

PACE Preparatory Academy

**Parent and Student Handbook
2009 - 2010**

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PACE Preparatory Academy

2009-2010 School Calendar (CV & PV)

AUGUST

17 - **First Day of School**

AUGUST 09						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 10						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEBRUARY

15 - *President's Day*
 23 - **AIMS Writing**
 24 - **AIMS Reading**

SEPTEMBER

7 - *Labor Day*

SEPTEMBER 09						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 10						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH

4 - 100th Day
 10 - P/T Conference - CV
 11 - P/T Conference - PV
 15-18 - *Spring Break*

OCTOBER

6 - P/T Conference - CV
 7 - P/T Conference - PV
 12-15 - *Fall Break*
 27 - **AIMS Writing**
 28 - **AIMS Reading**
 29 - **AIMS Math**

OCTOBER 09						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 10						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL

NOVEMBER

11 - *Veteran's Day*
 25-26 - *Thanksgiving Break*

NOVEMBER 09						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 10						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY

27 - **Last Day of School**

DECEMBER

23-31 - *Winter Break*

DECEMBER 09						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 10						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGEND

 No School

 AIMS Testing

JANUARY

4 - 2nd Semester Starts
 18 - *MLK Day*

JANUARY 10						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 10						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PACE CAMPUSES

District Office and Mailing Address

75 Enchanted Way
Sedona, AZ 86336
Phone (928) 775-0719
Fax (928) 649-9570

Camp Verde HS Campus

155 S. Montezuma Castle Highway
Camp Verde, AZ 86322
Phone (928) 567-1805

Prescott Valley HS Campus

6650 E. Second Street, Suite B
Prescott Valley, AZ 86314
Phone (928) 775-9675
Fax (928) 775-9673

Website

www.paceacademy.com

E-mail addresses of PACE Preparatory Staff

info@paceacademy.com

tommy@paceacademy.com

marc@paceacademy.com

bill@paceacademy.com

gena@paceacademy.com

lori@paceacademy.com

trish@paceacademy.com

thomas@paceacademy.com

nick@paceacademy.com

elaine@paceacademy.com

MISSION STATEMENT

To enable students to become self-motivated, competent lifelong learners equipped with the reading, writing and technology skills to assist in future life skills. Pace Preparatory Academy's intent is to provide a safe, totally innovative, non-traditional approach to educating high school-aged students by providing a completely computer-driven educational environment. Special needs students and non-traditional learners work in a self-paced arena in which they obtain their high school diploma, as well as training for future employment.

Student Rights

Students have the following rights subject to reasonable limitations of the time, place and manner:

1. Receive a meaningful education that will be of value to them for the rest of their lives.
2. Use established channels to voice their opinions
3. Physical safety and protection of personal property.
4. Safe buildings and sanitary facilities.
5. Consult with teachers, counselors and other school personnel.
6. Review (with teacher) their own cumulative academic folder at reasonable times during school hours.
7. A relevant education consistent with district goals.
8. Know the requirements of the course of study and to know on what basis the grade is determined.
9. Be free from the unlawful interference in their pursuit of an education while in the custody of the Pace Preparatory Academy District.

Student Responsibilities

Students have the responsibility to:

1. Pursue their course of studies.
2. Attend school daily and to be on time.
3. Be aware of all rules governing student behavior and conduct themselves accordingly.
4. Express their opinion and ideas in a respectful manner so as not to libel or slander others.
5. Adhere to the outlined dress code.
6. Conduct themselves in a manner that does not disrupt their education or the education of others.
7. Respect the rights of others and exercise self-discipline in adhering to established regulations.
8. Comply with reasonable requests of school employees in the performance of their duties.

ADMISSIONS

Admission is open to all students in grades 9-12. Students aged fourteen through twenty-one are able to enroll in high school once they have tested out of 8th grade; the only means of entrance into the program.

A student enrollment packet must be completed and turned in to the school before the student plans to attend. A student MAY NOT be allowed to start school until the entire enrollment packet has been completed and reviewed.

The enrollment package MUST contain the following:

A) PROOF OF AGE: A certified copy of birth certificate

B) CERTIFIED (OFFICIAL) COPY OF TRANSCRIPTS: Transfer students must provide a *withdrawal slip* from the previous school attended if the student was in attendance during the current school year.

C) PROOF OF IMMUNIZATIONS: Shot records

D) PROOF OF CUSTODY if applicable

E) WITHDRAWAL FORM from previous school

RE-ENROLLMENT POLICY

If a student enrolls after the 10th day of the beginning of a semester, or re-enrolls after 10 days of non-attendance, the student may be enrolled at the principal's discretion.

EXIT/WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from school must obtain and complete the proper forms from the administration and have parent/guardian permission.

WAITING LIST

PACE Preparatory academy will make every attempt to accommodate students seeking admission. However, each year, the Arizona Charter School Board limits the number of students who can be enrolled. When that limit is reached, a waiting list is established based on the student's pre-enrollment date. Should two or more students enroll on the same date, a lottery will be conducted by the director's office to determine the next student to be enrolled. A student dropped for lack of academic progress, attendance or behavior problems may not be allowed to re-enroll in any PACE Preparatory Academy program during the academic year. The student may request re-enrollment for the following academic year through the director. A student currently enrolled in PACE who requests to transfer to another site will be given priority, provided the student is in "good standing".

STUDENT ASSESSMENT PLAN

PACE Preparatory Academy will assess the competency levels of students as required upon entering the program..

1. Upon entering the program, students will be assigned a student assessment instrument, a career interest inventory, and will be asked to write a personal experience essay.
2. A pre and post-essay will be administered to each student at the beginning of the year as well as at the end of the year. The six (6) traits rubric scores for these essays will be placed in the student's portfolio. The pre-essay will be used by the instructors to determine the students' understanding of the writing process.

IMMUNIZATION RECORDS

Every student is required to have a current Student Emergency Health Information Form on file with the school. This document provides the school with valuable information regarding health problems, emergency contacts, medications and health care providers.

Students are required to be in compliance with the immunization schedule criteria set forth by the Arizona Department of Health Services at the time of enrollment and throughout their term of enrollment in the district. In the event that a student's immunization status falls short of the aforementioned requirements, the parents shall be notified and given a reasonable amount of time in which to provide the necessary immunizations for their child. Should parents fail to provide necessary immunizations or fail to complete an Exemption From Immunization Form, the principal has the authority under A.R.S. 15-843 to suspend the student until immunization requirements are met or until there is an official school Governing Board review pertaining to the matter.

Immunization against measles, rubella (German measles), Hepatitis B series, poliomyelitis, and diphtheria, is required for attendance of any child in any public school. A student's immunization records must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations are received within fifteen days. Any student who has had a vaccine-preventable disease shall not be subject to immunization against the disease as a condition for attending school. The County Health Department is able to assist families in receiving the proper immunizations. Students who lack proof of immunization shall not attend school during an outbreak of communicable immunization-preventable diseases as determined by the local health department.

PACE Preparatory Academy will cooperate with County and State health departments in programs of immunization. Parent's permission must be secured before a student may participate in such immunization projects. *Legal reference: A.R.S. 15-803, 36-629, 36-629.01, A.A.C. R9-6-501.*

EXEMPTIONS

In accordance with Arizona Revised Statutes 15-873 Exemptions, documentary proof is not required for a student to be admitted to school if one of the following occurs.

1. The parent/guardian of the student submits a signed statement to the director stating that they have received information about immunizations provided by the Department of Health Services and that they understand both the risks and benefits of immunizations and the potential risks of non-immunization.
2. The director must receive a written certification, signed by the parent/guardian and/or by a physician, that due to personal beliefs, or that one or more of the required immunizations may be harmful to the student's health and which indicates the specific nature and possible length of the medical condition.

ATTENDANCE

Full-time high school students are expected to attend school for 20 hours per week. A high school student who has forty (40) unexcused hours in one year **SHALL BE DROPPED** from PACE Preparatory Academy. After 20 cumulative hours of unexcused absence, parent will be notified by mail.

After 30 cumulative hours of unexcused absence Student/Parent and Teacher are required to sign a Zero Tolerance Contract. Noncompliance after this contract is signed, will result in suspension.

Excused absences include a doctor's appointment or illness that requires a student to miss school, a court appearance, counseling appointment, an appointment with a probation officer or other officer of the court. Excused absences **MUST** include a letter from a physician explaining a doctor's appointment or an illness that keeps the student from attending school, a letter from the court explaining a court appearance or a letter from a probation officer or counselor explaining an appointment. Any other absence is considered unexcused. Arizona State Law may cause the rules of excused absences to change. A student who has been dropped due to lack of attendance may request to be re-enrolled at the start of a new academic school year, providing space is available. Attendance and timelines are very important to the PACE Preparatory Academy program. Please be aware that attendance is mandatory and students may be dropped from the program if the student receives 30 excused or unexcused hours. Absences from school are expected to be reported by the parent/guardian or student (if older than 18) within the first two hours of the beginning of the school day.

Skipping/ditching is truancy. It is an unexcused absence from class or another activity when the student is expected to be present. Skipping/ditching includes missing all of a period without permission, but may also include being out of class with permission for more than a few minutes during the period (example: A student is excused from class to use the restroom and does not return in a timely manner, or is found somewhere that she/he does not have permission to be).

DUTY TO REPORT: Student Security and Safety Responsibilities

Students have a **DUTY TO REPORT** to a teacher, administrator or other adult employee of the school, any threat made to the health or safety of any student, employee, or other person at school, and to report any knowledge of a weapon at school, as soon as the student may safely make the report. Any student who fails to make a report as required by this policy will be subjected to disciplinary action.

HIGH SCHOOL ACADEMIC REQUIREMENTS

TRANSFER CREDITS

Transcripts from students transferring to PACE Preparatory Academy will be evaluated. The director must approve credits earned at an Arizona community college or Arizona University. Home school/correspondence credits must be approved by the director and must be from an institution accredited with the State Department of Education.

TRANSFER CREDITS FROM MEXICO

- Tercero de Secundaria is equivalent to 9th grade.
- Preparación/Technologico is equivalent to 10th grade.
- Segundo De Preparatoria/Technologico is equivalent to 11th grade.
- Tercero De Preparatoria/Technologico is equivalent to 12th grade.

TRANSFER CREDITS FROM ANY OTHER FOREIGN SCHOOL

Any student entering PACE Preparatory Academy from any other foreign country shall be evaluated for credits based on the student's school experiences and official grade transcripts.

SENIOR GRADES

Seniors are required to finish all course work two weeks prior to the graduation date even if they are not participating in the graduation ceremony. Seniors must also be enrolled with PACE Preparatory Academy with at least 1 credit prior to graduation with PACE Preparatory Academy.

GRADUATION

The administration office must approve all graduating senior's credits before the student will be considered for graduation. Caps and gowns will be ordered by May 1 for students who are on the "Potential Graduates" list only. Caps and Gowns remain the property of PACE Preparatory Academy. Graduates will keep the tassel and signet.

PROGRESS REPORTS AND REPORT CARDS

The lead teacher will ensure that a progress report or a report card is given to each student as needed during the school year. Parent/teacher conferences will also occur, normally, twice a year.

GRADING SCALE

The grading of all student work will be based on the following:

90% - 100% = A (Excellent)

80% - 89% = B (Above Average)

70% - 79% = C (Average)

60% - 70% = D (Below Average - No credit received)

Below 60% = F (Failing)

Students must receive passing grades in all courses in order to graduate.

There will be no credit given for any grade below a C.

GOALS FOR EXCELLENCE

In accordance with Arizona Revised Statutes, 15-741-01, Goals for Excellence, PACE Preparatory Academy Charter School has established the following goals:

1. Assess the achievement of all students in grade 12
2. Gather and monitor dropout and graduation rates
3. Maintain data on post-secondary employment and college enrollments
4. SAT and ACT Testing will be encouraged.

COMPUTER USAGE POLICIES AND PROCEDURES

INTERNET CONTRACT

There is a separate Internet Contract included in the enrollment packet that each student is required to sign.

PERSONAL RESPONSIBILITY

Students will accept personal responsibility for reporting any misuse of the network to the lead teacher. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography and/or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, and other issues described below. A signed copy of the internet contract must be on file in the student's folder.

ACCEPTABLE USE POLICY

The district's network resources are for authorized users only. The use of school internet accounts must be in support of education and research and within the educational goals and objectives of PACE Preparatory Academy. Students are responsible for upholding this provision at all times when using the electronic information service. Use of other organizations' networks or computing resources must comply with rules appropriate to the network. Transmission of any material in violation of any U.S. law is prohibited. This includes but is not limited to copyright material, threatening or obscene material or material protected by trade secret. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited. Students may not download anything from the internet onto the school computers, nor may they install any software onto the systems.

Individuals using the district's network resources are subject to having all their activities on this system monitored and recorded or examined by any authorized person, including law enforcement, as system personnel deem appropriate. The activities of users may also be monitored and recorded in the course of system maintenance. Any material so recorded may be disclosed as appropriate. Anyone using this system consents to these terms.

PRIVILEGES

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who uses the internet will participate in a discussion with PACE Preparatory Academy faculty members as to proper behavior and use of the network. Lead teachers will decide what is appropriate use, and this decision will be final.

NETWORK ETIQUETTE

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be Polite! Never send or encourage others to send, abusive or inappropriate messages.
2. Use appropriate language. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden and will result in expulsion.
3. Privacy! Do not reveal your personal phone number, home address, or those of fellow students or colleagues.
4. Do not use the network in any way that would disrupt use of the network by others.
5. NO INSTANT MESSAGING OR CHAT ROOMS.
6. No Games, Videos or Music to be installed or played on school computers

SERVICES

PACE Preparatory Academy makes no warranties of any kind, whether expressed or implied. PACE Preparatory Academy will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at the students' own risk. PACE Preparatory Academy specifically denies any responsibility for the accuracy of information obtained through its services.

SECURITY

Security on the computer system is high priority. If students identify a security problem, notify the lead teacher at once. Never demonstrate the problem to other users. Any user identified as a security risk may be denied access to the computer. If you are denied computer access, you may be withdrawn from the school.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy any computer, printer, software, network data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in automatic expulsion, financial restitution and legal referral. **Cost of repairs or replacement will be the responsibility of the parent/guardian and/or student.**

UPDATING

The information service may occasionally require new registration and account information to continue the service. Students must notify the lead teacher of any changes in student account information, including address, phone number, guardianship, etc.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

PACE Preparatory Academy complies with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A copy of this (FERPA) act was provided, in two languages, with the registration packet. Please refer to this sheet if you have any questions.

SPECIAL EDUCATION

PACE Preparatory Academy has the responsibility of providing programs and services to students who qualify as disabled under the Individuals with Disabilities Act (IDEA) and/or handicapped under section 504 in the Rehabilitation Act. The following is a summary of the procedures:

Student screening forms are filled out for every student enrolled at PACE Preparatory Academy.

Any new student with current IEP (Individual Education Program) will have an IEP meeting with the regular education teacher, a special education teacher, school administrator, and the parents of the student.

Students not previously identified but who may need special services will be reviewed by the special education teacher. Short term strategies will be recommended with a future review date to determine the student's progress. Students who were previously participating in special education, but are not currently eligible will also be reviewed. At the time of the review, if students have not made the progress expected, strategies will be implemented prior to a new evaluation.

ENGLISH LANGUAGE LEARNERS

PACE Preparatory Academy will ensure that students who have limited English proficiency are provided instruction to become proficient in English, allowing them to succeed in classes taught in English. This will occur by identifying students who have limited English proficiency with the use of diagnostic assessments, and by providing a curriculum and instructional program to meet their needs. Instruction is provided by instructors and/or instructional assistants, using a variety of materials for developing English proficiency. Students with limited English proficiency may be required to enroll in an ESL language arts course work prior to English I through IV. Pursuant to A.R.S. 15-754, the ELL program will consist of:

- Daily instruction in English language development including listening and speaking skills, reading and writing skills, cognitive and academic skills.
- A plan to develop an understanding of the history and culture of Arizona and of the United States.
- A plan to develop an understanding of the customs and values of the cultures associated with the primary home language of the student.

PARENT RIGHTS AND INFORMATION

Section 504

Section 504 is an act, which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone with a mental or physical impairment, which substantially limits one or more major life activities such as, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

In order to fulfill their obligations under section 504, PACE Preparatory Academy recognizes a responsibility to avoid discrimination in policies and practices regarding their students. No discrimination against students with disabilities will knowingly be permitted in any of the programs and practices of the school system. The district has specific responsibilities under the Act, which includes the responsibility to identify and evaluate the student and if determined, to be eligible under Section 504, provide access to appropriate educational services. Documentation from a physician is required.

If the parent or guardian disagrees with the determination made by professional staff of the district, he/she has a right to a hearing with an impartial hearing officer.

MISSING STUDENTS

Arizona Revised Statute 15-829 requires that when a parent notifies the Police Department that their student is missing, then the police are to notify the school. The school is required to “flag” the student’s record and notify local law enforcement agencies if the records have been requested by an in-state or out-of-state agency. Should a law enforcement agency notify any PACE Preparatory Academy personnel that a student is missing, the superintendent’s office should be notified immediately. The director or administration designee will ensure that all records of the missing student are flagged and monitored.

PROFESSIONAL QUALIFICATIONS OF TEACHERS

As a parent of a student in the PACE Preparatory School, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child’s classroom teachers:

1. The State of Arizona has credentialed, licensed or a highly qualified teacher for the grades and subjects he or she teaches.
2. The teacher is teaching under an emergency certification or other provisional status, which has waived State licensing criteria.
3. The teacher’s college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees.
4. Whether any instructional aides or similar paraprofessional provide services to your child, and if they do, their qualifications.

EQUAL EDUCATION OPPORTUNITIES

Non-Discrimination Affirmation

PACE Preparatory Academy is committed to the principle of equal opportunity in education. No person on the basis of race, color, creed, religion, gender, handicap, or national origin will be subjected to discrimination or denied the benefits of or be excluded from any educational program activity.

PACE Preparatory Academy is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. In addition, a lack of English language skill shall not be a barrier to admission or acceptance into any program, including vocational education.

High School admission is open to all students aged fourteen through twenty-one who have completed eighth grade or received permission to enroll from the superintendent’s office.

POLICIES AND PROCEDURES

VEHICLE REGULATIONS

To ensure SAFETY of all concerned, the following driving and parking rules shall be enforced at all times. Failure to comply with the following safety rules may result in suspension of driving privileges on campus.

1. The speed limit on campus is **5 MILES PER HOUR**.
2. Students who drive must be licensed by the State of Arizona.
3. Students are asked to keep their vehicles locked at all times.
4. Students may not go to their vehicles during school hours, except during lunch break.
5. All students driving to school must register their vehicle with the school. A copy of the students' driver's license, proof of insurance and copy of registration must be provided and will be kept on file.

PARKING

Students who drive may park in the parking spaces allocated to PACE Preparatory Academy at each campus if the lead teacher has a copy of the student's Driver's License and Insurance card. Unsafe driving will result in a loss of parking privileges. PACE will not be responsible for damage or theft of vehicles or items inside vehicles while parked on or adjacent to school property.

SCHOOL TELEPHONE USAGE

The school telephone is a business phone and will only be allowed for student use in emergencies. Students may not receive phone calls during the school day, except for emergencies ONLY. Students should plan accordingly. Additionally, cell phone usage is not allowed in school. Students whose phones are not left "off", will be held by the teacher until the end of the day.

VISITORS

Parents are welcome at PACE at any time during the school day. Please check in with the teacher and sign in upon arrival, prior to visiting with your child.

SKATEBOARD/BICYCLE POLICY

Skateboarding and cycling are not allowed on school property.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection will not be allowed at any time. This includes hand holding and kissing on campus, in the building or in the parking lot. No physical contact is allowed.

SUPPLIES

Students are expected to take notes on all schoolwork; they must bring notebooks and pens or pencils to school. PACE will *not* provide notebooks or writing utensils to students.

PROJECTS

Students are expected to complete both written and hands-on projects in all course work. If students ignore projects and continue with computer curriculum, lead teachers can block further student work until the student completes projects.

MUSIC/HEADPHONES

Headphones will be allowed for student use only within the following guidelines:

1. Headphones, MP3 players, I-pods, etc., may not disrupt the learning process. CD's are prohibited.
2. Students must supply their own headphones.
3. Music may NOT be downloaded from the internet.
4. Volume of headphones must be low enough so that only the student may hear it. If music can be heard by anyone else, it is too loud.
5. Music is a privilege and may be taken away at any time as a consequence for not following rules outlined.
6. School headphones are for academic work only.

ADMINISTRATIVE PROCEDURE

STEPS FOR DISCIPLINE REFERRALS

1. Upon enrollment a staff member shall review the PACE Preparatory Academy Discipline Policies and Procedures with the parent(s)/guardian(s) and the student, and obtain their signatures.
2. Should a discipline problem occur the teacher should follow discipline guidelines in terms of the action to be taken and call or send the appropriate copy of the Student Discipline Referral form to the parent/guardian within 24 hours of the infraction. This referral must be signed and returned to the school before the student will be allowed back into class.
3. Appeals may be submitted in writing. The school board shall review all facts in the case and render a written decision within three (3) days of receiving the appeal. The decision will be disseminated to PACE Preparatory Academy personnel and the parents within five (5) days.

SEARCH AND SEIZURE

SEARCHES

1. The administration reserves the right to search students when there is a reasonable belief that the student possesses some material or matter that is detrimental to the health, safety and welfare of all students.
2. Searches of school property may be conducted at any time for the health, safety and welfare of the school.

SEIZURE

1. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities.
2. Items which are used to disrupt or interfere with the educational process may be removed from the student's possession.
3. Items seized may be held by the school, returned to the parents or turned over to the appropriate enforcement agency. The method of disposition shall be the responsibility of the school administration. School records shall reflect all items seized.

Employees should use discretion when conducting any type of search or seizure and should contact the administration immediately at any time they feel that there is a threat to the health, safety and school welfare or any of the students.

DRESS CODE

The following dress code reflects the values and standards of our educational community. The dress code is a reflection of our students' attitudes toward themselves, as well as the way we are perceived by the community. While we wish to provide a relaxed and inviting atmosphere that encourages learning, we wish to present a positive image. We ask that parents/guardians become familiar with these agreed upon standards for dress and ask your student to cooperate with these efforts to improve our school's learning climate. All staff members are responsible for monitoring and enforcing the dress code.

General Attire For All Students:

- No clothing with drug/alcohol/tobacco slogans or obscenities, or which is associated with substances not legally available to minors, or having racial, sexual, violent and/or profane connotations, or associated with neo-nazi symbols;
- No short shorts, short skirts, bare chest, spaghetti straps. Necklines on tops shall not extend below the arm pits. Back of tops shall be fully enclosed and no lower than the arm pits;
- Strapless or halter tops are not permitted;
- No bare midriffs. The entire upper garment should touch the entire lower garment;
- No gang-related items;
- No spiked collars or spiked bracelets;
- No chains or bandanas;
- No sagging pants, large diaper or safety pins;
- No sunglasses inside the building;
- Teachers may have students remove their hats;
- No sleepwear.

Dress Code Enforcement:**1st offense:**

Student will be asked to change into appropriate attire or will be provided a school T-shirt for the remainder of the day.

2nd offense:

Written documentation of the violation will be placed in the student's disciplinary record and parents will be contacted.

3rd offense:

Parent conference and further disciplinary consequences (Zero Tolerance Contract).

DISCIPLINE POLICY

1. DISRUPTIVE CONDUCT: A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt or does disrupt any school function, process or activity. Disruptive conduct is anything that includes, but is not limited to, talking, being out of seat, etc.

2. LASER POINTERS: No laser pointers are permitted on campus.

3. CELL PHONES AND PAGERS: All cell phones and/or text devices **MUST** be turned off at all times. Any of these items found to be in a student's possession and "on" will be confiscated by the teacher and held until the end of the school day.

4. ELECTRONIC ITEMS: Electronic games are not allowed in school and will be confiscated by the teacher and returned only to a parent or guardian.

5. VIOLATION OF FEDERAL, STATE AND LOCAL LAW, OR SCHOOL POLICES AND RULES:

A student shall not violate any Federal, State, Local law or School Board policy, Administrative regulation or school rule.

6. ALCOHOL, TOBACCO, DRUGS, DRUG PARAPHERNALIA: A student shall not possess, sell, use, transfer, or be under the influence of alcohol, narcotic drugs, hallucinogenic drugs, amphetamine, vapor-releasing toxic substance, barbiturate, marijuana, alcoholic beverage or any other controlled substance or substance purported to be such. No medications are allowed unless prescribed by a physician and used in accordance with the prescription. Drug also means an anabolic steroid. Medication also means substances that are available legally by prescription only. A student shall not distribute, possess, sell, or offer to sell or transfer, drugs or drug paraphernalia during school time, on school premises, or during school sponsored activities. Violators of this policy shall be subject to immediate expulsion and/or suspension for a first time offense, and will be prosecuted to the fullest extent of the law.

7. DEFIANCE OR AUTHORITY, UNTRUTHFULNESS: A student shall obey the reasonable orders of teachers, administrators and other employees, and shall respond to request for information from these persons in a truthful manner.

8. SIGNIFICANT DAMAGE TO SCHOOL PROPERTY:

A student shall not damage books, materials, or equipment. Students and/or their parent(s) will be assessed charges for damages to school property or be prosecuted to the fullest extent of the law.

9. VANDALISM, THEFT, LITTERING, DESTRUCTION OF PROPERTY, UNLAWFUL ENTRY:

A student shall not steal, damage, destroy or deface any school property, or property belonging to any other person, and shall not litter on school property. A student shall not enter any school property without permission. Violators will be prosecuted to the fullest extent of the law. PACE will not be financially responsible for any of these events.

10. POSSESSION OF WEAPONS OR DANGEROUS ITEMS:

A student shall not possess or use firearms, weapons, explosives, fireworks, or any other instrument capable of harm, or creating the impression of harm. It is a felony to possess a knife of any size on school property. This includes pocket knives and decorative swords of any size or kind. Violators will be prosecuted to the fullest extent of the law.

11. THREATS; ASSAULTS; FIGHTING:

A student shall not verbally or physically threaten, abuse, assault, or engage in a confrontation with any student, employee, or any other person. This includes harassment, intimidation and bullying.

13. DEFAMATION:

A student shall not use defamatory words or phrases, or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to discredit a person's occupation, business, or office.

14. OBSCENITY, VULGARITY:

A student shall not use obscene or vulgar language or gestures, or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find taken as a whole, obscene and lacking serious literary, artistic, political or scientific value.

15. GANG ACTIVITY:

A student shall not engage in ANY gang or gang-related activities such as wearing gang-related clothing and/or colors, hats, baggy or sagging pants or shorts, long hanging belts, graffiti (tagging), gestures, beepers, etc.

16. LOITERING:

A student shall not loiter in or out of vehicles while on campus. Friends of students are not allowed to loiter in or around school property.

17. CHEATING:

A student shall not engage in cheating on materials and/or tests, including but not limited to copying and using another student's work, opening work on more than one computer, unauthorized assistance on quizzes or test, etc. Cheating will not be tolerated and can lead to suspension or expulsion.

18. ABUSE OR ASSAULT OF, OR UNWARRANTED ACCUSATIONS ABOUT STAFF MEMBERS:

A student shall not use obscene or vulgar language or gestures toward a staff member. A student shall not make any threatening comments to a staff member or any threatening gestures or actions toward a staff member. A student shall not make unwarranted accusations about staff members. A student shall not speak to or refer to teachers, administrators or other employees in a vulgar or profane manner.

19. SEXUAL HARASSMENT:

A student shall not make any comments or gestures that could be interpreted as a sexual advancement toward any student or staff member. A student shall not use sexually explicit language or gestures or bring printed material of such a nature to school.

20. MISUSE OF COMPUTER OR INTERNET:

Any action that violates the Computer Usage Policies and Procedures may result in suspension, expulsion, or prosecution to the fullest extent of the law. PACE Preparatory Academy adheres to CIPA (Child Internet Protection Act) Guidelines.

NOTES:

The State of Arizona has recently passed legislation called AZ SAFE. AZ SAFE provides a standardized system for accurately tracking, managing and reporting school safety and disciplinary incident data. Please refer to the Registration Packet for a detailed explanation of AZ SAFE.

Some of these standards involve state law. For minor offenses, school officials may need to notify appropriate police authorities. Police may remove any person who disrupts the educational process. For serious offenses, school officials are required to notify appropriate police authorities.

Arizona law makes it illegal to insult, abuse or assault a teacher or other employees while they are engaged in the execution of official duties.

Federal law prohibits the possession, smoking or chewing of tobacco on school property.

Prohibition Conduct		First Offense	Second Offense	Third Offense
1	Disruptive conduct	Documented warning and removal from school until parent(s) meet with the teacher	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE
2	Defiance of authority, untruthfulness	Documented Warning - Removal from school for remainder of day and/or in-school suspension	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE
3	Alcohol, drugs, drug paraphernalia	Automatic expulsion from PACE. Police will be called.		
4	Vandalism, graffiti, littering, destruction of property, unlawful entry	Documented warning and removal from school until parent(s) meet with the teacher and financial reparations	Automatic expulsion from PACE and financial reparations	
5	Possession of weapons or dangerous items	Referral to administration and/or expulsion from PACE. Police will be called.		
6	Threats, Assaults, Fighting - includes Harassment and Intimidation	Documented warning and removal from school until parent(s) meet with the teacher	Referral to administration and/or expulsion from PACE	
7	Obscenity; Vulgarity	Documented Warning - Removal from school for remainder of day	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE
8	Gang activity	Documented Warning - Removal from school for remainder of day	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE
9	Significant damage to school property, including unlawful entry	Automatic expulsion from PACE. Police will be called.		
10	Loitering	Documented warning and police may be called	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE
11	Cheating	Documented warning and removal from school until parent(s) meet with the teacher/ loss of relevant work	Automatic expulsion from PACE	
12	Abuse, assault or unwarranted accusations about staff members	Documented Warning - Removal from school for remainder of day	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE

13	Sexual Harassment	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE	
14	Misuse of Computer or Internet	Documented Warning - Removal from school for remainder of day	Documented warning and removal from school until parent(s) meet with the teacher/loss of internet privileges	Automatic expulsion from PACE
15	Use or possession of tobacco and/or tobacco products (lighters etc.) on or near school property	Documented Warning - Removal from school for remainder of day	Documented warning and removal from school until parent(s) meet with the teacher	Automatic expulsion from PACE

IMPORTANT

**Protect your personal property by keeping it with you
or locked in your car at all times.
Unfortunately, theft does occur.**

GRADUATION REQUIREMENTS 2009-2010

ACCREDITATION

PACE Preparatory Academy is using curriculum that is accredited by the North Central Association of Colleges and Schools and Association for Performance-Based Accreditation. This ensures students that earned credits are transferable and accepted by schools and colleges.

Cohort Years 2010 and 2011 (Grades 11 and 12) need 20 credits to graduate.

Cohort Years 2012 and 2013 (Grades 9 and 10) need 22 credits to graduate.

STANDARD DIPLOMA

Credits (Units) required for graduation from PACE Preparatory Academy with a Standard High School Diploma for cohort years 2010 and 2011 (Juniors and Seniors) are as follows:

- **English – Four (4) Units**
Grammar, Composition, Literary Analysis and Speech
- **Mathematics – Three (3) Units** - *Note, Cohort years 2012 and 2013 will increase to Four (4) Units.*
Algebra, Geometry
- **Science – Two (2) Units**
General Science, Biology, Chemistry or Physics - *Note, Cohort years 2012 and 2013 will increase to Three (3) Units.*
- **Social Studies – Three (3) Units**
One year/unit of American History, one-half year/unit of American Government, one-half year/unit of Economics
- **World Geography – One (1) Unit**
- **Career Technical Education – One (1) Unit**
Marketing Management or Marketing Cooperative Ed (Internship)
- **Fine Arts – One Half (.5) Unit – Art**
- **Health Education – One Half (.5) Unit**
- **Life Focus – One Half (.5) Unit**
- **Character Education – One Half (.5) Unit**
- **AIMS Prep – One Half (.5) Unit**
- **Electives - Seven and One Half (7.5) Units**

PACE Preparatory Academy will award a Standard High School or College Preparatory Diploma when all academic requirements are completed. Additionally, students must demonstrate proficiency in the basic skills of reading, language arts, writing and mathematics (AIMS). Students will be required to take the necessary tests to satisfy this requirement. If AIMS testing is below passing, the graduating student will be awarded a Certificate of Completion, not a Diploma.

PACE PREPARATORY ACADEMY PARENTAL INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

The Pace Preparatory Academy agrees to implement the following statutory requirements:

- The school will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school administration will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Pace Academy will incorporate this parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Pace Academy will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Pace Academy will submit any parent comments with the plan when the school submits the plan to the State Department of Education.
- Pace Academy will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- Pace Academy will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II.

DESCRIPTION OF HOW PACE ACADEMY WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Pace Preparatory Academy will implement the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA: Parent teacher conferences, newsletters, progress reports, board representation, surveys, policy input sessions.
2. Pace Preparatory Academy will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: Parental representation will be offered on all committees and discussion groups.
3. Pace Preparatory Academy will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

4. Pace Preparatory Academy will take the necessary actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools.

PART III. EVALUATION

The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

1. Pace Preparatory Academy will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding the following topics:

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with education

B. The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

C. The school will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

D. The school district will take the necessary actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand

PART IV. ADOPTION

This Parental Involvement Policy has been developed jointly with, and agreed upon with parents of children participating in Title I, Part A programs.

This policy was adopted by the Pace Academy School Board on March 5, 2008 and will be in effect until modified. The school district will distribute this policy to all parents of participating Title I, Part A students upon their enrollment.

Bill Sakelarios
Principal
March 8, 2008

**PACE PREPARATORY ACADEMY
PARENT AND STUDENT ACKNOWLEDGMENT FORM**

I understand and acknowledge that I have read all 18 pages, inclusive, and understand the contents of this Parent/Student handbook, and that I will comply with its provisions.

This Parent/Student Handbook is not a contract and does not create any rights for me or obligations for PACE Preparatory Academy. PACE Preparatory Academy reserves the right to modify, delete, or make any changes or exceptions to anything contained in this handbook without notice.

This Parent/Student Handbook supersedes any and all prior handbooks, statements, and representation, oral or written.

Since the information and policies described herein are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supercede, modify, or eliminate existing policies. Only the Governing Board of PACE has the authority to revise this handbook.

Parent's Name (Printed)

Student's Name (Printed)

Parent's Signature

Student's Signature

Date

Date

TEACHERS:

Please place this signed sheet in the appropriate student's file.