



**Student Handbook
2024-2025**

Attendance

One of the most important factors that determines your success in high school is being present for school and your classes. That also means being on-time so you get to learn the lessons, ask questions, work with your classmates, and participate in class discussions. You should plan to arrive at school early enough since public transportation isn't always reliable and punctual.

Missing even a day of school can negatively affect a student's academic achievement, so absences should only occur when there are extenuating circumstances (doctor's appointments, family emergencies, illness, etc.)

When you return to school after being absent, you are required to bring an absence note, either from your parent/guardian or a doctor. Be sure to bring the note to the main office, have the office staff make a copy to put in your records and bring the note to your teachers to excuse your class absence(s).

When a student misses school excessively or has no legitimate reasons for being absent, the school will request a parent/guardian school meeting in addition to other disciplinary measures and/or a home visit from the Attendance Teacher. This is due to the fact that care and concern arises when a student isn't in school for a student's physical, mental and emotional wellbeing.

Cell Phones & Electronic Devices

Every student will be issued a Yondr phone pouch at the beginning of the school year and is expected to use it and properly care for it. While the pouch is the property of the school, students are expected to safeguard and maintain the pouch for the duration of the school year.

All students are expected to turn off their cellphones and other electronic devices (e.g.

Smartwatches, earbuds, etc.) and store them in the Yondr pouch when entering the school building each day. Yondr pouches are unlocked when students leave the school building (lunch, dismissal, early departure, etc.) Students who intentionally damage their Yondr pouch or are found with their electronic device(s) will have their device/pouch taken for the day along with a parent notification. Any student who repeatedly violates this policy will be subject to disciplinary actions, including in-school meeting with parent/guardian, detention, or even suspension. This also applies to students who repeatedly arrive at school without their assigned Yondr pouch.

It is the responsibility of the teachers and staff to require students to keep their devices in the Yondr pouches. All teachers will report the sighting of a device to the main office which will lead to speaking to a Dean or Administrator.

If you arrive at school late you must go to the main office to have your attendance updated. The main office will also unlock your Yondr pouch so you can store your phone before heading to class.

Dress Code

All students at PACE High School are expected to arrive at school with attire that allows them to participate in learning without posing a risk to the health and safety of students or staff members. The following outlines PACE High School's policy on proper dress code:

1. Students must wear clothing, including a shirt with pants or skirt, or the equivalent (e.g. dresses, leggings, shorts, etc.) and shoes, including open-toed shoes and sandals.
2. Head coverings are permitted provided that they do not conceal listening devices.
3. Clothing must not be see-through and must cover undergarments at all times.

4. Clothing and personal belongings must have non-offensive images or language, including profanity, hate speech, pornography, or depicting or advocating violence or the use of alcohol or drugs. Gang-related attire is strictly prohibited.

Students and staff must arrive at school in appropriate clothing. Anyone who arrives in inappropriate clothing will be stopped from entering the building and school administration will notify parent/guardian and determine the best course of action.

Building Expectations

While PACE is the largest school in the building, we do share the facility with two other DOE schools and a YMCA Office. We consider M.S. 131, Emma Lazarus High School, and the YMCA to be important members of the building community. In addition to sharing common spaces like the cafeteria, gym, and auditorium, students and staff from our building partners collaborate on many other activities, such as PSAL sports, class programs, and community events. Therefore, PACE students are expected to give the same respect and courtesy to all members of the building community no matter if they are from PACE or not. Rude or disrespectful behavior to any person in the building will result in disciplinary action.

All PACE students are expected to remain in areas of the building designated for PACE High School use only. If a student is found in parts of the building that belong to our other building partners without permission, it is considered cutting and/or trespassing. This is a very serious safety concern and will result in disciplinary consequences such as a Principal's Suspension.

Similarly, PACE students are expected to be in their assigned place during class time. Being in a different classroom, walking or standing in the hallways, socializing in the

restrooms, or being anywhere other than your assigned class is considered cutting. Cutting will result in a phone call home and additional disciplinary measures, including lunch detention, after-school detention, and/or suspension.

Classroom Expectations

The most important place in any school building is the classroom. A classroom is where you learn and grow and while equipping yourself with the knowledge and skills for success in life. A student who arrives to class prepared will have an easier time achieving success. Being prepared for class means arriving to class on-time and with the necessary materials to learn. For example, making sure your computing device is fully charged from the night before and bringing in completed assignments are two basic ways that you can prepare for class. Another important preparation you can make is to arrive at every class with the focus to learn something that day.

While we recognize that everyone may have a bad day from time to time, disruptive behavior in class can negatively affect the learning environment that other students are entitled to. Students who are persistently disruptive in class/school can expect a phone call home and may be removed from class and/or suspended.

Academic Expectations

PACE High School aims to provide all students with the best learning experience possible. In order to achieve that, all students are expected to demonstrate their learning through honest and diligent work that is their own. Copying another student's work, letting someone copy your work, copying from websites, using ChatGPT to complete

assignments are all examples of academic dishonesty and are strictly prohibited. Any student who is found to have been academically dishonest can expect a school meeting with their parent/guardian and also a formal disciplinary consequence. Furthermore, the incident will be noted on the permanent academic record that could potentially impact the student when applying to colleges.

Class Period Transition

There is a 3-minute gap time between each PACE class period. This buffer time is designed to give students enough time to travel from one classroom to the next classroom, no matter how far apart the two rooms are from each other. This transition time is not meant for students to go to their lockers, visit the restroom, walk a friend to their class, or stand around to chitchat. Students who are still in the hallways after class begins must have a hall pass from a staff member. Any student who is not in class without a hall pass will be removed from the class period and sent to the SAVE room. Students with more than 3 class removals will receive Principal's Suspensions for subsequent infractions.

Restroom Use

Restrooms are locked during period transition and the first 5 minutes of class. Students who wish to use the restroom during class must notify the classroom teacher and obtain a pass before leaving the class. This is to ensure that all students are accounted for at all times in case of an emergency. Finally, restrooms are not hangout spots or somewhere you visit when you don't want to go to class. Students who abuse restroom privileges are considered cutting class and will receive the same consequence.

Lunch

Sophomores, Juniors, and Seniors at PACE High School are given the privilege to enjoy their lunch period outside of the building. Students who choose to leave the building for lunch must have their student ID in order to scan out for lunch and must do so during the first 15 minutes of the period. Anyone who orders food delivery must meet the delivery person outside of the school building and only during the lunch period. Students who order food delivery are not allowed to return to the building until the end of the period. Freshmen are not allowed to order food delivery. All food must be consumed prior to arriving at school.

Students who exit the building for their lunch period must remain outside until the last 10 minutes of the lunch period. Students who fail to return to school on-time will have their open-campus lunch privilege revoked. This can range from a single day ban up to a semester ban. Lastly, students who are late to school will have their lunch privilege revoked for the following school day. Please be on-time!

After School & Extracurricular

In addition to rigorous academic classes, PACE High School offers a variety of student activities that take place after the school day is over. Whether you're passionate about competing in a sport as a scholar athlete or want to expand your horizon by joining a club, PACE offers a variety of extracurricular activities for students. For those who are interested in competitive sports, PACE has several PSAL varsity sports teams and a city league soccer team. For those who are interested in joining a club, PACE offers a wide variety of student-led clubs with diverse interests. Students can also form a club and recruit members if one doesn't exist.

Students who wish to participate in either opportunity must be in good academic standing (not failing multiple classes) and have 90% or better attendance.

Behavior & Conduct

PACE High School expects all students and staff members to behave respectfully and professionally at all times. Rude, vulgar, and obscene language towards other students or staff are unacceptable and will be dealt with accordingly. Words or actions that are meant to insult or hurt others will not be tolerated no matter how it was communicated (in-person, via social media, or through phone call or text). Furthermore, behaviors that are considered bullying in nature or intended to target a specific social group will automatically result in a suspension that could reach the superintendent level.

Physical Altercations & Fighting

While violence can appear in many different forms, physical violence is the most extreme version that can potentially cause serious injuries. Harmless play fighting with your friends is also prohibited since it can quickly escalate into a serious conflict. Students who initiate, instigate, or participate in physical violence towards another person will result in the most severe consequences mandated by the NYCDOE.

If you feel like you are caught in the middle of an escalating conflict, try using non-confrontational methods to de-escalate or resolve the conflict. And if you are able to, seeking out counseling resources to help mediate the conflict is always a better option than facing harsh consequences after a fight.

This is especially true since a mediation is required even after a suspension.

Prohibited Items

In order to provide the best possible environment for learning, PACE High School follows the strict NYCDOE policies regarding items prohibited in schools. Any student who brings weapons of any kind to school will face a Superintendent's Suspension from school. Additionally, PACE will also notify School Safety, NYPD, and any other required agencies.

Students found to be in possession of controlled substances, prescription medication without authorization, drug paraphernalia, and or alcohol will face similar consequences. Vape pens, whether nicotine- or cannabis-based, are also prohibited in school.

While some students may feel a legitimate need to carry self-defense weapons like pepper spray for safety reasons, these items are still prohibited in all school buildings.