



**Where lives are changed and hope is renewed.**

## **PACE ACADEMY**

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Welcome to PACE Academy! Our staff is dedicated to working with parents and students to help develop the academic and behavioral skills that will ensure a successful future for your child. We use a positively oriented behavioral program with a strong academic approach that helps students learn to achieve success and view themselves as important, worthy, and competent. PACE is a community that exists in a dynamic, vibrant, and nurturing environment. We value diversity and recognize that every student has a unique voice, developmental rate, and learning modalities. Though we are all from different backgrounds, we share a common capacity to be challenged and to learn.

We value any questions or comments you may have. Please feel free to call or stop by the office and speak with us at any time! We are here to listen and to serve you.

# Our Vision

*"Where lives are changed and hope is renewed"*

# Our Mission

**P**ositive role modeling from staff, administration, mentors, and volunteers

**R**elationship building as a class, a campus, and a community

**I**ndividualized learning based on academics and behavior

**D**eveloping attainable goals through team efforts with staff, students, and parents

**E**ngaging students' hearts and minds to become their best selves

# Our Goal

The mission of PACE Academy is to be a one-of-a-kind, comprehensive school serving at-risk, behaviorally-challenged students who need a second chance to succeed. We are changing lives and renewing hope one student at a time!

We are committed to serving a population of students who have struggled both behaviorally and academically in a traditional school setting. We specialize in serving students affected by SARB, expulsion, probation, homelessness, and foster placement; anyone who needs that extra support and love to be successful. We believe that we can and will make a difference with a lifelong impact in the lives of these students that will not only make a difference to them personally but also leave a positive impression on the community as a whole.

Building relationships is key to all that we do at PACE Academy. We believe that once you capture a student's heart, you will then be able to capture his/her mind. Our students come to us with a wide range of social and emotional needs. We will employ an emphasis on trauma-informed practices and instruction. Each student at PACE will have his/her own personal educational plan tailored to meet their specific academic and social/emotional needs. A strong character foundation is emphasized through various community outreach efforts, such as working with the homeless, building community gardens, cleaning up neighborhood parks and streets, etc. Programs such as Leader in Me, Capturing Kids Hearts, Pro-ACT crisis intervention, and other state-adopted curriculum will be implemented to assist all of our students to succeed.

# School Composition

PACE Academy is a K-8 campus consisting of classrooms, an office, a counseling room, and restoration areas in and out of the classroom. PACE has certificated teachers, behavioral aides, a secretary, a counselor, and an administrator. Each classroom is equipped with supplies to support various teaching techniques and differentiated instruction. Classrooms have a lower pupil-to-teacher ratio, which enables the students to receive more individual attention, thereby increasing their chances of academic and behavioral success.

# ABCs of PACE Academy

## **Academics** **Behavior** **Character**

The PACE Academy school community believes students are our most precious resource and we seek to explore every opportunity that allows us to build caring and supportive relationships with students and families. Students, teachers, and families team together to create instructional and behavioral plans supported by a variety of resources to meet the whole child within their own community.

Because of this team approach, personalized educational and behavioral goals can be met as we adjust educational and behavioral modifications as needed,

nurture student interests, and employ a variety of learning strategies. In order to realize our vision, we will prepare students so they are able to uniquely demonstrate individualized mastery over their:

**Academics:** At PACE Academy, we blend traditional instructional styles with trauma-informed practices in order to create a unique learning environment designed to empower each child in our care. Our premise is that learning should be tailored to fit the individual needs of each child. Students demonstrate mastery in their academics in small classes, in age-appropriate flexible-grade classrooms, and by a variety of means to exhibit their understanding in learning. By communicating with the student and his/her family about how to best meet the student's needs, teachers are able to create learning opportunities to excite, educate, and empower. As a school within the Enterprise Elementary School District, we follow the same curriculum and testing procedures with the freedom to administer per the needs of the individual student. Report cards are completed and sent home at the end of each trimester.

**Behavior:** Modeling and teaching appropriate behavior is key to success at PACE Academy. Each classroom is staffed with behavior technicians to help students reach their behavioral goals. This is often a one-on-one process but is also taught in small and large groups with direct instruction of research-based practices to help students maintain control over their choices in and out of the classroom. This is accomplished within a positive, safe, and supportive learning environment focused on research-based practices that incorporate the development of character strengths in students. All staff are trained in Crisis Intervention and trauma-informed practices. Our Community Connect liaison can offer our parents parenting classes in the community in order to consistently provide support to students in the classroom and at home. Contact the office for what our Community Connect liaison can offer.

**Citizenship:** Community support is essential to PACE Academy. Our school believes that words and actions have meaning, both in and out of the classroom. PACE Academy educates its students about what citizenship looks like in the 21st century and believes that it requires a strong community to create effective and positive change. Each classroom creates a unique community that is dependent on the input of every student, with the intent of creating a safe and positive space replicated throughout the surrounding community. Regular classroom meetings, character education projects, and community service projects transform our classrooms into families. With this nurturing and supportive environment, students are held to a high standard for their words and actions as a citizen of the school and the community.

# Level System

The level system is a framework for the PACE program. Each teacher adapts the level system and corresponding privileges for their classroom and occasionally for an individual student, depending on age and specific needs. The way the system is used for a kindergartener may vary from the way it is implemented for a Junior High student. The system provides increasing rewards and responsibilities for students as they progress to higher levels, with the goal that students become more aware of his/her own behavior, start to regulate and monitor themselves, and progress to Level 6(100 Points) on any given day.

**Level 1:** Students must earn the basic amount of points possible and exhibit a willingness to cooperate and follow school rules. A student at Level 1 has the most basic of privileges. After finding success as a Level 1 for the determined amount of time, the student will earn more privileges and a higher level depending on the points earned for the day.

**Level 2:** 56-65 points

**Level 3:** 66-75 points

**Level 4:** 76-85 points

**Level 5:** 86-95 points

**Level 6:** 96-100 points: Students have daily progress reports. Level 6 students are expected to earn 95% of the weekly behavior points and maintain the same behavior and academic standards of general education students while enjoying similar responsibilities and privileges. Level 6 students are able to transition back to their school of residence when they can hold level 6 or in some cases level 5 for a period of 45 days.

# Dress Code

Enterprise Elementary School District dress code found in the District Handbook and [District Board Policies](#). This includes such policies as a 3" inseam on all shorts, the covering of undergarments and stomachs, and the ability to wear hats outdoors only.

# Daily Operations

**Campus Hours & Tours:** The office hours at PACE Academy are 7:30 a.m. to 4:00 p.m. Tours of the PACE Academy campus are offered daily by staff and student leaders. Simply give us a call at 224-4236 to arrange a campus tour!

**Campus Visitors:** Visitors **MUST** check in at the front office before going to classrooms or playgrounds. For school conferences with the teacher, it is always best to make arrangements in advance. Teachers frequently have meetings, duties, and other conferences after school.

**Supervision Before and After School:** Supervision begins at 8:15 a.m. and ends 15 minutes after school is dismissed. Students are not permitted in the building or on school grounds before or after normal school hours

without proper supervision and purpose. Some teachers may offer a Zero Period before school or after school activities; check with your student's teacher as to what is offered for their grade level and what requirements must be met for participation.

Security Cameras: Please be aware that security cameras have been installed throughout PACE Academy campus to help ensure student and staff safety at all times.

Field Trips: Field trips are planned by classes and other school groups. Field trips are not considered absences from school. When a teacher plans a field trip, a District permission slip must be signed by a parent or guardian and returned by the deadline. School rules apply at all times during field trips. Conduct on these trips will be such that a favorable impression of your school will be left with the people you meet. The school reserves the right to exclude a student from participating in a field trip. Such a decision would be determined on the basis of the student's level, conduct, academic progress, and/or attendance in school. All field trip chaperones are required to have valid clearances. Teachers will communicate with parents regarding chaperone selection.

## Parent Responsibility and Involvement

Parent involvement is essential for student success. Our staff will work closely with parents and students to create a learning environment that promotes student achievement in academics and behavior. PACE utilizes a unique approach to teacher/parent communication in that parents are notified daily concerning their child's behavior and academic progress via Daily Progress Reports (DPRs). This immediate feedback benefits parents and students alike.

The DPR system is designed to be a communication tool between school and home. At the end of every day, students get a DPR to bring home to their parents or guardians which shows how they did in academics and behavior for the day. Parents can also see the student's current level and read any comments the teacher writes. Many times there are also essential papers attached to the DPR like referrals and flyers. Students are required to have the DPR signed by a parent or guardian and return it to school the following school day; there is a section for parent comments if needed.

It is incredibly important to keep the school Emergency Card up to date.  
We must have the ability to contact someone during an emergency.

## Support Services

Our Enterprise Elementary School District's Food and Nutrition Department offers a variety of meals that meet the ever-changing needs of our students. We follow only the strictest USDA standards to maintain the highest nutritional integrity and quality of our meals for our students. PACE Academy will provide all students with the fuel their minds and bodies need by preparing and serving nutritious meals in accordance with the National School Lunch and Breakfast Programs. Monthly menus are posted on the District web page and in the classrooms. Students may have their lunch provided by the cafeteria or may bring lunch from home. We encourage healthy lunches; no sodas are permitted unless authorized by school staff.

PACE Academy is participating in a program called Community Eligibility Provision for the 2024-2025 school

year. All students may eat breakfast and lunch at no charge.

**Building Level Team Meeting (BLT):** When a parent, teacher, or administrator is concerned about a child's social, emotional, behavioral, or academic progress, a BLT meeting is held. The teacher, administrator, school counselor, and parent may attend this meeting. The goal of the meeting is to develop a plan to assist the child as needed. This may involve a referral to outside community resources, a behavior plan, and/or a follow-up meeting. A parent, teacher, and/or administrator may request a BLT meeting.

**Student Counseling:** PACE Academy's Counseling and Career Guidance program implements a comprehensive behavioral counseling and career guidance program that supports the academic, career, personal, and social development of our 21st-century learners. PACE Academy will access available resources to promote students' social, emotional, and academic growth. PACE may do this on an individual basis or in small or large groups. Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.

**After-school Tutoring:** PACE Academy's after-school tutoring program is available to any student in grades 4-8. Tutoring will consist of PACE Academy staff and other volunteer tutors helping out after school from 3:00-4:00 pm Tuesday through Friday; there is no tutoring available on Mondays. Our staff members specialize in supporting core academic areas and work in small intensive study groups to assist PACE students struggling academically or who need the extra support. Whether the struggle is with homework, tests, quizzes, projects, labs, or just with academic motivation in general – we are happy to help!

**Parent-teacher Conferences:** A parent-teacher conference offers a special opportunity to share information about a student. The best conferences end with both the parents and teacher feeling they have learned something about the child and with a clear action plan of how to best support the child going forward. Parents may schedule a conference at any time. Twice throughout the school year, PACE will schedule a conference for each student.

## Attendance

Every day counts in a student's education! Students that have outstanding attendance are proven to see better academic skills, grades, and self-esteem. Regular attendance is one of the greatest contributing factors to success at PACE Academy. Students are required to attend school on a daily basis and remain in school the entire instructional day. Students who are tardy or leave early miss important instruction, disrupt instruction for those students who arrive on time ready to learn, and cause a loss of class time while instruction must be repeated.

PACE Academy appreciates when you are able to limit appointments to before or after school hours. Absences are excused only for health reasons, attendance at an immediate family member's funeral, court appearances, attendance at a naturalization ceremony, and observance of religious holidays. If your child has three

unexcused absences or tardies in excess of thirty minutes they are considered truant. California Education Code §48260 requires that a student who is absent from school for more than 3 days without a valid excuse or who is tardy in excess of 3 days in a school year shall be reported to the school administrator. PACE's school administrator will work with you to develop a plan to assist your student. Excessive unexcused absences and tardies may be reported to the Student Attendance Review Board (SARB).

If your child is absent from school, you must call the school office with the reason for the absence. For the well-being of all students, please keep your student home if he/she has a fever, is throwing up, or has a communicable disease. If your child is absent for a medical or dental appointment or a mandatory court appearance, students must bring a note from the doctor, dentist, or court stating the reason for their tardiness/absence. We appreciate your help in getting your child to school on time each and every day.

If your child will be absent from school for 5 days or more for reasons other than illness, please inform the office and an Independent Study form will be prepared to provide educational activities which your child can complete during his/her absence. This provides a continuing education program for your child and avoids a financial loss for the school. PACE Academy's staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school.

If your child is to leave school during the day, please send a signed note to the teacher indicating when your child must leave class. Before leaving, you will be asked to sign your child out at the school office. If someone other than a parent/guardian is to pick up a child, please include that information in your note; they will be asked for identification. For their safety, children are to be picked up by a parent or designated guardian and are not to walk home or to appointments during the school day. For early dismissal, a student must either bring a note from the parent/guardian stating the reason for early dismissal and a number where the parent/guardian can be reached, or be signed out by the parent in the front office. Except in emergency circumstances, oral permission over the phone will not meet this requirement. In the case of an emergency, fax or email notes may be accepted, provided the parent/guardian contacts the school by telephone prior to dismissal time.

If your child is late to school for any reason, he/she must check-in at the office. For an "excused" tardy (medical appointment, etc.), the parent must accompany the child to the PACE Academy office and sign in. If a student is more than 30 minutes tardy, it will count against their attendance record and may contribute to a SARB meeting.

## Graduation

**Exiting the PACE Program:** The criteria for exiting will be determined for each student on an individual basis. The PACE staff, with consideration of parents' concerns, will decide when each student is ready to exit the program. The student must be at least a Level 5 determined by Admin and demonstrate cooperative, socially acceptable behavior as well as a willingness to learn in order to be considered for a transition to their school of residence. It is very important that each student be entirely ready to transition to the general education program if that is what they and their family choose. Students take different amounts of time to prepare themselves for the return to their home schools. The amount of time a student takes to progress through the program depends on the individual choices the student makes.

**8th Grade Graduation:** Students finishing the 8th grade will be socially promoted to High School, but only those meeting our graduation requirements (academics, attendance, and behavior) will be honored as an 8th-grade graduate and earn a diploma. Academically, students must pass all classes between the 2nd trimester of 6th

grade and the end of 8th grade OR maintain a 2.0 GPA in 8th grade with no more than one fail between 2nd trimester of 6th grade and the end of the 8th grade. Remediation is available for failed classes within these time periods; please contact your student's teacher for more information on how your student can complete work on his/her own time to be able to graduate.

In order to participate in PACE Academy's graduation ceremony, students must meet the following in addition to their academic diploma requirements:

- Attendance Policy: Students must attend 80% (less than 20 days absent) of the school year. A student with serious medical conditions may have the criteria waived with a doctor's verification, but this is not an automatic waiver.
- Behavioral Policy: Students must maintain an appropriate level (3.1 or higher) with few suspensions to participate in graduation activities and ceremonies.

## Student Search

(U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S.325; BP/AR 5145.12)

The school principal or designee may search a student, the student's locker, backpack, or purse if there is reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

## Progressive Discipline Guidelines

Inappropriate behavior, not prevented through PACE Academy's Positive Behavior Plan, falls into three levels of offenses. Each level is addressed either by the Classroom Teacher/Behavior Tech or the School Administration.

### Examples of Level 1 Offenses

*Level 1 offense are handled by the teacher/behavior tech in conjunction with the classroom management plan. Teacher documentation of behavior and action is highly suggested.*

### Level 1 Offenses

Teacher or Behavior Tech applies consequences according to the classroom management plan.

- Disruptive Behavior
- Dress-code Violation (refer to administration for clothing change)
- Not following directions
- Excessive Talking
- Inappropriate noise-making
- General disrespect
- Teasing/put-downs
- Mild Inappropriate body contact
- Name-calling
- Misuse of materials
- Mocking
- Eye-rolling
- Wandering
- Mild Inappropriate language



## Examples of Level 2 Offenses

*Level 2 offenses are handled by the teacher in conjunction with the classroom management plan. At least three interventions/strategies (with a minimum of one parent contact) must be implemented before an office referral may be made. The teacher will document behavior and action.*

### Level 2 Offenses

Teacher applies consequences according to the classroom management plan. May result in an office referral.

- Back-talking/arguing
- Inappropriate gestures/language
- Open defiance
- Stealing
- Cheating/lying
- Throwing objects
- Inappropriate body contact

## Examples of Level 3 Offenses

*Level 3 offenses are automatic referrals to administration. Specific communication to administration and written documentation on referral must be completed by the teacher if the behavior occurred in the classroom. Other school staff must also refer students for level 3 offenses. Parent contact will be made by the administrator or designee.*

### Level 3 Offenses

Administration will contact parents, apply consequences, and document administrative action.

- Fighting
- Ethnic slurs
- Obscene gestures
- Inappropriate touching
- Damaging property
- Extreme Defiance
- Repeated Bullying
- Threatening/taunting
- Pattern of stealing
- Use of profanity
- Harassment/Sexual Harassment

### Zero Tolerance

#### *Minimum consequence - suspension*

- Leaving school without permission
- Assault with the intent to fight another student
- Weapons/facsimile of a weapon/dangerous instrument
- Homicidal threats
- Drugs/Alcohol
- Continued excessive vulgar language, profanity or racial slurs.