

## 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 every day of the school year. Students who exceed nine (9) absences in a semester (**excused or non-excused, including having medical documentation**), may be denied academic credit and may receive an “F” grade for that subject for all marking periods. In addition, students may lose all extra curricular privileges and exemptions for final exams.

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

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

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

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

## Attendance Procedures

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

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

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

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

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

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

## Types of Absences

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

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

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

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

### **Excuse from Class**

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

### **Early Dismissal/Illness**

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

### **Prolonged Illness**

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

### **Administrative Withdrawal**

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

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

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

To ensure the safety of all students, please observe the following:

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

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

### **Early Dismissal from School**

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

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

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

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

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

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

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

### **Late to School**

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

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

## **Visitors**

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

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

## **College Visitors/Military Recruitment**

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

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

## **Parents Observing Students in Class**

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

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

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

## **Search and Seizure**

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

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

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

## **Telephones/Electronic Devices**

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

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



### **Smart-Watches**

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

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

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

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

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

### **Headphones/Earbuds**

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

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

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

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

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

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

### **VISITOR PARKING**

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

### **TEMPORARY PARKING**

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

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

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

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

**Disciplinary Action for Minor Parking Violations**

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

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

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

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

**Disciplinary Action for Major Parking Violations**

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

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

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

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

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

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

### **Spartan Card Lunch Program**

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

### **Emergency Drills**

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

### **Medications Guidelines**

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

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

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

### **Parental Cooperation**

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

### **Deliveries**

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

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

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

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

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

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

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

### **Rules of Conduct**

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

### **Complicity**

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

## **Uniform Philosophy and Policy**

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

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

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

## **Uniform Dress Code**

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



## **GIRLS**

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

## **BOYS**

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

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

#### **General Uniform Information**

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

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

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

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

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

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

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

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

### **Harassment and Discrimination**

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

### **Hazing**

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

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

### **Drug and Alcohol Policy**

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

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

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

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

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

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

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

### **Anti-Bullying**

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

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

1. Definition

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

2. Scope

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

3. Reporting Complaints

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

4. Disciplinary Action

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

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

1. Disclosure of Criminal Arrest/Convictions

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

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

### **Weapons**

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

### **Threats of Violence**

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

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



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

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

### **Public Display of Affection**

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

### **Cheating Policy**

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

### **Artificial Intelligence**

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original

material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. Monsignor Edward Pace High School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

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

#### **1. Definition of Cheating by Using AI:**

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

#### **2. Responsible Use:**

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

#### **3. Assessments and Assignments:**

- a. During assessments or assignments where the use of external resources is prohibited, students

- must not access or consult AI.
  - b. Students should not seek answers or use AI to generate responses that are meant to be their own original work.
  - c. Plagiarism, which includes copying text verbatim or paraphrasing without proper citation, will not be tolerated and will be subject to disciplinary actions.
4. Collaboration:
- a. Students must not collaborate with an AI tool during assignments, projects, or assessments unless explicitly instructed by the teacher.
  - b. When collaboration is allowed, students should follow the specific guidelines provided by the teacher, ensuring proper attribution and acknowledgement of contributions.
5. Consequences of Violations:
- a. Any student found in violation of the cheating policy regarding the use of AI will face appropriate disciplinary action, which may include but is not limited to a warning, zero grades, academic probation, loss of privileges, or further consequences as determined by the school administration.
  - b. Consequences for repeated or severe violations may include suspension or administrative withdrawal, as determined by the severity of the offense and the school's disciplinary policies.
6. Awareness and Education:
- a. The school will provide regular education and awareness programs to students, teachers, and parents regarding the appropriate and responsible use of AI.
  - b. Teachers will emphasize the importance of academic integrity, critical thinking, and the value of original work.
  - c. Students will be informed about the potential consequences of cheating by using AI and the importance of maintaining academic honesty.

## **Vandalism**

Caring for school property helps keep maintenance costs (therefore tuition costs) down. School equipment is for student use and should be cared for with consideration for such use and

the use of others. Any student, who vandalizes, destroys, or damages school property is responsible for its repair or replacement. This type of behavior may result in suspension or administrative withdrawal.

### **Smoking/Vaping**

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

### **Assemblies/Masses**

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

### **Cafeteria**

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

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

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

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

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

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

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

### **Safety in Private Spaces**

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

### **Disciplinary Code**

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

### **Violations of School Rules**

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

#### **Type A Offenses**

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

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

33. Wearing or possessing any paraphernalia associated with alcohol, drugs or any illicit substance
34. Pulling fire alarm
35. Not following procedures during emergency drills
36. Cheating
37. Complicity
38. Contraband (unauthorized item)
39. Defiance
40. Golf cart misuse
41. Bullying-Cyber-Social Media-Gossip
42. Harassment Major
43. Left class or detention without permission
44. Provoked incident
45. Technology inappropriate AUP use
46. Technology Major

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

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

### **Type B Offenses**

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

01. Violation of attendance procedures.
  - a. No phone call on day of absence
  - b. No note turned in on the day the student returned from being absent
  - c. Late to class or school
02. Dress code violation
03. Excessive noise or running
04. Failure to bring book or materials to class
05. Food or drink in hallways or class

06. Gum chewing
07. Leaving food or trash on tables in cafeteria or in non-designated areas during lunch.
08. Littering
09. Loitering in restrooms, halls, classrooms or offices
10. No I.D. card
11. Not wearing I.D. properly around the neck and visible
12. Offensive language, provocation or gossip
13. Out of class without a pass
14. Radios, recorders, phones, cameras, or hand held video games may not be seen, used or heard during school hours and may be confiscated
15. Solicitation for personal gain
16. Playing cards of any kind during instructional time
17. Cafeteria violation
18. Failure to pay fine
19. Hair & shaving violations
20. Handbook form
21. Harassment Minor
22. Horse play
23. Off task
24. Parking permit violation
25. Sleeping in class
26. Technology minor

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

### **Demerit Policy**

#### **A.**

1. Each infraction has a demerit value (some infractions are assessed multiple demerits – such as skipping class)
2. Two Hour Detention are issued at every interval of five (5) demerits
3. Each day of suspension equals ten (10) demerits

#### **B.**

1. Twenty (20)-school days without a demerit equals ten (10) merits. It is the responsibility of the student to inform the Dean's Office of this reward. However, a student may not accumulate non-demerits, as to take away future demerits.



2. Once a student is placed on Contract/Probation, the contract may be valid for the remainder of the school year; however, privileges (Probation Status) may be restored with merits.
- C.
1. Action Step Number 1: Once a student has accrued twenty-five (25) demerits, a letter is sent and a parent conference and signature is required. The policy, procedures and reason(s) for the conference are explained and documented.
  2. Action Step Number 2: Once a student has accrued fifty (50) demerits, the student is placed on Contract/Probation. A parent conference and signature is required. A student placed on Probation may not participate in any extracurricular activities (athletics, clubs, trips, dances and other such student activities) for the remainder of the school year.  
**Please note: Any monies paid or deposited for a student activity are non-refundable!** However, the student may have a *one-time* opportunity to restore his/her privileges with merits.
  3. Action Step Number 3: Once a student has accrued seventy-five (75) demerits, a recommendation for dismissal is made to the Disciplinary Committee.
- D. The Administration reserves the right to exercise its prerogative to respond to circumstances not covered specifically in this document. Please note that **all rules and policies stated in the handbook apply**. Therefore, a thorough review of the handbook, with careful attention given to the “Administrative withdrawal” provision is recommended.

#### **Detention Policy**

1. Detention is the acceptable punishment for a student’s violation of school and classroom rules. This detention may be in the form of manual labor or by spending time occupied in a classroom.
2. The detention period is both a consequence for a behavior and a time of reflection on the need for the existence and observance of school regulations.
3. Students who accrue ten (10) demerits for the same infraction may be placed on disciplinary probation/contract.
4. Students are to report to the Detention Room for detention at 2:30 p.m. No excuses are accepted. Riding a bus, car pool or a van home may NOT excuse a student from detention. Students late to detention may be issued a demerit. Ten (10) or more minutes late to detention may result in suspension.

#### **Disciplinary Probation**

1. The Dean of Students may place students on a probationary period for an accumulation of minor offenses, a serious offense or a combination of both.

2. Students placed on disciplinary probation may be reviewed by the Principal for dismissal from school and may not participate in extracurricular activities during that period at the discretion of the administration.
3. Students that accrue 50 demerits may be placed on disciplinary probation.

### **Expulsion**

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

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

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

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

place if the school determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### **Indoor/Outdoor Suspension**

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

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

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

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