

SCECINA MEMORIAL HIGH SCHOOL

5000 Nowland Avenue
Indianapolis, Indiana 46201
www.scecina.org

SCECINA MEMORIAL HIGH SCHOOL MISSION STATEMENT

Scecina Memorial High School, established by the Archbishop of Indianapolis, is a coeducational Catholic college and life preparatory school that motivates our diverse and gifted community of students to attain educational excellence, be lifelong learners, and live as servant leaders in the inspiring footsteps of Father Thomas Scecina.

VISION

Welcoming all who desire our Catholic education, we are the school of choice for students and families seeking unique moments to learn, grow, and go forth to transform the world inspired by the light of Christ.

OUR CORE VALUES

Inspired by our Lord Jesus Christ and his servants Father Thomas Scecina and the Sisters of Saint Francis, we embrace:

- **Vocation:** Honoring and living according to the unique gifts that God has given us in keeping with the teachings and values of the Catholic faith.
- **Servant Leaders:** Following Jesus' example of meeting people's needs and helping them fulfill their highest destinies.
- **Stewardship:** Receiving, cultivating, and sharing God's gifts gratefully and generously.
- **Excellence:** Living the Gospel and attaining the best possible results in all that we do.

ADMINISTRATION

President..... Mr. Joseph Therber
Interim Principal.....Mr. David Dellacca
Dean of Students..... Mr. Mark Paras
Athletic DirectorMr. Jason Kehrer
Director of School Counseling Mr. Josh Orndorff
Assistant Principal..... Mr. Jesse Purvis
Vice President for Finance.....Mrs. Cindy Hemmelgarn

PHONE NUMBERS

School Office 356-6377
Registrar..... 356-6377 ext.1119
Office of the Principal..... 356-6377 ext.1116
Office of the Dean of Students.....356-6377 ext.1120

Office of the President.....	356-6377	ext.1301
Office of the Director of Admissions	356-6377	ext.1311
Office of the Vice President for Finance.....	356-6377	ext.1310

*Faculty and staff email addresses are available at www.scecina.org

SCECINA MEMORIAL HIGH SCHOOL

Father Thomas Scecina Memorial High School was named after the only Indianapolis archdiocesan priest to be killed in World War II. Born in Vicksburg, Indiana, on September 16, 1910, Fr. Tom was raised by Austrian-Hungarian immigrants in Linton. He attended St. Peter’s Elementary School in the parish where he was baptized. He went to St. Meinrad Seminary, graduated in 1935 and was ordained on June 11. He celebrated his first Mass at St. Peter’s on June 16, and then was assigned in August to Holy Trinity parish in Indianapolis.

In 1938 Fr. Tom began a stay at St. John’s in Indianapolis, where he also taught at the girls’ academy. He enlisted in the Chaplain’s Reserve Corps on October 5, 1939, and was stationed with the 57th Infantry Division at Fort McKinley on Luzon in the Philippine Islands. Fr. Tom served both the men of his unit and the Filipinos in sacramental duties until the fall of the Islands in 1942. He was taken prisoner in April, and on April 9 began his participation in the infamous Bataan Death March. He was a POW of the Japanese government at two camps: O’Donnell and Cabanatuan. Then he volunteered to work a burial and cemetery detail while also ministering to all the prisoners’ spiritual needs.

In fall 1944, the Japanese prepared to transfer all POW’s to the Philippines mainland to work as slave labor, a practice against the Geneva Convention. Fr. Tom boarded one of the first ships to move, the *Arisan Maru*, and endured two weeks of torture before an American submarine unknowingly torpedoed the ship. In the final hours, Fr. Tom heard confessions, gave absolution, and comforted his men, as he became one of 1,792 men to die in the worst maritime disaster in United States History.

For his heroism, Fr. Tom posthumously received the Purple Heart, the Silver Star, and the Bronze Star. In addition to these many other honors, Father Thomas Scecina Memorial High School opened in his memory in 1953.

HISTORY OF SCECINA MEMORIAL HIGH SCHOOL

In 1952, there was sufficient need and desire for a Catholic co-educational high school on the Eastside of Indianapolis. A plot of land at 5000 Nowland was purchased in conjunction with a successful 1 million dollar fund drive, and on August 21, 1952, ground was broken, with the cornerstone being laid on December 21, 1952. On September 21, 1953, regular classes began for 128 freshman girls and 127 freshman boys under Fr. Harry Hoover, who as founding principal had overseen the construction of the school.

The dedication of the school to Father Thomas Scecina, the only archdiocesan priest to give his life for his country in World War II, took place on October 18, 1953. The first graduating class of 219 students graduated in June 1957, and within a decade, Scecina grew to a school of 1400 students.

After Father Hoover retired in 1969, Father Joseph McGinley succeeded him. Mr. William Kuntz was assigned the post in 1972, and Sister Hortense Fougerousse was principal for the 1973-74 school year. Mr. Raymond Riley was appointed principal in 1974 and held the position until June of 1986, when Mr. Larry Neidlinger took the reins. Mr. Neidlinger retired in 1995, a few months short of his death, and Mr. Stephen Papesh became principal from 1995-2000. Mr. Rick J. Ruhl joined the Scecina family as principal during the 2000-2001 school year. In July of 2005 Mr. Tom Davis became principal. Mr. John Hegarty served as principal from July of 2011 until July of 2017. During the 1999-2000 school year, Mr. Keith Marsh was hired as Scecina’s first President. Dr. Kevin Caspersen, became President in July 2004. Mrs. Maribeth Ransel became Interim President in 2007, and Mr. Joseph Therber is the current President.

In August 2003, Scecina Memorial High School proudly opened its doors for its 50th anniversary year. Scecina is the first archdiocesan high school in Indianapolis to reach this historic milestone. In October 2003, many of the Franciscan Sisters who first staffed the school, along with other former teachers, administrators, and alumni were invited to a very special all-school Mass. Nearly 80 of Father Thomas Scecina’s surviving relatives attended that Mass and held a family reunion on the Scecina campus. Throughout its first 50 years, Scecina has continued its tradition “to give that little extra”. With great gratitude and reverence for its past, Scecina looks forward to another 50 years of changing lives in its crucial ministry of educating spirit, mind, and body.

CATHOLIC THEOLOGY STUDIES PROGRAM

Scecina exists because of our faith in Jesus Christ and His Church. Teachers at Scecina Memorial High School know they share in the ministry of Jesus Christ; His ideals and teachings underlie whatever subject matter they may teach. The school strives to reflect its namesake, Father Thomas Scecina, and seeks to produce graduates who will be fine Christians and dedicated citizens. Catholic Theology classes help to examine the specifics of religious belief. Teachers present material under the guidelines and qualifications required by the Office of Catholic Education of the Archdiocese of Indianapolis and the framework given by USCCB. Catholic Theology is a required course for all students attending Scecina. All students **must** pass Catholic Theology each semester they are enrolled. Since online, night and summer classes are not offered for these courses, additional service hours must be completed in the event of a failed class.

CAMPUS MINISTRY PROGRAMS

WEEKLY LITURGICAL MINISTRY

In keeping with the traditions of our Catholic faith, Seecina offers weekly all school Mass for its students, faculty, staff and larger community. Students have the opportunity to assist with preparation of these Masses through a variety of liturgical ministries. The Director of Campus Ministry will provide a more detailed description of each ministry as well as sign-ups for each at the beginning of the school year.

CHRISTIAN AWAKENING RETREAT

The vast majority of seniors take advantage of the senior “Christian Awakening Retreat”, a three-day opportunity to examine moral strengths, relationships with God and others, and future goals.

All seniors are encouraged to attend one of the Senior Retreat opportunities, and a request not to participate must be approved. Parents/Guardian should contact the Director of Campus Ministry in order to make this request. If a senior chooses NOT to attend retreat, THE RETREAT FEE ASSESSED BY THE BUSINESS OFFICE AT THE START OF THE SCHOOL YEAR IS NON-REFUNDABLE.

UNDERCLASSMEN RETREAT

The entire school participates in a retreat day every spring. The senior class, after having their own retreat experience, assists in leading the underclass on their retreats.

The Freshman Retreat is focused on the life of Father Tom and what we can learn about our own calling to service from his incredible life story.

The Sophomore Retreat is focused on being united as a class and how each person has a gift to offer the Seecina community.

The Junior Retreats are a Sunday to Monday overnight Retreat. The Junior Girls go to Flat Rock YMCA Camp and the Junior Boys go to CYO Rancho Framasa. Both retreats are focused on the challenges of being who we are and who God is calling us to be.

All students are expected to be present for retreat days that fall within the school week.

CHRISTIAN SERVICE PROGRAM

Fr. Thomas Seecina was a man dedicated to service—first as a parish priest and then as a United States Army military chaplain. By following the example of Jesus, Fr. Tom spent his entire life serving others, even until his untimely death at sea as a Prisoner of War during World War II. We ask students to follow in his footsteps by completing service during each of their four years at Seecina Memorial High School.

The Director of Campus Ministry will provide students and parents with the expectations and procedures for completing service during the begging of the school year.

ACADEMIC POLICY

GRADE POINT AVERAGE

The Grade Point Average (GPA) for each semester is determined by dividing honor points earned for all classes taken by the total number of credits attempted.

This is a school-wide grading scale approved by the Board of Directors.

GRADING SCALE

93-100.....	A
85-92	B
77-84.....	C
70-76.....	D
0-69.....	F

If at any time a student’s grade in any course becomes an F by the Friday of a two week period, that student will be notified that they are at risk of losing the privilege to participate in extracurricular activity. After this period of time students who fail to raise their grade are ineligible to participate in any extra-curricular activity until they have raised their grade to an acceptable standard.

Parents will be notified that their student’s grade is currently at an F and of their student’s eligibility for participation.

CUMULATIVE GRADE POINT AVERAGE

The Cumulative Grade Point Average is determined by dividing the total number of honor points awarded for each final grade of a semester and earned during regular semesters by the number of credits attempted. Summer school and/or night school credits, as well as college credits, are recorded on the permanent record and are used to determine the grade point average. High school

courses taken at the middle school level at an accredited school are recognized as high school credits; however, the final grade awarded for the course will appear on the student's permanent transcript and will be considered in the determination of credits required by the state of Indiana for graduation.

CLASS RANK

The Cumulative Grade Point Average determines a student's class rank.

HONOR SCALES

The High Honor Roll (Honor Roll 1 as distinguished on report cards and on the permanent record) is determined each quarter and/or semester by including all students with a 3.5 GPA for that grading period. Students with a 'C' or lower in any class cannot be on the High Honor Roll. The Honor Roll (Honor Roll 2) is determined by including all students with a 3.0 GPA for that grading period. Students with a 'D' or 'F' in any class cannot be on the Honor Roll.

<i>STANDARD SCALE</i>		<i>WEIGHTED SCALE</i>	
Grade	Honor Point	Grade	Honor Points
A.....	4	A	4.5
B.....	3	B.....	3.5
C.....	2	C.....	2.5
D.....	1	D	1.5
F	0	F	0

Some classes offered at Seccina Memorial High School are weighted, require additional work, and serve to challenge students to extend themselves. Each earns an additional half honor point.

INDIANA CORE 40

In February 1994, the State Board of Education and the Commission for Higher Education adopted a plan called CORE 40, which affects those students who entered the 9th grade in 1994. The program is intended to improve Indiana high school students' preparation for college. State colleges now have additional entrance requirements, and students who expect to attend these state schools must have completed the required academic courses by the time they graduate from high school. For more information, see the section under Curriculum Guidelines or refer to the Seccina Memorial High School course catalog.

SCHEDULE CHANGE

All classes are subject to availability. The student will be notified if the course requested is not available. Course changes will be made only for the following reasons: (1) academic misplacement as determined by classroom teacher, division chair, and administration, (2) medical hardship, (3) to maintain enough credits in required classes, (4) correction of school-based errors (clerical or administrative), (5) fulfillment of graduation requirements. **Schedule changes for the above reasons may only be requested during the first week of each semester.**

PROGRESS REPORTS

At the mid-point of each grading period, a progress report will be emailed to parents of all students.

STUDENT WITHDRAWALS

Students who withdraw from Seccina Memorial High School, for whatever reason, must have a withdrawal form completed by a parent or guardian and signed by an administrator. These forms can be obtained from the Admission's Office. Parents/guardians will receive, at the time of withdrawal, a copy of the withdrawal form and a copy of the student's current schedule. Official records will be sent to the student's new school upon request of the registrar or guidance department. Official records and transcripts will not be released if the family has an outstanding balance on tuition or fees.

ACADEMIC PLAN FOR SUCCESS

All Seccina Memorial High School students are expected to maintain continued academic success. If a student has a grade point average below 1.5 in core classes, in any semester, he or she will be placed on academic probation and the following will occur:

- An Academic Plan for Success contract, from the MTSS Committee will be sent to the parents notifying them that their student will be placed on academic probation.
- The following conditions will accompany the academic contract:
 1. The student must adhere to the expectations defined in the contract.
 2. The student may not exceed three (3) absences during each nine-week grading period unless excused by a doctor's note.
 3. The student must exhibit appropriate behavioral skills within the classroom, hallways, and at all school functions.
 4. **Failure to comply with the academic plan will result in the consequences that are defined in the academic contract and explained in the academic conference.**
- Our Academic Advising Committee will meet to review and assess the student's progress at the end of the semester.
- The Academic Advising Committee's recommendations may be:

- A. A return to regular academic status.
 - B. Continued academic probation for another semester.
 - C. Or, the withdrawal of the student from the school.
- The Academic Advising Committee shall inform parents of the decision with regard to (A) and (B) and consult with the Principal who will make the decision to withdraw the student from school.

COURSE POLICY

- * No senior may receive a diploma from Seccina Memorial High School nor will he/she be allowed to participate in commencement exercises if he/she is three or more credits short of the requirements of Seccina and the State of Indiana at the time of graduation. Seniors who are one or two credits short may make these up in the summer session of the graduating year. They will be allowed to participate in commencement exercises; however, they will receive a blank diploma at the time of graduation, and the diploma will be held until proof of completion and final passing grade is returned to the Guidance Office.
- * Failure of a subject required for graduation will need to be made up in summer school. The student must seek permission from a member of Guidance prior to registration at summer or night school.
- * Students who transfer into Seccina Memorial High School and who have failed courses in their previously attended schools may be enrolled in comparable courses at Seccina to make-up these classes depending on course availability.
- * All required courses must be attempted at Seccina Memorial High School. Courses, which need to be made up, and/or electives may be accepted from other schools with permission of the Principal or the Guidance Director.
- * All students are required to pass a minimum of 2 years of a single world language in order to graduate from Seccina Memorial High School. Students in the Learning Differences Program not meeting this requirement may be eligible for a waiver based on the decision of the student’s case conference committee.

LEARNING DIFFERENCES PROGRAM

This program is for students with special needs. To participate in the program, the public school district must first assess the student’s need for special services. The assessment results indicating the need for special services must be current in order to qualify for accommodations at Seccina Memorial High School. If, based on the assessment results, a student qualifies for special services; he/she is placed in the Learning Differences Program. The instructor of the learning differences program also assists the student’s regular teachers by functioning as a resource teacher to help accommodate his/her learning needs.

ARCHDIOCESAN POLICY ON EARLY GRADUATION

- * High school seniors shall graduate from the Catholic Inter-Parochial High Schools of the Archdiocese of Indianapolis after they have earned the credits required by the State of Indiana and the given high school and after they have completed eight semesters of attendance at said high school.
- * Pupils who transfer into an inter-parochial high school within the Archdiocese of Indianapolis will be expected to earn credits required by that high school from the moment they enter. Requirements are not retroactive, except as mandated by state law; Indiana State Law requires so many credits of health and physical education, whereas some other states do not.
- * Should a senior decide to leave a given high school at the seventh semester to make up the last few credits at an evening school, the inter-parochial high school from which the student has withdrawn shall not issue a diploma to that person. Such withdrawal is to be considered a transfer.

COLLEGE ADMISSIONS

Current Students: Current students submitting college applications must register with Indiana e-transcript service (www.parchment.com). The student must create a free account to have his/her transcript sent electronically to colleges nationwide. Students will need to request a transcript through e-transcript when applying and again upon graduation.

Former Students: Please contact Registrar’s Office to obtain a copy of your transcript.

**SCECINA MEMORIAL HIGH SCHOOL
GRADUATION REQUIREMENTS
CORE 40 AND ACADEMIC HONORS DIPLOMA**

English Language Arts 8 Credits	Credits must include literature, composition, and speech. <i>Students must pass the English 10 End of Course Assessment.</i>
Mathematics	2 credits: Algebra I <i>Students must pass the Algebra I End of Course Assessment.</i>

8 Credits	2 credits: Geometry 2 credits: Algebra II 2 credits: All students must take a mathematics or quantitative reasoning course each year.
Science 6 Credits	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry/Physics 2 credits: any Core 40 science course
Social Studies 6 Credits	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History
Physical Education 2 Credits	
Health/Wellness 1 Credit	
Electives 11 Credits	World Languages*, Fine Arts
Catholic Theology 8 Credits	All students must take a Catholic Theology class each year.
50 Total Credits	

*Secena students must complete 4 credits in a single world language.

Core 40 with Academic Honors - Total 55 Credits

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete one of the following:
 - Two Advanced Placement courses (4 credits) and corresponding AP exams
 - Academic, transferable dual high school/college courses resulting in 6 college credits
 - One Advanced Placement course and corresponding AP exam **and** academic transferable dual high school/college course(s) resulting in 3 college credits
 - Score 1200 or higher combined SAT math and critical reading
 - Score 26 composite ACT

AWARDS

ACADEMIC AWARDS

At the Awards Assembly or through other means each year, students who have excelled in any academic area are presented plaques or certificates of achievement.

President’s Academic Excellence Top 10 of each class

Scholar Athlete Program

High Honor Roll

Honor Roll

National Honor Society

Valedictorian & Salutatorian status is based on a cumulative G.P.A. achieved after the first semester of the senior year. To qualify, one must:

1. Have been a Seccina student for at least 4 semesters.
2. Be representative of a good Seccina student.

ACADEMIC COMPETITION AWARDS

Students who participate in academic competitions may earn a letter each year.

ATHLETIC AWARDS

At Seccina Memorial High School all students through participation in various sports may earn awards. The athletic director and the coaches will determine the qualifications for athletic awards. Awards, including numerals and level letters, are presented to qualifying freshmen, junior varsity, and varsity athletes.

The following awards are available to seniors only and the coaching staff determines the recipients:

Male and Female Athlete with highest grade point average: to the senior girl/boy athlete with the highest cumulative grade point average after seven semesters of high school. Candidate must have earned at least one varsity letter as a senior and must have been enrolled at Seccina from the first day of school in his/her senior year.

Mental Attitude Award- Male and Female: to the senior girl/boy athlete who has demonstrated outstanding character, athletic and classroom leadership, and concern for others and the school. Candidate must have earned at least one varsity letter as a senior and must have been enrolled at Seccina from the first day of school in her/his senior year.

Carole J. Hamilton Outstanding Teammate Award: to the senior girl athlete who exemplifies courage and bravery in holding uppermost in her mind the respect and feelings of her fellow teammates and opponents and who displays outstanding character, leadership, and devotion to others. Candidate must have earned at least one varsity letter as a senior and must have been enrolled at Seccina from the first day of school in her senior year.

Michael McGarvey Award for Courage and Character: to the senior boy athlete who most nearly exemplifies the courage and bravery of that gentleman, who holds uppermost in his mind the respect and feelings of his fellow teammates and opponents, and who displays outstanding character, leadership, and devotion to others. Candidate must have earned at least one varsity letter as a senior and must have been enrolled at Seccina from the first day of school in his senior year.

The Ken Leffler Outstanding Male Athlete Award: to the senior boy athlete who has contributed the most to the SMHS athletic accomplishments, scholastic achievement, and leadership. Candidate must have earned at least one varsity letter as a senior and must have been enrolled at SMHS from the first day of school in his senior year.

Sr. Lavonne Long Outstanding Senior Female Athlete Award: to the senior girl athlete who has contributed the most to the SMHS athletic accomplishments, scholastic achievement, and leadership. Candidate must have earned at least one varsity letter as a senior and must have been enrolled at SMHS from the first day of school in her senior year.

Indiana Crossroads Conference Medal of Honor Award: to the senior male and female athlete who excelled in athletics, academics, and service to our school and school's athletic program.

MUSIC AWARDS

The Music Department of Seccina Memorial High School presents awards to band and choir students based on musical character, development, and dedication to the Seccina Music Program.

All students can earn letters in all music organizations. After one year of participation, a student receives a pin and numerals. After two years of participation, a student receives a letter and after each additional year a student will receive additional items for his/her jacket.

Departmental awards are given to underclassmen for excellence in music. Special awards are presented to seniors in the following areas:

Band: John Philip Sousa Award to the Outstanding Senior Band Member

Choir: Treble Award to the Outstanding Senior Choir Member

SENIOR AWARDS

A special Senior Awards Assembly is held annually before graduation. Seniors may receive the following forms of special recognition:

John Henninger Christian Service Award

Academic Department Awards

Club and Activity Awards

Announcement of Athletic Awards

Announcement of Scholarships

Outstanding Boy and Girl Finalists

Also, underclassmen may receive special awards this day as well, including the **Leffler Scholarship**, the **Sister Hortense Scholarship**, and the **Joe Ajamie Memorial Scholarship**.

SOCIAL SERVICES

Seccina has a Social Worker on campus three days a week. Social Services are provided through Catholic Charities. Your child may be referred to see the Social Worker by Administration or Faculty. In that event, you will only be notified if your child's safety is at risk. If you don't want your child seen, please notify the school. If you would like to refer your child to the Social Worker, please call Guidance Department.

STUDENT LIFE AND ATHLETICS

SMHS students are encouraged to participate in any extracurricular activity that may interest them. The following activities and organizations are available.

ATHLETICS

These sports, governed by the rules and regulations of the Indiana High School Athletic Association, are available at Seccina: baseball, basketball, cross country, football, golf, gymnastics, lacrosse soccer, softball, swimming, tennis, track, volleyball, and wrestling. No student may participate in summer conditioning if they have not completely registered at Seccina Memorial High School.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization founded in 1921 in order to foster scholarship, leadership, character, and service among secondary school students. Membership is limited to juniors and seniors who meet certain criteria in these four areas. Students who are academically eligible for membership will be notified by letter at the beginning of the school year and will be asked to submit information concerning their service and leadership activities. Only those who submit the required information will be considered. Teachers will be asked to recommend students with respect to character. Students who meet all of the criteria described below will be considered for membership to be determined by a committee of teachers.

1. **Scholarship** - The student must have a 3.5 cumulative grade point average.
2. **Service** - The student must be able to describe and verify 30 hours of volunteer service to the school, the church, or the community.
3. **Leadership** - The student must be able to describe and verify two activities or situations in which he or she took a leadership role.
4. **Character** - The student must be recommended on the basis of character from the teachers who have taught him or her in class or been involved in extracurricular activities within the past year.

Once the student has been elected to the National Honor Society, he or she will remain a member unless dismissed for failure to meet the criteria above, failure to participate in National Honor Society activities, *or academic malpractice*. Students may be invited to submit required information in any or all of their last three years of high school.

PUBLICATIONS

Seccinarama is the school's yearbook.

STUDENT COUNCIL

Representative student governing body:

1. Offers practical experience in good citizenship
2. Proposes to promote harmonious relationships throughout the school
3. Legislates for extracurricular activities
4. Promotes the general welfare and school morale by sponsoring various activities and projects
5. Engages in monthly meeting with the Principal

CLASS OFFICERS

Class officers for freshmen, sophomores, juniors and seniors are elected annually to help the students achieve their class goals.

1. Offer practical experience in good citizenship.
2. Propose to promote harmonious relationships throughout the school.
3. Provide a "sounding board" for student opinion.
4. Work with school administration, faculty advisors on student government.
5. Legislate for extracurricular activities.
6. Promote the general welfare and school morale by sponsoring various activities and projects.

SPECIAL CLUBS AND ACTIVITIES

Clubs and activities which are organized at Seccina are available to all students who demonstrate the interest and ability required for active participation.

STUDENT RECORDS

All student records are kept confidential and accessible only to authorized school personnel for legitimate educational purposes. Student records consist of educational files and grade transcripts. Seccina Memorial High School maintains an educational file on each student enrolled. Each file contains records forwarded by the student's former school, registration forms, immunization records, current transcript, and any other personal information which the school might acquire regarding the student during his/her attendance at Seccina. **Proof of immunizations required by state law must be on file in order for the student to remain in school.** The educational records of students who withdraw from Seccina prior to their graduation date are saved for the remainder of the academic year; however, the transcript is retained permanently. All educational files of graduates are destroyed one year after the graduation date.

Transcripts are records of a student's final semester grades and standardized test scores for the period of time that he/she is enrolled at Seccina. A student's total credits earned, class rank, graduation date, diploma type, and grade point average (G.P.A.) are also recorded on the transcript. Transcripts are permanent records; they are never destroyed.

When a student **transfers** from Seccina to another high school, a copy of his/her transcript and proof of required immunizations by the Indiana State Department of Health are necessary for enrollment. In order for a student to graduate, an official copy of the transcript must be on file at the new school. An official copy is one on which our school seal has been imprinted, and a school official's signature appears. **Upon written request** from the proper school authority, the official copy may be mailed or hand-carried in a sealed envelope if the following criteria are met:

1. Parent/guardian has officially withdrawn the student from Seccina.
2. Tuition account or any outstanding financial balances are current.

THE GERALD MATHENY COMMUNITY LIBRARY

The Gerald Matheny Community Library Media Center is a peaceful and inviting space to study, research, read, reflect and teach.

SERVICES PROVIDED

- Provide both traditional print and eBooks
- Assist teachers and students as needed
- Assist students to sharpen research skills
- Assist students and teachers in the use of our digital catalog, computer and online databases
- Provide students and teachers space and assistance with projects

DATABASES

The Gerald Matheny Community Library has access to the Titlewave databases and the databases funded through the Indianapolis Foundation. To access them go to the Seccina home page, academics, technology/library. If you are asked for a user name and/or password use **inspire123** as often as needed.

Technology Use

Ethical and Responsible Use of Technology Policy Summary

Our decisions in the implementation of technology are founded in our Faith and our mission to ready students for the world.

Through the ethical use of technology resources, students receive instruction on the proper use of digital information and services. Faculty and staff receive benefits by providing that instruction, ultimately enhancing their effectiveness as Catholic school educators and role models.

The Ethical and Responsible Use of Technology Policy (ERUTP) for Seccina Memorial High School is written with input from the Office of Catholic Schools in the Archdiocese of Indianapolis, Seccina's Board of Directors, students, staff and members of the Seccina Technology Committee. The policy is a part of the registration process for Seccina Memorial. The complete policy can be found on the school's website at <http://www.seccina.org/technology>.

The ERUTP contains a student pledge providing expectations, rules, and procedures for students to follow while using technology and related services designed for the Seccina Memorial High School community. In accordance with the student handbook, the expectations, rules, and procedures apply to students while they are on or off campus and while they are utilizing school or non-school owned technology. The scope of expectations include matters pertaining to privacy, warranties, theft, vandalism and consequences for misuse of technology resources. The ERUTP includes a copy of the agreement forms that students and parents/guardians review and sign during the registration process.

Students and staff are to honor the following expectations while using any technology resource (hardware, software and services) provided by or licensed for Seccina:

- Use digital devices, networks, services, software, or other resources for educational purposes and activities.
- Keep own personal information, and that of others (including phone numbers, email addresses, home addresses, passwords and

other similar type of personal data), private.

- At all times, show respect for oneself, peers, fellow community members, the school, the Archdiocese, the Church, and the values of the Catholic faith.
- Always provide credit to others for their creative ideas and works.
- Report to appropriate school staff the inappropriate use, theft or vandalism of any technology equipment or resources immediately.
- Consequences, in accordance with the student handbook, will apply whether on campus or off campus and whether utilizing school-owned/issued or personal devices, including engagement in any activity that would be considered inappropriate, threatening, derogatory, or defaming.

In total, the ERUTP highlights Seccina's commitment to the ethical and responsible use of technology as we educate and nurture our students and staff to live as servant-leaders in the inspiring footsteps of Father Thomas Seccina.

School-owned Student Laptop Use, Care, Requirements, and Restrictions

The information below provides guidance in the use and care of school-owned student 1:1 computers for the 2018-2019 school year. Additional information and communications are coming to students in the early part of the school year. Consequences, in accordance with disciplinary actions outlined in the student handbook, are applicable for failing to meet these expectations or requirements. Please contact the school with any questions.

- Before receipt of Seccina network credentials and student laptop:
 - Student must be fully enrolled at Seccina Memorial High School
 - Student must pay the annual technology fee in full
 - Student must attend a summer student computer orientation program in late July or in early August
 - Signed 2018-19 version of the Ethical and Responsible Use of Technology Policy is completed through the school registration process
- When not in use, student computer, bag, charger and active pen must be in locked school hallway locker. This includes during lunch period.
- Student is required to have charged (at 80% or higher) laptop, charger and active pen at school every school day, stored in provided bag
- Laptop, charger and pen must remain in bag when not in use
- Laptop intended for Seccina student use only
- Laptop is never to be left unattended
- Laptop is never to be left in vehicle or with anyone other than a designated school representative
- Fees will be assessed to students for laptops, bags, chargers or active pens that are lost or stolen
- Student must report a lost or stolen laptop, bag, charger, or active pen immediately to the Technology Office

STUDENT EXPECTATIONS

GENERAL INFORMATION

1. The school building will open at 6:30am daily. Unless involved in an after-school activity that is being monitored by a Seccina staff member, students must leave the building and the school premises by **3:45pm**.
2. Parents are to notify the school by phone between **7:00am and 9:00pm** each day the student is absent. Calls from students will not be accepted. If no call is received the student will be considered absent unexcused and the student will not be allowed to make up missed work/tests.
3. If a student needs to leave during the day for an appointment- Please call 317-356-6377 to notify office of scheduled appointment. The office will give student a pass with dismissal time.

Student driving them self- no student will be allowed to leave campus until office has spoken with parent granting permission for student to do so.

Student being picked up by parent- parent must sign student out at the main office.

An official note, from service provider, must be turned into the office upon the student's return to school.

4. Emergency medical information and current immunization records must be on file in the student's records.
5. Students are encouraged to join the various school clubs. The administration and the moderators must approve all officers. The Development Office must approve all fund raising activities. No funds may be used without the permission of the moderator.
6. Each student will be assigned a locker in which to keep school material and coats. The lockers must be kept clean at all times. Students are not allowed to share lockers nor should they give their combination to anyone. Students are not allowed to alter the lock to override using the combination. Lunches must be stored in original packages or proper container. **No food may be stored overnight. No open beverage containers of any kind can be stored in lockers unless approved by the Administration.** The Administration has the right to open and inspect any locker in the school, at any time and for any reason. The school does not guarantee the safety of items kept in lockers.
7. Lost and Found items are temporarily stored in the west corridor of the cafeteria. Items not claimed within a reasonable amount of time will be discarded or donated.
8. Office telephones are for business only. Permission may be given to use the phone in an emergency. Messages will not be delivered to students except in emergency situations. There is a three (3) minute time limit on all calls.
9. Destruction of school property i.e., defacing desks, lockers, vandalism, or tampering with computers will not be tolerated in any form. Students will make restitution for any destruction and may face suspension or expulsion depending on the severity of the action.
10. Students are not permitted to leave the building and/or campus at any-time of the day unless authorized by the office.
11. **No candy, gum, drinks, or any sort of food is permitted in the halls or classrooms.**

PARKING

1. Students' cars are to be parked on the East side of the school only. No one is allowed to park on Bancroft, Riley, or Nowland (in front of St. Francis Hall). No student parking on the West or North sides of St. Francis Hall, or the spaces next to the East side of the gym. These spaces are for visitors and staff. Cars are to be parked between the lines.
2. Students must secure a parking permit in the first two weeks of school. Cost of the permit is \$10.00. Juniors and seniors will have first consideration for parking permits. If at this point there are any available parking spots, sophomores will be placed in a lottery system to determine who will receive the remaining parking places. Cars parked on Seccina property, which do not have a visible SMHS parking permit, will be fined \$20.00. No cars are to be parked on Nowland Avenue by St. Francis Hall or on nearby streets posted no parking.
3. Safety must be the first concern of anyone operating a motor vehicle on school property. Speed limit in the lot is 10 MPH. Drivers driving in an unsafe manner in the lot or entering or leaving the premises may be fined or have their driving privileges revoked.
4. Students must have permission from an administrator to leave the building to procure items from their cars.
5. The volume of car radios and stereos must be kept at a minimum until vehicles are at least two blocks from school.
6. Students are to enter the school parking lot on the East side of the building and exit on the West side of the building.
7. Seccina Memorial High School is not liable for items stolen from vehicles while parked on school property. It is the student's responsibility to have their cars locked and items placed securely in their trunks.
8. The Administration, at their discretion, has the right to inspect/search student vehicles.

CAFETERIA

1. Breakfast and lunch are served daily in the cafeteria, students may also bring their lunches. Students are not permitted to leave the school for lunch. **Commercially prepared foods and carbonated beverages are not allowed.** No food or drinks are permitted outside the cafeteria.
2. Students must follow all rules in the cafeteria and follow directions from person(s) in charge. Proper behavior and etiquette are expected of every student. Students should leave their areas clean of trash and prepare tables for the next lunch period.
3. An automated cafeteria program is used to purchase meals and other items from the cafeteria. Funds may be deposited on a student's cafeteria account at any time.

Charging- As a courtesy to our families, Seccina has established a \$20.00 limit to negative charging. Please setup email notification within Mealtime for prompts when your student's account is running low to avoid a negative balance. All transcripts, report cards and official records may be held until balances are paid.

ATTENDANCE POLICY

Seccina Memorial High School considers the development of good attendance habits and punctuality as a vital and desirable undertaking. It is difficult for students to learn if they are not in class. The teaching-learning process builds upon itself. Research shows that educational achievement is directly related to attendance. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised activities. Furthermore, every student contributes to every other student's learning; therefore, a student who is absent adversely affects a student who is present. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students

be in attendance each school day in order not to miss a significant portion of their education.

SMHS is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit SMHS wants to help her students develop as early as possible in their school careers.

The responsibility for the student's regular and punctual attendance to school and to class rests with the student and his/her parents or guardian. Only with parental support of this policy can students hope to develop responsible attendance patterns.

A student has one calendar day for each calendar day missed to make up work. It is the responsibility of the student to find out what work was missed. Although teachers may notify students of missed work, it is the obligation of the student to ask.

School policy does not provide for any extension of Fall Break, Spring Break, or Christmas Break. The day(s) immediately preceding and following breaks will count towards the student's total. The student may be in jeopardy of losing credit for class/classes if attendance totals are exceeded.

For uniformity and consistency, the following attendance policy has been established.

ABSENCE PROGRESSION (PER SEMESTER)

On the student's 5th and 6th unexcused absence from each class, notice from the Dean of Students will be sent home.

On the student's 7th unexcused absence from each class, the student will be placed on an attendance probationary contract for the remainder of the semester and the parent/guardian will be notified by the Dean of Students.

On the student's 9th unexcused absence from each class, the student will not receive credit for the class and may lose his/her work permit.

EXCUSED ABSENCES

(These DO NOT count toward the above totals)

- Illness of the student
- Serious illness of an immediate family member
- Funeral for a person outside the immediate family with parental permission
- Medical or legal appointments (**appointments should be made outside of school time whenever possible. Appointment cards need to be turned in to attendance office upon the student's return to school.**)
- An emergency at home

UNEXCUSED ABSENCES

(These DO count toward the total and may result in the loss of a letter grade and student will not be allowed to make-up missed assignments/test.)

- Truancy from school (This includes a student who becomes ill and goes home or stays in the restrooms instead of reporting to the office.)
- Skipping a class
- Personal Business
- Car Problems
- Oversleeping
- Out of Dress Code
- Needing to shave
- Going home for forgotten items
- Family vacations
- Travel for club or sport teams

EXEMPTED ABSENCES (PER INDIANA CODE)

(These DO NOT count toward the total)

- Serving as a Page in the State Legislature
- Working at the Polls (Documentation from the polling facility must be provided to the main office.)
- A documented required court appearance
- Serving in the National Guard
- Short-term inpatient treatment, which provides inside educational programs
- Funeral for an immediate family member or in consultation with the administration. (Three days allowed for in town and five days allowed for out of town.)
- School-sponsored field trips
- College visits (seniors - limit 2 and juniors – limit 1)
- In-School Suspensions

- Out-of-school Suspensions
- Quarantine
- Parish sponsored trips (A parish/church authorization must be provided to the main office.)

TARDIES:

All tardies are considered unexcused unless the student has a pass from the office or, if detained by another teacher, a pass from that teacher must be given to the student for admittance to his/her next class in order to be excused.

TARDY PROGRESSION: (PERIODS 2 THROUGH 8)

On the student's 1st, 2nd, and 3rd unexcused tardy, the teacher will notify the student and make a notation in his/her grade book. On the student's 4th, 5th, and 6th unexcused tardy, the student will be referred to the Dean of Students and will receive a Dean's detention. The Dean of Students will send notice home to parents. On the student's 7th unexcused tardy, he/she will serve a Dean's detention and will be placed on an Attendance Contract. Student is also in jeopardy of losing his/her work permit. On the student's 9th unexcused tardy, he/she will not receive credit for the class. Administration will review student's attendance record and if found to be a habitual offender, may be asked to withdraw from Seecina.

TARDY PROGRESSION: (PERIOD 1)

Students reporting late to school will go directly to the main office to receive a pass into their 1st period class. Students will be given 4 exempted tardies during the course of each semester to 1st period, (overslept, car trouble, traffic problems, etc.) After the 4th tardy, all tardies to 1st period are unexcused and the above progression will be followed.

No students will be allowed into 1st period late without a pass. Any student arriving late to class for more than half of scheduled class time will be considered absent unexcused for that period.

If the student has a medical appointment, he/she will not be penalized as long as they submit the appointment card when they arrive at school.

CODE OF CONDUCT

A major goal at Seecina Memorial High School is to establish a climate in which all students are able to learn without disruption and interference. All SMHS students must realize that their conduct, no matter where they might be, reflects both upon their personal dignity and the dignity of all associated with SMHS. The guidelines for student conduct contained in this handbook have been established to set a standard of student behavior which will allow our school to accomplish, with maximum effectiveness, its primary purpose—the provision of the best educational opportunity for each of our students.

Any conduct unbecoming a SMHS student is considered a breach of discipline and exposes the student to the imposition of an appropriate penalty. It is the responsibility of each student to know and follow the guidelines set down herein.

The Student Discipline code outlined in this handbook will apply when a student is:

- A. On school grounds before, during and after school hours.
- B. Off school grounds at a school activity, function, or event.
- C. Traveling to or from a school activity, function, or event.

DEFINITION OF TERMS:

Referral

Notification to the Dean of Students from a teacher that a student is not behaving up to the expectations of the classroom teacher and that the behavior has become detrimental to the learning process.

Referrals to the Dean of Students may result in the following:

1. A conference between the student and the teacher
2. A Teacher Detention
3. A conference, by phone or in person, with the student's parents or guardian, and the classroom teacher.
4. Withdrawal from Seecina.

Teacher Detention

A 30 minute period held in the teacher's classroom either before or after school (whichever the teacher prefers) for inappropriate classroom behavior or following the student's 4th unexcused tardy to class. Students missing a teacher detention will automatically receive 1 dean's detention. Students will be given 24-hour notice of their detention.

Dean's Detention

A 60-minute period held after school (3:10 p.m. to 4:10 p.m.). The dean's detentions are given following a teacher's referral. The Dean of Students may also assign a Dean's Detention for reasons other than referrals as is deemed necessary.

Students are given 24-hour notice of their dean's detention.

It is the student's responsibility to make necessary arrangements with his/her employer, coach, etc. when they are assigned a dean's detention. Missing a dean's detention will result in an additional hour of detention.

Out of School Suspension

Occurs when the student is removed from the school setting and remains under the supervision of his/her parents or guardians for a period of time not exceeding ten consecutive school days at one time. Classroom work, tests, and quizzes WILL NOT be accepted in Out of School Suspension. If the student's suspension includes a Friday and Monday, the student may not attend a school sponsored event or extracurricular activity over the weekend. If the student's suspension ends on a Friday, the student may not attend a school sponsored event or extracurricular activity for Friday only but may attend or participate in an event on Saturday or Sunday. Suspension of students with IEP will be at the discretion of the teachers and administration.

Social Probation

A period of time in which the student attends his/her classes only. He/she may not participate in or attend any extracurricular activities.

Exclusion

The removal of a student from the school setting until specific requirements have been met. This removal would include curricular and extracurricular activities.

Expulsion

The final removal of a student from attendance at Seccina Memorial High School.

Students who leave Seccina Memorial High School for Exclusion or Expulsion are not allowed to attend any home events or be on school property. If a student leaves on a voluntary withdrawal, the Administration has the right to prohibit the student from attending any SMHS home event or extra-curricular activity.

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the good name and reputation of other students, school employees and Seccina Memorial High School, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of Seccina Memorial High School, as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary actions by the school, up to and including expulsion/dismissal.

The code includes the types of misconduct that will subject a student to disciplinary action. This handbook contains a list of major areas that could result in disciplinary action. The absence of a behavior from this list does not mean that the behavior is not a violation of the disciplinary code or cannot result in consequences being administered at the discretion of the Administration.

Violation of the following offenses may result in school suspension, or expulsion and is at the discretion of the Administration.

Cheating on Tests, Quizzes, or Homework:

The consequences for cheating on tests, quizzes, or homework in one class for the duration of the course (full year or semester) are as follow:

First Offense:

1. Teacher informs parent(s) of the offense.
2. Student receives a zero on the test, quiz, or assignment.
3. Detention to be determined.
4. The incident is recorded in the student's file.

Second offense:

1. Teacher informs parent(s) of the offense.
2. Student receives a zero on the test, quiz, or assignment.
3. The student's grade will be lowered by one letter grade at the end of the quarter.
4. Detention to be determined.

Third offense:

1. Teacher informs parent(s) of the offense.
2. Student receives no credit for the class for that semester.

In reference to cheating on homework, a student who volunteers his or her work to be copied will receive the same consequence as the student who copies.

Plagiarism

Plagiarism is defined as using someone else's ideas or phrasing and representing those ideas or words as one's own. Whether this is done through carelessness or on purpose, it is an illegal offense known as plagiarism. It is the student's responsibility to understand plagiarism and the consequences.

Examples of plagiarism are as follows:

- * Submitting a research assignment/paper without a works cited page and/or without proper citation.
- * Copying three or more words from a source without using quotation marks and citing the source.
- * Using the original idea from another source without giving credit through citation.
- * Using a paper/assignment that is already published on an electronic source or printed source.

The consequences for plagiarizing in one class for the duration of the course are as follows:

First Offense:

1. Teacher informs parent(s) of offense.
2. Student receives a zero on the assignment.
3. Student's grade is dropped by one letter at the end of the quarter during which the plagiarism occurred.
4. Detention to be determined.
5. *The incident is recorded in the student's file.*

Second offense:

1. Teacher informs parent(s) of the offense.
2. Student receives no credit for the semester during which the plagiarism occurred.

ERUPT

All students enrolled in a computer class at SMHS must sign a ERUPT Agreement Contract. Their parent or guardian's signature is also required on this form.

The consequences for copying files (disk or hard drive) from another student are as follows:

First offense:

1. Teacher informs parent(s) of the offense.
2. Student receives a zero on the assignment.
3. Student's grade is dropped by one letter grade at the end of the quarter during which the offense occurred.
4. Detention to be determined.

Second offense:

1. Teacher informs parent(s) of the offense.
2. Student receives no credit for the semester during which the offense occurred.

Any student who allows someone to copy or use his/her files will receive the same consequences as the student who copies.

CLASSROOM RULES AND REGULATIONS

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook. Repeated failure to follow a teacher's rule(s) may result in a referral to the office for disciplinary action.

ELECTRONIC DEVICES AND CELLULAR PHONES

No cell phones may be used by students in the school building. The only exception to this policy would be if the teacher request for the students to use their cell phones for class.

Cell phones may be taken away for ringing in the locker. On the first offense the phone will be kept in the Dean of Students office for 24 hours. On a 2nd offense, the phone will be kept in the Dean of Students office for 3 days. The third offense would involve the phone being kept for 7 days. A 4th offense and the cell phone will not be allowed on campus until further notice. The Administration has the right to view information on any cell phone that has been confiscated. Parents/Guardians must retrieve the cell phone from the Dean of Students office.

No IPODS, MP3 players, headphones, Smart Watches or such are allowed at any time.

Personal computers (screens 7 ½" and under) are allowed upon teacher permission/request and it is the responsibility of the student to keep computer secure.

FIGHTING

Fighting or provoking a fight is never in order. Students can avoid a suspension for engaging in a fight if they select an appropriate alternative such as: (a) walking away from the person who wishes to fight and refusing to engage in the altercation, or (b) seeking

the help of a staff member to avoid a fight.

FORGERY

Forgery is the act of falsely and fraudulently marking or altering a document or statement (i.e. physician note, parent note, passes, etc.) or falsely representing a situation.

HALL PASSES

All students must have passes visible while in the hallway. Passes are subject to check by faculty and staff.

INSUBORDINATION

Insubordination consists of intentional acts of students who fail to comply with the reasonable directions of the teachers, supervisors, or administrators during any period of time when he/she is under the school's supervision. This would include arguing or talking to a teacher, supervisor or administrator in a rude and unacceptable manner.

OBSCENITIES

Obscenities are remarks which are written or spoken and are offensive to the prevailing notions of decency. Gestures, pictures, apparel, and student conduct may be offensive to prevailing notions as well. Severity of the obscenity will be determined by the Dean of Students or Administration and may result in an immediate 1 day out of school suspension.

PUBLIC DISPLAY OF AFFECTION

While at school or school sponsored activities students are expected to conduct themselves as ladies and gentlemen. The school is not the place for social relationships that may offend or embarrass others. Holding hands, kissing, walking arm in arm, etc. is not acceptable at school.

SEXUAL HARASSMENT

SMHS is committed to an environment for all students that is free from all forms of harassment and which insures that all students and staff are treated with dignity, respect and courtesy. Harassment is about having power over another individual and it comes in two forms: Making inappropriate requests (Quid Pro Quo harassment) and making another's work here at school more difficult than it has to be (Hostile Work Environment).

Any inappropriate comments, non-verbal behavior, jokes, notes, e-mails, pictures, drawings or sketches, gestures, touching, threats, etc. relating to a person's race, religion, gender, age, or ethnic background, which fail to respect the dignity and feelings of an individual, are absolutely unacceptable.

This policy covers students, teachers, administration or any other SMHS staff member-part or full time. If a student feels he or she has witnessed harassment, that person **must report the activity to the school principal immediately.**

OTHER OFFENSES

A SMHS student will be held accountable for any violations of school policies or property of his/her registered guest to a SMHS event.

Class 1 Offense

This is a partial list of class one offenses. These may result in a Teacher detention or a Dean's detention.

1. Any student loitering in the hallways or stairwells **after 3:45 p.m.**
2. Shirttail un-tucked
3. Display of inappropriate affection
4. Inappropriate behavior in the cafeteria
- 5. Gambling**
6. Sleeping in class
7. Unshaven
8. Gum, candy, drinks, or food in class or locker

Class 2 Offenses:

This is a partial list of class two offenses. These may result in a 2 hour Dean's detention or an out-of-school suspension.

1. Inappropriate language/Obscenities
2. Failing to serve Dean's Detention
3. Truant from Mass, class, or school
4. Fighting (the act of throwing punches will result in a 3-day out-of-school suspension)
5. Gambling
6. Smoking, using smokeless tobacco, or vaping
7. Verbal abuse of another student, faculty member, staff personnel, or administrator (calling names, direct personal insults, etc.)
8. Destruction of school property (restitution will be required)
9. Stealing

- 10. Lying
- 11. Insubordination

Class 3 Offenses:

This is a partial list of class three offenses. These may result in an out of school suspension, exclusion, or expulsion. These apply to school grounds, at school activities, or as otherwise prohibited by law.

- 1. Possession of a firearm or other dangerous weapons
- 2. A threatening situation to the students and/or staff of Father Thomas Sceccina Memorial High School.
- 3. Intentionally activating a fire alarm
- 4. Selling of any illegal controlled substance
- 5. Under the influence of, or in possession of drugs, alcohol, or other controlled substance.
- 6. Destruction of school property (restitution will be required)
- 7. Stealing
- 8. Lying to protect or cover up others involved in a serious offense.

The absence of a behavior from these lists does not mean that the behavior is not a violation of the disciplinary code or cannot be punished. The administration may take actions, initiate regulations or impose penalties not listed, when, in the opinion of the administration, an activity or behavior could lead to the disruption of the educational process or cause damage detrimental to the reputation of the school.

The administration, at their discretion, may take appropriate actions in dealing with violations of school, local, county, state, or federal regulations regarding the use or possession of drugs and alcohol, gang activity, or any other infractions, which occur at any time during non-sponsored school events which may bring dishonor to the reputation of Sceccina Memorial High School.

BULLYING

In accordance with the Indiana Legislature, bullying will not be tolerated at Sceccina Memorial High School. Indiana Code 20-33-8-0.2 defines bullying as overt, repeated acts or gestures, including:

- Verbal or written communications transmitted;
- Physical acts committed; or
- any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes cyber-bullying, which includes the following:
- Sending mean, vulgar, or threatening messages or images;
- Posting sensitive, private information about another person;
- Pretending to be someone else in order to make that person look bad;
- Intentionally excluding someone from an online group.

Students who engage in bullying behavior are subject to disciplinary action. Bullying interferes with the learning environment and it is our goal to provide students with a safe, academically enriching experience. This type of harassment will not be permitted at Sceccina Memorial High School.

SMOKING POLICY

In keeping with the school’s objective to promote good health habits, and because smoking/vaping can represent the immediate threat of fire and long range physical harm to others, by law it is therefore prohibited at all times on school grounds or within a 2 block area of school property and off-school activities.

SANCTIONS:

1st Offense:	\$25 fine	1 day suspension	Parent Conference
2nd Offense	\$50 fine	2 day suspension	Parent Conference
3rd Offense	\$75 fine	3 day suspension	Smoking Program Required

Failure to comply with these sanctions will result in a Disciplinary Hearing, which could include punishment up to and including expulsion.

FIREARMS

Only sworn law enforcement officers are permitted to bring firearms and other weapons inside the building or have present on school grounds.

DRUG AND ALCOHOL POLICY

STATEMENT OF PURPOSE

Seccina Memorial High School believes that students deserve the guidance and education they need to become the persons that God created them to be. Drug and alcohol use has serious detrimental effects on the intellectual, physical, and moral development of adolescents and young adults. The impact of these effects can last many years over the course of one's life. At Seccina, we recognize that prevention and intervention of drug and alcohol use is an important part of our ministry to educate students in spirit, mind, and body. The purpose of this policy is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol; and (3) to encourage students who use drugs and alcohol to participate in treatment programs.

PROHIBITION OF DRUG AND ALCOHOL USE

It is a violation of the disciplinary code of Seccina Memorial High School to possess, provide to another person, use, or be under the influence of any substance, which is or contains any banned substances. Non-alcoholic beer and wine substitutes and drug look-alikes and substitutes, are also in violation of the disciplinary code. **All prescription drugs and over-the-counter medicines must be properly labeled and turned into the main office for storage and distribution. The office must have a signed *Permission to take Medication on file in order for student to take medication during the school day.*** This requires that they remain in the bottle or other container as originally dispensed from a legally authorized pharmacy or medical professional. Violation of any provision of this policy is a class three offense and may result in out of school suspension, exclusion, or expulsion. Whenever a student is impaired, he or she will be subject to the disciplinary code.

DRUG AND ALCOHOL TESTING PROGRAM

If a student consumes, possesses, or distributes alcohol or any illegal drug/banned substance before, during, or after any school activity, his/her parent/guardian must report to the activity to assume care of the student. A school representative will meet with the parent to inform him/her of the incident. The student must leave the activity with his/her parent/guardian. Seccina Memorial High School has the right to perform a Breathalyzer and/or drug test, either on site at the time of the incident, or within a reasonable time thereafter, at school and at the discretion of the school. Refusal to submit to testing may result in suspension or expulsion.

REASONABLE CAUSE FOR DRUG AND ALCOHOL TESTING

The Administration of Seccina Memorial High School has the right to perform drug and alcohol testing on any student appearing to be under the influence of drugs, mood-altering substances, or alcohol, as determined by school officials who observe odors, pupil changes, slurred speech, lack of normal coordination, or other observable behavior that is an indication of being under the influence. Reasonable cause also includes being in the possession of drugs, alcohol, drug paraphernalia, or any other materials intended for consumption, sale, or distribution of banned substances.

DRUG TESTING PROCEDURE

Administration has the right to perform drug and alcohol testing before, during, and after all school-sponsored activities. Parents will be notified of the testing. Notification may not necessarily be done prior to testing. Testing will be done by an approved agency. If a student tests positive for drug use, he/she may be subject to the provisions of the disciplinary code, which may result in suspension, exclusion, or expulsion. In any event, proof of enrollment of the student in a certified alcohol and/or drug assessment/evaluation program, approved by the school, must be submitted before readmission to school may be considered. Parents/guardians/students of legal adult age must give permission to the school to exchange information with the drug assessment/evaluation program and its counselors or other employees. The intent of this exchange is to insure compliance and readiness to return to school. It is not intended to nor will be used to gain private or personal information revealed in counseling sessions. Students must follow the recommendations of the assessment/evaluation program. If the assessment/evaluation recommends a treatment program, the student must participate as a condition of returning to school. Continued attendance at school is based on reports to school officials by the treatment facility.

Seccina Memorial high school will pay the cost of a drug test initiated under reasonable cause provisions that come back negative for drug/banned substances use as long as the evaluation/assessment indicates no drug/alcohol dependency. Any test that comes back positive will be at the cost of the parent/guardian. Any retesting will be done at the expense of the parent/guardian. Students participating in athletics are also required to comply with the provisions and policies of the athletic handbook.

VOLUNTARY DRUG TESTING

The expressed purpose of the drug and alcohol policy is to provide for the health and safety of students, to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol, and to encourage students who use drugs and alcohol to participate in treatment. Seccina Memorial High School encourages any student who has used substances banned under this policy to seek help from the school voluntarily. Any student voluntarily asking to be tested and evaluated will not be subject to the disciplinary code and there will be no academic or disciplinary penalty. Parents/Guardians may also request voluntary participation. As long as the provisions of this policy are followed, the matter will be handled as a medical or health related issue. Provisions for Voluntary Drug Testing

1. Parent is contacted and the student is given an on-site multi-panel drug screen, which is sent to a professional lab.
2. Student remains at school, unless impaired (if impaired, this becomes a disciplinary issue).
3. Parent must meet with an Administrator before the end of the school day, at which time the parent receives an informational packet.

4. The student and parent/guardian will schedule an assessment/evaluation appointment and provide the name and phone number of evaluator, and date of the evaluation.
5. Before returning to school from the evaluation, parent/guardian and student must bring to Dean of Students the lab testing fee (regardless of whether it is positive or negative) and a signed Exchange of Information form. The Dean of Students will confirm the results of the evaluation and determine readiness to attend school.
6. Student and parents/guardians must follow the recommendations of the assessment/evaluation. Refusal or failure to complete the assessment recommendation, including any treatment recommendation, will revert/convert the case into a disciplinary matter.
7. The student will be referred to the school social worker and assigned to a school official that will act as a mentor.
8. The student will be subject to periodic random drug testing at Seccina at the parent's/guardian's expense.
9. Student faces no extracurricular suspension.
10. The social worker will send testing results to the assessment professional and will follow up to insure that the assessment appointment and recommendations are kept and followed, and schedules the next drug test.

Any student who admits to drug use as a result of any investigation by the school or law enforcement agencies or as a result of reports from another individual or individuals may not be considered as doing so voluntarily for the purposes of this policy. However, a student who demonstrates cooperation and honesty in such an investigation and inquiry may be offered some or all of the terms of the voluntary drug testing provisions.

Any student who tests positive on a second or subsequent retest will be suspended from school with possible expulsion.

Any retesting under any provision of this policy will be done at the expense of the parent/guardian.

Any student who tests positive for drug/alcohol use or whose evaluation indicates drug/alcohol dependency will be retested regularly for a period of time determined by the school as a condition of returning and/or remaining in school.

WORK PERMIT POLICY

1. Work permits will only be issued to SMHS students who are CURRENTLY ENROLLED.
2. Work permits are issued from the registrar. Student must have a completed "Intention to Employ/A1" State form 896 (R6/6-99).
3. Students MAY NOT leave class to request a work permit.
4. Students who have two or more F's WILL NOT be issued a work permit.
5. Students with 7 or more absences in a semester WILL NOT be issued a work permit.
6. Seccina reserves the right to revoke the work permit of any student who is failing two or more classes or who has 7 or more **unexcused** absences or 7 or more **unexcused** tardies to school/class during any given semester.

Students under the age of 18 can hold only one work permit at a time.

Indiana Code 20-8, 1-4-11.

DRIVERS LICENSE LAW

Public Law 121, 1989 states: "An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who:

1. Has at least two (2) suspensions from school during the school year.
2. Has been expelled from school.
3. Has been identified as a habitual truant.

Students already having a driver's license may have their license invalidated for the above causes.

According to Indiana Code 9-1-4-20, a student whose license or permit has been denied or invalidated will be eligible for a license or permit or have the license or permit revalidated upon the earliest of one of the following events:

- A. The student becomes 18 years of age.
- B. 120 days after the student is suspended.
- C. 180 days after the person is expelled or excluded.

Any students whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal to the Bureau of Motor Vehicles pursuant to Indiana code 9-2-1.

DRESS CODE

The purpose of the dress code is to encourage neatness and a sense of appropriate attire in each student, to render financial savings to the parents, and to be a symbol to the local community. All students will observe dress regulations before entering their first period classes, during the school day, and until after announcements have been concluded at the end of the day.

FLIP-FLOPS, SANDALS, CLOGS, CROCS, "HEELY'S", SLIPPERS, OR SHOES WITHOUT AN ENCLOSED HEEL.

These types of footwear are completely inconsistent with the serious and professional atmosphere our school endeavors to reflect

and are NEVER to be worn during school hours unless a student has sustained a serious foot injury and has approval from the Dean of Students. Blisters, minor cuts, scratches, etc. DO NOT qualify as a serious foot injury. This type of footwear will not be worn even on dress up days. Open toed shoes with an enclosed heel and/or heel strap are acceptable on dress-up days Shoes must have a hard sole.

JEWELRY

1. FOR BOYS: No earrings for male students or visible body jewelry. Clear spacers or plugs are allowed.
2. FOR GIRLS: No excessive jewelry (more than three bracelets are considered excessive). No visible body jewelry except earrings. Clear spacers or plugs are allowed.
3. No jewelry reflecting inappropriate symbols. No spiked jewelry or heavy chains.

Hats, caps, sunglasses, and bandannas may not be worn during school hours.

SHORTS

Only shorts, khaki or navy, purchased from SchoolBelles will be permitted as part of dress code. Shorts may be worn all year. No shorts are permitted on dress up days.

SHIRTS AND BLOUSES WILL BE TUCKED IN AT ALL TIMES

A shirt that is properly tucked in is tucked far beneath the pants waistline, and is tucked in all the way around the waist. Shirts will not be considered tucked in if the:

1. Shirt is rolled
2. Partial or spot tucks
3. Tucks that permit the shirt to droop considerably below the belt, thus making the shirt appear as if it were not tucked in at all.

***The Administration reserves the right to determine the appropriateness of student dress and to administer a variety of penalties for students not meeting the proper dress code.**

DRESS CODE

1. **PANTS** – Khaki or navy, must be a dress style pant made of cotton twill material similar to Schoolbelles, Dockers, Dickies, or French Toast. Pants made of denim, fleecy, velour, or athletic warm-up style materials are not allowed. Pants may not have designs of any sort. No cargo or capri style pants allowed. No skinny or yoga pants. Legs of pants may not be “rolled” or “pegged”. Pants must be boot cut style around the lower leg. Pants will not hang down in a sloppy manner. Students are required to wear belts.
2. **SHIRTS** – The Seecina Memorial monogrammed uniform polo shirts are available in white, black, and cardinal and can only be purchased through the Seecina’s bookstore. Long sleeved shirts may not be worn underneath polo shirts.
3. **Uniform Sweatshirts**- Students are only allowed to wear the designated Seecina crew neck sweatshirt or the ¾ zip embroidered pull-over as part of their uniform. Uniform sweatshirts may only be purchased through Seecina’s bookstore. Collared polo uniform shirt must be worn under all types of sweatshirts
4. **HAIR** –all students- Hair colors not existing in human nature (ex: orange, purple, pink, green, etc.) will not be allowed. Hair will be neatly styled. Shaved sides, etchings, and fad cuts are not acceptable.
Boys- Hair cannot touch the collar. Ponytails are not permitted but buns acceptable. Any student told to get a haircut by the administration will do so immediately.
5. **FACIAL HAIR** - no beards, mustache, or goatees. Sideburns will not drop below the earlobe. Students will be cleanly shaven at all times or they will be made to shave while at school. Constant violations will be considered insubordination.
6. **TATOOS** – no visible tattoos.
 - Pants must be worn around the iliac crest on the hip. Mid-drifts and midsections cannot be showing.
 - Undergarments are required and must not be visible.
 - Coats, jackets, and book bags are to be placed in lockers before school and may not be worn or taken out of lockers until the end of the day.
 - No backpacks or large purses are allowed into the classroom. Clear backpacks will be allowed only if prescribed necessary by a doctor. Student must present doctor note stating backpack is necessary.
Any article of clothing, purse or bag promoting any alcoholic beverage or drug use will be confiscated.
 - No pins or any other decoration may be worn on the shirt or sweatshirts, or pants (unless school sanctioned).
 - No visible frays, rips, or tears in clothing.
 - No inappropriate language or pictures on clothing.
 - Any ill-fitting clothing or apparel deemed unfit by school personnel will be referred to the Dean of Students and parents/guardians may be called to bring additional clothing. Students will not be allowed to attend class until they are properly attired. Missed class periods will be considered unexcused.

- Absolutely no alteration of the school uniform will be permitted with exception of appropriately hemmed pants.

FRIDAYS ARE DESIGNATED AS SPIRIT DAYS. Students may wear shirts that advertise the school's name or logo that have been purchased from a school source. **Hoodie style sweatshirts are never allowed during school hours.** Club or athletic shirts purchased as part of kit fees can be worn on Fridays only. Uniform pants must be worn.

DRESS UP DAYS

During the course of the school year, there may be certain days when the entire student body is asked by the school administration to dress up for a special occasion. **(If moderators of clubs, teams, and organizations ask their members to dress up for a special occasion, it is the coaches or moderator's responsibility to review the dress up day guidelines with his/her team or organization and get administrators approval.)**

1. When a student stands erect, the skirt, dress, or shorts (if permitted) may be no shorter than the longest finger of the student's hand as they are extended toward the ground. Any slits on dresses or skirts may not exceed a one-inch opening and must not go above the knee.
2. Female students may wear dresses, skirts, dress slacks, and/or dress sweaters. **STRAPPED OR SLEEVELESS DRESSES ARE NOT PERMITTED.** Sheer or see-through materials are not permitted. Tunics cut shirts are the only type of shirts allowed outside the waistline. All others must be tucked in. No leggings or yoga style pants are ever allowed.
3. Male students may wear dress full button down shirts and dress-up pants. Collarless dress shirts with full front button down without a tie will be permitted. Shirts will be tucked in.
4. No cargo style pants are permitted for any student dress up days.
5. Any ill-fitting clothing will be referred to the Dean of Students and parents/guardians may be called to bring additional clothing. Students will not be allowed to attend class until they are properly attired. Missed class periods will be considered unexcused.
6. No tennis shoes/sneakers of any type may be worn on dress up days. All sandals must have an enclosed/covered heel.
7. No clogs at any time.
8. There may be special dress up days including homecoming week, red and gold week, walk-a-thon, etc. The dress code will be determined & posted at the time of the event.

CLUB OR SPORT DRESS OUT DAYS

Once dress-out guidelines are approved by either the Principal or Dean, guidelines for appropriate attire will be communicated through The Weekly and posted throughout the building. Cargo shorts or pants, leggings, yoga style pants, and distressed (holes or rips) pants are never allowed on dress out days.

Seniors 2nd Semester

Seniors will be allowed to wear sweatshirts representing colleges or universities that they have been accepted to. Acceptance letter(s) must be on file in the Guidance Office. Hooded style sweatshirt are never allowed.

July 2019

Dear Parent/Guardian and Student:

This handbook is intended to be a reference for you with regard to the policies, procedures, and programs of Seccina Memorial High School.

Best wishes for a successful school year.

Sincerely,

Mr. David Dellacca
Interim Principal

DISCLAIMER: School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect all students to follow reasonable rules and not violate the rights of other

Seccina Memorial High School Agreement

In cooperation with the parents or guardians, SMHS agrees to provide a quality high school education to the best of its ability during the 2019-2020 school year.

In consideration of the commitment, the parents or guardians agree that both they and their son or daughter will comply with all policies, rules, and regulations of Seccina Memorial High School, as stated in the school handbook. It is understood that parents, guardians, and students will read the handbook carefully and in its entirety before signing this agreement. The parents or guardians agree to be financially responsible for payment of the costs established and that payments will be made according to the set payment schedule.



2019-2020 Daily Bell Schedule
(24 minute lunch, 5 minute passing period)

Regular Schedule (45 minutes)

Period 1 7:30 – 8:15
Period 2 8:20 – 9:05
Period 3 9:10 – 9:55
Period 4 10:00 – 10:45
Period 5A 10:50 – 11:14
Period 5B 11:14 – 11:38
Period 5C 11:43 – 12:07
Period 5D 12:07 – 12:31
Period 6 12:36 – 1:21
Period 7 1:26 – 2:11
Period 8 2:16 – 3:05

Mass/Activities Schedule

Period 1 7:30 – 8:08
Period 2 8:13 – 8:51
Period 3 8:56 – 9:34
Mass/Activity 9:38 – 10:27*
Period 4 10:32 – 11:10
Period 5A 11:15 – 11:39
Period 5B 11:39 – 12:03
Period 5C 12:08 – 12:32
Period 5D 12:32 – 12:56
Period 6 1:01 – 1:39
Period 7 1:44 – 2:22
Period 8 2:27-3:05

2 Hour Delay (29 minutes)

Period 1 9:30 – 9:59
Period 2 10:04 – 10:33
Period 3 10:38 – 11:07
Period 5A 11:12 – 12:36
Period 5B 12:36 – 12:00
Period 5C 12:05 – 12:29
Period 5D 12:29 – 12:53
Period 4 12:58 – 1:27
Period 6 1:32 – 2:01
Period 7 2:06 – 2:35
Period 8 2:40 – 3:09
Pep Rally 2:26 – 3:05

Pep Rally (40 minutes)

Period 1 7:30 – 8:10
Period 2 8:15 – 8:55
Period 3 9:00 – 9:40
Period 4 9:45 – 10:25
Period 5A 10:30 – 10:54
Period 5B 11:54 – 11:18
Period 5C 11:23 – 11:47
Period 5D 11:47 – 12:11
Period 6 12:16 – 12:56
Period 7 1:01 – 1:41
Period 8 1:46 – 2:26

***No student will be dismissed from mass once mass has begun.
Please plan appointments accordingly.**