

## **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 public school district in which the school is located (Miami-Dade County). Parents should listen to broadcasts and keep their children home on days when the local public schools are closed. 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 requires, that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has 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 completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. 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. 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 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.

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

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 2018-2019 school year:

	9 <sup>th</sup> -11 <sup>th</sup> Grades	12 <sup>th</sup> Grade
Registration	\$350	\$350
Tuition	\$12,050	\$12,300

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.

### Activity Fee

The activity fee is included in the first payment. The fee includes the school yearbook, accident insurance, and admission to most home athletic events, newspaper, and I.D. Card. Students forfeit a right to these items (with the exception of the school yearbook) if they withdraw from the school.

### 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 quarterly, 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 disenroll the student if any financial obligations are not met.

### The Spartan Store

School supplies, school uniforms, school sweaters, gifts, snacks and locks are available in the bookstore before school, after school and during lunch.

## **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, Twitter 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 services. Parents who engage school staff members for the provision of tutoring 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, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring 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*<sup>TM</sup> 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 2018 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 CFR 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.

**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)