Melbourne Central Catholic High School

100 East Florida Avenue
Melbourne FL, 32901

www.melbournecc.org

Phone: (321) 727-0793
Fax: (321) 727-1134

2015-2016 Student – Family Handbook
Revised 7/7/2015
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President’s Message
Dear Parents and Students:

Welcome to Melbourne Central Catholic, a campus where students become young adults whose future choices and decisions will influence, not only their own lives, but indeed, our world. The policies set forth in this handbook are provided to help our students develop a Christ-centered love of learning and a respect for fellow human beings through the application of moral principles, a commitment to service, and excellence in academics, athletics, the arts, and extra-curricular activities.

These policies are based on current educational research which indicates that structure and order are essential components to a quality-learning environment. Specific variables that contribute to the success of this order are the daily witnessing of courtesy, respect, responsibility, and cooperation throughout our school community.

Melbourne Central Catholic does not limit its authority to the stated policies and regulations set forth in this Handbook, but rather, presents the book as a general guide by which responsible decisions can be made. The school reserves the right to address any issues which may have an adverse effect on the school community and will act in accordance with what is determined to be in the best interest of the community. Policies contained in this Handbook may be amended as the need arises without prior notice. A reasonable attempt will be made to notify students and parents of such changes.

Please use this handbook as a resource in helping us reach the goals of our school, as well as our mission and philosophy. We ask you to support us in the implementation of these policies so that its spirit and intent may be realized.

"Teach a child to choose the right path, and when he is older, he will remain upon it."
Proverbs 22:6
God bless you with a successful school year.

President Michael Burke
1.1 History of our School
Melbourne Central Catholic High School’s humble beginnings started as a dream of three local pastors who were steadfast in encouraging the school’s emergence in a community where no Catholic high school existed. Their inspiration, along with the patronage of the Most Reverend Joseph P. Hurley P.D., Archbishop of St. Augustine, resulted in breaking ground in 1961 for Brevard County’s first Catholic high school. Buildings were erected on 40.59 acres positioned on East Florida Avenue in Melbourne, FL. During the building of the school, students occupied rented barracks across from the Melbourne Airport, which was shared with Brevard Engineering College.

In 1962, four Franciscan Sisters of Allegany, NY, joined the faculty. Rev. Peter Dolan, one of the three pastors who founded the school, became the first President/Principal of the new school. Mother Marguerite O’Connell soon was appointed as the Principal and Fr. Dolan continued as the President.

In January of 1963, the sophomore class entered the new building for the first time. A convent for eight sisters was completed that year. Over the next 11 years, a gymnasium/auditorium was constructed along with the addition of baseball fields and dugouts, a football field, and a softball field.

The Southern Association of Colleges and Schools fully accredited the high school’s first graduating class in 1966. In 1968, MCC became part of the newly formed Diocese of Orlando under Bishop William Borders.

The 1980’s and 1990’s were a time of expansion of infrastructure to accommodate the needs of a growing student population. A new library was built, older buildings were air-conditioned, and a new science building of 21 classrooms was constructed.

The academic programs grew as well. The curriculum changed dramatically in foreign language, science, social studies, English, computer science, and mathematics under the guidance of the school’s Academic Council, which consisted of all department heads. Honors classes and Advanced Placement courses were introduced into the curriculum. In 1990, MCC received the prestigious U.S. Department of Education Blue Ribbon School of Excellence recognition.

MCC continues to upgrade and integrate sophisticated technology and state-of-the-art equipment in support of teaching and learning opportunities which prepare students to enter the digital age. Athletics have also expanded to include many outstanding sports, such as football, basketball, soccer, golf, tennis, swimming, baseball, softball, lacrosse, volleyball, track, and cross country.

The faculty now consists of 42 lay teachers with most having earned advanced degrees. In 1989, the last of the Sisters of Alleghany left both the education field and MCC after many years of dedicated service.

MCC has a tradition of excellence, graduating many National Merit Scholars, National Hispanic Scholars, and Advanced Placement Scholars. On the state level, MCC has won recognition in Foreign Language competitions, Odyssey of the Mind, Science Fairs, and Bright Future Scholars. Our students continue to excel and exceed national averages on the ACT and SAT tests.

MCC has thrived as a college preparatory school for many years as demonstrated by the fact that a 100% college acceptance rate is typical for each graduating class. The school continues to live up to
its founding mission of excellence in academics, service, athletics, arts, and Catholic leadership. This commitment drives and inspires us to meet the needs of our youth in an ever-changing world.

1.2 Purpose Statement
Melbourne Central Catholic is a faith-based, college preparatory high school whose purpose is to foster 21st century thinking skills in a diverse student body so that our students can be empowered spiritually, academically, and physically to face the challenges of a global society.

1.3 Direction statement
Melbourne Central Catholic has a rich history based on a commitment to faith, excellence, community, and tradition. The true strength of our school community comes from our common Catholic faith – an unwavering faith that allows us to carry forth our purpose. By valuing spiritual formation, intellectual growth, service commitments, ethical sportsmanship and responsible leadership, Melbourne Central Catholic provides a foundation for students to become positive contributors to their communities.
Melbourne Central Catholic is committed to a nurturing approach to education and faith formation. We embrace this approach for students and staff alike.

- We provide a holistic approach to education characterized by Catholic values.
- We embrace the core values of faith, moral integrity, academic excellence, mutual respect, self-discipline, and a commitment to service in order to achieve personal goals now and in the future.
- We encourage leadership, active learning, critical thinking and technological skills so that students can realize their full potential.
- We hold both faculty and students to the high standards of intellectual and moral development.
- We focus on external factors that will enable us to improve our facilities and undertake new campus projects.

1.4 Belief Statements
† Christ is the role model for students and staff in matters of faith and moral behavior.
† Students can achieve personal fulfillment by an informed and willing service to God and humanity.
† Students are valued individuals with God-given unique spiritual, intellectual, physical, social and emotional gifts.
† Students can learn to nurture and form their character by applying strong Gospel values, a commitment to academic excellence and the actualization of self-discipline, self-respect and self-motivation.
† Effective teachers are dedicated to skillfully and professionally helping the students learn and realize their potential.
† Students are empowered with the ideals of leadership, responsibility, patriotism and good citizenship.
† Students can learn best in a safe and healthy environment.
† Students will be prepared to think critically and creatively and to contribute positively to society.
† Students are multifaceted learners who learn best with a variety of teaching methods.
† Students can learn valuable life lessons from participating in athletics, performing arts, clubs and other extracurricular activities.
† Students who earn a diploma from a college preparatory high school are better equipped to meet challenges.
1.5 Following in the footsteps of St. Francis of Assisi…

Melbourne Central Catholic is a Catholic, transformative, college preparatory high school rooted in the tradition of St. Francis of Assisi, which develops young men and women in an inclusive community to become servant leaders of our global society. The community of Melbourne Central Catholic embraces Pope Francis’ words that the youth of the world are “the window through which the future enters”. As a Catholic high school following in the footsteps of St. Francis of Assisi, Melbourne Central Catholic understands the importance of providing our students with a solid foundation on which their future can be built.

In the tradition of our Catholic faith and through the lens of St. Francis of Assisi, we believe:

1. **A Melbourne Central Catholic education is faith-filled.**
   - Melbourne Central Catholic is a Catholic community in the tradition of St. Francis of Assisi. St. Francis of Assisi understood the importance of developing a personal and communal relationship with God. MCC is dedicated to the faith formation and spiritual growth of each member of the community. Through worship, prayer, communal faith-sharing and spiritual direction, Melbourne Central Catholic provides the student with a strong, faith-filled foundation.

2. **A Melbourne Central Catholic education is transformative.**
   - Melbourne Central Catholic understands the transformative call of the Gospel to follow Christ. Regardless of their backgrounds or vantage point, MCC students are given a transcendent horizon on which they are able to grow to their God-given potential and become builders of their own destiny. An MCC student learns to: think autonomously, make moral and ethical decisions, develop genuine life-giving relationships, and become a transformative “instrument of peace” to the world.

3. **A Melbourne Central Catholic education is inclusive.**
   - Melbourne Central Catholic understands that being a “catholic” (Greek for “universal”) community means being all-embracing and inclusive. St. Francis of Assisi allowed this concept to guide his ministry, as he offered hospitality, companionship, and love to all that he met. As a school in the tradition of St. Francis of Assisi, MCC embraces diversity, with community members from different nations, denominations, and backgrounds. Like Francis, MCC provides an environment where all are welcome and all may flourish.

4. **A Melbourne Central Catholic education develops servant-leaders.**
   - Melbourne Central Catholic understands that the call of discipleship is the invitation to follow in the footsteps of Jesus. Through his words and actions, Jesus reminded his disciples that He did not come to be served, but to serve all that He encountered (Mark 10:45). St. Francis of Assisi embodied this call, serving as a steward to both his fellow man and creation. Through this theological lens, MCC develops the student to become a servant-leader on campus and in the world. Embracing the virtues of humility and selflessness, an MCC student works to promote the other and create a world that reflects the goodness of God.

**Franciscan Virtues**
St. Francis of Assisi lived a life of inclusivity, humility, generosity, and integrity. These virtues shaped
the way Francis interacted with the world around him. Like St. Francis of Assisi, the community of Melbourne Central Catholic is shaped by these four Franciscan virtues.

- **Inclusivity**
  - St. Francis of Assisi recognized that all persons are made in the image and likeness of God. We must acknowledge the dignity of all persons by embracing and cherishing our differences. Like Jesus, we must affirm the diversity that God has created.

- **Humility**
  - St. Francis of Assisi called his followers to practice humility. Humility allows us to see our true selves so that we are not tempted by pride or self-hatred. Instead of judging others, a humble person is able to find goodness and importance in everyone.

- **Generosity**
  - St. Francis of Assisi believed that God is the perennial image of generosity. Just as God unceasingly gives of Himself to all, we, too, must be selfless givers of our time, talent, and treasure. When we give, we reap the pleasure of knowing that we have helped to spread love and kindness in the world.

- **Integrity**
  - St. Francis of Assisi lived a life of integrity. Integrity is when a person’s core values and beliefs are integrated with his/her actions. A person of integrity strives to do what is right, as opposed to what is popular or easy. When we live a life of integrity, we promote peace within ourselves and the world.

### 1.6 Students’ Responsibilities and Rights

† Students have the responsibility to become familiar with policies, rules and regulations that concern the students’ conduct at school.

† Students have the responsibility to behave in a manner that allows learning to take place without interruption.

† Students have the responsibility to show respect for fellow students, all school personnel and campus visitors.

† Students have the responsibility to neither take nor damage the property of another student or school personnel.

† Students have the responsibility to respect the property of the school and to help keep MCC looking attractive.

† Students have the responsibility to express themselves without violating the rights of others or without interfering with the educational process. They also have the responsibility to listen courteously to different points of view.

† Students have the responsibility to carry only those materials which are acceptable by law and which are not hazardous to any person or property.

† Upon infraction of the rules, a student has the responsibility to accept the disciplinary actions as prescribed in the code of conduct.

† Students have the responsibility to seek academic, spiritual or personal help before the situation becomes a crisis.

† Students have the right to be given a clear explanation of all school rules and to know the consequences of the misconduct.
† Students have the right to an education without the interruptions, distractions and/or disturbances from their fellow classmates.
† Students have the right to expect that other students, school personnel or campus visitors will violate neither their persons nor their dignity.
† Students have the right to expect that other students and school personnel will respect their property.
† Students have the right to expect the school to be attractive and well maintained.
† Students have the right to express themselves and their viewpoints in a positive manner.
† Students have the right to privacy of their personal possessions unless there is cause to believe that a student is concealing material prohibited by law or distracting to the educational process.

The school reserves the right to search the person, desks, cupboards, lockers, book bags, purses, cars and other items to preserve the safety of each individual and the common good of the school. Students have the right to expect school personnel to administer disciplinary actions in a fair and equitable manner and to seek academic, spiritual or personal help from any teacher, counselor or administrator at the staff member’s convenience.

1.7 Parental Authority
Any student enrolled in Melbourne Central Catholic High School, regardless of age, is seen as the responsibility of their parents or legal guardian(s). Even if they are 18 years of age or older, students may not report themselves absent or sign school documents. Students are required to reside with and live under the care and authority of their parents or legal guardian, unless otherwise authorized by the administration and governance of the school.

MCC Parents/Legal Guardians are responsible for:
† Communicating with school personnel regarding any circumstance, which might adversely affect their son/daughter’s behavior or academic progress.
† Creating a home environment that supports and encourages their son/daughter’s good study habits.
† Following their son/daughter’s academic progress by asking about assignments, test dates, progress reports and report cards.
† Supporting and working with teachers, staff and administration with policies in this handbook.

1.8 Handbook Amendments
The administration reserves the right to amend the handbook at any time during the school year. Admission and attendance at MCC designates an agreement to follow all rules and regulations.

Chapter 2: ACADEMICS
Academics
At MCC, we believe that the greatest service we can provide students is to instill in them a love of learning and to provide them with the necessary skills to pursue their education beyond their high school years. This educational mission shares top priority with our goal to develop in students a desire to apply their gifts and talents for the good of others while spreading the Kingdom of God on Earth. The curriculum at MCC is developed in such a way that a student receives a spiritually-
centered, liberal arts education with an opportunity to select subjects that will give specialized training in areas of individual interest and future use.

2.1 Graduation Requirements
Students are required to have a minimum of a 2.0 cumulative un-weighted grade point average to graduate from Melbourne Central Catholic High School. The Administration must approve any deviation. Melbourne Central Catholic High School offers four types of diplomas: Honors Diploma, College Preparatory Diploma, Standard High School Diploma, and *Special Diploma Option. (*Special Diploma will only be offered through the Class of 2017. Beginning with the Class of 2018, all students who do not meet the Standard Diploma requirements will graduate with an MCC Certificate of Completion.) Please see below for diploma options and requirements on the next page.
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Honors Diploma*</th>
<th>College Preparatory Diploma</th>
<th>Standard High School Diploma</th>
<th>Special Diploma/ Certificate of Completion*</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0 credits to include English I, II, III, IV or its equivalent</td>
<td>4.0 credits to include English I, II, III, IV or its equivalent</td>
<td>4.0 credits to include English I, II, III, IV or its equivalent</td>
<td>4.0 credits English 9-12 or its equivalent</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0 credits to include one class equivalent to Honors Calculus or above</td>
<td>4.0 credits to include Algebra 1, Geometry, Algebra 2 or its equivalent</td>
<td>4.0 credits to include Algebra 1, Geometry, Algebra 2 or its equivalent</td>
<td>4.0 credits Mathematics 9-12 or equivalent courses</td>
</tr>
<tr>
<td>Science</td>
<td>4.0 credits to include one class equivalent to Honors Physics or above</td>
<td>4.0 credits to include Biology, Chemistry</td>
<td>4.0 credits of science to include Biology (2.0 must have lab component)</td>
<td>4.0 credits Science 9-12 or equivalent courses</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0 credits to include World Cultural Geography, World History, US History, US Government and Economics</td>
<td>4.0 credits to include World Cultural Geography, World History, US History, US Government and Economics</td>
<td>4.0 credits to include World Cultural Geography, World History, US History, US Government and Economics</td>
<td>4.0 credits Social Studies 9-12 or equivalent courses</td>
</tr>
<tr>
<td>Religion</td>
<td>4.0 credits</td>
<td>4.0 credits</td>
<td>4.0 credits</td>
<td>4.0 credit</td>
</tr>
<tr>
<td>World Language</td>
<td>3.0 credits</td>
<td>2.0 credits</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5 credit to include 1.0 credit of H.O.P.E</td>
<td>1.5 credit to include 1.0 credit of H.O.P.E</td>
<td>1.5 credit to include 1.0 credit of H.O.P.E</td>
<td>1.0 to include H.O.P.E. A or equivalent</td>
</tr>
<tr>
<td>Fine Arts, Computer/ Practical/ Communication</td>
<td>1.5 to include 0.5 in Fine Art, 0.5 in Communication and 0.5 in Computer/ Practical Arts</td>
<td>1.5 to include 0.5 in Fine Art, 0.5 in Communication, and 0.5 in Computer/ Practical Arts</td>
<td>1.5 to include 0.5 in Fine Art, 0.5 in Communication, and 0.5 in Computer/ Practical Arts</td>
<td>1.0 to include 0.5 of Fine Arts and 0.5 of Computer Practical Arts</td>
</tr>
<tr>
<td>Earned Florida Tech Credit</td>
<td>2 Florida Tech Classes (min. 6 hrs.)</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>Electives</td>
<td>6.0 credits to include a minimum of 14 honors courses which 2 must be AP level</td>
<td>7.0 credits to include free electives</td>
<td>9.0 credits to include social, career, and free electives</td>
<td>13.0 credits to include social, career, vocational, and free electives</td>
</tr>
<tr>
<td>Online Learning</td>
<td>0.5 credit</td>
<td>0.5 credit</td>
<td>0.5 credit</td>
<td>Not required</td>
</tr>
<tr>
<td>GPA</td>
<td>Min. weighted GPA of 3.8. No semester grade below a B beginning with Class of 2018.</td>
<td>Minimum GPA of 2.0</td>
<td>Minimum GPA of 2.0</td>
<td>Minimum GPA of 2.0</td>
</tr>
</tbody>
</table>

*Special Diploma will only be offered through the Class of 2017. Beginning with the Class of 2018, all students who do not meet the Standard Diploma requirements will graduate with an MCC Certificate of Completion.

Core graduation requirements MUST be taken at MCC. Student must complete 100 hours of community service including a completed CAP project (25 hours per year in attendance at MCC)
2.2 Student Status
The following credits must be earned in order for a student to enroll at MCC for the next school year:

Sophomore 8 credits and 25 hours of community service
Junior 16 credits and 50 hours of community service
Senior 24 credits and 75 hours of community service

Adjustment to the credit requirements will be made for transfer students at the discretion of the school counselor and the Administration. Make-up credits must be taken at an accredited summer school and approved in advance by the student’s school counselor. Make-up credits conform to state guidelines for academic, athletic and extracurricular activities in the first occurrence.

2.3 Transfer of credit
In order to reassign high school credits to MCC, an official high school transcript must be received by the MCC Student Service Office. The grades transferred will be calculated as weighted only if MCC offered the same course during that school year.

2.4 Scheduling
Every student will meet with his/her school counselor in the spring to discuss course recommendations and scheduling for the next school year. Students are placed in courses with the best effort to challenge them yet give them a chance to succeed. Recommendations for placement are based on a variety of criteria and specific to each class. Course requests must be approved by the parent(s) of the student. If the student/parent does not agree with the placement and insists on a higher placement he/she must schedule an appointment with the Student Services office. If the change is made, a placement contract will be signed and extra work may be required before the student is admitted to the course. All schedule changes should be requested before the first day of school. Schedule changes will NOT be permitted after the first week of each semester.

Scheduling changes
Every student has an opportunity to select courses with help from school counselors, teachers and parents. If an irresolvable conflict exists, courses may be substituted without student notification. For more complete information regarding course scheduling and credit requirements, please refer to the Course Catalogue which is posted on the melbournecc.org web site.

**ONLY TEACHER INIATED SCHEDULE CHANGES ARE PERMITTED AFTER THE FIRST WEEK OF CLASSES DURING EACH SEMESTER. **

2.5 RenWeb Classroom
RenWeb is a special module of School Administration software. RenWeb enables parents to check their child’s grades, view weekly classroom assignments and homework, as well as print report cards from home and/or offices through the World Wide Web. Parents can also contact their student’s teachers by e-mail from RenWeb. All parents and students will have individual passwords.

2.6 Interims & Progress Reports
Teachers will assess the general performance level for the student at the midpoint of the marking period. Students receiving an I/D/F must set up a parent/teacher/student conference within four school days to develop a successful academic plan. This is the responsibility of the student and parent. To set up a conference, call the Student Services Department at 727-0793 x306.
2.7 Grading and Report Cards
Report cards are distributed through RenWeb each quarter. The most important grades on the report card are the semester grades since these are the marks that appear on the student’s permanent transcript. The grading scale is as follows:

90-100 A… The student shows mastery of the subject matter.
80-89 B… Required work is excellent and well done
70-79 C… Required work is satisfactory and is of average quality
60-69 D… Below average performance
59 or below F… Failing
Incomplete I… The student has failed to meet the course requirements because of missing work.

Any student who receives an “I” (Incomplete) on his or her report card is responsible for meeting with the teacher to arrange to make up the missing work. This meeting must take place within one week of report card distribution for that grading period. If the student fails to complete the requirements within the arranged time frame, the “I” is automatically changed to an “F”.

All questions regarding grades should be directed first to the teacher(s) involved, and then to the school counselor. Final decisions regarding any aspect of grades or the academic program rests with the Administration.

Religion Semester Failure Policy
When a student fails a religion course for the semester, the student must serve 40 hours of community service. If the required community service component was not turned in for credit during the semester the student failed, the student will be required to serve an additional 10 hours, totaling 50 hours. This service must be completed before the start of the next school year. A student who fails a semester of religion their senior year, will not be allowed to graduate until the community service is completed.

If a student does not complete the minimum required hours of service in a semester, the student must complete an additional 20 hours of community service before the start of the next school year.

Students who complete the community service will receive graduation credit; however, the grade of “F” will remain on the student transcript.

2.8 Academic Recognition
Honor Roll
Honor Roll is based upon a student’s weighted Grade Point Average and is determined for each quarter and semester. The Quality Point Values are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular</th>
<th>Honors</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>1.5</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Principal’s Honor Roll
Summa Cum Laude: 4.0; no grade lower than a B; or a C in an AP course
Magna Cum Laude: 3.75-3.99 no grade lower than a C
Cum Laude: 3.5-3.74; no grade lower than a C

Class Rank
MCC does not rank students.

Valedictorian
The honor of Valedictorian will be awarded to all seniors who meet the following qualifications:

1. In attendance at MCC for a minimum of three consecutive years
2. Earned a weighted cumulative GPA of 4.0 or above for seven semesters
3. No letter grade of C or lower for a final semester average on the MCC transcript through seven semesters

One Valedictorian will be chosen to speak at graduation exercises. All Valedictorians will be recognized at the Senior Awards ceremony and at MCC’s graduation exercises.

2.9 Academic Probation
Students must maintain a 2.0 cumulative unweighted grade point average in order to graduate from Melbourne Central Catholic. Students who fail to maintain a 2.0 cumulative unweighted grade point average will be placed on academic probation until the desired GPA is achieved. Furthermore, a student who has below a 2.0 cumulative unweighted grade point average at the end of their junior year will be reviewed by the Administration and may not be allowed to return for his or her senior year.

A student who fails two or more subjects for the quarter will be placed on Academic Probation. For those who are on Academic Probation, the following procedure will be followed:

1. Parents and the student will meet with their school counselor to develop an academic plan for improvement.
2. The student will contact his or her counselor weekly.
3. The parents will monitor the student’s weekly progress online through RenWeb.

If a student has not shown improvement by the end of the next marking period, a meeting with the parents, counselor and student will be scheduled. A student who is placed on probation a second and any subsequent time is subject to dismissal. If, at the end of the following marking period, the student has shown improvement by eliminating all F’s and by achieving an unweighted 2.0 GPA, he or she will be removed from Academic Probation. A student who fails three or more subjects at the semester may not be permitted to return to Melbourne Central Catholic.

Students who have failed any required courses must make them up prior to the beginning of the next school year in order to be eligible to return to MCC. The student’s school counselors can provide information about available remedial options.

2.10 Grade Forgiveness
A student may make up no more than two classes during his or her four years at MCC. The student must have earned lower than a “C”. Course(s) must be retaken from an accredited institution and have been approved by the Administration.

2.11 Tutoring
Teachers are available before and after school on an appointment basis for tutoring. It is the responsibility of the student to schedule an appointment with the teacher.

Student honor societies (National Honor Society, Spanish Honor Society, French Honor Society, and Mu Alpha Theta, and others) offer free tutoring services to students after school. Please see your teacher or guidance counselor for more information or additional resources.

2.12 MCC/FIT Partnership and Dual Enrollment
Seniors may enroll in the MCC/FIT Partnership classes. Students must apply and be accepted into the program in the spring of their junior year. Student must apply and be accepted into FIT.

All students may earn credit through Eastern State Florida College or FIT through their dual enrollment program. These courses may NOT be taken during the MCC school day and must be taken during the summer and/or as evening classes for advancement.

All MCC Partnership and Dual Enrollment classes require pre-approval by MCC school counselor and administration. Students cannot take core requirements off campus. All students attending MCC are enrolled fulltime. Only MCC/FIT Partnership student can leave campus during the school day to enroll in classes. All other dual enrolled students may not leave campus to enroll in classes during school hours and receive a MCC diploma.

DUAL ENROLLMENT COURSES
Eastern Florida State College offers dual enrollment opportunities to high school students for advancement or enrichment. Students must enroll in 8 courses at MCC each semester, and all core required courses must be taken in residence. Dual enrollment requires approval from the Principal. As defined by EFSC and MCC, all dual enrollment courses costs are paid for by the student with the exception of summer courses. (This is subject to change per EFSC/MCC guidelines.) Students who enroll in a fall or spring term course at EFSC must immediately submit a copy of their class schedule, a copy of the tuition statement, and a check covering the cost of the tuition to the Student Services Office at MCC. EFSC’s accounting department will bill Melbourne Central Catholic High School after drop/add ends, and MCC will then submit payment for the class. All dual enrollment courses other than the MCC/FIT Honors Partnership must be taken outside of the regular school day. Further information is available in the Student Services.

2.13 Virtual School
All students must take one virtual class as part of the MCC graduation requirement. This can be taken during the school day or outside of the regular 8 classes. If a student enrolls in a virtual class as one of their 8 MCC class periods, the grade will be included in the MCC GPA. If a student enrolls in a class outside of the MCC 8 class periods, the grade will be added to the transcript but not included in the MCC GPA.

By agreement with Florida Private schools; MCC agrees and certifies that any student enrolled at MCC who is on McKay or Corporate tax credit scholarship (Step Up for Student Scholarship) will take no more than .5 credit through Florida Virtual School without Administrative approval. Students CAN only enroll in two courses (four half credits) with FLVS each school year. A violation of this provision will be grounds for immediate termination of the scholarship. Please contact your guidance counselor before enrolling in any virtual class.

2.14 Community Service
Community Service is an integral part of the MCC curriculum. Students must complete 100 hours of community service to fulfill this graduation requirement (25 hours each year). A validated community service form identifying the organization, dates of service, hours, and a
supervisor’s signature must be turned into the student’s religion teacher. Since hours and type of service must be documented in order for the student to be eligible the Bright Futures and other scholarships and awards, it is important for the student to keep accurate records and consistently obtain the necessary service verification signatures. The Student Services Department will be responsible for tracking service hours. Hours will be printed on each quarter report card and on all transcripts.

**CAP (Community Awareness Project)**

The members of the Senior Class are required to complete a Community Awareness Project prior to graduation. The purpose of the project is to impress upon the students the importance of community involvement throughout their lives. This project requires students to identify a Social Injustice Issue they would like to address. Students then volunteer with an organization, research, reflect, and present a formal presentation on the project to the community. This project involves cooperation among the English, Social Studies and Religion departments. Upon completion of CAP, the senior will be credited with 25 hours of community service. CAP is a graduation requirement and seniors will not graduate or participate in graduation proceedings until it is complete.

**2.15 Turn It In Plagarism**

Turn-It-In.com is an online program that compares student papers to other papers, articles, song lyrics, etc. from all over the world. This anti-plagiarism software is used by many high school, colleges and universities. It allows the user to check for all types of plagiarism issues and insure the document is not in violation any rules. Plagiarism is cause for expulsion in universities across the country. At Melbourne Central Catholic High School it is cause for receiving a zero on the assignment and may involve disciplinary action.

All papers that are assigned must be submitted to Turn-It-In.com prior to being submitted for grading. This must be done BEFORE coming to class. If it is not submitted through Turn-It-In.com, a zero will be given for the assignment EVEN IF THE ASSIGNMENT IS TURNED IN ON TIME. The assignment and documentation from the Turn-It-In.com system must be submitted. BOTH of these things must occur on time for any credit to be given. Please understand that a zero will be issued if the hard copy is on time but the paper is not put into the system on time OR if the hard copy is not on time but the paper is put into the system on time. BOTH of these things must occur on time. No partial credit will be given.

On very rare occasions, students have submitted a paper to turn-it-in.com that does not shown as being submitted. Students are always sent a receipt upon submitting a paper that shows they did the submission. Students should keep a copy of the receipt to document it has been completed. This is the student’s proof that the paper has been submitted through the Turn-It-In.com software.

**Chapter 3: Admissions**

**ADMISSIONS**

As a private, Catholic school, MCC limits its enrollment to those students who have demonstrated the ability to respond successfully to a spiritually-based rigorous college preparatory curriculum. Enrollment is limited to space available with priority given to Catholic students from Catholic partner schools. All students are accepted on a probationary basis and will be evaluated at the end of their first completed quarter for continued enrollment. The admission process and guidelines may be found at www.melbournecc.org.
Melbourne Central Catholic admits qualified students of any race, color, national and ethnic origin to all the rights and privileges, programs and activities accorded to students at our school. Melbourne Central Catholic does not discriminate on the basis of race, color, national and ethnic origin in directing our educational policies, admission policies, tuition assistance programs or athletic and other school programs.

3.1 Promotion Policy
For students currently attending MCC, continuing enrollment is dependent upon:

- An assurance from each student of a sincere desire to attend MCC and an assurance from parents and students to accept to all rules and regulations of the school
- Successfully meeting the academic, community service, and credit requirement for each grade level
- Satisfactory adherence to school attendance policies
- Satisfactory evaluation by the Administration of the student’s disciplinary record

Failure to meet any of the above criteria may result in dismissal during/or at the end of any academic year. A student must be pre-enrolled for the following school year if they wish to run for any office or to try-out for any athletic sport for that year. All questions about admission or enrollment policies should be directed to the Admissions Office.

3.2 Tuition
We believe your tuition payments are an investment in your child’s education and religious formation. Therefore, the Board of Directors accepts responsibility for recommending policies concerning the amount of tuition, the manner of payment and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and as affordable as possible to all families.

3.3 FACTS Tuition  ▶ www.FACTSTUITION.com
The Diocese of Orlando and MCC use FACTS Tuition to manage tuition payments and manage student data. All parents with the exception of full year prepaid payers are required to enroll through FACTS for Tuition Payment Plan. To enroll for FACTS Tuition Payment Plan please go to www.melbournecc.org click on the FACTS icon at the top right hand corner and follow the sign-in instructions. Should you need additional information or assistance please contact our Business Office.

3.4 Tuition Payment
Once the school year has begun, amounts are pro-rated daily. Several payment options are available, including monthly payments, which begin in July. In addition to tuition, there is a registration fee and textbook/technology fee, uniforms and lunches. Families who are registered members and actively supporting one of the area’s Catholic parishes shall receive the benefit of a reduced Catholic tuition rate. Families, who are not registered members, nor actively supporting one of the area’s Catholic parishes, shall pay the non-Catholic rate.

3.5 Delinquent Tuition
It shall be the responsibility of each school family to keep the school’s Business Office informed of its need to make any changes in its preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:
**Full Payment** The family will be contacted by the Business Office concerning the missed payment and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through FACTS Management.

**Monthly Payments:** School families who choose the monthly payment plan and miss a monthly payment due to insufficient funds will be assessed a $30.00 missed payment fee by FACTS Management and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS Tuition on the next available debit date (5th or 20th). In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their children will not be readmitted to school according to the specification of this policy.

**Non-Admission of Students Due to Tuition Delinquency**
If tuition is delinquent and no financial arrangements have been made with the Business Office as of July 31st, students will not be admitted on the first day of school.

If tuition is more than two months past due, students will not be admitted to classes and/or receive report cards. If tuition is delinquent as of December 1st and no prior financial arrangements have been established with the Business Office, students will not be allowed to participate in semester exams. If tuition is delinquent as of May 1st and financial arrangements are not set up with the Business Office, students will not be eligible for semester examinations AND will not receive report cards and permanent records WILL NOT be released. Please be advised that delinquent tuition status also pertains to Step-Up and McKay payments. Parents are responsible to come to the Business Office as soon as they are notified that those checks have arrived. Students will not be allowed to participate in semester exams nor will they receive report cards and permanent records if checks are not signed.

**3.6 Delinquent Tuition from Previous Years**
All previously unpaid tuition must be paid by August 1st if a student is to be readmitted on the first day of class for a new school year. If payment is not possible, suitable arrangements must be made with the Business Office.

**3.7 Tuition Refunds**
Upon acceptance of a student by the School and execution of a tuition contract, the full year’s tuition shall be considered payable and nonrefundable. If a student should leave the School for any reason during the school year, the School may at their discretion, refund tuition based upon the following schedule which indicates tuition due at the time of withdrawal from the School:

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<tr>
<th>Month of</th>
<th>% of Annual</th>
<th>Month of</th>
<th>% of Annual</th>
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<tbody>
<tr>
<td>July</td>
<td>10%</td>
<td>November</td>
<td>50%</td>
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<td>August</td>
<td>20%</td>
<td>December</td>
<td>60%</td>
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<tr>
<td>September</td>
<td>30%</td>
<td>January</td>
<td>75%</td>
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<tr>
<td>October</td>
<td>40%</td>
<td>February</td>
<td>100%</td>
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All tuition refunds are contingent upon School receiving 30 days’ notice prior to the student’s actual departure date and the refund amount will be determined based on the actual departure date. Report cards and/or official transcripts will be held until all money owed is paid. This includes lunch money, book fines, athletic fees, etc. Financial aid may be reduced in part or whole according to a student’s discipline and academic record.
3.8 Financial Aid
Melbourne Central Catholic High School makes every possible attempt to keep tuition at a manageable rate for families. Operating a quality school, however, requires financial resources to cover the costs of salaries, textbooks, curriculum, technology and many other educational expenses. Tuition is the predominant source of income for the school. Limited financial aid is awarded to qualifying families by the Financial Aid Committee of Melbourne Central Catholic High School.

1. Financial Aid awards are need-based and applicants must use the FACTS Tuition Aid Service available through FACTS. The processing fee should be paid directly to FACTS.
2. No financial aid will be awarded to those with delinquent unpaid balances unless satisfactory arrangements have been made with the Business Office.
3. A new student will become eligible for financial aid only after he/she has been accepted by the Admission Committee.
4. If the student is in good standing, he/she will receive the same amount of financial aid in each of their 4 years at MCC assuming he/she meets the following academic and conduct standards.
   Academic: The student must pass all their subjects and maintain a C average in his/her core subjects each semester. A student who fails a subject may regain eligibility by passing the course during the summer with prior approval by the Principal.
   Conduct: The student’s overall conduct during the school year must be such that he/she is not removed from “good standing”. This will be determined by a committee comprised of the Administrative Team.
5. If a returning student is requesting additional aid, parents must re-apply through FACTS and then contact the Financial Aid Committee.
6. Financial aid is limited. In order to be guaranteed full consideration for financial aid, a student must apply for financial assistance no later than March 30th. We will consider late applications but please be advised that preferences are given to the applications in the order that they are received.

Chapter 4 EXTRACURRICULAR ACTIVITIES
Extracurricular activities are an integral part of the student experience at MCC. Students are encouraged to get involved in different activities. MCC believes these experiences help develop the whole child.

4.1 Athletics ➔ All policies of the MCC athletic department may be found in the parent and student athletic handbook.

4.2 Athletic/Extracurricular Eligibility Requirements
According to the Florida High School Athletic Association (www.fhsaa.org), in order for student athletes to qualify for athletic participation, they must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken. Cumulative GPA’s are determined after each semester (not quarter) and a student who falls below the 2.0 unweighted scale will be ineligible for the following semester. In addition, MCC requires that all student athletes must be passing core graduation requirements each quarter. Any student receiving an “F” in a core graduation subject may be suspended from participation in games and from traveling with the team until a passing grade is achieved.

All teams require a pay to play fee. Uniforms will not be issued or students allowed participating in contests until arrangements have been made with the athletic department.
4.3 Sports Offered at MCC
The following sports are offered:
Fall:  Football, Cross Country, Volleyball (girls only), Swim and Dive
Winter:  Soccer, Basketball
Spring:  Baseball, Softball, Track and Field, Lacrosse, Tennis

4.4 Campus Ministry
The Office of Campus Ministry has a unique role in the goal of forming graduates of competence, conscience, and compassionate commitment to service. The department coordinates religious events and retreats and oversees the community service program. The Office of Campus Ministry has a special responsibility to both faculty and students to be a Christian witness and resource at all times.

The Office of Campus Ministry Department organizes the major liturgies celebrated by the entire school community and special Masses scheduled for Holy Days. Grade level retreats are held annually. Reconciliation services are offered during Advent and Lent.

4.5 Clubs
MCC offers many clubs that round out the student and are centered on student leadership and initiative. The clubs vary widely from community service, academic, special interest, national honor societies, and more. Information on clubs will be distributed at a Club Fair in late August. More information can be found through our Campus Activities Office.

4.6 Honor Societies
MCC has the following chapters of Honor Societies:
- National Art Honor Society
- French National Honor Society
- Mu Alpha Theta
- National Speech and Debate Honor Society
- National Honor Society
- Quill & Scroll
- Rho Kappa Honor Society
- Science National Honor Society
- Spanish National Honor Society
- Thespian National Honor Society
- Tri-M National Honor Society

Application to honor societies is given twice a year. Only graduating seniors can apply during the fall application period. All other qualified students must apply in the spring application period. Students must meet all requirements as established by MCC and the national honor society organization.

**Hustler Chapter of the National Honor Society selection process (for 10th-12th grades):**
Selection into the National Honor Society is one of the highest honors that can be awarded to a high school student. Chapters in more than 12,500 high schools across the nation strive to give practical meaning to the Society’s goals of scholarship, leadership, service and character. Selection to NHS is a privilege, not a right. Students who wish to be considered for membership provide information that the principal-appointed Faculty Council will use for selection. No student is inducted simply
because of a high academic average. The National Honor Society strives to recognize the total student—one who excels in all areas. A copy of the chapter bylaws can be found on the MCC NHS website. (www.nhs.us)

**Scholarship:** Members must have a 3.7 weighted Cumulative Grade Point Average. Applicants must be at least a second semester sophomore and must have attended MCC the last full semester prior to consideration.

**Leadership, Service and Character:** This must be demonstrated by documented co-curricular activities and teacher evaluations as well as attendance and discipline records.

### 4.7 Media Center
- All materials must be signed out. Overdue fines will apply.
- Students must adhere to Internet Policy.
- Classroom rules apply to the library, media center and computer lab.
- No food or drink is permitted in the media center or computer lab.
- The Media Center is available during lunch and afterschool for students to study and complete other assignments.
- Students are responsible to familiarize themselves with and adhere to library policies and procedures.
- Students wishing to use Media Center for meetings and other activities must make arrangements with the media specialist at least one day in advance.

**Chapter 5 STUDENT SERVICES**

**Student Service**
The Office of Student Services assists students individually with academic, college/career planning, and personal needs. School counselors conduct regular grade level classroom presentations to assist students with career and college readiness. The office of Student Services focuses on the growth and development of the whole student.

**5.1 Family Connection**
The Office of Student Services uses Family Connection as a one stop shop for students, parents, and counselors to utilize to when making plans about courses, colleges, and careers. Each student and parent is assigned a user name and password. Family Connection allows each student and parent to

- Get involved in the planning and advising process
- Research colleges and careers
- View college representatives visiting our campus
- Create plans for the future
- Search for scholarships
- Build a resume
5.2 Individual Appointments
The Office of Student Services has an open door policy. Students and parents may make an appointment with their counselor at any time by contacting the Office of Student Services, scheduling an appointment, and receiving a pass. Once an appointment is schedule, students will receive a pass which they then show to their teacher at the beginning of the class period. If the time is inconvenient due to a test, class project, or other conflict, it is the responsibility of the student to reschedule through the Office of Student Services. If a student finds it necessary to meet with a counselor on short notice or for an emergency, the student should request permission from their teacher to report to the Office of Student Services.

It is recommended that students schedule appointments during electives classes.

5.3 College Representatives
On-Campus Visits

Dozens of college representatives visit Melbourne Central Catholic during the school year. These representatives visit our school to meet with interested students.

We encourage juniors and seniors to attend these visits to learn more about what colleges and universities have to offer. Students must sign up at least two days in advance and may only attend sessions that are compatible with their academic credentials. Students must receive a pass from Student Services and must present it before the start of the session. Students Services reserves the right to deny a student permission to attend these presentations due to abuse of this system or improper behavior at a presentation.

A calendar of college representative visits is included weekly in the Buzz. In addition, visits are posted on Family Connection under College Visits. To sign up for a visit:

- Sign into Family Connection.
- Go to the Colleges tab. Click View All Upcoming Visits.
- Click Sign Up to sign up.
- Click the Sign Me Up button.
- Get a pass from Student Services

5.4 Off-campus College Visits
Students are encouraged to visit college campuses and attend college tours as part of their college search. Whether you visit one of our great Florida schools or travel across the country, campus visits help students gain firsthand experience of what it will be like to attend a certain college or university.

Students are encouraged to use school breaks and the summer for off-campus college visits. Student Services allows three excused absences for juniors and three excused absences for seniors for college visits. A student must request and complete a College Visit Permission Form (available through Student Services) three days prior to the college visit. Official documentation verifying the college visit must be submitted to the Attendance Office in order for the absence to be excused.
5.5 College Applications
In the fall semester of senior year, students meet with their counselor to discuss and build a list of “College I’m Applying To,” which is stored in Family Connection. After a student has completed and submitted a college application, it is his or her responsibility to submit a request through Family Connection for each transcript to be sent to each college.

For colleges and universities that require letters of recommendation, students must submit a request through Family Connection. Students should allow a minimum of two weeks processing time for each requested letter of recommendation.

5.6 College Guideline Dates
The Office of Student Services processes all college applications in a timely manner. College applications are a top priority. Applications that do not require a letter of recommendation are processed in 3–5 working days. Applications with an early January due date must be submitted by November 15. Scholarship applications must be submitted at least five days prior to the deadline. The office is closed during school holidays. Please plan accordingly.

5.7 State Universities
Students should submit applications by November 1 in order to be considered for institutional scholarships. All applications should be submitted prior to Christmas vacation.

5.8 Bright Futures
Student Services submits the necessary information to the Florida Department of Education for any student who may be eligible for the Bright Futures Scholarships. Students receive current Bright Futures standards and guidelines yearly. For more information, visit http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm.

5.9 Standardized Testing
CEEB Code: 101018

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<th>College Admission Testing Timeline</th>
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<tr>
<td><strong>9th</strong></td>
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<tr>
<td>PSAT</td>
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<tr>
<td>SAT/ACT</td>
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<tr>
<td>SAT II</td>
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<tr>
<td>AP Testing</td>
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**PSAT** - Preliminary SAT/National Merit Scholarship Qualifying Test is administered to all 9th and 11th grade MCC students in October. MCC registers and administers the test to students free of charge. The test is given to the 9th graders as practice and to the 11th graders for the purposes of qualifying for National Merit Scholarship Programs. Colleges will not receive the PSAT scores. For more information, go to [http://www.collegeboard.com/student/testing/psat/about.html](http://www.collegeboard.com/student/testing/psat/about.html).

**ACT ASPIRE** - The ACT ASPIRE is administered to all 10th grade MCC students in October. This is a practice test and will be used to measure academic achievement by individual students.

**SAT/ACT**: It is recommended that 11th grade students complete a minimum of one SAT test and one ACT test during the spring semester of their 11th grade year. Students are responsible for registered for these tests independently. To register for the SAT, visit [https://www.collegeboard.org/](https://www.collegeboard.org/), and to register for the ACT, visit [http://www.act.org/](http://www.act.org/).

**SAT II**: Some competitive colleges and universities require individual SAT II subject tests as part of their admissions requirements. Students should research the admissions requirements on individual college and university websites. More information can be found at [http://sat.collegeboard.org/practice/sat-subject-test-preparation](http://sat.collegeboard.org/practice/sat-subject-test-preparation).

**AP Tests**: Advanced Placement testing occurs the first two weeks of May. For specific test dates, please refer to [https://apstudent.collegeboard.org/home](https://apstudent.collegeboard.org/home). All students enrolled in AP class/s will be required to take the AP exams. Students must pay for each exam. Test results are sent to students, MCC, and specified colleges in July. AP test results do not appear on the MCC transcript. Students may request to have the scores sent to colleges through the College Board website.

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**Chapter 6 ATTENDANCE**

Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is contained in a textbook. A student profits the most from his or her education when he or she plays an active role in the learning process. Furthermore, there is a high correlation between consistent attendance, academic achievement and future academic success. Attendance at retreats, special events and masses are mandatory for all students. It is imperative that the following regulations are understood and adhered to by all MCC students.

**6.1 Attendance Policies and Procedures**

MCC requires regular school attendance and expects that its students comply with the State of Florida’s mandate that students be in attendance 180 days.

A student who has a total of ten (10) or more absences in one semester for any course may receive a failure due to absences and be denied academic credit. A student may have ten (10) or more absences in any subject in one semester without reaching the maximum number of full day absences. These absences in a particular class may be a result of checking in late or checking out early. A student must be in class for a minimum of 25 minutes not to 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 denied academic credit in that subject. When a student surpasses eight absences, a letter will be sent home to the student’s parents/guardians informing them of the violation and an attendance appeal (see below) must be submitted to the administration.

6.2 Reporting Student Absence  727-0793 Ext 103
Parents are to call the Front Office between 7:00 a.m. and 9:00 a.m. on the day of a student’s absence. Parents may also email halle@melbournecc.org.

Upon returning to school, a student must bring a note from his or her parent to the Attendance Office explaining the reason for the absence. This will not excuse the absence but verify that the parent was aware of the absence. The parent’s note should include the student’s legal name, date of absence(s), and the reason for absence(s). If there is a doctor’s note, it must be the original and signed by the doctor.

By Florida State Law, the only justification for an absence from school is one with an original doctor’s note. Students, therefore, will be expected to provide a doctor’s excuse to validate absences. It is the responsibility of the parent/student to provide a doctor’s excuse. Parent notes are NOT sufficient to excuse absences or lateness to school. Parent notes are used to insure that the parent is aware of the absence or tardy. The administration may also consider family emergencies and other extenuating circumstances as valid excuses.

All doctor’s notes or letters from the parent explaining the mitigating circumstances should be submitted within one week from the date of the absence. It is the responsibility of the parent and student to track absences.

6.3 Arrival at School
Students are expected to allow themselves enough travel time to arrive at school on time. Upon arrival to campus, all students must remain on campus until dismissal unless specific permission by Administration is granted. Students driving their own vehicles are to display their parking pass at all times, park and go directly into the school building. There is to be no loitering.

6.4 Student Illness
Students who feel ill should report to the main office. The student may spend one class period in the office. After that, he or she must return to class or make arrangements to go home. Students must sign-out at the Attendance Office before leaving school.

6.5 Inclement Weather/Hurricanes
There are times when severe weather may cause an alteration of the school day or close the school altogether. Melbourne Central Catholic High School will follow the same procedures as Brevard County Public Schools unless otherwise specifically indicated. When schools are closed, students and parents are not to come to the school buildings for any reason. In the case of schools being closed early, announcements will be made on radio and television. Please make sure there are alternate arrangements and emergency plans if school is dismissed and parents are unavailable. Students are reminded that, in case of inclement weather, all books and
belongings should be removed from lockers. MCC is not responsible for damaged books due to weather or other natural causes.

6.6 Early Dismissal
A school calendar is provided so that doctor’s appointments can be scheduled during non-academic time. We strongly discourage parents from taking students out of school for any reason. We recognize, however, that emergencies do arise and, occasionally, parents have no alternative but to request early dismissal for their child.

If an early dismissal is necessary, please put this request in writing and give it to the Attendance Office before 8:00 a.m. on the day that the dismissal is required. The student will then sign out at the appropriate time. Any questions concerning attendance or lateness should be referred to the Attendance Office.

6.7 Pre-Arranged Absences
If a student knows he or she will need to be absent from school for any reason other than one verified by a doctor’s note, his or her parents must notify the Attendance Office in writing, in advance of the absence to make appeal for a pre-arranged absence. Absences for family trips and personal leave for off-campus visitation will NOT be excused. Family vacations should be taken outside the regular school schedule.

6.8 College Visits
Juniors and seniors are allowed to visit colleges and universities outside Brevard County with the approval of the Attendance Office/Student Services within the following guidelines:

1. A student must have a good attendance record.
2. A student must be in good academic standing.

College visits will NOT be an excused absence during the fourth quarter. In special situations, circumstances may indicate that exceptions to these guidelines are necessary. Such cases will be reviewed on an individual basis.

AT LEAST ONE WEEK prior to the date of the visit, the student must pick up a Pre-Arranged absence form from the Student Services Office. This form is to be signed by the student’s parent/legal guardian and by each of their teachers. The form must be returned to the attendance office before the visit. When a student returns to classes after a college visit, they are required to follow the normal attendance procedures in making up missed work and must validate the visit with an official letter from the college.

6.9 Attendance Appeal Process
A student who is absent ten (10) or more days or who has ten (10) or more absences from the same course within a semester may not receive a credit for the semester in accordance with the Florida Statute unless absences are approved. A student who missed more than 9 days or more than 9 days of the same course in a semester will be required to complete an Attendance Appeal Packet. This packet will be given to the student from the Attendance Office.
6.10 Tardiness
Being on time fosters courtesy, communication and effective use of time. Students who are habitually late cause interruption and impede learning within the school community. Tardiness is an indication of poor planning, a lack of consideration for others and irresponsibility. To instill a sense of responsibility and to develop proper work habits, MCC holds its students accountable for being prompt to school, classes and special scheduled events.

The Attendance Office will initially determine if the lateness is excused or unexcused. All unexcused lateness will be referred to the Administration and consequences will be enforced. If a student needs to run an errand, use the bathroom or do anything that might make him/her late for class, he or she must first obtain permission from his or her teacher. Students must wear a hall pass badge to indicate that they have permission to be out of class. Students in the halls without a hall pass will be given a detention.

6.11 Policies and Procedures
Although students should attempt to be on time every day, we recognize occasional circumstances arise that make this impossible to achieve. The Attendance Office will distinguish between excused and unexcused lateness to school as per the absentee policy. All students are given an initial warning. The following consequences will be enforced:

<table>
<thead>
<tr>
<th>Tardy #1-#2</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy #3-#4</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>Tardy #5-9</td>
<td>Afterschool Detention</td>
</tr>
<tr>
<td>Tardy #10</td>
<td>Saturday School, $25 fine</td>
</tr>
</tbody>
</table>

Any work/quizzes/tests missed due to unexcused lateness may be recorded as a zero. A student must be present in class for at least 25 minutes not to be counted absent in that class; otherwise, an absence for that period will be documented.

6.12 Lateness to Class
Students must report to class on time. Each teacher establishes a lateness policy on his or her Classroom Management Sheet, and students are expected to abide by this policy.

6.13 Extracurricular Activities
When a student is absent or from school, he or she is ineligible to attend or participate in extracurricular activities or official school functions on that day or the following weekend if the absence is on the last day of the school week. This includes clubs, plays, meetings, athletic practices, contests, dances or any official MCC event. A student must be in classes to be eligible to participate in that day’s activities. A student who reports after the start of 2nd period or leaves before the end of their 5th period will be considered absent and will not be permitted to participate in any extra-curricular activities for that day or that following weekend.

6.14 Retreat/Focus11 Attendance
All students are required to attend class-level retreats sponsored through the MCC Religion Department. Retreat dates are publicized on the school wide calendar. Students must have a medical excuse if they do not attend the retreat. Students, who do not have a medical excuse,
must complete 6 hours of community service in lieu. (These service hours will NOT count towards the 25 hour yearly requirement.) The community service verification must be submitted to their Religion teacher the next school day. Students who do not attend or complete the service may be suspended.

Chapter 7 SCHOOL POLICIES

7.1 Technology/Books/Chromebooks
There is a technology fee per family. This covers use of all technology and WIFI on campus, as well a Chromebooks, textbooks or material distributed through their classes. The student does not own any textbooks that are distributed. Textbooks/Chromebooks are rented with assigned serial numbers. Textbooks are to be returned at the end of the school year. All books are graded and reasonable wear and tear will be accepted at turn in. A replacement fee will be charged for any textbooks that are not returned or have been damaged. A replacement fee will also be charged for any textbooks that are lost, misplaced, or stolen during the school year.

Students must put his or her name in all textbooks. All hardcover books should be covered. When not in use, books are to be kept in the lockers. Books are not to be left on the tops of lockers. No highlighting or writing is allowed in books. Once school begins, if a student switches a class, he or she must exchange class books. Students will not receive the book(s) for the new class until they return the book(s) from the previously scheduled class.

7.2 MCC Issued Chromebooks
Under the MCC Technology Program, students are given a Chromebook when they first enter MCC as a student. This is a rental program by school year. Each student will be assigned a Chromebook and it will remain in possession of the student however, it is MCC property until the student graduates. Students are responsible for their assigned Chromebook. Chromebooks are the ONLY digital device allowed in the classrooms. All other devices including iPads, laser pens, laptops, and other communication devices are NOT permitted in the classroom.

MCC Issued Chromebook Computer Policies
Melbourne Central Catholic High School students and parents agree to the following policies regarding use of the MCC issued Chromebook:

1. The use of the Chromebook is limited to educational purposes under the guidelines of the MCC Mission Statement, Statement of Beliefs, and Goals as set forth in the Parent-Student Handbook.
2. The student is responsible for any and all costs related to the loss, theft or damage of the Chromebook including broken and damaged screens, damage caused by fluids or sand/dirt, and damage caused by another person.
3. Students will immediately report any damage, loss, or theft of their assigned Chromebooks to the Network Administrator.
4. The Chromebook must remain in the possession of the student to whom it is assigned. The borrowing or exchanging of Chromebooks is prohibited.
5. Tampering with the Chromebook or its software, anti-malware, firewalls or security features in any way is prohibited.
6. When not in use, Chromebooks will be kept in a protected area.
7. Students are not to decorate their Chromebooks with stickers, markings, etc. in any way.  
8. Students are responsible for bringing the Chromebook fully charged to every class every school day.  
9. The Administration, in its sole discretion, reserves the right to amend these regulations at any time and also to impose disciplinary action as it deems appropriate.  

7.3 Electronic Equipment/Cell Phones  
Music devices, cell phones, and electronic games are not allowed in use on campus during regular school hours without permission. Students will be permitted to use phones and/or headphones ONLY in between classes, lunch, and break. These devices are like any contraband that serves as a distraction to the learning environment. Cell phones must be turned off and kept out of sight in the classroom. If a cell phone is seen in the classroom, it will be confiscated and discipline will be issued. Headphones are allowed to be used only with teacher permission during the school day and will be confiscated if they are used inappropriately.  

Melbourne Central Catholic will not be held responsible for any lost or stolen items. Students bring these to school at their own risk and against the advice of the MCC.  

Fire drills, assemblies, or other school evacuations are considered cell phone blackouts for all students, staff, and faculty. During such contingencies there will be zero tolerance of cell phone/headphone use.  

7.4 Student ID’s  
With the increase of school violence reported on both a state and national level, Melbourne Central Catholic is making a dedicated effort to increase school security. We currently have 24 cameras in place around the campus that are monitored 24 hours a day. The school campus is locked from approximately 10:00 p.m. to 6:00 a.m. on school days. On weekends, the campus is locked 24 hours a day when there is no activity scheduled.  
To insure the security on campus, all students, faculty and staff wear their MCC ID on a neck lanyard. This same ID will be used for library check-out, textbook distribution, admission to Athletic events, and numerous other things announced during the year.  

To enforce this policy, students will NOT be admitted into the classroom without a student ID. If a student does not have an ID, they will be sent to the Media Center/Attendance Office. A temporary ID will be issued for the day. Temporary ID’s will only be issued on a daily basis. On the 3rd consecutive day of a temporary student ID request, students will be required to purchase a new one. Students who lose their ID or students who need to have their ID’s replaced, will be charged a $25.00 replacement fee. Students who repeatedly forget their ID (on the 3rd occasion) or do not have their ID visible will face disciplinary action from the Principal.  

7.5 Change of information  
Parents should notify the school immediately when there is a change of mailing address, phone number or email address.  

7.6 Dances (Homecoming & Prom)  
Please check dance rules regarding guests, ending times, appropriate dress and appropriate dance. Students are notified of required starting and ending times. Students who do not arrive by the
required time will have their parents called. Students leaving without administrative permission will receive appropriate discipline. Melbourne Central Catholic High School will enforce appropriate behavior as it relates to conduct on the dance floor. Students who are bringing guests who do not attend MCC must have the “Guest Approval Form” signed before they can purchase event tickets. Prom is intended as a junior and senior event.

Guest must be in high school or no more than one year removed for consideration of approval. This permission slip must include parent signatures and school administrator signature from MCC and the guest’s school and/or parent. In addition, the form will outline suitable dress and conduct for the event. Do not assume your guest has been approved until an MCC administrator has signed the “Guest Approval Form”. Freshmen are NOT permitted to attend prom. Students who withdraw from MCC will not be permitted to attend MCC dances for a minimum of one year. Exceptions to this rule must be made with the Principal.

7.7 Field Trips
Any trip, whether with an individual class or the school, is considered a privilege, not a right. Therefore, the student must be in good standing to participate. If a student is missing academic class time, he or she must have prior permission from that teacher. All students must have a permission slip signed by a parent regardless of their age prior to attending the field trip.

7.8 Hall Pass
Students must wear a hall pass badge when leaving the classroom for any reason. Failure to wear the pass so it is visible will result in disciplinary action. Students must have administrator approval to go to the parking lot/cars.

7.9 Locks and Lockers
Locks and lockers are the property of MCC and are provided for the convenience of the students. Students are required to use the locks and lockers assigned to them. The school will remove all unauthorized locks immediately. The administration reserves the right to inspect lockers at any time. If at any time the lock or locker is in disrepair please notify the administration immediately to prevent vandalism or theft. A lost lock replacement is $5.00.

7.10 Immunization Records
By state law, all students, upon entry to Melbourne Central Catholic, are to have an updated medical examination and certification of immunization. A student may not attend class unless these forms are submitted.

7.11 Media Release Statement
Melbourne Central Catholic retains the right to use any photographs or video taken of enrolled students for the purposes of marketing the school. This includes printed publications, ads, and web site usage. Please note that in an effort to protect our students, MCC does not identify any student by name in advertising or on the web without permission.

7.12 Medication
Any student who must take prescribed medication during the school day must secure it in the front office with an authorized staff member. Tylenol/Aspirin and all other medication must be in the
designated prescription container and always kept in the school office. The school will not administer medication without the expressed written permission of the parent or guardian.

7.13 Pregnancy
Melbourne Central Catholic and the Diocese of Orlando take the position of assisting unmarried parents in completing their education at MCC.

7.14 Personal Property
Students should take particular care in safely storing personal property. Lockers should be locked at all times and lock combinations never given to anyone else. Students should never leave belongings unattended especially in the gym and locker areas. If a student finds personal property that does not belong to him/her, he or she should immediately turn the items into the school office. Melbourne Central Catholic will not be held responsible for any lost or stolen items.

7.15 Reporting Wrongful Conduct – Employee/Administrator
The Diocese of Orlando and the Office of Schools has taken steps to ensure the safety of MCC students. In continually reviewing the measures in place to protect students, support is needed in implementing measures and procedures designed to make our schools a safe haven for your children.

To help ensure that wrongful conduct does not occur in our schools the following policy is in place. The Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy without consent (athletic trainer only).
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal at 321-727-0793 ext. 100 or the Superintendent of the Diocese of Orlando Office of Schools, 407-246-4905. If your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the
Principal, or the Diocese of Orlando Office of Schools. Our experience, and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. MCC cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

7.16 Solicitation
Fundraising activities or the sale of anything on campus not directly related to Melbourne Central Catholic High School must have the written approval of the Administration. Fundraising approval forms may be found in the front office.

7.17 Technology: Network Acceptable Use Policy
It is the understanding of MCC that all students will have access and use of computer equipment, software, and internet resources to assist the student in their academic pursuits. Students are required to view the Diocesan Network Acceptable Use Policy. Parents/Guardians who disagree with this policy by MCC or the diocese may fill out an internet opt-out form from the main office. Students who fail to follow the Diocesan Network/Internet, agreement may have their privileges suspended or terminated and appropriate consequences enforced if they violate the policy.

7.18 Social Networking Policy
Melbourne Central Catholic H.S. and the Diocese of Orlando are aware that alumni and students are creating personal social networking pages, such as on Facebook and Twitter, and websites relating to their experiences and club memberships at the School. Such pages are not managed, administered or supervised by the MCC or the Diocese in any way. MCC and the Diocese are not responsible for controlling the content on these sites.

7.19 Visitors
All visitors to the MCC campus must report to the main office to obtain approval to be on the campus and obtain a visitor’s name tag. Students from other schools are not permitted to be on the MCC school campus at any time during the school day. All unapproved visitors will be asked to leave. The Administration reserves the right to notify law enforcement officials.

Chapter 8 CODE OF CONDUCT
The Administration of Melbourne Central Catholic High School reserves the right to discipline any student whose actions are deemed detrimental to the name and/or reputation of MCC. This includes all actions that fall under the Code of Conduct and any other actions detrimental to the school. The essence of Christian discipline is self-discipline. At Melbourne Central Catholic High School, self-discipline is considered an essential aspect of Christian development. Its purpose is to form loving people who appreciate themselves and, most of all, God who created them. Enrollment as a student at Melbourne Central Catholic High School implies the willingness of both parents/guardians and the student to comply with the policies and regulations of the school. The registration of a student at Melbourne Central Catholic is an expressed agreement on the part of the student and on the part of his or her parents/guardians that he or she will comply with all the
guidelines and regulations of the school as set forth in this Handbook, or otherwise promulgated by the School Administration and faculty.

A student at Melbourne Central Catholic High School must possess honesty, integrity, self-discipline and personal honor. The MCC Honor Code will provide a foundation and support for these values to grow and mature. It will be the fabric that will govern life at Melbourne Central Catholic High School.

1. The first assumption our code makes is that a person functions best when expectations are clearly defined and a structured, supportive learning environment fostering personal, academic, social, and spiritual growth is maintained. A student is held accountable for his or her actions and those actions generate specific consequences. Our intention is that our discipline policies will serve as a vehicle through which our students will grow. Adolescence is a stage in the life cycle that provides a person with the experiences necessary to respond positively to the more demanding responsibilities of adulthood.

2. Our second assumption is that when a person fails to respond in accordance with expectations in the Handbook, he or she not only impedes his or her own development but also interferes 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 educational and religious mission.

3. Our third assumption is that the family and community at large support the values and mission of our school. In light of these assumptions, MCC will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose sanctions it feels appropriate. These sanctions are but not limited to: teacher detention, school detention, Saturday School detentions, suspension with community service and expulsion.

By accepting enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of the school authorities to enforce all rules, including searches of students, lockers, book bags, purses, vehicles, as well as questioning students and other investigative methods.

8.1 Honor Pledge
AN MCC STUDENT WILL NOT LIE. AN MCC STUDENT WILL NOT STEAL. AN MCC STUDENT WILL NOT CHEAT. AN MCC STUDENT WILL STRIVE TO LIVE BY THE TEACHINGS OF JESUS CHRIST.

8.2 Zero tolerance
MCC does not follow the strict policy of zero tolerance that is required by many public school systems. The policy of Melbourne Central Catholic is to take an individualized approach in determining punishment and intervention to determine the needs of the individual and student body. This policy allows the school to use common sense and flexibility on a case-by-case basis.

8.3 Positive Referral
It is the goal of the faculty and staff at MCC to catch students doing the good that is commonplace at school. Students may receive a positive referral and reward for such actions that go above the normal manners expected daily.
8.4 Disciplinary Regulations
The following regulations are a partial list of expectations and definitions of the student behavior at MCC along with the school policies and uniform requirements.

8.5 Academic Fraud (Cheating)
Types of academic fraud include, but are not limited to, forgery, plagiarism, cheating on tests, quizzes, homework or any other assignment given by the teacher. Cheating is academic fraud that undermines the integrity of the students, teachers, and the schools overall academic program. Cheating is defined as but not limited to:

- 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.
- Allowing another student to use your work.
- 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 the proper citation.

A student found guilty of academic fraud will receive no credit for the test, exam, homework, or assignment on which he or she cheated and a grade of zero will be averaged into his or her quarter/semester grade. The teacher will notify the parents. Since these actions do not reflect the scholastic attitude of an educated Christian, the Administration will take further disciplinary action.

8.6 Assembly/Mass Etiquette
Movement into and out of the assembly/Mass area should be in an orderly manner. Students should sit in the designated areas with their respective classes. Once an assembly or Mass has started, movement in and out of the area is restricted to emergencies only. A restroom break is NOT considered an emergency. Talking, whistling, catcall, or noise of any kind is not acceptable. All book bags and belongings should be left in the previous class or locker area. Students should remember to respect all of those involved in the assembly/Mass. Sweatshirts are not permitted for mass and mass wear is required to be worn correctly for the entire day.

8.7 Break and Break Behavior
During most schedules, a break will be given. This time should be used to see teachers, guidance counselors, development or complete any errands/tasks that cannot be completed during class time. The cafeteria will be open during this time to purchase snacks. Trash needs to be thrown in its appropriate place. Students may not leave campus. Inappropriate behavior will result in disciplinary action.

8.8 Cafeteria/Lunch Behavior
Students must remain in the Patio/Courtyard area during lunch. Students leaving the designated area must secure a pass from the faculty member on lunch duty. Students may NOT eat lunch in any classroom. The designated bathroom for student use is in the gym hallway or the N Building 1st Floor (the locker rooms are only for physical education class). If lunch is brought to a student,
visitors must check into the main office, however they are not permitted to stay for lunch. Students are reminded to pick up trash and be respectful of the lunch areas.

8.9 Classroom Discipline
Each student is expected to behave appropriately at all times, respect the rights of others and adhere to all classroom rules and school regulation. Classroom teachers are responsible for disciplining their own classrooms. Students are expected to comply with all class rules established by that teacher and outlined in their classroom management sheet, as well as any disciplinary actions imposed for noncompliance. When a teacher judges that student discipline problems have become excessive and/or all possible courses of action have been explored, the student will be sent to the administration with a written referral for further action.

8.10 Drugs and Alcohol
MCC is committed to providing a safe and substance-free environment. Because of the proliferation of drug use among students in the United States, and in keeping with our commitment to provide a safe and drug-free environment, we believe it is important to be proactive and identify students who have a substance abuse problem and provide necessary counseling.

We recognize the peer pressure that exists in the adolescent years making it more and more difficult for young people to resist these pressures and remain faithful to the beliefs and values instilled by their parents and reinforced by MCC. Students who use drugs compromise their own health and well-being as well as the educational process and the safety of the entire school community. For these reasons, MCC includes:

- Mandatory drug testing of any student.
- Drug testing of a student at prescribed times.
- Announced/unannounced random mandatory drug testing to any student at any time.
- Drug testing before a student may be admitted to MCC.
- Unannounced drug sweeps at any time.
- Unannounced searches of students’ lockers or backpacks at any time.
- Unannounced searches of all possessions including vehicles driven by students.

Random Drug Testing is a program designed both to provide students with the incentive to say NO to drug use as well as identify and help students who test positive for drug use. This program, as the result of an initial positive test, will be therapeutic in nature allowing for the opportunity to refer identified users of drugs to an appropriate substance abuse program. However, a refusal on either the part of the parent or student to follow through with counseling shall constitute an automatic expulsion from Melbourne Central Catholic High School.

A first positive test will result in required professional counseling and further testing. A second positive test will result in possible expulsion. Melbourne Central Catholic High School reserves the right in any matter involving drugs and/or alcohol to notify the police. MCC will cooperate fully with all law enforcement agencies in matters regarding substance abuse. Students and families who do not cooperate may face immediate dismissal from Melbourne Central Catholic High School.
8.11 Passive Alcohol Sensor
Melbourne Central Catholic will institute the use of a Passive Alcohol Sensor (PAS) for detecting alcohol on a person’s breath or the presence of alcohol in an open container at any school activity. The primary function of the PAS will be as a deterrent from alcohol. The PAS will be used randomly and/or when a student is suspected of being under the influence of alcohol.

8.12 Gang-Like Activity
Criminal gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols.

8.13 Harassment and Bullying
Harassment or bullying of students or staff is an extremely serious violation of the Code of Conduct, as well as a violation of criminal law. It will not be tolerated in schools, school buses, or at school-sponsored activities. Any such offenses may result in severe disciplinary action when such behavior disrupts the learning process.

Examples of HARASSMENT may include, but are not limited to:

- “Mooning” or exposing oneself.
- Derogatory name-calling.
- Displays of unwelcome physical behaviors of a sexual or intimidating nature.
- Following, stalking, or cornering a person.
- Inappropriate touching, grabbing, or pinching.
- Making negative comments based on a person's sex, sexual orientation, ethnic or national origin, race, color, religion, physical attributes, disability, or handicap.
- Obscenities or dirty jokes.
- Physically frightening another person, repeatedly.
- Sexual or obscene gestures.
- Suggestive comments about sexual activities.
- Teasing a person about their physical attributes.
- Touching oneself sexually.
- Whistles, or makes derogatory noises.
- Written comments about a person, e.g., on a bathroom wall, text messaging or other forms of social media.

IT IS BULLYING WHEN:

A person willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed (stress, injury, discomfort) or threatened at any school site, school bus or school board sponsored activity or event. Bullying is a form of aggression. Examples or types of bullying may include, but are not limited to:

Physical Bullying - punching, shoving, poking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching;

Verbal bullying - such acts as hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip;
**Emotional (psychological) Bullying** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rate/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure;

**Sexual Bullying** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

**Cyber Bullying** – tormenting, threatening, taunting, ranking, degrading a target, harassing, humiliating, or otherwise targeting a student or staff member using the Internet, interactive and digital technologies, or mobile phones or inviting others to join in these acts.

MCC has no duty to regulate or review off-campus Internet messages, statements, postings, or acts. However, we do reserve the right to regulate, review, investigate, and discipline students for cyber bullying, or for other disciplinary violations when such Internet statements, postings, or acts are made while on school campus, or while made off-campus and such statements, postings or acts threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities or are defamatory in nature.

The harassment by a student of a faculty/staff member, fellow student or a third party, such as a visiting speaker, extracurricular team member, volunteer or parent, is strictly forbidden. Name-calling, bullying or any form of verbal or physical harassment of any kind will not be tolerated. Hazing in any form on campus or at any extracurricular club/athletic activity will not be tolerated.

**8.14 Reporting Harassment/Bullying**
If a student is the victim of any form of harassment or bullying, the incident should be reported to a teacher or other staff member immediately. Violations of this nature will result in serious consequences. Victims of cyberbullying should not erase the offending material but print a copy for use in reporting to the school administration.

**8.15 School Sponsored Activities - Conduct and Dress**
Responsible conduct is expected from MCC students at all events whether they are held at school or elsewhere. Students will be held accountable for their actions on the MCC campus and off campus. After entering the school for an event, no student may leave and re-enter without the permission from the moderator of the event.

Students are reminded that dress policies must be followed. The MCC representative in charge of the event has the authority to detain any student who is not appropriately dressed for a school function. While we understand that students will dress in non-uniform clothing, we ask that they remain neat, clean and modest in appearance. Students not abiding by these regulations will not be allowed to attend the event. Students should follow the same guidelines established for a MCC Spirit Day. Shirts to do not have to be MCC approved but must be as conservative in nature.

The administration has the right to search any cars and belongings where alcohol or drugs may be suspected. Any students who arrives in a vehicle where alcohol or drugs are present or any student who is suspected to be under the influence of alcohol or drugs will be detained. Parents...
will be called immediately and asked to pick up their student. The student will be subject to disciplinary action up to and including expulsion.

8.16 Tobacco
Students who smoke or use smokeless tobacco are encouraged to quit for health reasons. Students are not to smoke on campus (including in their vehicles). Smoking and smokeless tobacco are not permitted at any school event on or off campus, including athletic events and retreats.

8.17 Weapons
Weapons or threats of using weapons construed or otherwise, of any kind are strictly forbidden on school property or at any school-related function. A student found in violation of this policy is subject to immediate expulsion with the school reserving the option of law enforcement intervention.

8.18 Disciplinary Actions
The following consequences may result from misconduct:

Teacher Detention
Teacher detentions are given at the discretion of the teacher for any violations such as a student’s failure to conform to classroom regulations and procedures. Such violations shall include, but are not limited to, disrupting the learning environment, distracting others, eating in class and being unprepared for class. Detentions are assigned at the convenience of the teacher. The teacher will determine the duration of the detention not to exceed one hour per day. If a student does not attend a teacher detention, their name will be turned into the administration for further consequences.

It is the responsibility of the student to serve the detention when assigned. If a student does not make arrangements prior to not serving the detention, additional appropriate consequences will be given.

Lunch Detention
Lunch Detentions will be given at the discretion of the Administration. Students will be required to sit in a designated area. Students will be required to help clean up the lunch area and surrounding school area once they are done eating their lunch.

School Based Detention
Afterschool detentions will be given at the discretion of the Administration. School Based Detentions are forty five minutes in length. Students will be given a minimum of 24 hours notice. Detentions are scheduled weekly. Afterschool detentions will be scheduled for Tuesday, Wednesday, and Thursday’s. Students are required to serve their detention the week it is assigned. If a student does not serve their detention or receive prior approval to reschedule, the afterschool detention will immediately result in a Saturday detention.

Saturday School
Another consequence of the Student Code of Conduct is Saturday School (work detail). Disciplinary infractions warranting a third Saturday School within each academic semester will result in a one-day out-of-school suspension and discipline probation. If a student is late or does not report to an assigned Saturday School, the student may be suspended for one day.

**Exclusion/Student Sent Home**
A student may be separated from the school community for a period of time to be recommended by the Administration. The student may apply for readmission at the end of this time. Certain conditions may have to be met before the student can reapply. The decision to readmit the student rests with the recommendation of the Discipline Review Board. Students who are asked to leave MCC temporarily (exclusion) may not attend any MCC activities or events.

**School Suspensions**
Suspensions may be given at the determination of the Administration. Melbourne Central Catholic High School does not issue in-school suspensions. Community service will be required with every out-of-school suspension to be served during school hours on the day of suspension. These service hours cannot be used toward academic requirements. Students will have the number of days equal to suspension, not to exceed three, to make up work missed during that time. It is the responsibility of the student to obtain any/all work missed during suspension days. The teacher will not be required to give the student credit for made up work while on suspension. Students may not be permitted on campus during out-of-school suspension days. Suspension prohibits students from participating in extracurricular activities and school-related functions. This includes team practices, contests, dances, club meetings and other MCC functions.

*Consequences for students who have repeated infractions of the same offense will increase at the discretion of the Administration. Community service may be added to any disciplinary action if deemed necessary.*

**8.19 Discipline Review Team and Discipline Committee**
If a student consistently violates MCC policy throughout the year, the student may be reviewed by the Administrative Discipline Committee. This committee meets at the end of each school year. The committee will review the discipline records to include student attendance, behavior, and conduct. A recommendation will be made to the Administration. If the committee deems the actions are not conducive to the MCC environment, the student may be placed on social probation, social warning, or asked to withdrawal from MCC.

During the school year, if the student consistently violates MCC policy or if the student commits a major infraction (as determined by the Administration) of MCC policy, the student and parent maybe asked to appear in front of a Discipline Board. In this case, the student may be required to serve an out of school suspension until the committee convenes and consequences are determined. The Discipline Board will make a recommendation to the Principal/President of discipline consequences. Consequences can include but are not limited to suspension, community service, counselling, behavior probation, and/or expulsion.

**Social Probation**
A student may be placed on social probation based on discipline infractions during the school year. Social probation may result from multiple minor infractions throughout the year. The social probation is discussed with the student and the parent(s) or legal guardian(s) that he or she either corrects his or her attitude and behavior or he or she may be dismissed from school.

**Social Warning**
Students placed on social warning are placed on Probation. Behavior will be closely monitored. If there are any discipline infractions, an immediate meeting will be scheduled with the Principal, the student, and parent. If the behavior does not immediately correct, the student may be asked to withdrawal immediately from MCC.

**Dismissal**
The school reserves the right to dismiss at any time a student whose attitude or conduct is judged by the Administration to be harmful to his or her own person or other students and/or who openly defy the values underlying MCC’s philosophy of Catholic education and formation. Thus, a student may be dismissed without having previous censure through suspension or probation.

A student is subject to dismissal for reasons including, but not limited to, habitual or flagrant disrespect of school personnel or another student, chronic lack of serious study, chronic undocumented attendance issues, fighting, stealing, vandalism, possession of a weapon of any type, smoking in the school building or at a school event, repeated misconduct on the bus, trafficking in alcohol or other drugs, possession or selling of stolen goods or problem with legal authorities.

Dismissal is the final disciplinary action taken against a student. This action usually takes place after all other avenues of discipline have been exhausted or if the violation is deemed severe enough to warrant such action. The final decision rests with the President with consideration of recommendations from the administration and/or Discipline Committee.

**Expulsion/Disciplinary Censures**
As a private school, Melbourne Central Catholic extends the privilege of attendance to students who, upon registration, agree to cooperate and to develop the attitudes and values of Catholic education, as outlined in this handbook, and to obey the rules, regulations and expectations common to all students. As a private school, MCC also reserves the right at any time to withhold the privilege of attendance or to dismiss a student for serious violations of these expectations. It is the responsibility and right of MCC to inform the school of transfer why the student is leaving.

**Chapter 9 DRESS POLICIES**

**Dress 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 bodies as vessels of Jesus Christ;
• To instill good grooming habits and neatness in appearance;
• To help establish and maintain a proper academic tone within the school;
• 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 Christian-like; and
• To help school officials recognize intruders.

Only the clothing described in the uniform guidelines and purchased through the school’s official supplier is acceptable. No substitutes are permitted. Uniforms must be clean, neat and in good repair at all times. The faculty and administration have the right to judge the acceptability of a student’s appearance and the right to ask students to leave events outside of the school day when students are not dressed appropriately to the spirit of MCC.

Students who mistakenly have uniform issues and address them with the administration before the start of the school day will be allowed to correct the uniform issue; otherwise they will face appropriate consequences. Students who break the uniform code will receive a detention and those who habitually break the uniform code will receive a Saturday School.

9.1 Daily Uniforms
**Pants/Shorts/Bottoms:** Khaki shorts or pants purchased through uniform supplier only. They must fit properly and be worn at the waist. **Ladies** may also wear capris. All uniform bottoms must be worn properly – no rolling. Shorts CANNOT be altered in anyway.
**Belt:** Solid brown, black, green, white, or conservative in nature belt must be worn. Belt buckles must be a standard size (width of belt loop). Belts must be worn through the loops. Wallet chains are not allowed.
**Shirt:** Students must wear green collared shirt with MCC Crest purchased through our official supplier. The shirt must be tucked so the belt and waistband of the pants are visible.
**T-shirts:** A solid white or green long or short-sleeve t-shirt may be worn under the polo shirt.
**Shoes:** Should be conservative in nature. Shoes must be closed toe and closed heel and be worn as designed. Boots are permitted during winter months with pants only but must be low cut. **BOOTS may NOT be worn with shorts.** Foot problems are addressed if a doctor’s note is filed with the administration. A doctor’s note will NOT be accepted for more than one week unless specified.
**Socks:** Socks with designs can be worn only if they do not extend higher than 3 inches from ankle. Knee socks of any color or design is NOT permitted. Solid (no design) **neutral** colored leggings or tights may be worn in inclement weather. ONLY neutral tights are permitted under shorts.

9.2 Hair: Boys hair must not touch eyes, mid-ears, or collar. Hair must be neat, clean, and well-groomed. Completely or partially shaven style hair-cuts, multi-colored or unnaturally colored hair is not permitted. Sideburns may extend to the bottom of the ear (no mutton-chops). Dreadlocks may not be worn. Boys must be clean-shaven every day or will be required to shave if they are not. Tails or bands to hold the boys' hair back are not permitted. Girl's hair must be her natural color, traditional and unpretentious. Non-natural colored highlights are NOT permitted. Non-natural colored tips are not permitted.
Accessories: Sunglasses, earrings (boys), body piercing (including tongue and nose jewelry), tattoos, coats, hats, caps, bandanas, and kerchiefs are not permitted. All jewelry must be conservative in nature and not detract from the school uniform.

9.3 Mass Day Dress
Boys are expected to wear a neatly pressed, tucked in MCC uniform white oxford shirt, pants, and their MCC uniform tie. All buttons must be fastened and the tie knotted up.
Girls are expected to wear a neatly pressed, tucked in MCC uniform white oxford shirt or pants.

9.4 Outerwear (Club/Athletic wear must receive prior approval by the administration.)
Sweatshirt: School-issued sweatshirts and team sweatshirts are the ONLY sweatshirts that may be worn. Sweatshirts must be worn as designed. SWEATSHIRTS WITH HOODS ARE PERMITTED HOWEVER HOODS MAY NOT BE WORN WHILE ON SCHOOL CAMPUS. If a hood is seen being worn, the sweatshirt will be confiscated.

Jacket- School-issued jackets, team jackets or those approved by the administration are the ONLY jackets that may be worn.

9.5 Spirit Days (Non-school uniform day)
Spirit Days are only permitted on Fridays. On spirit days, students may wear only MCC school shirts, MCC related t-shirts or appropriate clothing that matches the named theme of the day. T-shirts must represent an official MCC sponsored event or extracurricular activity. School uniform bottoms are the ONLY acceptable attire allowed. Shoes must meet all regular dress uniform guidelines. A student who does not meet the guidelines or one who takes a SPIRIT day without permission will not be able to attend class until they are in proper uniform.

9.6 Travel Dress/Attending a MCC sponsored event
All students representing MCC at an off-campus function, sporting event or attending a MCC sponsored event will dress accordingly. For students attending functions as representative of MCC boys must wear school uniform, shirt, tie, dress slacks or approved school travel gear. Girls must wear school uniform, blouse, dress slacks/skirts or approved school travel gear.

The MCC faculty, staff, and administration reserve the right to judge the acceptability of all uniform hair style/color and dress appearance. If an appearance is judged unacceptable the student will not be allowed to attend classes. In cases where the problem cannot be corrected, students will be required to change into MCC clothing the administration provides.

Chapter 10 TRANSPORTATION

↑ PEDESTRIANS HAVE THE RIGHT OF WAY ↑

10.1 Student Parking
Students are permitted to drive cars to school provided the following conditions:

- Parking permits will be issued to students at the beginning of the year. The cost of the permit is $40 and will be prorated per quarter.
To obtain a permit, students must register their cars with the Activity Office. A valid registration, driver’s license and the tag number must accompany the request. The parking permit issued must be visibly displayed at all times. Students are not permitted to park in an area or space other than where they are assigned.

New drivers, injured students, or those who have temporarily misplaced their pass may get a temporary pass from the attendance office.

Students who lost a parking pass must notify the Activity Office or face a $5 fine. Replacement cost of parking pass is $5 and any fine assessed for failing to notify the attendance office.

All cars MUST be parked in a parking space. Cars may not park along any curb on campus. Overflow cars must park in the designated areas. At no time should any student park in areas off school property.

Students may not park in the lot closest to the gym without specific permission from Administration. Parking in areas not permitted will result in a fine or towing at the student’s expense and appropriate discipline measures.

All students must have a valid driver’s license, a certificate of ownership and liability insurance.

The school speed limit of 10 M.P.H. must be observed on all areas of the campus grounds.

All students driving cars or riding as passengers must enter the classroom area as soon as their vehicles are parked. No loitering in the parking lot is permitted. Students are NOT permitted to return to the parking lot during the school day without permission from a school administrator.

The school will not be held responsible for vehicles or their contents while parked on school grounds.

Vehicle radios must not be audible beyond 20 feet of the car while on school grounds, Florida Avenue and Babcock Street.

Students not complying with the above conditions are subject to detention, fine, suspension or revocation of full or partial parking privileges.

10.2 Drop-Off and Pick-up Procedures

If a student needs to check-in after 8:30 or check-out before 2:00 the student should be dropped off or picked up in the Main Office. Any other times, please follow the procedures below.

** Students are not to be dropped off or picked up at the Administration/Main Office lot.
** Students are not to be dropped off or picked up at Sea Pines Rehabilitation Center.

AM-Drop Off Procedures: Students must be dropped off in the convent loop or the back-lot parking area behind the gymnasium. All lanes of the convent loop will be used for entering only. The two left lanes will merge into one lane for the convent loop. Please move up to the front of the line to drop off your student. The far right lane entering the parking lot is for students only who are entering the lot to park. Students should only be dropped off in the convent loop in the morning, not the student parking area.
PM-Pick-Up Procedures: Students should be picked up in the convent loop or the back lot parking area behind the gymnasium. The two right lanes are for the cars exiting the student parking area. The outside lane closest to the baseball fields is for cars turning left, the middle lane is for cars turning right and the far left lane is for cars entering the convent loop for student pick up. Please keep as far right as possible in the loop. Once students are picked up, cars will be driving through the loop on the left side. Once the convent loop is full please proceed to make a second line in the student parking area. Please form a line along the curb of the old football field. Please move forward as room becomes available in both lines. Larger cars may want to use the parking lot line along the curb for easier access. Students may also be picked up behind the gymnasium. Right turns only are permitted out of the gymnasium lot.

Students should only be picked up in the convent loop, the student parking lot, or the loop behind the gymnasium. Students should not be picked up or dropped off in the Main Office loop unless it is during the school day when arriving late or checking out early.

10.3 School Bus
Air-conditioned buses run both morning and afternoon to transport students to and from school. The bus service is provided by SchoolWheels Direct. Additional information about route pick-up/drop-off locations and time can be found at www.melbournecc.org or by directly contact SchoolWheels Direct.

10.4 Student Travel
Because of potential liability claims, students who travel due to a school-related activity must have a signed release form on file with the school before he or she will be permitted to participate in the activity. The Diocesan Travel Waiver Form is the only acceptable form that will satisfy this requirement. A personal note or phone call from the parent is not acceptable. All athletes must abide by the student travel policy as established by the Athletic Department.
1.0 Introduction

Melbourne Central Catholic High School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Melbourne Central Catholic High School network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- Melbourne Central Catholic High School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definition

2.1 Authorized Users:

- **Student**: any child 18 years or younger enrolled in Melbourne Central Catholic High School
- **Faculty/Staff**: any person who is employed by Melbourne Central Catholic High School, whether part-time or full-time, who provide instruction to students

2.2 **School Network**: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

2.3 **Internet**: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Melbourne Central Catholic High School

2.4 **Technologies Covered**: Melbourne Central Catholic High School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, Melbourne Central
Catholic High School may allow students to bring their personal devices which will also be covered by this policy. As new technologies emerge, Melbourne Central Catholic High School will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

3.1 Web Access

Melbourne Central Catholic High School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children’s Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn’t be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.2 Email

Melbourne Central Catholic High School provides students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Email accounts should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

3.3 Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Melbourne Central Catholic High School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.
3.4 Mobile Devices Policy

Melbourne Central Catholic High School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

3.5 Personally-Owned Devices Policy

Melbourne Central Catholic High School may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, and cell phones) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from the Technology staff. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information. In some cases, a separate network may be provided for personally-owned devices.

Students are expected to follow the same code of conduct for use of personally owned devices on Melbourne Central Catholic High School campus or at other functions, whether on or off property, related to the Melbourne Central Catholic High School.

3.6 Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

3.7 Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for education purposes.
3.8 Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it’s out there—and can sometimes be shared and spread in ways you never intended.

3.9 Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you’re at school; parent if you’re using the device at home) immediately.

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Examples of Acceptable Use

I will:

✔️ Use school technologies for school-related activities.
Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

7.0 Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Internet Safety Plan

- Melbourne Central Catholic High School implements an effective internet filtering and reporting solution, that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA.
- The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors.
- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats.
✓ School network is secure from unauthorized access, including “hacking” and other unlawful activities by minors online
✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
✓ Technology Acceptable Use Policy and Internet Safety Plan will be published in the parent/student handbook and Melbourne Central Catholic High School will hold an informational meeting to address the policy.

9.0 Limitation of Liability

✓ Melbourne Central Catholic High School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
✓ While Melbourne Central Catholic High School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
✓ Melbourne Central Catholic High School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

10.0 Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of Melbourne Central Catholic High School according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

11.0 References

✓ Children’s Online Privacy Protection Act - http://www.ftc.gov/ogc/coppa1.htm
Melbourne Central Catholic High School
Student Parent Handbook Contract

I, ______________________ (print student’s name), have read and understand the values and rules as described in the Melbourne Central Catholic High School Student Handbook.

I have read the Orlando Diocese/Melbourne Central Catholic High School Responsible Use Policy and agree to abide by it. My student will be responsible for abiding by Acceptable Use Policy and Guidelines. I understand the responsibility of the use of technology and of their personal device. I understand the Chromebook is a rented device that is assigned to each student and I am responsible for lost, stolen, or damaged Chromebooks.

Failure to follow the rules will lead to the disciplinary action and possible withdrawal from Melbourne Central Catholic High School. This contract must be signed by student and parent(s) no later than August 19, 2015.

_______________________________________________Student Signature

__________________________________________Date

_______________________________________________Parent Signature

_______________________________________________Parent Signature

__________________________________________Date