

PACE Academy



"Where Lives Turn"

Appointments for DAEP Intake are scheduled on Monday, Wednesday, Friday between 9:00 AM -11:00 AM or 1:00 PM-2:00 PM and take approximately 30 minutes. To schedule an appointment, please contact the PACE Office. If there is no answer, please leave a message and your call will be returned.

Thelma Jones, Administrative Assistant

Lakesha Locklin, Student Service Coordinator

Shelbye Almeida, Principal

PACE Academy Office: (903) 694-7554

****Admittance to PACE Academy will not be granted unless a guardian and student enrolling are both present. This packet includes the standards and procedures for attendance while in alternative school. All supplemental paperwork will be completed during the initial meeting.****

PACE Academy

Carthage Independent School District

Procedures

Carthage ISD/PACE Academy **DOES NOT** provide transportation.

Morning drop-off and DAEP check-in will be from 7:50 a.m. - 8:15 a.m. **No parent should enter the bus ramp area prior to 7:50 a.m. and students are not allowed on campus prior to 7:50 a.m.**

Please do not block any bus that might still be on the ramp. When students arrive, be ready to get out of the vehicle, in dress code, and enter the building. If students are walking, they should enter at the back of the building. When leaving at the end of the day, the students must walk directly home. If any issues arise, parents will be required to arrange transportation.

Students **are released at 2:45 p.m.** The gates are opened at 2:30 p.m. to enter the bus ramp. **All students must be off campus before 3:00 p.m.**

If any situation arises and you cannot pick up your child before 2:45 p.m. please contact the PACE Academy office. If the office is not contacted with a valid reason and the student is not off campus by 3:00 p.m.:

- First time - a phone call and verbal warning will be issued
- Second time - a certified written warning will be issued.
- Third time - the Carthage Police Department will be contacted.

After 8:15 a.m., students **WILL NOT** be admitted without the prior approval of the PACE principal. If a student has prior permission or needs to be admitted late due to an appointment, the student will have to be checked in by an approved parent or guardian at the Carthage Junior High main office.

Students **must** be properly dressed according to the DAEP Standardized Dress Code. Dress code will be checked at the door. If there are dress code violations upon arrival, students will not be allowed to attend that day and will result in an unsuccessful day.

Students will be scanned with a metal detector and searched upon entry to the building during their placement in DAEP. If an alert is detected, the student's parent/guardian may need to help investigate further.

All personal items need to be checked at the door. Items such as purses, phones, or other electronic devices brought to campus will be held in the office until the end of the day. Any prohibited device(s) found on students during the school day will be confiscated.

Students may purchase or bring their own breakfast/lunch. All meals **must be brought to school upon arrival.** Meals brought from home will be checked upon arrival and distributed to the student at the meal designated time. Absolutely no gum or candy.

Only water is permitted. Water bottles that have been opened or drinks in cups, cans, or thermos **cannot** be brought into the building. They will be thrown away.

Restroom breaks are scheduled and will be monitored by PACE staff.

The Panola County Sheriff's Office will do unannounced K-9 drug detection checks

Student Expectations

Successful DAEP days are achieved when the student completes a day with no infractions.

- **ONE** write-up will result in a parent/student conference.
- **TWO** write-ups in one day will result in an unsuccessful day

Unsuccessful days **WILL NOT** be counted toward placement requirements.

Permission **will** be requested before any student activity. Students are to follow the instructions of the teacher and the assignments given.

Students are expected to interact appropriately; verbally and nonverbally.

Fill out and date assignment log DAILY

- When new assignments are received
- When assignments are turned into go back to your home campus
- Mark how the assignments were sent to you (ie: Edgenuity, Google Classroom, Paperwork from your teacher, etc.)
- PACE teacher will check and initial your log daily
- Failure to complete assignments can result in unsuccessful days

ABSOLUTELY NO debating with any staff member. There will be no disrespect toward employees; (ie: talking back, mumbling under their breath directed or perceived to be directed at the instructors).

Students are not permitted to communicate and/or interact with other students in any manner for any reason. All communication must be approved by the DAEP supervisor.

Students must stay on task and use their time wisely to complete each assignment. The EDGENUITY online curriculum is mandatory.

There will be **NO** sleeping or laying over on the desk

Students assigned to DAEP are not allowed to be on any campus. This prohibition includes all school sponsored activities including extra-curricular and co-curricular activities regardless of time, place, or circumstance.

Students are to follow all district policies concerning:

- Student code of conduct
 - Attendance
 - Computer usage
 - 1st offense - Warning for inappropriate computer/website
 - 2nd offense - Removal from the district computer system
- **Disciplinary action will be determined by the type of site accessed.**

Progress in academics, attendance, and self-discipline must be made prior to returning to the student's home campus.

The use of **foul language** directed at a staff member or student will result with three unsuccessful days.

Fights will not be tolerated and the students involved will **immediately be turned over to law enforcement**.

Certain infractions may result in days added to the original DAEP placement. based on State guidelines of "Ch. 37 STUDENT CODE OF CONDUCT" and/or principal discretion.

Disciplinary infractions while assigned to DAEP may result in expulsion.

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DAEP Standardized Dress Code

Students must be in dress code before walking in the door. Leave anything that does not meet dress code standards at home. You will be given one warning - any violations after will result in an automatic unsuccessful day.

NO METAL can be on a student's pants or undergarments. If the metal detector goes off, the student will be out of dress code. This prohibition does not apply to jackets or shoes. They will be inspected separately in the morning check-in process.

Students will be issued shirts upon enrollment at DAEP. The shirts are **required** to be worn everyday. The shirts are to be returned upon successful completion of the program. You will not be cleared to your home campus until the shirts are returned in good condition or payment is made. The price of the shirts are \$12.00 each.

Sweat pants or Jogger type pants are allowed. Blue jeans, shorts, leggings or any pants with metal are not permitted.

Only closed-toe and heel shoes are permitted. No flip flops, houseshoes, slides, crocs, etc.

NO jewelry or body piercings.

You must be groomed and presentable.

Tattoos must be covered at all times. If the student has tattoos on their arms, a solid, long sleeve shirt must be worn under their required PACE shirt.

No head coverings may be worn at any time.

Zip-up/button down jackets are permitted; however, hoods will not be worn while in attendance. **No sweatshirt type hoodies are allowed.**

Clothes should be laundered on a regular basis.

PACE Academy Drop Off and Pick Up Directions

Morning drop off and pick up will be at the back of Carthage Junior High bus ramp. Morning drop off line will be from **7:50 a.m.-8:15 a.m. ONLY**. **No parent should enter the bus ramp area prior to 7:50 a.m.** Please do not block any bus that might still be on the ramp. Your student cannot be anywhere on campus prior to 7:50. **Do not drop them off prior to 7:50 a.m.** Student pick up will be at the same location between **2:30 p.m. and 3:00 p.m.** Students will be dismissed at 2:45 p.m. and **all students should be off campus before 3:00 p.m.**

