



Progress Achievement Choice Empowerment

High School

2010-2011 Student Handbook

**1601 California Ave
Cincinnati, OH 45237
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Fax Number – 513 482-3322**

Website: www.pacehigh.org

A Chartered Ohio Community School

Founded 2004

Welcome to P.A.C.E.!!

This school provides an alternative to traditional secondary education that keeps the same high standards required by the State of Ohio. The school program is designed to encourage each student to **Progress** at his/her own rate to **Achieve** and master educational standards. Along the way, each student learns to make **Choices** and manage their time. The final goal is one of self-**Empowerment**, when each student creates and chooses from many alternatives to shape their future successes.

The program is designed to allow each student a fresh start. A positive school climate conducive to serious study and respect for oneself, other people, and property is essential for P.A.C.E. High School to meet the needs of all students. P.A.C.E. High School has the authority and responsibility to take whatever reasonable and legal action necessary to establish and maintain appropriate student behavior in accordance with our policies and procedures as well as community standards. The teacher has the responsibility and authority to maintain discipline and a positive school climate in the classroom.

All students shall comply with all rules set forth by P.A.C.E. High School staff. Students are expected to be familiar with all the rules of behavior in this Student Handbook. These policies and procedures include any student whose behavior has a direct effect on maintaining order, discipline and protecting the safety and welfare of students or staff. Students are encouraged to report to school authorities any serious violations of the Student Handbook.

All of us need to learn from each other to move forward. We welcome you to a place we want you to call your own.

Respectfully,

Dr. Steven Hawley, Executive Director

William Gaither, Dean of Students

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P.A.C.E. High School Staff 2010-2011**Administrative Staff**

Dr. Steven Hawley, Executive Director

William Gaither, Dean of Students

Richard Meyer, Business Manager

Teaching Staff

Catherine Baum-Newlin, English/Intervention Specialist

Micah Cleary, English

Janet Eggleston, Intervention Specialist

Michael Groseclose, Physical Science

Stephen Harvey, Social Studies

Juawana Kinnard, Reading/Intervention Specialist

Janie Sastre – Biological Science

Kathryn Swartz, Art

Keith Walker, Mathematics/Social Studies

Alphonso West, Health/Physical Education

Support Staff

James Beamon, Sr., Custodian

Charles Berry, Instructor Assistant

Ty Copeland, Instructor Assistant

Lawanda Engleman, EMIS Coordinator

Myia Engleman, Transportation/Attendance Specialist

Howard Frazier, Computer Technician

Brian Harris, Computer Technician

Howard Hensley, Student Advocate

Janelle Hocker, Instructor Assistant

Mike Krinov, Director of Technology

Eric Randolph, Athletic Director/Instructor Assistant

Montez Sorrells, Testing Coordinator

Maureen Wilson, Administrative Secretary

Why We Exist and What We Expect

Mission Statement

P.A.C.E. High School will use computer technology to help at-risk high school students earn a diploma or certificate using teacher facilitated on-line courses and a flexible schedule in a caring learning environment. Students will make continuous **Progress**, **Achieve** academic excellence, make **Choices** for how quickly to complete courses and be **Empowered** to succeed in the world of work and/or higher education.

Community Expectations

In order for our school to accomplish our mission of education, every student, parent and staff member has basic rights and corresponding responsibilities:

1. The right to a quality education which will prepare us for a productive future and the responsibility to attend school when scheduled and prepared with all materials and assignments.
2. The right to be treated respectfully as an individual and the responsibility to treat with respect all other people in our diverse school community.
3. The right to a safe and orderly learning environment and the responsibility to behave in a manner that contributes to the safety and orderliness of the learning environment.
4. The right to develop their own personality and talents and the responsibility to strive for success in all academic and other school related activities.

High School Academic Standards

1. Students entering P.A.C.E. High School will complete an orientation program and diagnostic tests. They will participate in a skills program to assess their life, study and technology skills. After those courses are completed, they will be assigned to classes accordingly. Students are to attend each course when scheduled and they are to complete three assignments per week per course. Students may always work at a faster pace.
2. All academic courses are available on-line twenty-four hours per day, seven days per week at **www.pacehigh.org**.
3. All academic courses require mastery of the Ohio Department of Education standards for that course. This is determined through assignments, projects and tests. English, mathematics, science and social studies have required examinations.

Non-Academic Goals and Standards

1. Students are able to identify and use resources: allocating time, money, materials, space and staff.

2. Students will develop interpersonal skills by working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds.
3. Students acquire and evaluate data, organize and maintain files, interpret and communicate information, and use computers to process information.
4. Students understand social, organizational and technological systems; monitor and correct performance; and design or improve systems.
5. Students select appropriate technological equipment and tools, apply technology to specific tasks, and maintain and troubleshoot technology as needed.
6. Students are able to think creatively, make informed decisions, solve problems, see things in their mind's eye, and reason.
7. Students demonstrate individual responsibility, positive self-esteem, self-management and integrity.

<h2 style="margin: 0;">2010-2011 School Calendar</h2>

August 12-13-16 – 9:00 a.m.-3:00 p.m. – Staff Workshops
 August 17 – 8:30 a.m.-3:00 p.m. – Professional Meeting Day – No Students
 August 18 – 8:30 a.m.- 2:40 p.m. – First Day of School for students
 September 6 – Labor Day Holiday – No Staff or Students
 September 29 – Student progress reports mailed
 October 15 – 8:30 a.m.-3:00 p.m. – Professional Meeting Day – No Students
 November 10 – Student progress reports mailed
 November 12 – Veteran's Day Holiday – No Staff or Students
 November 25 – Harvest Recess—No Staff or Students
 November 26 – Harvest Recess—No Staff or Students
 December 20 – January 3 – Winter Recess – No Faculty or Students
 January 12 – Student progress reports mailed
 January 17 – Martin Luther King Day – No Staff or Students
 February 21 – President's Day – No Staff or Students
 March 2 – Student progress reports mailed
 March 28-April 1—Spring Recess – No Staff or Students
 April 4 -- 8:30 a.m.-3:00 p.m. – Professional Meeting Day – No Students
 April 20 – Student progress reports mailed
 May 26 – Graduation Day – 7:00 p.m.
 May 27 -- Last day of regular school term for students
 May 31 – June 30 – 9:00 a.m.-12:00 p.m. – Summer Term
 June 8 – Student progress reports mailed
 July 4 – Independence Day Observance – No Staff or Students

Courses Offered

Diploma Requirements

Language Arts	4.0 credits	Social Studies	3.0 Credits
English 9	1.0	Modern History	1.0
English 10	1.0	American History	1.0
English 11	1.0	Economics	0.5
English 12	1.0	Am. Government	0.5
Mathematics	3.0 Credits	Fine Arts	1.0 Credits
Algebra	1.0	Student's Choice	1.0
Student's Choice	1.0	Health	0.5 Credit
Student's Choice	1.0	Physical Ed.	0.5 Credit
Science	3.0 Credits	Electives	6.0 Credits
Biological Science	1.0	Student's Choice	6.0
Physical Science	1.0		
Student's Choice	1.0	Total:	21.0 Credits

Courses Available for Student's Choice and Electives

Computer Literacy		Mathematics	
Computer Literacy	1.0	Geometry	1.0
Computer Studies	1.0	Algebra II	1.0
Keyboarding	0.5	Consumer Math	1.0
Seminar	0.5	Pre-Algebra	1.0
Fine Arts		Science	
Non-Western Art History	0.5 or 1.0	Anatomy	0.5 or 1.0
Studio Art	0.5 or 1.0	Science Methods	1.0
Western Art History	0.5 or 1.0	Social Studies	
Language Arts		Geography	0.5 or 1.0
Reading I	0.5	Special Topics	0.5
Reading II	0.5	Other	
		Community Service	0.5 or 1.0
		Life Skills	0.5
		Seminar II	0.5 or 1.0
		Work Experience	0.5 or 1.0

Policies and Procedures

Age

Students attending P.A.C.E. High School may do so up to age 22.

Attendance

P.A.C.E. High School believes good student attendance enhances learning. When a student is not in school, he/she misses valuable academic time. For this reason, P.A.C.E. equates attendance with academic achievement and has established policies and procedures designed to encourage and require students to be in school.

All written documentation regarding attendance is to be taken to the office at P.A.C.E. High School. A parent or guardian must provide a written explanation of the reasons for each absence within two days after returning in order to be considered excused. If not provided, the excuse will be considered unexcused. Absences will be considered excused for the following reasons:

- a. Personal illness without doctor's excuse with parent/guardian excuse
- b. Personal illness with doctor's excuse
- c. Death in immediate family
- d. Legal obligations (documentation required)
- e. Prior permission at the request of the parent;/guardian.
- f. Legal quarantine

A student may have a total of ten excused absences for illness without a doctor's statement for one occurrence. After an accumulation of ten excused absence days for illness without a doctor's statement, the student must bring in a written statement from a doctor stating the reason for excessive absences. Any exception to this policy will require documentation from a doctor of a chronic illness which causes absences.

Students are to use the main entrance on California Avenue to enter and exit the building. Students are not to congregate on the steps of the school, in the hallways or restrooms.

Students must arrive on a timely basis each day. Students who report 10 to 30 minutes late to a class are considered tardy. Students reporting later than that are considered absent for that class. Students who come late to campus OR who leave early must first check in with the Attendance Officer in the office. Students who are under 18 must also have the permission of a parent or guardian given to the Attendance Officer in order to leave.

P.A.C.E. High School follows the Ohio Department of Education attendance policy required for all community schools. P.A.C.E. High School is required to automatically withdraw a student from the school if the student, without a legitimate excuse, fails to participate in one hundred five consecutive hours of the learning opportunities offered to the student. This policy requires withdrawing the student by the eighteenth (18th) day after the student has failed to participate as required. (O.R.C. 3313.20)

If students (ages 16-18) miss 10 consecutive days of school or 15 total days in one semester or term without a legitimate excuse, the school will notify the Ohio Bureau of Motor Vehicles (BMV) to suspend their driving privileges. If such a student drops out of school, the school will notify the Ohio BMV and the juvenile court, and driving privileges will be suspended, denied or revoked. (See Ohio Department of Public Safety Guidelines).

Students may be re-enrolled up to two (2) times within a school year before they are not permitted to attend PACE High School.

If students miss a class for more than two (2) weeks without a legitimate excuse, teachers will request administrative intervention. During the first week of continuous absence, the teachers will initiate contact with the student, parent or guardian to determine reasons for the absence and report their findings to the attendance officer.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not a right. P.A.C.E. High School retains the authority to conduct routine patrols of the parking lot and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Behavioral Intervention

Behavioral intervention will be implemented in cases where a P.A.C.E. High School teacher or administrator feels that it might be beneficial for a student. At the school, disruptive behavior will be redirected so that each student can achieve academic success. If problems persist after using intervention and the student continues to impede the learning of other students, he/she will be removed until the administration of P.A.C.E. High School and the parent/guardian can sit down and discuss an appropriate solution.

Cafeteria

1. The P.A.C.E. High School cafeteria will be open to every student at P.A.C.E. before and after class sessions for breakfast and lunch every day.
2. In order to use the cafeteria, students must be actively enrolled, have filled out all forms (e.g. Free and Reduced meal forms) and have them on file with the Attendance Officer at P.A.C.E.
3. Students who elect to be disruptive and disrespectful of staff or other students will be dealt with according to the P.A.C.E. Student Handbook and the P.A.C.E. High School Code of Conduct.

Children/Infants at P.A.C.E. High School

No children are allowed into any class for any reason at any time; this is for the safety of the child as well as to avoid any disruption in the classroom. If you have to bring your child in order to receive class work, you must first call ahead so that your work will be available for pickup in the office. After picking up your work, you must leave the campus immediately. This means you are not allowed to hang around in the hallways, around the front desk, or any other part of the campus including the steps or any other area that is considered school property. State law does not permit us to have small children in the classrooms.

Classroom Rules

1. Profanity and capping are not permitted in P.A.C.E. High School
2. Horse play or any physical contact is not permitted.
3. **NO CELL PHONES:** Cell phones should be turned off and placed in pockets, purses, or backpacks for the duration of the class. The first time a student violates this rule, the teacher will ask the student to comply with the request to turn off the phone and put it away. The first time request constitutes a warning to the student of the violation of the school's cell phone policy. A second violation will be *strike one* and the phone can be confiscated by the staff for the remainder of the day. *Three strikes* for failure to abide by the cell phone usage policy will result in an in-school suspension for the day. If a student refuses to comply with the teacher's request to turn off the phone and put it away, the teacher will contact the staff who will discipline the student. Cell phones can be used before school, after school and during the lunch period. They can be used between classes as long as it does not prevent them from getting to the next class on time. Students should provide their parent or guardian with the school's phone number (751-7223). In an emergency situation, individuals can contact the school, and the school will contact the student.
4. Web sites not related to the content of the courses being studied cannot be accessed or used during school hours.
5. There are no foods or beverages permitted in the P.A.C.E. High School's classrooms. During class time, students are not allowed to leave the classroom to go to the cafeteria. If food is to be consumed on campus, it may only be done in the cafeteria under staff supervision.

Credit Flexibility

A credit flexibility plan is an alternative educational option that is initially agreed to by the student, the teacher of record, and an administrator of P.A.C.E. High School. There must be a written plan which details the academic requirements and a timeline that must be completed in order for credit to be granted. The school will administer a mastery exam. The student must attain a passing score of 70% or higher.

Disciplinary Probation

Disciplinary probation will be put in place to help the student work out any difficulties he/she may have. In order for a student to be placed on disciplinary probation, it has to be agreed upon by P.A.C.E. High School administration and the SST Team. Once this has been established there will be a meeting with the student, parent/guardian, teacher of record and administration. After all parties have reviewed the contractual obligations and have signed the agreement, the probation starts immediately and it will be in effect for thirty days. At the end of the probationary period, the student, Executive Director and the SST team will review all reports and data to determine if the student has met his/her obligations and the probation can either be lifted or extended or the student can be considered for expulsion.

To implement this policy, a team of P.A.C.E. staff will be formed and meet regularly. The Student Success Team (SST) will come up with strategies to help students with serious or chronic behavior problems and monitor what techniques work or do not work in the classroom and/or school setting. In addition, this team will develop behavior contracts and keep parents/guardians informed. The team will address behavior and social concerns and make every effort to improve a student’s overall behavior and academic progress.

A sample contract is included as Appendix A.

Discipline Policy

Below is a summary of the student behaviors that could or will result in suspension or expulsion from P.A.C.E. High School.

CATEGORY I Conference	CATEGORY II ISS/Possible Suspension	CATEGORY III Mandatory Suspension/Possible Expulsion	CATEGORY IV Mandatory Expulsion
Cheating/Plagiarism/False Identification	Fighting/Attempting to fight	Stealing/Possession of stolen property	Weapons/dangerous objects
Gang Activity/clothing, jewelry, colors, insignias	Profanity/Obscenity toward staff and/or students	Graffiti	Robbery
Improper Driving	Disorderly Conduct	Gambling	Starting a fire
Smoking in undesignated areas	<i>Inciting a disturbance of any kind</i>	Gang Activity Recruiting/Signing	False fire alarms or bomb report
Electronic/Communication Devices/Internet	Harassment/Intimidation Bullying	Damaging/Destruction of Property	Fireworks
Cell Phone	In Wrong Class	Trespassing	Alcohol and Drugs
Not working in class	Harassment/Intimidation Bullying	Breaking and entering	Physical Assault against staff or students
	Repetition of conference offenses	Sexual misconduct	Sexual assault
			Extortion

If a student must be removed from the classroom and is sent home, the school will call the parent or guardian if the student is under 18 and written communication will be sent.

For Category I offenses, the following procedures will be in place: The first offense will result in a warning and a written referral signed by the student and the Dean of Students. The second offense will result in a meeting with parent/guardian and the Dean of Students along with a three-day suspension. The third offense will result in a five-day suspension and upon return, a meeting with the parent/guardian, the Dean of Students and the Executive Director that will result in a Corrective Action Plan.

For Category II offenses, the following procedure will be in place: There will be an automatic ten-day suspension imposed plus a meeting with the Executive Director, Dean of Students and parent/guardian to discuss a Corrective Action Plan.

For Category III offenses, the following procedure will be in place: There will be a ten day suspension with an expulsion hearing pending possible return to the school. The Executive Director or his designee will preside at this hearing along with the presence of the Dean of Students and the parent/guardian.

For Category IV offenses, a ten-day suspension with an automatic expulsion will be imposed. These offenses are considered zero tolerance and are turned directly over the proper authorities.

Dress Code

Students must dress appropriately for school. Female students are not permitted to wear halter tops, halter dresses, mini-skirts or short shorts. Male students may not wear tank bandanas on their heads, wrist or as a belt. Males must have a shirt on at all times.

Any violation will result in immediate removal and be considered an unexcused absence.

Drugs: Narcotics, alcoholic beverages, controlled substances, chemicals, and drug paraphernalia

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, other controlled substance, any alcoholic beverage, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other products with the intention of bringing about a state of exhilaration, euphoria, or otherwise altering mood or behavior.

For the purpose of this Student Handbook, one or more of the following conditions allow the Discipline Policy to be enforced:

1. Possess having the power or intent to control a prohibited substance and shall include, a students automobile, book-bag, or on a students person.
2. Use: the consumption, injection, inhalation of a prohibited substance into a student's body by any means.
3. Under the influence: the use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree.

4. Sell: the exchange of a prohibited substance for money, property, or any other benefit or item of value.
5. Distribute to give, share, or pass a prohibited substance.
6. Conspiracy: an agreement by two or more persons to commit an unlawful act in violation of this policy.
7. Possess with the intent to distribute/sell: intent to distribute or sell may be determined from the amount of prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or statements or actions of the student(s) that demonstrate an intent to distribute or sell.
8. Counterfeit substance: any substance that is described or presented with the intent of deceiving another into believing that it is a substance prohibited under this policy.
9. Unauthorized prescription drug: any medication that has not been prescribed for the student.
10. Drug paraphernalia: objects used for ingesting, inhaling, or otherwise introducing controlled substance into the body.(example: pipes, rolling papers, leafs, cigars)

Any violation of these offenses could lead to expulsions and or criminal charges, which would lead to immediate arrest.

Early Dismissal

No student will be able to sign out early unless his/her reasoning has been established in advance. Due to the high volume of overage students, we have found it necessary to limit them from signing out for any other reason than those specified and verified. This policy change has been set in place to ensure that we continue to meet all State regulations.

No under-aged student may leave the building early unless a parent/guardian has called in ahead of time and/or physically signs the student out in the office. Verifications of notes and call-ins will be made via confirmation phone calls before any student is dismissed.

Some acceptable reasons for early dismissal would be:

1. Work (with verified work schedule)
2. Appointments (doctor, court, etc.)
3. Emergency
4. Child care
5. Death in the family
6. Sickness

Enrollment

Enrollment in P.A.C.E. High School is monitored continually and is contingent on available space. The goal is to empower each student to manage their time responsibly to be successful. Each student must complete three steps in the enrollment process:

- ONE (1):** Register with correct documentation, schedule and do orientation and take diagnostic tests. Documents include: birth certificate, social security card, proof of residency, immunization record, a transcript and a withdrawal form

from the previous school.

TWO (II): Complete course in study skills, technology skills and life skills.

THREE (III) Take the assigned courses and complete at least three assignments per course per week. An assignment is defined by the instructor and may be a project, a unit or an essay.

Failure to follow these steps will result in withdrawal after a month. There is opportunity for re-enrollment.

Enrollment Verification

Letters and forms for outside agencies desired by the student will be signed by the executive director or his designee ONLY when the student has demonstrated that he/she is doing work successfully at P.A.C.E. High School. For entering students, this means successful completion of the introductory course according to scheduled times. For already enrolled students, it means a record of assignment completion, three per week, in each course taken for at least a month. The school reserves the right to contact the agencies when the student withdraws or is withdrawn from P.A.C.E. High School.

Extra-curricular activities

Extra-curricular activities are those which take place beyond the hours reserved for class sessions. In the sports arena, they are of two types: intramural and varsity. Intramural sports are open to anyone from P.A.C.E. and do not have any special requirements for participation because the intent is to provide alternatives to being in the streets. Varsity sports are more structured and involve practice and playing teams from other schools and organizations. Varsity sports have requirements related to attendance and achievement which will be clearly stated to all staff and students. These will be developed by the Extra-Curricular Activities Committee.

Guests

To ensure P.A.C.E. High School's safety and eliminate disruptions of the learning process, P.A.C.E. cannot allow guests of students or former students to enter classes or the building at any time.

ID Card

All students are provided with a student ID card which includes a photograph. This identification is to be used for entering the school building and must be carried at all times. If a student does not have an ID card, the staff reserves the right to place the student in an assigned alternative room to ensure the safety and well being to students and staff at P.A.C.E. High School.

Leaving Campus

1. At no time during the school day (e.g. 8:30-2:25 p.m.) will students be permitted to leave campus. This is a matter of safety and security.
2. If a student knowingly is observed leaving campus and is under 18 years of age, the parent or guardian will be notified by phone and written communication. If a student is over eighteen and leaves campus, he/she will not be permitted to return.
3. If any student leaves campus and he or she appears to pose a threat to the community, P.A.C.E. staff reserves the right to inform the authorities.

Mentors

Every student at P.A.C.E. has the opportunity to work with a staff member who will serve as his/her mentor. The mentor will attempt to maintain regular communication throughout the school year and facilitate forward progress

Metal Detectors

P.A.C.E. High School has the right to search all students entering and exiting the building. P.A.C.E. High School also reserves the right to do random searches and to select anyone or groups of students. If a school official has reasonable suspicion to believe that a particular student(s) is(are) in possession of an illegal substance or containing an object or weapon. The proper authorities will be notified and the student(s) will be taken to a secure area pending their arrival.

Parent/Guardian Involvement:

As a parent/guardian, you have the role of assisting P.A.C.E. High School with the education of your son/daughter. It is very important that you embrace your child's educational needs. We at P.A.C.E. High School are committed to giving our students the very best chances for academic success along with your commitment to ensure that, your son/daughter is attending to succeed both academically and socially.

You need to work with us to ensure that your son/daughter is attending school on a daily basis. You need to be available for conferences and to receive calls from teachers and administrators in case an emergency should arise where immediate contact must be made.

It is vital that we have a working telephone number and an updated address at all times. If, for any reason, you have to relocate or change your telephone number please contact our office immediately to let us know.

Progress Reports

Students and/or parents will receive progress reports every 5-8 weeks. These reports will contain a grade for each course being taken and the amount of work completed in the course as of the date of the report. Also, the course status represents the percentage of the course covered by the instructor.

School Closings

P.A.C.E. is closed at the discretion of the Executive Director. Please listen to radio and TV announcements. WKRC Channel 12 is the first station informed of school closings.

School Hours

Beginning August, 2010, P.A.C.E. High School will be open as follows:

- 8:00-8:25 a.m. – Breakfast
- 8:30-9:40 a.m. – Morning Session -Bell 1
- 9:45-10:30 a.m. – Morning Session - Bell 2
- 10:35-11:20 a.m. – Morning Session - Bell 3
- 11:25-11:55 p.m. – Lunch
- 12:00-12:45 p.m. – Afternoon Session - Bell 4
- 12:50-1:35 p.m. – Afternoon Session - Bell 5
- 1:40-2:25 p.m. – Afternoon Session - Bell 6

Course work and assignments are available all hours and all days online at the following web address:

www.pacehigh.org

Students must use their username and password to access those courses. They can email completed assignments to their instructors using the address on the Staff web page.

Summer Program

At P.A.C.E. High School, there is a summer program. Depending on available resources, classes are typically offered to those enrolled students who need to complete coursework OR for preparation for the Ohio Graduation Test.

Transportation

If a student resides in the Cincinnati Public Schools district and lives within a mile of P.A.C.E. High School, they are not eligible for a bus card or tokens. Students eligible for a bus card from Cincinnati Public Schools will not be eligible to receive bus tokens at any time. Students who reside outside of Cincinnati Public Schools district will receive two bus tokens daily providing they attend **all** scheduled classes.

1. The parent or guardian must fill out a Transportation form to be eligible for services.
2. Morning session students will receive a Yellow Slip daily to accompany their bus cards. The

P.A.C.E. High School

appropriate date must be stamped on the yellow slip.

3. \$.75 will be needed daily when getting on the bus.
4. Afternoon students will receive a Pink Card and must carry this with their bus card in order to get on the bus.
5. If a student's bus card is lost or stolen that student is to report to the Attendance Officer who will then give them the information to receive another one. Bus cards are good for the entire 2010/2011 school year. If it is lost or stolen the replacement cost is \$10.00 and can be obtained by the parent or guardian from Cincinnati Public Schools Transportation office.
6. If the student has an address change, please notify the Registrar.
7. If the student is found getting on the bus with the wrong address the student will not be permitted to use their bus card.

Weapons or Dangerous Instruments

No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instrument or other objects that can be reasonably considered or used as a weapon.

Any violation of this policy will result in immediate contact of the proper authorities, immediate removal, and expulsion.

Appendix A:

PACE High School
Student/Parent/School Contract

We the parents/guardians of _____, wish to have our child attend/continue attending PACE High School for the _____ school year. We desire to do what is necessary to help provide a safe and successful environment for our child. We understand that this agreement is entered into by all who have signed in the spirit of helping our child reach his/her individual goals. We do, hereby, agree to abide by the following terms and conditions.

Parent/Student Responsibility to be successful:

1. Regular daily attendance is required by law. PACE High school requires our students to keep at least a 60% Attendance rate to continue in our program. If an excused absence is necessary, parents will report this to school officials the same day by phone, note or email the following day.
2. School attendance is a requirement that helps prepare students for adult work schedules; promptness is as essential as school attendance, and parents will work with school officials to ensure that _____ attends school ON TIME each day.
3. Student must attend SCHEDULED classes only unless otherwise stated and approved and must follow ALL classroom rules. No roaming the hallways will be tolerated.
4. Student must return from lunch at the appropriate time.

School Responsibility/Discipline

1. School officials will monitor daily attendance and report concerns to parent via telephone or email.
2. When excessive tardiness or absences are apparent, school officials will follow-up with parents to pursue problem-solving strategies. If no common ground is met, we will proceed with Truancy and/or Withdrawal procedures.
3. Probation: Student behavior will be evaluated and monitored to ensure success.
4. 1st Disciplinary offense: Student will have a conference with Teacher/Dean of Students.
5. 2nd Disciplinary offense: Phone call/contact with parent will be made.
6. 3rd Disciplinary offense: Student and Parent will meet with Director/Dean of Students.

All of the above are implemented according to our School Handbook/ Code of Conduct

Each meeting will be documented and a copy given to all parties involved. A copy will also be placed in the students' disciplinary file.

Those who have signed this agreement will mutually work toward satisfactory results with the above responsibilities as a means of helping _____ meet his/her goal of success and graduation!

Violation of this agreement may result in immediate dismissal from PACE High School.

Parent/Guardian: _____ Parent/Guardian: _____

Student: _____

School Official: _____ Date: _____