



Quick Start Guide -- Student Policies

We expect students and families to read the *MCC Student/Parent Handbook* in its entirety. We also recognize that a document of such size and substance can feel overwhelming. As we begin the 2022-2023 school year, we offer this preview of some important student policies to help our families get off to a quick and successful start.

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Mission/Vision Statement

Rooted in the tradition of St. Francis of Assisi, Melbourne Central Catholic High School is a transformative, college preparatory high school that develops young men and women in an inclusive community to become servant leaders of our global society.

Profile of a Hustler

As a community, Melbourne Central Catholic is rooted in the teachings of Jesus Christ and is shaped by its Franciscan tradition. A model member of the MCC community must:

Embrace change and personal growth

- An MCC student grows intellectually, socially, emotionally, and spiritually. (1 Cor. 13:11)
- An MCC student thinks globally and inclusively. (1 Corinthians 12:12-27)

Operate out of love and compassion

- An MCC student understands that the message of the Gospels is the love of God and the love of all people, regardless of age, race, creed, or gender. (Matthew 22:36-40)
- An MCC student is respectful and treats all people with kindness and love. (2 Peter 1:7)
- An MCC student commits to a selfless lifestyle. (Philippians 2:4)
- An MCC student promotes relationship over self-interest. (John 15:13)
- An MCC student embraces diversity and individual differences. (Galatians 3:28)
- An MCC student is empathetic to others. (Romans 12:15)
- An MCC student emulates the humility of Jesus and St. Francis. (James 4:6)
- An MCC student understands the importance of forgiveness. (Matthew 6:14-15)
- An MCC student sees the good in all people. (1 Peter 4:8-9)

Develop a firm understanding of character

- An MCC student strives to reach his/her maximum potential. (Philippians 4:13)
- An MCC student develops healthy habits and self-motivation. (1 Corinthians 15:58)
- An MCC student chooses to be his/her best self every day. (1 Corinthians 10:31)
- An MCC student leads by example and responds to authority respectfully. (1 Peter 5:5)
- An MCC student exhibits honesty and integrity. (Proverbs 19:1)
- An MCC student stands up for what is right and just. (Proverbs 25:26)
- An MCC student defends those in need. (Acts 20:35)
- An MCC student takes responsibility for his/her actions. (Galatians 6:5)
- An MCC student affirms inherent human dignity. (Genesis 1:27)

Recognize the importance of a communal lifestyle

- An MCC student does not strive for academic or athletic excellence for personal gain or reputation, but for the benefit of the entire community. (Luke 9:46-48)

Commit to service, stewardship, and justice

- An MCC student is aware of the needs of the local and global community. (Hebrews 6:10)
- An MCC student sees the divine image of God in all creation. (John 1:3)

Honor Pledge

As a member of Melbourne Central Catholic, I commit myself to our Franciscan Virtues – generosity, humility, inclusivity, and integrity. I am accountable for all that I say and do, and I have a responsibility to uphold the academic integrity of my work. I commit myself to live by the teachings of Jesus and the charism of St. Francis so that I may be an example to my peers.

Code of Conduct

A student at Melbourne Central Catholic High School must possess honesty, integrity, self-discipline, and personal honor. We take an individualized approach in determining behavior consequence and intervention to determine the needs of the individual and student body allowing us to use common sense on a case-by-case basis.

- Students achieve when we clearly define expectations, and we foster and maintain a structured, supportive learning environment that stresses personal, academic, social, and spiritual growth. Holding students accountable for their actions helps them grow and respond positively to the more demanding responsibilities of adulthood.
- Students who do not meet **Handbook** expectations impede their own development and interfere with the rights of others. For this reason, it is necessary for the school to establish and enforce policies it deems necessary to accomplish its mission.
- Since family and community support the values and mission of our school, it is important that students respond positively to school policies. For those students who will not or cannot abide by these expectations, the school reserves the right to impose sanctions according to our Demerit Policy and administrative discretion.

Demerit Policy

MCC uses a demerit policy in conjunction with our mission; during the course of student leadership development, inappropriate behavior occasionally occurs, and we must address it.

We designed the MCC Discipline and Demerit Policy to encourage students to remain accountable and to clearly understand and embrace the guidelines that help MCC achieve its mission. MCC Handbook policies serve as guideposts for supporting the MCC Student Code of Conduct and we reserve the right to adjust the policies as necessary.

Overview

- Every behavioral infraction has a demerit value, and we may assess some infractions with multiple demerits.
- All students begin the year with zero (0) demerits; demerit numbers reset at the start of each school year.
- Not all behavioral infractions are predictable; MCC reserves the right to issue demerits and corresponding discipline as necessary.
- We track behavioral infractions and demerits in FACTS/RenWeb, and send communication to the student, parents/guardians, and other essential personnel which may include faculty, coaches, and administration.

Disciplinary Action

MCC follows a leveled disciplinary system and reserves the right to adjust steps and escalate discipline as necessary. Disciplinary action may include, but is not limited to:

- Lunch and/or after-school detention
- In-school suspension
- Out-of-school suspension (student will spend the day(s) volunteering at Daily Bread)
- Probation/discipline contract
- Dismissal (per school administration, in collaboration with the Diocese of Orlando)

During assigned detentions, we may require students to assist with a variety of tasks around campus; alternatively, we may allow students to read or complete homework; use of electronics of any kind is prohibited during detention.

Minor Offenses

Behavioral Infraction	Associated Demerit(s) for Each Occurrence
<ul style="list-style-type: none"> • Classroom management/disruptive behavior • Uniform/ID/appearance violations • Disobedience • Unexcused tardies • Out of area on campus • Littering/disrespect of school property 	1-3 demerits (at the discretion of the MCC staff/faculty member)
<p><i>The above infractions are examples, and do not constitute a comprehensive or exhaustive list. MCC staff, faculty, and administration reserve the right to determine infractions and assess demerits and/or other disciplinary action as necessary.</i></p>	

Major Offenses

Behavioral Infraction	Associated Demerit(s) for Each Occurrence
<ul style="list-style-type: none"> • Repeated disobedience • Unauthorized parking • Disrespect of community member • Skipping school/class • Inappropriate/unauthorized electronics use 	5-10 demerits (at the discretion of the MCC staff/faculty member)
<ul style="list-style-type: none"> • Bullying/harassment/threats • Leaving campus without permission • Unsafe behavior on campus (ex: in parking lot and around fences) • Academic infractions • Destruction of school property/theft 	20-25 demerits (at the discretion of the MCC staff/faculty member)
<ul style="list-style-type: none"> • Physical violence/assault • Sexual harassment • Illegal substances/items on campus 	50 demerits and/or escalated intervention (at the discretion of the MCC staff/faculty member)
<p><i>The above infractions are examples, and do not constitute a comprehensive or exhaustive list. MCC staff, faculty, and administration reserve the right to determine infractions and assess demerits and/or other disciplinary action as necessary.</i></p>	

Demerit and Discipline Breakdown

Number of Demerits	Discipline on Demerit Number	Disciplinary Action
1-5	5	Lunch detention or 30-minute after-school detention
6-10	10	Two lunch detentions or two 30-minute after-school detentions
11-15	15	60-minute after-school detention
16-20	20	Two 60-minute after-school detentions
21-25	25	Parent conference and 3-hours of community service at MCC
26-30	30	Half-day in-school-suspension and 4 hours of community service at MCC
31-35	35	One-day in-school suspension and 4 hours of community service at MCC
36-40	40	One-day out-of-school suspension served at Daily Bread
41-45	45	Three or more-day out-of-school suspension served at Daily Bread
46-50	50	Probation contract; immediate and indefinite removal from all extracurricular activities at MCC

Attendance

MCC requires regular school attendance and expects students to comply with the State of Florida's mandate that students be in attendance 181 days.

Students should be in class by 8:00 AM each day and must remain on campus until 3:00 PM, unless the administration grants specific permission to arrive late or leave early or there is a revised schedule for a particular day.

- A student who has a total of ten (10) or more unexcused absences in one semester (**full day or per class**) may receive a failure due to absences and be denied academic credit.
- A student must be in class for a minimum of 25 minutes to not be counted absent for that period. If a student has ten (10) or more absences in a particular class, he or she may receive a failure due to absences and be denied academic credit in that subject.

Checking a student's attendance record

- ✓ Log into your FACTS/Renweb account
- ✓ On the left side of the screen, click **Menu**
- ✓ Then, click **Student Information**
- ✓ Then, click Attendance

Reporting Student Absence

- We ask parents/guardians to call the main office at (321) 727-0793, extension 100, between 7:30 AM and 8:30 AM to report the absence.
- By Florida State Law, the only justification for an absence from school is one with a valid doctor's note. Therefore, parents/guardians must provide a doctor's note to validate the absence. Notes must be the original copy and signed by the doctor. Parents/Guardians must submit doctor's notes within three days of the student's return to MCC.
- Students may not receive credit for any missed class work and/or tests assigned on the day of an unexcused absence.

Tardy/Late

We hold students accountable for being prompt to school, to class, and to special scheduled events.

- The administration determines if lateness is excused or unexcused.
- Unexcused lateness will result in appropriate discipline.
- Any work/quizzes/tests missed due to unexcused lateness may be recorded as a zero.

Uniform Policy

Melbourne Central Catholic, in its attempt to educate the whole person, establishes a dress policy for the following reasons:

- To instill a respect for one's appearance.
- To instill good grooming habits and neatness in appearance.
- To help establish and maintain a proper academic tone.
- To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character, not appearance.
- To encourage an atmosphere of unity and teamwork.
- To acknowledge that self-discipline helps make the student more Christ-like.
- To help school officials recognize intruders.

Only the clothing described in the uniform guidelines and purchased through the school's official supplier is acceptable. We do not permit substitutions. Uniforms must be clean, neat, and in good repair at all times. The MCC staff has the right to judge the acceptability of a student's appearance and the right to ask students to leave school or events outside of the school day when students are not dressed appropriately.

Students who mistakenly have uniform issues and address them with the administration before the start of the school day may correct the uniform issue; otherwise, they will face appropriate consequences. Failure to comply with MCC's dress policies will result in disciplinary action.

Daily Uniforms

Pants/Shorts/Skorts: Khaki shorts (boys), skorts (girls), or pants purchased through the uniform supplier only that fit properly, and are worn at the waist (no rolling, hemming, altering, etc.).

Belt: We may require a belt to ensure uniform bottoms fit properly.

Shirt: Students must wear the green collared polo shirt with MCC round crest purchased through our official supplier; seniors may choose to wear the white version of the same shirt.

Undergarments: Students may wear a solid white, green, gray, gold, or black long or short-sleeve t-shirt under the polo shirt; undergarments may not be visible through the uniform.

Shoes: Closed toe, closed heeled, and worn as designed (we prohibit flip flops, sandals, slides, slippers, Crocs, etc.). Must be conservative and must not serve as a distraction to the academic environment. The administration reserves the right to determine if shoes are appropriate.

Socks: Socks must be worn and not serve as a distraction to the academic environment.

IDs: Students must wear their student ID cards at all times, on a lanyard around the neck.

Outerwear

We permit school-approved sweatshirts and jackets but do not permit hoodies. Students must wear uniform shirts under all approved outerwear. We do not permit pillows and blankets on campus during the school day.

Mass Uniform

We expect students to wear either the approved daily uniform or the appropriately sized camp-style MCC Mass shirt (students must fasten all buttons).

Accessories/Hair

- We do not permit body piercing, tattoos, link chains, or drawing on the arms and legs.
- Female students may wear earrings, modest and appropriate for school.
- We do not permit male students to wear earrings.
- Male students' hair must be well groomed and not cover eyes, reach the bottom of the ear, or touch the collar; sideburns may extend to the bottom of the ear.
- We permit dreadlocks and braids for male students provided they meet our hair length requirement.
- We do not permit tails, bands, or bandanas.
- We do not permit hair-modification of any kind to an unnatural color, contrasting unnatural colors, extreme styles and cuts, or shaved heads.
- The administration reserves the right to judge if a hairstyle is neat and well-groomed.
- Students must be clean-shaven every day. Students who arrive at school with facial hair may be subject to discipline and must shave.

Student IDs

All students and staff wear their MCC ID on a neck lanyard. Students cannot enter a classroom without a student ID. Staff will send any student who does not have an ID to the front office to obtain a temporary ID (issued for the day). We only issue Temporary IDs on a daily basis. On the 3rd consecutive day of a temporary student ID request, students will be required to purchase a new ID. We will charge students who lose their ID or students who need their ID replaced a \$10 replacement fee. Students who repeatedly forget their ID (on the 3rd occasion) or do not have their ID visible will face disciplinary action.

Cell Phones/Personal Electronic Equipment

- Students may use cell phones, music devices, headphones, earbuds, electronic games or other personal electronic devices before and after school, during passing periods, and during lunch; use is prohibited from the beginning of each class to the end of each class.
- Electronic equipment (other than an MCC-issued Chromebook) may not be visible at any time during class. Students must place cell phones/personal electronics in the designated holders in each classroom.
- If a student's personal electronics are visible at *any* time other than the approved windows listed above (including during restroom breaks), we will confiscate the equipment. After the first offense, a student may pick up the item(s) in the main office at the end of the school day. For any repeat offenses, only the student's parent/guardian may retrieve the equipment.
- In the event of a personal emergency, an MCC staff member may grant a student permission to receive or place a call in the main office.
- It makes no difference how quickly a student may act to remedy a personal electronics infraction. If the policy is broken, however briefly, the consequences still apply; we follow the Demerit Policy for each infraction related to personal electronic devices.
- Students and/or parents/guardians must retrieve any confiscated personal electronic equipment in a timely way; MCC staff will not extend regular working hours to accommodate a late pickup.
- We consider fire drills or other school evacuations cell phone blackouts for all students; during such contingencies, there will be zero tolerance of electronics use.
- Students who use personal electronic devices to commit academic fraud lose the privilege to use such devices at MCC for the remainder of the school year.
- Melbourne Central Catholic is not responsible for any lost or stolen items; students bring these to school at their own risk and against the advice of MCC.

Academic Fraud (Cheating)

Academic fraud undermines the integrity of the students, staff, and MCC's reputation for academic excellence. Examples of academic fraud include:

- Offering another person's work as your own, such as copying another person's assignment, copying words/phrases, or paraphrasing another person's work (plagiarism) without proper citation.
- Communicating quiz or test answers with another student or students.
- Allowing another student to use your work.
- Sharing work via Google drive.
- Using unauthorized materials during a quiz, test, or while working on an in-class or homework assignment.
- Copying from others during a quiz, test, or assignment.
- Copying/paraphrasing material from another source without proper citation.

In the event that academic fraud occurs, the teacher will record the infraction on the student's record in FACTS/Renweb, we will notify parents/guardians of the infraction, and discipline will occur as follows:

- **First offense:** the student will receive a zero (0) on the assignment, and we may require a parent/guardian conference; depending on the severity of the offense, the student may be subject to review and dismissal from any teams, clubs, activities, or honor societies; we will assign demerits based on the MCC Demerit Policy.
- **Second offense:** the student will receive a zero (0) on the assignment, and will be dismissed from any teams, clubs, activities, or honor societies; we will assign demerits based on the MCC Demerit Policy.
- **Third offense:** the student will receive a zero (0) on the assignment; we will assign demerits based on the MCC Demerit Policy; the student may be subject to academic failure and unenrollment from MCC.

Reminder: Students who use personal electronic devices to commit academic fraud lose the privilege to use such devices at MCC for the remainder of the school year.