assumes the right to expect students to comply with our regulations at all times on or off campus, during school hours and even when school is not in session. These values of personal integrity and respect for others are explained below as the Honor Code and the Code of Conduct and Respect.

Egregious violations of either code will make a student liable to dismissal from school on the first offense. Honor Code cases and ordinary discipline cases are usually heard by the Honor and Conduct Committee, which will make a recommendation to the head of the Upper School; most Code of Conduct and Respect cases will also be heard by the Honor and Conduct Committee. In particularly sensitive cases or in unusual circumstances, such as when school is not in session, an adult committee may be substituted for the Honor and Conduct Committee. The head of school, the head of Upper School and/or the dean of students will judge when it is best for the school and the students involved. The administration may take disciplinary action without involving the Honor and Conduct Committee as it deems necessary and appropriate under the circumstances, consistent with the school's disciplinary procedure.

From time to time, the administration may choose to not convene the Honor and Conduct Committee as the student behavior may require a level of privacy or discretion because of the nature of the conduct exhibited, the risk of safety to the student and or the community may dictate

swift action, and/or the timing of the situation in the school calendar that may be impractical. Such exceptions are only made with the concurrence of the Head, US Head, and Dean of Students and, in the case of dismissal-level situations, with the concurrence of a non-parent Trustee or a Life Trustee appointed by the Executive Committee of the Board.

It is important to note that all suspension- or dismissal-level disciplinary action is a part of a student's permanent record, and that record may be disclosed to other schools, colleges, or other third parties.

Pace students are responsible for knowing and understanding the expectations of the rules and regulations in this handbook. Their understanding of the Honor Code and the Code of Conduct and Respect, especially, is important since issues of intent will usually not ameliorate punishment. In other words, the defense "I did not mean to..." is not an acceptable response to charges of violations of standards. Students must be held responsible for their actions.

The Pace Academy Honor Code

Personal honor and integrity are the Pace community's most valuable possessions. Therefore, the Pace Academy Honor Code should have the support of every member of the Pace family. Members of the Pace community must abide by and support the principles upon which the Honor Code is based.

The Pace Academy Honor Code states that Pace Academy students will refrain from lying, cheating, and stealing, which are defined as follows:

- **Lying** is deceiving others by intentionally falsifying a written and/or spoken statement. Lying by omission and making statements that are exaggerated or intentionally misleading or deceitful are forms of lying.
- **Cheating** is the unauthorized giving or receiving of information on academic materials and includes failure to follow proper test-taking procedures. Receiving and/or giving help on tests, quizzes, papers, projects, homework, class work or other work designated by the teacher is an Honor Code violation. Unauthorized information includes the improper use of technological equipment such as programmed calculators, digital watches and computer programs. Improper test-taking procedures include failure to secure and remove any study aids from the testing area. Discussion of general or specific information pertaining to all graded material that may be overheard by those who have not yet completed the assignment is also a violation of the Honor Code. Students should work independently on

assignments, including homework, unless specifically permitted or instructed to work with a classmate. In addition, cheating includes copyright violation, plagiarism and the representation of another person's work as one's own, including the help of tutors.

- **Stealing** is the act of taking the property or belongings of others. This includes Pace Academy property such as textbooks, lost and found items, concession items, equipment and keys to campus buildings and facilities.

Any other form of lying, cheating or stealing not specifically defined in this Honor Code will be handled by the Honor and Conduct Committee in a hearing.

The Honor and Conduct Committee, in conjunction with the administration, will have authority over all honor cases. Decisions made by the committee will be based upon the rules and consequences outlined in this handbook.

It is the Pace Academy Honor Code policy that each student will write out and sign the following pledge on all tests, examinations and any other graded assignments:

I pledge that I have neither given nor received any help on this (assignment). Student Signature

Failure to sign the honor pledge does not release students from their obligation to comply with the Pace Academy Honor Code.

The Pace Academy Code of Conduct and Respect

Respect for others and the basic standards of propriety are essential values for individuals in an academic community. Therefore, the Pace Academy Code of Conduct and Respect should have the support of every member of the Pace family. Members of the Pace community must abide by and support the principles upon which the Code of Conduct and Respect is based.

The Pace Academy Code of Conduct and Respect states that Pace Academy students should refrain from harassment or discrimination, physical or verbal intimidation or abuse, coercion, threats, or behaviors that bring hurt or harm to others.

- Harassment can be defined as any single, harmful event which is perceived as excessive or any pattern of more minor behaviors, which are

perceived by the school as emotionally or physically abusive.

- Discrimination is defined as any harmful behavior toward others based on such factors as personal animosity, race, religion, ethnicity, gender, sexual orientation, physical handicap and the like.

FOLLOWING ARE EXAMPLES OF HARASSING BEHAVIORS:

- Obscene or suggestive remarks or jokes, verbal abuse, or insults
- Display of explicit, offensive, or demeaning materials
- Physical or verbal hazing
- Threats
- Comments that are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation or class

TYPES OF SEXUAL HARASSMENT:

- **Verbal:** sexual innuendos, disparaging or suggestive remarks, verbal sexual abuse disguised as humor or jokes and propositions and/or threats
- **Non-verbal:** sexually suggestive or offensive objects, pictures, or graffiti; graphic commentaries; suggestive or insulting sounds such as leering, whistling, howling or making catcalls; or obscene gestures
- **Physical:** unwanted physical contact, including unnecessary brushes or touches; physical innuendoes made at inappropriate times; subtle pressure for sexual activity; coerced sexual intercourse and/or assault

Sexual harassment can be overt or subtle. Whatever form it takes, it is insulting or demeaning to the recipient and cannot be tolerated at Pace. Instances of harassment, sexual or otherwise, will be mediated and/or adjudicated as is appropriate to the circumstances of the case in question.

Violations of general community standards of propriety are difficult to define but come into play when behaviors are offensive or shocking, e.g., public nudity, lewd acts, any action which involves the police, destruction of property, vandalism, etc. Any behavior, on campus or off campus, which brings notoriety or discredit to Pace Academy, is a violation of the Code of Conduct and Respect.

Pace Academy students must respect the privacy of others. Students must not enter other people's personal possessions, e.g., mail, lockers, book bags, etc., without the explicit permission of the individuals involved. Likewise, entering another student's email account or unauthorized use of

another person's user name to send messages is a violation of the Code of Conduct and Respect.

Pace Academy students must respect the authority and dignity of the adults at school, especially within the context of the classroom. Rudeness and/or disrespect are not tolerable. Repeated minor incidents of disrespectful conduct will lead to the loss of the contract for the following year or immediate separation, if necessary; any single act of flagrant insubordination makes the student liable to immediate dismissal.

PERSONAL RESPONSIBILITIES:

Each member of the Pace Academy community will respect and support the rules and guidelines stated in the Honor Code and the Code of Conduct and Respect. Members of the Honor and Conduct Committee will also strive to promote honorable conduct. Students should report Honor Code and Code of Conduct and Respect infractions by contacting a faculty member or an Honor and Conduct Committee member in a written or verbal manner. Students are expected to abide by these procedures in order to maintain the sense of personal honor, integrity and respect in the Pace community. A commitment to these values will create and preserve the type of community in which Pace Academy students, faculty and staff want to participate and prepare students to be better citizens of the world.

SIGNING OF HONOR BOOK:

At the beginning of each school year, all students and faculty new to the Upper School will sign the Pace Academy Honor Book during the convocation ceremony. Through this formal ritual, students and faculty alike make a solemn pledge to uphold the values of Pace Academy with fellow members of the community as witnesses. This pledge becomes the backbone of the Academy and places the responsibility of stewardship on all who sign the book.

The Honor and Conduct Committee, in conjunction with the administration, will have authority over all Code of Conduct and Respect cases.

CONSEQUENCES: When an honor or respect violation has occurred, the guidelines for punishment are as follows:

Level I Violations

Level I violations are minor and/or first-time violations of the Code of Conduct or the Honor Code. While not all possible situations can be an-

anticipated, some examples of level I violations include accumulation of 14 suspension citations for the first time, copied homework, or excessive or inappropriate help from a tutor. Standard responses to a guilty verdict on a level I violation involving the Honor Code or Code of Conduct include the loss of eligibility for awards for that academic year, the removal from positions in Student Council or Honor and Conduct Committee, and the possible removal from other leadership positions, (e.g., editor of newspaper section or Peer Leadership), and students will be required to write a letter of apology. Potential responses to a guilty verdict on a level I violation include the loss of free time and other privileges, lunch probation, community engagement, written assignments related to the violation, and mandatory follow-up meetings with the Honor and Conduct Committee. In cases of cheating, the student will not receive credit for the material in question. The subject teacher will allow a student to make up an equivalent alternative assignment for a grade of no more than 68 percent. In level I violations involving the accumulation of suspension citations, students may be granted a citation window to correct their behavior.

Level II Violations

Level II violations are major and/or second-time violations of the Code of Conduct or the Honor Code. While not all possible situations can be anticipated, some example level II violations include accumulation of 14 suspension citations for a second or third time, a second Honor Code violation or a first violation that is deemed more serious (e.g., plagiarizing a paper or cheating on a test or major assignment). Standard responses to a guilty verdict on a level II violation include a one-day suspension, the loss of eligibility for awards for that academic year, the removal from positions in Student Council, Peer Leadership, Honor and Conduct Committee, and the possible removal from other leadership positions (e.g., editor of newspaper section), and students will be required to write a letter of apology. Potential responses to a guilty verdict on a level II violation include more than one day of suspension, the loss of free time and other privileges, lunch probation, community engagement, written assignments related to the violation, and mandatory follow-up meetings with the Honor and Conduct Committee. In cases of cheating, the student will not receive credit for the material in question. The subject teacher will allow a student to make up an equivalent alternative assignment for a grade of no more than 68 percent. Students will be given the opportunity to take an alternate exam for a grade of no more than 68 percent.

The Honor and Conduct Committee will determine the violation level.

When a student is suspended the student will lose free time for a minimum of six weeks including the open campus privilege of seniors. He or

she may not represent Pace Academy in any extracurricular activities not for course credit for a minimum of five calendar days per day of suspension. Students will not be allowed to participate in after-school activities, including practice or rehearsal on the day(s) that suspension is served. If the violation occurs at the end of a marking period, the penalty automatically carries over into the next term. However, penalties will not carry over to a new school year unless deemed appropriate by the Dean of Students and/or Head of Upper School.

The committee reserves the right to recommend other penalties and/or corrective activities that may be carried over into the next semester or school year. Since each situation is unique, the committee will have discretion to assign appropriate consequences which they feel best addresses the situation.

Dismissal and expulsion are reserved for especially egregious first time offenses (e.g. illegal drugs on campus). With dismissal, a student must withdraw from school but is eligible to reapply and may attend school events. With expulsion, a student must withdraw from school and may not reapply or attend school events.

The accumulation of three violations of the Honor Code, three violations of the Code of Conduct, or four total violations can lead to dismissal or expulsion.

Drugs, Tobacco, Alcohol and Other School Rules

This system is based on the belief that central to our concept of discipline are the following considerations:

- The general well-being of the school
- Support for the integrity of the faculty
- Protection of students' rights (individually and as a student body)
- Student safety

This system is based upon the responsibility of the student for his or her own conduct and the responsibility of the faculty for discipline in class and out of class. Only with cooperative assumption of responsibility and consistent application of rules can the atmosphere be such as to promote the best learning possible.

Pace Academy is a school where learning is the main objective. Students, faculty and parents make up the community of Pace, where everyone must

focus on attitudes and decisions that will help us “strive for excellence.”

Pace Academy enforces strict rules on the use of drugs, tobacco and alcohol. Young people deserve to enter a community that exists as a sanctuary from drugs, tobacco and alcohol. Drugs, tobacco and alcohol will not be tolerated on the campus of Pace Academy or on the campuses of other schools. When students choose to come onto campus in the possession, or under the influence, of drugs, tobacco or alcohol, they violate their basic responsibility as citizens and as students of Pace Academy. Empty containers or drug paraphernalia on campus will be construed as possession of alcohol and/or drugs. Possession of e-cigarettes, advanced personal vaporizers (vape pens), JUUL vapor devices, and other similar devices, and/or the possession of smokeless tobacco products are included under this rule. This responsibility extends to all events, trips or activities that are under the sponsorship of Pace Academy.

CONSEQUENCES:

The penalties for non-adherence to this policy will be severe and can result in separation from Pace Academy. There is no minimum; possession or a sip is the same as consumption of a larger quantity. Smoking, including the use of e-cigarettes, advanced personal vaporizers (vape pens), JUUL vapor devices, and other similar devices, whether they contain nicotine or not, and/or the use of smokeless tobacco products are included under this rule.

When the rules on drugs, tobacco and alcohol are violated, the consequences are as follows:

FIRST VIOLATION OF RULES ON ALCOHOL AND TOBACCO/E-CIGARETTES:

- Student must appear before the Honor and Conduct Committee.
- Student may be required to be assessed by a qualified professional and submit a letter of results of assessment from the qualified professional within 15 days.
- In egregious cases, student is subject to dismissal or expulsion.

SECOND VIOLATION OF RULES ON ALCOHOL AND TOBACCO/E-CIGARETTES:

- Student will be expelled, except in extraordinary circumstances.

VIOLATIONS OF THE RULES ON DRUGS:

Students will be expelled for possession, use or distribution of drugs on the Pace campus or on the campus of another school. If a student is confronted or tested and found to have been using illegal drugs off campus, which remain in the student's system on campus, the student may be dismissed or expelled.

It is important to note that Pace treats the distribution of drugs and/or alcohol on or off campus much more seriously than possession or use; separation from school is the required penalty for students found guilty of this offense.

For offenses committed outside of the aegis of Pace Academy (except, as noted above, those involving the Honor Code or the Code of Conduct and Respect), Pace presumes a health concern but not a disciplinary concern. The responsibility for students, while not at school, lies in the hands of the families. Pace asks families to adopt policies that support the laws of the land and policies of the school. We will inform families if we obtain credible, verifiable evidence of incidents that allegedly concern the behavior of their children while not under school jurisdiction. In extreme circumstances, Pace reserves the right to exercise discipline over off-campus offenses because they cross the boundaries of the Code of Conduct and Respect. Nevertheless, our general policy with respect to off-campus activities will be to presume parental custodianship over the behavior of their children. To presume otherwise, we believe, is to invite parental abdication of authority and accountability and to impose an unmanageable burden on the school.

Pace will work with students to lead healthy lives. For a list of Pace and community resources on drug and alcohol concerns, students or families may contact Pace guidance counselors. If a student's pattern of use adversely affects his or her ability to function at school, his or her general well-being or the well-being of the other students, the student may be required to enter treatment as recommended by a treatment professional.

Drug and alcohol tests: It is against the policy of Pace Academy for our students to use or to be under the influence of alcohol or illegal drugs or to misuse other substances at any time they are under the jurisdiction of the school. Most of our students comply with these expectations, but, on occasion, adolescents experiment with forbidden substances and they create difficulties for the adults who must confront and adjudicate rule violations. Therefore, Pace reserves the right to require suspected students to submit to appropriate medical tests on the spot, at the discretion of the school, whenever we encounter suspected violations of our rules forbid-

ding the use, possession, or distribution of alcohol, drugs, or drug paraphernalia. Students who refuse required testing will be assumed guilty of the suspected violation and will receive the punishment appropriate to their guilt. Any student who is found guilty of the use of drugs or alcohol, and who is allowed to remain at school, may be required to undergo a medical assessment by a professional who is acceptable to the school; the results of the assessment must be shared with the school, and for the remainder of the student's career at Pace, he or she must comply with the recommendations of the health professional in order to continue in the Pace community.

Rules on Unsafe Practices and Possessions

Note that in addition to the above, fireworks, firearms or other forms of pyrotechnics are never allowed on Pace campus or on the campus of any other secondary school. Students are forbidden to put themselves and others at risk by their actions or possessions. The following are examples (but cannot be all inclusive) concerning personal safety:

- No fireworks, fires or other forms of pyrotechnics are allowed on campus.
- No weapons—air rifles, paint guns, pistols, slingshots, knives, etc.—are allowed on campus.
- Students may not engage in dangerous pranks or other activities (such as entering the swimming pool without adult supervision, climbing on the roofs, etc.).

The penalties for non-adherence to this policy will be severe and can result in separation from Pace Academy.

Policy on Searches

Pace Academy must be able to maintain a safe atmosphere for learning and social interaction; therefore, in rare instances when there is specific reason to suspect a threat (e.g., drugs, alcohol, weapons, explosives, etc.), the school reserves the right to search a student's private possessions (e.g., book bags, cars, purses, clothing, lockers, etc.) which are brought on campus or are present when the student is under the jurisdiction of the school. Great care will be used to be sensitive to individual rights during a search. Whenever possible, the student will be present, as well as the student's dean, a student member of the Honor and Conduct Committee and the dean of students.

Citation/Demerit Policy

The disciplinary system will be activated through the use of citations and demerits. When a student commits a rule infraction, one of two types of penalties will be earned. The first type will be for more egregious offenses and will accumulate citations toward suspension. The second type, demerits, can be worked off through after-school detention. Conduct reports will be directed to the dean of students during the day the infraction occurs. A filing system will be used to record the types of penalties individual students earn. Students will be notified of each citation or demerit via email.

SUSPENSION CITATIONS

Five citations: Upon the accumulation of five suspension citations in a semester, the student will be notified of his or her citation total by the student's dean.

Nine citations: When nine suspension citations are accumulated in a semester, the student will meet with the dean of students. The student will be placed on disciplinary probation, and the privilege of free time will be removed for a minimum period of three weeks. The student's parents will be notified of the student's status in writing and at a conference.

Fourteen citations: Upon the accumulation of 14 suspension citations in a semester, the student will meet with the Honor and Conduct Committee. If this represents the student's first accumulation of citations, the charge will be level I. If this represents the second or third accumulation of citations, the charge will be level II. The Honor and Conduct Committee will recommend to the administration the disposition of the case. The student's parents will be notified of the student's status in writing or at a conference.

Eighteen citations: When 18 suspension citations have been accumulated in a semester, the student will be immediately punished for a level II violation and will be suspended from school. The privilege of free time will be removed for a minimum period of six weeks. The student's parents will be notified of the student's status in writing or at a conference.

Notes:

- The student shall lose the privilege of representing the school in extracurricular events that are not for course credit for a period of five calendar days for each day of suspension. The student will not be allowed to participate in any after school activities, including practice

and rehearsal on the day(s) the suspension is served. The student may choose to practice with his or her school group after the suspension is served. The student will be removed from any position as a Student Council officer, Peer Leader, or Honor and Conduct Committee member or member of the Student Advisory Board.

- All homework and other assigned work are due the day of return to school. If turned in after the date of return to school, the grade shall be reduced as outlined elsewhere in the handbook.
- Additional penalties up to and including separation will be recommended by the Honor and Conduct Committee according to the individual case. The Honor and Conduct Committee or the dean of students may assign additional work, commensurate with the offense, in an effort to educate the student and prevent further infractions.
- Students who are suspended may not run for Student Council during the academic year of the suspension, nor are they eligible for awards.
- There will be no carry-over of demerits or citations from one semester to another. Penalties or loss of privileges will carry over from the fall semester to the spring semester, and in certain cases, as deemed appropriate by the Dean of Students and/or Head of Upper School, will carry over to the following school year.
- Any case of disciplinary probation, suspension, or separation shall be reviewed automatically by the head of school.
- A student who is suspended for citations during any given semester and who earns an additional 14 suspension citations will be automatically suspended for a second time without recourse to the Honor and Conduct Committee.

The following offenses and violations of the Honor Code and/or the Code of Conduct and Respect normally incur multiple suspension citations, typically three to five citations per incident:

- Cutting class, assembly, class meeting, or study hall
- Minor misuse of automobile privileges including speeding, reckless driving, illegal parking, etc. This offense may also include loss of driving privileges
- Being in unauthorized areas of the campus without permission
- Dismissal from class for inappropriate behavior
- Unexcused absences from after-school detention
- Leaving campus without permission

- Failing to use sign-in sheet properly when arriving at school or leaving campus

The following offenses are typically (but not limited to) one or two suspension citations:

- Using inappropriate language
- Disturbing class or library from inside or outside, including talking or being otherwise disruptive
- Behaving or speaking disrespectfully towards peers, faculty, or staff
- Cutting assigned extra-help session or appointments with faculty or staff
- Tardy to detention
- Repeated detention demerit infractions as determined by the dean of honor and discipline to be egregious, malicious, or indicative of insubordination
- Failing to complete lunchroom duties
- Minor misuse of school property

DETENTION DEMERITS:

Five demerits: Upon accumulation of five detention demerits in a semester, the student will be notified of his or her demerit total by the student's dean.

With each additional detention demerit after the fifth demerit, the student will be assigned to a mandatory detention. Detention will be served either in the afternoon on Tuesdays, Wednesdays, or Thursdays or in the morning on Wednesdays. For afternoon detention, the student will be expected to meet in the Inman Center cafeteria at 3:15 p.m. Faculty and staff members will be invited to use and supervise any student in detention to help with jobs on campus for one hour. If no faculty or staff member needs help, the student(s) in detention will stay in the cafeteria until 4:15 p.m. Participation in any kind of extracurricular activities including athletic or arts practice will be forfeited by the student during this time period. For morning detention, the student will be expected to meet in the Inman Center cafeteria at 7:00 a.m. Morning detention will last until 7:55 a.m. Students who are late to morning detention will not be counted present and must serve detention at another time. Seniors forfeit open campus privileges on any day that they have detention.

The following offenses are typically (but not limited to) one or two detention demerits:

- Tardy to school
- Tardy to class
- Wearing inappropriate attire
- Eating or drinking outside of the student center, cafeteria, or senior cellar
- Chewing gum during school hours
- Leaving books/bags in hallways creating a fire hazard
- Littering the buildings or grounds
- Use of school computers (including laptops) for games, Facebook, MySpace, or YouTube during school hours
- Use of personal electronic devices and cell phones in academic buildings

Failing to wear dress uniform or the wearing of improper dress uniform on required days will carry the automatic penalty of detention without the accumulation of detention demerits.

Offenses and penalties: Penalties for possible offenses not listed shall be determined by the Honor and Conduct Committee or the dean of students. The student body will be informed of any addition to the offense list and the penalty carried by each.

Disciplinary Procedures

COMPOSITION OF THE HONOR AND CONDUCT COMMITTEE:

The Honor and Conduct Committee is composed of 12 voting student members in grades 10, 11 and 12. There will be four sophomores, four juniors and four seniors on the committee, two boys and two girls from each grade. In addition, there will be two boys and two girls elected from the 9th grade class. These students will observe without voting until the beginning of second semester when they will become voting members. Rising 9th, 10th, 11th and 12th grade students will be elected by a class vote each spring. Candidates must have no previous honor or respect convictions during the school year in which he or she is running for office and must maintain an 80 cumulative average. Rising 9th grade candidates must have no previous honor or respect convictions in the Middle School

and must maintain an 80 cumulative average. Vacancies will be filled by a class election. Names of student members of the committee may be found on the Pace website under student organizations.

- The Honor and Conduct Committee is also composed of six voting faculty members. There will be four teachers serving at large from the faculty as well as two voting class deans. The dean of students votes only in case of a tie.
- The president of the student body is an ex-officio member of the Honor and Conduct Committee, voting only when a student member is absent from a hearing.
- In order for a hearing to take place, a quorum must be present. A quorum will consist of at least four student members, four faculty members including the two deans, and the dean of students or a replacement appointed by the head of the Upper School. No meeting may be held without a quorum except in special circumstances outlined above, e.g., when school is not in session or in particularly private and sensitive cases to be determined by the head of school.

PROCEDURES PRIOR TO AN HONOR AND CONDUCT COMMITTEE HEARING:

When a student is suspected of a violation of the Honor Code, the Code of Conduct and Respect or a suspension-level disciplinary offense, the dean of students, the student's class dean, or the head of Upper School will question the student about the alleged incident. Students are expected to give a full account of the matter, being especially careful to uphold the Honor Code under questioning. Suspected students will be questioned separately from one another until the adjudicating officer is confident that the full story has been heard. After these questions have been answered, parents will be called and informed that the student will appear before the Honor and Conduct Committee. Even fact witnesses' parents should be informed that they are appearing at a hearing since lying to the committee will result in a separate charge and a possible suspension on its own terms. Fact witnesses also must tell the full and complete truth to the Honor and Conduct Committee.

PROCEEDINGS OF THE HONOR AND CONDUCT COMMITTEE:

- The dean of students will remind the charged student(s) or witness(es) that lying to the committee can be a dismissal-level offense.
- The Honor and Conduct Committee members and the dean of students or replacement as noted above will be present at Honor and

Conduct Committee hearings. The head of school or the head of Upper School may also attend. In addition, the faculty or staff members directly involved with the specific case will usually be present. The class dean of the student(s) involved in the case will be a nonvoting member of the committee.

- When the committee is convened, the dean of students will stress the absolute need for confidentiality surrounding all proceedings.
- Evidence in the case is presented separately by all parties involved in the incident. Committee members question the involved parties about the facts of the case.
- After the details of the case are presented, all parties will be available to clarify details for the Committee if needed.
- The student may make a statement regarding the alleged offense and is then excused from the hearing.
- The Committee then determines whether or not a violation has occurred and, if so, recommends the appropriate consequences to the head of Upper School who may accept, modify, or reject the recommendation of the Committee. The head of school will have final authority in all cases. In any instance where the decision of the head of Upper School departs from the recommendation of the Honor and Conduct Committee, he or she will meet with the Honor and Conduct Committee to explain the decision.
- Any student who appears before the Committee, whether charged with a violation or appearing as a fact witness, is obligated to tell the truth. Lying to the Honor and Conduct Committee is an egregious offense.
- The dean of students will summarize the proceedings and record information pertaining to the case. The verdict and consequences will be noted. The dean of students will communicate the Committee's decision to the parents as soon as possible after the hearing and will then inform the student's teachers of the consequences of the offense. The dean of students will write a letter to the parents with a full explanation of the school's response; a copy of the letter will be placed in the student's file.
- In any instance in which the recommendation of the Honor and Conduct Committee is to be altered, the Dean of Students, Head of Upper School, Head of School and a non-parent Trustee or a Life Trustee appointed by the Executive Committee of the Board must unanimously approve the decision.

Periodically discipline matters are summarized in assemblies for the education of the community. Names and details are not given, but patterns of

behaviors and the school's responses are used as educational material for the student body.

Appropriate Use of Computers and Technology

We view computers and related technologies as useful and interesting tools in education and expect that all students will become comfortable using them in a variety of productive ways. This means that the ability to use computers at school is more than a privilege for some people; it is a required part of our curriculum.

Pace Academy has a strong and comprehensive Honor Code and Code of Conduct and Respect that apply to all students, faculty and staff. Principles of generally acceptable behavior are described in these codes, and we apply these same principles to all aspects of using technology as well. Thus, the Appropriate Use Policy (AUP) for Computing at Pace Academy does not need to be affirmed separately by signature. Our standards are higher than those dictated by civil law and the AUP applies automatically to all students, faculty and staff because members of our community associate voluntarily.

People have a right to expect that they, their ideas, and their work will be treated respectfully by others. We, therefore, have the responsibility to help foster and maintain attitudes and behavior that promote mutual respect. In general, this means fairness, honesty and sensitivity. We will not tolerate use of computers that is unfair, dishonest, or offensive by our community standards.

The guidelines and rules for the Lower, Middle and Upper Schools are presented in the separate sections. These illustrate how our codes for acceptable behavior should be applied to technology at school and when we use the facilities of the global (Internet) community. When users have doubts about whether a particular electronic communication is or is not appropriate, they are urged to consider whether it would be acceptable to say or present the same material to a person, a class, or in a school assembly.

Upper School Guidelines for AUP: Following are specific rights and responsibilities for computer use derived from our Appropriate Use Policy. All computer users are expected to abide by these guidelines.

All rights have corresponding responsibilities; the school will not tolerate willfully irresponsible actions; such violations will result in disciplinary action, including possible separation from the school. While the school reserves the right to examine user's email and other files if necessary, it

will always try to inform and include users if it is necessary to view their personal communications. If the user is not available when files must be examined, a senior member of the Pace administration must be present.

Students have a right to expect that their work will not be tampered with or used without their permission. One should:

- Never alter other people’s work.
- Always avoid plagiarism—cite sources.
- Observe everyone’s right to privacy.
- Always respect other people’s privacy. Don’t even “browse” their files if they are careless about leaving an account open.
- Never misrepresent oneself as someone else.
- Never share private passwords or use other people’s accounts. Know how to change passwords and do that periodically.

Students have a right to expect that their school will be a comfortable place to learn. One should:

- Never use computers to bring something to school (by disk or from the Internet) that would be offensive to you or others in our community.
- Never send something to someone that would be considered offensive, harassing or disruptive. Note: any kind of anonymous or misrepresented message is harassing.
- Never give personal information (address, phone number, etc.) about oneself or others to strangers.

Students have a right to expect that technology at school will function well, as often as possible. One should:

- Never tamper with computers in a way that would make them function poorly for other users.
- Never change the basic set up (e.g., control panels) or delete or replace system files on school computers without permission.
- Never take a laptop outside of the room where the cart is assigned with exception to the Student Laptop Loaner Program.

Students have a right to expect that the school will adhere to legal standards in using and distributing software. One should:

- Respect all copyright laws that protect software owners, artists and writers.

- Never download or copy software unless one is sure that it is freeware or shareware.

Students have a right to expect that technology at the school will be available for productive use as often as possible. “Productive use” includes some “learning by exploring.” One should:

- Not use the computers, network, email and Internet systems in ways that limit, discourage or hinder productive use by other people.
- Not play games, mail chain letters or other junk mail, or use the email system to instant message. Students may not use the network for Internet-based chat (IRC or AOL), except for academic purposes in conjunction with a course.
- Not play audio without the use of headphones.

Students have a right to expect that technology at the school will be used as efficiently as possible since inefficient use can make computers less useful for other people and more expensive for the school. Each user must act responsibly when storing files, printing and downloading. One should:

- Store personal files in their network home folder; students should not create disk clutter by saving files in other locations; the student network folder is meant to be a space for saving work (files), not programs.
- Not routinely hold any large files or exceed 500 MB in a personal email account.
- Not download unnecessary software or files from the Internet or play streamed video for entertainment; it consumes bandwidth and slows access for other users.

Students should print responsibly. Printing has a large and long lasting effect on our environment and energy consumption. One should:

- Print only for academics; all personal printing should be done at home.
- Know the name and location of the printer you have selected; there are many printers on campus.
- Use electronic media in lieu of paper copies such as review sheets, PowerPoint slides, and class handouts.

Be nice: try to help others. Provide appropriate information to the computer teachers about inappropriate activities.

Upper School Community Engagement

Pace Academy views community engagement as an integral part of a student's education, growth and maturation. To cultivate a sense of social and ethical responsibility in all students, the school has developed the Community Engagement program. For students in grades nine through 12, the diploma requirement is 40 hours of community engagement. Only community engagement performed after the last day of eighth grade classes may count toward the diploma requirement. The focus of the community engagement program is to have students involved in off-campus community service activities, and, therefore, students are encouraged to complete a majority of their community engagement hours in off-campus projects.

In the months prior to graduation, each senior will complete his or her engagement hours. Seniors must complete all of their required engagement hours by the last day of senior exams. Consideration is given to students entering Pace Academy after ninth grade.

The Community Engagement program focuses on community outreach, awareness and education. Pace Partners is the student leadership network, which promotes all of the community outreach of the Community Engagement program. Pace Partners organize partnerships with several local agencies on a weekly, biweekly, or monthly basis. These partnerships allow students to develop relationships with the people with whom they work. The relationships that students build with the agencies are the cornerstone of the Pace Partners Community Engagement program.

Special projects are one-day events for which students earn hour-for-hour credit for the work they complete. Some special projects include participating with community advocacy walks and runs, including the Run for Children's Healthcare of Atlanta and the Atlanta Community Food Bank Hunger Walk.

Students may earn some of their community engagement hours on campus as service aides for school offices and teachers. Students also receive on-campus community engagement credit for supporting Pace Academy sponsored events held on campus.

Student Council Constitution

ARTICLE I: PURPOSE

The Pace Academy Student Council will represent the High School student body. The members of the Council will work to encourage the general welfare of the school, while also promoting enthusiasm and participation in all facets of school life. The Council will interpret school policy for the student body; foster cooperation among students, faculty and administration; support other student organizations; coordinate and oversee student fund-raisers and student social activities; represent the opinions or suggestions of individual students to the Council; and assist the students in the development of responsibility and leadership.

ARTICLE II: MEMBERSHIP

Section 1: The Council will consist of 20 elected positions and the faculty advisor.

Section 2: The Council will be comprised of a President, Vice President, Secretary and Treasurer from each of the High School grades, and a President, Vice President, Secretary and Treasurer of the Student Body drawn from the rising 11th and 12th grades.

Section 3: To be eligible for election to the Student Council, a student must have a cumulative grade average of 80.0 for the first semester of the academic year of the election, and must not be failing any course at the time of election. He or she shall not be eligible if convicted of an Honor Code or Code of Conduct and Respect offense during the academic semester of the election or be found guilty more than once in the year of the election.

Section 4: A Council member will be removed from the Council if he or she is not present at two-thirds of all scheduled meetings in a given semester (unless absences are excused), if his or her cumulative grade average falls below 80, if he or she fails two or more subjects in a given semester or if there is more than one suspension in the fall semester. An officer may also be removed from office for failure to perform duties at the discretion of the Student Body officers and/or the advisor(s).

ARTICLE III: ELECTIONS

Section 1: Student Council elections will be held no later than the last week of May to choose officers for the upcoming school year. Class of-

Officers will be elected by their respective grades in a class-wide election. Student Body officers will be elected by the rising 10th through 12th grades. Voting will take place in class meetings by written ballot. Rules and specific election procedures will be made available to all eligible candidates at least one week prior to the election. Students seeking election must submit a declaration of their candidacy prior to Election Day or another day prior to the election as declared by the Advisor. A student may not be elected to more than one position on the Council at a given time. If a class president resigns or is removed from office, the class vice president will assume the position of the class president and a class-wide election will be held to fill the vacancy. If a class vice-president, secretary, or treasurer resigns or is removed from office, a class-wide election will be held to fill the vacancy. If a Student Body president resigns or is removed from office, the Vice president will assume the position of president. A high school election will be held to fill the position by a current junior or senior. Student Body Officers will be prohibited to run for the open position. If a Student Body vice president, secretary, or treasurer resigns or is removed from office, a high school wide election will be held to fill the vacancy. Special elections will be held in a manner consistent with regular elections, though the Student Body Officers, Council Advisor and Administration may modify any or all aspects of the timing and manner of these elections as they see fit.

Section 2: The Pace Academy Student Council election procedure shall be conducted under the following guidelines. In every election, including runoff elections, there shall be an “n” number of candidates. Each candidate must receive at least one nth ($1/n$) of the legitimate votes cast to advance to a run off election. Only those candidates who have received the correct proportion of votes cast may proceed to a runoff election. In the case that a single candidate receives $1/n$ of the vote but not a majority of all votes cast, this candidate will win election to the office. In the event that there is a tie following a runoff election for a class office position, the two candidates will share that office and will share all voting responsibilities and duties of that office.

Names of Student Council representatives may be found on the Pace website under student organizations.

Upper School Honor Awards

Upper School honor awards are presented annually to students in grades nine through 12 who earn no failing semester grades in any of their classes, have not been found guilty of an honor or conduct code violation,

and exhibit the values described in the Pace Honor Code and the Code of Conduct and Respect.

SENIOR AWARDS

- **Frank D. Kaley Award:** Pace Academy’s highest award is given in honor of the school’s first headmaster who served with distinction from 1959–1972. This award is presented to the senior student(s) who, throughout his or her high school career (minimum of three years) at Pace Academy, has exhibited outstanding achievement in all areas of school life.
- **The Atlanta Journal-Constitution Cup Award:** This award recognizes a senior who is academically outstanding and sets a standard of honor for others to follow in many areas of school life.
- **Daughters of the American Revolution Citizenship Award:** Sponsored by the Daughters of the American Revolution, this award is presented to the senior student who best exemplifies the highest ideals of individual responsibility. Consideration is given to honor, service, leadership and patriotism while setting a standard of academic strength.
- **George G. Kirkpatrick Pace Knight Award:** In honor of former headmaster, George G. Kirkpatrick, who led the school from 1972–1994, this award is presented to members of the senior class whose many selfless contributions to the school demonstrate an exemplary attitude and loyalty to Pace Academy.
- **Hilton and Philippa Kort Service Above Self Award:** The Hilton and Philippa Kort Service Above Self Award recognizes a graduating senior(s) who embodies Hilton and Philippa Kort’s selfless dedication and devotion to others. Philippa fostered wildlife conservation in her native South Africa and devoted herself to her family and to others. Hilton, former chair of the Pace Academy Board of Trustees and a Life Trustee, never turned away anyone in need of help. Whether it was giving his time or financial assistance to philanthropic causes or to a patient who could not afford treatment, the word “no” just did not exist in his vocabulary. Both Philippa and Hilton demonstrated their servant leadership at Pace Academy, in the Atlanta community and across the world. This award honors them by recognizing the service and demonstrated potential of a student ready to serve others and to contribute selflessly to the betterment of humanity.
- **Headmaster’s Award:** This award may be given at the discretion of the headmaster to members of the senior class who demonstrate positive leadership in school life.

- **Gladys Johnson Service Leadership Award:** Given in memory of a dedicated Pace parent and volunteer who willingly served the school. The award is given to a senior boy and a senior girl who have shown a commitment to service leadership during Upper School years at Pace.
- **Peter F. Hoffman Honor Scholarship:** This honor scholarship is presented in memory of Peter F. Hoffman, past president of the Parents Club, who gave selflessly to the school in many countless ways. It is presented to a senior boy and a senior girl who exemplify strength of character, assurance of personal convictions and acceptance of others.
- **Margery Russell Wilmot Spirit Award:** Presented in loving memory of Rusty Wilmot, a dedicated and enthusiastic Pace volunteer, the spirit award recognizes seniors who loyally exhibit school spirit and radiate the same enthusiasm for Pace that characterized Rusty's life.
- **Kent C. Taylor Jr. Award:** Given by the class of 1976 in memory of Casey Taylor, the award honors seniors who demonstrate positive inspiration and respect for individuals in many quiet ways.
- **Valedictorian:** Pace Academy's highest academic award is presented to the senior who, in grades nine through 12 at Pace Academy, has obtained the highest grade point average and exhibited honorable behavior.
- **Salutatorian:** Pace Academy's second highest academic award is presented to the senior who, in grades nine through 12 at Pace Academy, has obtained the second highest grade point average and exhibited honorable behavior.
- **Mike Murphy Courage To Strive For Excellence Award:** This award, named for Pace's headmaster from 1996–2005, is one of Pace Academy's highest honors. Mike Murphy was a much-revered head of school who celebrated the whole child and who believed in the value and dignity of all the students in his care. He especially encouraged the faculty to notice and inspire students at every level of achievement in school. He often quoted Pace's motto, and it is appropriate for this particular award to highlight Mr. Murphy's legacy while honoring particularly outstanding students. The award recognizes a boy and a girl from each grade who are selected by the faculty for significantly raising the level of their academic study and for their perseverance and maturity, traits that set an impressive example for others.
- **Departmental Awards:** Departments present awards to a student(s) in each discipline who, in the opinion of the department faculty, sets a high standard of achievement and genuine enthusiasm for the subject.

- » **James De La Fuente Fine Arts Award:** Given in memory of the noted Atlanta violinist and composer by his wife Lillian, this award is presented to a senior(s) who is recognized for outstanding achievement in the performing arts.
- » **Mike Gannon Award for Excellence in History:** Awarded to a senior history student who reflects those qualities that have come to exemplify Mike Gannon’s stewardship of his classes and this school: academic rigor and an understanding of history that extends well beyond textbook and classroom to the complex dynamics of human interaction.
- » **Robert A. Yellowlees Award:** In honor of former Board of Trustees Chairman and Life Trustee Robert A. Yellowlees who encourages local and national arts programs. This award is presented to a senior(s) who is recognized for outstanding achievement in the visual arts.
- » **The Sydney Rushin Mathematics Prize:** This award, named for the Business Manager at Pace Academy for many years, recognizes an outstanding student in mathematics in the senior class.
- **Raymond Buckley Senior Athlete Award:** This award is given in memory of Raymond Buckley, an inspiring Pace teacher and coach who encouraged excellence, highest personal standards and outstanding achievement in athletic competition. It recognizes Pace’s outstanding senior athlete(s).
- **The Jim and Lesley Wheeler Scholar Athlete Awards:** This award is given to one girl and one boy from each grade, nine through twelve, who excel in athletics and have earned a minimum weighted GPA average of 92 for the previous calendar year. These scholar athletes exemplify the highest standard of academic excellence, good sportsmanship and citizenship. The award can be received once in grades seven and eight, once in grades nine through eleven, but all seniors who meet the requirements are eligible.
- **The Silver Knight Award:** This award is presented annually by the Pace Academy Booster Club to the senior student(s) who has earned a varsity letter in each season of his or her four years at Pace Academy.
- **The Career Contribution to Athletics Award:** This award is presented annually by the Pace Academy Booster Club to the senior student(s) who has participated in a sport every season of his or her four years at Pace Academy.
- **Lance and Shield Award:** This award is presented annually by the Pace Academy Booster Club to one boy and one girl in each grade,

grades nine through twelve. Winners demonstrate leadership and fine moral character and achieve a high level of athletic success. The winner has a passion for athletics, a commitment to being the best he or she can be both on and off the field and is a role model for his or her peers. Students may win once in grades nine through eleven, but all students are eligible in grade twelve.

- **George Mengert Lifetime Achievement Award:** Presented annually by the Pace Arts Alliance, this award is named in honor of Dr. George Mengert who in his 44 years at Pace Academy as the Director of the Pace Theater truly symbolized a lifetime of achievement and contribution. The award is presented to senior students who have enhanced the Pace community through their involvement in a minimum of eight extracurricular programs or productions sponsored by the Visual and Performing Arts Department, and who have participated in these activities during each of their years in the Upper School.
- **Ralph Lee Newton Literary Award:** This award is given in memory of Mr. Newton, teacher, administrator and newspaper editor, who, for his devotion to the English language in spoken and written form, served as one worthy of emulation. It is presented to a senior(s) in recognition of outstanding achievement in literary and speaking pursuits including forensics, essay competition, journalism, public speaking, and publications.
- **Ricks Carson Pace Literary Prize:** This prize, named in honor of long-time master teacher and poet, Ricks Carson, is awarded to a senior student in recognition of outstanding achievement in creative writing.
- **Pace Senior Citizen:** Presented to senior students who have attended Pace from pre-first through grade 12.
- **Charlie Owens Pace Academy Letter Blankets:** Given in honor of Pace's winningest coach who served from 1968 to 2011, the letter blankets are awarded by the Booster Club to those seniors who have earned at Pace Academy either four letters in a single competitive activity or six letters in a combination of competitive activities. Consideration is given to those with five letters, provided the quality of performance in each activity is exceptional and at least one letter is earned in the senior year.

JUNIOR AWARDS

- **Alumni Scholar Award:** The Pace Academy Alumni Scholar embodies the school's values of academic achievement, high moral character, leadership, and service. This well-rounded student's thorough engagement in a variety of pursuits enriches the community as a whole. A

committee of Pace Academy alumni selects a rising senior to be the Alumni Scholar following nominations from the faculty and an interview process. The award includes a substantial monetary prize to be used towards tuition for the student's senior year at Pace Academy.

- **Harvard Book Prize:** The Harvard Club of Atlanta presents this award to an outstanding junior student who also serves the school admirably in an area of honor and responsibility.
- **Yale Book Award:** This award is presented to a junior student who displays outstanding personal character and intellectual promise.
- **Columbia Book Prize:** This award is presented by the Columbia University Club of Atlanta to a junior student who combines intellectual promise, leadership characteristics, community service and extra curricular activities to make the world a better place.
- **Dartmouth Book Award:** This award is presented to a junior student who excels academically and in at least one extracurricular activity.
- **Smith Book Award:** The Smith College Club of Atlanta presents this award to a junior girl who demonstrates excellence in English as well as overall school citizenship.
- **Wellesley Book Award:** The Atlanta Wellesley Club presents this award to a junior girl for outstanding contributions in scholarship, leadership and citizenship.
- **Jefferson Book Award:** The University of Virginia Club of Atlanta presents this award to a well-rounded junior student who represents the ideals of scholarship, leadership and citizenship exemplified by Thomas Jefferson, the university's founder.
- **Crissa Noelle Hawkins Scholarship Award:** This scholarship is presented in loving memory of Crissa Hawkins, Class of 1988, to a junior girl and boy who demonstrate citizenship, scholarship, honor and athletic achievement.
- **Eric Hay Henderson Jr. Friendship Award:** This award is presented in memory of Eric Hay Henderson Jr., member of the class of 1981, to a junior boy and a junior girl who epitomize fine character, citizenship, enthusiasm and friendship. Candidates are nominated by the faculty and the recipients are elected by members of the junior class.
- **Mike Murphy Courage To Strive For Excellence Award:** This award, named for Pace's headmaster from 1996–2005, is one of Pace Academy's highest honors. Mike Murphy was a much-revered head of school who celebrated the whole child and who believed in the value and dignity of all the students in his care. He especially encouraged the faculty to notice and inspire students at every level of achievement

in school. He often quoted Pace's motto, and it is appropriate for this particular award to highlight Mr. Murphy's legacy while honoring particularly outstanding students. The award recognizes a boy and a girl from each grade who are selected by the faculty for significantly raising the level of their academic study and for their perseverance and maturity, traits that set an impressive example for others.

- **The Horowitz Athletics Leadership Award:** Scott Horowitz '84 established this award to honor his family and recognize the strong foundation Pace provided him, particularly through participation in Pace Athletics as a member of the soccer team. The award is presented to two junior student-athletes, one girl and one boy, for consistently demonstrating qualities that represent positive athletics leadership, both on and off the field. These students personify Pace's motto, to have the courage to strive for excellence. During senior year, award recipients will assist in leading Pace's Athletics Leadership Council, an organization of Upper School students that promotes the development of athletics leadership qualities that include good sportsmanship and fairness; relentless work ethic; a selfless, team-first spirit; and more.
- **The Jim and Lesley Wheeler Scholar Athlete Awards:** This award is given to one girl and one boy from each grade, nine through twelve, who excel in athletics and have earned a minimum weighted GPA average of 92 for the previous calendar year. These scholar athletes exemplify the highest standard of academic excellence, good sportsmanship and citizenship. The award can be received once in grades seven and eight, once in grades nine through eleven, but all seniors who meet the requirements are eligible.
- **Lance and Shield Award:** This award is presented annually by the Pace Academy Booster Club to one boy and one girl in each grade, grades nine through twelve. Winners demonstrate leadership and fine moral character and achieve a high level of athletic success. The winner has a passion for athletics, a commitment to being the best he or she can be both on and off the field and is a role model for his or her peers. Students may win once in grades nine through eleven, but all students are eligible in grade twelve.
- **Departmental Awards:** Departments present awards to a student(s) in each discipline who, in the opinion of the department faculty, sets a high standard of achievement and genuine enthusiasm for the subject.
 - » **Georgia Institute of Technology Mathematics Award:** This award is presented to a junior student in recognition of outstanding achievement in mathematics.
 - » **Georgia Institute of Technology Science Award:** This award

is presented to a junior student in recognition of outstanding achievement in science.

- » **Renaissance Arts Award:** This award is presented annually by the Visual and Performing Arts Department to two artists and two performers in grades nine through 11. Winners achieve a high level of artistic success, have a passion for the arts, demonstrate a commitment to challenging themselves, and are role models for their peers. Students may win once in grades nine through 11, but are eligible for arts awards in their senior year.
- **Frank Smith Woodling Community Service Award:** This award is presented in memory of Frank Woodling, the husband of former Pace faculty member, Edith Woodling and a Pace father, who willingly contributed to the Service Program in many selfless ways. The award is presented to a junior boy and a junior girl who have been involved in organizations and activities that promote understanding and respect for the dignity of every human being.

SOPHOMORE AND FRESHMAN AWARDS

- **Mimi Ann Deas Award:** This award is presented by the Class of 1980 in memory of Mimi Ann Deas to the outstanding sophomore student(s) who exemplifies excellence in scholarship, citizenship and class spirit.
- **Clyde Reese III '76 Diversity Leadership Award:** The Clyde Reese III '76 Diversity Leadership Award recognizes a sophomore student who has demonstrated outstanding citizenship and a commitment to furthering the values of diversity and inclusion at Pace Academy. The award is named for Judge Clyde L. Reese III, appointed in 2016 to the Georgia Court of Appeals following an extensive practice of law in both the public and private sectors. Judge Reese and two other African-American students who enrolled in 1969 were the first students of color to graduate from Pace.
- **The Cara Isdell Service Learning Award:** This award recognizes a student in grades nine or 10 who through his/her service has demonstrated commitment and leadership to the greater community. The award may recognize a leader whose behind the scenes efforts and actions speak louder than words.
- **Faculty Award for Scholarship:** This award is selected by the faculty and is presented to one boy and one girl from the ninth and 10th grade classes who best exemplify true scholarship through high achievement in their academic work and through a genuine love of learning.

- **Dean’s Award for Character:** Approved by the full faculty, the Dean’s Award is presented to one boy and one girl from the ninth and 10th grade classes, who through their commitment to the life at Pace Academy, best exemplify admirable character, high integrity and generosity of spirit.
- **Mike Murphy Courage To Strive For Excellence Award:** This award, named for Pace’s headmaster from 1996–2005, is one of Pace Academy’s highest honors. Mike Murphy was a much-revered head of school who celebrated the whole child and who believed in the value and dignity of all the students in his care. He especially encouraged the faculty to notice and inspire students at every level of achievement in school. He often quoted Pace’s motto, and it is appropriate for this particular award to highlight Mr. Murphy’s legacy while honoring particularly outstanding students. The award recognizes a boy and a girl from each grade who are selected by the faculty for significantly raising the level of their academic study and for their perseverance and maturity, traits that set an impressive example for others.
- **Frances Felicité Thomas Citizenship Award:** This award is presented by the Class of 1983 in memory of Frances Felicité Thomas to the outstanding citizen in the freshman class. Candidates are nominated by the faculty, and the recipient is elected by members of the freshman class.
- **The Jim and Lesley Scholar Athlete Awards:** This award is given to one girl and one boy from each grade, grades nine through 12, who excel in athletics and have earned a minimum grade average of 92 for the year. These scholar athletes exemplify the highest standard of academic excellence, good sportsmanship and citizenship. The award can be received once in grades seven and eight, once in grades nine through 11, but all seniors who meet the requirements are eligible.
- **Lance and Shield Award:** This award is presented annually by the Pace Academy Booster Club to one boy and one girl in each grade, grades nine through twelve. Winners demonstrate leadership and fine moral character and achieve a high level of athletic success. The winner has a passion for athletics, a commitment to being the best he or she can be both on and off the field and is a role model for his or her peers. Students may win once in grades nine through eleven, but all students are eligible in grade twelve.
- **Renaissance Arts Award:** This award is presented annually by the Visual and Performing Arts Department to two artists and two performers in grades nine through 11. Winners achieve a high level of artistic success, have a passion for the arts, demonstrate a commitment to challenging themselves, and are role models for their peers.

Students may win once in grades nine through 11, but are eligible for arts awards in their senior year.

SANFORD AND BARBARA ORKIN HONOR SCHOLARSHIP SOCIETY

The Sanford and Barbara Orkin Honor Scholarships are established to attract and recognize Pace Academy students of exceptional quality, challenging them to continue personal growth, and to provide outstanding models for other students to emulate. Once selected, a student remains in the Orkin Society as long as he or she maintains the standards of the society.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create an enthusiasm for scholarship, promote worthy leadership, stimulate a desire to render service, and encourage the development of character in all our students.

Membership is based upon scholarship, leadership, service and character. Qualification is determined by the faculty, head of the Upper School and the head of school. To be eligible for consideration at Pace Academy, a candidate must be a member of the junior or senior class, have attended Pace at least one semester, and have a non-rounded cumulative grade point average at Pace of 92.

CUM LAUDE SOCIETY

The Cum Laude Society recognizes academically outstanding juniors and seniors who exemplify high standards of citizenship, a strong sense of honor and a passion for learning. Selection is by current society members, both students and faculty. The Society may induct no more than 10 percent of the junior class and 20 percent of the senior class.

Upper School Parent Grade Representatives

Each grade has several parents who serve as grade representatives. Representatives are selected by the administration. In the LS mothers and fathers serve as parent grade representatives with parents of a male student and a female student representing individual classes. In the MS and US parent grade representatives include parents from two families from each class with one family having a male student and one family having a female student.

LS grade representatives serve for one year. MS and US grade representa-

tives serve for two years, with a new grade representative rotating into the group each year.

Parent grade representatives meet during the school year by division. The meetings are chaired by the division head and the dates are on the calendar. The group's purpose is:

- To serve as a sounding board and information channel between parents and the administration.
- To serve as a discussion group on substantive matters relating to the school and its students.
- To facilitate the student social activities of the school.
- To facilitate the organization and sponsorship of parent orientation and social functions.

The names of the grade representatives are at the top of each class list in the printed directory. Complete contact information is on the Pace website in the Parent Portal section.

If You Have a Question

The following information is provided to help guide you to answers to your questions. Start with the first person listed. If he or she cannot help you, refer to the next person for help. Faculty and staff extensions are found in the directory.

General Policy: Classroom teacher; student's dean; Michael Gannon, Head of Upper School; Fred Assaf, Head of School

Unscheduled school closings (emergencies and inclement weather): In an emergency, the community will receive a text message and information will be on the homepage of the website. We will send what our power and technology resources allow. When the school's power and phones are down, we are not able to send email, voice mail or leave recorded messages. If the power is down, the Pace phone system does not function. If a text message is sent the screen always will be 23177 or 63079. We will keep the website homepage updated with the most recent information. Local TV and radio stations will be informed if we are closed.

Finances: Anne Hood, Accounts Receivable Accountant; AJ Lashley, Chief Financial Officer

Student accident claims: If your child was injured during an athletic prac-

tice or event, please contact the Pace Academy Sports Medicine team in the Athletic Office. If your child was injured during the school day or at APP/APPE please contact the Pace Academy nurse. If your child was injured during a summer programs activity, please contact the Director of Summer Programs.

Admissions: Jennifer McGurn, Director of Admissions

Advancement/Fund raising: Heather White, Director of Advancement; Fred Assaf, Head of School

Fine Arts Center use: Scott Sargent, Technical Director of the Fine Arts Center

Athletic facilities use: Chad Wabrek, Director of Athletics

Parking: Allison Riley, Dean of Students

After-school music program: Sean Bryan, Director of Fine Arts

Summer Programs: Director Auxiliary Programs

Athletic practice schedules: Coach; Anna Bush, Assistant Director of Athletics; Chad Wabrek, Director of Athletics

Game and meet schedules: Coach; Anna Bush, Assistant Director of Athletics; Chad Wabrek, Director of Athletics

Activities participation and lettering policies: Coach; Chad Wabrek, Director of Athletics

After school activities, clubs and school trips: Sponsor; Michael Gannon, Head of Upper School

Calendar of Upper School Events: Nikki Poyer, Front Desk; Nikki McCrary, Administrative Assistant to the Head of Upper School

Extra help: Classroom teacher; student's dean; Michael Gannon, Head of Upper School

College Counseling: Jonathan Ferrell, Director of College Counseling

Classroom progress: Classroom teacher; student's dean; Michael Gannon, Head of Upper School

Student or classroom behavior: Classroom teacher; student's dean; Michael Gannon, Head of Upper School

Student's schedule: Student's dean; Registrar, Christina Snyder

Demerits/discipline matters: Student's dean; Allison Riley, Dean of Students