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VIRTUS: Seguridad en el Contacto Fisico
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- r. Bullying Compliant Report Form
- s. Handbook Acknowledgement Form

**PARENT-STUDENT HANDBOOK**  
**MONSIGNOR EDWARD PACE HIGH SCHOOL**  
**2023 – 2024**

**15600 N.W. 32 AVENUE**  
**MIAMI GARDENS, FL 33054**  
**305-623-7223**  
**305-623-PACE**  
**[www.pacehs.com](http://www.pacehs.com)**

**Accredited by the Southern Association of  
Colleges and Schools/Cognia**

**Principal: Ana Garcia**

## **Statement from the Archdiocese of Miami - Communicable Diseases and Related Items**

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

### **INTRODUCTION**

We are honored to welcome you as a valued member of Monsignor Edward Pace High School. You are a member of a community that has over sixty years of tradition in excellence in Catholic education. Part of this tradition is the academic, disciplinary and spiritual structure of the school.

To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

An interesting and challenging experience awaits you as a student or parent of Monsignor Edward Pace High School.

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to unenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

The Administration reserves the right to exercise its prerogative in responding to these new situations. The support of every parent and student is needed in the spirit of cooperation and partnership which is the hallmark of Catholic education. While the school authorities are deeply interested in the welfare of each student, it is impossible to realize the students' aims without the full cooperation of the parents. It is important that the parents familiarize themselves with the contents of this handbook so that



they may have a better understanding of what is expected of the student. We strongly believe that adherence to these policies will help our students in becoming spiritual, moral, and ambitious leaders of the 21<sup>st</sup> century. The parents of our students are urged to see that the social life of our students does not interfere with the physical exercise, the necessary rest, and the good health habits, which make for maximum efficiency.

At least two hours of systematic preparation are required for each class day. This is in addition to required written work. Home study is a must at Monsignor Pace. The parents are asked to provide the place, opportunity and assistance for their students' homework and study. Regular and prompt attendance is indispensable. Parents should not permit unnecessary absences, since it works against successful achievement. Plus Portals which is a system through which parents can view student progress and grades regularly, should be monitored closely and parents should contact the teachers via e-mail or phone if grades are reflecting difficulties. They should try to discover the possible cause of difficulty, by discussions with the student and/or with the teacher(s).

The most effective way to reach a teacher is via e-mail. Appointments may be made by the student and/or parents with the teachers at the time and place convenient to the teachers. In dealing with school authorities, parents should take up matters of discipline and excuses from school with the Dean of Students, as the first course of action. The Dean of Academics deals with scholastic problems and the Dean of Faculty deals with faculty concerns. Financial affairs are settled through the Tuition Office. A minimal accident insurance plan designed especially for the students of Monsignor Edward Pace High School is in effect. The school's only interest in this plan is to secure desirable coverage for students at a low group rate per student. Coverage generally begins where family insurance leaves off.

## **History of Monsignor Edward Pace High School**

Edward Pace was born and raised in Starke, Florida in the last decade of the nineteenth century. When he was ordained to the priesthood, he was the first native-born Floridian to become a diocesan priest. A brilliant student and educator, Monsignor Edward Pace founded the schools of Canon and Civil Law at Catholic University of America in Washington, D.C.

A fledgling institution took the name of the great educator and has grown since 1961 to become the respected Monsignor Edward Pace High School. The beginnings were small as the first classes were held in the old parish hall of Our Lady of Perpetual Help Parish. Sixty boys comprised the first class that September 1961. In October, the move was made to the first buildings located on the property at 15600 Northwest 32<sup>nd</sup> Avenue. The following year the school accepted the first class of girls. From that time the school grew as a co-institutional secondary school under the tutelage of diocesan priests, members of the Teresian Institute, and Marist Brothers. Early in the 1970's the school became coeducational with boys and girls attending the same classes. The school was consecrated to the Blessed Mother, as the statute in front of the school indicates.

A remarkable aspect of the development of Monsignor Pace High School has been the devotion and sacrifice of many lay people who have spent years of their lives in dedicated service to the families and young people of Miami-Dade and Broward counties. As each year goes by, it becomes more and more

evident the “Age of the Layman” has arrived at Monsignor Pace High School. From the classrooms to the sports field to trips and activities of the students, the lay teachers and administrators labor untiringly to promote the Spartan Spirit, which has been the hallmark of Monsignor Pace High School since its beginnings. Monsignor Pace High School is presently staffed by a Diocesan and devoted lay personnel. The school is now on the vanguard of committing all members of the community, parents, teachers, students, and alumni in the development of the school.

## **Mission Statement**

We are PACE: Partners, Academics, Catholic, Empowerment

Monsignor Edward Pace High School, a Catholic institution providing a dynamic multidimensional curriculum, empowers its diverse student population to embrace a lifetime of learning and service.

## **Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

However, parents need to understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school are required.

## **Undocumented Students**

A student’s enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## **Admissions Process**

Incoming freshmen:

- Application
- Entrance exam
- 7<sup>th</sup>/8<sup>th</sup> grade report card
- Educational History from K-8 for incoming freshmen
- School recommendation

Transfer students:

- Application
- Official transcript
- School recommendation
- Interview

An Admissions Committee reviews all files and presents a recommendation to the principal. The principal then makes a final decision.

# General School Information

## Hours of Operation

School is open from 7:30 a.m. – 3:30 p.m., Monday through Friday. Check the website or school calendar for holiday closings or special schedules. When school is not in session, office hours are 8:00 a.m. – 2:00 p.m.

## School Hours

The school day runs from 7:45 a.m. to 2:30 p.m. Classes begin **promptly** at 8:00 a.m. and conclude at 2:30 p.m. Students attend four (4) instructional periods, and a lunch period on a Block Schedule.

## 2022-2023 Bell Schedule

<b>TIME</b>		<b><u>DAY 1</u></b>	<b><u>DAY 2</u></b>	<b><u>Minutes in Each Period</u></b>
8:00 – 8:54	BLOCK 1	PER. H	PER. H	45 for instruction
8:58 – 10:28	BLOCK 2	PER. A	PER. D	90 for instruction
10:35 – 12:53	BLOCK 3	PER. B	PER. E	
<b>7 min Window</b>				
<b><u>FIRST LUNCH</u></b>		<b>100, 400, and 600 Buildings</b>		
10:35 – 11:17	LUNCH	LUNCH 1	LUNCH 1	43 Lunch
11:21 – 12:53	CLASS	PER. B	PER. E	92 for instruction
<b><u>SECOND LUNCH</u></b>		<b>200 and 300 Buildings</b>		
10:35 – 11:17	CLASS	PER. B	PER. E	42 for instruction – 88 total
11:21 – 12:03	LUNCH	LUNCH 2	LUNCH 2	40 Lunch
12:07 – 12:53	CLASS	PER. B	PER. E	46 for instruction – 88 total
<b><u>THIRD LUNCH</u></b>		<b>500 AND 700 Buildings, Gym/Dance</b>		
10:35 – 12:03	CLASS	PER. B.	PER. E	88 for instruction
12:07 – 12:53	LUNCH	LUNCH 3	LUNCH 3	46 Lunch
<b>7 min Window</b>				
1:00 – 2:30	BLOCK 4	PER. C	PER. F	90 for instruction

## School Shield



The motto of the school is “Gratia Et Veritas” (Grace and Truth). The symbol in the upper section is symbolic of the State of Florida. The red X is symbolic of St. Andrews cross (on the state of Florida Flag) and the thirteen stars represent the thirteen original colonies.

The symbol to the upper right section is representative of the Marist Brothers who have made a continual contribution to the education of Catholic Youth.

The book in the lower left section represents the Teresian Institute whose members were instrumental in the foundation of Monsignor Pace High School. The three waves are representative of the Archdioceses of Miami.

## School Colors

Red & Gold  
Mascot: Spartan

## Alma Mater

You raise on high your torch of truth  
the polestar in our night,  
a spark from that eternal flame,  
of wisdom’s holy light.  
Then may we ever chant  
the hymn you burn within our hearts;  
the song which sings of Gratia Et Veritas.  
O lead us through your ivory hall  
that we may learn the thrill of life,  
scorn of dark, and climb the highest hill.  
O Alma Mater, ever may we sing within our hearts;  
the songs which sings of Gratia Et Veritas.  
*Alma Mater inspired from:*  
“ And the Word became flesh,  
and made His dwelling among us,  
and we saw his glory,  
the glory of the Father’s only son,  
full of grace and truth” – JOHN 1:14

**PACE PRAYER**  
**“GRACE & TRUTH”**

Father in heaven, giver of life, Teacher of wisdom and friends.  
You have given us this beautiful day so that we may grow in your wisdom.

Help us build a community of love that is devoted to friendship and serving others. Help us realize that it is more important to be as one than to be Number 1.

We ask that you provide unity among our faculty and students, blessing those who have left and those who are to come.

Grace us with your knowledge and understanding that we may always be able to work together for the foundation of peace within our hearts, so that we may spread what we have learned to the world around us.

Thank you for the gift of education that you have bestowed upon us through Monsignor Edward Pace High School.

Most importantly Lord, we thank you for the gift of love, which you have shown us through your family and friends.

May all that we do and say be in your name and for your glory.  
Saint Marcellin Champagnat, pray for us.  
Mary our good Mother, pray for us.  
Amen.

Written by members of the Class of 1988

**Monsignor Edward Pace High School  
50<sup>th</sup> Anniversary Prayer**

God, our Father, Giver of all good gifts,  
we turn to you in gratitude on our fiftieth anniversary  
as the family of Monsignor Edward Pace High Catholic High School

From our beginnings you have blessed us with your grace and truth,  
and guided us along our journey by opening for many the  
opportunities to grow in knowledge and wisdom,  
faith and character, and  
to do so as a community shaped by the gospel of Jesus Christ your Son

With confidence we continue to receive your gifts so as to pursue the  
vision and mission of Catholic education with authenticity,  
so as to inspire one another to a life-time of service and leadership,  
and a way of life  
that contributes for forging a future worthy of the human person

Guided by your Holy Spirit and aided by the maternal intercession of  
Mary, our good mother,  
we re-commit ourselves to being heralds of the good news  
in word and deed,  
and to seek the advancement of your reign in the hearts of all

Amen

Written by Dr. George Rodriguez

## **Student Oath**

We, the students of Monsignor Edward Pace Catholic High School, in order to improve our school and ourselves, pledge on our honor to live as moral Christians.

We promise to abide by all school rules and regulations. We vow to reach out and lend a hand, not only to our Pace community, but to our neighboring communities as well.

We shall take pride in our work, labor with all our effort, and only submit our own work.

We will strive to be leaders in today's world, and serve as model young men and women by leading Christian lives.



**2023 - 2024 CALENDAR HIGHLIGHTS**  
***Please Check the Official School Calendar on Plus Portals for  
Up-to-the-minute Changes***

**AUGUST**

14-Freshmen Spartan Experience  
16-First Day of School for all Students (First Qtr. Begins)  
24-Back-to-School Night  
28-Freshmen Welcome Week (8/29-31)

**SEPTEMBER**

1-Early Dismissal-12p  
4-Labor Day-No School/Office Closed

**OCTOBER**

6-Professional Development Day/No School for Students  
9-Columbus Day-No School/Office Closed  
11-PSAT – grades 9 - 11  
17-1<sup>st</sup> Quarter Ends  
18-2<sup>nd</sup> Quarter Begins  
21-Open House for Prospective Families  
27-Early Dismissal – 12p  
30-Homecoming Week (10/30-11/3)

**NOVEMBER**

1-All Saints Day Mass  
3-Early dismissal – 12p  
17-Tons of Love Mass  
20-24 -Thanksgiving Vacation-No School/Office Closed  
27-Classes Resume

**DECEMBER**

1-Early dismissal-12p  
3-First Sunday of Advent  
8-Feast of the Immaculate Conception  
18-22-Final Exams/Early Dismissal-12p  
22-2<sup>nd</sup> Quarter Ends/End of 1<sup>st</sup> Semester  
25-Christmas Vacation (12/25-31)-No School/Office Closes

## **JANUARY**

1-5-Christmas Vacation – No School/Office Closed  
8-Classes Resume/First Day of 2<sup>nd</sup> Semester/3<sup>rd</sup> qtr. Begins  
12-Early Dismissal – 12p  
15-Dr. Martin Luther King – No School/Office Closed  
29-Catholic Schools Week (1/29-2/2)

## **FEBRUARY – Registration Month**

1-2-Catholic Schools Week  
2-Early Dismissal – 12p  
14-Ash Wednesday  
16-Floating day –No School  
19-President’s Day–No School/Office Closed

## **MARCH**

1-Early Dismissal–12p  
12-PRE ACT/SAT  
15-3<sup>rd</sup> Quarter Ends  
18-4<sup>th</sup> Quarter Begins  
24-Palm Sunday  
28-Holy Thursday – School/Office Closed  
29-Good Friday – School/Office Closed  
31-Easter

## **APRIL**

1-5–Easter Vacation–No School/Office Closed  
8-Classes Resume  
12-Early dismissal – 12p  
18-Academic Awards  
26-Professional Day – No School for Students

## **MAY**

3-Early Dismissal – 12p  
9-Feast of the Ascension  
13-16-Senior Exams  
17-Baccalaureate Mass  
24-Graduation – Floating Day  
27-Memorial Day–No School/Office Closed  
31-Final Exams

## **JUNE**

3-5-Final Exams  
5-Last Day of School/End of 4<sup>th</sup> Qtr./End of 2<sup>nd</sup> Semester

## **KEY PERSONNEL**

### **ADMINISTRATION**

Principal	Ms. Ana Garcia
Dean of Faculty	Ms. Lillian Dubon
Dean of Academics	Ms. Melanie Otero
Dean of Students	Dr. Ramon Rodriguez
Dean of Students	Ms. Valarie Lloyd
Dean of Students	Mr. Anthony Walker
Director of Admissions	Mr. Keano Orfano
Director of Athletics	Mr. Thomas Duffin
Director of Campus Ministry	Mr. Andres Novela
Director of Guidance	Ms. Carla Giberson
Director of Technology	Mr. Ricardo Machado
Director of Finance	Ms. Maria Walker
Director of Activities	Ms. Nayeli Herrera
Public Relations	Ms. Melissa Sanchez

### **DEPARTMENT CHAIRPERSONS**

Advanced Placement	Dr. Yvette De la Vega
English	Mr. Rene Basulto
Fine Arts/Practical Arts/Physical Education	Ms. Hedda Falcon
Foreign Language	Ms. Alina Rodriguez
Math	Ms. Laura Lima
Science	Mr. Scott Giberson
Social Studies	Ms. Vicky Spadafora
Theology	Dr. George Rodriguez

## **BOARD OF DIRECTORS**

Monsignor Edward Pace High School has an established Board of Directors. The members of the Board of Directors provide essential voluntary leadership, guidance, and initiative for establishing policies, strengthening the financial foundation and strategic planning for future growth and development. The board members are made up of parents alumni, and community leaders.

### **Interest Clubs**

Advanced Health  
Anime (Japanese Animation)  
Art Club  
Black Student Alliance  
Chess Club  
Computer Club  
Culinary Club  
F.B.L.A. (Future Business Leaders of America)  
French Club  
Robotics  
SAS (Spartan Ambassador Society)  
Space Club  
Spanish Club  
S.G.A. (Student Government Association)  
    C/O 2024  
    C/O 2025  
    C/O 2026  
    C/O 2027

### **Moderator(s)**

Mr. Mayo  
Mr. Mendive  
Mr. Navarro  
Mr. Rodriguez-Miralles/Ms. Williams  
Mr. Manriquez  
Ms. Falcon  
Ms. Cardoso  
Ms. Falcon  
Ms. A. Rodriguez  
Ms. Falcon  
Ms. M. Sanchez  
Mr. Gil  
Mr. Soto  
Mr. Luis Mayo  
Mr. Cabrera/Ms. Chacon  
TBA  
Ms. Foertsch  
TBA

### **Service Clubs**

Key Club  
Mission Club/Society (Peace & Justice)  
P.A.W.S. (Pace Animal Welfare Society)  
Respect Life

### **Moderator(s)**

Ms. Falcon  
Mr. Masters/Mr. Bonet  
Ms. Spadafora  
Ms. Figueroa

**Honor Societies (Membership by nomination only)**

Computer Science Honor Society  
French National Honor Society  
International Thespian Honor Society (Drama)  
Law National Honor Society  
Mu Alpha Theta (Math)  
National Art Honor Society  
National English Honor Society  
National Honor Society  
Quill & Scroll  
Rho Kappa (Social Studies)  
Science National Honor Society  
Spanish National Honor Society

**Performance Groups (By audition only)**

Band  
Cheerleaders  
Danceline – Starlettes  
Drama  
Guitar Ensemble  
Jazz Combo  
Pep Band  
Salsa  
Spartans in Harmony (Chorus)

**Moderator**

Ms. Falcon  
Ms. A. Rodriguez  
Ms. Martinez  
Ms. Spadafora  
Ms. Lima  
Mr. Navarro  
Mr. Basulto  
Mr. Mayo  
Ms. Herrera  
Mr. Swanson  
Mr. Mayo  
Mr. Soto

**Moderator(s)**

TBA  
Ms. S. Rodriguez  
Ms. Noel  
Ms. Martinez  
TBA  
TBA  
TBA  
TBA  
Ms. Martinez

### **Additional Activities/Organizations**

Athletic Trainers  
Leadership  
PBS – Pace Broadcast System (TV Production)  
Silver Knights  
Yearbook  
Student Government Association

### **Campus Ministry – Religious Clubs/Retreats**

LIFE Youth Group  
Marist Youth Society  
Missionary Trips  
Pastoral Ministry (Class)  
Peer Ministers  
Koinonia (Freshmen Retreat)  
Antioch (Sophomore Retreat)  
Encounter (Junior Retreat)  
Diakonia (Senior Service Retreat)  
Marist Encounter (Retreat)

### **Athletics**

Athletic Director  
Athletic Trainer  
Baseball  
Beach Volleyball (Girls)  
Boys Basketball  
Girls Basketball  
Cross Country (Boys & Girls)  
Cheerleaders  
Football  
Flag Football  
Soccer (Boys)  
Soccer (Girls)  
Softball (Girls)  
Swimming  
Tennis  
Track  
Volleyball (Boys & Girls)  
Wrestling

### **Moderator**

Ms. Jimenez/Ms. Mariner  
Ms. Herrera  
Ms. Herrera  
Ms. Dubon  
Ms. Herrera  
Mr. Gomez

### **Moderator(s)**

Mr. Gomez  
Ms. Lima  
Mr. Novela  
Mr. Novela  
Mr. Novela  
Mr. Bonet  
Dr. Gonzalez  
Mr. Navarro/Dr. Stout Swanson  
Mr. Novela  
Ms. Lima

### **Coach(es)**

Mr. Duffin  
Ms. Jimenez/Ms. Mariner  
Mr. Duffin  
Ms. Kosydor  
Mr. Dubuisson  
Mr. Hopkins  
Mr. Reese  
Ms. S. Rodriguez  
Mr. A. Walker  
Mr. Kitchell  
Mr. Orejas/Mr. Santoro  
Mr. Orejas/Mr. Santoro  
TBA  
Mr. Louk  
Mr. A. Lilly  
Mr. Lamb  
Ms. Kosydor  
Mr. Reinoso

# CAMPUS MINISTRY

## Spiritual Program

Catholic education's mission involves enabling students to develop spiritually and invites them to encounter Jesus Christ and be educated by the Gospel's vision and values.

At Monsignor Pace, we believe that all education should be conducive toward the development of a mature and personal relationship with Jesus Christ. The fundamental Christian awareness is fostered in the classroom, encouraged in our activities, and enlivened by the school community. It is also nourished and strengthened by an active prayer and sacramental-liturgical program.

To foster a deeper liturgical life for the Monsignor Pace parents, faculty, and students, the school places increasing stress on the development of a community of faith among members. Emphasis is placed on a common prayer life, and a sharing of the Eucharist together. Students' life of faith finds encouragement and support in our Monsignor Pace family.

At 8:00 a.m. each school day, there is a school-wide prayer and pledge of allegiance. Each class begins with a prayer. Special liturgical celebrations are also offered frequently. The Archdiocese of Miami provides priests who serve the entire community of Monsignor Pace. A priest is available at all times through the Office of Campus Ministry for Masses, confessions, counseling, and the sacrament of the sick.

The four (4) year retreat program offers students an opportunity to experience the powerful presence of Christ and further their growth as Christians.

In a world where Christians often have our faith and values to the test, Monsignor Pace hopes that by a thorough program of spiritual development, the seed of Christian virtues might be allowed to develop and grow strong.

### Campus Ministry – Religious Clubs/Retreats

### Moderator(s)

LIFE Youth Group	Mr. Gomez/Mr. Orfano
Marist Youth Society	Ms. Lima
Missionary Trips	Mr. Novela
Pastoral Ministry (Class)	Mr. Novela
Peer Ministers	Mr. Novela
Koinonia (Freshmen Retreat)	Mr. Bonet
Antioch (Sophomore Retreat)	Dr. Gonzalez
Encounter (Junior Retreat)	Mr. Navarro/Dr. Stout Swanson
Diakonia (Senior Service Retreat)	Mr. Novela
Marist Encounter (Retreat)	Mr. Novela

### **Chapel**

Monsignor Edward Pace High School provides a daily opportunity for its students to frequent the Sacraments of Penance and the Eucharist. The Dante Navarro Religious Education Center contains a chapel and meeting rooms separated by a movable partition. The chapel provides the students and faculty a place for prayer in the presence of the Holy Eucharist. Mass is celebrated at 7:20 a.m. when a priest is available to provide, for all, the opportunity to begin the day by participation in the representation of the Sacrifice of Calvary. As well as morning Mass, each class has a chance to celebrate their class Mass together. The Freshmen class celebrate their Mass during Freshmen Orientation. The Sophomore class celebrate the Red Letter Mass. The Junior Class celebrate the Junior Ring Ceremony and the Step Up Mass. The Senior class celebrate the Baccalaureate Mass which is the graduation mass. This is the final time they celebrate the Eucharist with their classmates.

## Community Service Activities

Community service activities are not school activities and Monsignor Edward Pace High School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Monsignor Edward Pace High School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

## Community Service Hours/(CSH)

As a graduation requirement students must complete before the end of the 3<sup>rd</sup> quarter of their junior year a minimum of seventy-five (75) hours of verified volunteer service to the community. Msgr. Edward Pace recognizes that selfless service toward others is constituent of the Christian life. Christian service is born from a profound sense of gratitude for the great service that Jesus Christ has done for the benefit of all. Saint Marcellin Champagnat lived his life following Jesus by *living to serve* those in need. Our *Catholic Christian* school calls each of its students to participate in the works of service and mercy through our Community Service Program. Community Service Hours Coordinator – Dr. Stout Swanson via email: [pstout@pacehs.com](mailto:pstout@pacehs.com)

### Service Clubs

I.Y.C.S. (International Young Catholic Students)  
Key Club  
Mission Club/Society (Peace & Justice)  
P.A.W.S. (Pace Animal Welfare Society)  
Respect Life

### Moderator(s)

Mr. Masters/Mr. Novela  
Ms. Falcon  
Dr. Masters  
Ms. Spadafora  
Ms. Figueroa

### What does this program involve?

1. Students are required to complete a minimum of 75 community service hours in order to Graduate. They must complete these hours prior to the last week of the third quarter of their Junior year.
2. As a school we decide the places where students can volunteer. These will include:
  - a. Volunteer hours at Msgr. Pace aimed at the school's benefit.
  - b. Volunteer hours through our service clubs.
  - c. We will have established a list of 20-25 organizations affiliated with the Archdiocese of Miami that span the geographical areas accessible to our students. Each year we will revise the list of places.
  - d. Churches. If service hours are done through Churches, verification will consist of a fax of a letter on church stationery with the name of the student and hours he/she volunteered. The stationery must include the church's phone number and fax number.
  - e. Schools (excluding day-care centers which are usually privately owned). If service hours are done through schools, verification will consist of a fax of a letter on school stationery with the name of the student and hours he/she volunteered. The stationery must include the school's phone number and fax number.



3. Students are to provide verification of their community service hours by completing online form on X2VOL.
4. Verification of the hours from Msgr. Pace (example: Open Houses) or through one of our service organizations (example: NAHS's volunteer at The Debbie School) will consist of the moderator or supervisor writing one letter on Msgr. Pace stationary explaining what was done, including the names of all the students and the hours they volunteered. They will sign it and personally submit it to the CSH database administrator.
5. At the beginning of the Junior year all students who still need to complete their service hours will receive a contract to be signed by the student and a parent, and to be returned promptly to their Theology teacher.
6. Students who fail to comply by a week prior to the end of the third quarter may receive an irreversible failing grade of 59% for the third quarter. A student who does not complete their community service hours may not participate in any graduation ceremonies.
7. If a student does not have a Theology class during the second semester (if they take *both* their classes in the first) then the process is to be completed prior to the last week of the second quarter.

### **Retreat Requirement**

Freshmen	Koinonia	required
Sophomores	Antioch	voluntary*
Juniors	Encounter	voluntary*
Seniors	Diakonia	voluntary*
	Marist Encounter	voluntary*

\*Students must attend one of these retreats

It is a graduation requirement that all students attend two (2) retreats throughout his/her career at Monsignor Pace High School. Koinonia is mandatory for all Freshmen. Freshmen not attending may not receive theology credit for their freshmen year. An additional retreat is required between sophomore and senior year. A student may attend more than two retreats and is highly encouraged to do so.

Students that transfer in to Pace will be required to attend one (1) retreat between their sophomore and senior years in order to fulfill their graduation requirement.

Any student who has not fulfilled their retreat requirement by April 1<sup>st</sup> of their senior year may lose all senior privileges (Prom, Grad Bash, and dress down). Retreat requirements not met by Baccalaureate Mass or the graduation ceremony will result in student not being able to participate.

**Rights and Responsibilities of Parents and  
Guardians of Students in Parish Faith Formation  
Programs**

**Policy**

This policy is to be provided to separated or divorced parents of all children enrolled in parish faith formation programs, and the legal guardians of the children if guardians have been appointed. For children not yet baptized as Catholic, both parents and/or legal guardians must provide written consent on the attached form.

**Notice and acknowledgement of rights and responsibilities of divorced/separated parents or legal guardians  
when enrolling a student and Consent to Enrollment**

This notice applies for divorced/separated parents, or legal guardians of children whose parents are divorced/separated, when enrolling a student in a faith formation program at any of the parishes or schools of the Archdiocese of Miami.

It is the obligation and the right of the Catholic Church to provide for and support the faith formation of its baptized members. For children, this includes preparation for reception of the Sacraments, religious education classes, Rite of Christian Initiation of Adults adapted for children, youth ministry activities and Catholic elementary and secondary schools (“faith formation program”), in concert with the parent(s) or legal guardian having custody of the child and capacity to consent to participate on the child’s behalf.

In the case of a baptized Catholic child, either parent or a legal guardian may enroll their child as a faith formation student at a parish or religious education program of the Archdiocese of Miami (hereinafter referred to as “the Parish”).

In the case of a child who is not baptized as a Catholic, the person who enrolls the child as a faith formation student at the Parish must provide either (1) written consent of the other, non-enrolling parent or legal guardian on the attached form, or (2) appropriate legal documentation at the time of enrollment of his/her sole authority to enroll the child, such as a court order. Documentation of consent of all persons who have custody rights for the child is required for religious education classes, Rite of Christian Initiation adapted for children, sacramental preparation classes, Catholic school enrollment and youth ministry activities, **if the child is not baptized as a Catholic.**

Unless the Parish is provided with a court order to the contrary, the person who enrolls the child at the Parish will be deemed to be the primary contact person for all faith formation program related issues involving the student. However, either parent or a legal guardian may be entitled, upon reasonable request and consistent with any specific limitations in the court order, to have equal access to documents and other information concerning the child’s instruction.

In the case of conflicting instructions regarding the faith formation of a baptized Catholic, proper objections of a parent or legal guardian with rights for the child, or requests that the faith formation program is not clearly authorized to honor, the Parish may request both parents or guardian to seek appropriate court instructions for the Parish. The faith formation program will respect and comply with lawful court orders.

**ACKNOWLEDGMENT AND CONSENT OF DIVORCED/SEPARATED PARENTS OR  
LEGAL GUARDIANS**

*(Only Required for Children Not Baptized as Catholic)*

We, \_\_\_\_\_ (Print Name(s) of ***Parents or  
Legal Guardians***) hereby acknowledge that we have read and understand the foregoing Notice of Rights and Responsibilities of Divorced/Separated Parents and Legal Guardians when enrolling a child in a faith formation program. We consent to the enrollment of (Print Name of Student) in the Parish Faith Formation Program.

\_\_\_\_\_  
Signature Parent/Legal Guardian (*enrolling*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Parent/Legal Guardian (*non-enrolling*)

\_\_\_\_\_  
Date

*NOTE: Maintain the original in parish/school files; provide a copy of policy and form to the parents/guardians.*

Initial: April, 2015

# ACADEMIC POLICIES

## Section 504 – Policy Statement

Monsignor Edward Pace High School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Monsignor Edward Pace High School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Gabriel Cambert, 305-762-1269. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gabriel Cambert, Director of Continuous Improvement  
Office of Catholic Schools  
Archdiocese of Miami  
9401 Biscayne Blvd  
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

## The Honor Code

All forms of scholastic dishonesty are prohibited, whether related to a written or oral examination, a thesis, term paper, mode of creative expression, computer-based work, or other academic undertaking.

Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, violation of testing procedure and academic dishonesty. In determining what constitutes academic dishonesty, a student should be guided by the purposes of this code, common sense, and information provided by the instructor.

## Monsignor Edward Pace Honor Code

We, the members of the Monsignor Edward Pace community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at Monsignor Edward Pace High School, the following pledge is either required or implied:

**"On my honor, I have neither given nor received unauthorized aid, in doing this assignment."**

## Violations

1. **Cheating** - This act implies an intent to deceive. It includes all actions, devices, and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam ,sharing exams, homework or projects using pictures or electronic transmissions, and using a cheat sheet or crypt notes in an exam.
2. **Plagiarism** - Plagiarism is representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes, and failing to give credit for someone else's ideas.
3. **Collusion** - This is the act of working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information for assignments that are assigned to be done individually.
4. **Academic Dishonesty** - This includes any other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the Pace community. Examples are attempting or agreeing to commit, or assisting in or facilitating the commission of any scholastic dishonesty, violation, and accusing a student of a violation of the Monsignor Edward Pace Honor Code in bad faith.
5. **Testing Procedures** - This includes those procedures that are stated within the standardized testing instructions, as well as any teacher's particular request. All tests require that the student sit facing forward in the desk, keeping their eyes on their own paper, and there is to be no communication of any kind during exam time. Students cannot Christmas tree an answer sheet. Students must follow all instructions given by the teacher or reader. Students are expected to give their full effort at all times during exams.

## Student Responsibility

A commitment is made to be honest in all academic work and abide by the Monsignor Edward Pace Honor Code. In addition, students should report any condition that facilitates dishonesty to the class instructor, the department chairperson, the Dean's Office, or the Administration. Students must have an iPad, in class, everyday.

## Consequences

A student found responsible for violations of the Monsignor Edward Pace Honor Code shall be subject to consequences stated in Section 6 of this handbook (under Cheating Policy). Furthermore, those students in dual enrollment/AP courses may forfeit their opportunity to remain in the course or receive the dual enrollment credit.

## Standardized Testing

The following standardized tests are administered to Monsignor Pace students:

PSAT/PRE ACT	9 <sup>th</sup> grade
PSAT/PRE ACT	10 <sup>th</sup> grade
PSAT/ACT	11 <sup>th</sup> grade
AP	9 <sup>th</sup> – 12 <sup>th</sup> grade-additional charge per exam

Students must be present for these tests. The results are used for placement.

### **Test Taking Procedures**

This includes those procedures that are stated within the standardized testing instructions, as well as any teacher's particular request. All tests require that the student sits facing forward, keeping their eyes on their own paper and there is to be no communication of any kind during exam time. Students cannot Christmas tree an answer sheet. Students must follow all instructions given by the teacher or reader. Students are expected to give their full effort at all times during exams.

### **Graduation**

Seniors may not participate in Baccalaureate Mass or Graduation ceremonies due to the following reasons: financial deficiency, insufficient credits, service hours not completed, research paper requirement not met, academic probation and or retreat requirement not met. At the discretion of the Principal, some Seniors will not participate for reasons of misconduct or disciplinary action.

### **Credits Required for Graduation**

<u>Subject</u>	
Religion	4
English	4
Math	4
Science	3
Social Studies	3
Foreign Language	2*
Physical Ed.	1**
Performing Art	1
Practical Art	1
Electives	<u>5</u>
	28

**\*taken consecutively**

**\*\*to include the integration of health**

1. All students must take a minimum equivalent of 7 credits each year.
2. A failure in any subject must be made up in one (1) of Pace's Credit Recovery Programs  
A student may not advance to the next grade level unless the student has earned 7 credits at the preceding level.
3. A Senior who fails any subject, regardless of the number of credits he/she has already earned, will not receive his/her diploma unless the credit(s) is/are made up in Credit Recovery Program at Pace.
4. All semester courses must be completed; partial credit cannot be granted.
5. All students must attend two (2) retreats within the four (4) years. Transfer students require one (1) retreat.
6. All students must satisfactorily complete a research paper each year.
7. All students must complete 75 hours of community service.
8. A student must have a **cumulative unweighted State of Florida GPA of 2.0.**
9. Each student must complete one online class as a requirement for graduation; this requirement is met by our Computer Technology course.

## Academic Placement

According to the individual ability, past performance in class, the degree of difficulty of a particular subject, test scores and teacher recommendation, the student may be placed in General, Honors or AP courses. Incoming Freshmen are assigned classes based on standardized tests, placement test scores, entrance exam scores and teacher recommendation. In order to qualify for the Honors Program and the Dual Enrollment Program for college credit, a student must maintain an A average, acceptable standardized test scores and get approval from the Department Chair.

In order to move from one level to another a student must have their current teacher's and Department Chair's approval and an acceptable grade, PSAT and PRE ACT score. Previous AP scores will determine continuation in AP classes.

## On Line Course State Requirement

On June 2, 2011, Governor Rick Scott signed the Digital Learning Act into law as part of House Bill 7197.

All students in Florida must now complete one high school-level virtual course as a requirement for graduation.

Students and parents should talk to their school's counselor if they are still unsure. An online high school course taken in grades 6-8 fulfills this requirement.

## Advanced Placement

For all Advanced Placement courses, students are selected by the teacher to take the Advanced Placement exam for college credit and are required to take a regular final exam during final exam week. **The AP Exam fee(s) must be paid on the due date.**

To fully prepare for these examinations, students may be required by their teachers to attend special sessions before and/or after school or on weekends and/or complete summer assignments.

- An AP course is meant to challenge students academically and to offer students an opportunity for college credit based on AP test scores.
- AP courses are the equivalent of an introductory course at the college level; students in these courses are expected to work at this level.
- ALL Pace AP courses and teachers are approved by College Board.
- Students enrolled in an AP course are expected to do the following:
  1. Adhere to the Honor code. *Any student who violates the honor code (cheating, plagiarizing, etc) on any class work assignment, homework assignment, project, or paper will be given consequences.*
  2. Take the AP exam for the course, in addition to the final exam for the course given by the teacher.
  3. Be present in class. *Teachers can say "no" to missing AP class for activities, field trips, etc.*

## **Advanced Placement Exam: Final Exam and College Board National Exam**

All AP students are required to take a teacher developed AP Final Exam. In order to take the AP National Exam administered by College Board, students must meet the criteria established for each AP course and receive teacher approval in order to take the exam. Spartan Sword & Shield students must take both the AP Final Exam and the CollegeBoard National Exam.

If a teacher does not allow the student to take the AP National Exam, a parent may override the teacher's decision. An override letter must be written and turned in by the appropriate due date to the AP Department Chair.

**Any questions email Mrs. De la Vega at [ydelavega@pacehs.com](mailto:ydelavega@pacehs.com)**

## **Student Schedules/Class Change Policy**

The course selection process takes place in the winter of each year. Every attempt is made to respect student needs. Students and parents must understand that in some cases schedule requests cannot be granted due to scheduling conflicts or class size limitations. Schedules will not be processed for students who have not re-registered.

Student's schedules are prepared to provide the best possible schedule for each individual. Requested changes will be reviewed based on the following considerations: teacher evaluation, student's achievement in the subject area, student's career goals and qualifications, availability of class, and reason for the change. Elective changes for the following year must be requested before the start of the following school year. Level changes for A.P. and Dual Enrollment courses are not approved unless the change is requested by the teacher and Department Chairperson.

Enrichment courses can only be taken via the summer Enrichment Program or the program offered by the Archdiocese of Miami Virtual Catholic School. If it is determined that a virtual course is needed, the course must be taken via ADOM-VCS.

## **Dual Enrollment/College Credit**

Sophomores, Juniors and Seniors in various courses are eligible to earn Dual Enrollment college credit in conjunction with St. Thomas University. The university requires a 3.0 cumulative State G.P.A. (based on all subjects) to enroll in the program and have earned A/B's in correlating subjects. A fee is charged .

## **Forgiveness Policy**

Monsignor Edward Pace High School complies with the forgiveness policies set forth by the State of Florida Board of Education and the Archdiocese of Miami. Florida Statutes require that the grade "F" for a failed class must appear on the transcript along with the remediated grade. However, the failing grade will not be used in calculating the GPA.

## **Grading Policies**



All courses offered are semester courses. At the end of each semester course, students will earn ½ credit. A final exam will be given and a final grade will be earned. Courses that require one (1) credit each year will still receive what is required. The combination of semester one (1) and semester two (2) will equal one (1) credit needed.

Academic credit will be awarded on a yearly basis. Students will receive .5 credit for each course with a passing grade with a maximum total of one (1) credit.

1. Final semester grades are averaged as follows:  
First/Second quarter grade: 1<sup>st</sup> semester 40%  
Third/Fourth quarter grade : 2<sup>nd</sup> semester 40%  
Final Semester Exams 20%
2. Exams at the end of the semester will include work done over the semester. Final Exams will be approximately one and one half-hour in length.
3. Students must take their Final Exam on the assigned day. **Any student who misses their Final Exam(s) due to an unexcused absence (ex: family vacation) will only receive a maximum of 79% for the exam (see Attendance Policies).**
4. Students who want to change the date of the Final Exam must bring a letter from a parent explaining why the change needs to be made, official documentation (i.e. medical letter, court document, travel confirmation) and must pay a \$25.00 change of exam fee.
5. Students with outstanding financial obligations will receive incomplete grades (I) for Final Semester grades.
6. Students who miss their Final Exam due to an absence will receive a grade of ‘AB’ (Absent) which is equivalent to 0 %.

### **Exemption Policy**

Policy for all students:

1. Students who have all “A’s” are exempt from the Final Exam.
2. Students who have an “A” average may be exempt from the Final Exam at the discretion of the teachers.
3. Exemption notification forms are given to the student the Monday and Tuesday before Final Exam Week. The parent must sign the form and the form must be returned the Wednesday and Thursday before Final Exam Week. A student may not have been absent more than nine (9) days in a semester or 18 days in a year for exemption to take effect regardless of the reason for the absence.
4. Tuition must be current. Students must have an Exam Permit and school I.D.

### **State of Florida Graduation Requirements**

*(Please note that each university has their own system for calculating GPAs)*

The state of Florida requires all students on a traditional graduation plan to have a 2.0 unweighted GPA.

### **GRADING SCALE - to calculate State of Florida 2.0 Graduation Requirement**

**(UNWEIGHTED)**

- A 4 quality points
- B 3 quality points
- C 2 quality points
- D 1 quality point
- F 0 quality points

**GPA Calculation For State of Florida Graduation Requirement**

To calculate Grade Point Average (GPA), each letter grade is converted to a quality point number. The quality points are totaled and divided by the total by the number of classes on the schedule.

**Example:** The report card shows 3 A's, 3 B's, and 1 D. Each A earns 4 points = 12. Each B earns 3 points = 9, and the D earns 1 point = 1.  
 $12 + 9 + 1 = 22$ . Divide 22 by 7 = **3.14**

Cumulative Grade Point Averages are based on final grades only. This average is computed by dividing the total number of quality points earned by the total number of courses attempted.

The Dean of Academics will calculate official GPA's and cumulative GPA's will be updated at the end of each semester.

Report Cards will include both the State of Florida GPA & the Monsignor Edward Pace GPA.

As of the 2020-2021 school year, Monsignor Edward Pace High School revised the weight of the grading system in accordance with the Florida State Statutes § 1003.437. All courses are assigned weight according to their challenge and regor. A weighted grade point average to be computed using marks earned in all courses taken. An additional 1.0 point is awarded for all honors courses and an additional 2.0 points for AP (Advanced Placement) courses:

**Pace Academic Grading System  
(School year period as of 2020-2021)**

		Numerical Equivalent	Standard Weight	Honors Weight	AP Weight	Unweighted
<b>A</b>	Outstanding	90-100	4.00	5.00	6.00	4.0
<b>B</b>	Above Average	80-89	3.00	4.00	5.00	3.0
<b>C</b>	Average	70-79	2.00	3.00	4.00	2.0
<b>D</b>	Lowest Acceptable	60-69	1.00	1.0	1.0	1.0
<b>F</b>	Failure	00-59	0.0	0.0	0.0	0.0

Prior to and including the 2019-2020 school year, the grading system and interpretation of grades used to measure student success used the following grading system:

**Pace Academic Grading System**  
(School year period up until 2019-2020)

		Numerical Equivalent	Standard Weight	Honors Weight	AP Weight	Unweighted
<b>A+</b>		97-100	4.66	5.66	6.66	4.0
<b>A</b>	Excellent	93-96	4.33	5.33	6.33	4.0
<b>A-</b>		90-92	4.0	5.0	6.0	4.0
<b>B+</b>		87-89	3.66	4.66	5.66	3.0
<b>B</b>	Good	83-86	3.33	4.33	5.33	3.0
<b>B-</b>		80-82	3.0	4.0	5.0	3.0
<b>C+</b>		77-79	2.66	3.66	4.66	2.0
<b>C</b>	Average	73-76	2.33	3.33	4.33	2.0
<b>C-</b>		70-72	2.0	3.0	4.0	2.0
<b>D+</b>		67-69	1.66	1.66	1.66	1.0
<b>D</b>	Poor	63-66	1.33	1.33	1.33	1.0
<b>D-</b>		60-62	1.0	1.0	1.0	1.0
<b>F</b>	Failure	00-59	0.0	0.0	0.0	0.0

**Diplomas issued by Monsignor Edward Pace High School**

**Regular Diploma:** Awarded to students who meet all requirements for graduation.

**Regular Diploma through Access Points:** Awarded to students who meet the standards established by the Florida Department of Education for Exceptional Student Education. They will be awarded the diploma according to the requirements of their specific exceptional education program.

**Athletic and Extra-Curricular Academic Eligibility**

There are many clubs, activities and athletic opportunities available to MEPHS students. In order to participate in events that are either on or off-campus, involve competition and/or are part of a competitive event, athletic events, or those that require students to miss class, the students must maintain a cumulative State of Florida GPA of 2.0 or above on a 4.0 scale.

Monsignor Edward Pace High School also follows the sports eligibility guidelines as set forth by the Florida High School Athletic Association. To represent MEPHS in an athletic contest, a student:

- Must be under the age of 19 years, 9 months. If you reach this age during the regular season in a sport, you will not be eligible to begin competition in that sport.

- Must earn and maintain a State of Florida cumulative GPA of 2.0 or better in all courses taken.

In addition to the local requirements for participation, one of the major athletic associations in the United States that regulate who may participate in college sports is the National Collegiate Athletic Association (NCAA). Additional information can be obtained in the Guidance Office.

### **NCAA Eligibility Requirements**

Athletes may only apply online for initial eligibility from the NCAA clearinghouse. Please make sure to always check the NCAA website for the most current information.

It is our recommendation that ALL student athletes maintain a minimum of a 3.0 State of Florida GPA and register to take the SAT and/or the ACT.

In addition to meeting core academic requirements, the NCAA requires a specific minimum GPA. NCAA no longer requires SAT or ACT score to be considered eligible, but may be required for college admissions.

### **Grade Changes**

Students and parents have the right to seek an explanation as to how a particular grade was determined by a teacher. However, grades may not be changed for the following:

1. Athletic eligibility, parental pressure, college acceptance, club or honor society eligibility, extra-curricular trips, etc.
2. A teacher wants to encourage a student to do better.
3. A teacher has allowed a student to make up assignments after the grading period is closed. (Except for an incomplete grade due to hospitalization)
4. Extra credit turned in after the nine weeks closed. If given, extra credit should be turned in on time to be included in the regular evaluation.

If it is necessary to question a grade printed on the report card, the student must speak to the teacher within one (1) week from the receipt of the report card. If the teacher decides that a correction must be made, the teacher will submit the correct grade to the Dean of Academics within that week.

### **Transfer Credits**

The student must understand that all his/her grades will be accepted as they appear on the official transcript. Any classes that we do not offer will be equated to something in our curriculum.

For those classes which have an "F" grade there remains the obligation to attend one of Pace's Credit Recovery Programs to replace the "F". The replacement grade will be determined according to the Pace Credit Recovery Program grading policy – 30/70%.

Furthermore, any credits earned in, and accepted from Junior High will be counted as part of the total credits which need to be earned in senior high. Students will still have to earn seven (7) credits each year for a total of 28 credits earned at Monsignor Edward Pace High School.

## Parent Overrides

If a parent wants to override the level placement of their child, a letter must be written and turned in by the appropriate due date. The letter must include:

- 1) Child's name, the change requested, reason for change and parent contact information.
- 2) These three (3) statements:
  - A) You, the parent understand that it is not Pace's recommendation.
  - B) You take full responsibility for your child's progress.
  - C) You understand that under no circumstances will your child be moved out of the level requested for the entire school year.
- 3) A recommendation letter from the 8<sup>th</sup> grade teacher (only for incoming 9<sup>th</sup> graders).  
Final approval of override will be given by the Dean of Academics.
- 4) Parents may only override into student's next immediate level.
- 5) Parents may not override AP classes or Dual Enrollment courses.

## Credit Recovery Programs

1. Students who wish to return to Monsignor Pace but who need to attend an Enrichment or a Credit Recovery Program must do so at Monsignor Pace High School or ADOM-VCS.
2. ½ credit enrichment courses may be offered to students.
3. A maximum of two (2) classes may be taken each summer for remediation or enrichment.

## Credit Recovery Grading

A student who receives a final grade of "D" or "F" for the semester and attends a Credit Recovery Program to make up a course will be graded according to the following policy: The numerical "D" or "F" grade will count for 30%. The numerical Credit Recovery grade will count for 70%. The new average will appear on all official student transcripts. Courses taken at Monsignor Edward Pace High School must be remediated at Monsignor Edward Pace High School.

## Report Cards

Report cards are mailed two times a year, at the end of each semester. The first and third quarter will be made available in the student's E-Locker in their Plus Portals account. Parents are urged to keep up with Plus Portals and may contact teachers with any concerns.

## Honor Roll

At the end of each marking period students may achieve the Honor Roll. An assembly is given honoring those students on the Principal's and First Honor Rolls. The Honor Rolls are based on the following criteria:

**Principal's Honor Roll -  
First Honors -**

All "A's" in academics  
A minimum of a 3.5 average with no academic grades less than a "B"

### Academic Probation

Any student who has more than two (2) failures and/or a State G.P.A. below 2.0 is placed on Academic Probation. There is the possibility that the student will be dismissed if the failures continue. These students may not be able to participate in ongoing extracurricular activities and/or athletic events.

If your child's *Quarter G.P.A.*, is below a 2.0 during any quarter of the academic year, he/she will be placed on academic probation. However, if the student's *cumulative G.P.A.* is above a 2.0, he or she may participate in activities and/or athletic events.

**IF THREE (3) COURSES ARE FAILED AT THE END OF THE SEMESTER/YEAR AND/OR THE STATE GPA FALLS BELOW A 2.0, THE STUDENT MAY BE ASKED TO WITHDRAW FROM MONSIGNOR PACE HIGH SCHOOL.**

### Academic Awards/Recognition

Academic Awards are given out at a ceremony at the end of each school year. These awards recognize the student in each subject area who has established mastery of the material. Please note that nominations do not guarantee receipt of scholarship. A few of these awards include:

Award Title	Eligibility	Requirements	Award
Summa Cum Laude	Senior	Top 1%	Recognition at graduation
Magna Cum Laude	Senior	Top 5%	Recognition at graduation
Cum Laude	Senior	Top 10%	Recognition at graduation
National Principal's Leadership Award	Senior	Academic excellence; service to school and community; outstanding leadership	Certificate
Service to School and Community	9-12; male/ female	Service to the school and the community	Trophy
Spartan Pride Award	9-12; male/ female	High academic achievement while contributing to school pride and spirit	Trophy
Best All Around	male/ female from each grade	Academic excellence school activities, school spirit, community service, athletics, and cooperation with teachers and peers	Trophy
Departmental Awards	9-12	Top student in each subject area	Trophy

### Parent-Teacher Conferences/Communication/E-Mail

Parents are encouraged to contact the teachers via email. Allow 48 hours for a response from the teacher. However, a parent may contact the Guidance Office at any time to arrange a staffing with all of the student's teachers at once. These staffings are held before or after school.

The e-mail address is the first initial of their first name and their last name followed by @pacehs.com. For example: Mrs. Mary Jones would be [mjones@pacehs.com](mailto:mjones@pacehs.com).

### **Plus Portals** (<https://www.plusportals.com/MonsignorPaceHighSchool>)

Plus Portals is a secure communication platform for K-12 schools. It transforms our website into an extraordinary extension of our school. Parents and students will be given passwords to access information on Plus Portals for their particular child. Grades, attendance, school news, class news, assignments, calendars and more can be viewed at this site. It also replaces the progress report since parents may view their child's academic progress anytime. If you have any questions, please e-mail us at [support@pacehs.com](mailto:support@pacehs.com).

### **Spartan Sword & Shield Honors Program**

- The Spartan Sword and Shield Honors Program offers a challenging and collegial environment for highly motivated and academically competitive students.
- As this program is intended for highly motivated and academically competitive students, it is by **invitation only**.
- The curriculum in the Spartan Sword & Shield Honors Program is rigorous and challenging.
- Once a candidate is accepted into the Program, a curriculum is set in place from their starting year.
- Based on their chosen path, the student must take predetermined classes in the **Honors**, **Advanced Placement**, and **Dual Enrollment** levels.
- Students are expected to attend Summer Institutes every summer, beginning with the summer prior to your sophomore year.
  - Attendance is mandatory and is a requirement of the Spartan Sword and Shield Honors Program.
  - This scholastic commitment consists of two classes for four weeks.
  - Please note that the Summer Institutes are a financial commitment as well.
  - Summer Institutes are not included in the Monsignor Edward Pace High School yearly tuition rate.
- Students enrolled in the Spartan Sword & Shield Honors Program, upon graduation, will demonstrate a mastery of college level coursework and have maintained a minimum cumulative grade point average of **3.75** with an **A or B final average for each course**.
- Students may be put on Probation for academic or disciplinary reasons. Once on Probation, a staffing will be called with the parents and a contract will be signed stipulating the terms of the Probation.
- If a student cannot stay in the Honors/AP track in each of the main academic courses, for any reason, he/she cannot remain in the Program.
- Although a parent can override a student into an Honors course, the student can be pulled out of the Program if his/her grades or academic performance do not meet with the specified standards of any of the Honors, Dual Enrollment, or AP course(s)
- Students are expected to adhere to the Honor Code at all times. Any student caught cheating will be immediately removed from the Program.
- Students are also expected to be actively involved in the following:  
**Academic Honor Societies**
  - National Honor Society
  - English Honor Society
  - Math Honor Society

- Science Honor Society

### **Community Service**

- 100 hours of community service

### **Extracurricular Activity**

- Active participation, outside of Honor Societies, in one of the following: Club, Campus Ministry, or Athletics

## **Research Paper Requirement**

- Students must complete a research paper, with a minimum grade of 70%, each year.
- The first draft has to be completed by the third quarter; the final draft cannot be turned in without the first draft. All drafts must be submitted to Turnitin.com
  - During the first semester, all students will submit a 'short paper' that includes thesis, internal citations, and works cited page
- The paper is literary based
- Topics are the same by levels and years
- MLA Format, 9<sup>th</sup> and 10<sup>th</sup> grades
  - English I, English I General = 2 pages (minimum)
  - English I Honors = 3 pages (minimum)
  - English II, all levels = 3 pages (minimum)
- MLA Format, 11<sup>th</sup> and 12<sup>th</sup> grades
  - English III, English III General, English III Honors = 4 pages (minimum)
  - AP Classes, 11<sup>th</sup> grade = 5 pages (minimum)
  - English IV, English IV General = 5 pages (minimum)
  - English IV Honors and AP Classes = 5-7 pages (minimum)
- If a paper is not submitted or if the student receives a failing grade for the paper, then the student will have to go to the Credit Recovery Summer Session, for the research paper requirement only
- If a student goes to the Credit Recovery Summer Session and completes the paper, the grade for the paper will not change, but the requirement will be met
- All papers will be kept in a digital format as proof of compliancy with the school rules
- Students cannot write more than one research paper per school year, in English class (exceptions can be made in Honors, AP, and Spartan Sword and Shield classes)
- If a student does not hand in a first draft, then the student has to attend Study Hall
- Teacher discretion: if the student receives a 70% on the first draft, then the student may not be required to submit a revised draft
- Students may be required to complete an oral presentation/defense of research paper – all four years
- Cheating Policy for AI in high school applies. Please see:
  - Section 5 - School Regulations;
    - ff. Cheating Policy & Use of AI in high school



## SCHOOL REGULATIONS

Students are expected to behave consistently with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including administrative withdrawal, against any behavior that violates this policy, even if not specially stated in this handbook.

### School Hours

School is in session from 8:00 a.m. – 2:30 p.m.

### Attendance

According to Florida State Law, school needs to be in session for a minimum of 180 days. Students are expected to be in attendance everyday of the school year. Students who exceed nine (9) absences in a semester (excused or non-excused, including having medical documentation), may be denied academic credit and may receive an “F” grade for that subject for all marking period. In addition, students may lose all extra curricular privileges and exemptions for final exams.

Attendance will be recorded by each teacher for every class and monitored by the Dean’s Office as an on-going process.

Students who are absent or late because of participation in non-school group activities (i.e. Senior Skip Day, group breakfast, etc.) may be subject to serious disciplinary action, including parent conferences or suspension from school. This applies regardless of the number of absences or tardies accumulated by any individual involved.

Any student absent from school, may not participate or attend any school activity that evening (or Saturday if absent on Friday) unless medical documentation has been given to the Dean’s Office.

**Students are not to be absent during the First and Second Semester Final Exams Week except in grave emergencies and then with express written permission from the Dean of Academics. Students taking their exam early or late will incur a \$25 fee, per exam. An exam not taken on the assigned date may be made up for a maximum of 79% credit with administrative approval.**

## **Attendance Procedures**

On the day of an absence, a parent **must** call or email the school to notify the attendance office. The day a student returns from an absence, he/she **must** present a note from the parents to the attendance office explaining the absence. The Attendance Office may be contacted by dialing 305-623-7223, ext. 211. Unexcused absences will not be changed after 24 hours from returning to school.

Students may be issued demerits for **each** late to class. Parents may be notified of students with excessive tardiness.

An admit slip may be issued to the student allowing him/her to return to his/her classes. Failure to receive a note may result in an unexcused admit from the Dean to present to the teachers. An unexcused absence may result in no credit for work missed.

1. After seven (7) days absences in a semester or 15 days in a year, a conference with the parents, Dean and student may be held.
2. A student who misses three (3) days or more consecutively must have a doctor's note or appropriate documentation for the absence to be excused. If a student sees a doctor, a letter should be given to the Dean of Students.

Serious health problems or chronic illnesses must be discussed with a school official early in the school year. Faculty members who have such students may be privately advised at the beginning of the school year. Parents are advised to contact the Dean of Academics and the guidance counselor in these instances. **Parents must notify the Dean's Office or Dean of Academics if the student has a serious medical problem.** Students out of school for an approved period of time due to a medical concern may be recorded as "Present-Medical" if they *successfully cooperate* with the school in a distance learning program. Approval for the extended time away from school will only be granted with medical documentation approved by school administration.

3. A student who is absent (excused or non-excused, including with medical documentation) from school more than 18 days in a year (or 9 days per semester in schools on a semester system) may not earn the credit unless the principal grants an exception, and determines a way in which the student may receive additional instruction. The student may also lose senior privileges (Prom, Grad Bash, Homecoming, dress down).

## Types of Absences

1. **Excused** – **The only absences excusable by state law are for illness, a court appearance or death in the immediate family.** An excused absence allows the student to make up his/her work and the teacher is expected to help. The principal has the right to refuse an excused absence in cases where the parents' reason for keeping the child out of school does not seem valid. A student's admit slip must be shown to all teachers whose classes were missed on the day of the absence. The student has the same number of days as he/she was absent to make up the work. **Make up work is the responsibility of the student.**
2. **Permitted** – An absence is permitted when arrangements have been made at least three (3) days in advance with an Administrator for reasons other than illness. The student is allowed to make up his/her work, but the teachers are not required to help. Permitted excuse forms must be signed in advance by the Dean of Students and then by all teachers. Work must be completed on the day the student returns to school. Students must arrange with the teachers (at the teacher's convenience) for the make-up of tests or quizzes. The permitted excuse form is signed at the discretion of the teacher.
3. **Unexcused** – Absences are unexcused when:
  - 1) No call or note is received from the parent
  - 2) Truancy (defined by the State as an absence not reported to the Dean or leaving school without permission)
  - 3) Absences deemed unnecessary by the Dean of Students
  - 4) Suspension

**Penalties for unexcused absences** – All work missed including quizzes and tests must be made up to **seventy nine percent (79%)** of the grade earned by the student on the make-up work. It is incumbent upon the student to make arrangements with his or her teacher to make up the missed work. Failure to do so may result in a **zero** for all work missed during the suspension.

Any student with nine (9) absences (excused or non-excused, including with medical documentation) for a semester or eighteen (18) (excused or non-excused, including with medical documentation) absences for the year may not be permitted to participate in any extracurricular activities. Any monies paid or deposited for an activity are non-refundable. The student is not eligible for test exemption privileges.

Students admit slip must be shown to all the teachers whose classes were missed on the day of the absence.

### **Excuse from Class**

Students may not be permitted to leave a class except in an emergency. Students must sign out using the online pass.

### **Early Dismissal/Illness**

- If a student becomes ill during the school day, the student must report to the Dean's Office
- Students must be picked up before or after liturgical services, exams or activities.
- Students may not be called out of class for messages or gifts.

### **Prolonged Illness**

Parents must notify the Dean's Office if a student is hospitalized. The school may require the student to enroll in the hospital Homebound Program from Miami-Dade Public Schools or will receive weekly assignments from teachers through the Guidance Office. The student has the same number of days to make up the work as he/she was absent.

### **Administrative Withdrawal**

A student with ten (10) or more consecutive unexcused absences without notification to the school, may be administratively withdrawn.

### **Student Drop Off & Pick Up Procedures**

Parents who drop off or pick up students for school should plan to arrive on time to drop off or pick up students at the plaza area. (Students must be in their classrooms by 8 AM or they are late to school and must report to the dean's office for a late pass.) We ask all drivers to please enter through the north gate. Once on campus follow the north entrance road to the Spartan Center, drive under the Spartan center driveway and pull up as far as possible in the waiting line in front of the plaza to allow for the students to be dropped-off and picked-up in the most efficient way possible. Supervision and North Gate opens at 7AM for drop off and 2:25 PM for pick-up. To ensure the safety of all students, please observe the following:

- Remain in your vehicle.
- Students must leave/enter your vehicle on the bollard side of the plaza only.
- Patiently wait in line – our goal is to always have our students arrive and leave school in the safest way possible.

- If your student is already with you, please remain in line to await your turn to leave the pick-up/drop-off area.
- If you need to meet your child personally, please report to the administration building, you may park your car in the appropriate lot.
- Students driving follow the same pattern and then park in the student parking lot.
- Students arriving by city transportation enter the school through the circle (Main) guard gate entrance and walk into school through the dean's office gate.
- If a student arrives late to school, 8AM to 8:15AM, they are to enter the school through the circle guard gate entrance and walk into school through the dean's office gate. (Their name and ID number are recorded). Students who arrive after 8:15 AM, or leave early, must enter or exit through the administration building.
- Speed limit on our campus is 5MPH.
- ***PLEASE NOTE: Traffic in the loop must continue to flow. Cars may stop just long enough to safely load or unload students. To prevent accidents, only one lane or line of cars is permitted. Please exercise patience and courtesy to keep our students safe.***

### **Early Dismissal from School**

A student may be excused early from school if a parent has furnished a note to the office of the Dean of Students **at least one day prior** to the desired dismissal date. Please include a telephone number where the Dean of Students may contact you.

A student may be excused early in case of an emergency after a parent has spoken to a Dean of Students. The parent **must** come to Msgr. Pace High School to pick up his/her child.

A student who drives to school may be permitted an early dismissal with a note or email from the parents sent in advance to the Dean's Office. Parents choosing to have his/her child leave campus on public transportation or solicited transportation, must state that in their Early Release Request Form.

The school follows the guidelines set forth by the Buckley Amendment pertaining to release of students. All tardies and early dismissals are considered as follows:

Reported after 8:00 a.m.	Tardy
Reported after 10:00 a.m.	Absent half-day
Reported after 12:30 p.m.	Absent one day
Leave before 10:00 a.m.	Absent one day
Leave before 12:30 p.m.	Absent half day
Leave after 12:30 p.m.	Early dismissal

Note: Noon dismissal (12:00 p.m.) days are considered a full day of school  
Students may be asked to withdraw for excessive infractions.

Any solicitation from a college or the military will be limited to our school's college visits or where deemed appropriate by the Director of Guidance in accordance with the Administration.

### **Late to School**

Students are permitted five (5) "Late to School" per quarter with a parental note or a phone call from a parent. A detention will be given to the student for every late to school after their fifth (5<sup>th</sup>) late until the end of the quarter of each quarter. Any student who exceeds ten (10) late to school in a semester cannot be exempt from their H block final exam.

Students arriving late to school once they have used their five (5) free tardy passes are expected to serve the detention on the of the tardy.

## **Visitors**

Students are not permitted to bring visitors or pets to school before, during or after school.

All other visitors arriving on the campus of Monsignor Edward Pace High School will be checked in at the gate and must report to the administration building. Visitors must present their drivers' license for a visitor's I.D. This will alert all faculty and staff that the visit is approved. Students asked to leave Pace may not return as visitors.

## **College Visitors/Military Recruitment**

Any college admissions representative or military personnel who visits our campus to solicit our students must first get a visitor's pass and be directed to the College Advisor. If the Director of Guidance is unable to meet with him/her, he/she should leave a business card with contact information. If the representative is an athletic recruiter for college or university, he/she may meet directly with the Director of Athletics or Team Coach.

Under no circumstances is a college representative or military personnel allowed to meet with a student without approval from the Director of Guidance. Moreover, they will not be allowed to excuse a student from class without such approval. At no time shall a college representative or military personnel remove a student from our campus.

## **Parents Observing Students in Class**

In order to respect the confidentiality of all students during regular school hours, parents may not observe their child within the classroom environment.

## **Change of Address/Phone Number/Fax/E-mail**

Parents should notify the Main Office of any change of address, phone, e-mail address or fax number promptly. A form must be filled out by the parent. This applies to both your home and business address/phone for emergencies.

## **Search and Seizure**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school, or any school sponsored event, and may remove, confiscate and/or interrogate any object which is illegal or contrary to school policy. Unauthorized possession of an item may result in suspension, or administrative withdrawal, i.e, another student's book bag or I.D. If deemed necessary by the administration, the police may be notified.

## **Disclosure of Criminal Arrest/Convictions**

Each student and their parent/legal guardian has the obligation to immediately (next business day) disclose to the Administration of the school (Principal, or Dean) any criminal arrests or convictions that occur during their tenure as a student. The disclosure obligation of the administration will be to the superintendent or associate superintendent of ADOM schools. A student or legal guardian/parent failure to make proper and timely disclosure consistent with this policy may result in disciplinary action up to removal from Monsignor Edward Pace high school. Moreover an arrest or conviction may result in administrative withdrawal of the student. An arrest may also involve corrective or disciplinary actions depending on the review of the relevant factors involved including nature and severity of the alleged offense that may adversely affect the student's ability to maintain a positive relationship with other members of the school community.

## **Telephones/Electronic Devices**

Cellular phones or electronic devices may not be seen, heard, or used on the Monsignor Pace property during school time (8:00 a.m. – 2:30 p.m.). Teachers may confiscate the phone/electronic device. The student will receive a disciplinary consequence and a fine. A parent must come to retrieve the phone and pay the fine. Electronic devices not picked up by the last day of summer school will be donated to charity.

First offense:	1 demerit - \$5 fine
Second offense:	3 demerits - \$10 fine/parent must pick up phone
Third/fourth offense:	5 demerits – 2 hr. detention /\$20 fine/parent must pick up phone
Fifth offense:	10 demerits/indoor suspension/contract/\$30 fine
Sixth offense:	10 demerits/outdoor suspension/contract/\$40 fine
	*after the 3 <sup>rd</sup> offense, students may lose phone privileges



### **Smart-Watches**

Permission to bring and use privately owned devices is contingent upon strict adherence to our AUP policies and guidelines. This permission/privilege may be revoked at the discretion of the administration.

Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, Pace is not responsible for any financial or data loss.

Students shall use their devices responsibly and for educational purposes under the direction of the teacher/administrator. Students shall ensure that their device privileges are not revoked by exercising good judgment with respect to their use. **Students must set the device to silent and secure it properly anytime asked to do so, especially during testing.**

The school reserves the right to examine the privately owned device and search its contents if there is reason to believe a school policy or guideline has been violated.

The school reserves the right to confiscate and impose penalties based on our AUP and electronic device policies. Furthermore, the school reserves the right to contact appropriate law enforcement agencies concerning the use of the device for suspected violations of law or regulations.

### **Headphones/Earbuds**

Students may NOT wear headphones in hallways. The only place and time is during lunch.

### **Lost and Found/Confiscated**

Monsignor Pace High School is not responsible for any book, iPad, material, or personal belongings that are misplaced, lost or stolen. Any property left unattended may be brought to the Dean's Office. Any items (electronics, books, jewelry, clothes, etc.) which are turned in or confiscated can be claimed in the Dean's Office. All items not claimed by the end of the school year may be donated by the Administration.

### **Parking Lot Rules and Regulations**

- Students are not permitted in the parking lot at any time during the school day without supervision or specific written permission from an administrator.
- No loitering before or after school, playing loud music and/or disturbing the peace.

- The administration reserves the right to search any vehicle when there is a reasonable cause to do so or during any otherwise school-wide program with the objective of school safety.
- Any student who wishes to park on the school campus must purchase a parking permit during the first two (2) weeks of the school year from SGA for \$100.00 and submit a Parking Permit Application.
  - a. Decals purchased during 1<sup>st</sup> quarter: \$100.00
  - b. Decals purchased during 2<sup>nd</sup> quarter: \$ 75.00
  - c. Decals purchased during 3<sup>rd</sup> quarter: \$ 50.00
  - d. Decals purchased during 4<sup>th</sup> quarter : \$ 25.00
- Replacement cost for a lost permit will be prorated depending on the time of loss.
- Students MUST display their decal on the lower left corner of front window whenever the car is parked on campus.
- Parking will be on a first-come, first-served basis in any available marked parking space not reserved for FACULTY (yellow), VISITORS (yellow), HANDICAPPED (blue), or where otherwise prohibited.
- Any car parked on campus may not display any form of obscene decal(s) or decoration(s) and must be parked properly in only one parking space.
- Monsignor Edward Pace High School is NOT responsible for the theft, loss, or damage to the car or items left in the car. (It is recommended that valuables NOT be left in the car while on campus.)
- No reserving and/or holding of parking spaces is allowed.

### **VISITOR PARKING**

All visitors must park in the spaces reserved for visitors in front of the Administration Building.

### **TEMPORARY PARKING**

Students in need of temporary parking must purchase a temporary tag for \$5.00 a day. These may be purchased in the Activities office in the morning PRIOR to the school day. If not placed visibly within the car that day, the car will be in violation of the parking procedures.

**PLEASE NOTE: IGNORANCE OF THE POLICIES DOES NOT EXCUSE PARKING VIOLATIONS. PLEASE BE SURE TO UNDERSTAND THE PROCEDURES BEFORE PARKING ON CAMPUS.**

**If you need any further assistance or information, please contact Mr. Mayo/Ms. Sanchez by email at [nherrera@pacehs.com](mailto:nherrera@pacehs.com) or by phone at 305-623-7223, ext. 218.**

<b>Parking and Traffic (Minor) Offenses</b>
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1. Parking in a prohibited space
2. Blocking traffic area
3. Parking in a NO PARKING zone
4. Parking in FACULTY/STAFF parking
5. No parking permit (fined & permit must be purchased immediately)
6. Reserving/holding parking spaces
7. Taking up more than one parking space
8. Loitering in the parking lot

**Disciplinary Action for Minor Parking Violations**

- 1<sup>st</sup> offense** .....Parking ticket \$25  
**2<sup>nd</sup> offense** .....Parking ticket \$50  
**3<sup>rd</sup> offense** .....Parking ticket \$75 - Dean/Parent notification  
**4<sup>th</sup> offense** .....Parking ticket \$75 - Loss of driving/parking privileges on campus, 1 day indoor suspension, 10 demerits

**Parking ticket(s) must be paid within a week from the date of issue or driving privileges may be revoked.**

**Any additional disciplinary action may be taken at the discretion of the administration.**

<b>Parking and Traffic (Major) Offenses</b>
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1. Speeding (**Campus speed limit 5 m.p.h.**)
2. Reckless driving
3. Texting while driving
4. Riding on hood, roof, etc.
5. Unauthorized driving of cars and passengers
6. Leaving without authorization (this includes before school starts)

**Disciplinary Action for Major Parking Violations**

- 1<sup>st</sup> offense** .....Parking ticket \$25 - Warning  
**2<sup>nd</sup> offense** .....Parking ticket \$50 - 2 hour detention, 5 demerits, & parental notification  
**3<sup>rd</sup> offense** .....Parking ticket \$75 - Indoor suspension, loss of driving/parking privileges, 10 demerits, & parental notification  
**4<sup>th</sup> offense** .....Disciplinary Council meeting

**Parking ticket(s) must be paid within a week from the date of issue or driving privileges may be revoked.**

**Any additional disciplinary action may be taken at the discretion of the administration.**

PARKING PERMIT APPLICANT DATA/AGREEMENT			
<b>Student Name</b>		<b>ID#</b>	
<b>Drivers License #</b>		<b>Handicap Cert. #</b>	
<b>Car Make</b>		<b>Car Model</b>	
<b>License Plate #</b>		<b>Car Color</b>	
By signing this form, I acknowledge and accept the Parking Lot Rules and Regulations set forth by this contract and those stated in the Monsignor Edward Pace H.S. Student/Parent Handbook.			
<b>Student Signature</b>		<b>Date</b>	
<b>Parent Signature</b>		<b>Date</b>	

### Transportation Arrangement

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school.

Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. Except upon the written consent of the school, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

### **Student/Staff Identification Card**

All students, faculty and staff must wear a Monsignor Pace Identification Card on a Pace lanyard at all times. This card must be worn on all school days and at all school functions. Pace I.D. must be worn with a Pace lanyard around the neck and visible when being worn in a clear pouch attached to a lanyard nothing can cover the front of the I.D. The I.D. must be in **presentable** condition at all times. You will have to purchase a new ID if it is tattered, defaced or altered. The student must present the I.D. card upon request from any member of the school staff. If a student needs another card or lanyard, he/she should contact the Dean's Office immediately. The cost of the new card is \$10.00; the cost of a new lanyard is \$2.00. Failure to present the lanyard and card when requested may result in a disciplinary action (loss of card or lanyard is no excuse). Students may not attend class; take midterms or final exams without an I.D. card/lanyard.

### **Spartan Card Lunch Program**

Monsignor Edward Pace High School has partnered with MySchoolAccount.com for the managing of our lunch service and payments. MySchoolAccount.com offers you the ability to make deposits directly into your student's account online or via their Mobile App (MSA) which can be down load from the Google store or the APP store. You can also view purchases and set low balance notifications. Transfer funds between siblings. Deposits and payments can be made through ACH (checking/savings) *or* Credit/Debit Card. Deposits should be made at night so funds are available the following day. Students with a ZERO or negative balances will not be able to purchase food in the cafeteria. There is a transaction fee of \$2.00 each time you load funds. Students lunch account must be replenished online or through the app. Cash and checks are NOT accepted at time of purchase. Questions should be directed to [mwalker@pacehs.com](mailto:mwalker@pacehs.com).

### **Emergency Drills**

When the emergency alarm sounds, everyone must evacuate the buildings immediately. Directions with maps are posted in each classroom indicating exit routes. Teachers take their roll/gradebook/laptop and follow their classes. All students proceed to their staging area. (In the event of a blocked staircase or exit, students will choose the nearest available one.) All books and other materials are to be left in the room. During the emergency drill, students are to be silent and proceed in single file as they exit the buildings. Doors are to be closed. Once at the staging area, teachers will take attendance. Students who do not follow all instructions in a drill or actual emergency procedure operation may receive five (5) demerits and be placed on indoor suspension. The drills are to be taken seriously; they may help save a life.

## **Medications Guidelines**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

## **Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## **Deliveries**

The school will not accept the delivery of flowers and other personal gifts for students.

## **Clear Bags and Backpack Policy For Athletic Events**

In the interest of the safety of our campus here at Monsignor Edward Pace High School, all backpacks and bags carried by students and spectators into our athletic facilities at any time, **must be clear**. Athletes can use their current sports bag, but must enter the facility with their team. This policy will enable security officers and faculty to easily identify anyone who does not belong on campus. If a spectator has a bag that is not clear, they will be asked to take that bag to their car before entering the facility.

### **Clear Bags and Backpack Guidelines**

All backpacks and other bags carried by fans and visitors at **all athletic events** must be clear. Any clear backpack/bag can be used as long as it meets the following requirements:

- Plastic must be entirely clear and may not be tinted a particular color or have any kind of obstruction to view content of bag
- A **small** privacy pouch is allowed inside to carry personal items

The consequence for non-compliance will be denied entrance to our athletic facilities.

### **Rules of Conduct**

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

### **Complicity**

A student present during the commission of an act by another, which constitutes a violation of school policy, may also be held responsible if his/her subsequent behavior constitutes a permission or condoning of the violation. Students witnessing any act(s) which constitute(s) a violation of school policy are required to report such incidents to the proper school authorities. Failure to do so may result in disciplinary action. Every effort may be made to keep confidential the identity of students reporting violations may be maintained as it is not the intent of the school to burden innocent witnesses.

## **Uniform Philosophy and Policy**

An important aspect to teaching discipline to the students of Monsignor Pace is the requirement that they accept the principles and obey the rules relative to wearing the school uniform.

It is generally accepted that a uniform dress code promotes self-respect and therefore a more serious learning environment during the school day. On a practical level, it removes the relentless pressure on students to keep up with the often-expensive fashion statements of their peers. It encourages students to find better ways to express their individuality through oral and written communication, as well as through personality and character rather than the shallow and the realm of fashion. Uniforms help maintain campus security by making Monsignor Pace students easily identifiable since the "Pace" inscription appears only on the official uniform. Finally, neat uniform attire helps to strengthen the sense of community and develops a feeling of professionalism among the students. Students not in official dress will be placed on indoor suspension until are picked up by a parent.

A student may never be out of uniform during the school day unless he/she has written permission from the Dean of Students or in the event of special non-uniform days as announced by the Administration. The administration reserves the right to send home or place in indoor suspension with all disciplinary consequences that go with indoor suspension any student not in regulation uniform so that Monsignor Pace High School can continue to provide a learning atmosphere that is safe, pleasant, and conducive to the positive development of our youth.

## **Uniform Dress Code**

**Students are to follow the dress code while they are on the Monsignor Pace campus before during and after school. Please note that we do not allow students who are deemed to be in violation of the policy to attend class. We will be sending students home if they are considered to be in violation of the uniform code as deemed by the administration. These students may not be allowed to return to school until the situation is corrected. In addition, repeated violations of the same infraction will be assessed at an escalating rate of demerits (1-3-5). Uniforms can only be purchased at All Uniform Wear, located at 3150 West 76 Street, Hialeah Gardens, FL 33018. Phone: 305-512-1302. This is the only location where you may purchase Msgr. Pace uniforms.**



## **GIRLS**

1. Official school slacks (same as boys) - must be worn at the waist.
2. The Official Pace Red Polo shirt worn properly. Undershirts/shirts worn under the uniform must be **white** only.
3. In cool weather – **ONLY** the official school sweater, sweatshirt or jacket may be worn
4. Shoes – hard sole and no open toe shoes.
  - a. Shoes – students can only wear closed toe shoes with thick soles in **solid** black or **solid** white or a combination of black and white. Both shoes must be the same color. They may not have any stripe or other color motif on them. No modified open toe, thongs, flip-flops sandals or platforms may be worn.
5. Hair may be: black, brown, blonde, auburn, ginger, grey or white. Hair must be combed and well groomed.
6. Jewelry – no extreme jewelry may be worn. Nose piercing or other body part piercings are not permitted during school, after school or at school functions.

## **BOYS**

1. Official school slacks – **Only** the school khaki pants, **worn at the waist**, with a belt are permissible.
2. The Official Pace Red Polo shirt
3. In cool weather – **ONLY** the official school sweater, sweatshirt or jacket may be worn
4. Shoes – Must be a solid black or white, or a combination of the two (2), including the sole, which must be a hard sole shoe. Open toe shoes of any kind are not permitted. Socks must be of the same color as the shoe being worn, black or white.
5. Hair may be black, brown, blonde, auburn, ginger, grey or white. Length to the top of the collar of the uniform shirt and may not cover more than ½ of the forehead or longer than ½ the ear. Hair can be picked up in a pony tail or bun at the back of the neck. Hair must be neat and well groomed as deemed appropriate by administration.
6. Facial hair – **ONLY** well-groomed mustaches are permitted. Boys must be clean shaven. Sideburns may not extend further than ½ the earlobe. If a student has a medical condition that does not allow them to shave certain areas of their face, a doctor's note must be presented to the Dean's Office. This must be updated on a month-to-month basis, not the exceed three (3) months. After three (3) months, the administration reserves the right to bring up the student for disciplinary action. The student with medical documentation may be placed in the indoor suspension room to complete all class work with no disciplinary actions applied. Many medical conditions require that students remain in the indoor suspension room until medically they can return to class.

7. Jewelry – **NO** earrings, nose piercings or other body part piercings are permitted before, during or after school or at school functions. These items may be confiscated by the administration and may not be returned until the end of the year (see Lost and Found). **Earrings may not be worn even when covered by a Band-Aid, tape or any other object.**
8. Male students are not permitted to wear make-up (eye liners, mascara, nail polish, etc.).

#### **General Uniform Information**

- ❖ Uniforms, including P.E. uniforms, must be purchased from: **All Uniform Wear, located at 3150 West 76 Street, Hialeah Gardens, FL 33018. Phone: 305-512-1302.**
- ❖ The appearance of the student must be neat.
- ❖ Uniforms should be clean with no rip or tears.
- ❖ Slacks should not be faded or slit on the sides.
- ❖ Students are not permitted to alter or change any part of their uniforms.
- ❖ The uniform shirt must be worn even if a jacket or sweatshirt is worn over it.
- ❖ A student may not wrap a sweatshirt that violates school policy around his/her waist. If it is an official school sweatshirt, the “Pace” insignia must be easily seen.
- ❖ A sweatshirt may not be worn inside out.
- ❖ All students wear red polos and khaki pants purchased at **All Uniform Wear, located at 3150 West 76 Street, Hialeah Gardens, FL 33018. Phone: 305-512-1302. ONLY!**
- ❖ Senior Panoramic picture will only include students wearing an official Pace uniform.
- ❖ No hats, baseball caps, bandanas, “dorags”, hairnets, combs, pens, or pencils are to be worn in the hair.
- ❖ Shirts (primarily T-shirts) that are not approved even though they have Pace on them, such as State Championship sweaters and shirts, special events shirts such as Canada trip, may not be worn.
- ❖ Jewelry is limited to three (3) accessories per hand, arm or neck only; no oversized or extreme articles are permitted.
- ❖ All hair color must be a color one can be born with (black, brown, auburn, grey, white or blonde).
- ❖ Waist chains not allowed.
- ❖ Students are not permitted in class with visible tattoos, body paintings or drawings of any kind.
- ❖ Students enrolled in physical education courses must wear the official physical education uniform to receive credit for the day.
- ❖ On Pace property or school functions, no pins, buttons or clothing of an offensive or political nature may be permitted.
- ❖ No boots, shoes with straps, open toed shoes or slippers.
- ❖ Gold teeth are not permitted.

- ❖ All students must wear a black, white, red or brown *belt*.
- ❖ **Undershirts** must be **solid** white.
- ❖ **Shoes** must be closed toe with thick soles in **solid** black or **solid** white or a combination of black and white. Both shoes must be the same color. They may not have any stripe or other color motif on them.
- ❖ Hooded sweatshirts or jackets may not be worn.

#### **Dance and Performance Approved Apparel**

- ❖ No undershirts of any color.
- ❖ No bare mid-drifts.
- ❖ No plunging necklines.
- ❖ No sofie shorts unless leggings or tights are worn underneath.
- ❖ Bra straps must not be visible.
- ❖ Tank tops must have another shirt underneath.
- ❖ Two piece outfits must have other clothing underneath (ex. Leotard).
- ❖ Leotards/stockings cannot be worn alone; some type of clothing must be worn over the leotards (ex. Ballet wrap).
- ❖ Shorts may be worn with tights underneath.
- ❖ Costumes should be approved by an administrator prior to ordering.
- ❖ Music and dance movements should be appropriate for a Catholic school

**The Administration reserves the right to pull a team from a performance due to inappropriate clothing apparel or music.**

#### **Special Day Dress Code**

- ❖ Students who have attended a retreat may wear the retreat T-shirt on the first day after the retreat.
- ❖ On Spirit Days – students may wear a regulation/approved team shirt, club shirt or any Pace shirt. (Note: the administration reserves the right to eliminate this privilege at any time.) These must be worn with Pace uniform pants.
- ❖ Dress-up days – may be announced from time to time. In addition to regular day guidelines, sleeveless tops, cut-off tops, shorts, leggings, jeans with holes or rips, and outer wear bearing inappropriate slogans are not permitted on these days. Any other limitations may be announced prior to the particular day.

**The administration reserves the right to judge as inappropriate any clothing, accessories or appearance which are not covered in these guidelines but are clearly improper to the school's environment and image. Students who do not follow dress down guidelines may be placed in indoor suspension for the day and may lose their right to continue participating in dress down activities for the remainder of the year.**

### **Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment (including use of social media). In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignment outside the school, or at school-sponsored events. All students/parents are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student and/or parent must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student/parent should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **Hazing**

Hazing is defined as an instance in which a person knowingly requires the performance of any act by a student or other person in a school for the purpose of induction or admission into any group, organization or society associated with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm and/or public humiliation.

Hazing is not tolerated in Catholic schools, and should be explicitly listed as a violation of the Student Code of Conduct in all promulgated policies. If any school administrators, teachers, support staff, and/or volunteer coaches observes hazing at a Catholic school, they shall report it to the principal.

### **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by

any student on school property or while attending or participating in any school-sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

### **Anti-Bullying**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school administration. The school administration will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

1. Disclosure of Criminal Arrest/Convictions

- a. Each student and their parent/legal guardian has the obligation to immediately (next business day) disclose to the Administration of the school (Principal, or Dean) any criminal arrests or convictions that occur during their tenure as a student. The disclosure obligation of the administration will be to the Superintendent or Associate Superintendent of the Archdiocese of Miami schools.
- b. A student or parent/legal guardian failure to make proper and timely disclosure consistent with this policy may result in disciplinary action up to removal from Monsignor Edward Pace High School. Moreover, an arrest or conviction may result in administrative withdrawal of the student. An arrest may also involve corrective or disciplinary actions depending on the review of the relevant factors involved, including the nature and severity of the alleged offense that may adversely affect the student's ability to maintain a positive relationship with other members of the school community.
- c. If police are required to do an investigation on the complaint and the accusations are deemed as a risk for other students, one or all students involved in the accusation will be placed on indefinite suspension. The student will be allowed to continue their course work through online learning until the investigation is complete or an arrest is made. If a student is arrested, the student will be administratively withdrawn.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

### **Weapons Policy**

Weapons, as defined by the administration, are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. If necessary, the police will be notified. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

### **Threats of Violence**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Reporting to law enforcement;
3. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously



intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.

4. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

### **Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school. If necessary, DCF may be notified.

### **Cheating Policy**

First offense: Copying homework, plagiarizing texts and other resources, obtaining or giving unwarranted assistance on homework, quizzes, tests, projects or exams, as well as any violation of testing procedures, are all considered cheating and may result in a zero for that assignment or test and a referral to the Dean's Office. All such incidents may be reported to the Dean's Office. Further consequences for the first offense are left to the teacher's/dean's discretion. Second offense may result in suspension. A third offense may result in an indefinite suspension from school and a referral to the Disciplinary Committee with a recommendation for administrative withdrawal. Students in Spartan Sword and Shield Program, AP Program or Dual Enrollment will face additional consequences.

### **Cheating Policy – Use of AI in High School**

1. Definition of Cheating by Using AI:
  - a. Cheating by using AI is defined as the act of using any other artificial intelligence tool, such as ChatGPT, in a manner that violates academic integrity, including but not limited to plagiarism, unauthorized collaboration, or seeking answers during assessments.
  - b. AI tools should only be used within the guidelines set by teachers for specific educational purposes.

2. Responsible Use:

- a. Students are expected to use AI responsibly and ethically, adhering to the school's academic integrity policies at all times.
- b. Students should use AI only with teacher permission and as a supplemental tool to enhance their learning and understanding, rather than relying on it as a substitute for their own critical thinking and original work.

3. Assessments and Assignments:

- a. During assessments or assignments where the use of external resources is prohibited, students must not access or consult AI.
- b. Students should not seek answers or use AI to generate responses that are meant to be their own original work.
- c. Plagiarism, which includes copying text verbatim or paraphrasing without proper citation, will not be tolerated and will be subject to disciplinary actions.

4. Collaboration:

- a. Students must not collaborate with an AI tool during assignments, projects, or assessments unless explicitly instructed by the teacher.
- b. When collaboration is allowed, students should follow the specific guidelines provided by the teacher, ensuring proper attribution and acknowledgement of contributions.

5. Consequences of Violations:

- a. Any student found in violation of the cheating policy regarding the use of AI will face appropriate disciplinary action, which may include but is not limited to a warning, zero grades, academic probation, loss of privileges, or further consequences as determined by the school administration.
- b. Consequences for repeated or severe violations may include suspension or administrative withdrawal, as determined by the severity of the offense and the school's disciplinary policies.

6. Awareness and Education:

- a. The school will provide regular education and awareness programs to students, teachers, and parents regarding the appropriate and responsible use of AI.
- b. Teachers will emphasize the importance of academic integrity, critical thinking, and the

value of original work.

- c. Students will be informed about the potential consequences of cheating by using AI and the importance of maintaining academic honesty.

### **Vandalism**

Caring for school property helps keep maintenance costs (therefore tuition costs) down. School equipment is for student use and should be cared for with consideration for such use and the use of others. Any student, who vandalizes, destroys, or damages school property is responsible for its repair or replacement. This type of behavior may result in suspension or administrative withdrawal.

### **Smoking/Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

### **Assemblies/Masses**

Assemblies, when scheduled, are designed as part of the educational experience of Monsignor Pace, whether they are informative, entertaining or spiritual in nature. Regardless of the type of program, students are required to demonstrate appropriate audience behavior. Courtesy demands respect and appreciation for the presenters. Students who demonstrate inappropriate behavior may be removed from the assembly and dealt with accordingly. Seats are assigned for assemblies and school Masses; students are expected to be in their designated places. Masses will not be interrupted for students who are being picked up early from school.

### **Cafeteria**

During the regular school year and summer school, students may not leave campus or send out for lunch. Monsignor Pace's cafeteria offers both a hot meal and other items a la carte. Behavior in the lunch line should be orderly, courteous and respectful of students, teachers and cafeteria personnel.

All eating areas are to be left clean. Litter is to be deposited in wastebaskets. Eating in line is strictly prohibited. Food items may not be carried in pockets or bags of any type.

Students must remain in the cafeteria or in the picnic area during the lunch period, except with special permission from the Dean of Students validated by a signed hall pass. The school parking lots are out of bounds during lunch periods, as at other times.

### **Contracting or Representation in the Name of the School**

Students are prohibited from contracting in the name of Monsignor Edward Pace High School and may not claim to be an official representative of the school for any purpose.

### **Restroom Policy/Locker Room Policy**

Students are permitted two (2) restroom privileges in each block per quarter granted by the teacher. On the third restroom request, in the same block, in the same quarter, the student must get a bathroom pass from the Dean's Office. On the fourth request, if the student does not have a medical condition, he/she may be issued a detention. The student may be permitted to use the restroom; however, they may be issued a detention on the fourth, plus each additional request in a quarter.

### **Safety in Private Spaces**

Monsignor Edward Pace High School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

### **Disciplinary Code**

Conduct contrary to the moral teachings of the Church, or any behavior deemed unacceptable by teachers or administrators may result in demerits, detention, probation, suspension or administrative withdrawal. Disciplinary reports are provided to universities upon request.

## **Violations of School Rules**

As a general guideline for students and parents, the Administration offers a list of some offenses. This list does not cover all offenses. The seriousness in terms of the violation of school policy is:

### **Type A Offenses**

A serious offense is conduct, whether inside or outside the school, that is detrimental to the reputation of an individual or Monsignor Edward Pace High School, or violates a major school regulation. These include, but are not limited to:

01. Being in classrooms after school without proper reason, permission or supervision
02. Cutting classes
03. Defacing school property
04. Distribution or possession of any type of flyer on campus
05. Failure to report to the Dean's Office when arriving tardy to school
06. Failure to report for a detention issued by the dean or teacher
07. Fighting
08. Flagrant disobedience
09. Inappropriate behavior during assemblies or masses
10. Contracting or representation in the name of Monsignor Edward Pace High School
11. Forgery of signatures on any school-related document
12. Gambling (includes electronic gambling)
13. Habitual dress code violations
14. Immorality as determined by the Administration of the school
15. Improper driving on school grounds
16. Inappropriate displays of public affection
17. Initiation of involvement in any letter or petition on school grounds or among the school community without administrative approval
18. Insubordination or disrespect for authority
19. Leaving school without the permission of the Dean
20. Possession of a weapon or an object which can be used as a weapon
21. Possession of obscene literature or any harmful objects
22. Sexual harassment: includes pressure for sexual activity; remarks with sexual or demeaning implications, unwelcome touching, and unacceptable personal appearance
23. Smoking on school grounds or at school functions, including chewing tobacco and electronic cigarettes "Vapes"
24. Tampering with official school documents
25. Theft or possession of a stolen item or intent to steal

26. Threats or inflammatory statements
27. Throwing food or any object
28. Truancy from school or required function
29. Unacceptable or disruptive conduct
30. Unauthorized fund raising or soliciting
31. Use or indication of use of alcoholic beverages on school grounds or at any school function
32. Suspicion of use, of any paraphernalia or drug of any kind, including marijuana.
33. Wearing or possessing any paraphernalia associated with alcohol, drugs or any illicit substance
34. Pulling fire alarm
35. Not following procedures during emergency drills
36. Cheating
37. Complicity
38. Contraband (unauthorized item)
39. Defiance
40. Golf cart misuse
41. Bullying-Cyber-Social Media-Gossip
42. Harassment Major
43. Left class or detention without permission
44. Provoked incident
45. Technology inappropriate AUP use
46. Technology Major

The ABOVE-mentioned violations shall be dealt with in ONE OR MORE of the following ways as determined by the administration.

- A. Demerit
- B. Two-hour detention
- C. Probation
- D. Suspension
- E. Monetary Compensation
- F. Withdrawal from school or graduation ceremonies
- G. Administrative withdrawal

### **Type B Offenses**

The Type B offenses may be dealt with by the Dean's Office. If an individual teacher fills out the detention form, the detention is served with the individual teacher unless otherwise indicated on the detention notice.

01. Violation of attendance procedures.
  - a. No phone call on day of absence
  - b. No note turned in on the day the student returned from being absent
  - c. Late to class or school
02. Dress code violation
03. Excessive noise or running
04. Failure to bring book or materials to class
05. Food or drink in hallways or class
06. Gum chewing
07. Leaving food or trash on tables in cafeteria or in non-designated areas during lunch.
08. Littering
09. Loitering in restrooms, halls, classrooms or offices
10. No I.D. card
11. Not wearing I.D. properly around the neck and visible
12. Offensive language, provocation or gossip
13. Out of class without a pass
14. Radios, recorders, phones, cameras, or hand held video games may not be seen, used or heard during school hours and may be confiscated
15. Solicitation for personal gain
16. Playing cards of any kind during instructional time
17. Cafeteria violation
18. Failure to pay fine
19. Hair & shaving violations
20. Handbook form
21. Harassment Minor
22. Horse play
23. Off task
24. Parking permit violation
25. Sleeping in class
26. Technology minor

Some offenses in both A and B categories may require the administration by state and federal law to call the Department of Children and Families and/or Law Enforcement.

### **Demerit Policy**

A.

1. Each infraction has a demerit value (some infractions are assessed multiple demerits – such as skipping class)
  2. Two Hour Detention are issued at every interval of five (5) demerits
  3. Each day of suspension equals ten (10) demerits
- B.
1. Twenty (20)-school days without a demerit equals ten (10) merits. It is the responsibility of the student to inform the Dean’s Office of this reward. However, a student may not accumulate non-demerits, as to take away future demerits.
  2. Once a student is placed on Contract/Probation, the contract may be valid for the remainder of the school year; however, privileges (Probation Status) may be restored with merits.
- C.
1. Action Step Number 1: Once a student has accrued twenty-five (25) demerits, a letter is sent and a parent conference and signature is required. The policy, procedures and reason(s) for the conference are explained and documented.
  2. Action Step Number 2: Once a student has accrued fifty (50) demerits, the student is placed on Contract/Probation. A parent conference and signature is required. A student placed on Probation may not participate in any extracurricular activities (athletics, clubs, trips, dances and other such student activities) for the remainder of the school year.  
**Please note: Any monies paid or deposited for a student activity are non-refundable!** However, the student may have a *one-time* opportunity to restore his/her privileges with merits.
  3. Action Step Number 3: Once a student has accrued seventy-five (75) demerits, a recommendation for dismissal is made to the Disciplinary Committee.
- D. The Administration reserves the right to exercise its prerogative to respond to circumstances not covered specifically in this document. Please note that **all rules and policies stated in the handbook apply**. Therefore, a thorough review of the handbook, with careful attention given to the “Administrative withdrawal” provision is recommended.

#### **Detention Policy**

1. Detention is the acceptable punishment for a student’s violation of school and classroom rules. This detention may be in the form of manual labor or by spending time occupied in a classroom.
2. The detention period is both a consequence for a behavior and a time of reflection on the need for the existence and observance of school regulations.
3. Students who accrue ten (10) demerits for the same infraction may be placed on disciplinary probation/contract.



4. Students are to report to the Detention Room for detention at 2:30 p.m. No excuses are accepted. Riding a bus, car pool or a van home may NOT excuse a student from detention. Students late to detention may be issued a demerit. Ten (10) or more minutes late to detention may result in suspension.

### **Disciplinary Probation**

1. The Dean of Students may place students on a probationary period for an accumulation of minor offenses, a serious offense or a combination of both.
2. Students placed on disciplinary probation may be reviewed by the Principal for dismissal from school and may not participate in extracurricular activities during that period at the discretion of the administration.
3. Students that accrue 50 demerits may be placed on disciplinary probation.

### **Expulsion**

1. There may be occasions when it might be necessary to dismiss a student from school for incorrigible behavior, possession of a weapon or an object which can be used as a weapon, conduct that threatens the physical or moral welfare of students, or disrespect towards teachers. The Principal may call a Discipline Committee Meeting for a recommendation. Only the Principal has the authority to expel a student.
2. The Principal retains the right to administratively withdraw or suspend any student who possess or uses drugs, who is SUSPECTED of having taken drugs of a debilitating nature (prescribed medication excepted), e.g. drugs forbidden by law, at school, on the way to school, or at any school function. However, if a problem is detected, the school may offer help or programs to deal with the problem.
3. Any student who has been suspended twice in a school year may be dismissed from Monsignor Pace if he/she engages in any behavior that warrants a third suspension. This applies to indoor as well as outdoor suspension.
4. Students involved in a fighting incident may be dismissed on their first offense of this nature.
5. Students that accrue 75 demerits are referred to the disciplinary committee with a recommendation for administrative withdrawal.

Honesty and cooperation are essential elements of good conduct and responsibility, which Monsignor Pace High School values and encourages. As such, the degree to which a student is forthright and cooperative during the discussion or investigation of a disciplinary matter may be taken into consideration in determining the appropriate administrative action.

## **Administrative Withdrawal of Students Based Upon the Conduct of Parents/Guardians**

Students may be administratively withdrawn due to the conduct of their parent/guardian. Parents and students are expected to comply with school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. An administrative withdrawal may take place if the school determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### **Indoor/Outdoor Suspension**

Monsignor Edward Pace may determine that a student should be suspended from attending school for a specified period of time. This is done when the action(s) of the student, either for a single or for repeated offense, are very serious and may warrant dismissal from the school if steps are not taken to prevent a reoccurrence.

1. The Dean of Students determines the suspension of a student for disciplinary reasons.
2. All work missed during indoor or outdoor suspension (including quizzes and tests) must be made up for seventy nine percent (79%) of the grade earned by the student on the make-up work. It is incumbent upon the student to make arrangements with his or her teacher to makeup the missed work. Failure to do so may result in a zero for all work missed during the suspension.
3. Time missed for a suspension is marked as an unexcused absence.
4. When on indoor suspension, students may be assigned manual labor.
5. Ten (10) demerits are issued per day of suspension.

### **Principal's Right to Amend**

Any student's action that is not in keeping with the philosophy or objective of Monsignor Edward Pace High School is subject to the review of the administration and may lead to withdrawal from school. Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students may be notified of any amendments. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.

## **SCHOOL FACILITIES**

### **Monsignor Edward Pace High School Technology Program**

School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners, Students at the School utilize DEVICE on a wireless network. DEVICES and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of DEVICES. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

### **Technology Acceptable Use Policy**

The focus of the Technology Program at Monsignor Pace High School (MPHS) is to provide tools and resources to the 21<sup>st</sup> century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools essential to the 21st century learner is the iPad. Monsignor Edward Pace High School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration, a vital skill for our 21st century learners. Students at the School utilize electronic/technological devices on a wireless network. Electronic/technological devices and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. The individual use of iPads is a way to empower students to maximize their full potential, and to prepare them for college and the workplace. Along with the opportunity this provides, comes responsibility.

Effective teaching and learning with iPads integrates technology seamlessly within the curriculum. "Anytime, anyplace" learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology

immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning into a facilitator of learning.

MPHS provides its administrators, faculty, and students with access to computers, iPads, and various information technology resources (including email and Internet access) in order to enhance the school's teaching and learning environment, and improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the School's mission statement and its Catholic teachings.

The use of the school's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or shared by students to people or groups outside the school, and terminates when a student is no longer enrolled in Monsignor Pace High School. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action(s) shall be applied. The School's Student Code of Conduct shall be applied to student infractions. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of electronic/technological devices. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

The school reserves the right to search all electronic devices (iPads, cell phones, iPods, etc.) for reasonable suspicion and/or periodic checks as a matter of being proactive.

### **E-Mail**

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.

- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in administrative withdrawal.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

### **Chatting and Blogging**

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### **Audio and Video**

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of electronic/technological devices to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.

- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject disciplinary action.

### **Games**

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school electronic/technological devices that is considered inappropriate or impedes the educational purpose of the electronic/technological devices program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on electronic/technological devices.
- Screensavers that include gaming components are not allowed.

### **Electronic/Technological Devices**

- Students electronic/technological devices must not be left unattended at any time. If any of these devices are found to be unattended, it they will be turned in to the Dean's Office.
- All electronic/technological devices must be in a student's possession or secured in a locked locker at all times.
- Do not lend any of your electronic/technological devices to other students.
- Do not borrow any electronic/technological devices from another student.
- Electronic/technological devices must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued electronic/technological devices must be in the school case.

- Do not consume food or beverages near electronic/technological devices.
- Electronic/technological devices should be handled with care. Inappropriate treatment of school electronic/technological devices is not acceptable.

- No inappropriate writing or stickers will be allowed on electronic/technological devices and/or case(s), and these are not to be defaced in any way.
- Do not remove, move or write on the identification sticker on your electronic/technological devices.
- Students are not allowed to create any administrative passwords on MPHS electronic/technological devices.
- Students are expected to come to school with a fully charged battery on a daily basis.
- CDs, flash drives, USB keys/cables are not allowed in the Computer Labs, and classrooms.
- No changes can be made to computers (i.e. settings, screensavers, Control Panel, etc.)
- Students may only store files on their Plus Portals File Locker or on sites such as Dropbox. Any files found on the hard drive will be deleted.
- Do not unplug or remove any parts of the computer.
- The workstation is your responsibility for your assigned block. If anything is missing, broken or if your computer is not running properly, it is YOUR responsibility to tell your instructor at the beginning of class. Otherwise, YOU will be held accountable and any cost incurred due to damage or theft caused by the student will be the responsibility of the parents.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with electronic/technological devices hardware or software, vandalizing data, invoking electronic/technological devices viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

- The School is not responsible for damaged or lost data transferred through our network or stored on electronic/technological devices or our file servers.

### **File Sharing**

- File sharing is the public or private sharing of electronic/technological devices data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on any electronic/technological devices. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in electronic/technological devices failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

### **Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the electronic/technological devices that impedes the educational purpose of the electronic/technological devices program.
- Copyrighted movies may not be "ripped" from DVDs or downloaded and be placed on any electronic/technological devices from the Internet.



- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to electronic/technological devices.
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and other programs similar to these, automatically open connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on that electronic/technological devices, but they also slow down the operation of the electronic/technological devices and the network connection.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

### **Screensavers**

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Dean or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and electronic/technological devices access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor electronic/technological devices activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that electronic/technological devices.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's electronic/technological devices through the use of their own electronic/technological devices.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.

- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments;
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
  - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
  - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Electronic/technological devices that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an electronic/technological devices, the loss of the use of the electronic/technological devices for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- These consequences apply to students participating in the electronic/technological devices program at the School as well as to students who are using the school's electronic/technological devices and on campus.
- Any electronic/technological devices with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated electronic/technological devices abuse and/or damages, the school has the right to revoke the use of the school's electronic/technological devices and the student will be restricted to using it only on-campus. Repeated AUP offenses or electronic/technological devices abuses may lead to the loss of a student's privilege of using an electronic/technological devices on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student electronic/technological devices will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the electronic/technological devices or materials stored on electronic/technological devices, or the school's network.

## **Sexting**

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

## **iPad Damage and Repair Policy**

If a student's iPad becomes broken or unusable, they will report the problem to the Helpdesk if it occurs during school hours. Then the parent/guardian will be notified of the situation and the student and the parent/guardian will be advised that in order for the student to receive a loaner iPad they must show proof that the iPad is being repaired or a new iPad has been ordered/purchased. If the parent/guardian opts out of the repairs, parent/guardian will have two (2) days to purchase a new iPad. During the two (2) days, the student will:

- Be placed in the indoor suspension room to complete his/her assignments.
- On the third (3) day, the student will then meet with the principal of the school pertaining to this matter.

If the parent/guardian cannot rectify the problem, the parent/guardian may be asked to withdraw their child from Monsignor Edward Pace High School.

There may be cases where the student's iPad cannot be repaired. If this occurs, the student's will follow the same procedures as the parent opting out.

## **Left iPad at Home**

If students leave their iPad at home, the infraction goes as follows.

1. Verbal warning and parent called.
2. Demerit and parent called.
3. Three (3) Demerits.
4. On the fourth (4) or more infraction, students will be issued five (5) demerits and a detention.

## **Technology Use**

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;

- d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
- a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomforting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

### **Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Snapchat, Instagram and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.



### **Consent**

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### **Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

### **Florida Laws**

#### **Fla. Stat. 815.04 Offenses against Intellectual Property**

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

**Fla. Stat. 815.06 Offenses against Computer Users**

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

Commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal or Asst. Principal Signature

\_\_\_\_\_  
Date

### **Electronic Acknowledgments**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

**DEVICE  
USE LIABILITY AGREEMENT FOR  
SCHOOL**

RE: DEVICE MODEL

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

School ("the School") is configuring the DEVICE ("the device") for connection to the School's wireless network, available to current students.

Please read the terms and conditions of this User Agreement carefully, which governs the use of the device, which is on loan from the School until the student graduates. You may not take possession of such device until you have read and accepted the terms of this User Agreement and signed the Release Form.

The School grants you the personal, non-exclusive right to utilize the device referenced above beginning by August 20, 2018 through June 5, 2019. This Device should be exclusively for school use. Any use of the device that interferes with its exclusive purpose is not permitted.

Upon entrustment of the device referenced above into your care, you assume the responsibility and liability of the device. Furthermore, you agree to return the device on the scheduled or arranged date of return in the same condition as which you received it, ordinary use and wear expected.

This agreement serves as a legal document between you and the School (the owner of this device).

**LIABILITY**

While in your possession, you are fully responsible for any theft or physical damage of this device and will be held accountable for the replacement or repair of this device. You are responsible for all cables and components of this device.

You are responsible for keeping this device clean and in good condition during its use and upon its return to the School. You shall not lend this device to anyone without written permission from the Principal or Assistant Principal of the School. Please note that if you lend this device to another person without prior permission, you are nonetheless accountable and responsible for the replacement of this device, and may be subject to the forfeiture of the device, at the sole discretion of the School. Your failure to report the loss of this device or failure to return this device to the School may result in legal action against you. You hereby agree to pay for all reasonable attorney fees and costs incurred by the School in enforcing any of the terms of this Agreement.

#### SUPPORT AND SERVICE

You must obtain prior written permission from the Executive Director of Technology to install any software and/or internal or external components on this device. You may not uninstall or erase any programs or files that were originally on this device. In addition, you must consult with the school's Technology Coordinator before changing any system settings. You must contact the school's Technology Coordinator as soon as possible if there is any technical and/or physical problem with this device.

#### OWNERSHIP

You hereby acknowledge that all rights, title and interest to the device are the property of the School until the student graduates.

You hereby accept responsibility for this device and agree to all of the conditions set forth herein. You will not leave it unattended, nor will you lend it to another person. Should the device be lost, stolen or sufficiently damaged while in your possession, you will be responsible to provide the School with the deductible amount for Safeware insurance (see separate Insurance Agreement).

At distribution, the student will witness the physical inspection of the device and its components and accessories. All checked parts and accessories are present and functioning.

You understand that you will not perform any illegal activities with this device (i.e., hacking, pirating, downloading illegal materials, etc.), take part in any activities inconsistent with the School's Acceptable Use of Device Resources or perform any activities which violate the student handbook.

You agree to release and indemnify the School, the Archdiocese of Miami and any of its agents for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched, or stored on this device. Furthermore, you agree to release and indemnify the School, the Archdiocese of Miami and any of its agents for any liability or for claims relating to the use or functioning of the hardware or software included with this borrowed device and accessories.

You do hereby verify that you have read and understood this document and will abide by and agree to the terms of this agreement.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal or Assistant Principal Signature Date \_\_\_\_\_

## **GUIDANCE**

The Department of Guidance and Counseling welcomes inquiries from students, parents, and teachers. We are here to assist you in any of the areas listed.

### **School Identification Number**

**CEEB CODE = 101271**

This number has been assigned by the College Board and should be used on all applications, scholarships, and college entrance exams.

### **Philosophy Mission**

The Department of Guidance and Counseling of Monsignor Edward Pace High School is an integral and unique component of the school community. Serving students, parents, faculty, and administration, the staff operates from the foundations and principals of professional counseling. This expertise is used to serve this educational community while drawing from the philosophy and mission of our school.

The Department of Guidance and Counseling recognizes its role in our school's mission through an awareness of the students' personal and academic needs. It is through the provision of professional services that we are able to enhance the students' abilities to be cognizant of their collective and individual needs. The counseling programs are designed and executed to provide direction toward achievement of the students' objectives within the overall goal of Monsignor Edward Pace High School. As a reflection of the philosophy of the school, the Department of Guidance and Counseling holds as its highest priority the appreciation of the contributions of each individual member of the school community.

Any parent who does not want their child to be seen by the counselor should indicate this wish in writing to the principal at the beginning of the school year.

### **Personal Counseling and Support**

- Crisis counseling/intervention
- Personal counseling
- Peer relationships
- Social skills
- Personal Conflicts

- Family referrals
- Community resource information

#### **Academic Counseling**

- Student curriculum advisement
- Schedule advisement
- Tutoring referrals
- Educational planning for special needs students
- Student/parent/teacher staffings

#### **Career Counseling**

- Career awareness surveys
- Interpretation of surveys

#### **College Counseling**

- College representative visits
- College resource library
- College videos
- College application process
- College recommendations
- Scholarship information
- Financial aid information

#### **Parent Nights**

- Freshmen Parent Orientation
- Underclassmen Parent Night
- Junior Parent College Night
- Senior Parent Financial Aid Night

### **Florida's Bright Futures Scholarship Program**

The Bright Futures Program rewards the state's highest-achieving and hardest-working high school graduates. For the latest information about the Florida Bright Futures Scholarship Program, please click on the link below:

[www.floridastudentfinancialaid.org/ssfad/bf/](http://www.floridastudentfinancialaid.org/ssfad/bf/)



## **Confidentiality**

Counselors keep information confidential, including information shared by students or parents. In cases where the student's life, health, or safety is at stake, confidentiality does not apply, parents and/or the appropriate agencies will be promptly notified. Teachers keep student records confidential. Monsignor Edward Pace High School follow FERPA (Family Educational Rights and Privacy Act) when dealing with school records.

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

## **Pregnancy**

Although premarital sex is considered neither acceptable nor moral within Church teaching, it is essential that the basic belief in the value of life be kept paramount. Because the Catholic Church is pro-life, all that can be done to preserve life will prevail and nothing will be done which may encourage a girl to have an abortion. Therefore, it is advised that the parents, guidance personnel and administration, as well as the couple involved, come to workable solution which will enable the student to continue with Catholic education at the secondary school. In every case, professional counseling of both the boy and girl is strongly recommended as they face important decisions. The office of Respect Life and Catholic Charities would be able to provide counseling services.

The Florida Safe Haven Law allows the parent to leave their unharmed newborn, not more than a week old to a staff person at a 24-hour fire station emergency medical station or hospital and walk away, no questions asked and totally anonymous, thereby, giving the child the opportunity for adoption and the birth parent the chance to provide a new life for the child. For more information on safe havens of the Safe Haven for Newborns program, visit the website at [www.asafehavenfornewborns.com](http://www.asafehavenfornewborns.com).

1. Monsignor Pace High School believes that every effort must be made and every measure taken to preserve this life and the reputations of the students who become parents. The respective guidance counselor may meet with the student(s) concerned and their parents. Appropriate counseling and medical attention will be sought by the parent.
2. If a girl becomes pregnant while at Monsignor Edward Pace High School, the student(s) and parents concerned will be encouraged to seek the counsel of their respective pastor. Such counseling is strictly confidential. Respect Life ((305) 653-2921) and Catholic Social services are available for counseling.
3. The Principal will make decisions regarding participation in classes while assuring the continuing education during the term of the pregnancy.
4. The Principal will determine the extent of involvement in extra-curricular activities.
5. Pregnancy itself is not a cause for dismissal from Monsignor Edward Pace High School. If the young woman does not marry and chooses to either keep the baby or give her baby up for adoption, she may at the discretion of the Principal, return to school to complete her education.
6. Married students may not attend Monsignor Edward Pace High School.

### **Suicide Policy**

If the school becomes aware that a student has made a suicidal gesture or that the student has suicidal thoughts, his/her parents will be notified immediately. Parents will be required to obtain a psychological evaluation from a licensed professional and agree to share the results with the school administration. If parent is unable to or refuses, the authorities will be contacted. If the threat is of a grievous nature, the student will be sent for counseling and may not return until an assessment and evaluation has been submitted to the Principal by the assessing agency. Please be aware that if any of the conditions listed above are not met, the school may require the student to withdraw.

### **Innovation Center**

The Monsignor Edward Pace Innovation Center provides digital contact authorities resources as well as training and support for the 21<sup>st</sup> century learning methods. Teachers can schedule time in the center with their classes for special projects, research, etc. The facility will include: a computer lab, projectors, reference materials and Galenet Infotrac (an online research tool). Hours of operation: All school days from 8:00 a.m. to 2:30 p.m.

#### **Procedures and Rules:**

- 1) Students are not permitted in the center without their teacher
- 2) Students must maintain a good environment for study and research

- 3) Students must keep the area clean and organized
  - 4) No food or drink is allowed in the center
  - 5) Students will not be permitted to print in the Innovation Center at any time
- \*The computer lab in room 612 will be open with a printer available to students before school and after school

### **Clinic**

A clinic is available for students. On occasion, a registered nurse is on campus. It is housed in room 113. The school must receive the parent's permission (except in an emergency) to be permitted to go to the clinic. Students may not be in the clinic during any class period without permission from the teacher for that particular class.

### **Lockers**

Students are issued lockers in the locker rooms for Physical Education and athletics. They must purchase a school lock.

School officials reserve the right to search lockers, vehicles and students' property (such as handbags, bookbags, etc.) when deemed necessary to uphold the basic responsibility of the school regarding discipline, safety and the maintenance of an educational atmosphere. Contraband items may be confiscated and may be used as evidence in disciplinary cases. Refusal to be searched or to cooperate may be considered an admission of guilt and the full consequence may apply.

### **Lost and Found/Confiscated**

Monsignor Pace High School is not responsible for any materials or personal belongings that are misplaced, lost or stolen. Any property left unattended will be brought to the Dean's Office. Any items (electronics, books, jewelry, clothes, etc.) which are turned in or confiscated can be claimed in the Dean's Office. All items not claimed by the end of the school year will be donated by the Administration.

## **SCHOOL ATHLETICS, ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES**

A high school education is far from complete without some participation in an extracurricular sport or activity. It is only through interaction with others that the Monsignor Pace student, can truly grow and mature. It is through their involvement and attendance at various events and games that any real dedication and spirit for the school will grow. It is for these reasons – growth and spirit - that the high school encourages participation in its many sports and clubs. Monsignor Pace High School is dedicated to the concept of supporting the many clubs and organizations it now has, and is working diligently to create and support new clubs and organizations.

The center of all extracurricular activities and events at Monsignor Pace High is the Activities Director's Office (ext. 218). Both students and faculty are encouraged to stop in the Activities Director's Office to discuss any matter that will help build the extracurricular activities at Monsignor Pace High School. The school encourages all students and parents to become involved in one of the student clubs organizations, or activities listed in this handbook.

### **School Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing this acknowledgement of receipt of this Handbook, YOU, HEREBY, RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

A student placed on the merit/demerit probation contract may not participate in any extracurricular activities. All tuition fees must be up-to-date, minimum 2.0 State GPA must be maintained, and class fundraising obligations must be fulfilled to participate in any student activity/student special event. Any monies paid or deposited for a student activity or student special event are non-refundable. If any student activity or student special event balance is not paid in full and/or the student is not able to attend the activity/event, the parent/guardian is still responsible for paying any fees for which Pace is liable whether or not the student attends the trip.

## **School Athletics or Organizations**

The school recognizes the following sports, activities and clubs:

### **Interest Clubs**

Advanced Health  
Anime (Japanese Animation)  
Art Club  
Black Student Alliance  
Computer Club  
Culinary Club  
F.B.L.A. (Future Business Leaders of America)  
French Club  
Robotics  
Space Club  
Spanish Club  
S.G.A. (Student Government Association)  
    C/O 2024  
    C/O 2025  
    C/O 2026  
    C/O 2027

### **Moderator(s)**

Mr. Mayo  
Mr. Mendive  
Mr. Navarro  
Mr. Rodriguez-Miralles/Ms. Williams  
Ms. Falcon  
Ms. Cardoso  
Ms. Falcon  
Ms. A. Rodriguez  
Ms. Falcon  
TBA  
Mr. Soto  
Mr. Mayo  
Mr. Cabrera/Ms. Chacon  
TBA  
Ms. Foertsch  
TBA

### **Service Clubs**

Key Club  
Mission Club/Society (Peace & Justice)  
P.A.W.S. (Pace Animal Welfare Society)  
Respect Life

### **Moderator(s)**

Ms. Falcon  
Dr. Masters/Mr. Bonet  
Ms. Spadafora  
Ms. Figueroa

**Honor Societies (Membership by nomination only)**

Computer Science Honor Society  
French National Honor Society  
International Thespian Honor Society (Drama)  
Law National Honor Society  
Mu Alpha Theta (Math)  
National Art Honor Society  
National English Honor Society  
National Honor Society  
Quill & Scroll  
Rho Kappa (Social Studies)  
Science National Honor Society  
Spanish National Honor Society

**Moderator**

Ms. Falcon  
Ms. A. Rodriguez  
Ms. Martinez  
Ms. Spadafora  
Ms. Lima  
Mr. Navarro  
TBA  
Mr. Mayo  
TBA  
Mr. Swanson  
Mr. Mayo  
Mr. Soto

**Performance Groups (By audition only)**

Band  
Cheerleaders  
Danceline – Starlettes  
Drama  
Guitar Ensemble  
Jazz Combo  
Pep Band  
Salsa  
Spartans in Harmony (Chorus)

**Moderator(s)**

TBA  
Ms. S. Rodriguez  
Ms. Noel  
Ms. Martinez  
TBA  
TBA  
TBA  
TBA  
Ms. Martinez

**Additional Activities/Organizations**

Athletic Trainers  
Leadership  
PBS – Pace Broadcast System (TV Production)  
Silver Knights  
Yearbook

**Moderator**

Ms. Jimenez/Ms. Mariner  
Ms. Herrera  
Ms. Herrera  
TBA  
Ms. Herrera

**Campus Ministry – Religious Clubs/Retreats**

LIFE Youth Group  
Marist Youth Society  
Missionary Trips  
Pastoral Ministry (Class)  
Peer Ministers

**Moderator(s)**

Mr. Gomez/Mr. Orfano  
Ms. Lima  
Mr. Novela  
Mr. Novela  
Mr. Novela

Koinonia (Freshmen Retreat)  
Antioch (Sophomore Retreat)  
Encounter (Junior Retreat)  
Diakonia (Senior Service Retreat)  
Marist Encounter (Retreat)

Mr. Bonet  
Dr. Gonzalez  
Mr. Navarro/Dr. Stout Swanson  
Mr. Novela  
Mr. Novela

## Participation

### General Guidelines for participation:

1. Students must be present during the school day to participate in any after school activities.
2. Students must be picked up no later than 30 minutes after an activity had ended.
3. So that such participation does not interfere with a student's achievement at school, the school has set general guidelines of eligibility (see below).

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Student/parent must upload all updated pertinent documents onto Privit. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

## Athletic Eligibility

FHSAA Handbook states: "11.2.1 – In order to be eligible to participate in interscholastic athletics, a student entering the ninth grade after July 1, 1997 must maintain a cumulative grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in the courses required by s. 232.246(1), Florida Statutes.

## **Attendance Guidelines for School Activities/Athletics**

A student must be present at least half (1/2) a day on the day of an event or practice and he/she must provide the proper documentation to the administration prior to the event in order to participate. Only medical reasons documented by a physician's note or a death in the immediate family will be considered by the administration for participation.

### **Eligibility**

1. Students with two (2) or more failures in a semester and/or with a G.P.A. below 2.0 will not be permitted to participate in any club, sport or organization. Students whose discipline record is judged unsatisfactory by the Dean shall be denied from participation in any club, organization or activity, including but not limited to Prom, Junior Ring Ceremony, Grad Nite Bash, Baccalaureate Mass, etc. until such time as his/her disciplinary record has shown satisfactory improvement.
2. Students who withdraw from or are asked to leave the school may not attend any school function without permission from the Dean's Office.
3. In a semester, students are limited as to how many school sponsored functions they may attend during the day.

### **Fundraising**

No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal or administration. All students are required to participate in the official class fundraiser. Failure to do may result in loss of participation privileges for Student Activities.

### **Junior Class Ring**

In order to participate in the Junior Ring Ceremony, the class ring must be purchased through Herff Jones and must include the school shield.

### **Field Trips**

Each year, field trips will be organized through each individual department or organization on campus. Moderators will disseminate all information and parental authorization forms necessary upon approval of the field trip. No student will be allowed to attend unless the parental authorization form is properly completed and the permitted and excused form has been signed by all the student's teachers. Both forms should be submitted to the teacher coordinating the field trip. The school reserves the right to deny any student participation in such trips. Any money collected to reserve a spot on any field trips will be nonrefundable.



## Dance Policy and Permission Form for Pace Students

This form must be completely filled out and submitted to the dance coordinator in order for you to be able to attend the dance. In order for a student to be able to purchase dance tickets/attend the dance, a student must be in compliance with all school obligations including but not limited to: tuition must be up-to-date, having fulfilled retreat requirement, having fulfilled class fundraising obligations including freshmen chocolate sales, having no outstanding parking violations, and not be discipline contract. This list may be amended by the administration.

### *Pace Student - Consent and Release - Page 1*

PACE STUDENT INFORMATION			
Participant Name:		Student Cell:	
Date of Birth:		ID #:	
Home Address:			
City, State Zip:			
PARENT/GUARDIAN INFORMATION			
Parent/Guardian 1:		Parent/Guardian 2:	
Home Phone:		Home Phone:	
Cell Phone:		Cell Phone:	
EMERGENCY CONTACT (DIFFERENT FROM THE PERSONS LISTED ABOVE)			
Emergency Contact:		Relationship:	
Address:		Home Phone:	
City, State Zip:		Cell Phone:	
MEDICAL INFORMATION			
Doctor's Name:		Phone:	
Insurance Provider:		Policy#:	
Allergies/Medical Conditions: ( <b>Medication:</b> If you are taking medication regularly, please bring a supply in the official <b>LABELED</b> container)			

DESCRIPTION OF FIELD TRIP/ACTIVITY			
I give my child permission to participate in:	<b>DANCE</b>		
Date of Event:	TBD	Transportation Provided By:	Student/Parent
Location of Event:	TBD		

I, the undersigned, have read this consent/release (Page 1 & 2) and understand all its terms and execute it voluntarily and with full knowledge of its significance. In the event of an emergency, if I cannot be contacted, I hereby authorize medical treatment be administered. I acknowledge that a student placed on the school's merit/demerit probation contract or a student with outstanding financial and/or graduation obligations may not be allowed to register for or participate in any extracurricular events/activities.

**All tuition and fees must be up-to-date to register for and participate in this event/activity. Any monies paid or deposited for a student event/activity are non-refundable. I also understand that if my balance is not paid in full and/or my child is not able to attend this event/activity, I am still responsible for paying any fees for which Pace is liable for whether or not my child attends the event/activity.**

Parent/Guardian  
Signature:

Date:

**\*\* PLEASE READ AND SIGN PAGE 2 OF THIS FORM. \*\***

***Monsignor Edward Pace High School - Consent and Release - Page 2***

I hereby freely and voluntarily consent to participation in the field trip/activity described on page 1. I agree to assume all financial responsibility for participation in the field trip/activity and hold Monsignor Edward Pace High School, Archdiocese of Miami, Inc., and all of their corporate members, affiliated entities, employees, officers, directors, and agents ("Sponsors") harmless for all costs incident to my participation in this field trip/activity.

I, the undersigned, a participant in the field trip described on page 1, do waive and release Sponsors from liability for any injury, accident, or damages caused by any vehicle, weather, sickness, or otherwise stemming from any act or omission of any individual. I also release Sponsors and agree to indemnify them with regard to any financial obligations incurred by my acts or omissions.

I understand that all travel involves some risk, and I hereby agree to assume and consent to such risk. I hereby waive and release Sponsors for any injuries, damages, or losses incurred in connection with actions, omission or conditions or developments, or any other actions, omissions or conditions within or outside Sponsors' control. By my participation in this program, I voluntarily assume all risks involved in such travel, whether expected or unexpected. I hereby acknowledge that I have been warned of such risks, and that I have been advised to take appropriate action and to govern myself accordingly. I am also aware that certain insurance companies do offer insurance against some of the many perils noted and that I may opt to insure myself should I so choose.

I hereby grant Sponsors full authority to take whatever actions they may consider in their sole discretion to be warranted under the circumstances concerning my health and safety and I specifically and fully release each of them from any liability for such decisions or actions as may be taken in connection therewith. I authorize Sponsors at their discretion to place me, at my own (or my parents' or my guardians') expense and without further consent, in a hospital that is readily available, and to place me in the hands of a local physician for treatment should the need arise at my expense.

I agree to comply fully with the rules of Sponsors and any travel company and I agree that Sponsors have the right to enforce their standards of conduct as determined and interpreted in their sole discretion, and that, should I fail to

comply with them, Sponsors have the right to terminate my participation in the program. In the event of termination, I agree to be sent home at my parent(s)/guardian(s) expense. I understand that this is an organized program and that group standards must be observed. I hereby waive and release Sponsors from any claim arising out of my failure to remain under such supervision. In addition, I acknowledge the right of Sponsors to terminate my participation at any time of failure to maintain standards or for any actions or conduct for which Sponsors deem incompatible with the interest, harmony, comfort, and welfare of other students. I specifically agree not to bring any weapons or illegal drugs with me on the field trip/activity.

If I violate any rules, I understand that Sponsors will apply the school consequences in addition to any consequences incurred by law enforcement. Any additional expenses, including legal expenses, incurred due to breaking any international, national or state laws and/or of the school rules will be my responsibility or that of my parents or guardians.

I acknowledge that Sponsors are not responsible either for any injury or loss whatsoever suffered by me during periods on independent travel or during any absence from the program of Sponsors. I also acknowledge that I am responsible for my own belongings including electronics. Sponsors are not responsible for loss or damage to any of my personal property.

All references in this release to Sponsors shall also include all of their chaperones, group leaders, faculty members, administrators, volunteers, and agents. All references to the "parents" of the participant include the legal guardians or other adults responsible for the participant.

I hereby grant to Sponsors the right to photograph and/or videotape me and further to use my name, face, likeness, voice, and appearance in connection with exhibitions, publicity, advertising, and promotional materials without any reservation, limitation, or consideration. This waiver specifically releases any common law causes of action or claims under Fla. Stat. 540.08 and expressly constitutes written consent for publication of my name, face, likeness, voice and appearance.

I have read the terms and conditions set forth by Sponsors and I agree that this constitutes a part of any agreement with Sponsors. I understand and agree to all of Sponsors' terms as set forth in the descriptive information and in this Release. I agree that if any portion of this document is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

<b>Signature of Participant:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

I certify that I am the parent or legal guardian of the above-signed participant, and that I have read the foregoing release and examined the information in the description. I hereby join in each and every part of this Consent and Release (including such part as may subject me to personal financial responsibility) and hereby relinquish any claims that I may have against Sponsors as set forth above, both in my own behalf and in my capacity as legal representative (as applicable) of the participant, including without limitations any claims arising as a result of the participant's leaving the supervision of Sponsors. I agree that if any portion of this document is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

<b>Signature of Parent(s)/Guardian(s):</b>	
<b>Print Name(s):</b>	
<b>Date:</b>	

<b>Monsignor Edward Pace High School          PACE STUDENT - Dance Policy and Permission Form</b>
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This form must be completely filled out and submitted to the dance coordinator in order for you to be able to attend the dance.

PACE Student Name		ID #	
GUEST Name		GUEST Age	
Is GUEST a PACE Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, ID #	
Is GUEST a former Pace Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Grad. Year	

<b>Dance: Location TBD; 7:00pm - midnight</b>
---

**All students and guests** must dress in a manner considered appropriate for a Catholic school function. Anyone not meeting the dress code guidelines as deemed appropriate by the Pace Administration or breaking any of listed rules or Pace's rules, may be denied access to the dance with no monies refunded.

<b>Dance Dress Code for Ladies:</b>
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- No plunging necklines
- Back of dresses may not fall below the waistline in the back
- No bare midriff: absolutely no dress that exposes any part of the middle, sides or front
- Slits can be no higher than mid-thigh
- Short dresses cannot be shorter than two (2) inches above the knee
- No see through dresses
- Dress shoes

### **Dance Dress Code for Gentlemen:**

- Dress pants, dress shirt, coat, tie or a formal suit (**a jacket & tie must be worn at Prom**) and dress shoes must be worn (tennis/athletic shoes or sneakers – including sneakers such as Puma, Converse, Nike or Pastry – are **NOT** dress shoes).

### **Students/Guests Rules & Regulations for Dances:**

Pace students are responsible to inform any non-Pace students about the importance of following the dress code. You will be held accountable for enforcing your date's dress code.

1. Any student attending the dance **MUST** be present a full day the day of or the day prior (for weekends or if school is not in session) to the dance.
2. Students are allowed **one** guest to attend school functions. Each Pace student will be held accountable for their guest's behavior before, during, and after the dance.
3. **All students/guests must bring/present a valid I.D. card (driver's license or school I.D.) in order to attend a school function.**
4. No student or guest will be permitted into the dance later than one hour after the dance begins. Also, no one may leave until one half-hour prior to the end of the dance.
5. Any dancing that is sexually explicit or sexually suggestive is inappropriate. Inappropriate dancing is grounds for administrative withdrawal from the dance at the discretion of the chaperones as well as a consequence for inappropriate school behavior as deemed appropriate by the school administration.
6. Any student suspected of being under the influence of drugs or alcohol will be tested and refused entry into the event; parent or legal guardian will be contacted and required to pick up the student; if parent or legal guardian is unavailable at that time, student will be handed over to the authorities; please note the Principal retains the right to expel or suspend any student who possesses or uses drugs, who is **SUSPECTED** of having taken drugs of a debilitating nature (prescribed medication excepted), e.g. drugs forbidden by law, at any school function. However, if a problem is detected, the school may offer help or programs to deal with the problem.
7. Monsignor Pace High School and its employees are not responsible for lost or missing personal items. Do **NOT** leave personal belongings or valuables unattended at any time before, during, or after the dance.
8. Parents will be charged a late fee of \$50.00 per hour per person for children not picked within 30 minutes of the end of the aforementioned event. Students and guests must remain in the immediate area of the ballroom/lobby while waiting to be picked up.

**I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook, as well as the policies/dress code listed on this document, and understand the consequences of any violations of the rules and policies of the school.**

**I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook and this document. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.**

<b>Student Signature</b>	<b>Parent/Legal Guardian Name (PRINT)</b>
<b>Emergency Phone # for night of dance</b>	<b>Parent/Legal Guardian Signature</b>

## **Ticket Sales Information**

- On Sale before & after school at the Activities Office on promoted dates.
- Each student may bring one guest.
- Each student and guest must submit their own completed & signed permission slip at time of purchase.
- Pace students may not have any outstanding financial/disciplinary/school obligations in order to purchase tickets.
- Pace students may not have any outstanding financial/disciplinary/school obligations in order to attend the dance.

## **Athletics**

Monsignor Pace High School participates in a wide variety of sports under the jurisdiction of the Florida High School Activities Association (F.H.S.A.A.) and the Athletic Program. Athletic programs are extracurricular activities, and are given appropriate emphasis. The center of all sports events at Monsignor Pace is the Athletic Director's Office (ext. 228).

Students must meet the standard of academic achievement set forth by the F.H.S.A.A. and Monsignor Pace High School to participate.

### **Athletics**

Athletic Director  
Athletic Trainer  
Baseball  
Beach Volleyball (girls)  
Boys Basketball  
Girls Basketball  
Cross Country  
Cheerleaders  
Football  
Flag Football  
Soccer (Boys)  
Soccer (Girls)  
Softball (Girls)  
Swimming  
Tennis  
Track (Boys & Girls)  
Volleyball (Boys & Girls)  
Wrestling

### **Coach**

Mr. Duffin  
Ms. Jimenez/Ms. Mariner  
Mr. Duffin  
M. Kosydor  
Mr. Dubuisson  
Mr. Hopkins  
Mr. Reese  
Ms. S. Rodriguez  
Mr. A. Walker  
Mr. Kitchell  
TBA  
TBA  
TBA  
Ms. Louck  
Mr. A. Lilly  
Mr. Lamb  
Ms. Kosydor  
Mr. Reinoso

## **Tryouts**

It must be understood that all students that try out for a team will not necessarily make the team. Ordinarily parents are not allowed to attend tryouts. Administration/Athletic Directors will normally not discuss tryout results with parents. Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and/or be a team member.

Students **may** not be eligible for a tryout if the tuition account is in arrears or is not registered for the school year in which the student will participate. If a student is absent from school, he/she may not participate in a game or practice. Inappropriate conduct during a game may result in disciplinary action and/or fines to be paid by the student. Sportsmanship is a vital ingredient for all team sports.

## **Athletic Calendar**

To view the Athletic Calendar please go to [www.pacehs.com](http://www.pacehs.com) and look under Links for sport schedules.

## **After School Program**

In a effort to maintain supervision on our campus, the After School Program has been established. Students who remain on campus at 3:30 p.m. and are not participating in a club, activity or sport that is supervised by an adult are to report to the Plaza. Students must be picked up in front of the Plaza by 4:30 p.m. After 4:30 p.m., students are moved to the front circle and pick up happens there.

After school fees begin at 6:00 p.m.

- 0 – 30 minutes \$ 5.00
- 31 – 60 minutes \$10.00
- 61 – 90 minutes \$15.00
- 91 – 120 minutes \$20.00



## **Insurance**

Parents MAY purchase additional twenty-four hour insurance, which covers their children during the times that they are not involved in school-sponsored activities.

All students at Monsignor Pace are covered by a supplemental insurance. This insurance only covers what the family insurance does not whether HMO or PPO. To expedite your claim, the following steps are required:

1. Each accident must be reported to the teacher in charge or the Main Office immediately.
2. A claim form must be picked up from the Main Office and filed as soon as possible. There is a time limit.
3. Be sure that the form is properly completed and returned to the Main Office.

## **ADDITIONAL POLICIES**

### **Student Records**

Monsignor Edward Pace follows the guidelines set forth by FERPA (Family Educational Records Procedure) when dealing with school records. Parents must provide the school with their child's health records health examination form and certification of immunization by the first day of school. Any student who participates in a sport must update the health form annually. Other records that must be provided by the parent are a copy of the birth certificate and social security number.

A student's health is an integral part of their learning developmental process. It is imperative for parents to keep up with annual immunizations, doctor visits and be aware of the latest diseases. Required immunizations and the recommended immunization schedule are located on the Florida Department of Health website at [http://www.doh.state.fl.us/disease\\_ctrl/immune/qi\\_clinical/html](http://www.doh.state.fl.us/disease_ctrl/immune/qi_clinical/html). For required immunizations, scroll down and click on *Immunization and Record Requirements*. To access the CDC recommended immunization schedule, click on *Childhood Immunization Schedule*. Detailed information about meningococcal disease and vaccination is located on the CDC website at <http://www.cdc.gov/nip/publications/VIS/#mening>. Scroll down under *Vaccine Information Statements (VIS)* and click on *Meningococcal* updated 10/07/05. Student health resource information is available via the Florida Healthy Kids Corporation website at <http://www.healthykids.org/>. **Please note:    is an underscore for the first website address.**

### **Emergency Information**

The policy of the school with regard to school closings in cases of emergencies is to follow the decisions of the Department of Schools of the Archdiocese of Miami. More specific information can be found at the web site for the Archdiocese of Miami Department of Schools by logging in at [www.miamiarch.org](http://www.miamiarch.org) and following prompts or Plus Portals. In case of emergencies, decisions about the release of students from school is up to each school. Important information will be disseminated via the school's phone blast system and Plus Portals.

### **Immunization Records**

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption and will be considered on an individual student basis. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

# Financial Policies

## Tuition

Monsignor Edward Pace High School participates in the state Family Empowerment Scholarship for Educational Options (income-based scholarship), Family Empowerment Scholarship for Students with Unique Abilities (formerly Gardiner), Florida Tax Credit Scholarship (income-based scholarship) and McKay Scholarship.

Tuition can be paid in one of three ways – in full, over 11 months, or over 10 months. If electing to pay tuition over 11 months, payments begin in June and end in April. If electing to pay tuition over 10 months, payments begin in July and end in April. All payments must be made through FACTS via electronic bank debits.

At the time of registration, a non-refundable, non-transferable registration fee is due. Upon enrolling in FACTS, you may elect to pay on the 5<sup>th</sup> or 15<sup>th</sup> of each month. If a payment is returned by your financial institution (i.e. insufficient funds, closed account, etc), a \$25 fee will be assessed. A 30-day grace period is allowed, at which time the account must be made current or the student will be sent home and/or not allowed to take exams. Access to Plus Portals will be denied. Report cards and/or transcripts will not be released until the balance is paid in full. Zero tolerance will be enforced. It is an Archdiocesan policy that a child will not be accepted in an Archdiocesan school who has an outstanding debt in the last Archdiocesan school attended.

The following is a breakdown of tuition and fees for the 2023-2024 school year:

	9 <sup>th</sup> -11 <sup>th</sup> Grades	12 <sup>th</sup> Grade
Registration	\$350	\$350
Tuition	\$13,200	\$13,450

By registering and enrolling a student in Monsignor Edward Pace High School, the responsible party is committing to paying the balance in full unless eligible discounts to the tuition have been recorded. No student will be permitted to attend classes, access Plus Portals, take Semester or Final exams, nor will grades or transcripts be released unless the tuition and any assessed fees are paid in full and on time.

## Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking semester or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school will withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met.

**Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE** to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these

scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

### **Complaint and Problem Procedure**

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school, in any one of several possible areas. This is often a lack of communication between those involved.

- 1. All questions, problems or complaints should be brought directly to the teacher, coach or staff member before any other person or administrator is involved.**
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the Dean of Students if it involves a disciplinary matter. Non-disciplinary matters should be brought to the attention of the Dean of Academics. Athletic matters should be brought to the attention of the Athletic Director. A decision at this level may be appealed to the Principal.

### **Custodial Rights**

In case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

### **Testifying in Divorce or Custody Proceedings**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law

enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **Use of Photos**

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

**Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **Private Tutoring, Coaching or Lessons**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

### **VIRTUS: Touching Safety Program**

Every school year, Monsignor Edward Pace High School presents a sexual abuse prevention program to our students, the *Touching Safety* program. The creators of the *Protecting God's Children™* program developed the *Touching Safety* program. This program is provided to us by the Archdiocese of Miami, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

As a parent, you have the right to choose whether your child participates or not. If you have questions about the program, please contact Maria Rodriguez at 305-623-7223, ext. 206. If you determine that you DO NOT want your child to participate, please complete the “opt-out” form and return it ASAP to:

Monsignor Edward Pace High School  
Attn: Maria Rodriguez  
15600 N.W. 32 Avenue  
Miami Gardens, FL 33054

Please find the VIRTUS Opt-out Letter for Parents on Plus Portals in the Student-Parent Handbook.

To view the guide for Parents, Guardians, and Other Caring Adults please click the following link:

<https://www.virtusonline.org/educators/TeachingTouchingSafety.pdf>

### **VIRTUS: *Seguridad en el Contacto Físico***

Todos los años, Monsignor Edward Pace High School presentará un programa de prevención de abuso sexual, el programa *Seguridad en el Contacto*, a nuestros estudiantes. Los creadores del programa *Protegiendo a los Niños de Dios™* desarrollaron el programa *Seguridad en el Contacto*. Este programa está patrocinado por la Arquidiócesis de Miami, y es parte de nuestra tarea continua de crear y mantener un entorno seguro para los niños y proteger a todos los niños del abuso sexual.

Las lecciones programadas se ofrecen a todos los estudiantes de Monsignor Edward Pace High School. Como padre, usted tiene el derecho a determinar si su estudiante participa. Lo invitamos a leer la “descripción general” y el “plan de las lecciones” para que usted conozca la naturaleza del programa *Seguridad en el Contacto*. Si usted tiene preguntas sobre el programa o las lecciones, por favor comuníquese con Maria Rodriguez al número 305-624-8534, ext. 206. Si usted determina que usted NO DESEA que su hijo participe, por favor llene el formulario de “exclusión” y devuélvalo lo antes posible a:

Monsignor Edward Pace High School  
Attn: Maria Rodriguez  
15600 N.W. 32 Avenue  
Miami Gardens, FL 33054

El formulario de VIRTUS Oportunidad para “excluir a su estudiante” del programa *Seguridad en el Contacto Físico* se encuentra en Plus Portals en el *Parent Student Handbook*.

Para más información sobre el programa *Seguridad en el Contacto*, visite la página Internet

[https://www.virtusonline.org/educators/TeachingTouchingSafety\\_sp.pdf](https://www.virtusonline.org/educators/TeachingTouchingSafety_sp.pdf)

### **Surveys**

The school collects directory and demographic information for accreditation process. Periodically, students participate in opinion and interest surveys that may be used in school publications (i.e. newspaper, yearbook, etc.). Contact the school at 305-623-PACE if you do not want your child to participate in these activities.

### **Electronic Acknowledgements**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates.

Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

### **Asbestos Disclosure**

Prior to the end of 1988, all schools within the Archdiocese of Miami were inspected by the firm of Law Engineering in accordance with the Asbestos Hazard Emergency Response Act (AHERA).

As required by federal law, the three (3) year cycle for asbestos re-inspection has been completed. Schools within the Archdiocese of Miami were re-inspected during the 2021 school year by the firm of ARS Environmental, Inc. Monsignor Edward Pace Catholic High School was found to be in full compliance with federal standards.

In further accordance with AHERA 40 CRF 763.93 (g), the Management Plan for asbestos containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office or at the Archdiocese of Miami Pastoral Center, 9401 Biscayne Boulevard, Miami Shores, Florida.



**Probation Contract – Monsignor Edward Pace High School**

The following contract is executed between \_\_\_\_\_, his/her parent/legal guardian, and Monsignor Edward Pace High School. This contract is the result of the student’s:

- Academic Performance
- Attendance Record
- Behavior (Infraction): \_\_\_\_\_

In order for \_\_\_\_\_ to continue as a student at Monsignor Edward Pace High School, he/she must adhere to the following terms:

- Academic Probation**  
Parent/Guardian Initials
  - Pass all academic classes.
  - Maintain a 2.0 or higher cumulative state grade point average.
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Attendance Probation**
  - May not have more than 9 absences in a semester or more than 18 absences in the school year.
  - Student may not be exempt for their final exams, even with an A average.
  - Student may not receive credit for courses with excessive absences.
  - May be asked to attend summer school to make up the contact hours missed by absences.
- Behavioral/Disciplinary Probation**
  - Follow all rules as outlined in the Monsignor Edward Pace High School Student Handbook.
  - Refrain from any serious misbehavior and/or repeated violations of school regulations.
  - May not accrue 75 or more demerits.

**If the student should fail to adhere to the above terms, the student may be asked to leave.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Waiver and Release Agreement – Monsignor Edward Pace High School**

\_\_\_\_\_ School (the “School”) offers the opportunity for participants to engage in a wide variety of activities associated with the School. All participants should be aware that these activities may involve risks of bodily injury, property damage, and other dangers associated with participating in such activities. Participants are advised that there are risks, hazards, and dangers inherent in such activities including travel and transportation to and from such activities.

In consideration of being permitted to participate in these activities offered by the School, the undersigned voluntarily assumes all risks of damages or injury that may be sustained by the participant or his or her minor children while being transported to or from such activities or participating in any activity that is related, sponsored, or otherwise organized by the School. The undersigned further agrees to release the School, the Archdiocese of Miami, Inc., and all of their corporate members, directors, officers, employees, agents, and affiliates from any claims including those of his/her minor children of whatever kind arising from participation in or transportation to or from these activities at or related to the School. The undersigned hereby grants the School and its agents full authority to take whatever action is deemed necessary for the health, safety, and welfare of the participants, including the provision of medical treatment. The undersigned hereby consents to any such treatment and waives any claims allegedly arising therefrom.

The undersigned hereby grants the School the right to photograph and/or videotape participant and to use participant’s name, face, likeness, voice, and/or appearance in connection with exhibitions, publicity, advertising, and promotional materials without any reservation, limitation, or additional consideration. This waiver specifically releases any common law causes of action or claims under Fla. Stat. 540.08 and expressly constitutes written consent for publication of participant’s name, face, likeness, voice, and appearance.

The undersigned has read this Release Agreement and agrees to be bound by its contents. The undersigned agrees that all references to participant in this Release Agreement include undersigned’s minor children.

The activities in which the individual plans to participate and are subject to this waiver and release agreement include: \_\_\_\_\_

Name of Participant: \_\_\_\_\_ (Please Print) \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 2020

**Bullying and Complaint Report Form – Monsignor Edward Pace High School**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ Names of Accused: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Specify in detail your complaint below. Please describe the incident, participants, background to the incident, and any attempt you've made to resolve the problem. Please include relevant dates, times and places. (Attach a separate sheet if necessary.)

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Indicate if there are other individuals who could provide more information regarding this complaint including witnesses or participants:

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Indicate in your opinion how this problem might be resolved. Please be as specific as possible.

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I certify that the above information is correct and that the events are accurately depicted to the best of my knowledge.

\_\_\_\_\_  
Name of Complainant

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**APPENDIX: Parent-Student Handbook Acknowledgement Forms**

**Monsignor Edward Pace High School**  
**Parent-Student Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the Technology Acceptable use policy, and understand the contents of the AUP.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Signature Student)

\_\_\_\_\_  
(Date)

## **The Honor Code**

All forms of scholastic dishonesty are prohibited, whether related to a written or oral examination, a thesis, term paper, mode of creative expression, computer-based work, or other academic undertaking.

Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and academic dishonesty. In determining what constitutes academic dishonesty, a student should be guided by the purposes of this code, common sense, and information provided by the instructor.

### **Monsignor Edward Pace Honor Code**

We, the members of the Monsignor Edward Pace community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at Monsignor Edward Pace High School, the following pledge is either required or implied:

**"On my honor, I have neither given nor received unauthorized aid, in doing this assignment."**

#### **Violations**

1. **Cheating** - This act implies an intent to deceive. It includes all actions, devices, and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam, sharing exams, homework or projects using pictures or electronic transmissions and using a cheat sheet or crypt notes in an exam.
2. **Plagiarism** - Plagiarism is representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes, and failing to give credit for someone else's ideas.
3. **Collusion** - This is the act of working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information for assignments that are assigned to be done individually.
4. **Academic Dishonesty** - This includes any other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the Pace community. Examples are attempting or agreeing to commit, or assisting in or facilitating the commission of any scholastic dishonesty, violation, and accusing a student of a violation of the Monsignor Edward Pace Honor Code in bad faith.
5. **Testing Procedures** - This includes those procedures that are stated within the standardized testing instructions, as well as any teacher's particular request. All tests require that the student sit facing forward in the desk, keeping their eyes on their own paper, and there is to be no communication of any kind during exam time. Students cannot Christmas tree an answer sheet. Students must follow all instructions given by the teacher or reader. Students are expected to give their full effort at all times during exams.

## **Student Responsibility**

A commitment is made in **writing** to be honest in all academic work and abide by the Monsignor Edward Pace Honor Code. In addition, students should report any condition that facilitates dishonesty to the class instructor, the department chairperson, the Dean's Office, or the Administration.

## **Consequences**

A student found responsible for violations of the Monsignor Edward Pace Honor Code shall be subject to consequences stated in Section 6 of this handbook (under Cheating Policy). Furthermore, those students in dual enrollment/AP courses may forfeit their opportunity to remain in the course or receive the dual enrollment credit.

**Monsignor Edward Pace High School**  
**Parent-Student Handbook Acknowledgement Form**

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I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Signature Student)

\_\_\_\_\_  
(Date)



**TO: Parents**  
**FROM: Ana Garcia, Principal – Monsignor Edward Pace High School**  
**SUBJECT: Opportunity to “opt your child out” of the *Touching Safety* program**

Every school year, Monsignor Edward Pace High School presents a sexual abuse prevention program to our students, the *Touching Safety* program. The creators of the *Protecting God’s Children*™ program developed the *Touching Safety* program. This program is provided to us by the Archdiocese of Miami, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

As a parent, you have the right to choose whether your child participates or not. If you have questions about the program, please contact Maria Rodriguez at 305-623-7223, ext. 206. If you determine that you DO NOT want your child to participate, please complete the “opt-out” form at the bottom of this page, and return it ASAP to:

Monsignor Edward Pace High School  
Attn: Maria Rodriguez  
15600 N.W. 32 Avenue  
Miami Gardens, FL 33054

To view the guide for Parents, Guardians, and Other Caring Adults please go to Plus Portals and look for the Student Parent Handbook, Section 8, Additional Policies

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**Opt-out form for use with the *Touching Safety* program:**

Monsignor Edward Pace High School does not have my permission to present the *Touching Safety* program, to my child whose name is \_\_\_\_\_ Grade/I.D.# \_\_\_\_\_

Parent’s name (printed): \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_







**A:** Los Padres

**DE:** Monsignor Edward Pace High School

**ASUNTO:** Oportunidad para “excluir a su estudiante” del programa *Seguridad en el Contacto Físico*

Monsignor Edward Pace High School presentará un programa de prevención de abuso sexual, el programa *Seguridad en el Contacto*, a nuestros estudiantes. Los creadores del programa *Protegiendo a los Niños de Dios™* desarrollaron el programa *Seguridad en el Contacto*. Este programa está patrocinado por la Arquidiócesis de Miami, y es parte de nuestra tarea continua de crear y mantener un entorno seguro para los niños y proteger a todos los niños del abuso sexual.

Las lecciones programadas se ofrecen a todos los estudiantes de Monsignor Edward Pace High School. Como padre, usted tiene el derecho a determinar si su estudiante participa. Lo invitamos a leer la “descripción general” y el “plan de la lección” anexos para que usted conozca la naturaleza del programa *Seguridad en el Contacto*. Si usted tiene preguntas sobre el programa o las lecciones, por favor comuníquese con Maria Rodriguez al número 305-624-8534, ext. 206. Si usted determina que usted NO DESEA que su hijo participe, por favor llene el formulario de “exclusión” al final de esta página, y devuélvalo lo antes posible a:

Monsignor Edward Pace High School  
Attn: Maria Rodriguez  
15600 N.W. 32 Avenue  
Miami Gardens, FL 33054

Para más información sobre el programa *Seguridad en el Contacto*, mire en *Plus Portals* en el *Student Parent Handbook, Section #8, Additional Policies*.

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**Formulario de exclusión del programa Seguridad en el Contacto:**

Monsignor Edward Pace High School no tiene mi permiso para presentar el programa *Seguridad en el Contacto* a mi hijo/hija cuyo nombre es \_\_\_\_\_ Grado/I.D.# \_\_\_\_\_

Nombre del Padre o Madre  
(letra imprenta): \_\_\_\_\_

Firma del Padre o Madre: \_\_\_\_\_

Fecha: \_\_\_\_\_

