

Middle School Policies and Procedures

The Middle School at Pace Academy comprises grades six through eight. At Pace each student has the opportunity to realize his or her potential within the curriculum of a strong liberal arts Middle School education. Pace Academy also encourages students to become involved in a variety of activities such as athletics, community engagement, visual and performing arts, clubs and student government.

As Pace Academy educates the whole person, it is important for students and parents to familiarize themselves with our policies in order to ensure clear communication and understanding among all concerned.

Middle School hours are from 8:15 a.m.–3:00 p.m. Monday through Friday. Extra-help time is 7:45–8:10 a.m. daily. Students should be picked up promptly at 3:05 or after a scheduled activity. MS students on campus after 4 p.m. report to a designated classroom for after-school supervision.

Academics

Students in the Middle School need various support systems to help them perform academically, mature socially and develop character and a sense of personal responsibility. One of the hallmarks of the Pace Academy Middle School is a support system readily available to all students that is based on the principle that children learn best in an environment that provides positive reinforcement and appropriate structure.

Academic Support System

Deans: Each grade level will have two deans, one for the boys and one for the girls. The deans are the administrative leaders of their grade level teams and serve as the liaison between the faculty and parents. As part of the ongoing support system at each level, the deans' primary responsibility will be the academic, emotional and social well-being of their students. They report to the head and assistant heads of Middle School.

Study Strategies: Study Strategies are taught in specialized classes in the sixth and seventh grades. Topics to be taught include time management, test taking skills, note taking, outlining, reading skills, use of a daily planner and binder and locker organization.

Study Plans: In cases where students are having difficulty with organization or are experiencing other academic challenges, special study plans may be put into place. The Middle School student support team, composed of

faculty, administration and the Director of the MS Academic Resource Center, will develop an individual plan based on student need.

Advisory Groups: Each student is paired with an advisor who meets with his or her advisees periodically both as a group and on an individual basis. Advisors take on many roles, but they mainly help create goals for their advisees, offer a forum for questions or concerns and offer another layer of support for the academic, emotional, and social well-being of the students.

Course Work Requirements:

A student schedule consists of five year-long classes per semester plus physical education, a discovery course and an arts course.

Course requirements:

Students in grade six will typically take the following courses:

Math 6 or Math 6 Honors

History

English

Science

World Language A (French, Spanish or Latin)

Physical Education

Discovery classes: Computer, Art, Drama and Study Strategies

Arts classes: Grade 6 Band, Grade 6 Chorus, Grade 6 Strings, STEAM

Students in grade seven will typically take the following courses:

Pre-Algebra, Pre-Algebra Honors or Algebra I Honors

US History

English

Life Science

World Language B (French, Spanish or Latin)

Physical Education

Discovery classes: Art, Computer, Drama, Study Strategies

Debate: offered during the discovery class rotations for one semester.

Students enrolled in Debate will, in consultation with

the administration, be placed in two of the four discovery classes.

Arts classes: Grade 7 Band, Grade 7 Chorus, Grade 7 Strings,

Studio Art, STEAM

Students in grade eight will typically take the following courses:

Algebra I, Algebra I Honors or Advanced Algebra I Honors

World History

English

Earth Science

World Language C (French or French Honors; Spanish or Spanish Honors; or Latin)

Physical Education

Discovery classes: Art, study hall (two quarters), Holocaust Studies

Debate: offered during the discovery class rotations for one semester.

Students enrolled in Debate will, in consultation with the administration, be placed in two of the four discovery classes

Arts classes: Grade 8 Band, Grade 8 Chorus, Grade 8 Strings, Studio Art, STEAM

Pace students are encouraged to do their best academically and are supported in their efforts to achieve. Pace anticipates that all students will pass their academic and discovery classes each year and proceed to the next grade level. If a student does not pass a course, the Middle School abides by the following guidelines:

- All Middle School students who enter Pace in sixth grade must pass 12 of the 15 year-long courses in the sixth, seventh and eighth grades in order to proceed to the next grade.
- Students who enter in the seventh grade must pass eight of the 10 year-long courses in the seventh and eighth grades in order to proceed to the next grade.

Students who enter in the eighth grade must pass three of five year-long subjects in order to proceed to the Upper School.

In addition, students must pass three of their five year-long courses during each year of Middle School to proceed to the next grade at Pace.

These requirements must be satisfied during the regular term work at Pace Academy. In the event of course or second-semester failures, students will be required to take summer classes in order to return to Pace. Students must also pass all discovery courses (those not a full year in length) and physical education.

Grading System

Pace Academy Middle School uses a numerical grading system for courses in mathematics, English, history, science and world language and a letter grading system for other courses. Discovery courses may be graded as pass or fail at the discretion of the teacher.

- 90-100 – A
- 80-89 – B
- 70-79 – C
- 69 and below – F: Pace does not give credit for the course.
- I – Incomplete: All incomplete grades must be made up within 10 days following a grading period. The head of the Middle School must approve any extension.

Course credit and failure: Students who fail the first semester of a year-long course may still avoid the summer school requirement if they pass the second semester and the average of the two semesters is 70 or above; those students will receive a full year of course credit as well. Students who fail the second semester of a year-long course and pass the first semester must make up the remaining semester in a summer program approved by the head of Middle School. Students who fail the second semester but pass a year-long course with an average of 70 or above will receive credit for the course even though they must still attend one semester of summer school.

Semester 1	Semester 2	Average Course	Credit	Summer School
65	75	70	Yes	No
75	65	70	Yes	1 semester
71	65	68	No	1 semester
65	71	68	No	1 semester
65	65	65	No	2 semesters

- All work failed during the school year must be made up during the summer before a student may return to Pace in the fall term. Students must make up failed courses in English, math and world language. Students who fail either history or science will be required to take either a comparable summer course or a reading or study skills class approved by the head of Middle School.
- It is the family's responsibility to secure summer school information and instructions for registration.
- The head of Middle School must approve any summer school work for credit after consultation with the teacher of the course in question.

Grade reporting: Grade reports will be posted in myPace on the Pace website every nine weeks. However, any student with a grade below 75 will also receive a grade report at four and a half weeks during the first and second semesters. Teacher comments in all subjects will be included with grade reports at the mid-semester mailing.

Examinations: Eighth grade students take semester-long examinations at the conclusion of both fall and spring semesters. Seventh grade students take a semester-long examination at the conclusion of spring semester.

Extra-help sessions: A hallmark of Pace Academy is the teacher's personal interest in student growth. As such, teachers are available to their students for drop-in extra help from 7:45-8:10 a.m. daily.

Students may always make individual appointments to see teachers at other times mutually agreed upon by the teacher and the student.

Students must ultimately bear the responsibility for their own learning. To develop the skills critical for becoming independent learners, students should be actively engaged during class and be thoughtfully completing out-of-class assignments. Then, as students need extra help from their teachers, they should adhere to the following guidelines:

- Be prompt in arriving.
- Come prepared with all of the suitable materials such as class notes, textbooks, paper, pen, etc.
- Have specific questions and/or areas of concern and, if applicable, prepare appropriately ahead of time by rereading a chapter, redoing exercises or math problems, reviewing notes (particularly in the case of an absence), etc.
- Be a willing, active participant with the teacher (e.g., asking questions necessary to clarify).

Important notes concerning extra help: After an absence, students should turn to a peer first for class notes. Teachers cannot guarantee their immediate availability upon students' return in every circumstance, nor should teachers be expected to re-teach an entire class.

Eligibility for participation in academic/extracurricular activities: A Middle School student failing only one class may participate in any extracurricular activity.

A student failing two or more classes at the end of any grading period (4 ½ week, 9 week, 13 ½ week, or semester) will be ineligible to try out or otherwise participate in extracurricular activities until the next grading period. At that time, if the student is failing no more than one class, eligibility will be restored.

Any second semester course failure must be made up over the summer for the student to be eligible for extracurricular activities at the start of the following school year.

Pace Academy is a member of the Georgia High School Association (GHSA), the regulatory association that governs athletics, literary and other competitive activities among secondary schools of Georgia.

Homework: Middle School students should expect to receive between 20-30 minutes per subject per night. This means that the average student will spend approximately two hours on homework per evening. Tests may require additional preparation time. Pace acknowledges, however, that some students will complete this work more quickly and some will require additional time. Parents should consider homework as a contract between the school and the child. By providing quiet, consistent time, space for working and a positive interest in the child's accomplishments, parents can best assist the process of homework.

Late homework: Homework is to be turned in on time. In some cases, the grade for a late assignment will drop 10 points for each day that the assignment is late. Teachers may adopt different policies, however, and have the right not to accept late homework.

Textbooks: Students are expected to purchase all necessary textbooks prior to the first day of school. Students who need book replacements must purchase a replacement copy.

The Woodruff Library

The Woodruff Library is a light-filled, welcoming space for students and teachers in the Middle and Upper Schools. With seating for 124 on two floors, the library has an abundance of space for individual or collaborative study. Features include a two-story reading room, a fireplace, a media-enabled classroom, individual study carrels, and three group study rooms.

The collection includes more than 23,000 books and DVDs, 150,000 eBooks, 18,000 streaming videos, and access to thousands of journals, magazines, and newspapers through our 50+ online databases. Students are encouraged to use the library's resources in their academic pursuits as well as for recreational purposes. Recommendations for new books and DVDs are always welcomed.

Two full-time librarians and one part-time assistant help students navigate the world of information resources with research tutorials, classroom instruction, and on-the-spot help in the use of learning tools and reference materials. Parent volunteers round out the library staff by managing the circulation desk during school hours.

The library is open Monday through Friday from 7:30 a.m. - 4:00 p.m. and on weekends and later into the evening during exams.

Current activities may be viewed on our Facebook page <http://www.facebook.com/paceacademywoodrufflibrary> and on the Pace website <https://www.paceacademy.org/academics/woodruff-library>.

Attendance, Dress Code and Procedures

Attendance: Students are expected to be in school daily. Should a student miss for any reason, the making up of work is the responsibility of the student. The student should arrange with teachers for a mutually convenient time for make-up work; students must make up all missed work.

A student checking in after 12 p.m. will be ineligible for all extra curricular practices and events on that day.

Homework assignments due to absence may be accessed online.

Absences: Absences are either unexcused or excused.

Unexcused absences: The school strongly discourages students from missing school except in unusual circumstances. Teachers should not be expected to give special help to a student who is absent for nonessential reasons such as family pleasure trips. To make up work due to an unexcused absence:

- Students should make up tests prior to the absences or on the day of return to school if arrangements are made with the teacher and if the absence is not for cutting class.
- Without mitigating circumstances, the grade for tests missed for truancy shall be a zero. Tests missed for truancy with mitigating circumstances may receive no grade above 70.

Excused absences: Excused absences may be either unforeseen or foreseen.

Unforeseen absences: Unforeseen absences include illness, injury and serious family illness or death.

- Parents should contact the Middle School office by 8 a.m. by email (kim.thomson@paceacademy.org) or on the direct dial line at 404-240-9134 to report a student's absence, tardiness or late check-in. This line is accessible 24 hours a day.
- Students who are absent from a class for illness 10 or more times during a semester will be required to provide a doctor's excuse and may be subject to receiving no credit for the semester.

Foreseen absences: Foreseen absences include a wedding or graduation in the child's immediate family or a religious holiday. All requests for foreseen absences should be directed to the front office. If a student is to be excused for a foreseen absence, the following procedure must be followed:

- The student must request assignments from teachers using the planned absence form before the absence and must be prepared to make up all work assigned by the teacher by the date required.
- Parents must write a note or send an email explaining the reason for the absence. This note should be in the Middle School office no later than the day prior to the absence.

To make up work due to an excused absence:

- If a student checks into school late on the day of a previously announced assignment, he or she is required to make up the assignment on that day.
- When a student returns to school following a one-day excused absence, he or she is expected to make up any previously assigned work on the day of return unless there are special circumstances.
- For absences of two or more consecutive days, the student should meet with the teachers to schedule make up work. The grade level dean can also assist in this process, especially after a lengthy absence

Excessive absences: Regular class attendance is essential. The school, therefore, reserves the right to refuse credit for a class to a student who has excessive (10 or more) absences from that class during a semester. Under normal circumstances, a student missing 10 classes during one semester will be subject to a thorough review of the causes for the absences in a meeting with the school and the family. Following this meeting, the school will evaluate course credit and may determine additional restrictions.

Holiday absences: Absences that immediately precede or immediately follow official school holidays are considered unexcused absences and are highly discouraged.

Foreseen dismissal within a school day: Parental cooperation is asked in the matter of scheduling medical and dental appointments so that most occur after school or during school holidays. All students leaving school for any reason must:

- Have parental permission by a note, email, personal visit or phone call to the Middle School office by 8:30 a.m.
- Sign out in the Middle School office at the time of departure and leave the campus promptly.

A student may not leave campus until he or she has fulfilled both requirements. A student must sign in at the Middle School office upon return.

Unforeseen dismissal within the school day: A student who becomes ill during the day must see the school nurse who will contact the parent or the designated emergency contact by phone. Students will not be permitted to leave school without the school's communication with the parent or the designated emergency contact. The student must sign out in the Middle School office at the time of departure.

Physical education excused absences: A student may be excused from physical education class only by a note from home to the chair of the Physical Education Department stating the reason; without a note, the student will not be excused from dressing out or participating in physical education activities. If a student misses more than three consecutive classes, he or she must have a note from a physician stating the medical reason.

Tardiness: School is in session from 8:15 a.m-3:00 p.m. Occasional unexpected circumstances may cause tardiness, but habitual late arrival at school is not permissible. Parents will be called if tardiness becomes a serious concern. Students who arrive after 8:15 a.m. are considered tardy and must sign in at the Middle School office. Repeated tardies are referred to the head of Middle School and the assistant head of Middle School for student life.

Class-cutting and truancy: Class-cutting and truancy are disciplinary matters. Any student cutting class (intentionally or through negligence) will be subject to discipline.

Walkers: Parents of Middle School students who walk home should notify the Middle School office at the beginning of the school year.

Middle School students must have their parents' permission (phoned or emailed to the Middle School office) to leave school grounds on foot. This includes walking to the West Paces shopping center during exams or at any other time.

Dress Requirements

Students must always strive for a neat appearance. Students should be comfortable and appropriately covered. It is expected that students follow the dress code during the school day and at any Pace-sponsored activity, unless otherwise stated by the head of Middle School. We cannot provide a complete list of approved or excluded clothing; therefore, the following list is intended to provide the main idea for Pace dress. Should a student be out of dress code, that student may be required to call home for a change of clothing or wear clothes provided by the school that do conform to the dress code.

Daily Attire for Girls

- Girls should wear dresses, skirts, shorts, pants or jeans. The hemline of dresses, skirts and shorts must fall naturally at mid-thigh. Dresses must have sleeves or a collar.
- Blouses and knit shirts are acceptable. A student's midriff should be fully covered. When arms are raised skin should not show. Tank tops are not permitted and cleavage should not be shown. Athletic shirts are not allowed. Girls' tops must have a collar or a sleeve. Shirts worn underneath lace or see-through tops must meet dress code standards. Undergarments should not be seen.
- All students may wear Pace Academy sweatshirts purchased through the Campus Store or the athletic department and clearly showing school name or logo on any day of the week. Sweatshirts bearing college or university names or logos are also allowed. Sweatshirts should not be overly casual or distracting. Solid color sweatshirts with appropriate logos and writing are permitted. No neon colors are allowed. Sweatshirts may not be ripped or contain inappropriate words or symbols.
- Students may wear athletic shoes, leather sandals, thong sandals, and Birkenstock-type shoes on a daily basis. Leather shoes, including leather sandals, are permitted on dress uniform days. Students may not wear beach, river crossing, nylon or plastic sandals. No heels over two inches are allowed.
- If tights or leggings are worn, skirts, dresses or shorts worn over them must be dress code length.
- Caps, hoods or hats must be removed inside any building.
- Clothing must be neat, clean and in good repair.
- Hair must be clean and neatly groomed. Hair may not be extreme in style or color.
- Jewelry should be moderate, safe and not distracting.

Daily Attire for Boys

- Pants, jeans, or shorts are acceptable attire. Belts are required for pants with belt loops.
- Shirts must have collars. All shirts must be tucked in. No T-shirts or shirts with writing are permitted. Sweat clothes and other athletic shirts and shorts are not allowed.
- All students may wear Pace Academy sweatshirts purchased through the Campus Store or the athletic department and clearly showing school name or logo on any day of the week. Sweatshirts bearing college or university names or logos are also allowed. Sweatshirts should not be overly casual or distracting. Solid color sweatshirts with appropriate logos and writing are permitted. No neon colors are allowed. Sweatshirts may not be ripped or contain inappropriate words or symbols.
- Hair must be neatly maintained. It must not hang over the eyebrows.
- Students may wear athletic shoes, leather sandals, thong sandals, and Birkenstock-type shoes on a daily basis, except on Dress uniform days when non-athletic leather shoes must be worn.
- No beach, river-crossing, nylon or plastic sandals may be worn.
- Caps, hoods or hats must be removed inside any building.
- Clothing must be neat, clean and in good repair.

Dress Uniform for Girls

(Check the calendar for dates of required wear.)

- Regulation khaki skort with sewn-in shorts is required. Skorts must be no shorter than three inches above the knee. Skorts may be purchased through the Lands' End Uniform Shop.
- White, short-sleeved collared cotton shirts are required. Shirts meeting the requirement are available through the Lands' End Uniform Shop. Others meeting the description are permitted. No large logos are permitted.
- Leather shoes in brown, black, blue or bone are required. Birkenstock-type shoes and leather sandals are permitted. No athletic shoes are permitted.
- No outerwear or sweatshirts are permitted with the dress uniform in the MS building.

Dress Uniform for Boys

(Check the calendar for dates of required wear.)

- Khaki pants are required. Pants may be purchased through the Lands' End Uniform Shop.
- Oxford cloth white dress shirts are required.
- Leather shoes are required. Birkenstock-type shoes are permitted. No athletic shoes or sandals are permitted.
- Appropriate neckties and a belt are to be worn with the dress uniform.
- Shorts are not permitted with the dress uniform.
- No outerwear or sweatshirts are permitted with the dress uniform in the MS building.

MS students are not required to purchase a P.E. uniform. Boys and girls should wear shorts with an inseam of at least 6 inches and a Pace T-shirt. Athletic shoes should be worn in P.E. class.

Procedures

Keeping a student home: A student running a 100-degree temperature or higher should not be sent to school. Parents should evaluate students with other signs of illness, such as unexplained rash, vomiting, diarrhea, complaining of concerning health issues, etc. Students must be symptom-free and have a temperature less than 100 degrees without medication during the 24-hour period prior to his/her scheduled arrival at school.

Illness at school: Should a student become ill during the school day with a temperature of 100 degrees or higher, vomiting or diarrhea, the parent(s) will be contacted. Facilities do not permit extended care of a sick child, and the parents are expected to make every effort to pick up the student as soon as possible.

Medication: The Pace nurse dispenses all over the counter and prescription medications (including Tylenol, Sudafed, cough syrups and other parent approved medications) on campus. Students are not free to carry drugs on their persons or to keep them in lockers, book bags, cars or other personal possessions. For this reason, students must turn over all such medications—with the exception of inhalers, Epipens and insulin—to the school nurse. All other medications from home are required to be in the original container and given to the nurse at the beginning of the school day and before all field trips. The dosage on all medications will be followed as prescribed. It is a violation of a major school rule to give drugs of any kind to another student. Failure to comply with these expectations will be interpreted as a

violation of the rule on drugs and will be reported to the head of student life for adjudication.

Morning drop-off and afternoon dismissal procedures: Carpool drivers are asked to follow the guidelines posted in the on the Pace website. Mixed carpools of Middle School and Lower School students enter the Lower School campus from Rilman Road to drop off or pick up Lower School students.

Up-to-date information regarding traffic flow can be found on the Pace website. Dismissal from school is at 3 p.m. and students should not be in the parking lot before 3 p.m.

Visitors: All visitors must sign in at the Middle School office and wear a visitor's badge while on campus. This procedure must be followed even if the stay is short.

Appointments with teachers: Parents are asked to see teachers by appointment only. It is preferred that parents contact the teacher directly by phone or email to set up appointments. Parents may also contact the Middle School office for assistance in scheduling conferences.

Parent/teacher conferences: Parent conferences are part of the yearly schedule and are arranged by the middle school office in the fall for all grade 6 students. In the fall and spring grade 7 and grade 8 parents will be given the opportunity to schedule appointments with teachers. In the spring, grade 6 parents will have the opportunity to schedule appointments with teachers. The dates for the conferences appear on the Pace calendar. All parents are encouraged to attend conference days to meet with their child's teachers.

Student guests: Students who wish to have guests during a school day are to clear this request at least one day in advance through the head of Middle School. The attire for all such guests must meet the requirements of the Pace dress code.

Student lunch: Bringing "special" lunches (for example, fast food or pizza) to students or groups of students is not permitted unless there is permission from the head of Middle School. Special lunches due to food allergies must also be cleared with the head of Middle School.

Telephone: Telephone messages to students should be limited to emergency matters only. All other communication should be handled prior to the school day. Phones are available to students to use around campus. The use of cell phones is not permitted during the academic day for any reason including picture taking. Cell phones may only be used before 8:10 a.m. and after 3:00 p.m. and must be turned off and placed in the student's locker during the school day.

Personal wireless devices: Pace Academy is a technology-friendly school. Although Pace is thoroughly equipped with the latest in educational technology, some students may prefer to use their own wireless devices (e.g. laptops, tablets) at school to facilitate note-taking and organization. During school hours (8:15 to 3:00 p.m.) a student's personal technology is to be used for school-related assignments only. All such devices should have the Internet disabled, unless a teacher has given clear permission that the student may use the Internet to take notes or to complete an in-class assignment. However, the student is responsible for disabling the Internet again at the conclusion of that class.

On rare occasions teachers will allow students to use cell phones for a class project. This privilege will always occur under direct teacher supervision.

Invitations: Private party invitations may not be distributed at school or via grade representative emails.

Emergency drills: The signal for a fire drill is a siren or voice announcement. The tornado drill signal is an intermittent siren and/or voice announcement. Instructions for evacuation and/or lockdown of the buildings are posted in each room. During emergency drills, students must walk in an orderly fashion to the designated area, maintain silence and follow directions. Drills are scheduled on a regular basis.

Field trips: Field trips serve as an extension of classroom instruction and as enrichment both in community engagement and the fine arts. The parental permission form for field trips is available in myPace. Parents will be notified of all trips via communications sent by the school.

Care of belongings: All articles owned by the student, including sweaters and coats, should be plainly and durably marked with his or her name. Lost and found bins are available on each floor. Belongings not claimed at the end of each semester are donated to charities. Money and articles of value should not be brought to school.

The Pace Campus: The Pace campus is designed for the enjoyment of all faculty, students and visitors to Pace Academy. The gardens and patio area of the Pace Academy campus are important gathering places for both Middle and Upper School students and should be treated in a respectful manner. Each group should be mindful of the shared space available and the rights of the other group. Excessive noise and rowdy play should be avoided at all times. The patio should be clean and free of paper and other trash. Each student is responsible for picking up his or her own trash and collecting his or her belongings before leaving the patio and garden area. Sports equipment checked out from the Middle School office must be returned to the office before the student returns to class or leaves for home. Use of the campus for non-school functions must be cleared with head of school.

Student Conduct Policies

We in the Middle School believe in the basic honesty and integrity of each student. Every day we can cite numerous examples of outstanding, honorable behavior. Nevertheless, like all children, our students want to know the limits and occasionally will exceed the limits that we have placed before them.

Pace Academy recognizes that under most circumstances students are subject to Pace rules and regulations only when they are under the jurisdiction of the school. However, when it comes to the basic principles of honor, personal integrity, respect for other people and basic community standards, the school assumes the right to expect students to comply with our regulations at all times on or off campus, during school hours and even when school is not in session.

Violations of general community standards of propriety are difficult to define but come into play when behaviors are offensive or shocking, e.g., public nudity, lewd acts, any action which involves the police, destruction of property, vandalism, etc. Any behavior, on campus or off campus, which brings notoriety or discredit to Pace Academy, is a violation of the Code of Respect. Pace Academy's Middle School separates conduct into three categories: general discipline, the Code of Honor and the Code of Respect. General discipline includes the management of most behavioral issues. The Code of Honor and Code of Respect are so integral to the moral foundation of our school community that they are supported by separate disciplinary procedures.

The Middle School subscribes to a strategy of preventive discipline and positive reinforcement. The assistant head of Middle School for student life will be in charge of behavior and safety in the Middle School.

Students in the Middle School are expected to know and to abide by school rules and policies. An infraction of the rules, however, may result in a loss of privilege issued by the teacher or a detention issued by the assistant head of Middle School for student life. Immediate, logical, restorative and educational consequences will be determined by the assistant head of Middle School for student life and communicated to the parents as necessary. Discipline decisions involving serious matters will be made in consultation with the head of Middle School.

When misbehavior occurs, it is judged as either a matter of negligence or will. If negligent, the student will usually receive a loss of privilege issued by the teacher. If the misbehavior is a willful act, the student will likely receive a minor detention or major detention administered by the assistant head of Middle School for student life. In extreme or repeated cases, suspension or dismissal from school may result.

A loss of privilege (LOP) for problems of neglect will usually be served during recess, or before or after school. At that time the student may be required to complete a behavior improvement plan, outlining steps to prevent recurrences and help instill new habits.

The following are examples of behaviors that may result in loss of privilege:

- Disturbing classroom
- Inattention in class after a reminder
- Neglecting to return work or forms with requested parent signatures
- Tardiness (two times to class and five times to school per semester)
- Neglecting books or book bags
- Taking books to assembly
- Violating dress code
- Failing to sign in or out
- Failing to report for required extra-help session
- Chewing gum
- Eating inside classroom buildings without permission
- Failure to store cell phone in locker between 8:10 a.m. and 3 p.m.
- Failure to report to after-school program when on campus after 4 p.m.
- Failure to report for LOP
- Failure to have proper P.E. uniform

A minor detention for willful misbehavior will be served after lunch, before school, or after school. The assistant head of Middle School for student life in consultation with the teacher will determine the consequences of a detention. Consequences are designed to be immediate, logical, restorative and educational. After a third minor detention for the semester, the next detention will be a major detention or suspension.

The following are examples of behaviors that may result in minor detention:

- Disturbing classroom repeatedly
- Littering
- Disturbing extra-help session
- Violating dress code repeatedly
- Entering off-limit areas without supervision
- Riding in a car without parent's permission
- Using cell phone during the school day between 8:10 a.m. and 3 p.m.

A major detention, for a more serious willful offense, will require more lengthy and thorough consequences as determined by the assistant head of Middle School for student life in consultation with the head of Middle School. As with minor detentions, consequences are designed to be immediate, logical, restorative and educational. Repeated major detentions may result in suspension or dismissal.

The following are examples of behaviors that may result in a major detention:

- Bullying—verbal or physical abuse (if flagrant, suspension or dismissal may result)
- Cutting class
- Use of inappropriate language, spoken or written
- Insubordination
- Defacing property
- Throwing any projectile (e.g. pine cones, sticks, stones) in anger or provocation
- Bringing weapons (or any facsimile), pocketknives, matches, or lighters on campus
- Endangering the physical well-being of oneself or others
- Repeated minor offenses in close succession
- Accumulating 10 LOPs in a semester

For disciplinary reasons, a student's privileges may be revoked at the discretion of the assistant head of Middle School for student life after consultation with head of Middle School. Parents will be consulted when deemed appropriate.

A third suspension for any reason, including discipline, within three consecutive school years in grades six through eight will likely result in separation from Pace Academy.

Notes regarding suspension:

- If the student is a member of the Student Council, he or she will be removed from that position. That student may not run for Student Council during the academic year of the suspension.
- The student is not eligible for awards during that year.
- The student shall lose the privilege of representing the school in extracurricular events that are not academically related for a period of five calendar days for each day of suspension or probation, though the student may choose to continue to practice with his or her school group. If the violation occurs at the end of a marking period, the penalty will automatically carry over to the following term.
- The student may not be eligible to participate in a school-sponsored trip for the remainder of that school year and/or a summer trip.

It is important to note that all suspension- or dismissal-level disciplinary action is a part of a student's Middle School record, and that record may be disclosed to other schools or other third parties.

The Code of Honor

The Middle School abides by two codes: the Code of Honor and the Code of Respect. A violation of either of these codes is dealt with by a procedure separate from the general discipline system.

Personal honor and integrity are the Pace community's most valuable possessions. Therefore, the Pace Academy Code of Honor should have the support of every member of the Pace family. Members of the Pace community must abide by and support the principles upon which the Code of Honor is based.

The Code of Honor: Every Pace Academy student is honor bound to refrain from lying, cheating or stealing. Furthermore, every Pace student aware of a Code of Honor infraction should report it to any teacher.

- Lying is deceiving others by intentional falsification or denial of fact. Lying also includes creating a false impression, making exaggerated or intentionally misleading statements and omitting known information.
- Cheating is the unauthorized giving or receiving of information that could result in an unfair advantage in completing schoolwork. Cheating

is also plagiarism and all other means of representing another's work as one's own.

- Stealing is the act of taking anything belonging to another without the owner's specific consent.

The Honor Pledge: The Pace Academy Code of Honor policy requires each student to write out and sign the following pledge on all graded assignments:

*I pledge that I have neither given nor received
any help on this (assignment).*
Student signature

Consequences of a Code of Honor violation: A student guilty of violating the Code of Honor is subject to possible dismissal from Pace Academy. The first offense is usually treated as an opportunity for guidance, but the degree of disciplinary response depends upon such factors as the age of the student, the amount of time he or she has lived under the Code of Honor and the nature of the offense. The second offense usually results in a suspension.

The Honor Committee, composed of three faculty grade-level honor chairs, investigates and considers all honor cases. The committee submits its findings and disciplinary recommendations to the head of Middle School. The head of Middle School determines disciplinary action.

Respect for others and the basic standards of propriety are essential values for individuals in an academic community. Therefore, the Pace Academy Code of Respect should have the support of every member of the Pace family. Members of the Pace community must abide by and support the principles upon which the Code of Respect is based.

The Code of Respect: Every Pace Academy student must respect individual differences, treat others as he or she wishes to be treated, respect authority and represent his or her school and community with high standards of decency and civility.

Under the Code of Respect, Pace Academy students must refrain from harassment or discrimination, physical or verbal intimidation or abuse, coercion, threats, or other attempts to bring hurt or harm to others.

- Harassment can be defined as any single, harmful event that is perceived as excessive or any pattern of more minor behaviors, which are perceived by the school as emotionally or physically abusive.

- Discrimination is defined as any harmful behavior toward others based on such factors as race, religion, ethnicity, National origin, socioeconomic status, gender, sexual orientation, age, physical or mental disability.

Following are examples of harassing behaviors:

- Obscene or suggestive remarks or jokes, verbal abuse or insults, including texts
- Display of explicit, offensive or demeaning materials
- Physical or verbal hazing
- Threats
- Comments that are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation or class

Types of sexual harassment:

- **Verbal:** sexual innuendos, disparaging or suggestive remarks, verbal sexual abuse disguised as humor or jokes and propositions and/or threats, expressed orally or written including text messages, emails, online commentaries
- **Non-verbal:** sexually suggestive or offensive objects, pictures or graffiti; graphic commentaries; suggestive or insulting sounds such as leering, whistling, howling or making catcalls; or obscene gestures
- **Physical:** unwanted physical contact, including unnecessary brushes or touches; physical innuendoes made at inappropriate times; subtle pressure for sexual activity; coerced sexual intercourse and/or assault

Sexual harassment can be overt or subtle. Whatever form it takes, it is insulting or demeaning to the recipient and cannot be tolerated at Pace. Instances of harassment, sexual or otherwise, will be mediated and/or adjudicated as is appropriate to the circumstances of the case in question.

Violations of general community standards of propriety are difficult to define but come into play when behaviors are offensive or shocking, e.g., public nudity, lewd acts, any action which involves the police, destruction of property, vandalism, etc. Any behavior, on campus or off campus, which brings notoriety or discredit to Pace Academy, is a violation of the Code of Respect.

Pace Academy students must respect the privacy of others. Students must not enter other people's personal possessions, e.g., mail, lockers, book bags, etc., without the explicit permission of the individuals involved. Likewise, entering another student's email account or unauthorized use of another

person's identification number to send messages is a violation of the Code of Respect.

Pace Academy students must respect the authority and dignity of the adults at school, especially within the context of the classroom. Rudeness and/or disrespect are not tolerated. Repeated minor incidents of disrespectful conduct will lead to the loss of the contract for the following year or immediate separation, if necessary; any single act of flagrant insubordination makes the student liable to immediate dismissal.

All complaints of sexual or other harassment should be reported promptly to the head of Middle School or the head of school.

Consequences of a Code of Respect violation: A student guilty of violating the Code of Respect is subject to possible dismissal from Pace Academy. In all respect violation cases, the Middle School administration in consultation with the head of school determines the disciplinary action.

Drugs, Tobacco, Alcohol and Other School Rules

This system is based on the belief that central to our concept of discipline are the following considerations:

- The general well-being of the school
- Support for the integrity of the faculty
- Protection of students' rights (individually and as a student body)
- Student safety

This system is based upon the responsibility of the student for his or her own conduct and the responsibility of the faculty for discipline in class and out of class. Only with cooperative assumption of responsibility and consistent application of rules can the atmosphere be such as to promote the best learning possible.

Pace Academy is a school where learning is the main objective. Students, faculty and parents make up the community of Pace, where everyone must focus on attitudes and decisions that will help us "strive for excellence."

Pace Academy enforces strict rules on the use of drugs, tobacco and alcohol. Young people deserve to enter a community that exists as a sanctuary from drugs and alcohol. Drugs, tobacco and alcohol will not be tolerated on the campus of Pace Academy or on the campuses of other schools.

When students choose to come onto campus in the possession, or under the influence, of drugs, tobacco or alcohol, they violate their basic responsibility as citizens and as students of Pace Academy. Empty containers or drug paraphernalia on campus will be construed as possession of alcohol and/or drugs. Possession of e-cigarettes, advanced personal vaporizers (vape pens), JUUL vapor devices, and other similar devices, and/or the possession of smokeless tobacco products are included under this rule. This responsibility extends to all events, trips or activities that are under the sponsorship of Pace Academy.

Consequences:

The penalties for non-adherence to this policy will be severe and can result in separation from Pace Academy. There is no minimum; possession or a sip is the same as consumption of a larger quantity. Smoking, including the use of e-cigarettes, advanced personal vaporizers (vape pens), JUUL vapor devices, and other similar devices, whether they contain nicotine or not, and/or the use of smokeless tobacco products are included under this rule.

First violation of rules on alcohol and tobacco/e-cigarettes:

- Student will be suspended for at least one school day and potentially longer, based on the severity of the violation.
- Student may be required to be assessed by a qualified professional and submit a letter of results of assessment from the qualified professional within 15 days.
- Student is ineligible for awards for the academic year.
- Student must vacate any office of the student body for the academic year.
- In egregious cases, student is subject to expulsion.

Second violation of rules on alcohol and tobacco/e-cigarettes:

- Student will be expelled, except in extraordinary circumstances.

Violations of the rules on drugs:

Students will be expelled for possession, use or distribution of drugs on the Pace campus or on the campus of another school. If a student is confronted or tested and found to have been using illegal drugs off campus or to have been misusing or abusing other substances that remain in the student's system on campus, the student will be treated according to the protocol stated above for the first offense against alcohol. Smoking, including the use of e-cigarettes, and/or the use of smokeless tobacco products are included under this rule.

It is important to note that Pace treats the distribution of drugs and/or alcohol on or off campus much more seriously than possession or use; separation from school is the required penalty for students found guilty of this offense.

For offenses committed outside of the aegis of Pace Academy (except, as noted above, those involving the Honor Code or the Code of Conduct and Respect), Pace presumes a health concern but not a disciplinary concern. The responsibility for students, while not at school, lies in the hands of the families. Pace asks families to adopt policies that support the laws of the land and policies of the school. We will inform families if we obtain credible, verifiable evidence of incidents that allegedly concern the behavior of their children while not under school jurisdiction. In extreme circumstances, Pace reserves the right to exercise discipline over off-campus offenses because they cross the boundaries of the Code of Conduct and Respect. Nevertheless, our general policy with respect to off-campus activities will be to presume parental custodianship over the behavior of their children. To presume otherwise, we believe, is to invite parental abdication of authority and accountability and to impose an unmanageable burden on the school.

Pace will work with students to lead healthy lives. For a list of Pace and community resources on drug and alcohol concerns, students or families may contact Pace counselors.

Drug and alcohol tests: Pace reserves the right to require suspected students to submit to appropriate medical tests on the spot, at the discretion of the school, whenever we encounter suspected violations of our rules forbidding the use, possession or distribution of alcohol, drugs, or drug paraphernalia. Students who refuse required testing will be assumed guilty of the suspected violation and will receive the punishment appropriate to their guilt. Any student who is found guilty of the use of drugs or alcohol, and who is allowed to remain at school, may be required to undergo a medical assessment by a professional who is acceptable to the school; the results of the assessment must be shared with the school, and for the remainder of the student's career at Pace, he or she must comply with the recommendations of the health professional in order to continue in the Pace community.

Rules on Unsafe Practices and Possessions

Note that in addition to the above, fireworks, firearms or other forms of pyrotechnics are never allowed on Pace campus or on the campus of any other secondary school. Students are forbidden to put themselves and others at risk by their actions or possessions. The following are examples (but cannot be all inclusive) concerning personal safety:

- No fireworks, fires, or other forms of explosives are allowed on campus.
- No weapons—air rifles, paint guns, pistols, slingshots, knives, etc.—are allowed on campus.
- Students may not engage in dangerous pranks or other activities (such as entering the swimming pool or any locked space without adult supervision, climbing in trees or on the roofs, etc.).

The penalties for non-adherence to this policy will be severe and can result in separation from Pace Academy.

Policy on Searches

Pace Academy must be able to maintain a safe atmosphere for learning and social interaction; therefore, in rare instances when there is specific reason to suspect a threat (e.g., drugs, alcohol, weapons, explosives, etc.), the school reserves the right to search a student's private possessions (e.g., book bags, purses, clothing, lockers, etc.) which are brought on campus or are present when the student is under the jurisdiction of the school. Great care will be used to be sensitive to individual rights during a search. Whenever possible, the student will be present.

Appropriate Use of Computers and Technology

Computers and related technologies are useful tools in education. Pace expects that all students will become comfortable using computers in a variety of productive ways. This means that the ability to use computers at school is more than a privilege; it is a required part of Pace's curriculum.

Pace Academy has a strong and comprehensive Honor Code and Code of Respect that apply to all students, faculty and staff. Principles of generally acceptable behavior are described in these codes and these same principles apply to all aspects of using technology as well. Thus, the Appropriate Use Policy (AUP) for Computing at Pace Academy does not need to be affirmed separately by signature. Pace Academy's standards are higher than those dictated by civil law. The AUP applies automatically to all students, faculty and staff because members of the Pace community associate voluntarily.

People have a right to expect that others will treat them, their ideas and their work respectfully. Members of the Pace community, therefore, have the responsibility to help foster and maintain attitudes and behavior that promote mutual respect. In general, this means fairness, honesty and sensitivity. The use of computers in a manner that is unfair, dishonest, or offensive by Pace community standards will not be tolerated.

The guidelines and rules for the Lower, Middle and Upper Schools are presented in separate sections. The guidelines illustrate how the Pace codes for acceptable behavior should be applied to the use of technology at school and when students, faculty and staff use the facilities of the global (Internet) community. When users have doubts about whether a particular electronic communication is or is not appropriate, they are urged to consider whether it would be acceptable to say or present the same material to a person, a class, or in a school assembly.

Middle School Guidelines for AUP

The following are specific rights and responsibilities for computer use derived from the Pace Appropriate Use Policy. All computer users are expected to abide by these guidelines.

All rights have corresponding responsibilities. Willfully irresponsible actions will not be tolerated. Such violations will result in disciplinary action, including possible separation from the school.

For each of the following rights, some specific examples are provided of what students need to do or not do to comply with acceptable use standards at Pace.

Students have a right to expect that their work will not be tampered with or used without their permission. Students' responsibilities related to this right include:

- Never alter other people's work.
- Never plagiarize and always remember to cite sources.
- Always respect other people's privacy. Students should not even "browse" other students' files if they are careless and leave their account open. They should save, close, and log out that student.
- Never represent themselves as someone else, real or created.
- Never share their passwords or use other people's accounts.
- Know how to change their passwords, and change their passwords periodically.

Note: While the school reserves the right to examine user's email and other files if necessary, it will always try to inform and include users if it is necessary to view their personal communications. If the user is not available when files must be examined, a senior member of the Pace administration must be present.

Students have a right to expect that their school will be a comfortable place to learn. Students' responsibilities related to this right include:

- Never use computers to bring something to school (by disk, Flash drive, or from the Internet) that would be offensive to members of the Pace community.
- Never send to anyone something that would be considered offensive, harassing, or disruptive. Note: Any kind of anonymous, "spamming", or misrepresented message is harassing.
- Never give personal information (address, phone number, etc.) about yourself or others to strangers or post this type of information on any web page.

Students have a right to expect that technology at school will function well, as often as possible. Students' responsibilities related to this right include:

- Never tamper with computers in a way that would make them function poorly for other users. Specifically, students should never change the basic setup (e.g., control panels, background, screensavers, mouse settings, etc.) or delete or replace system files on school computers without permission.

Students have a right to expect that the school will adhere to legal standards in using and distributing software. Students' responsibilities related to this right include:

- Respect all copyright laws that protect software owners, artists and writers.
- Never download or copy software unless they are sure that it is freeware or shareware.

Students have a right to expect that technology at the school will be available for their productive use as often as possible. "Productive use" includes some "learning by exploring." Students' responsibilities related to this right include:

- Never use the computers, network, email and Internet systems in ways that limit or hinder productive use by other people.
- Never email during class without teacher permission.
- Never access social networking, YouTube, and other non-academic sites during class without teacher permission.

- Never play computer games without teacher permission. Playing computer games without teacher permission before or during school or during recess can result in the student's receiving two LOPs.
- Never mail chain letters or other junk mail, or use the email system to chat back-and-forth in real time.
- Never use the network for instant messaging (IM) using our internal system or other external available programs (i.e. Google chat).

Students have a right to expect that technology at the school will be used as efficiently as possible since inefficient use can make computers less useful for other people and more expensive for the school. Each user must act responsibly when storing files, printing and downloading. Students' responsibilities related to this right include:

- Store personal files either in their folders on the file server or in the "Documents" folder on the local hard drive. Students should not create disk clutter by saving files in other locations.
- Never store more than 500 megabytes of files in their network folders without permission. Their network folders are meant to be a space for saving work (files), not programs. If students must save programs, they should put them in the "Public Download" folder on the network.
- Never routinely save more than 300 email messages or any large files in their email accounts.
- Never print unnecessary or multiple copies on a laser printer. If students need to make copies, they should use a copy machine. It is less expensive.
- Never print in color unless the final copy must be in color per teacher assignment. Print in black and white or grayscale.
- Avoid downloading unnecessary software or files from the Internet. Downloading consumes bandwidth and slows access for other users.

Students should be nice. They should always try to help others, as they would hope that others would help them. Students should talk with one of computer teachers if they are unsure about the appropriateness or safety of any computer or Internet activity. They should provide appropriate information to the computer teachers about inappropriate activities.

Guidelines for Student-Owned Wireless Devices in School: Pace seeks to create a wireless-device-friendly-environment and to provide some simple guidelines that will help students and teachers work together to use technology in the classroom. All rules in the Pace Academy Acceptable Use Policy apply to any wireless devices used on campus. A student's wireless device is to be used for school-related assignments only. Pace Academy is not responsible for any loss, theft, or damage to any personal device.

The Middle School computer lab is open in the mornings from 7:45-8:10 a.m. for students to work on school projects or to practice keyboarding. The computer lab is closed during recess and lunch. The lab is open most days after school for students to work on school projects from 3:00-4:00 p.m. Monday through Thursday. The lab closes at 3:00 p.m. on Fridays. The lab should be considered to be like a library. Students who need to work on school projects or assignments have priority in using the computers.

These guidelines will evolve with time and experience. Changes will be posted online. Each user is responsible for staying informed of any changes.

Middle School Organizations and Activities

Student Council: The student council is composed of four elected student council representatives from each grade. The eighth grade student receiving the greatest number of votes will be the student council president.

Middle School Community Engagement

The Community Engagement program seeks to fit the unique developmental stage of Middle School students by encouraging their curiosity, their eagerness to discover and their desire to make a difference in the world. Community outreach, education and awareness are central themes in the program. Community Engagement is an integral part of a student's education, growth and maturation as a young citizen in a democratic society.

For students in grades six through eight, the Middle School requirement is 15 hours of service. Students may complete their hours at their own pace, although as a rule of thumb it is suggested that students try to complete at least five hours each year. Engagement hours with appropriate documentation should be submitted on the online form found at www.paceacademy.org/hours.

Community engagement hours will not be given for any service that students receive credit for from an external organization. For example, if a student completes a service project for a confirmation class or for a scout badge, Pace will not credit those same hours for a second time.

On-campus community engagement opportunities include the Fall Fair and events sponsored by Parents Club and Booster Club.

Awards

Students in grades six through eight are eligible for awards if they have no failing semester grades in any of their classes, have not been suspended during the year and exhibit the values described in the Pace Honor Code and the Code of Respect.

Sanford and Barbara Orkin Honor Scholarship Society: The Sanford and Barbara Orkin Honor Scholarships are established to attract and recognize Pace Academy students in grades six, seven and eight of exceptional quality, challenging them to continue personal growth and to provide outstanding models for other students to emulate. One boy and one girl from each class are selected. Once selected, a student remains in the Orkin Society as long as he or she maintains the standards of the society. Students may receive the Orkin Honor Scholarship Award once while in the Middle School. Students who receive the Orkin Honor Scholarship Award in the Middle School are eligible to receive the award in the Upper School.

The Jim and Lesley Wheeler Scholar Athlete Awards: This award is given to one girl and one boy from each grade, seven and eight, who excel in athletics and have earned a minimum grade average of 90 for the year. These scholar athletes exemplify the highest standard of academic excellence, good sportsmanship and citizenship. The award can be received once in grades seven and eight and once in grades nine through eleven, but all seniors who meet the requirements are eligible

The Daughters of the American Revolution Youth Citizenship Award: This award is given to one boy and one girl from the eighth grade that best represent the ideals of loyalty, personal responsibility, integrity, scholarship, determination and patriotism.

The B.J. Hayes Good Citizen Award: This award is given to one boy and one girl from the seventh grade who best represent the ideal of good citizenship as displayed by their fine character, humility and willingness to put others first. A good citizen is helpful, hardworking, pleasant, and always strives to do what is right without expectation of reward. This award is given in honor of Mrs. B.J. Hayes, who inspired history students for forty-one years at Pace Academy, always exemplifying good citizenship in her every word and deed.

Parent Grade Representatives

Each grade has several parents who serve as grade representatives. Representatives are selected by the administration. In the LS mothers and fathers serve as parent grade representatives with parents of a male student and a female student representing individual classes. In the MS and US parent grade representatives include parents from two families from each class with one family having a male student and one family having a female student.

LS grade representatives serve for one year. MS and US grade representatives serve for two years, with a new grade representative rotating into the group each year. Occasionally, the MS grade representatives may choose to remain grade representatives and move into the next grade level. This is at the discretion of the MS administration.

Parent grade representatives meet during the school year by division. The meetings are chaired by the division head and the dates are on the calendar. The group's purpose is:

- To serve as a sounding board and information channel between parents and the administration.
- To serve as a discussion group on substantive matters relating to the school and its students.
- To facilitate the student social activities of the school.
- To facilitate the organization and sponsorship of parent orientation and social functions.

The names of the grade representatives are at the top of each class list in the printed directory. Complete contact information is on the Pace website in the Parent Portal section.

If You Have a Question

Start with the first person listed. If he or she cannot help you, refer to the next person for help. Faculty and staff extensions are found in the directory.

General policy: Classroom teacher; Kathie Larkin, Assistant Head of Middle School for Academics; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School; Fred Assaf, Head of School

Middle School policy: Kathie Larkin, Assistant Head of Middle School for Academics; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School

Classroom progress and curriculum: Classroom teacher; Dean; Kathie Larkin, Assistant Head of Middle School for Academics; Graham Anthony, Head of Middle School; Liz Mason, Director of MS Academic Resource Center

Student or classroom behavior: Classroom teacher; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School

Calendar of Middle School events: Kim Thomson, Administrative Assistant to the Head of Middle School; Grade Reps; Kathie Larkin, Assistant Head of Middle School for Academics

Extra help: Classroom teacher; Dean; Kathie Larkin, Assistant Head of Middle School for Academics; Liz Mason, Director of MS Academic Resource Center

Athletics: Coach; Troy Baker, Director of Athletics; Mark Sommerville, Assistant Head of Middle School for Student Life; Graham Anthony, Head of Middle School; Fred Assaf, Head of School

Student accident claims: If your child was injured during an athletic practice or event, please contact the Pace Academy sports medicine team in the Athletic Office. If your child was injured during the school day or at KnightCrew please contact the Pace Academy nurse. If your child was injured during a summer programs activity please contact the Director of Auxiliary Programs.

Unscheduled school closings (emergencies and inclement weather): In an emergency, the community will receive a text message and information will be on the homepage of the website. We will send what our power and technology resources allow. When the school's power and phones are down, we are not able to send email, voice mail or leave recorded messages. If the power is down, the Pace phone system does not function. If a text message is sent the screen always will be 23177 or 63079. We will keep the website homepage updated with the most recent information. Local TV and radio stations will be informed if we are closed.