

Return to School on/before August 13, 2018

**BISHOP NEUMANN JR./SR. CATHOLIC HIGH SCHOOL**  
**STUDENT-PARENT HANDBOOK VERIFICATION**

As a student at Bishop Neumann Jr./Sr. Catholic High School, I hereby acknowledge having received a copy of the Bishop Neumann Junior-Senior Catholic High School Student-Parent Handbook and a copy of the Activities Handbook for 2018-2019. I realize that I will be responsible for knowing and following the procedures and regulations outlined in these handbooks.

Even if this handbook verification sheet is not completed and returned, enrollment at Bishop Neumann Jr./Sr. Catholic High School implies that the student(s) and family will follow the procedures and regulations outlined in these handbooks.

Student Signature \_\_\_\_\_, Grade \_\_\_\_\_

Student Signature \_\_\_\_\_, Grade \_\_\_\_\_

Student Signature \_\_\_\_\_, Grade \_\_\_\_\_

Student Signature \_\_\_\_\_, Grade \_\_\_\_\_

Date \_\_\_\_\_

I have received this copy of the Bishop Neumann Jr./Sr. Catholic High School Student-Parent Handbook and of the Activities Handbook and understand that it is my responsibility to know the rules and regulations as they affect my child's participation in extracurricular activities. I also have read and understood my financial obligations as stated in the handbook and will meet this obligation in a timely manner.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEE MEDIA RELEASE PERMISSION FORM ON THE NEXT PAGE**

## **MEDIA RELEASE PERMISSION FORM**

I hereby agree and give my permission for Bishop Neumann Jr./Sr. Catholic High School and/or the Diocese of Lincoln (the "School") to record, film, photograph, audiotape or videotape my child's name, image, likeness, spoken words, student work, performance and movement, in any form (hereinafter collectively referred to as "Works"), and to display, publish, distribute or exhibit these Works or any part thereof for the purpose of and in connection with any material that may be created by the Schools including, without limitation, for posting on the world wide web (WWW) and/or for broadcasting on television.

By entering into this informed consent and release and granting the permission as stated herein, I also am releasing Bishop Neumann Jr./Sr. Catholic High School and the Diocese and their respective officers, directors, agents and/or employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to my son/daughter's participation in any media events, including, without limitation, television broadcasts, promotional materials or website projects.

I have read this Informed Consent and Release and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Please do not photograph my child for purposes of public relations for the school.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**BISHOP NEUMANN CATHOLIC JR./SR. HIGH SCHOOL**  
**2018 - 2019**  
**STUDENT HANDBOOK**

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*The following provisions of this handbook address only the specific areas referenced. New situations may arise during the school year that may require the implementation of additional policies and disciplinary actions as well as adjustment of existing policies and procedures. The administration expressly reserves their right to draft, institute, and enforce any new policies and to adjust existing policies. The students and their parents expressly waive any right to contest the administration’s right to adopt new policies, approve additional disciplinary actions, and change existing policies.*

### **NOTICE OF NON-DISCRIMINATION POLICY**

Bishop Neumann Catholic Jr./Sr. High School admits students of any race, color, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **HISTORY**

Bishop Neumann is a Catholic diocesan co-educational high school located in Wahoo, Nebraska, serving the students of ten parishes in the surrounding areas of Saunders and Lancaster Counties. It was first opened on September 1, 1964.

The school is named after St. John Neumann, a Redemptorist priest who as Bishop of Philadelphia persuaded the American bishops at the First Baltimore Council in 1852 to establish a parochial school system.

## **MISSION STATEMENT/OBJECTIVES**

### **Vision**

The vision of Bishop Neumann is to foster strong Catholic values and successful life-long learning for the 21st Century.

### **Mission**

Because God has made us, saved us and called us to eternity, Bishop Neumann will foster high expectations in a person's spiritual, intellectual, physical, and social life.

### **Motto**

*"Passion of Christ, strengthen me."*

### **Our Objectives:**

- To strive to create a Christian community within the school by recognizing and respecting the God-given dignity of each unique person.
- To provide opportunities for prayer, self-sacrifice, reception of the Sacraments, and the Liturgy.
- To provide students with opportunities for serving others in the church, community, and civic affairs.
- To assist the students in developing a sense of personal responsibility for their own behavior and the use of their abilities and time.
- To promote intellectual growth in all students by recognizing effort and diligence as a component of success in learning.
- To provide a curriculum that challenges all students to grow academically as it cultivates their interests and corresponds to their needs and abilities.
- To develop well-balanced individuals by providing enrichment experiences in all disciplines.
- To provide opportunities for students to participate in extracurricular activities and community affairs, thus enabling them not only to develop, demonstrate, and share their God-given talents, but also encouraging them to take responsibility, gain leadership skills, and model Christian attitudes.

## **ADMINISTRATIVE**

### **Forms**

In order to be compliant with all state and Diocesan regulations there are certain forms that must be turned in by all families sending students to Bishop Neumann. All forms **MUST** be turned in by the first day of school. If a student has any missing forms they will not be allowed to participate in any extra-curricular activities beginning the second week of the school year. If they have not turned in missing forms by the beginning of the third week of school they will not be allowed to attend classes until all forms are in. Required forms include handbook verification, media release, acceptable use policy, all medical forms, and any other forms requested by the school.

## **Tuition**

Tuition for the 2018-2019 school year is \$1,875.00, grades 7-12. Some classes require an additional lab fee as noted in the Curriculum Guide used at registration. All fees are due at the beginning of the school year. Payment options are: Check, cash, credit card, FACTS payment plan, and/or prior arrangements made with the chief administrative officer (CAO). Tuition refunds are pro-rated based on the amount of time a student has been at Bishop Neumann.

In addition to school fees all families are expected to be actively tithing members of a Saunders County Parish.

Grade reports will be withheld for all students who have overdue tuition. Seniors with overdue tuition will not be allowed to participate in the commencement ceremony until all tuition is paid. Families in need of assistance are to speak with their pastor to arrange a solution.

Non-Catholic families, as well as Catholic families who are not active parishioners of any Saunders County parish which subsidizes Bishop Neumann, shall pay a tuition fee of \$3,475.00 per student per year plus fees.

## **Textbook Fees**

Included in the tuition are fees for textbooks. Textbooks are issued in each class. Students are asked to keep them in good condition or a fine will be imposed at the end of the school year. A student is responsible for the books loaned to him/her. All textbooks are to be covered at all times. If a student loses or damages a book, he/she is required to pay the replacement cost of the book. All textbooks and course fees are to be paid prior to the next academic year. No charges will be carried over.

## **Transfers**

A student who has turned in a signed "Release of Records" to transfer to another school is considered officially transferred and may not reapply to Neumann for possible readmission consideration for 90 school days from time of transfer. Custodial cases are at the discretion of the administration.

## **Students' Permanent Records**

The school shall maintain on file in the office an individual cumulative record for each student who is now or has previously attended Bishop Neumann. The cumulative record contains: scholastic records, personal and family data, health records, standardized tests records, attendance records, and graduation data.

Cumulative records are school property. They are open to students and parents at their request. Schools may not transfer or open to inspection these records to any individual or organization, without the written consent of the student or his/her parents.

## **Transcripts of Credits**

A transcript of credits will be issued to a specific college or agency for any student and/or parent requesting one.

## **Lunch Program**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Bishop Neumann encourages all families to apply for free or reduced price meals. All families will receive the federal lunch application for free or reduced priced meals before the start of each school year. Families may apply for lunch benefits anytime during the school year if there are changes in the household income or household size. All lunch applications are confidential.

A hot lunch program or a salad lunch is provided. Each student will have an account to which periodic payments will need to be made as the balance runs low. Each individual student will have a four digit account number that he/she will enter as they exit the line. All extra food items can be charged to this account.

No charging of lunches is permitted, pre-payment is required. After two days of being told that their account is negative, students will not be served lunch. On the second day, a student may be required to call their parents. The USDA does not require the school to provide a meal to a paid or a reduced student with a negative account balance.

- A. Daily email reminders will be sent out Monday – Friday of low/negative balances.
  - a. The LOW balance emails will start when there is \$15 left in a student’s account. If no email address is on file, paper notices will be sent home.
- B. Procedures with a student account balance at \$0 or below:
  - a. When a student starts receiving a Negative Balance letter/email, a Free & Reduce Application form will be sent home. The family will have 5 school days to pay the negative balance in full or the student will be required to bring a sack lunch until the negative balance is paid in full.
  - b. If a paid or reduced lunch student’s account balance is zero, they may not purchase extra snack/juice items.
  - c. When a paid or reduced lunch student’s account balance is -\$18 (Negative \$18) which has been the 5 days allowance, parents will receive a phone call stating the condition of student’s lunch account and requesting either payment or have a sack lunch provided to the student(s).
  - d. First Semester & End-of-the-Year Report Card will be held until all lunch money owed for the semester/school year is paid in full; if for some unforeseen reason the lunch money owed cannot be paid in full by June 30<sup>th</sup>, the family must meet with the office to establish a longer payment plan.



All lunch payments can be made electronically via [www.myschoolbucks.com](http://www.myschoolbucks.com) website or at the school office by check or cash before 8:30 a.m. during the school day.

Lunches and or snacks are to be eaten in the cafeteria, except for specific activities approved by the administration. During lunch period, students are to be in the cafeteria or on the lower patio.

The Neumann Hot Lunch Department must comply with the Federal Government "Competitive Food Policy" which reads as follows: "Commercial foods (i.e. pizza, submarine sandwiches, ice cream, parties in the classrooms, etc.) may not be brought into the building during the restricted time of one-half hour before meal service through one-half hour after service."

## **Health Information**

Optimal health enhances the students' abilities to learn. Bishop Neumann is committed to support of the students' well-being.

**School Physicals:** Incoming 7th grade students, all new incoming students transferring from an out-of-state school, and all students participating in athletics are required to have a yearly physical by a licensed healthcare professional. Forms are available in the school office and on the Bishop Neumann website. (See Nebraska Administrative Code Rules and Regulations 3-006 Physical Examination Standards.) A printed or typewritten form signed by a licensed physician, physician assistant, or nurse practitioner, indicating that a physical examination was administered on a specific date within the previous six-month period on a specifically named individual, constitutes sufficient evidence of a physical examination. A visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist is required within six months prior to the entrance of a child into the beginner grade, or in the case of a transfer from out of state, to any other grade of the local school, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child examined.

**Accidents/Injuries:** In the event of an accident or serious injury at school, the student's parent or guardian will be notified. Necessary information will be provided to the EMS personnel if an ambulance is called or if the student is taken to the hospital for treatment. Any surgeries, hospitalizations, or serious injuries/illnesses should be reported to the office and administration for proper follow-up and for inclusion in the student's school health record.

**Medication Dispensing Guidelines:** If at all possible, medication should be administered at home rather than at school. However, there are times when it is necessary for the student to receive medication during the school day. The following guidelines will be adhered to:

1. All medicines are to be kept in the office, including over-the-counter (OTC) medications.

2. **OTC Medications:** Parents/guardians are to supply the school with any OTC medication that their child may need. Families may share the same bottle. The medication must be in the original container and the expiration date must be current. School personnel will dispense according to the dosage guidelines on the medication or per written instructions from the parent/guardian within the dosage guidelines on the medication. If the student requires a higher dose, a prescription from the physician is required. (For example, taking 3-200 mg. tablets of Ibuprofen rather than the recommended dosage of 2 tablets.)
3. No medication will be dispensed without a signed permission sheet on file for the current school year. *By signing the permission sheet, the parent or guardian is assuming responsibility for monitoring the child for side effects, adverse reactions, and the efficacy of the medication.*
4. If it is necessary for your child to keep medication on his/her person, please contact the school office.

**Prescription Medications:** All prescription medications must be in the pharmacy bottle with the Rx label intact and legible. Pharmacies will split the prescription into a “school” bottle and a “home” bottle at your request. Parents must complete and sign a *Prescription Medication Permission Slip* (available online) before any medication is dispensed. *Parents are assuming responsibility for monitoring side effects, adverse reactions, and the effectiveness of the medication.* It is not necessary for the physician to sign this permission slip, since the physician’s signature is on file at the pharmacy.

**Chronic Health Conditions:** All chronic health conditions such as asthma, diabetes, etc. should be reported to the school office with a current treatment plan from the student’s physician. Staff members that have direct contact with the student may be notified so that they are aware of possible stress signs.

**Inhalers/Epinephrine Pens:** Students are allowed/encouraged to keep their inhalers on their persons. The school office reviews an inhaler contract with the students. The students, parents, and the principal then sign the contract.

If a child has a severe allergy and has received an epinephrine pen from a physician, parents must notify the school. Some students prefer to keep their epi-pen while others prefer to keep the epi-pen in the office where it is readily available to either the student or school staff to assist the student. All necessary forms are available in the Neumann office and online and must be updated at the beginning of each new school year.

**Health Screening:** Screening is provided yearly by the school with the assistance of volunteers. Any findings that are outside the usual range are reported to parents. Follow-up is solely at the discretion of the parent/guardian and becomes their responsibility upon notification of the findings. Parents or teachers can request a follow-up test as needed.

NOTE: It is the policy of Bishop Neumann to adhere to Rule 59 Protocol: *Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)* for students, faculty, and staff unless written notification of refusal is filed with the administration of the school.

**Automated External Defibrillator Policy and Procedures:** In order to enhance safety measures for the students, faculty, staff, and guests of Bishop Neumann, it shall be the policy to maintain an Automated External Defibrillator (AED) at our school.

Use of the AED in an emergency situation shall be limited to persons who have received appropriate training in the use of the defibrillator as per Nebraska State Statute 71-51, 102.

It shall be the responsibility of the school principal to ensure that the defibrillator is maintained and inspected according to the manufacturer's guidelines.

It shall be the responsibility of the school principal to ensure that an adequate number of faculty, staff, and students are trained in Cardiopulmonary Resuscitation (CPR), including the use of the AED, and that said persons are recertified in these skills in the appropriate time frame.

These policies and procedures are to be reviewed yearly and updated as needed. A copy of the policy and procedures will be maintained in the school office.

During the school year, Bishop Neumann has one AED unit which is located in the southwest corner of the gym in a cabinet with appropriate auxiliary items. It is not to be moved from this location except for use.

## **Library**

The library is a place of study, research, and work. Silence is required for an atmosphere conducive to concentration. Books may be checked out for two weeks and renewed for another two weeks. The fine for overdue books is \$.25 each school day. A student must pay for a lost or damaged book. If a student has an excessive fine or overdue materials, he/she may be restricted from checking out any additional material until the fine is paid and/or the materials are returned.

# ACADEMIC / CURRICULUM

## Academic Requirements

To graduate from Bishop Neumann, a student must have earned a minimum of 250 hours of credit. The 250 hours of credit must include the following:

4 years of Religion.....	40 hours
4 years of English .....	40 hours
4 years of Mathematics.....	40 hours
1 Semester of Computer Education .....	05 hours
3 years of Social Studies.....	30 hours
2 years of Foreign Language <u>or</u> Vocational Education.....	20 hours
1 year of Physical Education/Health.....	10 hours
3 years of Science .....	30 hours
2 years of Fine or Performing Arts .....	20 hours
1 semester of Speech .....	05 hours

Students are required to carry a minimum of eight classes per semester. Each student is to complete 60 hours of Community Service, 15 per year, prior to graduation.

High School students will take an exam in each class each semester during the final exam period. With approval from the administration, some classes may assign a final project instead of a final exam.

## Graduation

No student will be permitted to participate in senior end of the year activities, which includes senior field trip, Baccalaureate, and Graduation, until he/she has completed all graduation requirements, academic and service-oriented. All fees are to be paid by May 1st prior to graduation. If the fees and monies owed have not been paid, the student will not be allowed to participate in graduation exercises but will receive a signed diploma.

## Grading

At the end of each quarter, report cards are issued to students for each course.

Bishop Neumann uses the following method of grading:

A+	99 - 100 (4.0)	A	95 - 98 (4.0)	A-	93 - 94 (4.0)	Superior Achievement
B+	91 - 92 (3.5)	B	87 - 90 (3.0)	B-	85 - 86 (3.0)	Above Average
C+	83 - 84 (2.5)	C	79 - 82 (2.0)	C-	77 - 78 (2.0)	Average
D+	75 - 76 (1.5)	D	72 - 74 (1.0)	D-	70 - 71 (1.0)	Passing
Below 70 %		F	Failing			
I	Incomplete - Temporary					
P	Passing					
U	Unsatisfactory					

Two GPAs will be calculated for the purpose of transcripts, honor roll, & class rank:

- 1) A 100% scale GPA
- 2) A 4.0 scale GPA

Class rank will be determined by using the 100% scale GPA.

## Weighted Courses

The following classes are weighted: Honors English, Honors American Government, Physics, Advanced Biology, Spanish IV, Journalism III & IV, Anatomy & Physiology, Chemistry II, and Calculus. Weighted classes will have three percentage points added to the quarter grade.

## Honor Roll

An honor roll will be determined for each quarter. The purpose of the honor roll is to encourage high scholarship. Two honor roll distinctions will be used:

- 1) Saint John Neumann Scholars (High Honor Roll) – Students receive the high honor roll distinction when their GPA for the current term is  $\geq 93\%$
- 2) Honor Roll – Students receive the honor roll distinction when their GPA for the current term is  $\geq 90\%$  but  $< 93\%$

At the junior high level, the classes which count for honor roll are the five core subject areas: Religion, English, Social Studies, Math, and Science.

## Incompletes

Students are expected to keep assignments up to date and their class work completed each day. If, for sufficient reason, such as illness or death in the family, a student's work is incomplete at the end of a semester, the student will ordinarily be allowed two weeks to make-up the incomplete work. Incomplete work not made up in the allotted time will be averaged into the quarter or semester grade.

## Academic Probation

- 1) A student's eligibility for extracurricular activities (excluding activities required for a class that affects a student's grade point average) will be determined on a weekly basis.
- 2) A student will be placed on *first level* academic probation if he/she is on the weekly "down list" with two or more failing quarter grades.
  - a) The teacher will notify the student and his/her parents of the student's failing grade by **Tuesday**.
    - i) The teacher also will confirm the failing grade by notifying the office/principal by Tuesday morning, who will assemble the academic probation list for distribution on **Tuesday** afternoon to faculty, coaches, and activity sponsors.
    - ii) A student will NOT be considered on academic probation if the deficiency is not confirmed by the teacher.
  - b) A student remains on academic probation as long as the student is failing two classes. Once a student is passing all classes or just failing one class, academic probation will be lifted.
- 3) If a student remains on first level academic probation for the same two (or more) classes for two consecutive weeks, he/she will be placed on *second level* academic probation.

- a) For second level academic probation, a student will be ineligible to compete, perform, or participate in extracurricular activities for one calendar week.
- i) The student will remain ineligible on a weekly basis as long as the student is failing the same two (or more) classes for two (or more) consecutive weeks.
  - ii) Activities include dances and other school sponsored activities.
  - iii) Students typically will be allowed to practice for activities, though ineligibility may be applied to practices at the discretion of the administration.
- b) The administration/office will confirm the second level academic probation by notifying faculty, coaches, and activity sponsors. It will be the duty of the coaches/activity sponsors to notify the students that they are placed on second level probation.
- c) If a student fails two classes for the first quarter, first semester, or third quarter, they will be ineligible automatically for one week. This provides a consequence for failing the quarter, but still allows a student to start over for the next quarter after completing the week of ineligibility.
- 4) A student who is failing in a particular class may be required to remain at school for that class during an extracurricular activity.

### **Academic Citations for Senior High**

When a student has a late assignment for no sufficient reason, the teacher informs the student he or she has an academic citation and contacts the parents via email or phone. The academic citation teacher is also informed of the citation. Academic Citations are not part of the discipline policy and do not count towards suspensions and expulsions unless they become a discipline problem.

1. Each late assignment equals a citation.
2. Once the student is notified, the citation must be served even if the homework is turned in on the day of notification.
3. The citation must be served within two school days of notification.
4. Academic Citations are served at 7:25 a.m.—7:55 a.m. on school days that begin at 8:15 a.m. For any late start days, other arrangements will be made.
5. Arrivals to Academic Citations after 7:25 a.m. will be considered an absence.
6. If a student fails to arrive on either of the allowed days, then an additional Academic Citation will be assigned and both must be served on the next two days. If they miss one of the two days, a third Academic Citation will be assigned. Any more absences will result in further disciplinary action and the Academic Citations must still be served.
7. Necessary materials on which to work must be brought to the Academic Citation. Leaving the room during the Academic Citation counts as an absence unless the academic citation teacher gives permission to work in

another classroom. Necessary materials include the unfinished late work AND something else to work on or read.

8. No electronic devices are allowed during academic citations.

### **Online Grades**

Bishop Neumann utilizes PowerSchool gradebook for all academic records. Parents and guardians have access to their students' grades at all times through the PowerSchool parent portal. Contact the Bishop Neumann office if you need help logging in. The ability to check grades online does not replace communication between parent, teacher, and student. Parents/guardians should feel free to email the teacher any time they have a concern.

### **Failure of Required Courses (for grades 9—12)**

Failure in any of the core classes necessary for graduation from Bishop Neumann will result in the student having to take the course at his/her own expense in an established summer school program or correspondence course approved by the Bishop Neumann administration. A student who fails more than two semesters of core coursework in a given school year or more than six semesters of core Neumann coursework during their high school academic career is subject to dismissal from Bishop Neumann. The credit MUST be made up during the summer following the failure or by the end of the next school year. Failure in Religion, Computer Applications, Physical Education/Health, Ag, or other classes which cannot be completed outside of Bishop Neumann will result in grade recovery at Bishop Neumann.

### **Dropping of Courses**

No courses may be added to a student's schedule after the first week of the semester/year. Any change in courses must meet with the approval of the administration.

## **ATTENDANCE**

An area which has a direct effect on a student's academic performance is his/her daily school attendance. According to the State of Nebraska statute 79-201, youth between the ages of 6 and 18 are required to be enrolled and regularly to attend school each day that it is open and in session. Thus, a student is to be in school every day the school is in session unless he/she is excused by the school.

Students are expected to attend classes regularly and to be on time in order to gain maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Many employers who inquire about a student's school records are interested in his/her attendance. Punctuality is a valuable attribute for the future.

The school day begins at 8:18 A.M. and ends at 3:30 P.M. It is important that once the school day has begun, the student remain in the building until dismissal.

If a student misses a class session for any reason, including for extracurricular activities, the student is responsible for consulting the teacher and making up the necessary work.

### **Procedure When Absent**

Parents are asked to contact the school office between 7:30 and 8:30 A.M. on the morning of the absence or tardiness. When an absence is known in advance, parents are to contact the school office prior to the absence.

### **Excessive Absenteeism**

Bishop Neumann defines excessive absenteeism as TEN or more absences per semester from a class for any reason other than school sponsored activities and will result in the loss of credit for that class. All absences, whether excused or unexcused, will be included in the total number of absences.

Students participating in sanctioned school activities under the supervision of a school staff member will be considered present. They will be responsible for any class work missed.

In the event that appointments must be scheduled during the school day, parents are strongly encouraged to schedule these so that a student does not miss the same class repeatedly.

When a student is absent from any class FIVE times, a letter will be mailed to the parent/guardian from the office as a reminder of the absence status. A second notification to the parent/guardian will be made after the EIGHTH absence from class. Upon the TENTH absence from class, notification of the loss of credit will be sent to the parent and student.

In the event of extenuating circumstances (e.g. prolonged illness, hospitalization, or similar reasons), an appeal (with documentation for restoration of credit) may be made to the administration within two weeks of notification of the loss of credit.

Upon the TENTH absence for the semester and the TWENTIETH absence for the school year, the school will notify the county attorney regardless of circumstances.

The school's policy regarding excessive absenteeism is written in compliance with State of Nebraska statute 79-209. This state statute requires schools to have a written policy on attendance that is reviewed in collaboration with the county attorney.

### **Tardy to first period**

Students are to report to class before the class bell has rung. Arrival to any class after the start of any period EXCEPT first period will be given a demerit unless the student has received a pass from staff or administration. (See the "Guidelines for Behavior".)

Students who arrive to school after the first bell and before 8:38 A.M. are considered tardy to school and will be given a tardy demerit. Students arriving after 8:38 A.M. will be considered absent for the whole period. Students arriving after 8:38 A.M. without a note or phone call from a parent will receive a detention.



A 24-hour grace period will be given for the parent to call or send a note. It is the students' and parents' responsibility to make sure a phone call is made or a note is given to the office.

Students who arrive after the first bell must come to the office before going to any other part of the building. The attendance secretary will record the arrival time and the students will be issued a pass to class. The time the student is not in school will be recorded by the period(s) missed. This procedure will be applied any time the student is not in school, such as when leaving early or attending a personal event.

### **Leaving the Building**

Any student who needs to leave the school building for any reason must obtain permission from the office and his/her parents.

Whenever any student leaves the building, he/she must sign out at the front office and indicate the time leaving the building. If the student returns before the end of the school day, he/she is to sign in at the front office and indicate the time of return.

Students may only go to their car during the school day with administrative approval. They must check in at the office before going to their car and after returning from their car.

### **Tuancy**

Skipping school (e.g. "Senior Skip Day") or leaving the school premises for any period of time during the day, without the prior permission of the parents and a school administrator, is considered truancy. Parents will be notified of the truancy. In case of truancy, the following action will result:

1. Any truancy will result in disciplinary action determined by school administration.
2. A zero will be given in all classes missed while truant in which a grade was taken.
3. If a truancy occurs a second time, the student and parents are to meet with the principal and CAO for appropriate disciplinary action.

### **Attendance and Participation in Spiritual Programs**

Bishop Neumann places great importance on participation in spiritual activities during school. Regardless of faith or denomination, all students are to be present at all school Masses, class retreats, Penance services, service days and other spiritual programs. NO student will be excused from attendance. Catholic students are required to fully participate in these activities, failure to do so will result in a meeting with parents and administrators and could cause a student to be liable to removal from school organizations, suspension, or dismissal. Students who miss an activity will be required to make up the time outside of school hours as determined by the administration. Arrangements for this change are made with the teacher or sponsor of the class or activity prior to participation in the class or activity. Students are not allowed to drive to class retreats unless prior arrangements have been made with the administration.

## **Absence for School-related Activities**

The following procedure is to be followed by students who will miss class in order to participate in a school-related activity:

1. Any student who will miss class to participate in a school-related activity is required to obtain a sign-out sheet from the office which is to be signed by each of his/her teachers whose class will be missed.
2. The teacher's signature indicates that the student has done all the assignments for the class period in advance or that they will be done at a later date agreed upon by the teacher and the student.
3. The student must be passing any class that he/she will miss for the activity.
4. All senior high students must be passing all classes in order to participate in a field trip.
5. At the teacher's discretion, teachers may choose to retain students who are behind or missing assignments.
6. The sign-out sheet is due to the sponsor who is to hand the sheets in to the office preceding the day of the event.
7. If the student fails to meet the above requirements he/she may be denied the opportunity to miss school in order to participate in the activity.

## **College Visits**

It is beneficial for juniors and seniors to visit an institution of higher learning to help them in their future planning. However, a college visit is not considered a sanctioned school activity, but rather a parent-excused absence. The policies for such visits are as follows:

1. Juniors and seniors interested in post-secondary education are limited to two college visitations. For seniors, these visits must be completed by **March 31<sup>st</sup>**, unless approved by the administration.
2. Students wanting assistance in setting up the visits or appointments with college personnel should see the school counselor. It is recommended that appointments be made two weeks in advance of the visit.
3. Students should obtain a regular sign out sheet to be signed by a parent and turned into the front office the day before the absence.
4. It is recommended that the student have taken the ACT or SAT prior to visiting the institution if the institution requires it for admission.

## **Job Shadowing**

Juniors and seniors at Bishop Neumann will be permitted to do job shadowing to assist them in their career choices. Job shadowing is not considered a sanctioned school activity but rather a parent-excused absence. The policies for such activities are as follows:

1. Juniors and seniors will be allowed to miss one school day per year to job shadow. This day must be approved by parents and administration.
2. Students wanting assistance in setting up the job shadow should see the school counselor. It is recommended that appointments be made two

weeks in advance of the experience.

3. Students should obtain a regular sign out sheet to be signed by a parent and turned into the front office the day before the absence.

## **GUIDELINES FOR BEHAVIOR**

The discipline policy of Bishop Neumann aims at fostering “high expectations in a person’s spiritual, intellectual, physical, and social life.” To accomplish this goal, Bishop Neumann focuses on the development of positive relationships and on teaching and modeling behaviors that are rooted in the Gospel along with the many social skills necessary for developing and sustaining a well-ordered and prosperous society.

To maintain order, to protect the rights of individuals, and to attain the common good, Bishop Neumann also prohibits certain behaviors. These include any actions that endanger (or threaten to endanger) the spiritual, intellectual, physical, and social welfare of anyone in the school community, frustrate (or have the potential to frustrate) the learning process, or offend the dignity and value of the human person. To deter improper behaviors or redress the disorders introduced by them, Bishop Neumann has established the following regulations.

### **Demerits**

All students are issued and required to carry a demerit card and to present it to any staff member upon request. Generally, demerits are consequences for minor violations of school policy that nevertheless hinder the effectiveness of instruction and/or the good order of the school community. One to five demerits can be given for these minor violations of school policy, depending upon the gravity of the action. Every 5th demerit always results in a detention. Once a student fills their card, they should report to the school office to receive a new card before their next class. The faculty/staff member will inform the office of the detention during passing periods.

Minor violations include but are not limited to:

- (T) Tardy to class (*For first period tardies, see “Attendance” section*)
- (DC) Dress code/grooming violation (will include correction of the violation)
  - Haircut considered separately – see haircut policy under dress code.
- (FGP) Open Food/gum/pop during school hours
- (LIT) Littering in the halls, classes, or parking lot
- (NFI) Not following instructions
  - Can include being unprepared for class (i.e., no book, no pen, no planner, etc.)
  - Late work is given an academic citation
- (PDA) Public display of affection
  - Includes but not limited to hugging, holding hands, kissing, cuddling, massaging

- (PARK) Parking lot violation
- (IB) Inappropriate behavior or language (including at activities)
- (DISR) Disrespect, insubordination or disruptive behavior
- (PROP) Failure to care for school property
- (LIE) Lying

Students may have a demerit removed from their demerit card if they go a calendar month without receiving a demerit or other disciplinary consequence (detention, etc.). For example, if your last demerit was on August 26, you would be able to come in on or after September 26 to have it removed as long as you did not receive any demerits or detentions between August 26 and September 26.

## **Detentions**

When a student receives a 5th demerit, or when a student exhibits behavior that more gravely hinders the effectiveness of instruction and/or the good order of the school community, he/she will receive a disciplinary detention.

### Violations resulting in detention(s) include but are not limited to:

- Filled demerit card
- Not having demerit card when asked. If the card is presented on the day the detention is served, the demerit will be issued and the detention will not be recorded.
- Lost demerit card
- No hair cut after three day warning
- Skipping class
- Two office referrals. A student who is disrupting the learning environment of a classroom will be sent to the office as an office referral.
- Vandalism (will include restitution)
- Opening another student's locker without administrative permission
- Cheating or plagiarism (includes zero on work)
- Possession of tobacco products (will include parent meeting)
- Being in unauthorized areas of the school (such as the boiler room or kitchen) without staff supervision – two or more detentions may be given for this
- More serious violations of the actions listed under “demerits”

For 9th-12th grade detentions, the student must serve the detention within two school days of notification by reporting to the detention room at 7:25 A.M. and remaining until dismissed by the detention supervisor.

7th and 8th grade detentions are served at 3:35 P.M. on Mondays for thirty minutes.

Failing to report or arriving late to detention will lead to an additional detention (not counted towards the disciplinary process). The dress code is to be followed during the detention period. Only one detention may be served on a given day. The detention room will be totally silent. Students must bring

something to study or to read. No electronic devices will be allowed. Students might be requested to perform some tasks for the school such as cleaning or working in the office.

Parents will be notified by phone or in writing that their son or daughter has a detention.

## **Disciplinary Process**

1. After a student has received four major disciplinary actions (detention or greater), he/she will be asked to meet with the Principal. Parents will be notified through a letter/email that the student will be meeting with the administration, and they will be invited to attend the meeting.
2. When a student reaches a sixth detention or major disciplinary action for the school year, or has received three detentions within one month, or has performed actions for which the intensity, frequency, and/or duration justify greater response, the student may be required to enter a behavioral contract in order to remain at Bishop Neumann.
  - a. A conference between student, parents, and administration will be arranged to establish a behavioral contract.
  - b. This behavioral contract will be based upon the individual's behavior and what is necessary for the student to successfully participate in the academic, social, and spiritual programs offered by Bishop Neumann.
  - c. This contract takes into consideration previous inappropriate behavior to set goals for the student to demonstrate improvement regarding the intensity, frequency, and duration of inappropriate student behavior. This behavioral contract may include a plan of action for the improvement of behavior for success at Bishop Neumann and may include some form of mentoring and/or professional counseling at the student's cost.
  - d. Also considered in the development of the contract is the well-being of the other students, the teachers, and the school as a whole.
  - e. This contract also may include consequences for continued undesired behaviors. These other consequences may include:
    - School or community service
    - In or out of school suspension
    - Loss of lunch room privileges
    - Reparation for unacceptable behavior
    - Limits placed on participation in athletics or other school activities for the remainder of the school year including, but not limited to, sports, drama, speech, music, prom, field trips, dances, and awards banquet.
  - f. The contents of this contract will be shared with the faculty of Bishop Neumann to keep them apprised of the student's status.
  - g. This contract also may contain further conditions and consequences for reducing the intensity, frequency, and

duration of inappropriate behavior to be followed for remaining at Bishop Neumann, which, if not followed, may result in suspension from school or school related activities, a request to leave Bishop Neumann, or expulsion.

- h. The remainder of the disciplinary process is still in effect, unless specified in the above mentioned contract.
3. When a student receives a seventh major disciplinary action, he/she will be placed on one day of in-school suspension, and the parents will be notified in writing.
4. When a student receives an eighth major disciplinary action, he/she will be placed on one day of in-school suspension and possibly other consequences, such as loss of lunch room privileges. A conference with the student, parents, and the administration will be held.
5. When a student has received nine major disciplinary action, the student will be placed on out-of-school or in-school suspension, as determined by the administration, for a minimum of one day, and possibly other consequences, such as loss of lunch room privileges. He/she will not be allowed further participation in athletics or other school activities for the remainder of the school year including, but not limited to, sports, drama, speech, music, prom, field trips, dances, and awards banquet.
6. When the student receives a tenth disciplinary action, the CAO may:
  - a. Dismiss the student on the grounds that the student is failing to take responsibility for self-discipline and behavior. After repeated conferences and attempts to help, the student is deemed detrimental to the maintenance of a favorable learning atmosphere in the school.
  - b. Outline a special probationary program for the remainder of the school year listing the conditions under which the student may continue to be enrolled at Bishop Neumann in consultation with the principal. Failure to abide by the terms of the contract will result in automatic dismissal.

If at any time it is deemed necessary, a student may be recommended by the counselor and/or administration for evaluation by an outside professional at the student's cost.

### **Suspension/Dismissal**

Bishop Neumann believes that every student has the right to a Catholic education and, within due limits, will work diligently to keep students in school, and help them achieve success. There are times, however, when student behavior reaches an intensity, frequency, or duration level that justifies suspension or dismissal.

A student can be suspended or dismissed from school for any major offense. Offences that make a student liable to suspension or dismissal include but are not limited to:

1. Persistent neglect of school work
2. Constant violation of school rules

3. Excessive absenteeism
4. Willful destruction of school property
5. Tampering with the fire alarm, extinguishers, or emergency-notification system
6. Possession or under the influence of alcoholic beverages or drugs on the school grounds or at school functions
7. Serious act of disrespect to a teacher
8. Any act which school authorities judge harmful to the faith and morals of fellow students or harmful to the good name of the school
9. Repeated truancy
10. Use of fireworks, stink bombs, or other explosives
11. Criminal or violent offenses
12. Weapons, including knives. Guns on school property require a minimum of one year suspension.
13. Fighting — one-day, out-of-school suspension
14. Bullying/Harassment offenses
15. Theft
16. Possession or transmission of pornographic or sexually explicit materials, including any digital transmissions.

The school administration reserves the right to suspend or dismiss any student whose conduct or effort is considered detrimental to self or others. The parents will be informed of the action taken. There are two kinds of suspension: in-school and out-of-school.

1. In-school suspension—the student will report to the office for the duration of the school day and work on class assignments, tests, or other schoolwork. Credit can be given for this work. Student will be required to leave cell phones and electronic devices in the office. Participation in school-related activities during the period of in-school suspension is subject to the decision of the administration.
2. Out-of-school suspension – Student is not allowed to attend school or to participate in school-related activities during the period of time he/she is suspended. Student may lose credit for assignment and/or tests taken on the day(s) that the out-of-school suspension is served.

Both types of suspension will place the student in step 1 of disciplinary process.

### **Readmission**

Students dismissed from Bishop Neumann may apply for readmission the following semester provided they have not been dismissed for criminal or violent acts. Readmission will be based on acceptable levels of behavior and academic work in the school attended after Bishop Neumann. Second semester seniors who are dismissed will have the option of testing out of required Bishop Neumann courses in order to receive their diplomas after graduation. They will not be allowed to participate in school sponsored activities, including graduation.

## **Harassment**

Based on the dignity and value of every human person and the command of Christ that we “love one another” (John 13:34), Bishop Neumann demands and fosters an environment free from any form of harassment or bullying, either verbal, written, or via electronic media. Behaviors proscribed by this policy include but are not limited to:

- Unwelcome touching
- Name-calling
- Spreading rumors
- Making threats or demeaning comments of a sexual, physical, or psychological nature
- Exhibiting suggestive, sexual, psychological, or racial gestures, looks, jokes, or comments
- Pressuring of any type for money, grades, status, position, or sexual activity

Depending on the intensity, frequency, and duration of the offense, a violation of this policy will result in serious consequences, which may include, but not limited to, formal dismissal from Bishop Neumann.

Students who are victims of any form of harassment or bullying should report it immediately to school officials without fear of retribution.

## **School Property**

It is imperative that everyone treats school property with proper care. Students who, due to negligence or vandalism, damage or destroy school property will be responsible for any cost incurred in the repair or replacement of such property. Stealing of school property will not be tolerated. The student will be subject to disciplinary action or expulsion.

## **Theft**

In order to foster a true spirit of Christian community within the school, the ability to place faith and trust in each other is crucial. Any student who takes property belonging to another student or the school will be subject to disciplinary action, which may include suspension and/or expulsion.

Students who steal school property may be reported to local law-enforcement authorities. The names of students who steal property from individuals will be given to the victim of the offense.

## **Confiscation**

Items such as knives, water guns, pornographic material—or any object that causes disturbance—will be confiscated and disciplinary action may be taken. Articles confiscated do not necessarily have to be returned.

## **Limited Privacy**

Teachers and administrators have the right to search desks, lockers, bags, backpacks, book bags, athletic bags, purses, pockets, personal effects, vehicles,



and/or personal belongings at any time. Such a search should ordinarily be conducted with another adult witness present. Any items found which are inconsistent with the goals of a Catholic school may be removed and held by the school. Parents will be notified if any such items are found and confiscated.

**Lockers:** School lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the content security of their lockers. Each student is responsible for his or her locker. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without student consent, and without a search warrant.

Students' lockers are not to be locked. The school has the right to remove any lock by any means if necessary.

**Law Enforcement Authorities:** Law enforcement authorities may be called to assist in any search if school authorities believe state or federal laws have been violated and the assistance of a law enforcement officer is deemed necessary and/or advisable.

**Other Searches:** School officials reserve the right to conduct such searches as deemed necessary and prudent, including the use of drug-sniffing dogs, to provide a safe and orderly environment in and around the school.

## **Smoking**

Nebraska School Law does not permit students to smoke or to use smokeless tobacco on school property. The use or possession of smoking materials (including the wearing of nicotine patches) or look-alikes is forbidden in the school building, on school grounds, in front of the school, or at school-sponsored activities.

Students found smoking (including e-cigarettes), chewing tobacco, or wearing nicotine patches will receive two detentions and a parent meeting will be required. Students in possession of smoking materials, chewing tobacco, or look-alikes will receive one detention and a parent meeting will be required. Suspension will result for any student who continues to abuse this rule.

## **Dress code**

Personal appearance affects one's attitude and behavior. Good grooming exhibited through cleanliness, decency, and neatness indicates self-respect. The learning atmosphere is promoted when students look their best.

## **General guidelines**

1. The administration of Bishop Neumann reserves the right to determine appropriate clothing for school.
2. All clothes must be clean, unfaded and untattered, without holes.
3. Hats, caps or hoods are not allowed to be worn during the school day.
4. No body or tongue-piercing jewelry. Tattoos must be covered at all times.

5. Chains or other jewelry or accessories judged inappropriate by the administration are not allowed.
6. No sweatpants or wind pants are to be worn (including on cold days walking to Mass).
7. Dress shoes or tennis shoes that are closed-toe with a back are to be worn with socks. Boots may be worn if tops are covered by the pant leg to the ankle.
8. Acceptable shirts – Short or long-sleeve plain white or red polos with no logos, prints or designs. Short or long-sleeve t-shirts may be worn under the polo. T-shirts must be all white with no visible writing or logos, and should not stick out below the bottom of the polo.
9. Acceptable shorts - Dennis uniform shorts, unaltered, in black or khaki. Acceptable pants – Dress pants in black or khaki. Pants must have four or fewer pockets only on the upper portion of the pants. They are to be worn at the natural waistline. Cuffs cannot be altered or split. The following are not allowed: tight-fitting pants, jeggings/leggings, look-alike jeans, jogger or yoga pants.
10. Undergarments must not be visible.
11. Hair should be clean and natural appearing in color and pattern, with no faddish or outlandish styles. There is to be no permanent or semi-permanent foreign objects attached to hair or head.
12. Only sweatshirts & fleeces currently sold in the office are permitted.
13. On field trips, students should be in school uniform. Some exceptions to this rule (e.g., dressing up for FBLA or FFA events) may be approved by school administration.

### **Additional guidelines**

1. Earrings are inappropriate for school wear for boys and may not be worn to school or school-related activities.
2. Boys are to be clean shaven. Sideburns are not to go below the earlobe. Boys will be asked to shave at school.
3. Boys' hair styles will consist of a short or regular tapered neckline off the collar, and tapered above and off the ears. No pony tails, pig tails, or outlandish or faddish styles.
4. If a boy is asked to cut his hair because of length, the policy is:
  - a. Hair cut will be done within three days (not three school days).
  - b. Student is responsible for showing administration the haircut.
  - c. Hair must meet guidelines.
  - d. If student does not show administration the haircut, he will serve a detention.
  - e. If not cut by three days, he will serve a detention.

- f. If hair is not cut by three days after receiving the detention, he will be suspended until the haircut meets guidelines.
5. Girls may wear Dennis uniform skorts, unaltered, in black or khaki.

### **Jean Days**

On scheduled jean days, students have the option of wearing jeans (blue or black-colored denim jeans) instead of the school uniform. The jeans may not be ragged or torn. No form fitting jeans or denim leggings are allowed. No wind or nylon-material pants may be worn.

Modest collared or collarless shirts and/or blouses may be worn with the jeans. Sweatshirts, sweaters, pullovers (even pullovers with partial zippers) and T-shirts may be worn, but inappropriate or lewd advertising or messages are not acceptable. The following are not allowed: tank tops, mid-riffs, sleeveless shirts or blouses. Full zip jackets are allowed. Shoes appropriate for school wear and socks must be worn. Students who choose not to wear jeans must follow the regular school dress code.

### **Spirit Day (Red & Gold)**

Periodically, during the school year, Spirit Days may be scheduled. Students will have the option of wearing shirts with Bishop Neumann insignia, with the “Neumann” name on them, or predominantly red or gold shirts, with blue jeans instead of the school uniform. Students who do not choose to wear red/gold must follow the regular school dress code.

### **Consequence**

Any student violating the Bishop Neumann dress code will be issued a dress code citation which will not apply toward the school disciplinary process. A student may receive multiple citations for the same infraction over the course of the same school day. Dress code citations will be served from 7:25AM – 7:55AM. Students will have two days to serve the citation.

### **Senior Pictures**

In order for students to be pictured in a professional and dignified way in their senior Yearbook and the Graduation Display near the school’s entrance, we ask for adherence to the following requirements. All students must be dressed following these guidelines for the class pictures sections of the Bishop Neumann Yearbook and the Graduation Display:

#### **Boys and Girls:**

All pictures should be a head and shoulders type of pose. Hands may be folded and included in the pictures if there are no symbolic gestures of any kind. We do not allow words or symbols on clothing. We will not accept pictures of students in Bishop Neumann uniforms and jackets. Photograph backgrounds are to be approved by the Yearbook Coordinator. Pictures with facial hair, any piercing (other than earrings for girls), tattoos or hats are not acceptable and must meet all other Student Handbook guidelines.

### **Girls:**

- Tops or dresses must reach the neckline with no obvious cleavage. No words or symbols on clothing.
- Shoulders must be covered.

### **Boys:**

- Suits or sport coats with long neckties or bowties.
- Sport shirts (polo shirts) with top button open; turtlenecks, v-neck sweaters with shirts or crew neck sweaters.

## **Hall Passes**

In order to facilitate learning in each classroom and to ensure proper supervision, students are to be in the classrooms and not in the hallways of the school during class periods and study halls without a planner with a properly signed hall pass. This pass should indicate the time the student left the classroom, where he/she is going, and the initials of the teacher giving the pass. Students who are in violation of this rule will be given a demerit.

## **Telephone/Personal Electronic Devices**

The office telephone is a business phone for use by the administration, faculty, and staff only. Messages for students will be taken by the office staff, and students will be notified.

Cell phones must be turned off and remain out of sight during the school hours and cannot be used between classes and during lunch. Cell phones are not allowed during detention, academic citation, or in-school-suspension. Students may use their cell phone in the office if given permission.

PDAs, Electronic Books, Cameras, MP3 players, iPads, smartphones (including non-phone applications), or the like must also remain out of sight and turned off during the school hours. Smart watches should be either turned off or have notification disabled during the school day. These devices may not be used between classes, at lunch, or during detentions and academic citations. Use of cell-phones or other electronic devices for photography or video is not allowed during the school day. Any non-school related photography or video is not allowed during the school day.

Students are responsible for their own electronic devices even if they have loaned it to someone.

**Consequences for violating this policy:** The electronic device will be confiscated by the staff or administrator. The device, along with a note stating the student's name, date, time and class, will be turned in to the office. *First violation:* Parents will be required to retrieve the electronic device. *Second violation:* Parents will be required to retrieve the electronic device, and the student will receive a detention OR the electronic device will be kept for a week (with parental approval). *Third or more violation:* Parents will be required to retrieve the electronic device, and the student will receive two detentions. The student also will be required to check in his/her electronic device in the office each day before school begins for the remainder of the school year.

Students who use their electronic device in any way in a bathroom or locker room will automatically be treated as a third violation. Parents will be required to retrieve the electronic device, and the student will receive two detentions. The student also will be required to check in his/her electronic device in the office each day before school begins for the remainder of the school year. Failure to turn in the device will result in a detention.

### **Book bags**

All book bags are to remain in student lockers throughout the school day. Students are not to carry their book bags from class to class without administrative permission.

### **Lockers (Athletic and School)**

Lockers are school property loaned to students for their use and not the private property of the students. Valuables should not be placed in lockers as their security cannot be guaranteed. Locker doors should remain closed when not being used. Lockers in the locker room must be locked with a padlock provided by the student.

The school reserves the right to remove any artifacts inconsistent with the Christian environment of Bishop Neumann. Lockers are subject to search at any time.

### **Gym Regulations**

Students are not permitted on the stage except for class.

Grabbing, or hanging on the basketball net and/or rim automatically results in a detention. If the backboard is shattered, restitution is required.

### **Food Outside of the Cafeteria**

Food (soda, candy, chips, etc.) is not to be brought into the classroom, gymnasium, or on the stage with the exception of Homeroom. The soda and candy machines are off limits during the school day from the first bell until dismissal. If any student purchases items from the machines, these may be confiscated and the student given a demerit. No open food and/or beverage containers are allowed in lockers; any found will be confiscated. Only clear water containers are allowed in lockers or held by a student.

### **Pregnant/Married and Unmarried Students**

The diocesan policy will be followed. Full copies are on file in the office.

The following conditions are the minimum to remain enrolled at Bishop Neumann. Further conditions may be added as needed.

1. A student not living with a parent or legal guardian is not accepted at Bishop Neumann.
2. Any student who is involved in a pregnancy program will be required to meet with school officials on a frequency determined by the administration. At least one parent must be present for these meetings.

3. Due to the specific nature of those in a pregnancy program, all academic work (including service hours) must be completed one week before graduation.
4. Any student participating in a pregnancy program must be responsible for contacting teachers for assignments, and turn in assignments on a regular basis as determined by the teachers and/or the administration, or be subject to possible dismissal from the pregnancy program—which could or would make graduation impossible. Any student who neglects to contact school officials or teachers for assignments could be dismissed from the pregnancy program.

## **Dances**

Throughout the school year, Bishop Neumann will host dances for students. These dances will range from informal (sock hop) to formal (Prom). These events are intended to be a safe, modest, and moral place for our students to have fun. Students may be subjected to a breathalyzer before and/or after events. If a student wishes to leave earlier than 30 minutes before the end of the dance, an administrator, school official, or chaperone must speak to a parent or guardian.

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Below are the policies that will be used to promote our Christian values during our formal and semi-formal dances. These policies were created by a group that consisted of administration, teachers, parents, and a member of the school advisory board.

## **Homecoming**

Bishop Neumann freshmen through seniors may come to Homecoming. Outside dates are permitted with approval from the dance sponsor prior to the event. The following rules for guest students from outside of Neumann apply:

1. Guest must be in high school or no more than two years out of high school.
2. The Bishop Neumann student must register their guest by reporting the name, grade level, school attending(ed) prior to the event. A photo id must be presented the night of the dance.
3. Bishop Neumann students must make their guests aware of dress code and code of conduct.

A minimum of 5 couples (10 parents) arranged by the parents of cheerleaders will be responsible for chaperoning the dance in conjunction with the cheer sponsor, faculty, and administration. This will include, but may not be limited to, monitoring halls and moving around the dance floor throughout the dance.

## **Junior-Senior Prom**

Prom will consist of a Mass, dinner, and dance. The dinner and dance will be in the gym. Traditional prom royalty will be maintained through voting

by the juniors and seniors. Homecoming king and queen are ineligible for prom king and queen. There are no student prom servers. The banquet is to be served by parents of the junior class. A minimum of 5 couples (10 parents) of junior parents will be responsible for chaperoning the dance in conjunction with the prom sponsors and the administration. This will include, but may not be limited to, monitoring halls and moving around the dance floor throughout the dance.

Only juniors and seniors of Bishop Neumann may attend the prom with other juniors and seniors who are their dates. Outside dates are permitted with approval from the dance sponsor prior to the event. The following rules for guest students from outside of Bishop Neumann apply:

1. Guest must be a junior or senior in high school or no more than two years out of high school.
2. The Bishop Neumann student must register their guest by reporting the name, grade level, school attending(ed) prior to the event. A photo id must be presented the night of the dance.
3. Bishop Neumann students must make their guests aware of dress code and code of conduct.
4. Post Prom regulations and guidelines are determined by the parents of the juniors with the approval of the administration.

### **Dress Code for Homecoming and Prom (all formals)**

Gentlemen:

1. Button-down shirt with collar must be worn. A sweater may be worn over the collared shirt.
2. Dress slacks and shoes are required. No jeans or shorts are allowed.
3. Tuxedos are customary for Prom; however they are not required.

Ladies:

1. Neckline must be covered and reveal no cleavage. The entire breast area must be completely covered with solid fabric including the space between the breasts. (Hints: Ensuring that there is solid material from the top crease of the armpit and lower will ensure compliance. Straps are not required, but on some dress styles, they prevent a dress from shifting downward and becoming out of compliance.)
2. Midriff must be completely covered. Mesh or sheer material is not acceptable– if a two piece, it must be pinned or sewn. No nude/skin colored fabric is to be worn to cover openings.
3. No open backs or sides. Solid material that is same color as the dress must cover the sides of the body and entire back from the bottom of the shoulder blades and lower.
4. The hemline or the highest point of a slit in the dress at the bottom must extend to within a credit card length from the top of the knee (most have a credit card when shopping so it will be an easy gauge to help determine if length is acceptable). The hemline point must be a solid material - Leggings and tights are an accessory and not considered outer apparel.

All students must remain in dress code compliance throughout the entire evening. It is highly recommended to get pre-approval for your outfits for our formal dances. Attire must be formal; costumes will not be allowed (i.e., retro or vintage suits). Please refrain from excessively tight clothing.

### **Appropriate Dance Policy**

1. Partners facing one another during a slow dance may be touching only above the waist.
2. Arms around the partner must be at waist level or above.
3. Partners facing the same direction may not be touching at all.
4. Sexually suggestive movements are unacceptable.
5. Physical and unsafe dancing resulting in students deliberately jumping/running into each other or pushing each other is unacceptable.
6. Students must remain on the floor while on the dance floor; no “crowd surfing” or climbing on each other.

Students dancing outside of the acceptable policy outlined above will be asked to leave the dance floor for the remainder of the song. If the behavior continues, they will have to leave the dance and parents will be called. Students are only allowed to be in the gym and the lower level west hallway during the dance. Going upstairs or in other hallways is prohibited.

### **Sock Hops**

The following guidelines are in effect regarding school sock hops:

1. Only Bishop Neumann students, grades nine through twelve, are allowed at sock hops.
2. The dance begins approximately 15 minutes after the end of the game. All students (excluding the team) are to be in the gym no later than thirty minutes after the doors have been opened to the sock hop.
3. Admittance to the sock hop is only through the southeast cafeteria door.
4. Once a student leaves the dance, he/she may not be readmitted. Exit is only through the southeast cafeteria door.
5. Dances will end no later than 11:30 P.M. This time is subject to change if most students leave earlier.
6. Appropriate dress by both boys and girls is to be followed.
7. Students are to be in the cafeteria or gym. The lower-level restrooms are to be used. No one is permitted in other parts of the school.
8. Smoking is not allowed on school grounds.
9. Any students under the influence of alcohol and/or other drugs are to be detained, and authorities and parents will be called.
10. Shoes are not to be worn on the gym floor.



# **SCHOOL-RELATED ALCOHOL AND DRUG**

## **USE POLICIES**

*\* The administration reserves the right to adopt new policies, approve additional disciplinary actions, and change existing policies.*

Bishop Neumann recognizes alcoholism and chemical dependency as treatable diseases. It is the intention of the school to create an alcohol and chemical-free environment for the entire student body. The purpose of this policy is to provide a message to the community that use, possession, or being under the influence of illegal drugs by our students will not be tolerated.

The administration at Bishop Neumann encourages any student who struggles with drug or alcohol use to seek assistance from the school or from a professional counselor before any incident occurs.

Any student distributing illegal drugs at school or during a school activity will automatically be dismissed from Bishop Neumann.

Any student who: 1) is discovered by a member of the faculty, staff or coaching staff using alcohol or any other drugs while on school property or during school-sponsored activities; 2) admits to a faculty member or administrator to having used alcohol or drugs while on school property or during school-sponsored activities, or; 3) is cited for a violation of the law involving alcohol or other drugs while on school property or during school-sponsored activities, shall be handled as listed below.

Athletic programs, National Honor Society, and other school-sponsored clubs or organizations may have additional policies regarding alcohol and drug use, as stated later in this handbook.

### **A. First Incident**

Once a first incident has come to the attention of an administrator, the student will be placed on an out-of-school suspension for a period of time and a meeting will be arranged with the parents.

1. Parents meet with the administration and agree to have the student undergo a diagnostic evaluation.
2. The appointment for this evaluation is to be made within a week following the meeting.
3. During the suspension, the student will not be allowed to participate in any extra-curricular activities or public performances, nor may the student attend such activities.
4. If an appointment for an evaluation has not been made within one week from the incident, the student will be suspended once again from school, as well as from all school activities until such an appointment has been made.
5. The results of the evaluation are to be sent to the school, and any recommendations made by the evaluating facility will be followed.
6. Fees for any assessment, classes, evaluations, and/or treatment are the responsibility of the student and parents.

## **B. Second Incident**

For a second incident, participation in a rehabilitative/counseling program at the expense of the student and parents is mandatory. The student will be placed on out-of-school suspension for a period of time, and a meeting will be arranged with the parents. Failure to show proof of participation in a rehabilitative/counseling program within fifteen (15) days can be grounds for expulsion.

## **C. Third and Subsequent Incidents**

When a student is involved in a third or any subsequent incident, further participation in rehabilitative/counseling will be required, and, in addition, immediate expulsion from Bishop Neumann can be considered by the administration.

The above policy is not a yearly one, but holds true for any subsequent incidents occurring during the student's attendance at Bishop Neumann. The administration will have discretion with regard to the application of the policy.

Extracurricular activities include but are not limited to athletics, plays, musical performances, speech and drama teams, student council, and National Honor Society.

# **TRANSPORTATION**

## **Bus Service**

Students riding the school bus are under the authority of the CAO, principal, teachers, or bus drivers and sponsors while they are on the bus, whether during the regular bus runs or for school-related activities. Misconduct may result in denial of bus-riding privileges.

## **School Bus Safety Rules**

### **Previous to Loading:**

1. Be at the designated school bus stop five minutes prior to the scheduled stop.
2. Stay off the road at all times while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
3. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.

### **While on the Bus:**

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking, laughing, and unnecessary confusion divert the driver's attention.
4. Treat bus equipment as you would valuable furniture in your own home.

5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus. No bottles of any kind are to be taken on the bus. No open beverage cans may be carried onto the bus or consumed while on the bus.
7. Keep books, packages, coats, and all other objects out of the aisle.
8. Remain in the bus in case of a road emergency, unless directed by the driver to do otherwise.
9. Do not throw anything out of the bus window.
10. Remain in your seats while the bus is in motion.
11. Be courteous to fellow students and the bus driver.
12. Keep absolutely quiet when approaching a railroad crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus.
14. While on the bus, you are in the driver's charge and must therefore obey the driver promptly and respectfully.
15. Inform the driver, if possible, when a rider will be absent.
16. Students who damage the interior or exterior of the bus will pay for the repairs.

#### After Leaving the Bus:

1. Cross the road, when necessary, at least twelve feet in front of the bus. Stop and look at the bus driver who will motion students, thus letting them know it is safe to cross.
2. Help look after the safety and comfort of small children.
3. Do not leave the bus at places other than the regular bus stop unless proper authorization has been given in advance by the parent and school officials.

#### Extra-curricular Trips

All students participating in school-sponsored activities must ride the bus to and from these activities. The participants shall be accompanied on the bus by the director for the trip. Student spectators who ride the bus to an activity must also return by bus. Certain exceptions may be made at the discretion of the sponsor. Only prior requests made by the student's parents or guardians will be given consideration.

#### Violations

Violations of bus policy will be reported to the administration. Severe violations could result in the loss of bus-riding privileges on a temporary or on a permanent basis.

#### Driving Privileges

Parking for students is permitted in designated areas by the administration. Students who drive a motor vehicle to school must know and obey the following:

1. No parking on the street or in the parking stalls in front of the school.
2. Speeding, careless driving, or screeching of tires on school property and on the street bordering Bishop Neumann is not permitted and may result in a detention.

3. Sitting in or on any vehicles during the school day is not permitted.
4. Students may not enter the parking lot during the school day unless permission is obtained from the principal or school office.
5. At the end of the day, students leaving the south parking lot must exit to the south until all buses have departed; students leaving the north parking lot must exit to the north.
6. The school parking lot is considered private property. No illegal substances/alcohol may be in the vehicle while parked on the property. All vehicles are subject to a search.

## **SERVICE PROGRAM**

A requirement of the religion department for grades nine through twelve is volunteer service. This requirement is based on the directive in the National Catechetical Directory which states, "a rounded view of the Church requires an understanding both of its inner life and of its ministry of service to society." It further says, "Catechesis concerning justice, mercy, and peace should be part of the catechetical process. It should include efforts to motivate people to act on behalf of these values" (p. 95).

Each year students in these grades are expected to spend a minimum of 15 hours in a Christian service program toward a total of 60 hours before graduation. Only 15 hours may be applied toward the total required each year. Off-campus service must be done outside of school hours. Each year, a minimum of 5 hours must be completed outside of Bishop Neumann. Students who are short of the required hours will be ineligible to participate in any extra-curricular activities until service hours are completed and approved. Ineligibility starts the first Monday of the NSAA calendar.

Service hours must be handed in within thirty days after completion to be counted. Freshmen, sophomores, and juniors must complete their service hours for the school year before the beginning of the next school year. Seniors must have all service hours completed by March 1st or service will be assigned. If service hours are not completed, seniors may not participate in the graduation activities.

Some suggestions of the kinds of things students may do for service hours are listed below. If students wish to do other projects, prior approval is required from the campus ministry office to avoid misunderstandings about what is and what is not acceptable for this program. Any service project involving over ten hours must have prior approval.

Service cannot be done for relatives (grandparents, aunts & uncles, parents/step-parents...), cannot be done for a for-profit organization, and cannot be done for a business/organization at which a student is also employed. Service for the elderly must be for people over age 65.

1. Service to the elderly, disabled, unborn, sick or needy, such as:
  - Taking part in the yearly pro-life march in Lincoln in January.
  - Other projects on behalf of the unborn (please check ahead of time).
  - Donating blood.

- Providing transportation or other services such as mowing lawns, scooping snow, cleaning, etc. without pay for the elderly (over 65) or the disabled.
  - Visiting or providing entertainment or assistance to the elderly.
2. Service in the parish community or to the pastor:
- Teaching in the parish CCD program.
  - Assisting a teacher in the parish CCD program.
  - Working at church bazaars, dinners, or other projects.
  - Cleaning parish church, hall, school, or rectory without pay.
  - Caring for the church or cemetery grounds without pay.
  - Any clerical or other service to pastor or assistant pastor.
3. Service to the school or community:
- Service for for-profit organizations or businesses is not accepted.
  - Volunteer work needed and supervised by the office.
  - Assistance to the maintenance employee (cleaning, repairs, other odd jobs which are approved by the service program coordinator).
  - Working as a teacher aide or library assistant (typing, filing, fixing bulletin boards, tutoring, helping with end-of-year inventory, etc.). No service will be given when a student is assigned to a class as an aide for credit.
  - Assisting in athletic programs at Neumann (working as student manager, videotaping games, taking statistics, keeping record books, etc.).
  - Assisting, coaching, officiating, etc. in elementary athletic programs without pay.
  - Volunteering for a non-profit community organization. The mission of this non-profit organization must not be contrary to the Gospel and Catholic Faith.
4. Other:
- Working on a TEC (Teens Encounter Christ) Wheat Crew (15 hours per weekend).
  - Working on Quest Oat Crews (15 hours).
  - Working at SKY Camp as a counselor (15 hours).
  - Bishop Neumann mission trip (15 hours).

## **POLICIES PERTAINING SPECIFICALLY TO JUNIOR HIGH**

### **Social Activities**

Junior high students are not allowed at high school social activities (e.g. dances, sock hops).

Near the end of the school year, the ninth graders sponsor a sock hop for the eighth graders. Other Jr. High activities will be announced by the administration.

### **Junior High Academic Citation**

1. When a student has late work, they may be required to serve an academic citation. The teacher will inform the student and contact a parent to set up a time for the student to serve a half hour before or after school.
2. Once the student is notified, the citation must be served even if the homework is turned in on the day of notification.
3. Being tardy to or absent from an academic citation results in another academic citation and possible disciplinary action.
4. Necessary materials on which to work must be brought. Necessary materials include the unfinished late work and something else to work on or read.

### **Failure of Core Classes**

Any junior high student who fails a core class (i.e. English, Social Studies, Math, Science, and Religion) for the semester will be required to make up the course in summer school or through an approved correspondence course.

Students failing two or more core classes may be held back until satisfactory progress has been made.

Junior high students are required to pass each semester of religion to be promoted to the next grade.

## **ACTIVITIES**

### **Introduction**

Bishop Neumann offers a variety of activities in a well-coordinated program that balances the academic program. Traditionally, students involve themselves in some phase of athletics, drama, speech, music, student council, or other activities. Opportunities to learn, to lead, to practice democracy, and simply to have fun are all available to students who choose to participate.

The purpose of this Activities Handbook is two-fold: 1) acquaint students with the various extra-curricular activities officially recognized and sponsored by Bishop Neumann; 2) fulfill the obligation of the school according to law and to make known the student requirements, expectations, rules and regulations of each activity. The consequences for violating the policies established for each activity are stated in this handbook along with an explanation of the rights due a student who is suspended from an extra-curricular activity.

The activity sponsors have established certain rules and regulations for their respective activities. These policies are directed to the following areas:

1. Moral and ethical concerns in accordance with the school philosophy of Christian living and Catholic morals.
2. Proper training for the purpose of keeping the participant in a proper state of physical fitness so as to meet the physical demands of the activity and maintain a state of good health.
3. Areas of discipline and order so that the purposes and goals of the activity can best be accomplished.
4. Academic requirements.

These rules and regulations differ for each activity in accordance with the nature and demands of the activity. The administration has approved both the activity and the rules and regulations governing the activity as established by the activity sponsor.

Bishop Neumann emphasizes the importance of Sundays and Wednesday evenings as time specifically set aside for worship, prayer, religious study, and family time. Sports events, practices, and other activities are normally not to be scheduled for Sundays or Wednesday evenings. Exceptions are to be made only with the express permission of the school administration and are evaluated on a case-by-case basis.

### **Activities on Holy Days**

Curricular, co-curricular, or extracurricular groups at Bishop Neumann are allowed to engage in activities on holy days if the teacher/coach/sponsor takes all of the group members to a parish's regularly scheduled Mass to fulfill the holy day obligation and they are dressed appropriately, that is, in school dress code or better. This includes competitions and practices.

Holy days that may occur during the school year are on August 15 (Assumption), November 1 (All Saints), December 8 (Immaculate Conception), December 25 (Christmas), January 1 (Mary, Mother of God), and Ascension Thursday. Not included are Holy Thursday, Good Friday, and Holy Saturday because those are days we will not be participating in any practices or competitions. Nor are Sundays included because they still remain days in which competitions or practices are not to take place, with the exception of fine arts performances (not practices) or on the rare occasion of an athletic team's practice in anticipation of a state competition taking place on the following Monday. There may be other occasions that an activity on Sunday is justified, but these are the general parameters.

### **Recognized Activities and Clubs**

The following student activities and clubs are approved and sponsored by Bishop Neumann:

#### **Junior High School**

- Boys:** Football, Cross Country, Basketball, Track, Wrestling
- Girls:** Volleyball, Cross Country, Basketball, Track
- Co-ed:** Band, Choir, FFA, Trap Team

#### **Senior High School**

- Boys:** Football, Cross Country, Basketball, Golf, Track, Wrestling, Men of JPII, Baseball
- Girls:** Volleyball, Basketball, Track, Cross Country, Golf, Cheerleading, Softball, Dance Team, St. Elizabeth Ann Seton Society
- Coed:** National Honor Society, Band, Chorus, Plays, Speech, Class Activities, Yearbook Staff, Student Council, T.O.R.C.H., Campus Missionaries, Spirit Club, Trap Team, FBLA, FFA.

The school administration and staff do not recognize and/or assume responsibility for any other extra-curricular activities.

In order for an extra-curricular activity to become a responsibility of the school, it must be approved by the administration.

## **Health Physical**

Those students who plan to participate in any sports, dance, or cheer are required each year to have a physical completed by a licensed physician stating that they are physically able to compete in the sport(s). The form for the physical is available from the coaches or the school office.

## **Activities Participation Policy**

All students participating in school-sponsored activities must ride the school vehicle to and from these activities. The participants shall be accompanied on the school vehicle by the coach or director of the activity or by an adult sponsor. Exceptions can be made upon parental request with coaches' permission (e.g. participant can go only with own parents or parents of another, if request was made prior to the activity by participant's parents).

It will be at the discretion of the approved head coach and administration for each activity to determine which non-participating team players, managers, and statisticians will leave early to attend district and state tournaments. Students may not miss classes in which they are failing in order to ride the team bus.

## **NSAA Guidelines for Participation in Extra-curricular Activities**

**\*Note: NSAA rules and regulations are subject to change, consult current NSAA documents for most recent changes.**

Certain rules and regulations are common to all activities, and some are specific to an individual activity. Those rules and regulations which are common to all activities are covered in this section of the handbook, whereas those which are specific to the individual activity are covered in the section relating to the specific activity.

The Nebraska School Activities Association, of which Bishop Neumann is a member, is a voluntary organization of the public and parochial schools of Nebraska, organized for the purpose of promoting and regulating competition between schools in what is generally known as extra-curricular activities. The association governs all the members' schools in the fields of athletics, speech/one act play, music, and journalism.

As a member school, Bishop Neumann and its students must follow the regulations of the N.S.A.A. in all activities which the association governs. Failure to follow the regulations of the N.S.A.A. could result in the ineligibility of the individual and possibly the entire school.

The rules and regulations of the N.S.A.A. are contained in the N.S.A.A. yearbook. This yearbook is available in the athletic director's office. It is the responsibility of each student who participates in an extra-curricular activity to



know the rules and regulations of the activity in which he/she participates as stated in the yearbook. If there is a question of interpretation, ask the sponsor of the activity for clarification.

The major rules and regulations students must follow in order to protect their high school eligibility are as follows:

1. The student must be an undergraduate.
2. The student must be regular in attendance, in accordance with the school's attendance policy.
3. The student must be doing passing work in at least 20 hours for the current semester.
  - a. Home school students must be enrolled and passing in at least 10 hours for the current semester.
4. The student must be enrolled in some high school on or before the 11th school day of the current school year.
5. The student is ineligible if 19 years of age before August 1 of the current school year.
6. After the student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
7. The student must have been enrolled in school the immediately preceding semester.
8. The student must have successfully completed 20 semester hours of school for the immediately preceding semester (10 hours for home school students). This rule does not apply to ninth grade students in high school for the first time. They must have been promoted to ninth grade.
9. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of or all of the season in that sport. The season of the sport begins with the first day of practice as designated by N.S.A.A. rules.
10. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
11. A student shall not participate on an all-star team while a high school undergraduate.
12. A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school athletic director for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
13. Any student whose parents reside in a school district which has a high school shall become ineligible to represent that high school for varsity interscholastic competition for ninety school days upon the change of domicile by the parent(s) from that school to another school district which has a high school except:
  - a. If this domicile is changed during the school year, the student

is eligible for the remainder of that school year in the school district from which the parents moved.

- b. If this domicile is changed during the summer months which immediately precede the school year and the student is in grade twelve and has attended the high school for two or more years, the student may be eligible for that coming school year in the school district from which the parents moved.
14. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile.
15. A student shall not participate in a contest under an assumed name.
16. A student must maintain his/her amateur status.
17. For any student to be eligible to participate in NSAA activities at any level, such student must meet the age, eight-semester, four-season, and current semester (20-credit hours) requirement. The preceding semester and domicile requirements apply to varsity participation only.

## **NSAA Athlete's Code of Conduct**

I recognize that being a member of the community carries with it responsibilities and rewards, and that as an athlete in the community, I must not only embrace those responsibilities, but also conduct myself both on and off the playing field in a way which exhibits respect for myself and for others.

I therefore resolve to:

- Conduct myself with dignity as an athlete and as a citizen of the community, recognizing and accepting that I must accept accountability for my behavior and its outcomes.
- Honor my obligations and promises.
- Exercise self-control.
- Be willing to be fair with others in my dealings on and off the playing field.
- Take pride in myself and my accomplishments, but never at the expense of demeaning another person or group.
- Respect the efforts of others.
- Respect authority.
- Play by the spirit, not just the letter, of the rules of the game and the rules of life.
- Strive to make my community—whether that is the team on which I play or the community in which I live—better because of my contributions as a member and as a citizen.

## **Parent's Role in Interscholastic Athletics**

### ***Communicating with your children***

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.

- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship, and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you, win or lose, then they are on their way to maximum enjoyment.
- Don’t compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don’t compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### ***Communicating with the coach***

- Communication you should expect from your child’s coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child’s participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach’s philosophy and/or expectations
- Appropriate concerns to discuss with coaches
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child’s behavior
- Issues not appropriate to discuss with coaches
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes

- Appropriate procedures for discussing concerns with the coaches
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

## **School Attendance and Activities**

Students are required to be in attendance from the start of 5<sup>th</sup> period and on in order to practice or compete that day. Unusual circumstances may cause the rule to be waived with administration/coach approval (e.g., a funeral of close relative or school athletic district or state event with parental permission).

While in school, the student must attend all classes for that half day. If the student is ill and needs to lie down because a parent/relative cannot come to take the student home, he/she is too ill to participate in any activity after school or in the evening.

The student's attendance at school is an indication from the parents to the coaches and supervisors that the student is healthy enough to participate.

If the events are held on Saturday and the student was not in school on Friday, the student's presence at the event is an indication from the parents to the coach and supervisor that the student can participate.

## **Attendance at Activities**

Students planning to participate in activities are expected to report for the activity at the beginning of each season. Participants are required to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or moderator.

## **Suspension from School and Activities**

A student serving an in-school or out-of-school suspension will not be permitted to practice or participate in any fashion in an extra-curricular activity/event on any day the student has been assessed a suspension.

## **Misconduct/Insubordination and Activities**

Any student who is guilty of gross misconduct, insubordination, or stealing may be suspended or dismissed from the activity or activities of the extra-curricular program in which the student is involved or participating. The action taken will depend on the severity as determined by the coach/moderator, principal, and CAO. In the case of athletics, the athletic director will also be involved in the decision.

## **Request for a Hearing**

A student, parent, or guardian may request a hearing with the CAO, principal, coach/moderator, and/or the athletic director in the event of a suspension from an extra-curricular activity. Upon request, the school administrator will provide any

student, parent, or guardian with the details of the hearing request, hearing procedure, and time limits established for such request.

### **Catastrophic Insurance**

The Nebraska School Activities Association will continue to obtain catastrophic insurance coverage for all individuals participating in N.S.A.A. sponsored activities. This coverage includes practice and competition, in addition to going to and from practice and competition, provided transportation is by designated school vehicles with adult licensed drivers for these vehicles.

Athletes and other participants who drive their own vehicles or ride in a vehicle which is not a school-designated vehicle will not be covered going to and from practice or competition.

### **Inclement Weather**

If school is canceled or dismissed early due to inclement weather, practices/rehearsals for that day are canceled.

### **Pep Rally Policy**

A pep rally will be offered when an NSAA sanctioned activity team or individual qualify for state playoffs or tournament.

Non-NSAA activities will be invited to participate in a pep rally for an NSAA sanctioned activity, if it is offered. Otherwise, the school will recognize non-NSAA activity state champions at the next pep rally or at an awards convocation.

### **Athletic Department**

The athletic department is under the immediate supervision of the athletic director. Students are encouraged to participate in athletic activities and to show true sportsmanship and Christian conduct.

### **Club/Select Teams**

Any athlete who chooses to participate on an off-season club or select team must adhere to all of the in-season Neumann teams requirements including but not limited to: games, practices, curfews, etc. If any conflict arises between the club/select team and Neumann the athlete must attend the Neumann event. Failure to do so will result in an unexcused absence from all practices or competitions missed. Individual head coaches will have the discretion to provide appropriate make up running or sitting out competition for time missed. Additionally, if an athlete misses an excessive amount of practice or competition that negatively impacts the team due to club participation, the head coach and/or Athletic Director may dismiss that athlete from the sport.

### **Athletic Curfew**

Sunday through Thursday: 10:30 P.M.

Friday & Saturday: 12:30 A.M.

Night before a game: 10:00 P.M.

## **Conditioning**

An excellent athletic program requires off-season conditioning. All student athletes are highly encouraged to participate in off-season conditioning.

## **Athletic Lettering Requirements**

### **General Regulations**

1. The athletic letter (monogram chenille letter) is the only emblem sanctioned and awarded by the school to the individual student for athletic achievement.
2. Recipients of the athletic letter shall be determined by the head coach of the sport.
3. The requirements for earning a letter are determined by the head coach with the approval of the athletic director.
4. A student will be awarded an athletic letter the first time he/she earns one in any sport; thereafter he/she will be given a certificate letter award.
5. Seniors who have competed in a sport for all four years will be awarded a special four-year participation certificate by the athletic director.
6. Athletes who have been dismissed for disciplinary reasons from a sport will not be awarded a letter in that sport for the year in which the discipline occurred.

Other special awards of recognition for athletic achievements are given by head coaches in their respective sports. The recipients of these awards are announced at an annual banquet held each spring.

### **All Athletic Activities**

The athlete must attend practice regularly.

The athlete must be a member of the squad at the end of the season. If he/she is dismissed from the squad for any reason, or quits after having qualified for a letter, he/she will not be awarded one.

If the athlete has met the qualifications for a letter and an injury occurs and puts the athlete out for part of the season, the athlete must attend practices and follow rules to be awarded a letter.

All coaches reserve the right to take into consideration any extenuating circumstances, such as injury, in the conferring of a letter.

### **Boys' and Girls' Basketball**

The athlete must play in at least 1/4 of the quarters in varsity games.

### **Volleyball**

The athlete must participate in 1/2 of the total number of games. (Note: these are games, not matches.)

### **Football**

The athlete must play 1/3 of total quarters.

### **Cross Country**

The athlete must run in 1/2 of the varsity meets.

### **Softball and Baseball**

Athlete must play in 1/3 of the total innings of the season. Baseball may have additional requirements through Wahoo policy.

### **Girls' and Boys' Track**

The athlete must accumulate at least one point in a major varsity meet and must finish the season as a member of the team.

In relays, relay points are divided by four.

### **Golf**

During the season, the athlete must place in a varsity meet.

### **Wrestling**

The athlete must accumulate at least 1/4 of the varsity contests that count toward varsity competition points and finish the season in good standing.

## **Music Department**

It is the intent of the music department to offer each student an intellectual and creative experience both in the classroom and in performance. Members of these organizations shall have the opportunity to nurture their individual talents, as well as to develop the necessary skills to work in an ensemble.

### **Band and Chorus Lettering**

Lettering is determined by an accumulation of points acquired through participation in the different music activities.

#### **Regulations:**

1. Attendance at all performances is mandatory. Unexcused absences result in a failing grade. Performances cannot be substituted with an alternative assignment.
2. Rehearsals that are scheduled outside of the school day are required for all participants. All absences must be cleared in advance with the instructor.
3. All band members are expected to attend summer band rehearsals and band camp.
4. All Scarlet Knights are expected to attend the show choir end of summer camp.

## **Speech and Drama**

Students are encouraged to try out for various speech and dramatic activities and contests sponsored or approved by the school. Where tryouts or casting are involved, selection of the cast and crew is at the discretion of the faculty sponsor.

### **Speech and Drama Lettering**

Active participation in two full seasons of speech or play production competition will earn a letter. Any student who competes at the state speech meet or state play production regardless of prior involvement, will receive a letter.

## **Regulations:**

Students who violate any of the conditions stated below will not be entered in the next scheduled speech contest or will not be cast in the next major or one-act play.

1. **Rehearsal:** The students must practice as deemed necessary by the faculty sponsor, unless a valid excuse is given in writing to the faculty sponsor. Reporting to practice on time is also expected.
2. **Performance:** If a student has committed himself/herself to a speech contest, he/she will perform unless a valid excuse is given in writing to the faculty sponsor. In the plays, students will perform except in extreme emergency because these are group efforts and cannot happen unless all participants are present for each activity. The faculty sponsor will determine the validity of the emergency situation.

## **National Honor Society**

The St. John Neumann Chapter is the local chapter of the National Honor Society. This organization emphasizes scholarship, service, leadership and character in its members and requires that each member maintain his/her active participation in these areas.

The object of the St. John Neumann Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Bishop Neumann. In order to be a member of for National Honor Society, a student must:

1. Be enrolled in a college-prep curriculum:
  - a. **Math:** have taken math through (or be enrolled in as a senior) pre-calculus.
  - b. **English:** be enrolled in British Literature as a junior, and World Literature or Honors English as a senior.
  - c. Be enrolled in at least three honors-level classes during their senior year. These classes include any three of the following: Chemistry II, Physics; Anatomy; Calculus; Honors Government; Honors English; Journalism III; Spanish IV; participation in the Advanced Scholars program
2. Have a cumulative GPA of 93% by the start of his or her senior year and maintain that GPA through senior year.
3. Actively participate in at least three activities as a junior and senior from two or more of the following areas: Athletics; Extra Curricular School Activity; Community; Service. Of the three, two *may* be athletics; one must be from another category. All three may be school-related. Only one may be a community activity.
  - a. **Scenario A:** a student might be in football (athletics), Campus Missionaries (service) and 4H (community)
  - b. **Scenario B:** a student might be in Show Choir (extracurricular school activity), St. Elizabeth Ann Seton (service) and the Fall Play (extracurricular school activity)



- c. *Scenario C*: a student might be in: Cross County (athletics), Boy Scouts (community) and Trap Team (extracurricular school activity)

Athletics:

Football  
Volleyball  
Cross Country  
Basketball  
Wrestling  
Track  
Golf  
Softball  
Conditioning  
Baseball

Extra-Curricular School Activity

Show Choir  
Madrigal Choir  
Jazz Band  
Marching Band  
Spring Play  
Speech Team  
Dance Team  
Cheer Squad  
Trap Team  
One-Act  
FBLA  
FFA

Community:

4-H  
Boy Scouts  
Girl Scouts  
Godteens  
Legion Baseball  
Other approved community related groups  
(i.e. County Fair Board  
or Library Board)

Service

Campus Missionaries  
Men of JP II  
St. Elizabeth Ann Seton  
Spirit Club  
TORCH Club

1. Complete an extra five-hour service project as a junior and a ten-hour service project as a senior.
2. Demonstrate evidence of good character both in school and in the community. Students are expected to avoid involvement in the legal system (excluding traffic violations); avoid accumulation of behavior-related detentions; and demonstrate active involvement in their faith.

Students who have met the academic requirements (enrollment in a college-prep curriculum and a GPA of at least 93%) will be offered an opportunity to become probationary members of NHS at the end of their sophomore year. Those students who accept this invitation will be inducted as full members when they are seniors after meeting expectations during their junior year.

National Honor Society members are governed by their constitution. Each member is to receive a copy of the constitution, and it is the responsibility of each to inform himself/herself of its contents. Members are expected to exemplify positive attitudes and promote good public relations toward Bishop Neumann. Members are expected to be models of faith and upstanding moral character.

Any expressed beliefs or behaviors or lifestyles that are contrary to the Catholic faith will not be acceptable for a candidate or member of the NHS.

Pastors will be contacted for faith participation in the sacramental life of the church. This will also apply for non-Catholic applicants or members of the NHS. This requirement would be on-going throughout the application and membership periods.

Smoking and other illicit or illegal activities will not be tolerated of any member of the NHS and could be grounds for dismissal from the NHS.

Suspension and/or dismissal from the National Honor Society may result when the student fails to maintain the standards for membership. This includes, but is not limited to, the following areas: the student's cumulative grade point average cannot fall below 93% that is set in the constitution; the student must maintain a college prep curriculum as defined in the constitution; and the student must be up to date on service requirements (If a GPA drops below standard upon completion of classes for graduation, membership will be revoked immediately); the student does not act as a positive witness to their Christian faith.

## **Student Council**

The purpose of this organization will be: to develop and practice Christianity and good citizenship within the philosophy of the school; to encourage active participation in all school functions; to provide orderly direction of school activities; to establish and maintain open lines of communication between classes, students, faculty, and administration; and to promote good public relations between the school and community. It shall be an intermediary body with representation from each class through which students can express opinions, make suggestions, and have a voice in the development of rules and practices within the school.

Seventeen members of the student council are composed of an elected student-body president, the class presidents of grades nine through twelve, two class representatives from grades nine through twelve, and one representative from each of the following types of groups: athletics, fine-arts, spiritual, and vocational. From these, the student council elects a vice-president, a secretary and a treasurer.

Anyone wishing to run for student-body president must meet the following requirements:

1. Be enrolled in the 11th grade (except when elections are held in the fall; then a 12th grader will be elected.)
2. Be passing all classes and have a minimum grade point average of 86%.
3. During term of office must maintain an average of 86%.
4. Have prior student-government experience.
5. Fill out an application.

## **Class Officers – Grades 9-12**

Each class in grades 9-12 has the following elected offices: President, vice-president, secretary/treasurer, and two student council representatives. Anyone wishing to run for a class office must meet the following requirements:

1. Have a grade point average of at least a C (77-84%)
2. Be passing all classes during the current school year.
3. Fill out an application.

## **T.O.R.C.H.**

(**T**urning **T**owards **O**thers and **R**esponding with **C**hristian **H**elp)

The purpose of the T.O.R.C.H. Club is to learn to live out the belief that all human life is sacred from conception to natural death. The goals of the club will include the education of its members through listening to knowledgeable speakers and discussing social problems in light of Christian beliefs. Armed with greater insight into the injustices they choose to focus on, the members of the club will then strive to take creative action to fight those injustices.

Club members are expected to miss no more than one meeting over the course of the year and to notify in advance one of the club moderators of this absence. There will be six meetings, and these will be held in the evenings, usually during the school week.

The officers will be: a senior president, a junior who will serve as vice-president and who will take on the role of president the following year, a secretary-treasurer and a freshman /sophomore representative.

## **Men of JPII and St. Elizabeth Ann Seton**

The purpose of Men of JPII and the St. Elizabeth Ann Seton Society is to foster young men and women in their spiritual lives as well as to encourage the possibility of a priestly or religious life vocation as an option in their discernment of God's will for them.

Membership Qualifications:

- Attend Mass and give faithful attention to one's spiritual life: namely, reception of the sacraments of Confession and Holy Communion
- Show a dedication to private prayer and community prayer
- Exercise a willingness to be of service
- Model the strengths of generous living
- Display leadership and be a role model
- Be of good character, and be drug, alcohol and tobacco free
- Be modest in matters of chastity and purity

Membership Requirements:

- Attending Morning Prayer at least twice a month
- Reserving and observing prayer time in front of the Blessed Sacrament during Adoration on First Fridays of the month
- Spiritual reading (literature or books of choice)
- Actively participating in the Masses, Para-liturgies and prayers of the school and parish (All-School Masses, Stations of the Cross, Benediction, Prayer services, Retreats, 40-hours Devotion, etc.)
- Willingness to pray for religious vocation
- Willingness to remain open to a religious vocation
- Promoting life issues

## **Campus Missionaries**

The Campus Missionaries is aimed at reaching out to other high school students, and bringing them closer to Christ through prayer, publications, events, and example.

Membership qualifications and requirements are open to anyone in grades 9-12 able and willing to attend weekly meetings:

- Commit to live out their Baptismal promises, and follow the teachings that Christ has laid out for us through the Commandments, inspired dogma, and other inspired works.
- Dress modestly and be respectful to all by their example
- Obey the drug and alcohol policy found in the Neumann Handbook
- Cheerfully make sacrifices to fulfill the duties of the group and to serve others in our school community
- Actively participate in the Mass, retreats, and traditions of the Church, both in school and outside of it

Activities:

- Organize and encourage participation in various religious events within the school during the year. (Advent, Lent, Catholic Schools Week, etc.)
- Publicize Catholic youth events and Christ's message around the school through signs and posters created by group members.
- Personally evangelize others by inviting them to religious events such as TEC & CYLC, praying the Rosary together during lunch C study halls, and showing others Christ's love through their example.
- Keep our school chapel clean, organized, and attractive to create a prayerful atmosphere.

## **FBLA**

The Bishop Neumann Future Business Leaders of America (FBLA) organization is proud to help students prepare for future career success by hosting monthly meetings where members perform various skill-buildings and service-oriented tasks throughout the community and school. We will also attend regional, state, and national leadership conferences where members will have the opportunity to compete in knowledge, skill, and performance based competitive events. The benefits of an FBLA membership are business proficiencies, community responsibility, leadership skills, and self-confidence.

Officers re selected based on a submitted application. Officer positions include: President, Vice-President, Secretary, Treasurer, Historian, and Reporter. There will also be various committee chairperson positions available.

## **FFA**

The National FFA Organization formally known as Future Farmers of America is a leadership organization that makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. FFA is an intercurricular organization that

is one of the three components of agricultural education. FFA changed its name in 1988 to reflect the growing diversity of students in the organization. The organization is not just for those students interested in production based agriculture anymore. FFA gladly welcomes students who are interested in becoming teachers, doctors, scientists, business owners, and more.

Students involved in this organization will be able to develop their leadership skills through attending various conferences and Leadership Development Events (LDE's) as well as explore career interests through Career Development Events (CDE's). Students in this organization are expected to miss no more than two meetings and must notify either the advisor or one of the FFA officers of their absence. Meetings will generally be held in the mornings during the school week. There will be a meeting every month in order to keep students up to date on what all is going on with the organization.

The officers will be selected based on an application and interview process. The officer positions that will be available include: President, Vice-President, Secretary, Treasurer, Sentinel, and Reporter. Additional offices could become available if the need arises.

## **ACTIVITY-RELATED ALCOHOL AND DRUG USE POLICIES**

Extra-curricular activities include, but are not limited to: athletics, plays, musical performances, speech and drama teams, student council, and National Honor Society.

These groups follow the policies under Alcohol and Drug Use Related Policies in Student Handbook. Any student caught distributing alcohol/drugs will be dismissed from all extra-curricular activity participation. Any student caught using or admitting to using alcohol/drugs at a school function or on school property may be dismissed from the organization.

### **Additional Alcohol/Tobacco/Controlled Substance Policies**

Bishop Neumann's Activities Program recognizes alcoholism and chemical dependency as treatable diseases. It is the intention of the activities personnel to create an alcohol and chemical-free environment for all who participate in activities at Bishop Neumann and who thus represent the school in various activities. With this in mind, these additional policies have been adopted regarding alcohol, tobacco (including e-cigarettes), and controlled substance abuse.

Regarding the use of alcohol, tobacco (which includes e-cigarettes), and controlled substances the administration and staff will collaborate to enforce the following. Alcohol/Controlled substance suspensions are based on a percentage of total games.

#### **1st offense:**

##### **Volleyball**

Tobacco: One game suspension

Alcohol/Controlled Substance: Four game suspension plus do extra conditioning as determined by the coach.

**Football**

Tobacco: One game suspension

Alcohol/Controlled Substance: Two game suspension plus do extra conditioning as determined by the coach.

**Girls' and Boys' Basketball**

Tobacco: One game suspension

Alcohol/Controlled Substance: Four game suspension plus do extra conditioning as determined by the coach.

**Softball and Baseball** (baseball may have additional rules through Wahoo policy)

Tobacco: One game suspension

Alcohol/Controlled Substance: Four game suspension plus do extra conditioning as determined by the coach.

**Cross Country/Girls' and Boys' Track**

Tobacco: One meet suspension

Alcohol/Controlled Substance: Two meet suspension plus do extra conditioning as determined by the coach.

**Golf**

Tobacco: One meet suspension

Alcohol/Controlled Substance: Two meet suspension plus do extra conditioning as determined by the coach.

**Wrestling**

Tobacco: One meet suspension

Alcohol/Controlled Substance: Three meet suspension plus do extra conditioning as determined by the coach.

**Cheerleading**

Tobacco: One game suspension

Alcohol/Controlled Substance: Two game suspension.

**Please note: Any athlete who participates on two different levels of competition (e.g. JV and Varsity, or Freshmen and JV) will be suspended 25% of the total regularly scheduled contests in which they would be eligible to compete.**

**Fine Arts – Speech, Band, Choir, Drama**

Tobacco: Miss the next performance the student was scheduled to be in.

Alcohol/Controlled Substance: Miss the next two performances the student was scheduled to be in.

Additional consequences may be assessed by the individual group. Due to the academic ties to some of these activities, the instructor/director may give additional work to the student.

**2nd offense: (In the same season)**

**Volleyball, Football, Softball, Boys and Girls Basketball, Cross Country, Boys and Girls Track, Golf, Wrestling, Cheerleading:**

Dismissed from team and required to undergo a diagnostic evaluation at his/her own expense in order to participate in another sport during that academic year or in another sports season.

**2nd offense: (In another season)** Along with the consequences for a first offense, the athlete has the choice of being dismissed from the team or of participating in a rehabilitative/counseling program at his/her own expense. The athlete could begin practice as soon as the coaches have proof that the athlete is participating in a program. The athlete cannot compete in the next scheduled day of competition nor in any further games/meets until he/she was enrolled in a rehabilitative/counseling program and progress is being made.

This would be determined by the head coach in consultation with the counselor of the student in the program.

### **2<sup>nd</sup> offense for Fine Arts:**

Along with the consequences for a first offence, there will additional consequences. Due to the academic ties to these activities, the consequences for additional offenses will be at the discretion of the director and the administration. Where applicable, student's role will be replaced for the particular play/musical in which he/she was originally cast.

The student will also be required to participate in a rehabilitative/counseling program at his/her own expense. The student may continue participation in these activities only as long there is proof that student is participating in such a program

**Repeated offenses:** will be handled as for second offense in another season. Student will be replaced in the particular role for which he/she was cast for the play/musical.

The above policy is not a yearly one but holds true for any subsequent incidents occurring any time during the student's 4 years in high school at Neumann. The administration will have final discretion with regard to the application of the policy.

### **All Sports Activities**

**The alcohol, tobacco, and controlled substance policy begins for ALL athletes on the first day of fall practice for any sport (as set by the NSAA) and ends on the final day of school.** If an athlete is involved in an alcohol/tobacco/drug-related incident between seasons (season as defined by the NSAA), the consequence carries over to the next sport season in which the athlete participates. In some cases, the consequence may carry over to the next school year, i.e., an incident which takes place over the summer.

An athlete, in season or out of season, who is at a place where alcohol or drugs are present and made available to minors must leave the premises **immediately** and contact the head coach of his/her sport or activity within 24 hours to explain the situation. An athlete who fails to leave immediately **and** contact the coach in the specified period of time will be treated the same as would someone who was drinking alcohol or using drugs. Any coach contacted by an athlete who self-reports leaving a situation where alcohol or drugs were present will not be asked any further questions by the coach in regards to where it took place or if any other athletes were involved.

# **APPENDIX A – ACCEPTABLE USE POLICY** **FOR INTERNET AND NETWORK**

## **1. Statement of Intent**

Access to the internet and to the Bishop Neumann network is available to students at Bishop Neumann. Each student has been allocated space on the server. The purpose of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The smooth operation of the Bishop Neumann’s technology relies upon the proper conduct of the users who must adhere to strict guidelines that require ethical and legal utilization of these resources. The guidelines are provided here so that users are aware of their responsibilities for use of the Bishop Neumann network and the internet.

## **2. Privilege and Loss of Privileges**

The use of the technology is a privilege, not a right. All technology is provided for educational purposes only. The use of any school technology must be in support of education and research, and consistent with the educational mission of Bishop Neumann. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty.

The Diocese of Lincoln may provide Office 365 email and online documents in the future. If this occurs, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes. Only students 13 and older may legally download home or mobile applications of Office 365.

The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. While filtering is in place, and students are supervised and guided in their use of the Internet, it is the student’s responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at Bishop Neumann High School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children’s Internet Protection Act.

## **3. Responsibility**

Bishop Neumann makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bishop Neumann will not be responsible for any damages incurred by uses of the BNHO network. Bishop Neumann specifically denies any responsibility for accuracy or quality of information obtained through the internet or network.

Users have the full responsibility for the use of an account, and under no conditions will users share their accounts or passwords with any other person.



#### **4. Licensing and copyrights**

All licensing agreements must be upheld. Bishop Neumann School's technology must not be used to install, use, store, duplicate, or distribute unlicensed copyrighted materials, including software, files, video clips, photographs, graphics, text, music, or speech.

#### **5. Unacceptable Use**

The following actions by Bishop Neumann Students using Bishop Neumann technology are prohibited on school property:

- Any activities that are illegal (including 'hacking'), immoral, dangerous, or destructive.
- Promotion of racism, sexism, or other forms of discrimination.
- Violations of privacy or the integrity of other persons' files
- Use of school technology for personal gain
- Any financial transactions (If users access these services, they are liable for any costs that may be incurred.)
- Use of technology for non-school related activities, including but not limited, to political, recreational, or commercial purposes.
- Use of IM, social networking sites (e.g. MySpace, Facebook, Twitter, etc.), pornography, chat or personal e-mail
- Any offensive material (threatening, violent, sexually oriented, false, etc.)
- Plagiarism of the work of others.
- Use of school technology for any activity which does not support the educational mission of Bishop Neumann.

Also, personal devices (such as, but not limited to: iPods, cell phones, non-school computers, etc.) cannot be connected to any school network.

It is against Diocesan policy for teachers to associate formally (e.g. "friend," "follow") anyone under 19 years of age who is not a relative.

#### **6. Network Etiquette**

Users are expected to abide by the following guidelines:

- Use appropriate language. Be polite. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address, phone number, and/or credit card number.
- Note that email is not guaranteed to be private. Email access must be done under direct supervision of a faculty/staff member. The nature of the email must be in direct support of the educational mission of Bishop Neumann and not for personal use.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

## **7. Security Issues**

Security on any computer system is a high priority, especially when the system involves many users. If users identify a security problem on the internet, they must notify a teacher or an administrator. Attempts to log on to the network in the name of another individual will result in cancellation of user privileges and/or other disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and the internet.

## **8. Vandalism**

Vandalism will result in the cancellation of system-use privileges as well as possible prosecution and/or other disciplinary actions. Vandalism is defined as a malicious attempt to harm or destroy school equipment or materials, data of another user of the Bishop Neumann system, or any of the agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creating of computer viruses. Violators will be responsible for any financial damages caused by their actions.

## **9. Personal Web Sites and Blogs**

Students who develop and maintain personal websites and/or blogs, including but not limited to such freely accessible sites as MySpace or Facebook, must keep in mind they are representing Bishop Neumann High School in a public forum.

The school's name, motto and logo are not to be used on any website (including social networking) without permission by the school administration. Negative or unjust portrayals of school or persons associated with the school (including students and staff), on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school. Users must not use a photograph, image or likeness of persons associated with the school without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal.

When inappropriate websites and/or blogs created and maintained by Bishop Neumann High School students mention the school's name and/or use school images and/or logo, the school can and must hold the students responsible for its content. Maintaining or posting material to a web site or blog that violates the schools Acceptable Use Policy or causes a substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or in extracurricular activities can cause a student to be subject to the disciplinary measure found herein. The school may take the following actions:

- Communicate with the student's parents/guardians about any inappropriate material on a student's webpage/blog;
- Call the students in for a conference to request they modify their webpage/blog and/or take the school's name and or images/logo off of the website;

- Impose disciplinary consequences which the administration believes are in line with the offenses;

If the student will not cooperate with the school administration by making his/her webpage/blog free of anything that would cause harm to the student's reputation or the reputation of the school, firmer disciplinary action will be taken, which may include suspension or dismissal.

Students are reminded that it is illegal under federal law for anyone under 13 to be on any social networking site without parental permission. Also, it is unsafe for minors to give out personal information on any social networking site

#### **10. Agreement of Terms and Conditions**

Your signature of the Handbook verification indicates the parent and/or guardian have discussed this policy with his/her child and both parent and child understand and agree to abide by the terms and conditions of the Bishop Neumann Catholic Jr. Sr. High School Computer Use policy.

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## **SCHOOL FIGHT SONG**

Hey look us over, Hey look around.  
We're the Cavaliers and we're the best around!  
We'd like to know you, give you a smile...  
We'll shake your hand  
and then we'll leave cause in a very little while,  
you know we'll be playing wearing the crown,  
Ours is the best team anywhere around.  
Our colors are scarlet, grey, and gold and we'll go on for years,  
as the Neumann High Cavaliers.