

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), 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. Exceptions to the attendance policy can only be made by administrative discretion.

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.

On the day of an absence, a parent **must** call 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.

Attendance Procedures

If a student is to be absent from school, a parent **MUST** call the school to explain the absence. If a call is not received from the parent, the student is marked unexcused. A NOTE signed by the parent must be presented to the Dean's Office the day the student returns to school. 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.
3. 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.**
4. A student who is absent (excused or non-excused) 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.

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) for a semester or eighteen (18) (excused or non excused) 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 leave their I.D. cards with the teacher and must have that teacher's hall pass when outside the classroom.

If a student becomes ill during the school day, the student must report to the Dean's Office. A parent or guardian must grant permission before the student is sent to the clinic.

No interruptions will be permitted. Students must be picked up before or after 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.

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 not be permitted an early dismissal unless the parent comes to Msgr. Pace High School and signs him/her out with a Dean of Students or a note from the parents is received in advance. 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 three (3) "late to school" per quarter with a parental note or phone call from parent. A \$5.00 fine and demerit will be assessed after that for late to school.

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.

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 3rd 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

Both ears may never be covered when wearing headphones/earbuds in the hallway. One (1) ear must always be uncovered.

Lost and Found/Confiscated

Monsignor Pace High School is not responsible for any book, 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 1st Semester cost \$100.00
 - b. Decals purchased during 2nd Semester cost \$50.00
 - c. Decals purchased during 4th quarter will be prorated
- Replacement cost for a lost permit is \$70.00
- 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. Bonet or Ms. Perez, by email at nbonet@pacehs.com or kperez@pacehs.com or by phone at 305-623-7223, ext. 218.

Parking and Traffic (Minor) Offenses

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

- 1st offense** Parking ticket \$25
- 2nd offense** Parking ticket \$50
- 3rd offense** Parking ticket \$75 - Dean/Parent notification
- 4th 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.

Parking and Traffic (Major) Offenses

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

- 1st offense** Parking ticket \$25 - Warning
- 2nd offense** Parking ticket \$50 - 2 hour detention, 5 demerits, & parental notification
- 3rd offense** Parking ticket \$75 - Indoor suspension, loss of driving/parking privileges, 10 demerits, & parental notification
- 4th 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			
Student Name		ID#	
Drivers License #		Handicap Cert. #	
Car Make		Car Model	
License Plate #		Car Color	
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.			
Student Signature		Date	
Parent Signature		Date	

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. 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

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 Pace High School has instituted a debit card system for school lunch purchases in the school cafeteria. The “Spartan Card” (school identification card) may be the only avenue through which to purchase lunch. The lunch room is a no cash cafeteria. Students may deposit funds into their account in the cafeteria before school or during lunch Monday through Friday. Checks for deposit are to be made payable to Monsignor Edward Pace High School. Deposits may be made as often as necessary, but we recommend once a week or once a month. The student is responsible for checking their balance regularly to ensure sufficient funds for lunch. Questions should be directed to the cafeteria manager, at ext. 237.

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.

Medication 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 for Medication” 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), and authorized in writing by the school.

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 disenroll 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.

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.

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 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 may be sending students home if they are considered to be in violation of the uniform code. 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).

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 (available in Spartan store).
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. 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 and make-up - No two (2) tone hair coloring. Highlights must be blended throughout the hair. Hair color must be natural. (Those hair colors that people are born with). Hair must be combed and well groomed. Extreme styles are prohibited. Extreme is defined at the discretion of the administration. Hairbands can be no wider than two (2) inches and may not have any logos.
6. Jewelry – no extreme jewelry may be worn. Earrings are limited to two (2) in each ear lobe. Nose rings or other body part rings are not permitted during school, after school or at school functions. Excess jewelry may be confiscated by the administration and may not be returned until the end of the school year.
7. Fingernails – may not be curved and must not extend more than ¼ inch past the fingertips.
8. “Corn Rolls” may be worn as long as they are neat, lay flat against the head. No designs or patterns. May not extend past the collar.
 - a. Braids must cover entire head and must not exceed beyond the bottom of the collar.
 - b. No “plats”, twisted hair or dreads is permitted.
 - c. Afros are limited to one and one-half (1 ½) inches in length.
 - d. Spikes in the hair are limited to one and one-half (1 ½) inches in length.

BOYS

1. Official school slacks – **Only** the school khaki pants, **worn at the waist**, are permissible.
2. The Official Pace Red Polo shirt
3. In cool weather – ONLY the official school sweater, sweatshirt or jacket may be worn (available in bookstore).
4. Shoes – Must be a solid black or white, 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 styles – Length to the collar of the shirt and may not cover the forehead or more than half the ear. Hair must be combed or styled. **No extreme cuts, no two-tone hair color (must be natural color) hair-carving, eyebrow cuts, ponytails, dreads, shaved heads,**

- twisted hair, mohawks (or any variations thereof) or beads are permitted. See #10 for clarification on “Corn Rows”. Hair must be combed and well groomed.**
6. Facial hair – ONLY well-groomed mustaches are permitted. Boys must be well shaven. No make-up or girl’s attire is allowed. Sideburns may not extend further than the bottom of 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.
 7. Jewelry – **NO** earrings, spacers, nose rings or other body part rings 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.).
 9. Fingernails – may not extend past the fingertips and should not be colored.
 10. “Corn Rolls” may be worn as long as they are neat, lay flat against the head. No designs or patterns. May not extend past the collar.
 - e. Braids must cover entire head and must not exceed beyond the bottom of the collar.
 - f. No “plats”, twisted hair or dreads is permitted.
 - g. Afros are limited to one and one-half (1 ½) inches in length.
 - h. Spikes in the hair are limited to one and one-half (1 ½) inches in length.

General Uniform Information

- ❖ Uniforms must be purchased from the Spartan Store on school campus.
- ❖ P.E. uniforms can be purchased at the Spartan Store.
- ❖ 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 Pace Spartan Store ONLY!
- ❖ Senior Panoramic picture will only include students wearing a red polo.

- ❖ No hats, baseball caps, bandanas, “dorags”, hairnets, combs, rubber bands, 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 natural (black, brown, red or blonde). Students may not have extreme two-toned hairstyles.
- ❖ Waist chains not allowed.
- ❖ Students are not permitted in class with visible tattoos, body paintings or drawings on any kind.
- ❖ Students enrolled in physical education courses must wear the official physical education uniform to receive credit for the day.
- ❖ At school functions, no pins, buttons or clothing of an offensive 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. 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, holes, rips, patches 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.

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.

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 include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

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.

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. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

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 principal. The principal 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.

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 other measures that relate to the harassment 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.

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:

- a. Immediate suspension from the school;
- b. 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 seriously about the threat and has the capacity to carry it out, the child may be expelled 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.

- c. 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.
- d. The school should inform the Department of 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.

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.

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

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.

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
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 individual teacher or 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. Water bottle in class
- 17. Playing cards of any kind
- 18. Cafeteria violation
- 19. Failure to pay fine
- 20. Hair & shaving violations
- 21. Handbook form

- 22. Harassment Minor
- 23. Horse play
- 24. Off task
- 25. Parking permit violation
- 26. Sleeping in class
- 27. Technology minor

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.

Administrative withdrawal

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.

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 and/or Supervising Principal are the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.