

INTRODUCTION

Welcome to Monsignor Edward Pace High School. You are a member of a community that has over fifty years of tradition in excellence in Catholic education. Part of this tradition is the academic, disciplinary and spiritual structure of the school.

An interesting and challenging experience awaits you as a student or parent of the 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.

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 21st 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).

Parents may call the school to leave a message for the teacher, but 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. 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 32nd 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 in order to overcome the challenges of a global society.

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.

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
- 7th/8th grade report card
- 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.

Bell Schedules

<u>TIME</u>		<u>DAY 1</u>	<u>DAY 2</u>	<u>Minutes in Each Period</u>
8:00 - 8:54	BLOCK 1	PER. B	PER. B	45 for instruction
8:58- 10:28	BLOCK 2	PER. A	PER. E	90 for instruction
10:32 - 12:55	BLOCK 3	PER. C	PER. F	
		SEE	BELOW	
FIRST				
<u>LUNCH</u> 100, 400 and 600 Buildings				
10:32 - 11:17	LUNCH	LUNCH 1	LUNCH 1	45 to eat (5 additional minutes)
11:21 - 12:55	CLASS	PER. C	PER. F	94 for instruction
SECOND				
<u>LUNCH</u> 200 and 500 Buildings				
10:32 - 11:17	CLASS	PER. C	PER. F	45 for instruction - 90 total
11:21 - 12:06	LUNCH	LUNCH 2	LUNCH 2	45 to eat (5 additional minutes)
12:10 - 12:55	CLASS	PER. C	PER. F	45 for instruction - 90 total
THIRD				
<u>LUNCH</u> 300 and 700 Buildings and Gym and/or Dance				
10:32 - 12:06	CLASS	PER. C	PER. F	95 for instruction
12:10 - 12:55	LUNCH	LUNCH 3	LUNCH 3	45 to eat (5 additional minutes)
1:00 - 2:30	BLOCK 4	PER. D	PER. G	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
50th 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.

2017 - 2018 CALENDAR HIGHLIGHTS

Please check the official school calendar on Plus Portals for up-to-the-minute changes.

AUGUST

- 17 - Transfer student orientation
- 18 - Freshmen orientation
- 21 - First day of school for all students (full day of school)
- 31 - Back-to-school night

SEPTEMBER

- 1 - Early release - 12p
- 4 - No school - Labor Day - office closed
- 20 - Early release - 12p

OCTOBER

- 6 - Early release - 12p
- 9 - Columbus Day - regular school day
- 11 - PSAT
- 16 - 20 - Homecoming week
- 20 - Early release - 12p
- 21 - Homecoming dance
- 28 - Open House for prospective families

NOVEMBER

- 3 - Early release - 12p
- 4 - Academic Olympics
- 8 - Junior Ring Ceremony - ICC
- 10 - No school - Veterans Day - office closed
- 15 - Early release - 12p
- 20 - 24 - No school - Thanksgiving vacation - office closed

DECEMBER

- 1 - Early release - 12p
- 2 - High School Placement Test (HSPT) for incoming freshmen (class of 2021)
- 18 - 21 - Final exams/early release - 12p
- 22 - 6 - No school - Christmas vacation - office closed

JANUARY

8 - Classes resume/first day of second semester
15 - No school – Dr. Martin Luther King – office closed
17 - Early release – 12p
29-2/1 – Catholic Schools Week

FEBRUARY

2 - Early release – 12p
16-Professional day – no school for students
19 - No school – President’s Day – office closed
21 - Early release – 12p

MARCH

2 - Early release – 12p
21 - Early release – 12p
29 - Holy Thursday – no school/office closed
30 - Good Friday – no school/office closed

APRIL

2 - 6 – Easter vacation – office closed
9 - Classes resume
13 – Prom
18 - Early release – 12p
20 - Grad Bash
24-ACT/ASPIRE Testing

MAY

4 - Early release – 12p
16 - Early release – 12p
20 - Baccalaureate Mass
25 - No school – Graduation – office closed
28 - No school – Memorial Day – office closed
31- Final exams/early release – 12p

JUNE

1, 5 - Final exams/early release – 12p
5 - Last day of school/end of 2nd semester /early release
18 - Summer school begins

KEY PERSONNEL

ADMINISTRATION

Principal	Ms. Ana Garcia
Chief Operating & Financial Officer	Ms. Monica Marziano
Dean of Faculty	Ms. Lillian Dubon
Dean of Students	Dr. Ramon Rodriguez
Dean of Students	Ms. Valarie Lloyd
Dean of Students	Mr. Anthony Walker
Director of Admissions	Mr. Mario A. Diaz
Director of Athletics	Mr. Joseph Zaccheo
Director of Campus Ministry	Mr. Andres Novela
Director of Guidance	Ms. Carla Giberson
Director of Technology	Mr. Ricardo Machado

DEPARTMENT CHAIRPERSONS

Advanced Placement	Ms. Yvette De la Vega
English	Ms. Florence Krulik
Fine Arts/Practical Arts/Physical Education	Ms. Hedda Falcon
Foreign Language	Dr. Celia Cabrera
Innovation Center	Ms. Yvette De La Vega
Math	Ms. Leticia Torres
Science	Mr. Scott Giberson
Social Studies	Ms. Vicky Spadafora
Theology	Dr. George Rodriguez

BOARD OF TRUSTEES

Monsignor Edward Pace High School has an established Board of Directors. The members of the Board of Advisors 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 and community leaders.

Interest Clubs

Advanced Health
Anglers Club
Anime (Japanese Animation)
Art Club
Black Student Alliance
Computer Club
Culinary Club
F.B.L.A. (Future Business Leaders of America)
French Club
Robotics
Space Club
Spanish Club
S.G.A. (Student Government Association)
 C/O 2018
 C/O 2019
 C/O 2020
 C/O 2021

Moderator(s)

Mr. Mayo
Mr. Giberson
Mr. Mendive
Mr. Navarro
Mr. Novela
Ms. Falcon
Ms. Cardoso
Ms. Falcon
Ms. A. Rodriguez
Ms. Falcon
Dr. G. Rodriguez
Mr. Soto
Mr. Bonet/Ms. Perez
Ms. Andino-Peña/Lima
Mr. Rodriguez-Miralles/Ms. Torres
Mr. A. Cabrera/Ms. Banach
Mr. Gomez/Mr. Alegret

Service Clubs

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

Moderator(s)

Ms. Falcon
Mr. Masters/Mr. Bonet
Ms. Spadafora
Dr. G. Rodriguez

Honor Societies (Membership by nomination only)

French National Honor Society
International Thespian Honor Society (Drama)
Mu Alpha Theta (Math)
National Art Honor Society
National English Honor Society
National Honor Society
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
Pep Band
Salsa
Spartans in Harmony (Chorus)

Moderator

Ms. A. Rodriguez
Ms. Martinez
Ms. Lima
Mr. Navarro
Ms. Krulik
Mr. Mayo
Mr. Swanson
Mr. Mayo
Mr. Soto

Moderator(s)

Mr. Goldman
Ms. S. Rodriguez
Ms. Saud-Nuñez/Ms. Saud
Ms. Martinez
Mr. Goldman
Mr. Goldman
Mr. Goldman
Ms. Jebian
Ms. Martinez

Additional Activities/Organizations

Athletic Trainers
Boys State/Girls State
Close-Up
Leadership
PBS – Pace Broadcast System (TV Production)
Silver Knights
Study Abroad (Senior trip to Canada)
Yearbook

Campus Ministry – Religious Clubs/Retreats

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

Moderator

Ms. Wilmoth
Ms. Spadafora
Ms. Spadafora
Mr. Bonet
Mr. Basulto
Ms. Dubon
Mr. Bonet/Ms. Perez
Ms. Banach

Moderator(s)

Mr. Sanchez
Ms. Lima
Mr. Novela
Mr. Novela
Mr. Novela
Dr. G. Rodriguez
Mr. Bonet
Mr. Bonet/Ms. Stout Swanson
Mr. Navarro/Ms. Stout Swanson
Ms. Lima
Mr. Novela

Athletics

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

Coach(es)

Mr. Zaccheo
Mr. Duffin
Ms. Wilmoth
Mr. Duffin
Mr. Serro
Mr. Hopkins
Mr. Reese
Ms. S. Rodriguez
Mr. Zaccheo
Mr. J. Rodriguez
TBA
Mr. Pineda
TBA
Mr. Nieto
Ms. Spadafora
Mr. A. Lilly
Mr. Rolle
Ms. Brown
Mr. Pelegri