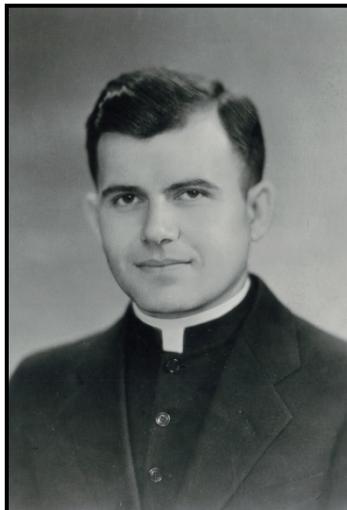


# SCECINA MEMORIAL HIGH SCHOOL

An Archdiocese of Indianapolis Catholic High School  
5000 Nowland Ave., Indianapolis, IN 46201  
317-356-6377 [www.scecina.org](http://www.scecina.org)

## 2022-2023 Parent and Student Handbook



Fr. Thomas Scecina

### **Scecina Memorial Fight Song**

*Come on Crusaders fight for dear old Scecina.  
Take this game in great victory and fight...fight...fight...fight for Scecina Memorial High  
Say win, we can, so here we go again say S-C-E-C-I-N-A*

*Come on Crusaders fight for dear old Scecina.  
Take this game in great victory and fight...fight...fight...fight, for Scecina Memorial High.*

## SCECINA MEMORIAL HIGH SCHOOL MISSION STATEMENT

Seccina 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 Seccina.

### 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 Seccina 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. Joe Therber  
Principal.....Mr. David Dellacca  
Assistant Principal, Curriculum and Instruction.....Mr. Marca Budzenski  
Director of School Counseling.....Mrs. Kalynn Huntoon  
Dean of Students... .....Mr. Andrew Clark  
Athletic Director.....Mr. Jason Kehrer  
Director of Admissions.....Ms. Miriam Medina  
Director of Finance.....Mrs. Bethanne Doyle

**PHONE NUMBERS**

School Main Number.....317-356-6377  
Office of the President.....317-356-6377 ext.1301  
Office of the Principal .....317-356-6377 ext.1116  
Office of School Counseling .....317-356-6377 ext.1119  
Office of the Dean of Students.....317-356-6377 ext.1120  
Office of the Director of Athletics.....317-356-6377 ext.1111  
Office of the Director of Admissions.....317-356-6377 ext.1311  
Office of the Director of Finance.....317-352-3260

Dear Scecina Crusader Parent and Student:

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

Best wishes for a successful school year.

God bless,

Mr. David Dellacca  
Principal

### **Scecina Memorial High School Agreement**

In cooperation with parents, Scecina Memorial High School agrees to provide a quality high school education to the best of its ability.

School rules published in this handbook are subject to change as may be needed to ensure 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 others.

We ask that parents agree that they and their son or daughter will comply with all policies, rules, and regulations of Scecina Memorial High School, as stated in this handbook. It is understood that parents and students will read the handbook carefully and in its entirety before signing this agreement.

The School will make every reasonable effort to provide a safe environment. Parents are to accept that no matter the precautions taken by the School there is no way to fully assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. Parents understand that by allowing participation in Catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.

We ask that parents also reinforce to their child(ren) the need to maintain all expected protocols related to his/her health and that of others.

United in the mission of the Catholic Church, we all will work collaboratively to make sure shared spaces are as safe and secure as possible for participants in all ministries.

### **Acknowledgement of Agreement**

Please use this link to signify that a parent for the Scecina student, as well as the Scecina student, has read and agrees to the information contained within this handbook (submitting once per family is sufficient). This is to be completed by Wednesday, August 31, 2021.

# **Submit Form**

## **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, Thomas Scecina 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. Fr. Tom 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 POWs 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 1,400 students.

After Father Hoover retired in 1969, Father Joseph McGinley succeeded him. Mr. William Kuntz was assigned the post in 1972, and Sister Hortense Fougousse 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 Papesch 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. In July 2017, Dr. Joseph Brettnacher served as principal until July 2019. Mr. David Dellacca became interim principal in July 2019, became principal in May 2021, and serves as principal today.

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. Joe 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

Seccina exists because of our faith in Jesus Christ and His Church. Teachers at Seccina 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 Seccina, 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 Schools of the Archdiocese of Indianapolis and the framework given by USCCB. Catholic Theology is a required annual course for all students attending Seccina. All students **must** pass Catholic Theology each semester they are enrolled. A failing grade in this course, per semester, will earn the student additional work to make-up for the failed semesters.

## **Catholic School Mission Policy Statement** **Archdiocese of Indianapolis**

The following statements were developed to share with families the benefits of Catholic education, formation, and to encourage the continued embrace of our collective mission.

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

## **CAMPUS MINISTRY PROGRAMS**

### **LITURGICAL MINISTRY**

In keeping with the traditions of our Catholic faith, Seccina offers all-school Mass for its students, faculty, staff and larger community. Students can 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.

### **SENIOR RETREAT - CHRISTIAN AWAKENING**

Most seniors take advantage of the Christian Awakening Retreat, an opportunity to examine moral strengths, the student's relationship with God, and future goals.

All seniors are encouraged to attend one of the Senior Retreat opportunities.

### **CHRISTIAN SERVICE PROGRAM**

Fr. Thomas Seccina was a man dedicated to service—first as a parish priest and then as a United States Army 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 Seccina Memorial High School.

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

## **ACADEMIC POLICY**

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

### **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 other recovery 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 ROLL SCALES

The High Honor Roll 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 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 Points	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.

## 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 two weeks of each semester.**

## PROGRESS REPORTS

At the mid-point of each grading period, a progress report will be emailed to parents of all students. We encourage parents to reach out to teachers at any time with questions regarding your child's grades.

## STUDENT WITHDRAWALS

Students who withdraw from Seccina Memorial High School, for whatever reason, must have a withdrawal form completed by a parent and signed by an administrator. These forms can be obtained from the Admission's Office. Parents 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 School Counseling Department. Official records and transcripts will not be released if the family has an outstanding balance on tuition or fees.

## COURSE POLICY

A senior that is three or more credits short of the requirements of Seccina and the State of Indiana at the time of graduation may not receive a diploma or be allowed to participate in commencement exercises. Seniors who are one or two credits short may make these up in the summer session of the graduating year. Seniors in this situation will be allowed to participate in commencement exercises; however, the diploma will be held until proof of completion and final passing grade is returned to the School Counseling Department.

Failure of a subject required for graduation will need to be made up in summer 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 Director of School Counseling.

All students are required to pass a minimum of two (2) years of a single world language 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 educational needs. To participate in the program, the public school district must first assess the student's need for special education services. The assessment results indicating the need for special education services must be current to qualify for accommodations at Scecina Memorial High School. If, based on the assessment results, a student qualifies for special education services the student is placed in the Learning Differences program. The Director of the Learning Differences program assists the student's other teachers by functioning as a resource to accommodate the student's 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, 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 submitting college applications must register with Indiana e-transcript service ([www.parchment.com](http://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.

**STATE OF INDIANA  
GRADUATION PATHWAYS**

In 2018, the Graduation Pathways Panel published recommendations for the Indiana State Board of Education to create graduation pathway options for the established graduation requirements for students graduating in the class of 2023. Students in the class of 2023 must satisfy all three graduation pathway requirements of a High School Diploma, Learn and Demonstrate Employability Skills, and Postsecondary-Ready Competencies.

**HIGH SCHOOL DIPLOMA REQUIREMENTS AT SCECINA MEMORIAL**

<b>English / Language Arts 8 Credits</b>	Credits must include literature, composition, and speech.
<b>Mathematics 8 Credits</b>	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II 2 credits: Students must take a mathematics or quantitative reasoning course each year
<b>Science 6 Credits</b>	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies 6 Credits</b>	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Physical Education 2 Credits</b>	
<b>Health/Wellness 1 Credit</b>	
<b>Directed Electives 5 Credits</b>	World Languages*, Fine Arts, Career and Technical Education
<b>Electives 6 Credits</b>	College and Career Pathway courses recommended
<b>Catholic Theology 8 Credits</b>	Students must take a Catholic Theology class each year.
<b>50 Total Credits</b>	

\*Seccina 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

### **LEARN AND DEMONSTRATE EMPLOYABILITY SKILLS AT SCECINA MEMORIAL**

Scecina has elected to focus the students' employability skills requirement in completing a multi-year service capstone project with the theme being one or more Catholic social teaching. The completion of this service capstone project will yield a portfolio of writings, recordings, images, projects, and other artifacts that are shareable to future colleges, universities, and employers highlighting each student's commitment to service in the local community and world.

### **POST-SECONDARY READINESS COMPETENCIES AT SCECINA MEMORIAL**

Several ways exist for a student to complete the requirements in this graduation pathway:

- Student earns an Academic Honors Diploma or
- Student earns a qualifying score on the ACT/SAT/ASVAB or
- Student completes 3 Dual Credit Courses (with "C" average or better) or
- Student completes a Career and Technical Education Concentrator

## **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:

- Attend Scecina as a student for at least 4 semesters, and
- Be representative of a good Scecina student.

### **ACADEMIC COMPETITION AWARDS**

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

### **ATHLETIC AWARDS**

At Scecina 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:** Presented to a 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 Scecina from the first day of school in his/her senior year.

**Mental Attitude Award- Male and Female:** Presented 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 Scecina from the first day of

school in her/his senior year.

**Carole J. Hamilton Outstanding Teammate Award**: Presented 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**: Presented 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**: Presented 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**: Presented 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**: Presented 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.

**Scholarship** - The student must have a 3.45 cumulative grade point average.

**Service** - The student must be able to describe and verify 30 hours of volunteer service to the school, the church, or the community.

**Leadership** - The student must be able to describe and verify two activities or situations in which he or she took a leadership role.

**Character** - The student must be recommended based on 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.

### STUDENT COUNCIL (STUCO)

This activity for peer-elected students provides:

1. 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. Experiences as class officers often provide:

1. 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 the president, principal, and faculty advisors on matters pertaining to 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 Scecina 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. Scecina 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 Scecina. **Proof of immunizations required by state law must be on file for the student to remain in school.** The educational records of students who withdraw from Scecina 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 that he/she is enrolled at Scecina. 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.

When a student transfers from Scecina 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. 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 Scecina.
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 print and digital resources
- 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 Scecina home page, academics, technology/library. If you are asked for a username and/or password use **inspire123** as often as needed.

#### **TECHNOLOGY USE – ETHICAL AND RESPONSIBLE USE OF TECHNOLOGY**

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 Scecina Memorial High School is written with input from the Office of Catholic Schools in the Archdiocese of Indianapolis, Scecina's Board of Directors, students, staff and members of the Scecina Technology Committee. The policy is a part of the registration process for Scecina Memorial. The complete policy can be found on the school's website at <http://www.scecina.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 Scecina 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 includes 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 are to 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 Scecina:

- 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 Scecina'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 Scecina.

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

The information below provides guidance in the use and care of school-owned student computers for 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 receiving of Scecina network credentials and student laptop:

- Student must be fully enrolled at Scecina 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 current 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 Scecina student use only

- 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**

The school building doors (Door 1 and Door 3) unlock at 7:30 a.m. each normal school day. Unless involved in an after-school activity or tutoring session that is being monitored by a Scecina staff member, or attending Study Hall, students must leave the building and campus by **3:00 p.m.** If attending Study Hall, students may stay in the designated Study Hall room until 5:00 p.m.

Parents are to notify the school by phone between **7:00 a.m. and 9:00 a.m.** each school day the student is absent. Calls from students will not be accepted. If a call is not received, the student will be considered absent unexcused, and the student will not be allowed to make up missed work/tests.

If a student needs to leave during the day for an appointment, the parent or guardian must call 317-356-6377 to notify the main office of the scheduled appointment. The main office will provide a pass to the student with the appropriate dismissal time.

**Student self-driving:** The student will not be allowed to leave campus until the main office has spoken with the parent/guardian granting permission for the student to leave campus prior to the end of the school day.

**Student being picked up by parent:** The parent must sign student out at the main office.

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

Emergency medical information and current immunization records must be on file in the student's records.

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.

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. **Food may not be stored overnight. Open beverage containers of any kind are not to be stored in lockers unless approved by the Dean of Students, Principal, or President.** 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.

No candy, gum, drinks (other than water), or any sort of food is permitted in the hallways or classrooms, unless approved by the Dean of Students, Principal, or President.

Lost and Found items are temporarily stored in the west stairway corridor near the cafeteria. Items not claimed within a reasonable amount of time will be discarded or donated.

School telephones may be used by students in an emergency. Messages from outside of the school will not be delivered to students except in emergency situations during the school day.

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.

Students are not permitted to leave the building and/or campus at any-time of the day unless authorized by a Seccina staff member.

### STUDENT PARKING

- Students driving to school are to park their vehicle on the East side of the school, only. Students are not to park in the parking spots designated for visitors or the spots adjacent to St. Francis Hall.
- Cars are to be parked between the lines.
- Students must secure a parking permit in the first two weeks of school. Cost of the permit is *\$11.00*. 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, may be fined *\$20.00*. Students must present valid driver's license for the student to receive permit.
- 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.
- Students must have permission from the Dean of Students, Principal, or President to leave the building during the school day, even if traveling to the student's car to retrieve an item.
- Car audio systems must be kept at a minimum volume level until vehicles are at least two blocks from school.
- Students and parents driving vehicles onto campus on a school day, must enter the school parking lot on the East side of the building. When exiting the campus, use the West side of the building driveway.
- Seccina Memorial High School is not liable for any item stolen from the vehicle while parked on school property. Responsibility rests with the student to have his or her vehicle locked, with any item of value stored securely.
- The administrators of the school, at their discretion, have the right to inspect and search any vehicle on the lot at any time.

### CAFETERIA

- Breakfast and lunch are served most school days in the cafeteria. Students may bring their breakfast and/or lunch or purchase a meal from the cafeteria. Students are not permitted to leave the school for lunch. **Commercially prepared foods and carbonated beverages are not allowed during breakfast or lunch.**
- 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 are to leave their areas clean of trash and prepare tables for the next lunch period.
- 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.
- If a cafeteria account becomes delinquent, 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.

### **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: (Period 1(R) or 1(G))**

Students arriving late to school must proceed 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 below progression will be followed.

Students will not be permitted 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 a student has a medical appointment, the student will not be penalized providing that the student submits evidence of attending the appointment upon arriving at school.

### **TARDY PROGRESSION: (After 1<sup>st</sup> Period)**

On a student's 1st, 2nd, and 3rd unexcused tardy, the teacher will notify the student and make a notation in his/her grade book.

On a 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 communicate with the student's parents or guardians to ensure that they are aware of the undesired behavior.

On a student's 7th unexcused tardy, the student will serve a Dean's detention and will be placed on an Attendance Contract. If a student has previously been issued a work permit, the permit may be revoked.

On a student's 9th unexcused tardy, the student will not receive credit for the class in which the 9<sup>th</sup> tardy has occurred. The Dean of Students and the Principal or President will review the student's attendance record and if tardies have accumulated in other courses, the student may no longer be eligible for enrollment at Scecina.

## **CODE OF CONDUCT**

A high-priority goal at Scecina 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:

- On school grounds before, during and after school hours.
- Off school grounds at a school activity, function, or event.
- Traveling to or from a school activity, function, or event.
- While using the internet to participate in an online class or activity

## **DEFINITION OF TERMS:**

### **Referral**

Notification to the Dean of Students from a teacher that a student is not living 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 guardians, and the classroom teacher.
4. Expulsion from Scecina.

### **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 4<sup>th</sup> 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 (3:30 p.m. to 4:30 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 permanent removal of a student from attendance at Scecina Memorial High School.

Students who leave Scecina 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 Principal and President have the right to prohibit the student from attending any Scecina 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 Scecina 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 Scecina 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 are below (a student who volunteers his or her work to be copied will receive the same consequence as the student who copies):

#### **First Offense:**

1. Teacher informs the student's parents or guardians of the offense.
2. Student receives a zero on the test, quiz, or assignment.
3. Dean's Detention is assigned.
4. The incident is recorded in the student's file.

#### **Second offense:**

1. Teacher informs the student's parents or guardians 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. Dean's Detention is assigned.

#### **Third offense:**

1. Teacher informs the student's parents or guardians of the offense.
2. Dean's Detention is assigned.
3. Student receives no credit for the class for that semester.

### **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 is 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. Dean's Detention is assigned.
5. The incident is recorded in the student's file.

**Second offense:**

1. Teacher informs parent(s) of the offense.
2. Dean's Detention is assigned.
3. Student receives no credit for the semester during which the plagiarism occurred.

**Ethical and Responsible Use of Technology Policy (ERUPT)**

All students must sign an ERUPT agreement contract when registering for school. A parent or guardian's signature is also required on this form.

Consequences for violating the ERUPT 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. Dean's Detention is assigned.

**Second offense:**

1. Teacher informs parent(s) of the offense.
2. Dean's Detention is assigned.
3. Student receives no credit for the semester during which the offense occurred.

**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.

**CELLULAR PHONES, SMART WATCHES, AND OTHER ELECTRONIC DEVICES**

Cellular phones are to be stored in a student's locker during the school day. Cellular phones may be confiscated for ringing in the locker. Students are to store smart watches in the student's assigned locker during the school day or not bring to campus on school days.

Use of a cellular phone by students during the school day, when not authorized by a teacher or administrator, may result in the cellular phone being confiscated for the remainder of the school by the Dean of Students. The Dean of

Students, Principal, or the President has the right to view information on any cellular phone that has been confiscated. Parents or guardians may need to retrieve the cell phone from the Dean of Students' office.

Digital music players, full-ear headphones, and wireless earbuds are not permitted to be used during the school day. Wired earbuds are permitted and may be used when permitted by the classroom teacher. Earbuds of any kind are not to be worn during passing periods in the hallways or stairwells.

### **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**

Seccina Memorial is committed to an environment for all students that is free from all forms of harassment. All students and staff are to be 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, administrators, and any other Seccina staff member. If a person feels he or she has witnessed harassment, that person **must report the activity to the school principal, president, or other trusted administrator immediately.**

## **OTHER OFFENSES**

The Seccina student will be held accountable for any violations of school policies or damage to property of the student's registered guest at a Seccina 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 3:45pm.
2. Shirt not tucked in
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 Scecina 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 Scecina Memorial High School.**

### **BULLYING**

In accordance with the Indiana Legislature, bullying will not be tolerated at Scecina 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 Scecina Memorial High School.

### **SMOKING/VAPING 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	1-day suspension	Parent Conference w/letter of apology
2nd Offense	2-day suspension	Parent Conference and meeting with law enforcement
3rd Offense	3-day suspension	Parent Conference and attendance at smoking/vaping program

Failure to comply with these sanctions will result in a Disciplinary Hearing, which could include additional 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 USAGE

Seccina Memorial High School believes that students deserve the guidance and education needed to become the persons that God created them to be. Drug and alcohol use have 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 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

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 ensure 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 if 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. Scecina 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 the evaluator as well as the 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 Scecina 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 ensure that the assessment appointment and recommendations are kept and followed and schedules the next drug test.

Any student who admits to drug use because of any investigation by the school or law enforcement agencies or because 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 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 determined by the school as a condition of returning and/or remaining in school.

### **WORK PERMITS**

As of July 1, 2021, potential employers of minors are solely responsible for the application and submission of a work permit for a minor. More information is available on the State of Indiana's Department of Labor webpage.

### **DRIVERS LICENSE**

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 concluded at the end of the day.

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

These types of footwear are 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. Shoes must have a hard sole.

### **JEWELRY**

1. FOR BOYS: No earrings or visible body piercings. Clear spacers or plugs are allowed.
2. FOR GIRLS: No visible body piercings except for 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.**

### **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.

School officials will determine the appropriateness of student dress and to administer a variety of penalties for students not meeting the proper dress code.

### **UNIFORM**

#### **Pants/Shorts**

Acceptable colors: Khaki, navy, or black in color

Acceptable material: Cotton twill material

Acceptable style: Schoolbelles, Dockers, Dickies, French Toast, or comparable brands with belt loops; no imprinted designs; legs of pants may not be "rolled" or "pegged"; must be worn on the hips

### **Uniform Polo Shirts**

The Scecina Memorial monogrammed uniform polo shirts are available in white, black, and cardinal, purchased only through Scecina's Spirit Shop.

### **Scecina-branded T-shirts**

T-shirts are not part of the daily school uniform. However, Scecina-branded t-shirts, purchased from the Spirit Shop, through an official Scecina sport, club, or activity are permissible on Fridays. Fridays are generally deemed Spirit Days where Scecina-themed t-shirts are permitted, while continuing to wear approved uniform pants or shorts and shoes.

### **Scecina-branded Sweatshirts**

Quarter-zip and crew neck style sweatshirts that include an embroidered Scecina crest and are sold in the Scecina Spirit Shop may be worn during the school day. Other Scecina-branded sweatshirts (hooded and non-hooded) are allowed to be worn during the school day as well. These sweatshirts must be purchased from the Scecina Spirit Shop, as a part of an athletic kit, or via an official club or activity of Scecina. Sweatshirt hoods may not be worn during the school day at any time. Items may not be carried in a sweatshirt pocket at any time. A uniform polo shirt must be worn under all types of sweatshirts.

### **Other Scecina-branded Shirts and Jackets**

Other styles of Scecina-branded shirts and jackets, purchased from the Scecina Spirit Shop, as part of an athletic kit, or via an official club or activity of Scecina are permissible during the school day. This does not permit shirts that are see-through in any way or that do not fully cover the shoulders, torso, and stomach areas.

### **Hair**

Hair colors not existing in human nature (ex: orange, purple, pink, green, etc.) are not permitted. Hair is to be neatly styled. For males, hair may not touch the collar. Ponytails are not permitted; however, buns are acceptable. If a student is told that hair grooming is needed to comply with dress code, the student is to do so within two (2) days.

### **Facial Hair**

Students are not permitted to grow a beard, mustache, or goatee. Sideburns will not drop below the earlobe. Students are to be clean-shaven. Shaving materials are kept at school for a student to use if the student is found to not be clean-shaven. Constant violations will be considered insubordination. If a medical condition exists for a clean shave to not be feasible, parents need to present the school office with a note signed by a doctor's office.

### **Tattoos**

Visible tattoos are not permitted. If a tattoo exists in a visible portion of the body, not normally covered by permitted clothing, a bandage or similar covering may be required.

### **Other considerations**

- Undergarments are required and must not be visible.
- Coats, jackets, bags, and backpacks are to be placed in lockers before school and may not be worn or taken out of lockers until the end of the day. Carrying the school-provided computer bag is acceptable.
- Students are not to carry backpacks or purses 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-approved).
- 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 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.

### **MOST FRIDAYS ARE DESIGNATED AS SPIRIT DAYS**

Students may wear t-shirts that advertise the school's name or logo that have been purchased from an official school source. Uniform pants or shorts must be worn.

### **SENIOR COLLEGE/UNIVERSITY ACCEPTANCE SWEATSHIRTS**

Seniors are permitted to wear sweatshirts representing the colleges or universities to which the student have been accepted. Acceptance letter(s) must be on file in the School Counseling Office.

### **STUCO DRESS OUT DAYS**

These announced and designated days raise money to support StuCo (Student Council) events and activities. For a small fee, students can wear Secena t-shirts that advertise the school's name or logo that have been purchased from an official school source and jeans or jean shorts with normally appropriate footwear.

### **DRESS UP DAYS**

During the school year, there may be special days when the entire student body may 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 the approval of the Dean of Students or the Principal.)**

1. When a student stands straight, 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 dress are not permitted. Sheer or see-through materials are not permitted. Legging or yoga-style pants are not 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 are to be tucked in.
4. Cargo-style pants are not permitted.
5. Any ill-fitting clothing will be referred to the Dean of Students. Parents may be called to bring additional clothing to school. Students may not be allowed to attend class until they are properly attired. Missed class periods will be considered unexcused.
6. All sandals must have an enclosed/covered heel.

### 2022-23 School Day Arrival Notes

Students are permitted to enter the school building beginning at 7:30 a.m. each morning of classes. Classes begin at 8:05 a.m.

Breakfast is served each school day morning from 7:30 a.m. to 7:55 a.m. in the cafeteria.

### 2022-23 School Day Departure Notes

Students are normally dismissed from school at 2:40 p.m. By 3:00 p.m. students must be in study hall, in another area with adult supervision, or not on school grounds.

Study hall is available until 5:00 p.m.

### 2022-23 Academic Calendar with Red / Gold Day Rotations

The Academic Calendar with the Red Day / Gold Day rotations can be found on Scecina's website at: <https://www.scecina.org/Parents/>.

### 2022-23 Bell Schedule

The primary bell schedule for this school year includes a shared common time, called What I Need (WIN). We use this time for weekly Mass on Wednesdays, support time with students, school counseling sessions, viewing the Red and Gold Show, students completing assignments, and more.



#### Scecina Memorial High School 2022-2023 Daily Bell Schedule

Doors 1 & 3 unlock 7:30 AM; Classes begin 8:05 AM; Classes ends 2:40 PM; Study Hall ends 5:00 PM

Period	Start	End	Length				
R1/G1	8:05:00 AM	9:20:00 AM	1:15:00				
passing			0:05:00				
R2/G2	9:25:00 AM	10:40:00 AM	1:15:00				
passing			0:05:00				
Mass/WIN	10:45:00 AM	11:35:00 AM	0:50:00				
passing			0:05:00				
Lunch A	11:40:00 AM	12:05:00 PM	0:25:00	Lunch A	R3/G3(1)	R3/G3 (1)	R3/G3
Lunch B	12:05:00 PM	12:30:00 PM	0:25:00		Lunch B		
Lunch C	12:30:00 PM	12:55:00 PM	0:25:00	R3/G3		Lunch C	
Lunch D	12:55:00 PM	1:20:00 PM	0:25:00		R3/G3(2)	R3/G3 (2)	Lunch D
passing			0:05:00				
R4/G4	1:25:00 PM	2:40:00 PM	1:15:00				
				End of school day			
Teacher & School Counselor Office Hours for Tutoring & Student Appointments	3:00:00 PM	3:30:00 PM	0:30:00	After school tutoring and study hall begins at 3:00 PM. At that time, if student is not attending tutoring, student will wait in study hall for ride home or for activity/practice to begin.			
After School Study Hall	3:00:00 PM	5:00:00 PM	2:00:00				
**Teachers and staff monitor (being in hallway at classroom/office door) from 2:40 PM until 2:50 PM.							
**Teachers in classroom or hallway for tutoring or planning until 3:30 PM.							



**SCECINA MEMORIAL  
HIGH SCHOOL**