

**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 Jr. Sr. Catholic High School Student-Parent Handbook and a copy of the Activities Handbook for 2011-2012. I realize that I will be responsible for knowing and following 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 \_\_\_\_\_

**AUTHORIZATION TO DISCLOSE HEALTH INFORMATION**

I hereby request and authorize that \_\_\_\_\_ release the health information of the individual(s) named below, of whom I am a parent or legal guardian:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_

I authorize the health information of the above-named individual(s) to be disclosed to and used by Bishop Neumann Jr./Sr. High School, 202 S. Linden, Wahoo, NE (402) 443-4151 for the purposes of record retention and evaluation with respect to participation and competition in athletic and extra-curricular activities sponsored by the school.

The information to be disclosed is that pertaining to the physical conducted on \_\_\_\_\_ (date).

I understand that this authorization will expire, without my express revocation, one (1) year from the date of signing. I further understand that I may revoke this authorization in writing at any time except to the extent that action has been taken based on this authorization. That is, I understand that my revocation will not apply to information that has already been released to the school as specified by this authorization.

I understand that authorization for the disclosure of this health information is voluntary and that I can refuse to sign this authorization. Bishop Neumann Jr./Sr. High School cannot condition treatment on the signing of this authorization, except as otherwise permitted by law.

I understand that any disclosure of information pursuant to this authorization carries with it the potential for re-disclosure by the school and that such information may not be protected by federal confidentiality rules.

I understand that Bishop Neumann Jr./Sr. High School must document and retain a copy of this authorization.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

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or creating of computer viruses. Violators will be responsible for any financial damages caused by their actions.

**9. Agreement of Terms and Conditions**

Your signature of the Handbook verification indicates the parent and/or guardian has 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.

**10. Personal Web Sites and Blogs**

Accessing social networking websites (e.g. myspace, facebook, tagged, etc.) are prohibited on school property. Students who develop and maintain personal websites and/or blogs, including but not limited to such freely accessible sites as myspace.com & facebook, and who identify themselves as students at Bishop Neumann High School must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal information about the students, staff and faculty inappropriate images or vulgar language which could contradict the values of the school as stated in the school’s mission statement. Users must not use a photograph, image or likeness of any student, employee or parishioner without express permission of that individual and of 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. 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. Maintaining or posting material to a web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and 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.

**BISHOP NEUMANN CATHOLIC JR. SR. HIGH SCHOOL  
2011 - 2012  
STUDENT HANDBOOK**

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**FR. BRIAN KANE**, Superintendent  
**FR. JEREMY HAZUKA**, Principal  
**FR. MATTHEW VANDEWALLE**, Asst. Principal  
**MR. RICK AHRENS**, Athletic Director

## 2011 — 2012 School Calendar

August 16 .....	Faculty In Service
August 17 .....	Jr. High Preview Night
August 17 .....	Opening Day of School for High School
August 18 .....	Opening Day of School for Jr. High School
September 5 .....	Labor Day (No School)
September 30 .....	Homecoming Game
October 1 .....	Homecoming Dance
October 14.....	End of First Quarter
October 24.....	Conferences 5:00 - 8:00 p.m.
October 26.....	Conferences 5:00 - 7:00 p.m.
November 4.....	9 - 12 School Retreat-No Jr. High
Nov 23....	School Mass of Thanksgiving & Nat'l Honor Society Induction
November 24 & 25.....	Thanksgiving Vacation
December 11 .....	Band Concert 2:00 p.m
December 14 .....	Advent All School Penance
December 14 .....	Choral Concert 7:30 p.m
December 20 .....	End of First Semester
December 21 - January 3 .....	Christmas Vacation
January 5 .....	St. John Neumann Feastday Celebration
January 30 - February 3 .....	Catholic Schools Week
February 15 .....	Conferences
February 22 .....	Ash Wednesday - All School Mass
March 6 .....	End of Third Quarter
March 8 & 9 .....	Spring Break
March 13 .....	Junior High Retreat
March 19, 20, 22 & 26.....	Registration for 2011 - 2010
April 28 .....	Junior/Senior Prom
April 6—9 .....	Easter Vacation
May 9 .....	Baccalaureate Mass & Honors Convocation
May 12 .....	Graduation

- Use of the BNHO network for non-school related activities, including but not limited, to political, recreational, or commercial purposes.
- Use of the BNHO network for any activity which does not support the educational mission of Bishop Neumann.

### 3. Privileges

The use of the network is a privilege, not a right. Inappropriate use will result in appropriate disciplinary actions, which may include suspension or cancellation of network privileges and other disciplinary consequences. 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. The network administrator has the right to conduct periodic reviews of all accounts to determine adherence to the goals of research and education.

### 4. 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 network.

### 5. Commercial Use

Commercial services are available on the internet. Their use though the BNHO network is prohibited. If users access these services, they are liable for any costs that may be incurred.

### 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 BNHO 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 BNHO system, or any of the agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading

school and outside of it

Activities:

- 1) Organize and encourage participation in various religious events within the school during the year. (Advent, Lent, Catholic Schools Week, etc.)
- 2) Publicize Catholic youth events and Christ's message around the school through signs and posters created by group members.
- 3) 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.
- 4) Keep our school chapel clean, organized, and attractive to create a prayerful atmosphere.



Bishop Neumann Catholic Jr.-Sr. High School —  
 202 South Linden Avenue  
 Wahoo, Nebraska 68066  
 Phone 443-4151

Appendix A

**Bishop Neumann Catholic Jr. Sr. High School**  
**Terms and Conditions for Use of the Computer Network**

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

- Educational software (including ACT Test Prep materials)
- Electronic mail communication
- Information and news from research institutions
- Access to a variety of electronic databases

**1. Conditions**

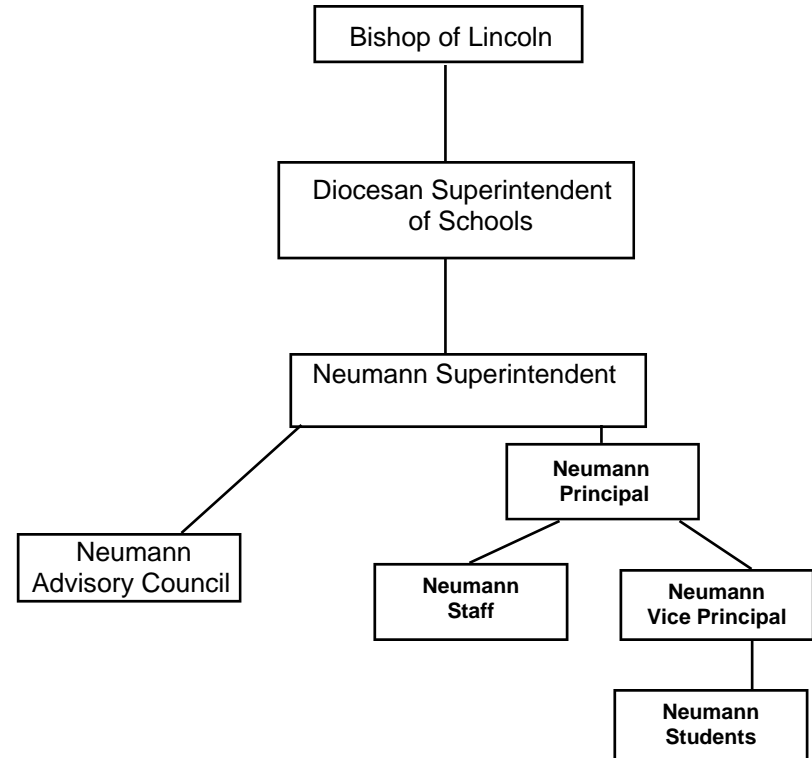
The smooth operation of the BNHO network relies upon the proper conduct of the users who must adhere to strict guidelines that require ethical and legal utilization of the networked resources. The guidelines are provided here so that users are aware of their responsibilities for use of the BNHO network and the internet. Any user who violates any of these provisions will have his or her account terminated and future access to BNHO may be denied. There may be legal as well as school consequences for such violators of computer-use policies.

**2. Acceptable Use**

The use of any account on BNHO must be in support of education and research, and consistent with the educational mission of Bishop Neumann. This requires efficient, ethical, and legal utilization of network resources. Use of the BNHO computer network must conform to school policies and local, state, and federal laws. The following are prohibited:

- Use of the BNHO network to access, store, distribute, or promote illegal activities.
- Use of the BNHO network to promote racism, sexism, or other forms of discrimination.
- Use of the BNHO network to install, use, store, duplicate, or distribute copyrighted materials, including software, files, video clips, photographs, graphics, text, music, or speech.
- Use of the BNHO network to plagiarize the work of others.

**ORGANIZATIONAL FLOW CHART**



# STUDENT HANDBOOK POLICIES

*The following provisions of this handbook address only the specific areas referenced. New situations may arise during the school year that 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 in order to better effectuate the education of our students. 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.*

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.

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.

## **The Societies of St. John Bosco and St. Elizabeth Ann Seton**

The purpose of the St. John Bosco Society 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

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.

Thirteen members of the student council are composed of an elected student-body president, the class presidents of grades nine through twelve, and two class representatives from grades nine through twelve. 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. Get endorsement signatures of ten students and two faculty members.

**CLASS OFFICES - GRADES 9-12**

Each class in grades 9-12 has the following elected offices: president, vice-president, secretary/treasurer, two student council representatives.

Anyone wishing to run for a class office must meet the following requirements:

1. Have a grade point average of C (77-84)
2. Be passing all classes during the current school year.
3. Get endorsement signatures of five students and one faculty member.

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

(**T**ouching **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.

**HISTORY**

Bishop Neumann Catholic Jr./Sr. High School 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 Catholic High School 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 Catholic High School will foster high expectations in a person's spiritual, intellectual, physical, and social life.

**Motto**

*"Passion of Christ strengthen me."*

**Our Objectives:**

1. To strive to create a Christian community within the school by recognizing and respecting the God-given dignity of each unique person.
2. To provide opportunities for prayer, self-sacrifice, reception of the Sacraments, and the Liturgy.
3. To provide students with opportunities for serving others in the church, community, and civic affairs.
4. To assist the students in developing a sense of personal responsibility for their own behavior and the use of their abilities and time.
5. To promote intellectual growth in all students by recognizing effort and diligence as a component of success in learning.
6. To provide a curriculum that challenges all students to grow academically as it cultivates their interests and corresponds to their needs and abilities.
7. To develop well-balanced individuals by providing enrichment experiences in all disciplines.
8. To provide opportunities for students to participate in extra curricular 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.

**ACADEMIC REQUIREMENTS**

To graduate from Neumann High School, 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
2 years of Physical Education/Health.....	20 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 except for those in resource.

Each student is to complete 60 hours of Community Service, 15 per year, prior to graduation.

High School students will take a final 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.

### **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					

At teacher/administration discretion, students of low ability who are working up to capability will be given a minimum passing grade.

### **WEIGHTED COURSES**

The following classes are weighted: Honors English, Honors American Government (semester), Honors Pre-Calculus, Physics, Spanish IV, Independent Spanish, Journalism III, 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. The honor roll divisions are:

- 1) St. John Neumann Scholars. To qualify, students must have an "A" in every class which counts for honor roll. No grade may be below a 93%.
- 2) "A" Honors. Students who qualify for "A" Honors must have an "A" average with no grade below 90%.
- 3) Honorable Mention. Students must have no grade below 85%.

At the high school level, show choir will not count for honor roll. 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.

### **Progress Reports**

Each student will receive a progress report approximately three weeks prior to the end of the quarter. If a student receives a grade of 76% or lower in any class they have the possibility of failing the class. Parents are to consider this

casting are involved, selection of the cast or participation is at the discretion of the faculty sponsor.

### **Speech Lettering**

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

### **Regulations:**

Students who violate any of the conditions stated below will not be cast 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.

Members are selected by a faculty selection committee. (Contact Faculty moderator for selection process details) 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 Jr./Sr. High School.

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

Sunday through Thursday: 10:30 P.M.  
Friday & Saturday: 12:30 P.M.  
Night before a game 10:00P.M.

### **CONDITIONING**

A running/conditioning program is highly recommended for all athletes.

In the spring, athletes must start out in track or golf and then, as the season progresses, some will cross over into a conditioning program. The conditioning group meets three days a week.

In the fall, athletes not participating in volleyball, football, softball or cross country, and who would like to participate in basketball or wrestling are strongly encouraged to be in a conditioning program. The fall conditioning group will meet three times a week.

A weight training program in the summer, and maintained throughout the school year, is highly recommended for all athletes planning to participate in any sport.

### **Athletic Event Prior Participation in:**

<b><u>Softball</u></b>	Track or spring conditioning (summer conditioning strongly urged)
<b><u>Cross Country</u></b>	Track or spring conditioning (summer conditioning strongly urged)
<b><u>Football</u></b>	Track or spring conditioning (summer conditioning strongly urged)
<b><u>Volleyball</u></b>	Track or spring conditioning (summer conditioning strongly urged)
<b><u>Wrestling</u></b>	Track or Spring conditioning and either football, cross country or Fall conditioning (summer conditioning strongly urged)
<b><u>Boys' &amp; Girls' Basketball</u></b>	Track or Spring conditioning and either football, cross country or Fall conditioning (summer conditioning strongly urged)
<b><u>Golf</u></b>	Basketball or Winter conditioning strongly urged
<b><u>Girl's &amp; Boys' Track</u></b>	Basketball or Winter conditioning strongly urged

\*If a student has not previously been out for any sport and would like to begin to participate, exceptions can be made at the discretion of the coach and administration.

### **MUSIC**

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.
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.

### **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

progress report as a notification of the possibility of failing the class. A teacher may also send notification via letter, phone call or email at any time when a student falls below a passing grade or is not working up to his/her potential.

### **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 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 resource teacher is also informed of the citation.

1. Each late assignment equals a citation. (For example, either late work in two classes or two late assignments in one class equals two citations.)
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 2 school days of notification.
4. Academic Citations are served at 7:30 am on 8:00 am start school days. For other days, citations are served the next 8:00 am start school day.
5. *Three tardies (arriving after 7:30 am to 7:40 am) result in another academic citation.*
6. *An absence (includes arrival after 7:40 am) results in another academic citation and possible disciplinary action.*
7. Necessary materials on which to work must be brought. Leaving the room counts as a tardy. Necessary materials include the unfinished late work AND something else to work on or read.

### **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 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 Neumann. The credit MUST be made up during the summer following the failure or by the end of the school year following the failure. Students are not permitted to re-take a class at Bishop Neumann that they failed, except the following:

Failure in Religion I, II, III, IV, Computer Applications I, Physical Education/Health I, or Physical Education/Health II will result in repeating the class at Neumann. Students are to make individual arrangements with the religion teacher in order to complete the failed religion course.

### **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.

## **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 record, extracurricular activities record, standardized tests records, attendance records, and graduation data.

Cumulative records are school property which is 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 requesting one.

## **ATTENDANCE**

An area which has a direct effect on a student's academic performance is his/her daily school attendance. The school day begins at 8:00 A.M. and ends at 3:27 P.M. It is important that once the school day has begun, the student remain in the building until dismissal. The "running of errands" should be taken care of before or after school hours. If a student has a study hall, this is **NOT** free time, but time to be used in working on assignments.

According to the State of Nebraska School Law 79-201, "Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age shall cause such child to attend regularly the public, private, denominational or parochial day schools which have met the requirements for legal operation prescribed in Chapter 79 each day that such schools are open and in session except when excused by school authorities, unless such child had been graduated from high school..." State law also says that a child who is more than sixteen years old and is enrolled in a school must meet the attendance requirements of the school. 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.

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

Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed can not 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.

announced at an annual banquet held each spring.

## **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.

## **LETTERING REQUIREMENTS**

### **All Athletic Activities**

1. The athlete must attend practice regularly.
2. 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, etc. 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**

Athlete must play in 1/3 of the total innings of the season.

### **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.

### **Athletic Curfew**

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 who is at a place where alcohol or drugs are present must leave the premises **immediately** and contact the head coach of his/her sport 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.

### ATHLETICS

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.

### **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.

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

### Procedure When Absent

Parents are asked to telephone 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 telephone the school office prior to the absence.

### Excessive Absenteeism

Bishop Neumann defines excessive absenteeism as NINE (9) 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.

When a student is absent from school FOUR days, 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 SEVENTH absence. Upon the NINTH absence, 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 TWENTH absence for the school year, the school will notify the county attorney regardless of circumstances. This notification will be through Saunders County's ARRIVE Program.

### Tardiness

Students are to report to first period class by the first bell. Students who arrive after the first bell and before 8:20 A.M. to school are considered tardy. For every third tardy to first period, an unexcused absence will be recorded for first period. That absence will count towards the overall absence total. (The exception to this is first period Advance Scholar students. Due to the structure of the class they will be counted tardy if they sign in anytime during the class period. All tardy rules apply.)

Arrival to any other class after the start of the period will be recorded as tardy unless the student has received a pass from staff or administration.

Detentions also will be given after 3 tardies (multiples of 3) to school or any class or study hall. **Tardies are continuously accumulated throughout the school year.** Double detentions for being tardy will be given after the 3rd tardy detention (12 single times tardy).

Students arriving after 8:20 A.M. will be considered absent for the whole period. Students arriving after 8:20 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 once per semester. They must sign out at the office before going to their car.

### **Truancy**

Skipping school (i.e. "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:

- a. Any truancy will result in two days of in-school suspension.
- b. A zero will be given in all classes missed while truant in which a grade was taken.
- c. Four detentions will be served for being truant all day, two detentions will be served for being truant for one-half day or less.
- d. If a truancy occurs a second time, the student and parents are to meet with the principal and superintendent 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 & class 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. An all-school Mass that is missed is to be made up either outside of school hours or at the class Masses offered during Lunch A, excluding the student's own scheduled class Mass.

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:

- a. Any student who will miss class to participate in a school-related activity is required to obtain a make-up sheet from the office which is to be signed by each of his/her teachers whose class will be missed.
- b. The teacher's signature indicates that the student has done all the

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.

### **Show Choir**

Miss the next scheduled performance.

### **Band/Choir**

Students will be required to spend extra time in service to the music department. Amount of time and scheduling to be determined by the appropriate director.

### **Speech**

Miss the next speech tournament.

### **Drama**

Student will be required to spend time outside of rehearsal working on sets, publicity, etc. for the promotion of the play. The amount of time and scheduling to be determined by the drama director.

**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.**

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

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

### **Choir/Band/Drama:**

Because of the academic ties to these activities, 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.

**2nd offense: (In another season)** 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 can not 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.

Drama student will be required to spend time outside of rehearsal working on promotion of the play as determined by the director. The student will also be required to participate in a rehabilitative/counseling program at his/her own expense. The student may continue participation in the role of the particular play/musical for which they were cast only as long there is proof that student is

**EXTRA-CURRICULAR ACTIVITIES**  
**ALCOHOL AND DRUG USE RELATED 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 Athletic and Activities**

**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, and controlled substance abuse.

Regarding the use of alcohol, tobacco, and controlled substances, the following will be enforced: (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**

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**

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.

- c. The student must be passing any class that he/she will miss for the activity, except for district band or chorus.
- d. At the teacher's discretion, teachers of core classes may choose to retain students who are behind or missing assignments.
- e. The make-up sheet is due to the sponsor who is to hand the sheets in to the office preceding the day of the event.
- f. 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 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:

- a. Seniors interested in post-secondary education are limited to two college visitations which must be completed by **March 31**, unless approved by the administration.
- b. Students wanting assistance in setting up the visits or appointments with college personnel should see the guidance counselor. It is recommended that appointments be made two weeks in advance of the visit.
- c. All students must meet with the guidance counselor three school days prior to the college visit and obtain necessary paper work.
- d. Students should obtain a sign out sheet to be signed by a parent and turned into the office the day before the absence.
- e. It is recommended that the student have taken the ACT or SAT prior to visiting the institution if the institution requires it for admission.
- f. Any college/institution visit taken in which the proper procedure as outlined above is not followed, may be treated as a truancy, and detentions will be issued for each school period missed and/or the student will be assigned to a directly supervised service.

**Job Shadowing**

Juniors 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:

- a. Juniors will be allowed to miss one school day per year to job shadow. This day must be approved by parents, guidance counselor, and administration.
- b. Students must obtain a contract from the guidance counselor and fill it out. It will designate the location, time, and person to be shadowed, along with expectations and signatures of all parties.
- c. The contract must be filled out and turned in at least one week prior to the job shadowing, along with a sign-out sheet from the student's teachers.

- d. After the job shadowing experience the student, will be required to fill out a report form indicating what was most valuable about his/her experience and how it will help in the decision-making process.

### **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. (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. In addition, for school year 2007-08 and each school year thereafter, 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 school nurse **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. As a general rule, **ALL MEDICINES ARE TO BE KEPT IN THE OFFICE. THIS INCLUDES OVER-THE-COUNTER (OTC) MEDICINES.**
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, you (the parent or guardian) are assuming responsibility for monitoring your child for side effects,*

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.

### **Suspension From School**

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**

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 superintendent. 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 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.

### **Extra-curricular 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.

### **Inclement Weather**

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

school for the immediately preceding semester. (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:
  - 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.
  - 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.

#### **Attendance**

Students are required to be in attendance the afternoon of the day of the activity by the start of afternoon classes in order to practice or compete. Unusual circumstances may cause the rule to be waived with administration/coach approval. (for example - 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.

*adverse reactions, and the efficacy of the medication.*

4. If it is necessary for your child to keep a medication on his/her person, please contact the school nurse.

#### **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* before any medication is dispensed. Again, *you 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 nurse 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 nurse reviews an inhaler contract with the students. The students, parents, school nurse, 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 must be updated at the beginning of each new school year.

#### **Health Screening:**

Screening is provided yearly by the school nurse 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 Catholic Jr. Sr. High School 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 High School, it shall be the policy of Bishop Neumann to maintain an Automated External Defibrillator (AED) at our high 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 nurse, with the support 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 nurse, with the support 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 nurse's 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.

### **GUIDELINES FOR BEHAVIOR**

A teacher is primarily responsible for the area in which he/she is teaching and supervising. An "atmosphere of study", which involves trust and respect between the teacher and student, is expected in all classrooms and study areas. Any student who interferes with this "atmosphere of study" is first dealt with by the teacher who is responsible for that classroom or area of study. If disruption of the study atmosphere continues, serious disciplinary action may be taken.

### **Disruption of Learning Atmosphere (Office Referrals)**

A student who is disrupting the learning environment of a classroom will be sent to the office. After a student is sent to the office for the third time, parents will be notified and the student will be required to stay after school on days mutually agreed upon for a total of three hours. After-school disciplinary time will be served before attending practice for any extra-curricular activity

### **Detention**

For misconduct or infraction of school rules or regulations, a student may be assigned a detention. Detention is thirty minutes of time spent after school. Detentions are served on Mondays. Failure to serve the detention will result in an additional detention. Parents will be notified by phone or in writing that their son or daughter has a detention to serve prior to its being served.

Some infractions deserving of detentions are:

#### Mandatory Detentions

- Skipping class
- Tardies to school, class, or study hall (\*see below)
- Disrespect towards a faculty or staff member
- Misuse or destruction of school materials and equipment (restitution must also be made)
- Opening another student's locker without administrative permission

#### Teacher's Discretion

- Misconduct in the classroom, hall, rest room, library, cafeteria, or other areas of the school
- Being in an unassigned place during the school day without a pass
- Use of improper language (vulgar, etc.)
- Parking lot violations (incorrect parking of cars)
- Bullying/Harassment offenses
- Public display of affection offenses

Campus Missionaries, Spirit Club, Student Booster Club, Trap.

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.

## **CODE OF CONDUCT 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.
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

curricular activities is a privilege and not a right, thus, the policies governing these activities.

Objectives of the program include the following:

1. Help students learn to use their leisure time wisely.
2. Help students to increase and to use constructively whatever unique talents and skills they possess.
3. Help students to develop new recreational interests and skills.
4. Help students to develop positive attitudes toward the value of academic and recreational activities.
5. Help students to increase their knowledge of and skill in functioning as leaders and/or as members of a group.
6. Help students to develop positive attitudes toward school as a result of participation in the student activities program.
7. Help students to develop realistic and positive attitudes toward themselves and others.

### **HEALTH PHYSICAL**

Those students who plan to participate in any sports 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 (i.e. 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.

### **RECOGNIZED ACTIVITIES AND CLUBS**

The following student activities and clubs are approved and sponsored by Bishop Neumann Catholic Jr. Sr. High School.

#### **Junior High School**

- Boys:** Football, Basketball, Track, Wrestling  
**Girls:** Volleyball, Basketball, Track  
**Co-ed:** Band, Choir, Chess Club

#### **Senior High School**

- Boys:** Football, Cross Country, Basketball, Golf, Track, Wrestling, St. John Bosco Society  
**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.,

Arriving after 3:30 P.M. for a detention will result in another detention. The dress code is to be followed during the detention period. Only one detention may be served on a given day. Detentions will be totally silent. Students must bring something to study or to read. No MP3 devices or other electronic devices will be allowed. Students might be requested to perform some tasks for the school such as cleaning or working in the office.

\*In the accumulation of detentions, tardies will NOT count toward the ten in the disciplinary process. However, after the 3rd set of tardies (9), detentions will double for each set. (example at 12 tardies to school and/or class, two detentions will be served).

### **Disciplinary Process**

1. After a student has received four detentions, he/she will be asked to meet with the Vice Principal. Parents will be notified, through a form letter, that the student will be meeting with the administration and they will be invited to attend the meeting.
2. When a student receives a sixth detention, the student and parents are required to meet with the Principal and/or Superintendent. The detentions will be reviewed and a plan will be put into place to help the student adjust behavior to meet school discipline requirements.
3. When a student receives a seventh detention, he/she will be placed on two days of in-school suspension, and the parents will be notified in writing.
4. When a student receives an eighth detention, the student will be placed on out-of-school or in-school suspension, as determined by the administration, for a minimum of three days. A conference with the student, parents, and the administration will be held.
5. When a student has received nine detentions, 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, sock hops, awards banquet) **except conditioning**.
6. When the student receives a tenth detention, the superintendent 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**

A student can be suspended from school for any major offense. There are two kinds of suspension: a) in-school and b) out-of-school.

- a. 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

# ACTIVITIES HANDBOOK

## 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. The first purpose is to acquaint students with the various extra-curricular activities officially recognized and sponsored by Bishop Neumann Catholic Jr. Sr. High School. The second purpose is to 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 High School 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 only to be made with the express permission of the school administration and are evaluated on a case-by-case basis.

## PURPOSE AND OBJECTIVES

The primary purpose of the student activities program is to meet those school-related interests and needs of students that are not provided for, to a sufficient degree, by the curricular program of the school. Participation in extra-

schoolwork. Credit can be given for this work. The parents will be informed of the action taken. Participation in school-related activities during the period of in-school suspension is subject to the decision of the administration.

- b. Out-of-school suspension—at the discretion of the administration is defined as:
- Student is not allowed to attend school or to participate in school-related activities during the period of time he/she is suspended. Or
  - Student does not attend classes but is required to attend school and remain in the office. Parents will be informed of any suspension and asked to come for a conference. During suspension, student can not participate in school-related activities in either case.
  - Student will lose credit for assignment and/or tests taken on the day(s) that the out of school suspension is issued.

The school administration reserves the right to suspend or dismiss any student whose conduct or effort is considered detrimental to self or others.

The following offenses make a student liable to suspension or dismissal:

- a. Persistent neglect of school work
- b. Constant violation of school rules
- c. Excessive absenteeism
- d. Willful destruction of school property
- e. Tampering with the fire alarm, extinguishers, or emergency-notification system
- f. Possession or under the influence of alcoholic beverages or drugs on the school grounds or at school functions
- g. Serious act of disrespect to a teacher
- h. Any act which school authorities judge harmful to the faith and morals of fellow students or harmful to the good name of the school
- i. Repeated truancy
- j. Use of fire crackers, stink bombs, fireworks
- k. Criminal or violent offenses
- l. Weapons (knives, explosives) (guns on school property—a minimum of one year suspension)
- m. Fighting — one-day, out-of-school suspension
- n. Bullying/Harassment offenses
- o. Theft

### Readmission

Students dismissed from 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 Neumann. Second semester seniors who are dismissed will have the option of testing out of required Neumann courses in order to receive their diplomas after graduation. They will not be allowed to participate in prom or graduation.

### Harassment

Harassment of any kind will not be tolerated. Harassment may involve:

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)

**POLICIES PERTAINING SPECIFICALLY  
TO JUNIOR HIGH  
(7TH AND 8TH GRADES)**

**All School Masses/Retreat**

The junior high students will attend the all-school Masses with grades nine through twelve as these Masses are scheduled throughout the year. They will have their own class Masses and retreat with mandatory attendance. If a student misses a retreat, he/she will have to make up the time during the school year at the direction of the administration.

**Social Activities**

Junior high students are not allowed at social activities of the high school (e.g. dances, sock hops). NO EXCEPTIONS. Junior high students may attend homecoming and prom coronations, provided they arrive immediately before coronation and leave immediately following the coronation. They may watch the coronation from the upstairs balcony -- they are not to be on the gym floor. Near the end of the school year, the ninth graders sponsor a sock hop for the eighth graders. (other Jr. High activities/dances will be announced by the administration)

**Junior High Academic Citation**

1. When a student has 3 units of late work (either one assignment that is three days late or three assignments that are each a day late), 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. Three tardies (arriving within 10 minutes after the starting time) results in another academic citation.
4. An absence (includes arrival after 10 minutes after the starting time) results in another academic citation and possible disciplinary action.
5. 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 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.

1. Repeated verbal abuse, gestures, ridicule, or demeaning comments.
2. Verbal or physical threats, bullying, coercion, or contact
3. Sexual Harassment, which includes :
  - Verbal harassment or abuse, including unwelcome sexually-oriented communication.
  - Pressure to engage in sexual activity.
  - Unwelcome physical contact such as touching, patting, pinching, bumping, or grabbing.
  - Requesting or demanding sexual favors, accompanied by implied or overt threats concerning a student's status or by promise of preferential treatment with regard to a student's status.
  - Sexual assault
  - Repeated comments, gestures, or sexually-suggestive pictures or objects.
  - Inappropriate notes or literature.

Any person subjected to harassment should contact a teacher, counselor, or administrator who will then determine procedures to be followed.

**Cheating**

Cheating is forbidden. Disciplinary action will be decided by the teacher or administrator.

**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 personal electronic devices, 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. See page 28 on personal electronic devices.

**Smoking**

Nebraska School Law does not permit students to smoke or 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.

A fine of \$25.00 will be imposed on students found smoking, chewing tobacco, or wearing nicotine patches. Strong circumstantial evidence will also result in this fine. A fine of \$15.00 will be imposed on those having smoking materials, chewing tobacco or look-alikes in their possession. Suspension will result for any student who continues to abuse this rule.

### Fines

The following are not permitted and will result in fines:

- a. Gum chewing 8:05 A.M.—3:26 P.M.-- \$5.00
- b. Chewing of other things (pen caps, straws, toothpicks, etc.) -- \$1.00
- c. Throwing snowballs -- \$3.00
- d. Items purchased from machines during the school day -- \$1.00 fine and items confiscated.
- e. Re-arranging classroom blinds -- \$1.00
- f. Shaving — \$3.00 (**paid at the office**)
- g. Wearing non-uniform sweatshirts in class – item confiscated (to be returned) and \$1.00 paid in the office

Unpaid fines may result in a detention. due Students can not get signed out at the end of the school year without paying their fines.

### Public Display of Affection

Public display of affection (to include but not limited to hugging, holding hands, kissing, cuddling, massaging) is inappropriate any time during the school day and at school activities. Consequences to be determined by the administration.

## 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. All clothes must be clean, unfaded and untattered, or without holes .
2. Hair should be clean, and natural appearing in color and pattern. There is to be no permanent or semi-permanent foreign objects attached to hair or head. The administration reserves the right to determine faddish styles.
3. Boys are to be clean shaven, no pony tails, pig tails, or faddish styles. Boys' hair styles will consist of a short or regular tapered neck line and tapered above the ears. (Sideburns are to be of a reasonable length and not to go below the earlobe.
4. Earrings are inappropriate for school wear for boys and may not be worn to school and school-related activities.
5. Inappropriate apparel may result in a detention and/or fine.

### Shirts

Colors: Red, grey, white (NOT beige or off-white), or navy blue (NOT

Service hours must be handed in within thirty days after completion to be counted. Any service project involving over ten hours must have prior approval. **Seniors must have service hours completed by April 15<sup>th</sup> or service will be assigned. If service hours are not completed, seniors may not participate in the graduation ceremony.**

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 principal to avoid misunderstandings about what is and what is not acceptable for this program.

Service can not be done for relatives (grandparents, aunts & uncles, parents/step-parents...) or for a business/organization that a student is also employed by. 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 (count only time actually working)
  - 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:
  - 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 (typing, filing, fixing bulletin boards, tutoring) No service will be given when a student is assigned to a class as an aide for credit.
  - Working as a library assistant (filing, dusting, fixing bulletin boards, typing, helping with end-of-year inventory, etc.)
  - Band director assistant (junior or senior with permission of director)
  - Assisting with extra work for a dramatic production (under supervision of and with permission of drama director)
  - Assisting in athletic programs at Neumann (working as student manager, video taping games, taking statistics, keeping record books, etc.)
  - Assisting, coaching, officiating, etc. in elementary athletic programs without pay.

blouses or tops. Dresses with spaghetti straps may be worn as long as the tops area of the dress is one that covers front showing no cleavage and straight across the back as well as side or underarms of the dress. Strapless dresses may be worn as long as they are cut straight across the front and the back. Modesty is a must. Boys may wear dress slacks, dress shirts or sweaters. No jeans will be allowed.

### **LIMITED PRIVACY**

Teachers and administrators have the right to search desks, lockers, bags, backpacks, book bags, athletic bags, and/or personal belongings at any time for a sufficient reason. 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.

**Book bags, Backpacks, Purses, Pockets, Personal Effects, and Vehicles:** When school officials have reason to believe a student or group of students possesses drugs, weapons, stolen property, or other contraband, school officials will conduct searches of all parties necessary to resolve the suspicion.

**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. If, in the course of a search, school officials discover evidence of illegal possession and/or activities, the school officials will notify law enforcement officers and turn over contraband discovered during the search process.

**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. School officials should seek to maintain the least intrusive search methods necessary to resolve the suspicion and/or danger.

### **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.**

turquoise or green)

**Style:** Only traditional polo shirts, short-sleeved or long-sleeved. No prints, designs, or logos allowed. The shirts are not to be tight, form-fitting.

### **Undergarments**

Undergarments that detract from the outer appearance of the dress code are inappropriate. Undershirts that are longer than the outer shirt sleeve are to be plain white ONLY. Undershirts are to be white and are not to have colors or designs that show through the shirt.

### **T-shirt Rental Policy**

When a student is sent to the office with a white t-shirt violation the student has a choice of:

- 1) Changing into a plain white t-shirt.
- 2) Renting a school t-shirt for \$1.00 for the day. The student will be required to leave their own t-shirt in the office until the school t-shirt is returned and the \$1.00 rental fee is paid. If it is not returned within 3 days then they will owe \$5.00 for purchase of the t-shirt.

### **Sweaters and Sweatshirts**

Sweaters may be cardigan or pullover in a plain color: red, navy, white or grey. If the sweater does not have a collar, a collared shirt must be worn underneath, and the collar must be visible.

Sweatshirts are to be the grey or red crewneck with the original pocket-sized Neumann logo or the grey or red crewneck with the Neumann "BN" logo (available from the Bishop Neumann office). An approved polo shirt must be worn underneath and the collar must be visible.

## **BOYS SPECIFIC DRESS CODE**

### **Pants**

**Colors:** Black, navy or khaki

Khaki color pants are only to be purchased at Dennis & Lindley's

Black and navy are only to be purchased at Dennis, Lindley's or a Dickies retailer.

**Style:** Plain or pleated front

**Fabric:** Twill – 100% cotton or cotton/polyester blend  
Narrow wale corduroy

**Waist:** Pants are to be worn at the natural waistline. The waist-size should not be larger than one's actual waist. "Bag and sag" styles are unacceptable. Due to the violation of modesty, a detention will be issued if undergarments beneath one's pants become visible.

**Misc.:** Pant cuffs are NOT to be altered or split. Pants must have four or fewer pockets, and the pockets must be on the upper portion of the pants, not on the legs.

Selections are **limited to specific brand names:**

- Dennis Uniform Company
  - Dickies
- Acceptable: 874 Work Pants, Cotton Front Pants, Cotton Pleated Work Pants, Pleated Work Pants
- Unacceptable because of number of pockets: Cargo Pants, Cell Phone Work Pants, Ultimate Work Pants, Double Knee Work Pants, Cargo Utility, Painter's Pants, Painter's Double Knee Pants, Poplin Pants
  - Dockers
  - Savane (purchased at *Lindley Clothing*, Wahoo)

#### Shorts

Black, navy and khaki Dennis Uniform Company uniform shorts ONLY. The appropriate length of shorts is no shorter than 3 inches above the top of the knee nor longer than the knee.

#### Shoes and Socks

Dress shoes or tennis shoes are to be worn with socks. Boots maybe worn if they are covered by the pant leg to the ankle. Flip flops, slippers, moccasins, slip-ons without a heel, and sandals are not allowed.

### **GIRLS SPECIFIC DRESS CODE**

#### Pants

Colors: Black, navy or khaki

Khaki color pants are only to be purchased at Dennis

Black and navy are only to be purchased at Dennis, Lindley's, Dickies retailer or Dockers retailer.

Style: Plain or pleated front

Fabric: Twill – 100% cotton or cotton/polyester blend

Narrow wale corduroy

Waist: Pants are to be worn at the natural waistline. The height of waistline is NOT to be altered

Misc.: Pant cuffs are NOT to be altered or split. Pants must have four or fewer pockets, and the pockets must be on the upper portion of the pants, not on the legs.

Selections are **limited to specific brand names:**

- Dennis Uniform Company
- Dickies
- Dockers

#### Shorts/Skorts

Black, navy and khaki Dennis Uniform Company uniform shorts or Black and

2. The Neumann student must sign the guest up and report the name of the guest, the school that the guest attends, and the grade level of the guest.
3. Students must make their guests aware of the dress code and normal code of conduct.

Cavalier Ball attire is not as formal as Prom, but it is NOT casual. For girls, this means nothing low-cut, backless, extremely short or extremely tight. Girls may wear dresses, skirts, or dress slacks with nice blouses or tops. Dresses with spaghetti straps may be worn as long as the tops area of the dress is one that covers front showing no cleavage and straight across the back as well as side or underarms of the dress. Strapless dresses may be worn as long as they are cut straight across the front and the back. Modesty is a must.

Boys may wear dress slacks, dress shirts or sweaters. No jeans will be allowed.

### **Junior Senior Prom**

The Mass, dinner, and dance will all be held at Neumann. 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 juniors.

Only juniors and seniors of Neumann may attend the prom with other junior and seniors who are their dates. Exceptions:

1. Students may bring dates who have been out of high school no more than two years.
2. No student of any school, who is not a least a junior, may attend the Neumann prom.
3. All outside dates need to be registered before the dance. These dates will be approved by the superintendent or principal of Neumann and ages will be verified by the faculty prom sponsors.
4. Post Prom regulations and guidelines are determined by the parents of the juniors with the approval of the administration.

Prom attire for girls shall consist of nothing that is low-cut, backless, extremely short, or extremely tight. Dresses with spaghetti straps may be worn as long as the tops area of the dress is one that covers front showing no cleavage and straight across the back as well as side or underarms of the dress. Strapless dresses may be worn as long as they are cut straight across the front and the back. Modesty is a must.

Prom attire for boys shall consist of contemporary suits or tuxes. Neither girls or boys will be allowed to wear costumes, i.e., retro or vintage suits or dresses.

### **Homecoming**

Homecoming is held during the football season. Bishop Neumann freshmen through seniors may come to this dance. Outside dates are permitted, but guest passes are to be obtained for these from the Student Council faculty sponsor. Any outside dates brought to homecoming must be at least freshmen in high school and may not be out of high school more than two years.

Homecoming attire is NOT formal, but it is NOT casual. For girls, this means nothing low-cut, backless, extremely short or extremely tight, and no tops with spaghetti straps. Girls may wear dresses, skirts, or dress slacks with nice

confiscated and assessed a fine. No open food and/or soda containers allowed in lockers. Only clear water containers are allowed in lockers or held by a student.

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

The diocesan policy will be followed. Copies are filed 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 an 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.

### **Sock Hops**

The following guidelines are in effect regarding school sock hops:

1. Only Neumann students grades nine - 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 rest rooms 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.

### **Cavalier Ball**

Every student in grades 9-12 attending the Cavalier Ball may bring one outside guest if he/she chooses to do so. The standard rules for guest students outside of Neumann apply:

1. Guest must be in high school or no more than two years out of high school.

Navy skorts ONLY. The appropriate length of shorts/skorts is no shorter than 3 inches above the top of the knee nor longer than the knee.

### **Shoes and Socks**

Dress shoes or tennis shoes are to be worn with socks or hose. Boots may be worn if they are covered by the pant leg to the ankle. Flip flops, slippers, moccasins, slip-ons without a heel, and sandals are not allowed.

### **Unacceptable Attire (girls and boys)**

- Non-uniform pants are strictly prohibited. No look alike, jeans, wind or nylon pants, no draw string pants, no stretch pants, or cargo pants, etc.
- The small tag that identifies the acceptable uniform pant is not to be removed.
- No skirts.
- Turtle necks and/or mock turtle-neck blouses.
- T-shirts or tank tops as outer garments are not acceptable. If these are worn underneath shirts, the shirts must be kept buttoned and tucked in.
- No mid-riffs or crop tops, tight, form-fitting tops, shirts, shorts or pants.
- Coats and jackets, including Neumann athletic jackets, are NOT to be worn during the school day. This includes all hooded sweatshirts.
- Hats or caps during the school day.
- No body or tongue-piercing jewelry. Visible tattoos should be covered at all times.
- No chains or other jewelry or accessories judged inappropriate by the administration.

The administration of Bishop Neumann reserves the right to determine appropriate clothing for school. Any student violating the Bishop Neumann dress code may be issued a detention and may also be sent home to change.

### **Game Attire**

Students attending any school-sponsored activity must be dressed appropriately. If a student is dressed in any attire which is deemed unacceptable, or which causes harm or embarrassment to the school, that student will be asked to leave the activity or to change into appropriate clothing.

### **Jean Day**

On the first Wednesday of the month, students have the option of wearing jeans (blue-denim-colored jeans, or overalls are acceptable) 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, hoodies or jackets (this includes windbreakers and fleece jackets with full zippers). Shoes appropriate to school wear and socks or hose must be worn.

Students who chose not to wear jeans are required to be in conformity with the dress code.

### **Spirit Day**

Periodically, during the school year, Spirit Days may be scheduled. Students will have the option of wearing shirts with 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.

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

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

Bishop Neumann High School 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 among our students will not be tolerated. Those distributing hard drugs will automatically be dismissed from Bishop Neumann. Consistent guidelines are necessary for handling alcohol and other drug related problems.

Any school-related incident (defined as during the school day or at school-sponsored activities, involving a student who is cited for a violation of the law involving alcohol or other drugs, who is seen by a member of the faculty or coaching staff using alcohol or any other drugs, or who admits to having used alcohol or drugs to a faculty member or administrator, shall be handled as listed below.

Athletic programs, National Honor Society and other school-sponsored clubs or organizations may have additional specific policies. Any extracurricular policy also applies.

#### **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.

- a. Parents meet with the administration and agree to have the student undergo a diagnostic evaluation.
- b. The appointment for this evaluation is to be made within a week following the meeting.
- c. During the suspension, the student will not be allowed to participate in any extra-curricular activities or public performances, nor may they attend such activities.
- d. 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.

student’s parents will be notified that the electronic device will be kept for a week and the student will serve an one day in-school suspension.

### **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.

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**

1. Students are not permitted on the stage except for class.
2. Grabbing, or hanging on the basketball net and/or rim automatically results in a \$10.00 fine as does hitting the backboard. If the backboard is shattered, restitution is required.

### **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.

Students may apply for meal benefits any time during the school year. If eligibility changes, (a decrease in household income, an increase in household size, unemployment, or food stamps, or TANF for children), complete an application.

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

**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.”

### **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 parties. The soda and candy machines are off limits during the school day from the first bell until dismissal. If any students purchase items from the machines, these may be

refundable. 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 \$50.00 for a hard-bound textbook and \$15.00 for a workbook. **All textbooks and course fees are to be paid prior to the next academic year. (No charges will be carried over.)**

Each student is required to pay an additional fee which covers courses, labs and activities. Fees for the 2011-2012 school year are as follows: 7th –12th - \$1100.00. 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 superintendent.

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

### **Tuition**

Non-Catholic students, as well as Catholic students who do not belong to any Saunders County parishes which subsidize Neumann, shall pay a tuition fee of \$3265.00 per year plus book fees.

### **Telephone**

A public telephone for student use is located in the lower hall. During the course of the day, permission must be given to use the public telephone. Before and after school hours, it can be used without permission.

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.)

### **Personal Electronic Devices**

**Cell phones** must be turned off and remain out of sight during the school hours: 8:00 a.m. to 3:27 p.m. and cannot be used between classes and during lunch. Students are permitted to use their cell phone in the office if an emergency arises.

**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 of 8:00 a.m. to 3:27 p.m. These devices may not be used between classes or at lunch.

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

**Consequences:** 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: The administration will call the parents to come and retrieve the electronic device. Second violation: The student and the student's parents will be notified that the electronic device will be kept for a week. Third violation: The student and the student's parents will be notified that the electronic device will be kept for a week and the student will receive a detention. Any additional violation will result in the student and the

- e. The results of the evaluation are to be sent to the school, and any recommendations made by the evaluating facility will be followed.
- f. 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 Neumann. The administration will have discretion with regard to the application of the policy.

Extra curricular 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 superintendent, 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 aisles.
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. Bus riders may be denied the privilege of riding.
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 guardian will be given consideration.

No special arrangements will be made for students failing a class; however, special arrangements may be made for those passing a class.

**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 search.

**MISCELLANEOUS**  
**INFORMATION/RULES/REGULATIONS**

**MEMBERSHIP OF SAFETY/SECURITY COMMITTEE**

- Father Jeremy Hazuka- Principal
- Tom Werner - Custodian
- Fr. Brian Kane – Superintendent
- Fr. Matthew Vandewalle– Vice Principal
- Patty Benal – School Secretary
- Jill Johnson – Junior High Faculty
- Missy Chvatal – Guidance
- Diane Rezac – Lunch Room
- Officer Dale Weiss – Wahoo City Police Rep. Transportation
- Student Body President – Student Representative
- Senior Class President – Student Representative

**Graduation**

Graduation requirements are listed in the Curriculum Guide Booklet. 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.

**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.

**Study Halls**

Study halls are meant to be a time for study, research, and work; thus students must have something to study or read. It is not a time for socializing. Studying in groups of two may be allowed on occasion at the discretion of the study hall supervisor. This includes the lunch period study halls.

**Textbooks/Charges**

At the beginning of the academic year, each student is required to deposit a book usage fee. For 2011-2012 the book usage fee is \$225.00 which is non-