STUDENT HANDBOOK

Cavaliers

2026-2027

BISHOP NEUMANN CATHOLIC HIGH SCHOOL
2026-2027
STUDENT HANDBOOK

Table of Contents

NOTICE OF NON-DISCRIMINATION POLICY 5
HISTORY 5
MISSION STATEMENT/OBJECTIVES 5
ADMINISTRATION 6
- Forms 6
- Tuition 6
- Textbook Fees 6
- Transfers 6
- Students' Permanent Records 6
- Transcripts of Credits 7

Lunch Program 7
Health Information 7
- School Physicals 7
- Accidents/Injuries 7
- Medication Dispensing Guidelines 8
- Prescription Medications 8
- Chronic Health Conditions 8
- Communicable Diseases 8
- Inhalers/Epinephrine Pens 9
- Health Screening 9
- Automated External Defibrillator Policy and Procedures 9

Library 9
ACADEMIC / CURRICULUM 10
- Academic Requirements 10
- Graduation 10
- Grading 10
- GPA 11
- Laude System 11
- Weighted Courses 11
- Dual-credit Courses 11
- Honor Roll 11
- Incompletes 12
- Academic Elevation 12
- Academic Probation 12
- Online Grades 12
- Failure of Required Courses (for grades 9-12) 12
- Failure of Core Classes (Junior High) 13
- Dropping of Courses 13

ATTENDANCE 13
- Procedure When Absent 13

Sign Out Sheets 13
- Excessive Absenteeism 14
- Tardy to First Period 14
- Leaving the Building 14
- Attendance and Participation in Spiritual Programs 14
- Absence for School-related Activities 15
- College Visits/Job Shadowing 15
- Senior Open Privilege 15

DISCIPLINARY PROCESS 16
- Demerits 16

Detentions 16
Academic Integrity 17
Contracts 17
Suspension 18
Emergency Exclusion 19
Expulsion 19
Readmission 19
Disciplinary Continuum 20
Harassment 20
School Property 20
Theft 21
Confiscation 21
Smoking/Vaping/Nicotine 21
SCHOOL-RELATED ALCOHOL AND DRUG USE POLICIES 21
Limited Privacy 22
Lockers 22
Law Enforcement Authorities 22
Other Searches 22
DRESS CODE 23
General guidelines 23
Non-uniform days 25
Additional guidelines 25
Senior Dress Code Guidelines for Graduation Week and Senior Pictures 26
Dress Code Guidelines for Dances 26
Homecoming & Prom 26
Sock Hops 27
VARIOUS POLICIES 27
Hall Passes 27
Phone/Smart Watches/Personal Electronic Devices 27
Consequences 27
Book Bags 27
Lockers (Athletic and School) 27
Gym Regulations/ Locker Room Policy 28
Food Outside of the Cafeteria 28
Pregnant/Married and Unmarried Students 28
Dances 28
Sock Hops 28
Homecoming 29
Prom 29
TRANSPORTATION 29
Bus Service 29
School Bus Safety Rules 29
Extra-Curricular Trips 30
Violations 30
Driving Privileges 30
COMMUNITY SYSTEM 30
Format 31
Patrons 31
SERVICE PROGRAM 31
ACTIVITIES 32
Activities on Sundays, Holy Days, and the Easter Triduum 33
Recognized Activities and Clubs 33
Health Physical 34
Activities Participation Policy 34
NSAA Guidelines for Participation in Extra-curricular Activities 34
Parents' Role in Interscholastic Athletics 35
Attendance at Activities 36
Misconduct/Insubordination and Activities 36
Request for a Hearing 36
Catastrophic Insurance 36

Inclement Weather 36
Pep Rally Policy 37
ATHLETIC DEPARTMENT 37
Club/Select Teams 37
Athletic Curfew 37
Conditioning 37
Athletic Lettering Requirements 37
All Athletic Activities 38
MUSIC DEPARTMENT 38
Band and Chorus Lettering 38
Regulations: 38
SPEECH AND DRAMA 39
Speech and Drama Lettering 39
Regulations: 39
CLUBS 39
National Honor Society 39
Lead Team 41
FBLA 41
FFA 41
CAMPUS MINISTRY 42
Campus Ministry Team 42
Neumann FIRE 42
SETON 42
MEN OF JP2 42
Additional Campus Ministry Activities 42
ACTIVITY-RELATED ALCOHOL AND DRUG USE POLICIES 43
All Sports Activities 45
ACCEPTABLE USE POLICY FOR INTERNET AND NETWORK 45
Privilege and Loss of Privileges 45
Responsibility 46
Licensing and Copyrights 46
Unacceptable Use 46
Network Etiquette 46
Security Issues 47
Vandalism 47
Personal Websites and Blogs 47
Agreement of Terms and Conditions 48
SCHOOL FIGHT SONG 48

The following provisions of this handbook address only the specific areas referenced. New situations may arise during the school year that may require the implementation of additional policies and disciplinary actions, as well as adjustments to existing policies and procedures. The administration reserves its right to draft, institute, and enforce any new policies and to adjust existing policies. The students and their parents waive any right to contest the administration's right to adopt new policies, approve additional disciplinary actions, and change existing policies. You will be notified of any change, if any, when it arises.

NOTICE OF NON-DISCRIMINATION POLICY

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

HISTORY

Bishop Neumann is a Catholic diocesan co-educational high school located in Wahoo, Nebraska, serving students from 11 parishes in the surrounding areas of Saunders and Lancaster Counties. It was first opened on September 1, 1964. The school is named after St. John Neumann, a Redemptorist priest who, as Bishop of Philadelphia, persuaded the American bishops at the First Baltimore Council in 1852 to establish a parochial school system.

MISSION STATEMENT/OBJECTIVES

Vision
The vision of Bishop Neumann is to foster strong Catholic values and successful life–long learning.
Mission
Because God has made us, saved us, and called us to eternity, Bishop Neumann will foster high expectations in a person's spiritual, intellectual, physical, and social life.
Motto
"Passion of Christ, strengthen Me"

Our Objectives:

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

ADMINISTRATION

Forms

To be compliant with all state and Diocesan regulations, there are certain forms that must be turned in by all families sending students to Bishop Neumann. Some forms are a part of registration on PowerSchool. The medical forms/physicals and NSAA forms must be turned in by the first day of school. If a student has any missing forms, they will not be allowed to participate in any extra-curricular activities beginning the second week of the school year.

Tuition

Tuition for the school year is reflected in the SCS Tuition Policy, which includes the education technology fee. Some classes require an additional lab fee, as noted in the Curriculum Guide used at registration. All fees are due at the beginning of the school year. Payment options are check, cash, credit card, FACTS payment plan, and/or prior arrangements made with the chief administrative officer (CAO). Tuition refunds are prorated based on the amount of time a student has been at Bishop Neumann. In addition to school fees, all families are expected to be actively tithing members of the Saunders County Deanery Parish. If you are not an active parishioner, there will be an additional tuition amount. See SCS Tuition policy for details.

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

Textbook Fees

Included in the tuition are fees for textbooks. Textbooks are issued in each class. Students are asked to keep them in good condition. A student is responsible for the books loaned to him/her. All textbooks are to be covered. If a student loses or damages a book, they must pay for the damage or the replacement cost of the book. All textbooks and course fees are to be paid before the next academic year. No charges will be carried over.

Transfers

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

Students' Permanent Records

The school shall maintain on file in the office an individual cumulative record for each student who is now or has previously attended Bishop Neumann. The cumulative record contains scholastic records, personal and family data, health records, standardized test records, attendance records, and graduation data. Cumulative records are school property. They are open to students and parents at their request. Schools may not transfer or open to inspect these records to any individual or organization without the written consent of the student or his/her parents.

Transcripts of Credits

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

Lunch Program

Saunders County Catholic Schools utilize the National School Lunch Program. We encourage all families to apply for free or reduced-price meals. All families will receive the Federal Lunch Application for Free or Reduced Price Meals before the start of each school year. Applications will be sent via email, and student information packets will be sent. You can also find them on the Bishop Neumann website https://saunderscatholic.com/saunders-catholic-schools/scs-lunch-program/. Families may apply for lunch benefits at any time during the school year if there are changes in household income or household size.
Bishop Neumann will be $4.60 for lunch, 60 cents for milk, and $2.30 for a double.

Saunders County Catholic School families are expected to provide a lunch from home or maintain funds in their meal account to purchase school meals and a la carte items. Pre-payments are strongly encouraged. See SCS Lunch Policy for more details.

Health Information

School Physicals

Incoming 7th-grade students, all new incoming students transferring from an out-of-state school or homeschool, and all students participating in athletics are required to have a yearly physical by a licensed healthcare professional. Forms are available in the school office and on the Bishop Neumann website. (See Nebraska Administrative Code Rules and Regulations 3-006 Physical Examination Standards.) A printed or typewritten form signed by a licensed physician, physician assistant, or nurse practitioner, indicating that a physical examination was administered on a specific date within the previous six-month period on a specifically named individual, constitutes sufficient 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. A dental examination is highly encouraged to be done before enrolling from out of state. 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 significant injury at school, the student's parent or guardian will be notified. Necessary information will be provided to the EMS personnel if an ambulance is called or if the student is taken to the hospital for treatment. Any surgeries, hospitalizations, or serious injuries/illnesses should be reported to the office and administration for proper follow-up and for inclusion in the student's school health record.

Medication Dispensing Guidelines

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

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

2. **OTC Medications**: Medications supplied by the school, if needed, are acetaminophen, ibuprofen, cough drops, antacid tablets, triple antibiotic ointment, and hydrocortisone cream. Parents/guardians are to supply the school with any OTC medication that their child may need if not on the list of medications provided at the school. 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 permission on PowerSchool or a signed sheet on file each year. By signing the permission sheet or giving consent on PowerSchool, the parent or guardian is assuming responsibility for monitoring the child for side effects, adverse reactions, and the efficacy of the medication.

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

Prescription Medications

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

Chronic Health Conditions

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

Communicable Diseases

A student with a condition that may be passed on to others in the classroom must be excluded from school until they are no longer contagious. Including but not limited to vomiting, repeated diarrhea, and Fever above 100.4 degrees – should be fever-free for 24 hours without fever-reducing medication before returning to school. For some conditions like pink eye or strep throat, students may return 24 hours after starting antibiotics.

Inhalers/Epinephrine Pens

Students are allowed/encouraged to keep their inhalers on their persons. The school office reviews an inhaler contract with the students. The students and parents sign the contract. If a child has a severe allergy and has received an epinephrine pen from a physician, parents must notify the school. Some students prefer to keep their EPI-Pen while others prefer to keep the EPI-Pen in the office, where it is readily available to either the student or school staff to assist the student. All necessary forms are available in the Neumann office and online and must be updated at the beginning of each new school year.

Health Screening

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

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

Automated External Defibrillator Policy and Procedures

In order to enhance safety measures for the students, faculty, staff, and guests of Bishop Neumann, it shall be the policy to maintain an Automated External Defibrillator (AED) at our school. Use of the AED in an emergency 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 school administration/nurse's responsibility to ensure the defibrillator is maintained and inspected according to the manufacturer's guidelines. It shall be the responsibility of the school administration/nurse to ensure that an adequate number of faculty, staff, and students are trained in Cardiopulmonary Resuscitation (CPR), including the use of the AED, and that said persons are recertified in these skills in the appropriate time frame. These policies and procedures are to be reviewed yearly and updated as needed. A copy of the policy and procedures will be maintained in the school office. Bishop Neumann has two AEDs. Bishop Neumann Jr/Sr High School has two units. These devices are not to be moved from the location except for use for a victim.

1. One unit located (with appropriate auxiliary items): the southwest corner of the gym in a cabinet.
2. One unit is located (with appropriate auxiliary items): In the cabinet marked at the bottom of the east stairwell.
3. During football (the months of July through November), the team (and its associates) will take the AED to the football practice field during practice, but will return it to the cabinet after practice.

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 will be assessed. A student must pay for a lost or damaged book. If a student has an excessive fine or overdue material, he/she may be restricted from checking out any additional material until the fine is paid and/or the materials are returned.

ACADEMIC / CURRICULUM

Academic Requirements

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

Religion .....40 credits
English.....40 credits
Mathematics.....40 credits
Computer Education .....05 credits
Social Studies .....30 credits
Foreign Language or Vocational
Education .....20 credits
Physical Education/Health.....10 credits
Science.....30 credits
Fine or Performing Arts .....20 credits
*If class is not five days a week, check credits to get to 20
Speech.....05 credits
Personal Finance.....05 credits

Students must take at least eight classes per semester. Each student must complete 60 hours of community service, 15 per year, before graduation. High School students will take a comprehensive 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.

Graduation

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

Grading

At the end of each quarter, report cards are issued to students for each course. Bishop Neumann uses the following method of grading:

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

I - Incomplete - Temporary
P - Passing
U – Unsatisfactory

GPA

Two GPAs will be calculated for transcripts, honor roll, & laude honors:

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

Laude System

A Laude Recognition Model will be used to honor academic excellence at the high school graduation ceremony. The honors will be granted according to the following criteria:

a. Summa Cum Laude (with highest honor) 4.0* GPA with a minimum of 5 Honors Courses
b. Magna Cum Laude (with great honor) 3.9* or higher GPA with a minimum of 4 Honors Courses
c. Cum Laude (with honor) 3.75* or higher GPA

*No rounding of GPAs will occur to determine laude system status.

Weighted Courses

The following courses use the Bishop Neumann grading scale, but are weighted: Honors Literature, Honors American Government, Physics, Spanish IV, Journalism IV, Anatomy & Physiology, and Chemistry II. Weighted courses will have three percentage points added to each semester grade.

Dual-credit Courses

The following dual credit courses use a 10-point grading scale: AP Biology, College Algebra, Applied Statistics, Accounting I, and Calculus.

A+ 98 - 100	A 93 - 97	A- 90 - 92
B+ 88 - 89	B 84 - 87	B- 80 - 83
C+ 78 - 79	C 74 - 77	C- 70 - 73
D+ 67 - 69	D 64 - 66	D- 60 - 63
Below 60 % F Failing		

Honor Roll

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

1) Saint John Neumann Scholars (High Honor Roll) – Students receive the high honor roll distinction when their GPA for the current term is >= 97%
2) Honor Roll – Students receive the honor roll distinction when their GPA for the current term is >= 93% but < 96%

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

Incompletes

Students are expected to keep assignments up to date, and their class work completed each day. If, for sufficient reason, such as illness or death in the family, a student's work is incomplete at the end of a semester, the student will ordinarily be allowed two weeks to make up the incomplete work. Incomplete work not made up in the allotted time will be averaged as a 0 in the quarter or semester grade.

Academic Elevation

Academic Elevation is available to all students who need a place to complete work or use school technology. Academic elevation is available in the library Tuesday-Friday, following the first two full weeks of each semester, from 7:15-7:45 am. Students will also be able to receive individual tutoring services from a certified teacher. At any teacher's discretion, a student may be asked to report to academic elevation to get caught up with missing assignments.

Academic Probation

A student's eligibility for extracurricular activities (excluding activities required for a class that affects a student's grade point average) will be determined on the first day of the week following the first two full weeks of each semester. Any grade that falls below passing (below 70%) will require the student to attend academic elevation beginning on Tuesday of that week at 7:15 am. Parents will be notified via email if their student is on academic probation. Students on probation who do not attend academic elevation or are tardy will be required to stay after school in the office from 3:30-4:00 pm.

Academic Probation/Eligibility			
Level	**Definition**	**Communication**	**Consequence**
Probation, still participates in practices and games	The student is failing 1 or more courses in one week	Administration will communicate with students/parents/coaches/sponsors	Students will be required to attend Academic Elevation at 7:15 Tuesday through Friday that week.
Ineligible, the student cannot participate in activities	Student is failing for a second week in a row (can be a different class)	Administration will communicate with students/parents/coaches/sponsors	The student will be ineligible to participate in Extra Curricular Activities from Monday to Sunday that week and will be required to attend Academic Elevation at 7:15 Tuesday through Friday that week.

Online Grades

Bishop Neumann utilizes PowerSchool gradebook for all academic records. Parents and guardians have access to their students' grades at all times through the PowerSchool parent portal. Contact the Bishop Neumann office if you need help logging in. Parents/guardians should feel free to email the teacher any time they have a concern.

Failure of Required Courses (for grades 9-12)

Failure in any of the core classes necessary for graduation from Bishop Neumann will result in the

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

Failure of Core Classes (Junior High)

Failure in required junior high courses will result in students taking a credit recovery program at Bishop Neumann. This will consist of meeting outside of regular school hours, completing work that will incorporate reading, writing, critical thinking, and other practical tasks that will help the student improve in areas of deficiency. For the first semester, students will report after school once a week, commencing on the first full week of school in January. Eight sessions will be offered, and students must attend and complete tasks during six of these sessions. These sessions will be from 3:35 to 4:15. Students who fail a second-semester class will be required to report at an agreeable time for the instruction and the families involved for a total of 6.5 hours.

Dropping of Courses

Our master schedule and teacher assignments are created from the student requests made in the Spring. For this reason, students will not be allowed to change their course selections in the fall. The only reason a change occurs is if a mistake is made or a transfer from a study hall to a course.

ATTENDANCE

An area directly affecting a student's academic performance is his/her daily school attendance. According to the State of Nebraska statute 79-201, youth between 6 and 18 must be enrolled and regularly attend school each day it is open and in session. Thus, a student is to be in school every day when the school is in session unless he/she is excused by the school. Students are expected to attend classes regularly and be on time to gain maximum benefits from the instructional program.

The school day begins at 8:00 A.M. and ends at 3:28 P.M. It is important that once the school day has begun, the student remains in the building until dismissal. If a student misses a class session for any reason, including extracurricular activities, the student is responsible for consulting the teacher and making up the necessary work.

Procedure When Absent

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

Sign Out Sheets

When students and parents know of planned absences in advance, students should obtain a sign-out sheet from the office. The sign-out sheet requires signatures from parents and teachers. Once complete, it should be given to the office before the planned absence.

Excessive Absenteeism

Bishop Neumann defines excessive absenteeism as TEN or more absences per semester from a class for any reason other than school-sponsored activities, and will result in the loss of credit for that class. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present. They will be responsible for any classwork missed.

Chronic Absenteeism		
Absence #	Action taken	Notification involved
5 in class	None taken	Letter sent home
8 in class	Warning of loss of credit and referral to the Saunders County ARRIVE coordinator at the administrator's discretion	Letter sent home
10 in class	Loss of credit could be considered	Letter sent home
10 a sem/20 a year	The county attorney will be notified	

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

Tardy to First Period

Students who arrive late to school should be called in by their parents with an excuse. If the excuse is an appointment (DMV, physical therapy, dentist, etc) the student will simply sign in and attend the remainder of the day. If the excuse is unexcused, a demerit will be given. All students who arrive late must present themselves to the office upon arrival, and the attendance secretary will make sure they are marked present for the remainder of the day.

Leaving the Building

Any student who needs to leave the school building must get permission from the office and his/her parents. Whenever any student leaves the building, he/she must sign out at the front office. If the student returns before the end of the school day, he/she must sign in at the front office. Students may only go to their car during the school day with administrative approval. They must check in at the office before going to their car and returning from their car.

Attendance and Participation in Spiritual Programs

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

1. Any student who will miss class to participate in a school-related activity is required to pass all classes on the Monday of the week they plan to attend.
2. The student must be passing any class that he/she will miss for the activity (grades will be considered each Monday to determine eligibility).
3. At the teacher's discretion, teachers may choose to retain students who are behind or missing assignments. Teachers will communicate with administration, students, and coaches/sponsors of a student who needs to be held out.
4. If the student fails to meet the above requirements, he/she may be denied the opportunity to miss school to participate in the activity.

College Visits/Job Shadowing

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

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

Senior Open Privilege

During their senior year, students may receive the privilege of being off campus during lunch and study hall. The purpose of this policy is to provide eligible seniors with the privilege of leaving the school campus during the designated school day. This policy will be provided to seniors at the end of Quarter 1 each year. See the written policy for details.

DISCIPLINARY PROCESS

While the school hopes to achieve high standards both academically and behaviorally, we are limited in our capacity to do so. We will always seek to have "high expectations" for our students and root our relationships in the Gospel truths/values. We hope to partner with parents in maintaining order and valuing the safety and dignity of all students.

We will utilize disciplinary action that involves, but is not limited to, demerits, detentions, office referrals, in-school suspensions (ISS), out-of-school suspensions (OSS), contracts, and Expulsion. In our partnering with parents to provide a high standard, we ask that this be the beginning, and you support the school by seeking to understand how to support the student and the school in moving forward. Our limited consequences do not work on their own. They are only as effective as the parent support that follows. Thank you for being supportive and willing to work with us in supporting these students.

Demerits

All students are issued and required to carry a demerit card and to present it to any staff member upon request. Generally, demerits are consequences for minor violations of school policy that nevertheless hinder the effectiveness of instruction and/or the good order of the school community. One to five demerits can be given for these minor violations of school policy, depending upon the gravity of the action. Every 5th demerit always results in detention. Once a student fills out their card, they should report to the school office to receive a new card before their next class. The faculty/staff member will inform the office of the detention during passing periods.
Minor violations include, but are not limited to:

- (T) Tardy to class
- (DC) Dress code/grooming violation (will include correction of the violation)
    - Haircut considered separately – see haircut policy under dress code.
- (FGP) Open Food/gum/pop during school hours
- (LIT) Littering in the halls, classes, or parking lot
- (NFI) Not following instructions
    - Can include being unprepared for class (i.e., no book, no pen, no planner, etc.)
    - Late work is given an academic citation
- (IB) Inappropriate behavior or language (including at activities)
- (DISR) Disrespect, insubordination, or disruptive behavior
- (PROP) Failure to care for school property
- (LIE) Lying

Detentions

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

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

- Filled demerit card
- Not having a demerit card when asked. If the card is presented on the day the detention is served, the demerit will be issued, and the detention will not be recorded.
- Lost demerit card
- No haircut after a one-week warning
- Skipping class

- Two office referrals. A student who is disrupting the learning environment of a classroom will be sent to the office as an office referral.
- Vandalism (will include restitution)
- Opening another student's locker without administrative permission
- Possession of nicotine (includes 2 detentions and will include a parent meeting)
- Being in unauthorized areas of the school (such as the boiler room or kitchen) without staff supervision – two or more detentions may be given for this
- More serious violations of the actions listed under "demerits"

All students must serve the detention within two school days of notification by reporting to the office. 9th - 12th-grade students serve detention at 7:15 AM. 7th and 8th-grade students serve detention at 3:30 PM. Failing to report or arriving late to detention leads to an additional detention (not counted towards the disciplinary process). The dress code is to be followed during the detention period. Only one detention may be served on a given day. The detention will be a silent environment. Students must bring something to study or to read. No electronic devices will be allowed. Students might be asked to perform tasks for the school, such as cleaning or working in the office. Parents will be notified by phone or in writing that their son or daughter has a detention.

Academic Integrity

Seeking knowledge honestly and using it responsibly are important aspects of living a faithful life. When students practice academic integrity, they respect the truth and honor the gifts of intellect and learning that God has given them. However, if a student is dishonest and presents someone or something (AI) else's words, ideas, research, or creative work as their own without giving proper credit to the original source, plagiarism has taken place. Acts of plagiarism include, but are not limited to:

- Copying text
- Submitting another's work as your own
- Using AI-generated content

Consequences for acts of dishonesty will be handled by the classroom teacher in cooperation with the administration. A zero for the dishonest work will be given along with a detention. With the teacher's discretion, the following may occur:

1. The student can honestly redo the work, with the grade determined by the teacher, but no higher than 70%.
2. Upon a second act of dishonesty, the work can receive no higher than a 50%.
3. Upon a third act of dishonesty, a meeting with the administration, teacher, student, and parents will take place, and the student may likely fail the class.

Contracts

A contract takes into consideration previous inappropriate behavior to set goals for the student to demonstrate improvement regarding the intensity, frequency, and duration of inappropriate student behavior. This behavioral contract may include a plan of action for the improvement of behavior for success at Bishop Neumann and may include some form of mentoring and/or professional counseling at the student's cost.

In developing a contract, administration will take into account the well-being of the student on the contract, students who attend Bishop Neumann alongside the student on the contract, the teachers, and the school as a whole.

The contents of this contract will be shared with the faculty of Bishop Neumann to keep them apprised of the student's status.

Consequences may include, but are not limited to:

- School or community service
- In or out of school suspension
- Loss of lunchroom privileges
- Reparation for unacceptable behavior
- Limits placed on participation in athletics or other school activities for the remainder of the school year, including, but not limited to, sports, drama, speech, music, prom, field trips, dances, and awards banquet.
- This contract may contain further conditions and consequences for reducing the intensity, frequency, and duration of inappropriate behavior to be followed for the remaining time at Bishop Neumann, which, if not followed, may result in suspension from school or school-related activities, a request to leave Bishop Neumann, or expulsion.
- The rest of the disciplinary process is still in effect unless specified in the contract's contents.

Suspension

Bishop Neumann believes that every student has the right to a Catholic education and, within due limits, will work diligently to keep students in school and help them achieve success. There are times, however, when student behavior reaches an intensity, frequency, or duration level that justifies suspension. A student can be suspended from school for any major offense. Offences that make a student liable to suspension include, but are not limited to:

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

The school administration reserves the right to suspend any student whose conduct or effort is considered detrimental to self or others. The parents will be informed of the action taken.

1. In-school suspension—the student will report to the office by 8:00 for the duration of the school day and work on class assignments, tests, other schoolwork, and work set aside by administration to address the behavior that led to the ISS. Students will be released at 4 pm and will not be allowed to attend practices or games that happen on that day. Credit can be given for this work. There will also be additional work to prioritize forming better habits in the process. Students will be required to leave cell phones and electronic devices in the office.
2. Short-term suspension – Student is not allowed to attend school or to participate in school-related activities during the period he/she is suspended, not to exceed five (5) school days. Administration reserves the right to have students lose credit for assignments and/or tests taken on the day(s) that the out-of-school suspension is served.
3. Long-term suspension - Student is not allowed to attend school or to participate in school-related activities during the period he/she is suspended, exceeding five (5) school days but less than twenty (20). Administration reserves the right to have students lose credit for assignments and/or tests taken on the day(s) that the out-of-school suspension is served.

*Suspension will place the student in step 4 of the disciplinary process.

Emergency Exclusion

At the discretion of administration, Bishop Neumann may initiate an emergency exclusion of a student if the student's conduct presents a clear threat to the safety of himself, herself, or others or is so extremely disruptive as to make temporary removal necessary to preserve the learning environment for other students. Emergency exclusion is temporary while the school administration investigates the appropriate disciplinary action. Emergency exclusion should not last longer than five (5) school days unless the school administration needs additional time to conduct its investigation and make a finding. Parents will be informed if emergency exclusion is assigned.

Expulsion

Upon completion of the investigation into student misconduct, the CAO, in consultation with administration and the Diocesan Superintendent, can determine that an expulsion of a student is warranted. Expulsion means the exclusion from school and all school activities and events for a duration not less than the semester in which the expulsion was issued, up to and including permanent expulsion. If the student is expelled in the last ten (10) days of the semester, the expulsion shall include the next semester. Expulsion may include a prohibition on the student from being on school property. Whether the student receives credit for the semester in which he/she is expelled is at the sole discretion of the CAO.

Readmission

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

Disciplinary Continuum

SUMMARY OF THE DISCIPLINARY ACTION CONTINUUM	
1 -3 major disciplinary actions	Administration will communicate with parents and give notice for the three disciplinary actions being served.
4 major disciplinary action detentions	Parents and students meet with the Administration.
Intense disciplinary response/ 6 major disciplinary actions/ 3 detentions in one month	Conference with parents, student, and administration. Behavior contract issued and signed by all parties.
7th disciplinary action	In School Suspension
8th disciplinary action	In School Suspension/ Loss of additional privileges/ meeting with student/parents/admin to discuss future ramifications at Neumann
9th disciplinary action	The student will receive ISS and/or OSS for at least one day. Students are not eligible to participate in extracurricular activities for the remainder of the year.
10th disciplinary action	Removal from school could be warranted.

***Disciplinary actions include, but are not limited to, detentions because of 5 demerits or any other action as determined by the administration.**

***Suspensions, either ISS or OSS, will result in students taking 4 steps in the process.**

*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.

Harassment

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

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

Depending on the intensity, frequency, and duration of the offense, a violation of this policy will result in profound consequences, which may include, but are not limited to, formal dismissal from Bishop Neumann. Students who are victims of any form of harassment or bullying should report it immediately to school officials without fear of retribution.

School Property

Everyone must treat 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

Any student who takes property belonging to another student or the school will be subject to disciplinary action, which may include suspension and/or expulsion. Students who steal school property may be reported to local law enforcement authorities. The names of students who steal property from individuals will be given to the victim of the offense.

Confiscation

Items such as knives, water guns, vapes, 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.

Smoking/Vaping/Nicotine

Nebraska School Law does not permit students to smoke or to use smokeless tobacco on school property. The use or possession of nicotine materials, paraphernalia, or look-alikes is forbidden in the school building, on school grounds, in front of the school, or at school-sponsored activities. Students found in possession or usage (anything that may contain nicotine) will receive two detentions, and a parent meeting will be required. Suspension will result for any student who continues to abuse this rule.

SCHOOL-RELATED ALCOHOL AND DRUG USE POLICIES

The purpose of this policy is to provide a message to the community that the use, possession, or being under the influence of illegal drugs by our students will not be tolerated. The administration at Bishop Neumann encourages any student who struggles with drug or alcohol use to seek assistance from the school or from a professional counselor before any incident occurs. Any student distributing illegal drugs at school or during a school activity will automatically be dismissed from Bishop Neumann. Any student who: is discovered by a member of the faculty, staff or coaching staff using alcohol or any other drugs while on school property or during school-sponsored activities; admits to a faculty member or administrator to having used alcohol or drugs while on school property or during school-sponsored activities and/or is cited for a violation of the law involving alcohol or other drugs while on school property or during school-sponsored activities, shall be handled as listed below. Athletic programs, National Honor Society, and other school-sponsored clubs or organizations may have additional policies regarding alcohol and drug use, as stated later in this handbook.

CONSEQUENCES FOR EACH INCIDENCE OF DRUG/ALCOHOL	
First incident	OSS for periods determined by the administration (See OSS in the above section on discipline). Meet with parents and administration. Student receives diagnostic evaluation (appointment made within one week of the incident). Recommendations must be followed and sent to the school. If the appointment is not made, OSS will begin again. Any fees incurred from the evaluation are the responsibility of the family.
Second incident	OSS for a determined time by the administration. Meet with parents and administration. The student must participate in rehabilitative services/counseling, and proof of such services must be received within ten days of the event.
Third incident	Expulsion will be considered by the administration. Continued counseling/rehabilitative services will be required, and OSS will occur if expulsion does not happen.

*Note: The above policy is not a yearly one. These occurrences add up during the time the individual is a student at Bishop Neumann.
*See the activity section for how it affects extra-curricular activities.

Limited Privacy

Teachers and administrators have the right to search desks, lockers, bags, backpacks, book bags, athletic bags, purses, pockets, personal effects, vehicles, and/or personal belongings at any time. A search should be conducted with another adult witness present when possible. Any items found that 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 under the school's control. However, students are expected to assume full responsibility for the security of their lockers. Each student is responsible for his or her locker. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without student consent, and without a search warrant. Students' lockers are not to be locked. The school has the right to remove any lock by any means if necessary.

Law Enforcement Authorities

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

Other Searches

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

DRESS CODE

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

General guidelines

1. The administration of Bishop Neumann reserves the right to determine appropriate clothing for school.
2. All clothes must be clean, unfaded, and untattered, without holes.
3. Hats, caps, or hoods are not allowed to be worn during the school day.
4. Chains or other jewelry or accessories judged inappropriate by the administration are not allowed.
5. Undergarments must not be visible.
6. Only sweatshirts & fleece currently sold at Rivalry are permitted. The Lead Team can wear their Lead sweatshirts.
7. On field trips, teachers/sponsors will identify the dress code for each event.
8. Closed-toe, closed heel shoes (preferably tennis shoes) and socks must be worn.

Acceptable Shoes	Unacceptable Shoes

Uniform days

9. Acceptable tops
    a. Short or long-sleeve solid white or red polo shirts. If the polo has a logo, it must be no larger than two inches and the same color as the shirt.
    b. Short or long-sleeved, white or black, undershirts may be worn with no visible writing or logos and should not stick out below the bottom of the polo.
    c. If Rivalry sweatshirts are worn, no undershirt is required.
    d. On community days, students wear their community t-shirts.
10. Acceptable bottoms
    a. Shorts - Lands End or Tommy Hilfiger offer uniform shorts, in black or khaki with belt loops. Minimum length for shorts is finger-tip length when standing and arms are rested at the side. Shorts must have four or fewer pockets only along the waistline.
    b. Pants - Lands End or Tommy Hilfiger offer uniform pants, in black or khaki with belt loops. Pants must have four or fewer pockets only on the upper portion of the pants. They are to be worn at the natural waistline. Pants must be straight-legged, not gathered, or flared. Cuffs cannot be altered or split. Black Jeans can also be worn.
    c. Skorts – Lands End and Tommy Hilfiger skorts are the only brands allowed. Dennis uniform skorts are grandfathered in. Skorts are in black or plaid. Minimum length for skorts is finger-tip length when standing and arms are rested at the side.
    d. For shorts and skorts, any underlayer must be black in color.

Non-uniform days

1. 10 am starts, students are allowed to wear appropriate non-uniform tops and jeans.
2. Once a month, usually on the third Wednesday, will be a sweatpants fundraiser day for school clubs and activities. The students who choose to participate pay $2 to wear non-uniform tops and jeans or sweatpants.
    a. General guidelines listed above still apply.
    b. The following are not allowed: inappropriate or lewd advertising, such as references to alcohol, drugs, or firearms. No tank tops, mid-rifts, or sleeveless shirts.
    c. Students can always wear uniforms on non-uniform days and will not need to pay $2.
3. Red & Gold Spirit Days – students are encouraged to wear tops with Bishop Neumann logos, or predominantly red or gold shirts, with jeans.

Additional guidelines

1. No body or tongue-piercing jewelry. Tattoos must be covered at all times.
2. Earrings are inappropriate for boys and may not be worn at school or school-related activities.
3. Boys are to be clean-shaven with no sideburns below the earlobes. Boys will be asked to shave at school.
4. Hair should be clean and natural appearing in color and pattern, with no faddish or outlandish styles. There are to be no permanent or semi-permanent foreign objects attached to hair or head.
5. Boys' hair styles will consist of a short or regular tapered neckline off the collar and tapered above and off the ears. Hair must not cover the eyes. No ponytails, pig tails, or outlandish or faddish styles.

School events

1. Students are encouraged to follow the Non-Uniform Day attire and all guidelines when attending school events.
2. Attire deemed inappropriate will be addressed by the administration.

Dress code violations

1. Teachers and staff who identify a dress code violation will send the student to the office for corrective action. Parents will be notified by email of dress code violations.
    a. First violation: Demerit, parents will be notified.
    b. Second violation; Detention, parents will be notified
    c. Subsequent violations will result in a parent meeting.
2. Haircut violations for length in boys will follow this procedure:
    a. Haircut warning will give one week for corrective action.
    b. If the hair is not cut within one week, a detention will be given.

Senior Dress Code Guidelines for Graduation Week and Senior Pictures

For students to be honored in a professional and dignified way, we ask for adherence to the following requirements. All students must be dressed following these guidelines for the Baccalaureate Mass, Graduation, and the class pictures sections of the Bishop Neumann Yearbook and the Graduation Display:
All pictures should be a head-and-shoulders type of pose. Hands may be folded and included in the pictures if there are no symbolic gestures of any kind. We do not allow words or symbols on clothing. We will not accept pictures of students in Bishop Neumann uniforms and jackets. Photograph backgrounds are to be approved by the Yearbook Coordinator. Pictures with facial hair, any piercing (other than earrings for girls), tattoos, or hats are not acceptable and must meet all other Student Handbook guidelines.

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

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

Dress Code Guidelines for Dances

Below are the policies that will be used to promote our Christian values during our formal and semi-formal dances. These policies were created by a group that consisted of administration, teachers, parents, and a member of the school advisory board.

Homecoming & Prom

Students are expected to be clean and neat in their appearance. We expect the attire of our young men and women to reflect Bishop Neumann High School values, your family values, and the values of the Church. Therefore, we reserve the right to refuse admittance to anyone who is not properly dressed for the occasion. All dress should be modest and in good taste.

Girls:
Dresses, skirts, or dress pants with nice blouses, sweaters, or tops. No cut-outs, two-piece dresses, obvious cleavage, exposed mid-riff, or see-through fabric. Strapless and backless dresses must not show cleavage or go below the waistline. Undergarments should not be visible. Dresses and skirts should pass the fingertip length. It should pass the end of the fingertips when the arms are laid at their side.
Boys:
Dress pants and a collared shirt; button-down or polo style. (Homecoming)
Suit and tie or dress pants and a button-down collared shirt. (Prom)

Sock Hops

Students attending school sock hops must wear socks, as shoes are not permitted on the gym floor.

VARIOUS POLICIES

Hall Passes

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

Phone/Smart Watches/Personal Electronic Devices Fast

From the moment the student walks into the building till the last bell of the day rings, students are asked to keep their devices powered off and out of sight if they choose to bring them to school. If parents need to get a message to a student, they can call the school, messages will be taken by the office staff, and the student will be notified.

Consequences

If cell phones are seen in the students' possession, the following consequences will be imposed:

- 1st offense: Student will turn the device into the administration in the office. A parent will be notified to come in for a meeting and to get the device from the administration.
- 2nd offense: The day of the offense, the same procedure will be used as stated above. However, each day thereafter, the student will turn in their phone each morning for the office's keeping and have it returned to them when they leave at the end of their day for the remainder of the semester. (If the 2nd offense occurs within the last ten (10) days of the semester, the consequence outlined above will be enforced in the following semester.)

Book Bags

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

Lockers (Athletic and School)

Lockers are school property loaned to students for their use and not the private property of the students. Valuables should not be placed in lockers as their security cannot be guaranteed. Locker doors should remain closed when not being used. Lockers in the locker room must be locked with a padlock provided by the student. The school reserves the right to remove any artifacts inconsistent with the Christian environment of Bishop Neumann. Lockers are subject to search at any time.

Gym Regulations/ Locker Room Policy

Students are not permitted on the stage except for class. Grabbing or hanging on the basketball net and/or rim automatically results in a detention. If the backboard is shattered, restitution is required. Locker rooms are for PE and athletes only. Students are to use the locker rooms for as short a duration as possible, no loitering or gathering. Students in violation of this policy will be subject to the disciplinary actions listed above.

Food Outside of the Cafeteria

Food (soda, candy, chips, etc.) is not to be brought into the classroom, gymnasium, or on the stage except during House Time. No open food and/or beverage containers are allowed in lockers; any found will be confiscated. Water containers are allowed in lockers or held by a student.

Pregnant/Married and Unmarried Students

Administration should be notified right away. The diocesan policy will be followed. Full copies are on file in the office.

Dances

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

Sock Hops

The following guidelines are in effect regarding school sock hops:

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

Homecoming

The following guidelines are in effect regarding homecoming:

1. Only grades nine through twelve are allowed at homecoming.

Prom

The following guidelines are in effect regarding prom:

1. Prom is for Juniors and Seniors.
2. Prom will consist of a Mass, dinner, and dance. Prom royalty will be maintained through voting by the juniors and seniors.

TRANSPORTATION

Bus Service

Students riding the school bus are under the authority of the administration, 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 the denial of bus-riding privileges.

School Bus Safety Rules

Before Loading:

1. Be at the designated school bus stop five minutes before the scheduled stop.
2. Stay off the road while waiting for the bus. Bus riders are to behave safely while waiting.
3. Do not move toward the bus at the school loading zone until it is stopped.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.

While on the Bus:

1. Keep your hands and head inside the bus after entering and until leaving.
2. Assist in keeping the bus safe and sanitary.
3. Remember that loud talking, laughing, and unnecessary confusion divert the driver's attention.
4. Treat bus equipment as you would valuable furniture in your own home.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus. No bottles of any kind are to be taken on the bus. No open beverage cans may be carried onto the bus or consumed while on the bus.
7. Keep books, packages, coats, and all other objects out of the aisle.
8. Remain on 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 quiet when approaching a railroad crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus.
14. While on the bus, you are under 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 Unloading 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 to the 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 parents and school officials.

Extra-Curricular Trips

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

Violations

Violations of bus policy will be reported to the administration. Severe violations could result in the loss of bus-riding privileges temporarily or permanently.

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 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 administration 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.
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.
7. All students should park in the south and the west parking lots.

COMMUNITY SYSTEM

Objective

The primary objective of the Community system at Bishop Neumann is to be intentional in growing in our relationship with each other and with Jesus Christ. The goal of the Community System is to enable all students to embrace their potential for leadership and to become part of a multi-grade community that is responsible for the academic, social, and spiritual growth of all its members. The Community system allows students and faculty time to play and pray together, and time for positive peer-to-peer growth. Students must walk with peers and mentors who are in a relationship with Jesus to feel comfortable getting to know Jesus Christ.

Format

Students meet daily in 'House' and once a week in 'Community.' Each Friday, the communities attend all-school Mass together. Students remain in the same Community for 6 years, maturing in relationships and leadership, building authentic bonds with their peers and their Mentor Teachers.

Patrons

Each Community is named after a particular saint that was voted on by the faculty, staff, and students. Each community has its own prayer, color, and motto while attempting to live out the charisms of the saint and the quote that has been chosen. Our four communities compete with one another for the "Cavalier Cup," awarded at the end of the year. The saints and mottos are listed below:

St. Michael – "*Defend us in battle*"

St. Joseph – *Terror of Demons and Protector of Families*

St. Joan of Arc – "*I was born to do this!*"

St. José Sánchez del Río – "*¡Viva Cristo Rey!*" *(Long Live Christ the King!)*

The Bishop Neumann Community System teaches "other-centered" instead of "self-centered" by sharing in daily "play," charity, and Community competitions. As a Catholic school, centered on Jesus Christ, our goal is that students feel known and loved so they will have more freedom to excel in all areas of their lives.

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, except for seniors doing service during open campus. Each year, a minimum of 5 hours must be completed outside of Bishop Neumann. To encourage a deeper reflection and appreciation for the value of service for others, the service program will be a part of the student's religion class grade. Service hours are due by May 1st of each school year. Service hours must be turned in at the main office or campus ministry office. Freshmen, sophomores, and juniors must complete their service hours for the school year before the beginning of the next school year, or they are not able to participate in any extracurricular activities until they are made up. Seniors must have all service hours completed by March 1st, or service will be assigned by the campus minister. If service hours are not completed, seniors may not participate in the graduation activities. Some suggestions of the kinds of things students may do for service hours are listed below. Service cannot be done for your parents, cannot be done for profit organizations, and cannot be done for a business/organization at which a student is also employed.

1. Service to the elderly, disabled, unborn, sick, or needy, such as:
    a. Taking part in the yearly pro-life march in Lincoln in January.
    b. Other projects on behalf of the unborn (please check ahead of time).
    c. Donating blood.
    d. Providing transportation or other services such as mowing lawns, scooping snow, cleaning, etc., without pay for the elderly (over 65) or the disabled.
    e. Visiting or providing entertainment or assistance to the elderly.
2. Service in the parish community or to the pastor:
    a. Teaching in the parish CCD program.
    b. Assisting a teacher in the parish CCD program.
    c. Working at church bazaars, dinners, or other projects.
    d. Cleaning parish church, hall, school, or rectory without pay.
    e. Caring for the church or cemetery grounds without pay.
    f. Any clerical or other service to the pastor or assistant pastor.
3. Service to the school or community:
    a. Volunteer work needed and supervised by the office.
    b. Assistance to the maintenance employee (cleaning, repairs, and other odd jobs approved by the service program coordinator).
    c. Working as a teacher aide or library assistant (typing, filing, fixing bulletin boards, tutoring, helping with end-of-year inventory, etc.). No service will be given when a student is assigned to a class as an aide for credit.
    d. Assisting in athletic programs at Neumann (working as student manager, videotaping games, taking statistics, keeping record books, etc.).
    e. Assisting, coaching, officiating, etc., in elementary athletic programs without pay.
    f. Volunteering for a non-profit community organization. The mission of this non-profit organization must not be contrary to the Gospel and Catholic Faith.
4. Other:
    a. Working on a TEC (Teens Encounter Christ) Wheat Crew (15 hours per weekend).
    b. Working at SKY Camp as a counselor (15 hours).
    c. Working at any camp as a counselor (15 hours).
    d. Bishop Neumann mission trip (15 hours).
    e. Villa Marie Service Day (8 hours).

ACTIVITIES

Introduction

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

The purpose of this Activities Handbook is two-fold:

1) Acquaint students with the various extra-curricular activities officially recognized and sponsored by Bishop Neumann;
2) Fulfill the obligation of the school according to law and to make known the student requirements, expectations, rules, and regulations of each activity.

The consequences for violating the policies established for each activity are stated in this handbook, along with an explanation of the rights due to a student who is suspended from an extracurricular 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 to keep the participant in a proper state of physical fitness to meet the activity's physical demands and maintain 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 differ for each activity in accordance with its nature and demands. The administration has approved the activity and the rules and regulations governing it as established by the activity sponsor.

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

Activities on Sundays, Holy Days, and the Easter Triduum

Curricular, co-curricular, or extracurricular groups at Bishop Neumann are allowed to engage in activities on holy days if the teacher/coach/sponsor takes all the group members to a parish's regularly scheduled Mass to fulfill the holy day obligation, and they are dressed appropriately, that is, in school dress code or better. This includes competitions and practices. Holy days that may occur during the school year are on August 15 (Assumption), November 1 (All Saints), December 8 (Immaculate Conception), December 25 (Christmas), January 1 (Mary, Mother of God), and Ascension Thursday. The summit of the Liturgical Year is the Easter Triduum—from the evening of Holy Thursday to the evening of Easter Sunday. Therefore, no practices will be held after 1:00 PM on Holy Thursday through Easter Sunday. On rare occasions, when schedules cannot be adjusted, competitions may be held on Holy Thursday. Sundays remain days in which competitions or practices are not to take place, except for fine arts performances (not practices) or on the rare occasion of an athletic team's practice in anticipation of a state competition taking place on the following Monday. There may be other occasions when an activity on Sunday is justified, but these are the general parameters.

Recognized Activities and Clubs

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

Junior High School

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

Senior High School

Boys: Football, Cross Country, Basketball, Golf, Track, Wrestling, Men of JPII, Baseball

Girls: Volleyball, Basketball, Track, Cross Country, Golf, Wrestling, Cheerleading, Softball, Dance Team, St. Elizabeth Ann Seton Society

Coed: National Honor Society, Band, Chorus, Plays, Speech, Class Activities, Yearbook Staff, Lead Team, Fire, Spirit Club, Trap Team, FCCLA, FBLA, FFA.

The school administration and staff do not recognize and/or assume responsibility for any other extracurricular activities. For an extra-curricular activity to become a responsibility of the school, it must be approved by the administration.

Health Physical

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

Activities Participation Policy

All students participating in school-sponsored activities must ride the school transportation 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' and administration permission (e.g., participant can go only with own parents or parents of another, if the request was made before the activity by the 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 they are failing in to ride the team bus.

NSAA Guidelines for Participation in Extra-curricular Activities

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

Certain rules and regulations are common to all activities, and some are specific to an individual activity. Those rules and regulations that are common to all activities are covered in this section of the handbook, whereas those that 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 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 NSAA. in all activities which the association governs. Failure to follow the regulations of the NSAA could result in the ineligibility of the individual and the entire school.

The rules and regulations of the NSAA are contained in the NSAA yearbook. This yearbook is available online. Each student who participates in an extra-curricular activity must know the rules and regulations of the activity in which they participate, 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 to protect their high school eligibility are as follows:

1. Student received 20 credit hours in the immediate preceding semester.
2. Student is continuously enrolled in your school for 20 semester hours of credit.
    a. Home school students shall have received, or be granted, 20 credit hours for the immediate preceding semester and be enrolled in 5 credit hours at your school.

3. Student was not 19 years of age prior to August 1 of the current year.
4. Student has not been a member of a school for eight or more semesters since initial enrollment in 9th grade. (No 5th year seniors)
5. Any student who attended another high school prior to attending your school is considered a transfer student and is ineligible for NSAA-sanctioned varsity competition for 90 school days unless:
    a. The legal parents, as defined by NSAA Bylaw 2.6.2, have completely given up their previous home and moved to a new home in your school district, and you have documentation to verify.
    b. The legal parents divorce or legally separate, and the parent who is awarded custody by the court lives in your school district. In the case of court-ordered joint custody, the parent the child chooses to live with immediately following the divorce or legal separation lives in your school district.
    c. The legal parents and student give written consent (with NSAA) to be placed on your school's NSAA May 1st Transfer List, granting them immediate eligibility in the fall. Students may use the NSAA May 1st Transfer List once in their high school career

*For all other NSAA guidelines and policies, please consult the corresponding year's constitution and bylaws found on the NSAA website.

Parents' Role in Interscholastic Athletics

Communicating with your children

- Make sure that your children know that, win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
- Be helpful, but do not coach them. It is tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you, win or lose, then they are on their way to maximum enjoyment.
- Do not compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Do not compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with coaches

- Communication coaches expect from parents
    - Concerns expressed directly to the coach
    - Notification of any schedule conflicts well in advance
    - Specific concerns regarding a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches
    - The treatment of your child, mentally and physically
    - Ways to help your child improve

    - Concerns about your child's behavior
- Issues not appropriate to discuss with coaches
    - Playing time
    - Team strategy
    - Play calling
    - Other student-athletes
- Appropriate procedures for discussing concerns with the coaches
    - Call to set up an appointment with the coach
    - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

School Attendance and Activities: See the attendance section for guidelines.

Attendance at Activities

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

Misconduct/Insubordination and Activities

Any student guilty of gross misconduct, insubordination, or stealing may be suspended or dismissed from the activity 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 and administration. In the case of athletics, the athletic director will also be involved in the decision.

Request for a Hearing

A student, parent, or guardian may request a hearing with the administration, coach/moderator, and/or the athletic director in the event of a suspension from an extracurricular 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 NSAA-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 that is not a school-designated vehicle will not be covered going to and from practice or competition.

Inclement Weather

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

Pep Rally Policy

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

ATHLETIC DEPARTMENT

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

Club/Select Teams

Any athlete who chooses to participate in 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 makeup running or sitting out competition for time missed. Additionally, if an athlete misses an excessive amount of practice or competition that negatively impacts the team due to club participation, the head coach and/or Athletic Director may dismiss that athlete from the sport.

Athletic Curfew

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

Conditioning

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

Athletic Lettering Requirements

General Regulations

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

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

All Athletic Activities

The athlete must attend practice regularly. The athlete must be a member of the squad at the end of the season. If he/she is dismissed from the squad for any reason or quits after having qualified for a letter, he/she will not be awarded one. If the athlete has met the qualifications for a letter and an injury occurs and puts the athlete out for part of the season, the athlete must attend practices and follow rules to be awarded a letter.

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

Boys' and Girls' Basketball

Athletes 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 the total quarters.

Cross Country

Athletes must run in 1/2 of the varsity meets.

Softball and Baseball

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

Girls' and Boys' Track

An 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

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

MUSIC DEPARTMENT

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

Band and Chorus Lettering

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

Regulations:

1. Attendance at all performances is mandatory. Unexcused absences result in a failing grade. Performances cannot be substituted with an alternative assignment.
2. Rehearsals scheduled outside the school day are required for all participants. All absences must be cleared in advance with the instructor.

3. All band members are expected to attend summer band rehearsals and band camp.
4. All Scarlet Knights are expected to attend the show choir end-of-summer camp.

SPEECH AND DRAMA

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

Speech and Drama Lettering

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

Regulations:

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

1. Rehearsal: The students must practice as deemed necessary by the faculty sponsor unless a valid excuse is given in writing to the faculty sponsor. Reporting to practice on time is also expected.
2. Performance: If a student has committed himself/herself to a speech contest, he/she will perform unless a valid excuse is given in writing to the faculty sponsor. In the plays, students will perform except in extreme emergencies 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.

CLUBS

National Honor Society

The St. John Neumann Chapter is the local chapter of the National Honor Society. This organization emphasizes scholarship, service, leadership, and character in its members and requires that each member maintain his/her active participation in these areas. The object of the St. John Neumann Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Bishop Neumann. To be a member of the National Honor Society, a student must:

1. Be enrolled in a college-prep curriculum:
    a. Math: have taken math through (or be enrolled in as a senior) pre-calculus or College Algebra/Statistics
    b. English: be enrolled in British Literature as a junior, and World Literature or Honors English as a senior.
    c. Be enrolled in at least three of the following honors-level classes during their senior year: Chemistry II, Physics, Anatomy, Advanced Biology, Calculus, Honors Government, Honors English, Journalism IV, Music Theory, Spanish IV, and participation in the Advanced Scholars program.

2. Have a cumulative GPA of 93% by the start of his or her senior year and maintain that GPA through senior year.
3. Actively participate in at least three activities as a junior and senior from two or more of the following areas: Athletics; Extra Curricular School Activity, Community, Service. Of the three, two *may* be athletics; one must be from another category. All three may be school-related. Only one may be a community activity.
    a. ***Scenario A:*** a student might be in football (athletics), Campus Missionaries (service) and 4H (community)
    b. ***Scenario B:*** a student might be in Show Choir (extracurricular school activity), St. Elizabeth Ann Seton (service), and the Fall Play (extracurricular school activity)
    c. ***Scenario C***: a student might be in: Cross Country (athletics), Boy Scouts (community), and Trap Team (extracurricular school activity)

Athletics	**Community**	**Extra-Curricular Activities**	**Service**
Football	4-H	Show Choir	Campus Ministry
Volleyball	Boy Scouts	Madrigal Choir	Men of JPII
Cross Country	Girl Scouts	FFA	Seton Girls
Basketball	God Teens	Marching Band	Spirit Club
Wrestling	Legion Baseball	Spring Play	Pro Life Club
Track	Other approved community-related groups (i.e., County Fair Board or Library Board)	Speech Team	
Golf		Dance Team	
Softball		Cheer Team	
Conditioning		Trap Team	
Baseball		One–Act	
		FBLA	

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

Students who have met the academic requirements (enrollment in a college-prep curriculum and a GPA of at least 93%) will be offered an opportunity to become probationary members of NHS at the end of their sophomore year. Those students who accept this invitation will be inducted as full members when they are seniors after meeting expectations during their junior year. National Honor Society members are governed by their constitution. Each member is to receive a copy of the constitution, and it is the responsibility of each to inform himself/herself of its contents. Members are expected to exemplify positive attitudes and promote good public relations toward Bishop Neumann. Members are expected to be models of faith and upstanding moral character. Any expressed beliefs, 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 to non-Catholic applicants or members of the NHS. This requirement would be ongoing throughout the application and membership periods. Smoking and other illicit or illegal activities will not be tolerated by any member of the NHS and could be grounds for dismissal from the NHS. Suspension and/or dismissal from the National Honor Society may result when the student fails to maintain the standards for membership. This includes, but is not limited to, the following areas: the student's cumulative grade point average cannot fall below 93% that is set in the constitution; the student must maintain a college prep curriculum as defined in the constitution; and the student must be up to date on service requirements (If a GPA drops below standard upon completion of classes for graduation, membership will be revoked immediately); the student does not act as a positive witness to their Christian faith.

Lead Team

Each year, Juniors and Seniors apply and are selected to lead the school, communities, and houses in the community system. Students involved are given leadership opportunities and allowed for camaraderie among each other, meeting various times. Students in this program are responsible for leading activities for the houses/communities and the school. Extra emphasis will be placed on the faith element.

FBLA

The Bishop Neumann Future Business Leaders of America (FBLA) organization is proud to help students prepare for future career success by hosting monthly meetings where members perform various skill-building and service-oriented tasks throughout the community and school. We will also attend regional, state, and national leadership conferences where members can compete in knowledge, skill, and performance-based competitive events. The benefits of an FBLA membership are business proficiencies, community responsibility, leadership skills, and self-confidence. Officers are re-selected based on a submitted application. Officer positions include President, Vice-President, Secretary, Treasurer, Historian, and Reporter. There will also be various committee chairperson positions available.

FFA

The National FFA Organization, formally known as Future Farmers of America, is a leadership organization that makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. FFA is an intercurricular organization that is one of the three components of agricultural education. FFA changed its name in 1988 to reflect the growing diversity of students in the organization. The organization is not just for those students interested in production-based agriculture anymore. FFA gladly welcomes students who are interested in becoming teachers, doctors, scientists, business owners, and more. Students involved in this organization will develop their leadership skills through attending various conferences and Leadership Development Events (LDEs) and explore career interests through Career Development Events (CDEs). Students in this organization are expected to miss no more than two meetings and must notify either the advisor or one of the FFA officers of their absence. Meetings will be held in the mornings during the school week. There will be a meeting every month to keep students up to date on what is all going on with the organization. The officers will be selected based on an application and interview process. The officer positions that will be available include President, Vice-President, Secretary, Treasurer, Sentinel, and Reporter. Additional offices could become available if the need arises.

CAMPUS MINISTRY

Campus Ministry Team

The Campus Ministry team provides avenues for a deeper faith life and a profound encounter with the person of Jesus Christ and His Church. This group meets on Friday mornings during the access period. They are responsible for providing opportunities for personal spiritual growth and a deeper relationship with Christ through prayer, retreats, service, and fellowship. This team helps cultivate the spiritual and sacramental life of the school community.

Neumann FIRE

Neumann FIRE is a way for high school students to encounter Jesus outside of the classroom and meet new friends from other schools. This event happens once a month on Sunday evenings. It includes music, adoration, confession, and a speaker who discusses some aspect of the Catholic faith. Open to all students in grades 9-12.

SETON

The Elizabeth Ann Seton Society is dedicated to helping each member grow in her relationship with God and Jesus in the Eucharist through daily prayer and frequent reception of the sacraments, and to be actively involved in service to others. This group meets once a week on Thursday mornings during the Access period. Open to girls in grades 9-12.

MEN OF JP2

Men of JP2 seeks to promote the qualities of what it means to be a good Catholic man today. The men in this group pursue growth in Catholic spirituality, leadership, and service as part of their devotion to Jesus Christ and His Church under the intercession of Pope St. John Paul II and other male saints. This group meets on Thursdays during the Access period. Open to boys in grades 9-12.

Additional Campus Ministry Activities

- Spiritual mentorship offered to each student in grades 10-12
- Religious groups: John Paul II group for young men, St. Elizabeth Ann Seton Girls, and our Campus Ministry group, Neumann FIRE
- Advent and Lent prayer services
- Class retreats
- Service program

Our students can also participate in many summer opportunities to grow in their faith:

- Locally, students can serve one day at Villa Marie School, a school for students with special needs, and at Camp Kateri, chaperoning or attending summer youth camps.
- Students can also serve on a one-week mission trip to Gallup, New Mexico. Students serve the poor and work with the Missionaries of Charity and the Little Sisters of the Poor.
- Summer Rome Pilgrimage

- Students also attend the Steubenville Youth Conference. This conference brings together thousands of high school students from across the country to have a life-changing encounter with Jesus Christ.
- Students also participate in many diocesan opportunities, including Teens Encounter Christ retreats, the summer canoe trip, and the March for Life.

ACTIVITY-RELATED ALCOHOL AND DRUG USE POLICIES

Extra-curricular activities include athletics, plays, musical performances, speech and drama teams, student council, and the National Honor Society. These groups follow the policies under Alcohol and Drug Use Related Policies in the 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.

Bishop Neumann's Activities Program recognizes alcoholism and chemical dependency as treatable diseases. The activities personnel intend 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. These additional policies have been adopted regarding alcohol, tobacco (including e-cigarettes), and controlled substance abuse. Regarding the use of alcohol, tobacco (which includes e-cigarettes), and controlled substances, the administration and staff will collaborate to enforce the following. Alcohol/Controlled substance suspensions are based on a percentage of total games.

Tobacco/Alcohol policy for Extra Curricular Activities			
Sport/ activity	Offense	Tobacco	Alcohol
Volleyball, basketball, softball	First	One Game Suspension	Four-game suspension and extra conditioning
Football	First	One game suspension	Two-game suspension and extra conditioning
Cross Country/ Track/ Golf	First	One meet suspension	Two meet suspension plus extra conditioning
Wrestling	First	One meet suspension	Three meet suspension plus extra conditioning
Cheerleading/Dance	First	One game suspension	Two-game suspension.
All Sports above	Second (In season)	Dismissed from the team and must have a diagnostic evaluation at the parents' expense to be eligible for the next year or in another sporting event.	Same as Tobacco
All sports above	Second (Out of season)	Must undergo evaluation and participate in counseling/rehabilitative program at the family's expense.	Same as Tobacco
All Sports	Repeated	Will be handled as out of season	Same as tobacco
Fine Arts Activities (choirs, band, speech, plays etc.)	First	Miss the next performance. Additional work may be required by the teacher/sponsor when tied to academic responsibilities	Same as tobacco.
	Second	At the discretion of the teacher for those tied to academic responsibility. In a play, they may lose their part in the cast at the supervisor's discretion.	Same as Tabaco.
Fine Arts (non-academic responsibilities)	Repeated	Will be re-cast in the play/musical/one-act. Will not be allowed to perform for the season.	

*Please note: Any athlete who participates in 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. *The above policy is not a yearly one but holds true for any subsequent incidents occurring at any time during the student's 4 years in high school at Neumann. The administration will have final discretion regarding the policy's application.

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 that takes place over the summer.

An athlete, in season or out of season, who is at a place where alcohol or drugs are present and made available to minors must leave the premises **immediately** and contact the head coach of his/her sport or activity within 24 hours to explain the situation. An athlete who fails to leave immediately **and** contact the coach in the specified period will be treated the same as 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 regarding where it took place or if any other athletes were involved.

ACCEPTABLE USE POLICY FOR INTERNET AND NETWORK

Statement of Intent

Access to the internet and to the Bishop Neumann network is available to students at Bishop Neumann. Each student has been allocated space on the server. This access is to promote educational excellence by facilitating resource sharing, innovation, and communication. The smooth operation of Bishop Neumann's technology relies upon the proper conduct of the users, who must adhere to strict guidelines that require ethical and legal utilization of these resources. The guidelines are provided here so that users are aware of their responsibilities for use of the Bishop Neumann network and the internet.

Privilege and Loss of Privileges

The use of technology is a privilege, not a right. All technology is provided for educational purposes only. The use of any school technology must be in support of education and research, and consistent with the educational mission of Bishop Neumann. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The Diocese of Lincoln provides Office 365 email and online documents. There should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes. Only students 13 and older may legally download home or mobile applications for Office 365. The school administration may revoke computer privileges at any time or pursue disciplinary or legal action against students who violate this acceptable use policy. While filtering is in place, and students are supervised and guided in their use of the Internet, it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network, or the Internet. The administration, faculty, and staff at Bishop Neumann High School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

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 the use of the BNHO network. Bishop Neumann specifically denies any responsibility for the accuracy or quality of information obtained through the internet or network. Users have the full responsibility for the use of an account, and under no conditions will users share their accounts or passwords with any other person.

Licensing and Copyrights

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

Unacceptable Use

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

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

Also, personal devices (such as, but not limited to, iPods, iPads, cell phones, non-school computers, etc.) cannot be connected to any school network. It is against Diocesan policy for teachers to associate formally (e.g., "friend," "follow") anyone under 19 years of age who is not a relative.

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 the 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 so as not to disrupt other users' use of it.

Security Issues

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

Vandalism

Vandalism will result in the cancellation of system-use privileges and prosecution and/or other disciplinary actions. Vandalism is defined as a malicious attempt to harm or destroy school equipment or materials, data of another user of the Bishop Neumann system, or any of the agencies or other networks that are connected to the internet. This includes uploading or creating computer viruses. Violators will be responsible for any financial damage caused by their actions.

Personal Social Media, Websites, and Blogs

Students who develop and maintain personal social media accounts, websites, and/or blogs, including but not limited to such freely accessible sites as Facebook, Instagram, and Twitter(X), must keep in mind that they are representing Bishop Neumann High School in a public forum. The school's name, motto, and logo are not to be used on any website (including social networking) without permission from the school administration. Negative or unjust portrayals of school or persons associated with the school (including students and staff), on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school.

When inappropriate media is created and maintained by Bishop Neumann High School students that mention the school's name and/or use school images and/or logo, the school can and must hold the students responsible for their content. Maintaining or posting material to a social media account, website, or blog that violates the school's Acceptable Use Policy or causes a substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or in extracurricular activities, can cause a student to be subject to the disciplinary measures 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 for a conference to request they modify their webpage/blog and/or take the school's name and or images/logo off the website.
- Impose disciplinary consequences that the administration believes are in line with the offenses.

If the student will not cooperate with the school administration by making their social media/webpage/blog free of anything that would cause harm to the student's reputation or the reputation of the school, firmer disciplinary action will be taken, which may include suspension or dismissal. Students are reminded that it is illegal under federal law for anyone under 13 to be on any social networking site without parental permission. Also, it is unsafe for minors to give out personal information on any social networking site.

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.

SCHOOL FIGHT SONG

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