

# Ansonia High School

## **P.A.C.E. Program – Entrance Procedure For a Student Transferring from AHS**

- When a student is being considered for P.A.C.E. by guidance or administration, P.A.C.E. staff and P.A.C.E. administrator will be immediately notified to be involved in the process. A student profile form will be completed by those referring the student to P.A.C.E.
- A student profile form is completed by the referring party. Any Behavior Intervention Plans, or Functional Behavioral Assessments are attached
- When a student is referred to the program after being considered, the student and parent will meet with P.A.C.E. administrator, and if possible, P.A.C.E. staff to review program guidelines and sign the student contract.
- P.A.C.E. staff and administrators will gather info for Free/Reduced Lunch, and internet agreement
- Once accepted to P.A.C.E., guidance will provide P.A.C.E. staff with current transcripts, current schedule from AHS, any I.E.P. materials, and student file.
- P.A.C.E. staff will meet to review student materials as soon as possible, and create a P.A.C.E. schedule for the student.
- P.A.C.E. Administrator will notify the bus company, and make arranges for student pick-up and drop off.
- Student may only enter the P.A.C.E. program and begin classes AFTER their schedule has been added in TEMS.
- Student will then begin a one month probationary period in P.A.C.E.
- At the end of the current marking period probationary period, P.A.C.E. staff will meet to discuss student progress, and the appropriateness of the placement in P.A.C.E.
- If placement in the P.A.C.E. program is appropriate, student will continue. If the student is not achieving academic/behavioral success, a meeting with student, parent, AHS and P.A.C.E. administrators, P.A.C.E. staff, and a guidance representative will occur to discuss other appropriate placement options.