

ACADEMIC POLICIES

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 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. 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/ASPIRE	9 th grade
PSAT/ASPIRE	10 th grade
PSAT/ACT	11 th grade
AP	9 th – 12 th 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 two (2) retreats not attended. 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

***minimum of 3 credits at Pace**

****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.
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. As of the freshman class of 2015, each student must complete one online class as a requirement for graduation; this requirement is met by our PC I 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 ASPIRE 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 incoming 9th grade students (class of 2015 and thereafter) in Florida must now complete one high school-level virtual course as a requirement for graduation.

This requirement applies to students who are in the class of 2015 or any graduating class thereafter.

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

Student Schedules/Class Change Policy

The course selection process takes place in the spring 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 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 and Florida International University. The universities require 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 st semester	40%
Third/Fourth quarter grade : 2 nd 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" (including A-) 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 universities each have 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.

Pace Academic Grading System

		Numerical Equivalent	Standard Weight	Honors Weight	AP Weight	Unweighted
A+		97-100	4.66	5.66	6.66	4.0
A	Excellent	93-96	4.33	5.33	6.33	4.0
A-		90-92	4.0	5.0	6.0	4.0
B+		87-89	3.66	4.66	5.66	3.0
B	Good	83-86	3.33	4.33	5.33	3.0
B-		80-82	3.0	4.0	5.0	3.0
C+		77-79	2.66	3.66	4.66	2.0
C	Average	73-76	2.33	3.33	4.33	2.0
C-		70-72	2.0	3.0	4.0	2.0
D+		67-69	1.66	1.66	1.66	1.0
D	Poor	63-66	1.33	1.33	1.33	1.0
D-		60-62	1.0	1.0	1.0	1.0
F	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. Eligibility is based on a combination of GPA and the SAT or ACT score. A lower GPA requires a correspondingly higher test score.

In addition to meeting core academic requirements, the NCAA requires a specific minimum GPA, matched with a specific SAT or ACT score. Please see your guidance counselor for more information.

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 not be counted as part of the total credits (or any GPA) which need to be earned in Senior High unless the credits taken were earned through 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 8th grade teacher (only for incoming 9th 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 sent via e-mail. 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. Those students who receive Second Honors are recognized at the Second Honors assembly. A breakfast 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 -** All "A's" in academics
First Honors - A minimum of a 3.5 average with no academic grades less than a "B"
Second Honors - A minimum of a 3.0 average with no grade less than a "C"

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.

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.

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, 9th and 10th grades
 - English I, English I General = 2 pages (minimum)
 - English I Honors = 3 pages (minimum)
 - English II, all levels = 3 pages (minimum)
- MLA Format, 11th and 12th grades
 - English III, English III General, English III Honors = 4 pages (minimum)
 - AP Classes, 11th 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 compliance 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 the Research Paper Lab
- 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