



# Welcome to PACE!

## Student Handbook

2023-2024

### School Contact Information

**PACE @ PCVS**

201 McDonnel Street  
Peterborough, Ontario  
K9H 2W1  
Phone: 705-745-9833  
Fax: 705-745-4886

**Daily Schedule:**

Period 1: 8:45 – 10:00 am  
Period 2: 10:00 – 11:15 am  
Period 3: 11:25 – 12:40 pm  
Period 4: 12:50 – 2:05 pm

# PACE is the Place!

### **DAILY SELF-ASSESSMENT:**

All students and staff members will be asked to self-screen at home each day before coming to school, using a checklist provided by the local Health Units.

**You should not come to school** or attend work if you did not pass the COVID Screening.

### **FREQUENT HANDWASHING:**

Handwashing reminders and opportunities will be part of the regular routine every day. Students will be reminded how to wash their hands effectively using soap and water, and how to use hand sanitizer. Handwashing hygiene will include:

- signs throughout the school and reminders by staff regarding proper hand hygiene
- touchless sanitizers in shared areas throughout the school and sanitizer available in every classroom
- reminders to use proper hand hygiene when arriving at school, before and after eating or drinking, after using the washroom, after playing outside, when their hands are physically dirty, when they cough or sneeze, and before and after removing or putting on masks.

### **PACE Student Expectations:**

#### **Course Work:**

- Most course work is to be completed in class. Work completed at home may not be evaluated. Regular and constructive feedback from your classroom teacher is essential for your success.
- It is the general expectation that students registered in the day school will strive to complete a course every six weeks. It is your responsibility to discuss unforeseen circumstances that may interfere with meeting this expectation.

#### **Class Breaks:**

- Breaks are not to be taken during class except with teacher permission. There is a 10 minute break between periods to use the washroom and attend to personal issues.

#### **Absences:**

- Absences must be reported to the campus secretary
- You are expected to attend the class in which you are scheduled
- Consecutive absences of 11 - 15 days or greater without a medical note will result in removal from the school register (for students over 18 years of age).
- Consecutive absences of 11 - 15 days or greater without a medical note will result in a referral for attendance support (for students under 18 years of age)
- Consecutive absences of 15 classes within a course will result in the removal of that course/section. Please note this could affect status as a full time student.

#### **Signing Out:**

- Students are expected to attend all of their assigned classes. If you leave the school property outside of break time during the school day, you must sign out in the main office
- Students under the age of 18 yrs. are required to have parent permission to sign-out.

**Progress Tracking:**

- Teachers track your progress. Through discussions with you, your parents/guardians and other teachers, a variety of strategies will be utilized to help you succeed. Regular and consistent contact will be made with you, and where appropriate, your teachers or administration.

**On Property Issues:**

- Smoking and vaping are not permitted on school property. Doing so is subject to fines from the Tobacco Enforcement Officer. Un-lit cigarettes should not be visible in the school building.
- We are happy to have you on school premises as long as you are attending classes or have other appointments at PACE.
- Mobile phones should be powered off or set to silent/vibrate function.
- Your cooperation is appreciated in moving away from the foyer, hallways and front of the school when you are finished your classes for the day. This assists others in staying focused on their class work.

**PACE Dress Code:**

- Students are to dress in a manner which is appropriate for school, the workplace or a school trip. What is considered inappropriate is at the discretion of administration and teaching staff at PACE.
- Any clothing which displays racism/hate, alcohol, illegal substances or demeaning/obscene language or images is unacceptable.
- Students wearing inappropriate clothing will cover up with another piece of clothing or turn their shirt inside out.
- Tattoos which displays inappropriate language, images or symbols will need to be covered.

**Code of Conduct:**

- All students are expected to familiarize themselves with the Code of Conduct. It is posted in classrooms and on the school website.
- Bullying of any kind is unacceptable. If you are being bullied contact the school, your teacher or administration for support. The Report bullying on-line link is provided below.

**Communications:**

- Announcements can be found posted on the TV monitors on the 1<sup>st</sup> and 2<sup>nd</sup> floor foyers.
- Students are encouraged to download the Edsby App and visit the PACE School Talk group to learn about upcoming events.



**PACE School Talk**

**Links**

**PACE website** <http://pace.kprdsb.ca>

**Kawartha Pine Ridge District School Board website** <http://www.kprschools.ca/>

**Report Bullying (Parents or Students):** [http://kprforms.kprdsb.ca/Report\\_Bullying/report.asp](http://kprforms.kprdsb.ca/Report_Bullying/report.asp)