

1. Opening Page
 - a. School Name
 - b. Academic Year
 - c. Address and general contact information and website
 - d. Accreditations
 - e. Principal

2. Introduction and History of School
 - a. Mission Statement
 - i. Open Admission Policy
 - ii. Undocumented Students
 - iii. Admissions Process
 - b. General School Information
 - i. Hours of Operation
 - ii. School Hours
 - iii. School Shield
 - iv. School Colors
 - v. Alma Mater
 - vi. Pace Prayer – “Grace & Truth”
 - vii. 50th Anniversary Prayer
 - viii. Student Oath
 - ix. Calendar Highlights
 - x. Key Personnel
 - xi. Board of Trustees/Interest & Service Clubs/Honor Societies/
Performance Groups
 - xii. Additional Activities/Organizations/Campus Ministry Clubs & Retreats
 - xiii. Athletic Personnel

3. Campus Ministry
 - a. Spiritual Program
 - b. Religious Clubs/Retreats/Moderators
 - c. Chapel
 - d. Community Service Hours
 - i. Service Clubs/Moderators
 - e. Retreat Requirements
 - f. Rights and Responsibilities of Parents and Guardians of Students in Parish Faith Formation Program
 - g. Rights and Responsibilities of parents and guardians of students in parish faith formation programs
 - i. Policy
 - ii. Acknowledgement and consent of divorced/separated parents or legal guardians form

4. Academic Policies

- a. The Honor Code
 - i. Monsignor Edward Pace Honor Code
 - ii. Violations
 - iii. Student Responsibility
 - iv. Consequences
- b. Standardize Testing
 - i. Test Taking Procedures
- c. Graduation
 - i. Credit Required for Graduation
 - ii. Academic Placement
 - iii. On-Line Course State Requirement
 - iv. Advanced Placement
 - v. Advanced Placement Exam/Final Exam and College Board National Exam
 - vi. Student Schedule/Class Change Policy
 - vii. Dual Enrollment/College Credit
 - viii. Forgiveness Policy
- d. Grading Policies
 - i. Exemption Policy
 - ii. State of Florida Graduation Requirements
 - iii. Pace Academic Grading System
 - iv. Diplomas Issued by Monsignor Edward Pace High School
 - v. Athletic and Extra-Curricular Academic Eligibility
 - vi. NCAA Eligibility Requirements
 - vii. Grade Changes
 - viii. Transfer Credits
 - ix. Parent Overrides
 - x. Credit Recovery Programs
 - xi. Credit Recovery Grading
 - xii. Report Cards
 - xiii. Honor Roll
 - xiv. Academic Probation
 - xv. Academic Awards & Recognition
 - xvi. Parent-Teacher Conferences/Communication/E-mails
 - xvii. Plus Portals
 - xviii. Spartan Sword & Shield Program
 - xix. Research Paper Requirement

5. School Regulations
 - a. School Hours
 - b. Attendance
 - i. Attendance Procedures
 - ii. Types of Absences
 - iii. Excuse from Class
 - iv. Prolonged Illness
 - v. Administrative Withdrawal
 - vi. Early Dismissal
 - vii. Late to School
 - c. Visitors
 - i. College Visitors/Military Recruitment
 - d. Parents Observing Students in Class
 - e. Change of Address/Phone/Number/Fax/E-Mail
 - f. Search and Seizure
 - g. Telephones/Electronic Devices
 - h. Smart-Watches
 - i. Headphones/Earbuds
 - j. Lost and Found/Confiscated
 - k. Parking Lot Rules and Regulations
 - i. Visitor Parking
 - ii. Temporary Parking
 - iii. Parking and Traffic (Minor) Offenses
 - a. Disciplinary Action for Minor Parking Violations
 - iv. Parking and Traffic (Major) Offenses
 - a. Disciplinary Action for Major Parking Violations
 - l. Parking Permit Applicant Data/Agreement
 - m. Student/Staff Identification Card
 - n. Spartan Card Lunch Program
 - o. Emergency Drills
 - p. Medications
 - q. Parental Cooperation
 - r. Deliveries
 - s. Rules of Conduct
 - t. Complicity
 - u. Uniform Philosophy and Policy
 - i. Uniform Dress Code
 - ii. General Uniform Information
 - iii. Dance/Performance Approved Apparel
 - iv. Special Day Dress Code
 - v. Harassment and Discrimination
 - w. Drug and Alcohol Policy
 - x. Anti-Bulling Policy
 - y. Weapons Policy
 - z. Threats of Violence Policy

- aa. Public Display of Affection
- bb. Cheating Policy
- cc. Vandalism
- dd. Smoking
- ee. Assemblies/Masses
- ff. Cafeteria
- gg. Contracting Representation in the Name of the School
- hh. Restroom Policy
- ii. Disciplinary Code
 - i. Violations of School Rules
 - ii. Type A Offenses
 - iii. Type B Offenses
 - iv. Demerit Policy
 - v. Detention Policy
 - vi. Disciplinary Probation
 - vii. Expulsion
 - viii. Indoor/Outdoor Suspension
- jj. Principal's Right To Amend

6. School Facilities

- a. Technology Acceptable Use Policy
 - i. Email/Chatting & Blogging/Audio & Video/Games/Electronic Devices/Network Access/File Sharing/Deleting Files/Downloading & Loading of Software/Screensavers/Internet Use/Privacy, Use & Safety/Copyright/Consequences
 - ii. iPad Damage and Repair Policy
 - iii. Left iPad at Home
- b. Computer Use
 - i. Supervision & Monitoring
 - ii. Unacceptable use of Outside Technology
 - iii. Consent
 - iv. Consequences for Violations
- b. Guidance Office
 - i. School Identification Numbers
 - ii. Philosophy Mission
 - iii. Florida's Bright Future Scholarship Program
 - iv. Confidentiality
 - v. Pregnancy
 - vi. Suicide Policy
- c. Innovation Center
- d. Clinic
- e. Lockers
- f. Lost and Found/Confiscated

7. School Athletics, Organizations and Extracurricular Activities
 - a. School Sponsored Events
 - b. School Athletics or Organizations
 - i. Interest Clubs/Moderators
 - ii. Service Clubs/Moderators
 - iii. Honor Societies/Moderators
 - iv. Performance Groups/Moderators
 - v. Additional Activities/Moderators
 - vi. Campus Ministry-Religious Clubs/Retreats/Moderators
 - vii. Participation
 - c. Athletic Eligibility
 - d. Attendance Guidelines for School Activities/Athletics
 - i. Eligibility
 - e. Fundraising
 - f. Junior Class Ring
 - g. Field Trips
 - h. Dance Policy and Permission Form for Pace Students
 - i. Pace Student Consent and Release
 - ii. Monsignor Edward Pace High School – Pace Student Dance Policy and Permission Form
 - iii. Ticket Sales Information
 - i. Athletics
 - i. Tryouts
 - ii. Athletic Calendar
 - j. After School Program
 - k. Insurance

8. Additional Policies
 - a. Student Records
 - b. Emergency Contact Information
 - c. Immunization Records
 - d. Notification of Rights Under FERPA
 - e. Financial Policies
 - i. Tuition
 - ii. Activity Fee
 - iii. Financial Obligation
 - f. The Spartan Store
 - g. Complaint and Problem Procedure
 - h. Custodial Rights
 - i. Testifying in Divorce or Custody Proceedings
 - j. Child Protective Investigations
 - k. Use of Photos
 - l. Private Tutoring, Coaching Lessons
 - m. VIRTUS: Touching Safety Program
VIRTUS: Seguridad en el Contacto Fisico
 - n. Surveys

- o. Electronic Acknowledgements
- p. Handbook Acknowledgement Form