

NIXON-SMILEY PACE

Program of Accelerated Education

HANDBOOK

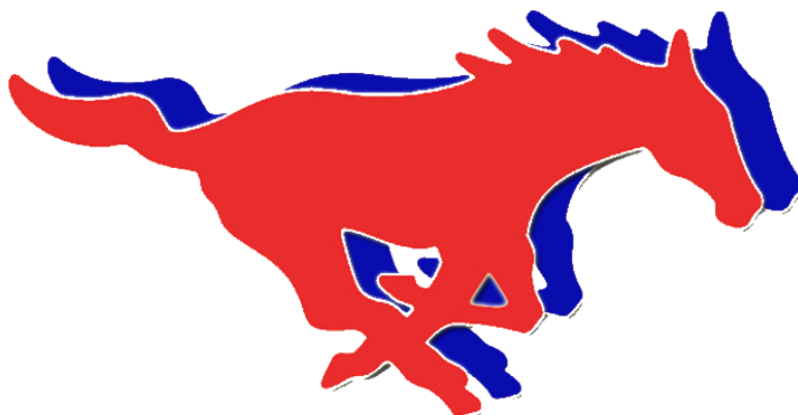


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Program of Accelerated Education (PACE)

The Program of Accelerated Education (PACE) exists in the Nixon-Smiley CISD Alternative Center to serve students who have been identified as “at risk.” At PACE, this refers to any student who, by virtue of his/her circumstances, is statistically more likely than others to not graduate from high school.

The program was developed for students who have, for a variety of reasons, had difficulty making progress in a traditional comprehensive high school. Teachers focus on each individual student and assist in developing a plan for graduation. Most of the courses at PACE are delivered online using a computer-based curriculum APEX and Edmentum. Teachers assist students to be better organized, demonstrate improved study habits, learn to understand the importance of dedicated effort and become more resilient to the stressors of adolescent life.

A variety of support services are used to help students develop and demonstrate self-responsibility, applied academic knowledge and skills, appropriate behavior, and postsecondary career readiness resulting in high school graduation. The PACE Program is a minimum competency graduation program that provides a core curriculum and a wide selection of electives available to allow students to complete the requirements for graduation in the State of Texas. The basic foundation of the program is the concept of individualized and effective learning. Certified teachers will assist students and provide support as they work through their classes. The PACE program fosters an environment that will ensure a climate of openness and respect.

Entry Criteria

Recommendation from the home campus. The student must be 16 years old to participate in the Pace Program.

Accelerated Learning

The PACE Program affords students the opportunity to work independently. However, the basic philosophy of the program encompasses the concept of Accelerated Learning. Accelerated Learning deals with students’ learning styles. Many students are able to finish a class in a shorter amount of time than it would take them in a traditional

classroom setting. Since students work at their own pace, they can strive to work ahead, completing as much work as they can, thus “accelerating” their pace. Course completion times vary depending on the subject and every student must possess the same basic level of knowledge and skills as prescribed by the State of Texas.

Computer-Based Learning (CBL)

Computer-Based Learning (CBL) is an online, self-paced, interactive learning system. At PACE, delivery of course material will be done by utilizing APEX and Edmentum both are research-based video course curriculum, which offers a wide variety of semester-equivalent core and elective online courses for students. CBL lets users set goals and work at their own pace. Course completion times vary by subject. Lessons and instruction may be done at home, however, all quizzes, tests, and selected projects must be completed on campus under the supervision of the certified instructor.

CBL allows users to take courses on the internet and learn at their own pace. Students are expected to make reasonable progress in their coursework. At PACE, we expect each student to strive to make progress.

Students can end a lesson at any time and resume at their own pace. The courses are interactive and engaging and CBL courses present material in a dynamic way to convey content through a wide array of instructional models. Articles, exercises, mentored exercises, simulations, and periodic self-assessments are used to engage the learner and give them ownership of their time spent using CBL.

Graduation Requirements

1. Students working to earn a high school diploma must earn the required number of credits as set by the district for the year the student started high school.
2. PACE students, like any other student, must meet the minimum state requirement in order to graduate and those requirements are assigned by their home school counselors.
3. All students wishing to earn a high school diploma MUST pass all five STAAR EOC tests as required by the State of Texas.
4. Students will receive a diploma from the high school in which they are enrolled. Contact your home campus for details, PACE does not issue diplomas.

Current Application Procedures

1. PACE is a program of choice; therefore, an application is required. The application, completed by the student and the parent, is to be submitted to the home campus

counselor. A valid telephone number is required on the application in order to be contacted by the PACE staff.

2. The home campus will determine whether the student is a PACE candidate.
3. The campus counselor will submit a copy of the student's EOC scores, current transcript, and report cards to the PACE Office Manager and Principal. There may be a waiting period before students are able to complete the intake process. Placements are prioritized by need and an interview may be required to discuss potential placement.
4. If the application is approved and when a spot becomes available, you will be contacted by a PACE program staff member.
5. Applications received from students who are pregnant will be evaluated upon submission of all necessary documentation.
6. Pregnant students must conference with the Principal. A parent or guardian must be present to complete additional required paperwork.
7. Students wishing to continue the PACE Program following the birth of their child must apply and meet all eligibility guidelines for application into the PACE Program.

Attendance

1. The PACE Program is open from 8:15 am – 3:15 pm, Monday through Friday, in order to provide students with ample time to complete their required credits.
2. Students must attend school during the above time. Work schedules will be evaluated on a case-by-case basis.
3. Students must sign out during the day for a medical or dental appointment. Upon returning to school, students must bring documentation to the office.
4. Bus transportation will be provided to/from the PACE campus.
5. If students should experience an extended illness or any other absence that will cause them to miss two or more days in any given week, acceptable documentation **MUST** be provided to the PACE office within 48 hours upon the student's return to school. Acceptable documentation includes a valid form such as a physician's letterhead verifying the reason why the student was unable to attend school.
6. Regardless of the student's age, a parent, guardian, or another adult will be notified when a student is at risk and not meeting the attendance or academic requirements. The PACE office must have a valid contact number on file.

7. A student may be removed from the PACE Program due to a lack of attendance and/or failure to meet the minimum academic requirements. The student will not be eligible for re-enrollment until nine weeks following their removal. In order to be eligible to re-enroll at PACE, the student must return to the home campus and demonstrate success in academics and attendance for a minimum of nine weeks. If requested by the student's Principal, the student may be placed in DAEP for the nine weeks.

8. In addition Parent or Guardian/Student will have to sign off on a PACE Attendance Policy Sheet.

Sign in Sheet

1. The PACE sign-in/out sheet will record the official time and attendance for the PACE Program.

2. If the student should forget to sign in or out, he/she should bring this error to the attention of a staff member immediately. Upon verification, the student may recover the time. Flagrant abuse of this policy is considered a serious violation.

Role of the PACE Advisor

PACE Advisors are responsible for developing a graduation plan for each student in his/her advisory group. Advisors will monitor the progress of their student advisor and assist these students as needs arise. In addition, the advisors will help students focus, set goals for the future and contact parents weekly by email and/or telephone.

Modules and Academic Progress

PACE courses are delivered online using APEX and Edmentum (CBL) and are broken into modules. Modules have been developed to model the nine-week grading period for secondary campuses. Each module will contain a variety of learning activities which will include reading assignments, formative learning activities, critical thinking exercises, and hands-on experiences. A few of the tasks that students will be required to complete may involve project-based materials that have been designed so that students may demonstrate course mastery. In order for students to maintain academic progress at the same rate as on the main campus, students will complete a minimum of one module per week.

PACE Program Rules and Expectations

(Any dress code that is offensive or distracting to staff will be addressed and will be asked to fix it).

1. All students are expected to show respect for themselves, teachers, staff, fellow classmates as well as the building, furniture, equipment and personal belongings of others at all times.
2. All students are expected to keep the classroom environment clean and safe.
3. All students are expected to maintain an appropriate and steady pace of academic work at all times.
4. Open containers are NOT permitted on the buses or allowed on the premises.
5. Food and beverages are NOT permitted in any PACE classroom or computer lab other than the school breakfast/lunch provided.
6. PACE is a program of the Nixon-Smilely CISD Alternative Center. All rules and regulations as outlined in the Nixon-Smilely CISD Alternative Center Parent/Student handbook will also apply at PACE.
7. Students are not permitted to bring their PHONE.
8. It is NOT ACCEPTABLE to search for music on the internet or to use external computer devices such as CDs, DVDs, Flash Drives, etc. for any purpose.
9. Students may NOT use the Internet to surf the web, search for music, check PERSONAL EMAIL, etc. Students who use the Internet in an inappropriate manner may be disciplined accordingly based on the Acceptable Use Policy. Continued violation of this policy will result in a discipline referral which will be placed in your file for evaluation purposes.
10. Students will not be permitted to go to their vehicles during the school day unless they are leaving campus. Students will have designated parking spots.
11. Any student who will be driving a vehicle to the Alternative Center must have a valid driver's license and proof of insurance with the student's name must be provided in order to drive on campus. If a student is driving recklessly or listening to blaring music as they enter the campus parking area, they may lose their driving privileges. Students are not allowed to sit in their vehicles while waiting for the bell to ring.
12. Nixon-Smilely CISD Alternative Center Board policy states that a student may not be in possession of any medication at any time. This includes any form of headache or pain medication such as Tylenol or Advil. If the student has a doctor's note that states a medication must be taken during the day, a parent must turn in the note and the medication to the school nurse upon arrival. The medicine that is brought must be sealed.

13. PACE telephones are business phones and may be used by students only with teacher permission.

Lunch – PACE

PACE lunch will be from 12:00 pm until 12:30 pm for full-day students. PACE is a closed campus and students may NOT leave campus for lunch.

PACE General Orders

1. I will be in my seat ready to learn at 8:30. (Please be mindful about being **tardy**. It is not acceptable.)
2. I will make every effort to be at school and make progress. (After three absences **without a doctor's note** per semester, the home district and parents will be notified and this may affect your enrollment. After four absences **without a doctor's note** per semester, you may/will be withdrawn.)
3. I will respect **all staff** at all times and speak to them with respect.
4. I will complete all my academic assignments (**5 quizzes a day. 1 unit a week**)
5. I will not **communicate** with students. (High five, fist or body bumps, a handshake will not be tolerated).
6. **I will be in DRESS CODE at all times:**
 - Black shirt, short/long sleeve, undergarment must be black.
 - Black or brown belt, no large buckles.
 - **KHAKI SLACKS (BEIGE ONLY). NO TIGHTS, LEGGINGS, NO ELASTIC ON THE LEG PANT.** Pants must be worn at your hip bone, not sagging.
 - White or black socks only.
 - **TENNIS SHOES ONLY** which must be properly **TIED**, **LACES** will not be tucked into your shoes. **No loafers nor boots. No SPERRYs nor Hey Dudes.**
 - **Hair** must be a **Natural** color. No highlights/colors in your hair.
 - No jackets or hoodies are allowed.
7. **I will take care of my personal hygiene at all times:**
 - **MEN** must keep their hair groomed and no longer than 2 “.
 - Must be clean shaved & sideburns must be mid-ear.
 - Piercings are not allowed: eyebrow, ear, nose, tongue, etc.
 - Tattoos must be covered with a long sleeve shirt or taped up.

- _Eyebrow notches must be covered.
 - Jewelry: no jewelry other than a watch, not a Fitbit or Apple watch. Nothing that is distracting
 - **LADIES** can wear earrings only on the earlobe. No other piercing: tongue, upper ear, upper/ lower lip, nose, eyebrow. Eyebrow notches must be covered.
- Tattoos must be covered. Long sleeve shirt or tape before getting off the bus.
 - Excessive makeup will not be worn. If so you will be asked to take it off.
 - Jewelry: no jewelry other than a watch, not a Fitbit or Apple watch. Earring in the lower ear lobe only.
8. I will raise my hand in the air to speak until I am acknowledged.
 9. I will be on **TASK** at all times. I will redirect myself and focus. (Dividers may be an option as needed).
 10. I will not bring anything into the Alternative Center or leave with anything without staff permission. (PACE students may bring pens and pencils, although they will not be taken home.
 11. I will not doodle on my assignments, desk, cubicles, or any property of the Alternative Center. If I do my parents may be responsible for restitution.
 12. I will not engage in serious misconduct.
 13. I will not threaten any student or staff member.
 14. I will not have any physical contact with staff or fellow students. High Five, Fist nor body bumps or handshake will not be tolerated.
 15. I will not be in possession of illegal drugs, alcohol, vapes, or related Paraphernalia.
 16. I will not be under the influence of illegal drugs, or alcohol.
 17. I will not be in possession of dangerous weapons.
 18. I will not engage in verbal or sexual harassment of staff or fellow Students.
 19. I will do my best to improve myself each day.

Discipline

1. PACE is a program of choice and improper behavior will not be tolerated. PACE is a program for LEARNING and EARNING credits. You are here for one reason, to complete your course work and graduate.
2. If a student receives numerous discipline referrals while attending the PACE program, he/she will be subject to dismissal from the program. Student progress will be evaluated every 3 weeks.
3. Students may be given verbal warnings and or discipline referrals for minor offenses such as excessive talking, not working on assignments or other off-task behaviors such as

sleeping or roaming. Sleeping students may be asked to stand up and/or work in a standing position.

4. When the behavior of a student prevents them (or other students) from learning, an academic intervention contract will be written. If the contract is not successful, the behavior could result in suspension, or placement in the Disciplinary Alternative Education Program (DAEP). Students may be sent back to their home campuses if they are deemed unsuccessful in this program. Parents will be notified if any of the above consequences occur.

5. Restroom breaks are scheduled, and extras will be allowed to be taken at the discretion of the classroom teacher. Students will take a fifteen-minute break if the advisor feels that it is needed. This will depend on the student's progress throughout the day.

6. An academic intervention contract will be written when a student fails to meet the minimum attendance requirement and/or progress academically (completion of one module per week minimum). In order to be removed from the contract, the student must have four sequential weeks when all contract stipulations are met.

Frequently Asked Questions Regarding PACE

What is PACE exactly?

PACE ("Program of Accelerated Education") is a dropout prevention program that is available to students who may be at risk of not graduating from high school. Students may earn credits for courses that failed at their home campus. Students also have the opportunity to take classes for original credit, thus allowing them to graduate with the credits required by the Texas State Board of Education.

May I attend PACE in order to graduate early?

No. The PACE Program was not created for students who would like to graduate early. It is designed for those students who are experiencing academic challenges at their home campus that may prevent them from graduating on time with their class.

How do I get into PACE?

To apply for admission to the PACE program, an application process is required. Your counselor at your home campus will provide you with the forms and discuss the program with you and your parents. If the counselor recommends you for the program, they will complete an application on your behalf. The counselor will then fax your application and the counselor's application to the PACE office. The PACE Principal and Office Manager will determine who is accepted into the program.

What are the requirements to be accepted into PACE?

An application must be completed with the student's home campus counselor to determine if the student is a good candidate for PACE.

All extenuating circumstances are considered in order for the student to be successful.

How are the PACE courses administered?

PACE students work individually and each student will work at a different "pace." A goal of one module completion per week must be achieved in order for the student to progress at the same pace as students at the main campus. There will be no teacher lecturing in front of your class; rather, Texas State Certified teachers will develop an individualized graduation plan for every student. Students will complete "modules" which have been developed to cover the Texas Essential Knowledge and Skills (TEKS) for each course. Many PACE classes will use APEX and Edmentum (CBL) software, which is a computer-based learning program purchased by Nixon-Smiley CISD Alternative Center. Students and parents must understand that PACE is an accelerated program, designed for students who want to get their work done with consistent urgency and diligence. Students, who are not serious about completing their assignments, do not meet module count, and/or do not meet their attendance requirement may be removed from the program and reassigned to the home campus.

What is the attendance policy at PACE?

PACE students will sign in and out each day in the PACE office. After three absences without a doctor's note per semester, the home district and parents will be notified and this may affect your enrollment. After four absences without a doctor's note per semester, you may/will be withdrawn. Students who do not satisfy their attendance and academic requirements will be removed from PACE and returned to the home campus.

Will I receive a diploma from PACE?

No, students will not receive a diploma from PACE. Upon completion of the program, students will receive a Certificate of Completion and PACE will verify, to the home campus, that the student has successfully completed the requirements for graduation. The actual diploma will be issued by the home campus. Please be advised that PACE students are still active students on their home campuses and will receive their diplomas from their home campus. PACE students must check with their home campus to determine if they are permitted to participate in homecoming, school dances, prom, project graduation, graduation ceremonies, and all other school-related activities.

How many students are at PACE?

In order to remain "student-centered" and provide individualized instruction, enrollment at PACE is limited to approximately 20 students. High school seniors always have first priority to enroll. In order to meet the variety of individual needs of PACE students, it is beneficial as well as necessary to keep the program small in order to meet those needs.

Which class is the easiest?

Every ½ credit should cover the knowledge and skills set forth by the State of Texas and should cover one semester's worth of learning objectives. No one class is any easier than the next and what one student may consider “easy” may not be the same experience for you. What is more important is learning. For core classes, you may not have a choice of topics. For electives, however, choose a topic that matches your interests. Working with a subject that interests you will make it seem as though time passes more quickly.

How long is this class going to take?

As stated in the previous question, every ½ credit should cover the knowledge and skills set forth by the State of Texas and should cover one semester's worth of learning objectives. A typical semester on campus involves approximately 80 hours of classroom instruction. At PACE, a typical ½ credit course should take the average student approximately 2-3 weeks to complete. Course completion times vary by subject. A one-semester course is divided into two 9-week modules. Therefore, one module may take the average student approximately 20-30 hours to complete. Two modules may take up to 60 hours to complete. Some students may finish modules faster than other students and some students may require additional time on task. This model was calculated with a typical semester in mind.

Can I opt-out using PRE-tests?

PRE-tests are designed to assess your mastery of course objectives before you begin a class or section. Teachers are not permitted to check you're pre-test. If you do not have prior knowledge in a subject area, you may not pass the pre-test and will be required to complete all of the course objectives. In order to move ahead using pretesting, students must score 80% on the assessment. Pre-testing is more commonly used for students who are repeating a course (credit recovery). For students taking a course for the first time (original credit), pre-tests may not be offered.

Will you unlock my test?

You are expected to read the course material carefully and take notes to help you learn the material. If you fail a test twice, you will need to re-learn the material. In this case, you may be asked to complete additional learning (formative) class assignments. It is only after this relearning process will any test or exam be unlocked or re-set for you.

Many times students do not review or look at the lesson before they take the quiz twice. Students rush through the first 2 quizzes within a 5 min time span. The quiz will not be reset until he/she reads and understands the lesson.

May I work on this at home?

You may be permitted to complete some reading and formative learning activities at home; however, tests, exams, and projects that will require that you demonstrate a minimum level of mastery must be done in class under the supervision of your certified teaching professional.

Can you just grade what I have done and give me a 70 or 50?

At PACE, the number of learning and assessment activities that you are asked to complete have been greatly reduced compared to the amount of work you would be doing on campus. In order to demonstrate mastery, you will be expected to do the work properly. Just as you did in elementary school, you will be asked to make corrections and re-test as many times as it takes until it has been done to the satisfaction of your teachers. In other words, it must be done properly, therefore, it pays to do it right the first time.

PACE General Disciplinary Guidelines (Each circumstance is unique. The following are guidelines.)

OFFENSE	POTENTIAL CONSEQUENCE
Cell Phone	If a phone is being used on a school campus. The phone will be picked up and given at the end of the day. They must leave their phone at home or on the bus.
Academic Dishonesty/Cheating	Minimum- Loss of credit for work, reduction in grade assignment. Maximum- 1-3 day suspension
Destruction of property	Minimum- 1-3 day suspension Maximum- DAEP Placement.
Dress Code	1st -Warning 2nd-Parent Contact 3rd -1-3 day suspension. 4th-1-3 day suspension. (Discipline Contract). 5th - Possible removal from the program.
Drugs, Alcohol, Tobacco, & Vaping	DAEP Placement to possible expulsion.
Fighting	Minimum-1-3 day suspension. Maximum-DAEP Placement
General Disruption	Minimum- Warning/Parent Contact. maximum-DAEP Placement
Knife or Dangerous weapon	DAEP Placement
Gun/Illegal Knife	Mandatory expulsion
Inappropriate Sexual Behavior	Minimum- Warning/Parent Contact. Maximum- DAEP Placement
Profanity	Minimum- Warning/Parent Contact. Maximum- DAEP Placement
Profanity to Staff	Minimum-1-3 day suspension. Maximum-DAEP Placement
Insubordination/Disrespect to staff	Minimum-1-3 day suspension. Maximum-DAEP Placement
Stealing	Minimum-Warning/Contact Parent Maximum-DAEP Placement
Tardies	1st -Warning 2nd-Parent Contact

	3rd -Afterschool detention (Level 2) 4th-Possible removed from the program.
Bullying/Intimidating/Threat Cause BI	Minimum-1-3 day suspension. Maximum-DAEP Placement (Includes any threat to kill)
Truancy/Skipping	1st -Warning 2nd-1-3 days suspension 3rd- Possible removal from the program.

Serious offenses, such as those that threaten the safety of others, can result in immediate removal from the Pace Program and or a DAEP Placement.

ACKNOWLEDGEMENT

I hereby certify that I have received a copy of the PACE Program Student Handbook/Code of Conduct and its contents have been explained to me.

Student Signature

Print Student Name

Date

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Witness Signature

Print Witness Name

Date