

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

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

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

### **INTRODUCTION**

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

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

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

The Administration reserves the right to exercise its prerogative in responding to these new situations. The support of every parent and student is needed in the spirit of cooperation and partnership which is the hallmark of Catholic education. While the school authorities are deeply interested in the welfare of each student, it is impossible to realize the students' aims without the full cooperation of the parents. It is important that the parents familiarize themselves with the contents of this handbook so that they may have a better understanding of what is expected of the student. We strongly believe that adherence to these policies will help our students in becoming spiritual, moral, and ambitious leaders of

the 21<sup>st</sup> century. The parents of our students are urged to see that the social life of our students does not interfere with the physical exercise, the necessary rest, and the good health habits, which make for maximum efficiency.

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

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

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

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

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

A remarkable aspect of the development of Monsignor Pace High School has been the devotion and sacrifice of many lay people who have spent years of their lives in dedicated service to the families and young people of Miami-Dade and Broward counties. As each year goes by, it becomes more and more evident the "Age of the Layman" has arrived at Monsignor Pace High School. From the classrooms to the sports field to trips and activities of the students, the lay teachers and administrators labor untiringly

to promote the Spartan Spirit, which has been the hallmark of Monsignor Pace High School since its beginnings. Monsignor Pace High School is presently staffed by a Diocesan and devoted lay personnel. The school is now on the vanguard of committing all members of the community, parents, teachers, students, and alumni in the development of the school.

## **Mission Statement**

We are PACE: Partners, Academics, Catholic, Empowerment

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

## **Open Admission Policy**

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

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

## **Undocumented Students**

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

## **Admissions Process**

Incoming freshmen:

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

Transfer students:

- Application
- Official transcript
- School recommendation
- Interview

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

## General School Information

### Hours of Operation

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

### School Hours

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

### 2024-2025 Bell Schedule

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

### School Shield



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

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

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

### School Colors

Red & Gold  
Mascot: Spartan

### Alma Mater

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

**PACE PRAYER**  
**“GRACE & TRUTH”**

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

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

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

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

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

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

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

Written by members of the Class of 1988

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

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

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

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

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

Amen

Written by Dr. George Rodriguez



### **Student Oath**

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

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

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

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

**2024 - 2025 CALENDAR HIGHLIGHTS**  
***Please Check the Official School Calendar on Plus Portals for  
Up-to-the-minute Changes***

**AUGUST**

9-Transfer Spartan Experience  
12-Freshmen Spartan Experience  
13-First Day of School for all Students/1<sup>st</sup> First Quarter Begins  
15 Feast of the Assumption - Holy Day Obligation  
29-Back-to-School Night  
30-Freshmen Welcome Week Kick Off

**SEPTEMBER**

2-Labor Day-No School/Office Closed  
3-6 Freshmen Welcome Week  
6-Early Dismissal – 12pm  
9-13 CAMINKNOW (Campus Ministry Kick Off Week)  
13-Salt & Light Mass-School Wide Mass  
17-18 Picture Day  
27-ADOM Professional Development Day – No school for students

**OCTOBER**

4-Early Dismissal - 12pm  
7-11 College Application Week  
10-PACE College Fair  
11-End of 1<sup>st</sup> Quarter  
14-Columbus Day – School & Office Closed  
15-Beginning of 2<sup>nd</sup> Quarter  
17-PSAT  
21-25-Homecoming Week  
25-Early Dismissal – 12pm  
26-Homecoming Dance

**NOVEMBER**

1-Early Dismissal – 12pm  
All Saints Day – Holy Day of Obligation  
2-Open House for Prospective Families  
11-Professional Development Day – No school for students  
21-Junior Ring Ceremony @ ICC 6pm

22-Tons of Love Mass – Early Dismissal – 12pm  
25-29 -Thanksgiving Vacation – School & Office Closed

### **DECEMBER**

2-Classes Resume  
6-Early dismissal – 12pm  
    National Honor Society Induction  
8-Feast of the Immaculate Conception  
16-20-Final Exam Week - Early Dismissal – 12pm  
20-End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester  
23-31-Christmas Vacation School & Office Closed

### **JANUARY**

1-3-Christmas Vacation – School & Office Closed  
6-Classes Resume - 3rd Quarter Begins -1st Day of 2<sup>nd</sup> Semester  
20-Dr. Martin Luther King – School & Office Closed  
27-31 Catholic Schools Week

### **FEBRUARY – Registration Month**

3-7-Guidance Counselor Week  
6-Senior Panoramic Picture  
7-Early Dismissal – 12pm  
14-Floating Holiday – School Closed  
17-President's Day – School & Office Closed

### **MARCH**

5-Ash Wednesday  
11-ACT/Pre ACT  
14-Early Dismissal – 12pm/End of 3<sup>rd</sup> Quarter  
17-Beginning of 4<sup>th</sup> Quarter  
21-Professional Development Day – No school for students

### **APRIL**

4-Early Dismissal  
11-Grad Bash  
13-Palm Sunday  
17-Holy Thursday – School & Office Closed  
18-Good Friday School & Office Closed  
20-Easter Sunday  
21-25-Easter Vacation – School & Office Closed  
28-Classes Resume  
28-May 2 - Teacher Appreciation Week  
30-Academic Awards Night

## **MAY**

1-Spartan Spotlight (Battle of the Bands)  
2-Early Dismissal – 12pm  
Prom  
5-16-AP Exams  
9-Senior Picnic - Spring Pep Rally  
12-16-Senior Exams  
16-Baccalaureate Mass  
20-Red Letter Mass – Sophomores  
21 Receive the Light Mass – Juniors  
22-Graduation @ Charles F. Dodge City Center 6pm  
23– Floating Day School Closed  
26-Memorial Day – School & Office Closed  
30-Final Exams - Early Dismissal- 12pm

## **JUNE**

2-4-Final Exams - Early Dismissal 12 pm  
5-Last Day of School/End of 4<sup>th</sup> Qtr./End of 2<sup>nd</sup> Semester

## **KEY PERSONNEL**

### **ADMINISTRATION**

Principal	Ms. Lillian Dubon
Dean of Faculty	Dr. Courtney Bloom
Dean of Academics	Ms. Melanie Otero
Dean of Students	Dr. Ramon Rodriguez
Dean of Students	Ms. Valarie Lloyd
Dean of Students	Mr. Anthony Walker
Director of Admissions	Ms. Nicole Chacon
Director of Athletics	Mr. Thomas Duffin
Director of Campus Ministry	Mr. Andres Novela
Director of Guidance	Ms. Carla Giberson
Director of Technology	Mr. Ricardo Machado
Director of Finance	Ms. Maria Walker
Director of Activities	Ms. Nayelis Herrera

### **DEPARTMENT CHAIRPERSONS**

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

### **BOARD OF DIRECTORS**

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

#### **Interest Clubs**

Advanced Health  
Anime (Japanese Animation)  
Art Club  
Black Student Alliance  
Chess Club  
Computer Club  
Culinary Club  
F.B.L.A. (Future Business Leaders of America)  
French Club  
Robotics  
SAS (Spartan Ambassador Society)  
Spanish Club  
S.G.A. (Student Government Association)  
C/O 2025  
C/O 2026  
C/O 2027  
C/O 2028

#### **Moderator(s)**

Mr. Mayo  
Mr. Mendive  
Mr. Navarro  
Mr. Rodriguez-Miralles  
Mr. Manriquez  
Ms. Falcon  
Ms. Cardoso  
Ms. Falcon  
Ms. A. Rodriguez  
Ms. Falcon  
Ms. Nicole Chacon  
Mr. Soto  
Ms. Nayelis Herrera  
Ms. Williams/Ms. Cordero  
Ms. Foertsch  
Mr. Lucitt/Ms. Alejo-Perez  
TBA

#### **Service Clubs**

Key Club

#### **Moderator(s)**

Ms. Falcon

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

Respect Life

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

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

**Performance Groups (By audition only)**

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

Mr. Masters/Mr. Bonet  
Ms. Spadafora

Ms. Figueroa

**Moderator**

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

**Moderator(s)**

Ms. Rios  
Ms. S. Rodriguez  
Ms. Noel  
Ms. Almanza  
Ms. Rios  
Ms. Rios  
Mr. Sarria  
Ms. Almanza

### **Additional Activities/Organizations**

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

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

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

### **Athletics**

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

### **Moderator**

Dr. Jimenez/Dr. Mariner  
Ms. Herrera  
Ms. Herrera  
TBA  
Ms. Foertsch  
Ms. Herrera

### **Moderator(s)**

TBA  
Ms. Lima  
Mr. Novela  
Mr. Novela  
Mr. Novela  
Mr. Bonet  
Dr. Gonzalez  
Mr. Pavao/Mr. Navarro  
Mr. Novela  
Ms. Lima

### **Coach(es)**

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