

## THE DIRECTION OF INTENTION

The Direction of Intention is a simple prayer by which the believer offers to God any action that is to be undertaken. Every class, action, and event at Saint John Neumann Catholic High School begins with these words:

Lord Jesus,

We give you this day, please give us the grace to conduct ourselves during it in a manner that is pleasing to you. Amen.

Saint John Neumann – PRAY FOR US.

Live Jesus in our Hearts – FOREVER!

The use of this prayer, in these or similar words, was advocated by Saint Francis de Sales as a means of striving for holiness amidst the business of everyday life. By attuning our minds and hearts to God's presence in matters great and small, every present moment becomes an opportunity for God's grace to be revealed.

"Those who wish to thrive and advance in the way of Our Lord should, at the beginning of their actions, ask for His grace and offer to His divine goodness all the good they will do... They should not neglect this practice in matters that are small and seemingly insignificant. By following the advice of the Apostle Paul, everything they do will be done in God's name to please Him alone."

St. Francis de Sales, The Spiritual Directory

## NOTICE TO PARENTS AND STUDENTS

All parents and students are responsible for the contents of the Saint John Neumann Catholic High School Handbook. As a Catholic, private institution, the School Handbook is the contract between Saint John Neumann and parents regarding the policies, procedures, and philosophies that will be observed in the course of educating the children entrusted to the school's care.

Every effort is made to include in the School Handbook all policies and procedures pertaining to the 2011-2012 school year. Circumstances may require administrators to apply the Handbook to unique and unanticipated situations. Final interpretation of the Handbook is the responsibility of the Principal. Any changes that may be made during the school year will be communicated to students at school and to parents via e-mail and the school website ([www.sjnceltics.org](http://www.sjnceltics.org)). Once formally announced, changes made during the school year shall be immediately considered a part of this document.

All students and parents are required to sign and return a copy of the Student-Parent Handbook Agreement. Each student is required to present the completed form to his/her English teacher on or before Friday, September 9, 2011. Due to the importance of acknowledging these responsibilities, students who do not return the form by the deadline may receive a detention, and may continue to receive a detention each day that the form is not returned.

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**MISSION STATEMENT**

St. John Neumann Catholic High School, a strong Catholic, Christian family, has Jesus Christ and His Gospel message as its inspiration.

We strive to develop the uniqueness of each student spiritually, intellectually, physically, emotionally, and socially.

We respect the dignity of all in a safe, fair, and positive learning environment that stresses personal responsibility, service, and life-long learning skills.

**STUDENT-PARENT  
HANDBOOK VERIFICATION CARD  
2011 - 2012**

Dear Parent or Guardian:

We ask that you carefully read the revised St. John Neumann Student-Parent Handbook for the 2011-2012 school year. Please make sure your son or daughter has also read this book thoroughly.

This handbook is part of the contract between you and the school. By enrolling your child at St. John Neumann Catholic High School, you are thereby agreeing to support all school policies, rules, and regulations.

Please sign below indicating you have read this book, understand its contents, and are prepared to support the rules and regulations outlined. Please have your son or daughter return this signed form to their English teacher by September 9, 2011.

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Name of Parent or Guardian (please print)

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Signature of Parent or Guardian

Date

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Name of Student (please print)

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Signature of Student

Date

### **Celtic Credo of St. John Neumann Catholic High School**

St. John Neumann Catholic High School is convinced that the hope of humanity is the ability of young men and women to seek the truths and values essential to human life. It aims to lead all its members in discovering and embracing the challenging responsibilities of their intelligence, freedom, and value as persons.

We therefore profess, and pledge ourselves to teach in the perspectives of the following creed:

***We believe in God, our loving Creator and Father,  
We believe in the intrinsic value of the human being as created in God's image and called to be his child. This includes all persons and excludes any forms of racism and other discrimination.  
We believe that the deepest purpose of each man and woman is to create, enrich, and share life through love and reverence in the human community. He motivates our open and relentless pursuit of truth. For this reason we foster reverence for life in all its human potential.  
We believe that we should support all persons in their free and responsible life-sharing through family and social systems, and through political, scientific, and cultural achievements.  
We believe that we must strive for a human community of justice, mutual respect and concern. In this context we must cultivate, respect and care for our planet and its resources.  
We believe that laws exist for the benefit and well-being of individuals persona, that legal systems must express the common good, and that all government must be subject to the courageous, though respectful and loyal, criticism of intelligent and responsible citizens.  
We believe that the law of justice and love must regulate the personal, family, economic, political, and international life of all persons if civilization is to endure.  
We believe in the teaching and example of Jesus Christ.***

**SAINT JOHN NEUMANN, C.SS.R.**  
**Fourth Bishop of Philadelphia**

John Nepomucene Neumann was born March 28, 1811, the third of six children of a stocking knitter and his wife in the village of Prachatitz in Bohemia (now part of Czechoslovakia). From his mother he acquired the spirit of piety and through her encouragement entered the Seminary at Budweis. During his seminary years, he yearned to be a foreign missionary in America. He left his native land and was ordained in June, 1836 by Bishop John Dubois in New York. He spent four years in Buffalo and the surrounding area building churches and establishing schools.

In 1840 he joined the Redemptorists. Eight years later he became a United States citizen. By order of Pope Pius IX in 1852 he was consecrated fourth Bishop of Philadelphia. His mastery of eight languages proved extremely helpful in his quest for souls. He was a pioneer promoter of the Parochial School System in America.

One of the highlights of Saint John Neumann's life was his participation, in Rome, in the Proclamation of the Dogma of our Blessed Mother's Immaculate Conception. Through his efforts, the Forty Hours Devotion was introduced in the Philadelphia Diocese. He founded the first Church in America for Italian-speaking people. He also founded the Glen Riddle group of the Sisters of The Third Order of St. Francis.

At 48 years of age, completely exhausted from all his apostolic endeavors, he collapsed in the street on January 5, 1860. He is buried beneath the altar of the lower Church in St. Peter's Church in Philadelphia.

### **School Philosophy**

At the core of the school's philosophy is the Salesian Educational System of Saint John Bosco, who emphasized the importance of creating a family-like atmosphere rooted in kindness and cheerfulness. The name he gave to his approach, the Preventive System, is based on three key principles of Reason, Religion, and Loving Kindness.

To this end, educators strive to build a personalized rapport with the students, which consists of friendliness and affirmation, while at the same time carefully providing for disciplined structures that promote self-discipline.

Our educators are not merely content with imparting knowledge to their students; they seek to help the students to recognize their inner worth and dignity as children of God and to develop their own unique gifts and skills. In this way students are enabled to know and understand themselves better and are empowered to build a better world.

### **The Preventive System**

Saint John Bosco's method of education has proven success throughout the world. The name he gave to his approach, the Preventive System, is based on three key principles of Reason, Religion, and Loving Kindness. It was given to his followers with the firm conviction that the youth of all times and cultures could be personally guided and motivated to help create a better world for the next generation. This method, founded on pastoral charity seeks to create an environment that underscores Christian family life and values

## PRAYER AND WORSHIP

### PRAYER ON CAMPUS.

The Catholic understanding of the spiritual life is rooted and centered on a relationship with Christ. This relationship is fostered and strengthened by prayer and by participating in the sacraments. Each morning the school day begins with prayer and a thought from the principal. Every class period and activity begins with the Direction of Intention. The day ends with a reading from Scripture. Those with special requests for school community prayers are invited to bring them to Campus Ministry so they can be announced to the school.

### SCHOOL MASS.

Once a week and on holy days of obligation, the school community gathers for Mass. At no time is the Catholic Christian focus of the school community more evident than when we gather to celebrate the Eucharist, the “source and summit of the Christian life” (Second Vatican Council, Lumen Gentium, 11). The following guidelines for the receiving of Communion should be honored.

### CATHOLICS.

Catholic students are strongly encouraged to fully participate in the celebration of the Eucharist by receiving Holy Communion in fulfillment of Christ’s command to eat His Body and drink His Blood. In order to be properly disposed to receive Communion, communicants should not be conscious of grave sin, have fasted for an hour, and seek to live in charity and love with their neighbors. Persons conscious of grave sin must first be reconciled with God and the Church through the Sacrament of Penance. Catholic students have an obligation to welcome and respect students that belong to other faiths at all times, but particularly at the Eucharist.

### OTHER CHRISTIANS.

Students belonging to other Christian denominations are welcome at the celebration of the Eucharist. It is very important that these students know that their faith is respected. However, it is a consequence of the sad divisions in Christianity that by Catholic tradition we cannot extend to them a general invitation to receive

Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply oneness which does not yet exist, and for which we must all pray. Students not receiving Communion are invited to come forward for a blessing by placing a hand over their heart. This invitation is intended as a gesture of good will and share Christian faith.

#### NON-CHRISTIANS.

Students that are not Christian are welcome at the Eucharist, but we cannot extend to them a general invitation to receive Communion. It is important that they feel respected as young men and women regardless of their religious beliefs. Students of other faiths are invited to come forward at communion for a blessing by placing a hand over their heart. This invitation is intended as a gesture of good will to build on the common ground we share as people of faith.

**Penance services** are celebrated twice a year. Frequent reception of the Sacrament of Penance is encouraged. Students have the opportunity to celebrate this sacrament during Advent and Lent with their theology classes. In addition, Oblate priests are available to celebrate the sacrament with students or staff at any time.

## ACADEMICS

St. John Neumann Catholic High School is owned by the Roman Catholic Diocese of Venice, follows the guidelines set forth by the Education Department of the Diocese of Venice and the State of Florida, and is fully accredited by the Southern Association of Colleges and Schools. In earning a St. John Neumann diploma, the student can be proud of a competency level of achievement obtained from a solid academic program. Approximately 98% of our graduates continue their education in 2 or 4-year schools or universities.

All students who are accepted to St. John Neumann Catholic High School are accepted conditionally. There is a probationary period of one academic quarter to determine the suitability of the relationship between the student and the school community.

Each course at St. John Neumann requires careful preparation as well as complete attention during class period. This preparation includes both study and homework. It is the student's responsibility to prepare for and attend each class. If a student is absent from class, it is the student's responsibility to contact the teacher and make arrangements to make up missed work. Students may make up work missed during an excused absence, but suffer loss of credit for work missed during an unexcused absence. In cases of prolonged illness (1 week or longer) the parents should contact the Main Office to arrange for the student's assignments.

St. John Neumann Catholic High School graduates are required to have accumulated 28½ credits as follows:

- 4 credits in Religious Studies
- 5 credits in English
- 4 credits in Mathematics
- 3 credits in Science (2 with lab components)
- 2 credits in Foreign Language
- 1 credit in World History
- 1 credit in American History
- 1/2 credit in American Government
- 1/2 credit in Economics
- 1 credit in Physical Education
- 1/2 credit in Life Management (Health)

1/2 credit in Performing Arts  
1/2 credit in Practical Arts  
4.5 credits as Electives  
1/2 credit Path to Scholarship  
120 Stewardship Hours

To obtain credit for any course, a passing grade must be achieved. All students must receive passing grades in all courses in order to be eligible for a diploma. If a student fails a course, it is the responsibility of the student to make up the class.

Honor students at St. John Neumann Catholic High School are encouraged to enroll in a number of Advanced Placement and/or Honor courses. In addition, these Honor students can qualify for Florida's Bright Future Scholarship Program which may make them eligible for college funding. It is recommended these students obtain information from the Guidance Office by January of their Sophomore year so the requirements of this program can be explained and clarified.

#### QUARTER GRADES

The Quarter Grade for each course is determined by homework, class work; quiz scores, tests, and other projects assigned by the teacher. The specific weights attached to each of these categories are determined by the teacher.

#### EXAMINATION GRADES

At the end of the second and fourth quarters, a semester exam may be given in each course. This exam will cover material discussed during the two previous quarters. **Unless receiving prior permission by the principal, no student will be allowed to take an exam before the scheduled exam time.** Students absent during an exam may be allowed to make up the exam only upon written verification from a doctor stating the absence was due to illness.

As part of the academic requirements, all students must take exams. Failure and/or refusal to take an exam could result in immediate dismissal from St. John Neumann. A senior could also be denied the privilege of graduation.

All financial obligations must be met before a student may be allowed to sit for exams.

#### SEMESTER GRADES

At the end of the second and fourth quarters, the student may receive a semester grade for each course. This grade will be determined by the two quarter grades and the examination grade. If a student fails a semester course, the student may be required to make up 0.5 credits in summer school.

#### DUAL ENROLLMENT

1. May begin the summer after completing Sophomore year.
2. Sophomore must have 3.5 unweighted GPA
3. Juniors and Seniors: 3.5 unweighted GPA
4. Must enroll in an accredited program at Edison College.
5. Forms may be picked up in the Guidance office.
6. Courses may only be taken if SJN does not offer the course
7. You may continue throughout your high school years but must maintain a 3.0 GPA at SJN.
8. Classes must be taken during the summer, or evening when SJN is in session.
9. Each student may be given 1 study period for Dual Enrollment
10. All completed classes will be included on transcript and calculated into the GPA.

#### SUMMER SCHOOL CREDIT POLICY

- a. Students may not be re-admitted to St. John Neumann if they are deficient in credits.
- b. Deficient credits must be made up during summer school or by arrangement with the St. John Neumann Guidance Dept.

#### ACADEMIC POLICY

A student may be placed on Academic Probation for the semester immediately following any semester in which a student receives a 69% or below in numerical weighted GPA or has two or more failures. Any student who remains on Academic Probation for two consecutive semesters will have his/her case reviewed by the Administrative Team. The recommendation of each student's teacher may be considered when the committee makes the final recommendation to the Principal.

DROP/ADD COURSE(S)

Every effort is made to match the student's academic abilities with the various courses offered by a college-bound curriculum. Sometimes, for legitimate reasons, a student may need to drop and add a course(s). Every effort will be made to accommodate the requested change during the first two weeks of school.

Any student who withdraws from a course after the first two weeks of class may have a "0.0" recorded on his/her transcript. The "0.0" may be computed as a failure when calculating the student's GPA. Note: Students may not be permitted to drop a 1.0 credit course after the first semester without the "0.0" penalty being applied for the second semester.

AGAINST SCHOOL ADVICE (A.S.A)

In the unlikely event all parties do not agree with the selection of courses for the student, the student and parent may have to sign an A.S.A. letter stating they are requesting to schedule contrary to the school advice and furthermore waive any rights to request further schedule changes within the academic year.

GRADING AND GRADE POINT AVERAGE

The conversion chart below is used to determine letter, numerical, and grade point equivalents. For all regular courses, the standard 4-point scale is used. All honors courses are weighted to receive an additional 0.5 grade point value. All Advance Placement courses are weighted to receive an additional 1.0 grade point value.

<u>Letter/Numerical</u>	<u>Regular</u>	<u>Honors</u>	<u>A.P. Classes</u>
A 93-100	4.0000	4.5000	5.0000
A- 90-92	3.6667	4.1667	4.6667
B+ 87-89	3.3333	3.8333	4.3333
B 83-86	3.0000	3.5000	4.0000
B- 80-82	2.6667	3.1667	3.6667
C+ 77-79	2.3333	2.8333	3.3333
C 73-76	2.0000	2.5000	3.0000
C- 70-72	1.6667	2.1667	2.6667
D+ 67-69	1.3333	1.8333	2.3333
D 60-66	1.0000	1.5000	2.0000
F 00-59	0.0000	0.0000	0.0000

### HONOR ROLL

Names of honor roll students are typically posted on the school's website, as well as in a display case on campus. Students earn quarterly honors by achieving the following levels of academic excellence:

Principal's List	4.2500 and above
First Honors	4.0000 – 4.2499
Second Honors	3.7500 – 3.9999

### REPORT CARDS

Report cards are mailed home. In many instances, a conference with the teacher, either via telephone or in person, is a worthwhile motivational intervention on the part of the parent.

### FINAL EXAMS

Full payment of tuition and any outstanding debts, as well as the return of all school provided books and equipment, is expected prior to a student taking a final exam. Any student who has a balance on their account may not be permitted to take final exams and therefore not receive final grades for the school year. Resolution of all non-payment statuses is at the sole discretion of the Principal.

### GRADUATION

In order to graduate, a student must satisfy all requirements of the school and have a G.P.A. of at least a 2.0. Participation in all graduation activities are privileges granted to students, not rights, and involvement in any activity may be denied by the principal.

### GRADUATE ACADEMIC HONORS

Graduate Academic Honors will be awarded to seniors at Commencement. Degrees will be awarded with Summa Cum Laude, Magna Cum Laude, or Cum Laude honors according to the following weighted, cumulative grade point averages that are calculated at the end of the students' seventh semester:

Summa Cum Laude	4.2500 and above
Magna Cum Laude	4.0000 – 4.2499
Cum Laude	3.7500 – 3.9999

## STUDENT ACTIVITIES

### CHRISTIAN STEWARDSHIP PROGRAM

Students are required to participate in a Stewardship project as part of their religion course and graduation requirements. A total of 15 hours of service is required each semester and students are encouraged to contribute even more. As written in our school's Mission Statement, the Stewardship Program is a valuable, personal experience of Christian service for the students of St. John Neumann. This concept of social justice in action is based on the teachings of the Catholic Church and the example of Jesus Christ. Therefore it is an integral part of the educational program of St. John Neumann School.

The requirements for the Stewardship Program are as follows:

1. Students must serve established, non-profit charitable organizations or programs for their primary place of volunteer service. If a student has any doubts regarding the non-profit status or the acceptability of service at a particular entity, he/she should consult with his/her theology teacher prior to beginning service.
2. Religion teachers must approve all service hours.
3. All 15 hours each semester may be completed at one location.
4. A student may complete his/her commitment for the year in the first semester or the summer prior to the next school year. No one may the first semester 15 hour obligation to the second semester.
5. If a student fails to complete this obligation each semester, a grade in Religion may not be given until service hours are complete. (any point deduction on exam?)
6. Seniors who have completed 200 hours of service during their high school years may be awarded silver cords at Academic Awards to wear during commencement exercises.

### THE NATIONAL HONOR SOCIETY

Selection to NHS is a privilege, not a right. Students do not apply for membership in the NHS; instead they provide information to be used by the Faculty Council to support their candidacy for membership.

The procedure for candidacy into the PRO DEO SOLO Chapter of St. John Neumann is as follows:

1. Students who are members of the Sophomore, Junior or

Senior class must have a minimum overall weighted numerical G.P.A. of 90 for their academic efforts and enrolled in a minimum of three honors courses.

2. Students who are eligible scholastically may be notified and informed for further consideration for selection to the Chapter, they may complete the Student Activity Form, outlining their accomplishments in the areas of Service and Leadership. This may occur in the month of February:
  - a. Minimum requirements for service are at least 20 hours per semester.
  - b. Minimum requirements for leadership are two extra-curricular activities with leadership roles that demonstrate their participation. Only one sport/athletic participation will apply.
3. The selection process will be made by the Faculty Council where leadership, service and character of all candidates will be reviewed carefully.
4. All candidates and their parents will receive formal notification of their selection or non-selection.
5. An induction ceremony will be held in the spring of the year.

#### ATHLETICS

St. John Neumann Catholic High School, as most high schools, is no more visible to the community than when its student-athlete is participating in interscholastic competition. The responsibility coaches and student/athletes have for communicating who we are and the values for which we stand is extremely important. The Administration has every confidence its coaches and student/athletes are capable of such an important task.

At Neumann, we employ many methods to teach our students. The athletic programs, we believe, are an integral part of our educational system. Coaches are hired, uniforms are purchased and issued, facilities are maintained, rules are enforced, games are scheduled, drills are held, problems are handled, etc. for the purpose of educating students.

#### FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION (FHSA)

Neumann is a proud member of the Florida High School Athletic Association and subscribes to and enforces its rules, regulations, and

procedures as set forth in the FHSAA handbook. In addition, St. John Neumann also prescribes and enforces rules, regulations, and procedures governing the student/athlete which are not contrary to and in many cases compliment the FHSAA guidelines.

Eligibility rules are governed by state law, the regulation of the Florida High School Athletic Association, and policy established by the Administration of St. John Neumann Catholic High School.

The Florida High School Athletic Association policy requires a student must maintain a cumulative G.P.A. of at least a 2.0 on a 4.0 unweighted scale for each semester in order to be eligible to participate in athletics for the next semester.

#### CONDUCT

Unsportsmanlike conduct against another player, coach, fan, game official or anyone else associated with the execution of the athletic contest is unacceptable behavior for a Neumann student/athlete, coach, student fan, or parent, and will not be tolerated.

While attending athletic events, the fans of St. John Neumann are expected to demonstrate good character, hospitality, school spirit and sportsmanship. Taunting opposing team members, officials, or spectators is unacceptable and may result in expulsion from the premises and further disciplinary action if the fan involved is a student of St. John Nuemann School. **The use of artificial noisemakers is Prohibited at athletic events.**

#### FINANCIAL RESPONSIBILITIES OF STUDENT ATHELETES

Students athletes are financially responsible for the purchase of some uniforms and all warm up gear.

#### UNIFORM AND DRESS CODE FOR STUDENT ATHLETES

St. John Neumann Student/Athletes represent the school on and off the playing court. Therefore, they must be well dressed and well groomed at all times.

#### TRANSPORTATION

St. John Neumann is responsible for transporting our student/athletes to and from their away games. Student athletes are expected to

maintain the cleanliness of the vehicle, to abide by safety rules, and to follow the directions of the driver at all times.

Unless requested by a parent, in writing or in person, and granted permission by the Administration, all student/athletes must travel to and from the away games outside of Collier County in the school provided transportation. In the absence of an Administrator, the coach is authorized to grant permission if the parent requests. Parents who request their student/athlete to travel home with another parent, must make their requests in writing prior to the event.

#### SCHOOL ATTENDANCE

Neumann student/athletes often travel across the State to compete against teams on the East Coast. Although the Athletic Department makes every attempt to schedule those away games on nights prior to a day off from school, it may happen that student/athletes arrive back very late. In instances when a school day follows the night of a late, away game, the student-athlete must make every effort to be at school on time. If a student-athlete is habitually late to or absent from school on the day following a game, the school will take that as an indication of the student-athlete's inability to cope with both responsibilities and, hence, may have to insist that the student-athlete withdraw from the team. **On the day of a game, the student-athlete must be in school for at least the last four periods of the day to be eligible to compete in the contest. For a Saturday event, the student must be in class on Friday for the last four periods of the day.**

### STUDENT SERVICES

#### ADMISSION

St. John Neumann High School has an open admission policy; no student is excluded on the basis of race, ethnic origins, or religion.

A student who wishes to enter the ninth grade is expected to take a Placement Test. The student's previous academic, attendance, and disciplinary records are evaluated in addition to the scores of the Placement Test. If it is determined St. John Neumann has a program that meets the needs of the applicant, notification of acceptance will be sent.

Transfer students follow the procedure described above with the exception of the Placement Test. Two letters of recommendation are needed, one which comes from an administrator who deals with discipline, the other from a teacher or Guidance Counselor.

#### GUIDANCE AND COUNSELING SERVICES

At St. John Neumann, Guidance refers to students' future goals; and Counseling is concerned with their present state. Services which develop this viewpoint are available to every member of the student body and include career and college counseling, educational planning, testing and interpretation of test scores, financial aid and planning for college, and assistance with academic problems. Students and parents wishing to avail themselves of any of these services should make an appointment with the Guidance Director.

#### LEARNING STRATEGIES

Students who have a current IEP through CCPS or previous school district may be placed in the Learning Strategies class. Students who have a private evaluation may also be eligible for the class. All IEP's or evaluations must be current (3 years).

#### STANDARDIZED TESTING ACCOMMODATIONS

By Federal Law: Accommodations may be given to students with diagnosed disabilities. Learning Strategy Plans are put in place for these student so that each teacher who is working with that child has the information. Students and parents will sign an LS plan for the year and understand where the responsibility lies for each person involved.

IEP or Full Psychological Evaluation, current, are required for accommodations of any type of Standardized Testing such as ITED, PSAT, ACT or SAT. No accommodations can be given without the full and current evaluation or IEP of a student. Paperwork must be submitted so that the College Board and ACT can determine if a student is granted those accommodations. SJN does NOT make the determination for this. All IEP's or Evaluations must be current (every three years) for accommodations to be considered.

#### SCHOOL FACILITIES

All students are expected to maintain the cleanliness and safety of the

school's facilities. Students are to refrain from chewing gum on campus, littering, and eating outside of the pavilion area during the school day. In addition, defacing school property (e.g. writing on desk tops) may be considered a serious offense and appropriate disciplinary action may be taken.

#### THE MEDIA CENTER

The Media Center is located on the 2nd floor. Books may be borrowed for a specific period of time; renewals are permitted. A \$.25 per day charge will be issued for overdue books.

All returned materials must be placed in the book drop. Any materials that may become lost due to not placing the material in the book drop are considered the responsibility of the student. A quiet atmosphere is to be maintained in the Media Center at all times.

#### PARKING LOT

The right to drive and operate a motor vehicle on school property is controlled by the State of Florida through the Department of Highway Safety and Motor Vehicles. All applicable State regulations may be enforced. The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege, not a right.

Caution and security are the two overriding items with regard to the parking lot. Throughout the day, the parking lot is watched for unfamiliar vehicles and individuals. Students must keep their car windows up with the doors locked and any valuables out of sight. All members of the St. John Neumann community must help in providing a safe place for us and our vehicles.

Parking spaces are considered the property of the school. Any vehicle parked on campus is subject to search by the administration under reasonable suspicion.

All vehicles must enter the student parking lot through the entrance and leave through the exit. Any student who exits through the entrance or enters through the exit may be subject to detentions and/or suspension and possible revocation of campus parking privileges.

All vehicles are to be properly parked and locked. Nose-in parking is required. Back-in or slant style parking is not permitted. Any vehicle driven by a student to school and parked in a school parking space must have a current and official SJN parking decal displayed by hanging from the vehicle's rear view mirror. These decals may be purchased in the Dean of Students office. The student must provide the Dean with the make, model, color, and license plate number of the vehicle to be driven on campus. Students who are driving a different car must report to the Dean's office with the above information. Students must park in their assigned space or the student risks having their driving privilege suspended or revoked.

Students **MAY NOT GO** to their cars during the school day without permission from the Dean of Students or the Administration.

Any student who drives recklessly or at any excessive speed (as defined by the Administration) on campus or in the neighborhood of the school, is seriously jeopardizing the lives of others and may be liable to punishment and possible revocation of campus parking privileges.

The loud playing of car stereos on campus or in the neighborhood of the school is prohibited. A violator will be warned, issued detention(s), suspension(s), and finally may face possible revocation of campus parking privileges and further disciplinary actions

Students being dropped off before school or picked up after school should use the Celtic Circle located directly across from the Lady Celtic softball field. The parking lot located on 30th Avenue, SW is for student parking only and is not for drop off or pick up of students. The school entrance on 53rd Street, SW is reserved for visitor and faculty parking only.

#### LUNCHROOM

Each student is personally responsible to maintain a clean environment in the lunch area by using re-cycle cans and cleaning refuse, and by cooperating when asked to help clean the area. **NO FOOD OR DRINK IS TO BE TAKEN FROM THE EATING AREA** during or after the lunch period. After eating, students are permitted to

congregate only around the pavilion and always within sight of the adult supervisors.

### LOCKERS

Each student is assigned a locker and must never reveal their combination to others, keep their locker in order and ALWAYS LOCKED! The school is not responsible for items lost or stolen from a locker that a student has neglected to lock. Any student caught going through another student's locker may be subject to the disciplinary action for theft as outlined in this handbook.

A lock purchased from St. John Neumann Catholic High School is the only lock permitted on our school lockers; any other type of lock may be removed by authorized school personnel with the assistance of bolt cutters.

If a student cannot fit his or her belongings in their assigned locker they should report to the Dean of Students' office and purchase a second lock so that a second locker may be assigned, if possible. Since lockers are the property of the school, authorized school personnel may open any locker at any time.

### BOOK BAGS AND BACKPACKS

Due to safety concerns, book bags and/or backpacks are not permitted in the classroom. These items are to be locked in the student's assigned locker prior to Homeroom each morning. Students who violate this policy may be subject to disciplinary action deemed appropriate by the administration.

## REGULATIONS

### A. ATTENDANCE

There is a very high correlation between absenteeism and poor academic performance. The only absences excusable by state law are those caused by a student's illness and serious family emergency. Family vacations, medical appointments, or other business appointments should not be made during class time.

Diocesan policy dictates students are permitted eight (8) absences per

course per quarter to be used for serious illness and family emergencies. After a student has been absent from a course four times, the parents may be notified in writing. If a student exceeds eight absences, the student may receive an administrative failure for the course(s) for that quarter. The Administration may determine that in exceptional circumstances (for example, extended hospitalization), an administrative failure is not warranted.

It is the school Administration who assumes the responsibility and renders the final decision on whether or not the absence was excusable.

No student may practice, play, or participate in an extra-curricular activity if he/she is absent from school during the last 4 periods of the day. If a student cannot participate in Physical Education classes because of a medical problem, a written note from the doctor needs to be presented to the Main Office. This note must include a time line when the student can be expected to resume the activity.

#### PROCEDURE IF ABSENT

Parents must notify the school office (455-3044) between 7:15 a.m. to 8:30 a.m., identifying himself/herself, verifying, and explain the reason for their child's absence. **This should be done on each day of an absence.** When the student returns to school, a note written by the parent should be presented to the school office **BEFORE** the student is admitted to class. This note should contain: student's name, date or day(s) absent, reason for the absence, signature of parent/guardian and the telephone number where the parent/guardian can be reached. A student who does not follow this procedure may not be considered for an excused absence with the appropriate make-up work. Absences may remain unexcused if appropriate notification is not provided within one week of the missed school day. Retroactive excuses may not be accepted.

#### TARDINESS

Students are expected to be in their first period class on time. Students who are not in 1st period by the 7:45 a.m. bell may be considered tardy and are to report to the Main Office for a late pass. Only two (2) tardies may be accepted each semester. Car problems, heavy traffic, or over-sleeping are NOT excusable reasons for lateness.

The Administration reserves the right to determine which reasons are excusable, and students who the Administration deems excessively late, either excused or unexcused, may be placed on a tardy contract.

1. Any student who is late to school 3 times may be required to attend a 30-minute after school detention.
2. After accumulating the 4th tardy, the student may serve a one-hour after school detention and be placed on a tardy contract.
3. Under the contract the next tardy (5<sup>th</sup> tardy) may result in the student being required to attend the next scheduled three-hour Saturday morning detention from 8:00 a.m. to 11:00 a.m. in school uniform. A student who fails to report to a Saturday morning detention may be suspended, assigned two additional Saturday morning detentions and may be subject to further disciplinary action. Parents may be required to attend a conference before the student may return to class. If a student cannot attend a Saturday morning detention for any reason deemed appropriate by the Administration, he or she may be required to serve four consecutive one-hour after school detentions. Failure to serve any one of these four consecutive one-hour after school detentions may result in that student having to serve the original penalty of a three-hour Saturday morning detention from 8:00 a.m. to 11:00 a.m. in school uniform.
4. Following the 5<sup>th</sup> tardy, each tardy to school, under contract, may result in the assignment of a three hour Saturday morning detention.

With only 4 minutes between classes, students must move quickly to their next class. Lateness during the day will be handled by the individual classroom teacher, who will require detention for the first two tardies to class. When a student accumulates three tardies for an individual class during a semester, the classroom teacher will issue a school detention. For each additional tardy, the teacher may issue a school detention. All students must be present at the beginning of each period for attendance.

The first class of the day begins at 7:45 a.m. A student will be considered both tardy and absent if they arrive to class 15 or more minutes late. If a student arrives within the first 15 minutes, they will be considered **tardy only**. If they are more than 15 minutes late for

any other class, they will be recorded as absent for the entire period. If a student arrives to school later than 15 minutes after the beginning of their class, they will be required to bring a parental note to the Dean of Students the next school day. The purpose of this note is to show the school that the parent(s) is (are) aware of the absence. If a student fails to supply the note, they may be considered truant from those classes.

### CLASS CUTS

State law presumes a high school student is always with a parent or the parent's agent (the school), 24 hours per day. When a student misses a class, a portion of a class, or several classes, without permission, the student commits a major violation and may receive the following:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Parents will be notified immediately. Arrangements will be made for a meeting between the parents and the Dean of Students. A one-hour detention will be issued. |
| 2 <sup>nd</sup> Offense | One day out-of-school suspension   |
| 3 <sup>rd</sup> Offense | Two days out-of-school suspension  |
| 4 <sup>th</sup> Offense | Re-evaluation by the Administration of continuing education at St. John Neumann Catholic High School   |

\* Further violations may result in expulsion

In all cases, students may receive a "zero" for all work missed and may not be permitted to make up the missed work.

### TRUANCY

Truancy is an absence without the knowledge of the parent or guardian. All truancies are violations of state law and are considered major violations at St. John Neumann. When a student is truant, the following actions may be applied:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Penalty of a four-hour Saturday detention from 8:00 a.m. to 12:00 p.m. If a student cannot attend a Saturday morning detention for any reason deemed appropriate by the Administration, he or she must serve five consecutive one-hour after school detentions. Failure to serve any one of these five consecutive one-hour after school detentions may result in that student having to serve the original penalty of a four-hour Saturday morning detention |
|-------------------------|---|

from 8:00 a.m. to 12:00 p.m. in school uniform. A student who fails to report to Saturday morning detention may be suspended, assigned two additional Saturday morning detentions and may be subject to further disciplinary action. The student and parent(s) may meet with the Dean of Students. An "Attendance Contract" may be signed by all parties before the student is readmitted to class.

2<sup>nd</sup> Offense Two days out-of-school suspension.

3<sup>rd</sup> Offense Re-evaluation by the Administration of continuing education at St. John Neumann Catholic High School.

In all cases, students may receive a "zero" for all work missed and may not be permitted to make up the missed work.

#### ILLNESS DURING THE DAY

If it becomes necessary for a student to leave school early due to illness, he/she must report to the Main Office prior to contacting the parent/guardian. Upon receiving permission from the parent/guardian, the school may release the student.

#### CLOSED CAMPUS

A student must obtain permission from the Administration to leave campus between the hours of 7:45 a.m. and 2:30 p.m. (dismissal). "Leaving campus" is defined as being outside of any assigned or designated area. An unauthorized departure from campus by a student is a serious violation and carries with it a severe penalty. (This includes field trips, retreats, etc.). To maintain the safety of our students, the Administration prohibits any student from leaving campus for lunch, even if given parent/guardian permission, and appropriate disciplinary action will be taken.

### B. DRESS REQUIREMENTS

#### DRESS CODE

St. John Neumann employs a dress code for both classroom and Physical Education classes. At all times, shirts must remain tucked in. When a change of clothes is necessary, the appropriate places to change are the restrooms and locker rooms. No public changing of clothes is permitted. It is the responsibility of the parent and/or guardian to ensure that clothes are not altered and are purchased in the correct size. If a student is not dressed appropriately, the

Administration retains the right to require the student to purchase additional uniform pieces at no expense to the school.

A student is expected to be in dress code. Proper adherence to this policy is at the discretion of the Dean of Students or the Administration. Dress code violations may be addressed as follows:

1 Dress Code	½ Hour Detention
2 Dress Codes	One-Hour Detention
3 Dress Codes	Three-Hours Saturday Detention
4 Dress Codes	Four-Hours Saturday Detention
5 Dress Codes	One Out-of-School Suspension
6 Dress Codes	Two Out-of-School Suspensions

The parents of the student may be required to attend a conference before the student may return to class.

THE UNIFORM CONSISTS OF:

FOR BOYS

1. St. John Neumann uniform pants or shorts purchased through Renegades Sportswear only. Pants and shorts are to be belted at the waist. No undergarments are to be visible.
2. White or hunter green SJN shirt to be purchased through Renegades Sportswear only.
3. Brown leather shoes purchased through Renegades Sportswear only.
4. Socks must be white in color, no logo.
5. Brown leather styled belts only.
6. Boys are to be clean shaven. Mustaches, beards and extremely long side burns are not permitted.
7. One earring only. A crucifix to be worn under the proper uniform shirt is allowed. Other jewelry including chains, bracelets, rings (except SJN school ring) is not allowed on campus. Appropriate wrist watches are acceptable.
8. Make-up and nail polish are never allowed.
9. Boys hair must be modest as determined by the Dean of Students.
10. Ponytails are not permitted.

#### FOR GIRLS

1. Khaki pants, shorts or skorts purchased through Renegades Sportswear only and may **not be altered**. Shorts and skorts must be at least fingertip length and modest in appearance.
2. White or hunter green SJN shirt or blouse to be purchased through Renegades Sportswear only.
3. Brown leather shoes purchased through Renegades sportswear only.
4. Socks must be ankle-height or higher. They must be white in color, no logo.
5. Brown leather styled belts.
6. Body piercing jewelry is not allowed except for one earring on each lobe. Simple jewelry around the wrist and neck is allowed but may not be excessive.
7. During the cold winter months, only black or hunter green tights may be worn under the skort or shorts. Sweat pants or other cold weather attire is not permitted.

#### FOR ALL STUDENTS

1. Uniform clothing should be clean, appropriate in length and not frayed.
2. Shirts should always be tucked in. Only plain white short sleeved T-shirts may be worn under the uniform shirt. Long sleeved shirts worn under the uniform shirt are not permitted.
3. Only St. John Neumann sweatshirts or jackets are permitted.
4. At no time on campus may a student wear an item displaying improper or offensive print which communicates something contrary to Christian values or which advertises, supports, or glorifies alcohol, drugs, tobacco products, weapons or gangs.
5. Visible tattoos are not permitted.
6. The final determination of all questions regarding the dress code may be made by the Dean of Students.

#### GUIDELINES FOR DRESS-UP DAYS

1. Dress should be modest and appropriate for an academic environment.
2. Dress skirts or walking shorts are permitted. (Must be at least fingertip in length and modest in appearance.)
3. No denim jeans allowed. Denim dress, shirts, vests and skirts

are allowed.

4. Boys - shirts with a collar.
5. Spaghetti straps and strapless tops, tank tops are not permitted.
6. Backless, strapless, or low cut dresses/tops are not permitted.
7. Halter tops are not permitted.
8. Sheer clothing is not permitted.
9. Bare midriffs are not permitted.
10. No sandals, slippers, flip-flops, backless or clog type shoes are permitted. For safety reasons, platform shoes are not permitted.
11. Hats of any type are not permitted.
12. Tight clothing is not permitted
13. Athletic footwear is not permitted.
14. Boys are permitted to wear an earring.
15. Proper undergarments must be worn (blending with the clothing color or skin color of the wearer).
16. Body piercing jewelry is not allowed.

#### GUIDELINES FOR DRESS-DOWN DAYS

1. Dress should be modest in appearance. Jeans are permitted without tears or holes.
2. Hats are NOT permitted.
3. Appropriate length Skorts or walking shorts are permitted.
4. Torn clothing is not permitted.
5. No items of clothing will be permitted displaying improper or offensive print, print which communicates something contrary to Christian values or print which advertises supports, or glorifies alcohol, drugs, tobacco products, weapons or gangs.
6. Backless, strapless, or low cut dresses/tops, spaghetti strap or strapless tops are not permitted.
7. Halter and/or tank tops are not permitted.
8. Bare midriffs are not permitted.
9. Sandals, slippers, flip-flops, backless, platform or clog-type shoes are not permitted.
10. Sheer clothing is not permitted.
11. Tight clothing is not permitted.
12. Proper undergarments must be worn. Color should blend

- with the above clothing color or skin color of the wearer.
13. Dresses and skirts must be at least fingertip in length and modest in appearance.
  14. Boys are permitted to wear an earring.
  15. Athletic footwear is permitted.

#### C. CAMPUS RULES

##### SCHOOL LOGO AND CREST

Use or distortion of any school emblem, without permission from the Administration, is not permitted.

##### SCHOOL RESPONSIBILITY

The school is responsible for all students once they arrive on campus. No student may leave the campus without permission from the Principal or Assistant Principal. The school does not assume responsibility for students leaving campus without permission; this is considered truancy.

Whenever a parent or guardian requests their child be permitted to participate in an extracurricular or off campus activity (e.g. "field trips"), the school must receive from the parent or guardian a signed "Release from Liability" form agreeing to release from their own negligence and not hold liable, the Roman Catholic Diocese of Venice and St. John Neumann Catholic High School collectively, all officers, directors, employees, and agents collectively or individually of these corporations and any other entities and individuals who are in any way connected with the activity. In addition, the parent/guardian consents to the child's/ward's participation and waives and releases all rights and claims for damages. The school administration has the right to withhold permission for students to attend off-campus events.

##### SCHOOL WITHDRAWAL

Before a student leaves St. John Neumann, an official "Withdrawal Notice" should be obtained from the Admissions Office, completed and signed by the parent/guardian. Student records may not be forwarded unless the student has complied with this procedure and all debts are paid in full. When the student's account is closed and all financial obligations are satisfied, records may be sent to the new school upon request of its registrar or proper authority. If a student withdraws prior to completion of the school year, and has a credit

balance, refunds are not guaranteed and may only be given at the discretion of the Principal. **Senior transcripts of credit are sent upon request if tuition payments are up-to-date.**

#### DAILY DEMEANOR AND CONDUCT

St. John Neumann is a community of individuals who care, respect, and dignify not only one another but also people outside of our community. We espouse the values of Jesus Christ. In this way, we are different. A student should recognize it is a privilege and not a right to enroll in St. John Neumann Catholic High School and therefore agrees to be bound by its code of conduct. The operating presumption is each student chooses and wants to be here.

The entire school community desires a pleasant and wholesome environment in which to conduct business. Fighting, using tobacco, drugs or alcohol, vandalizing, violating testing procedures, stealing, and publicly disgracing or misrepresenting the school are unacceptable behaviors and may be dealt with swiftly and severely. Whether an infraction occurs on or near the campus or at any school related function is irrelevant; it still is prohibited.

#### STUDENT ACCIDENT INSURANCE

All students enrolled in St. John Neumann are covered by an accident insurance policy.

#### MEDICATION

Any student requiring medication during the school day must submit a written statement to the school, signed by the parent/guardian or physician. All medication is to be distributed from the Main Office. The school can only hold medications which are of a lifesaving nature, but it is the responsibility of the parent or guardian to ensure the medication is up to date. The school cannot hold any other forms of medication for more than five days, or over a weekend.

#### LOST AND FOUND

The Lost and Found is located in the Dean of Students' office.

#### PUBLIC ADDRESS ANNOUNCEMENTS AND NOTICES

Silence is required during the announcements. Any posted notices should be authorized by the Principal.

### TELEPHONE

ALL EMERGENCY PHONE CALLS ARE TO BE MADE THROUGH THE MAIN OFFICE. Messages taken by the office on your behalf may be distributed during lunch or after school from the Main Office.

### CELLULAR PHONES

During School – 7:45 a.m. - 2:30 p.m.

Cell phone use is strictly prohibited during school hours. Cell phones are never permitted in the classroom, hallways, pavilion, bathrooms, or parking lot during school hours. Phones are not permitted on a student's person, in their book bag or purse during school hours. All cell phones must be turned "OFF" completely and placed in the student's locker. If a cell phone is ringing or vibrating from inside a locker, an administrator may open the locker and turn the cell phone over to the Dean of Students until arrangements are made with the parent(s) to retrieve the phone. Penalties for violation of the cell phone policy are as follows:

1<sup>st</sup> Offense – The cell phone may be confiscated intact by a teacher or administrator and a 30-minute school detention may be issued and the student's parent(s) must contact the Dean of Students before the confiscated cell phone is returned. "Intact" means the battery chip or key pad of the phone will not be removed by the student prior to confiscation. The removal of the cell phone battery chip or key pad by the student, may be considered as an attempt to conceal academic dishonesty or illegal behavior. Any student who refuses to turn over a cell phone or to turn it over intact may be suspended immediately. The length of this suspension may be determined by the Administration and/or Dean of Students.

2<sup>nd</sup> Offense – A one-hour detention may be issued and the student may lose the privilege to bring a cell phone on campus. The confiscated cell phone must be retrieved in person by the student's parent(s) from the Dean of Students unless other appropriate arrangements are made.

3<sup>rd</sup> Offense – One-day Out of-School Suspension (OSS). The Dean of Students may hold the confiscated cell phone until retrieved in person by the student's parent.

4<sup>th</sup> Offense – Immediate three-day Out-of-School Suspension (OSS).

All electronic communication equipment is strictly BANNED. This includes personal listening devices (iPods, CD players, MP3 players, tape recorders/players, play stations, etc...). Students found to have any of these types of devices may have the device confiscated and the procedures for cell phone violations may be followed. In the case of offensive, highly inappropriate, vulgar or obscene material, the offending student(s) immediate out-of-school suspension and/or expulsion may occur.

The administration will make the final judgment in all cases involving cell phone and/or electronic device violations.

#### CHANGE OF ADDRESS, TELEPHONE NUMBER OR E-MAIL

All changes of address, telephone numbers or e-mail should be brought to the attention of the Main Office immediately.

#### FIRE REGULATIONS

In the case of a fire drill or an actual fire, students are to leave the building **IN SILENCE** following the route posted in each classroom. Doors and windows must be closed and air conditioning turned off.

#### VISITORS

For the safety and security of all at St. John Neumann, all visitors must be authorized through and checked in by the Main Office.

In the event of a student pregnancy, every effort will be made to support the girl's decision to give birth to the child. The girl will be permitted to maintain her routine schedule until no longer feasible.

Should a homebound program be required, the school may facilitate the process. We believe every effort must be made and every measure taken to preserve the life of the child and the reputations of students who become parents while still in school.

#### RESPECTFUL BEHAVIOR CODE

A student who demonstrates a lack of concern for others will hinder the growth of the community, and consequently, may have to be

corrected in the name of the community. A student who is repeatedly being corrected for this violation of disrespect or sexual harassment may be asked to leave the school for the sake of the greater community.

#### ACADEMIC DISHONESTY

##### A. Types of Academic dishonesty

###### 1. Violation of Testing Rules:

- a. copying another student's work (answers, etc.)
- b. allowing another student to copy your work (answers, etc.)
- c. text messaging information via cell phone or any other electronic device
- d. storing information in any electronic device prior to quiz, test, or exam in preparation to commit academic dishonesty
- e. storing information in any electronic device during or following quiz, test, or exam to share with other student(s)
- f. sharing of information with another student either verbally or non-verbally
- g. using books, notes or study guides
- h. turning in another students' work or paper as your own (plagiarism)
- i. allowing another student to copy disk, paper, or other work assignment
- j. anything not listed above that may be deemed a violation of testing rules by the administration

###### 2. Homework Assignments:

- a. copying another student's homework assignment
- b. allowing another student to copy your homework
- c. plagiarism

##### B. Disciplinary action for Academic Dishonesty

###### 1<sup>st</sup> Offense

1. Zero for assignment. No opportunity to make up assignment.
2. Student shall be sent to the Dean of Students' office. A four-hour Saturday morning detention may be assigned. If a student cannot attend a Saturday morning detention for any reason deemed appropriate by the Administration, he or she may be required to serve five consecutive one-hour after

school detentions. Failure to serve any one of these five consecutive one-hour after school detentions may result in that student having to serve the original penalty of a 4 hour Saturday morning detention from 8:00 a.m. to 12:00 p.m. in school uniform. A student who fails to report to Saturday morning detention may be suspended, assigned two additional Saturday morning detentions and may be subject to further disciplinary action.

3. Written and verbal notification to parent, using Parent Notification Form.

#### 2<sup>nd</sup> Offense

1. Zero for assignment. No opportunity to make up assignment.
2. One day OSS
3. Mandatory Parent/Teacher/Dean Conference

#### 3<sup>rd</sup> Offense

1. Zero for assignment. No opportunity to make up assignment.
2. Two day OSS
3. Credit may be denied for the course(s) in which the academic dishonesty occurred.

Note: Any student who steals or takes an electronic image or photograph of a quiz, test, or exam may be suspended out of school until further notice.

### SUSPENSIONS

Any student who is suspended two times in one academic school year may automatically be placed on Disciplinary Probation. If a student is suspended a third time, the student may be required to withdraw from St. John Neumann Catholic High School.

### APPEAL PROCESS

Every student and family has the right to due process, although some situations, if deemed severe enough, do not require immediate due process. If a student is required to withdraw, they may appeal the decision. An appeal must be made in writing no more than 24 hours after the withdrawal is required. The student, along with his/her parent(s) may attend a hearing with a committee of faculty members. This committee will give their recommendation to the Administration. The Administration is not bound to the recommendation.

### FALSE ACCUSATIONS

Any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator, or other member of the school staff may be recommended for expulsion.

### ALCOHOL, DRUGS AND TOBACCO

The use or possession of illegal drugs, alcoholic beverages, mood altering substances, drug-related paraphernalia (pipes, bong, razor blades, roach clips, etc.) or the abuse of prescription or non-prescription drugs by any student is forbidden and may result in an immediate ten-day out-of-school suspension, referral to the Administration and possible expulsion from school. If any drug paraphernalia contains residue, disciplinary action may be the same as for use or possession. A second offense for the above may result in immediate expulsion.

A conviction for drug possession, use or the sale and distribution of drugs, on or off campus, may result in immediate expulsion from school.

The Diocese of Venice and St. John Neumann Catholic High School are committed to a drug-free environment; to accomplish this goal, schools have the right to implement any of the following measures:

1. Mandatory drug testing before a student may be accepted into the school.
2. Mandatory, random drug testing of any and all students.
3. Random drug sweeps, including searches of lockers, possessions, and vehicles.

Failure to comply with the procedures may result in expulsion. Results of drug testing and searches may be kept confidential by the school.

It is the policy of the Diocese to assist students suffering from substance abuse. To accomplish this, upon reasonable suspicion of student drug use, the school may take the following measures:

1. Notification of parents or guardians of the students, and consultation with school officials.
2. Drug testing at an independent laboratory or on campus.
3. Assessment by a certified drug counselor.
4. Enrollment in and successful completion of a treatment

program by the student.

5. Random individual drug testing during the school year.

Any student who requests assistance with treatment for alcohol or substance abuse may be provided whatever support is possible through the school, but if the student continues to test positive for illegal drugs or alcohol, or is found to be in possession of illegal substances, they may be subject to the discipline procedures as outlined in this manual.

Please note the following policies and procedures regarding substance abuse:

1. Lockers and school property may be searched at any time by school officials. In addition, when school officials have reasonable grounds to search students' persons or vehicles, they may do so. If a student or his parents refuse permission for school officials to search a student's person, bag, or vehicle, it may be presumed the student has something he/she does not want found. The student may be required to withdraw with no chance for readmission.

Drugs found on a student's person, in his/her bag, purse, or locker, or in his/her vehicle will be presumed to be in the possession of the student. The student may immediately be suspended and his/her parents informed. On the day of the discovery of the drug, the student may be required to submit to a drug screening conducted on campus. If a student or his parents do not agree to the drug screening requirement, the student may be required to withdraw from St. John Neumann immediately with no chance of readmission.

If the student tests positive for any illicit drug, he/she may be required to submit to random drug screening for as long as he/she continues to attend St. John Neumann. As long as the random drug screenings show a negative result for illicit drugs, the student may be allowed to continue attending St. John Neumann. Should any subsequent drug screening show a positive result for any illicit (non-prescribed) drug, the student may be required to withdraw immediately. **Random drug screening should be performed on the same day as the school requests it.**

2. Any student found in possession of an amount of an illicit drug which clearly indicates intent to sell or distribute this drug may be expelled with no chance for readmission. Any student found to be selling or distributing drugs on our campus may be expelled with no chance for readmission. In addition, he/she may be turned over to the appropriate law enforcement authorities, who will take whatever action they deem necessary.
3. Any student perceived to be intoxicated or under the influence of any drug on a school day or at after-school event may be suspended ten days out-of-school and required to follow the procedures outlined below:
  - a. Drug testing at an independent laboratory or on campus.
  - b. Assessment by a certified drug counselor.
  - c. Enrollment in and successful completion of a treatment program by the student.
  - d. Random individual drug testing during the school year.This policy applies whether the after school event is held on our campus or at another site.
4. Tobacco is forbidden on campus. Any student found possessing, smoking or chewing tobacco may be suspended three-days out-of-school. Any future violation may result in expulsion.
5. Tobacco related products including, but not limited to, matches, lighters, cigarette papers, cigar wrappers, blunt wrappers, and cloves are forbidden. Any student found in possession of tobacco related products may be suspended a minimum of one day Out-of-School. Any future violation may result in out-of-school suspension.

Confidentiality does not bind the school in areas where maintaining secrecy of information presents a danger to the student or to other persons. When dealing with minors, the school has an obligation to inform parents/guardians in areas of physical, social and mental health.

### THEFT

Honor and respect for another individual's personal property are two virtues strongly espoused by the St. John Neumann community. Any student who disregards these virtues by taking someone else's personal property without permission is in serious violation of school policy concerning theft. With this in mind, the Administration reserves the right to expel any student involved in the above mentioned offense.

### D. DIOCESE OF VENICE CODE OF STUDENT CONDUCT

#### STUDENT RESPONSIBILITIES:

1. Participation: Students have the responsibility of participating fully in the learning process. Students must report to school and attend scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction, complete assignments to the best of their ability and request help when needed.
2. Behavior: Students have the responsibility of avoiding any behavior detrimental to the achievement of their own or other students' educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials, and encourage a climate in which learning is cherished. Most particularly, students must refrain from engaging in conduct that violates the provisions of the Code of Conduct.
3. Respect for Staff: Students have the responsibility of showing respect for the knowledge and the authority of the school staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt and appeal decisions only through appropriate channels.
4. Respect for Other Students: Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must refrain from name calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

While all students are expected to fulfill these responsibilities, some may occasionally need guidance and correction. Some students may

need more help than others in learning to behave in a responsible, mature manner. It is expected that persistent misbehavior, even when each single instance is a minor infraction of the rules, be dealt with appropriately in order to help students avoid establishing a pattern of unacceptable habits.

#### UNACCEPTABLE CONDUCT

Students of the Diocese of Venice are prohibited from engaging in behavior that may endanger or threaten to endanger the safety of others, that may damage property, or that may impede the orderly conduct of the school program. The following offenses are prohibited by this policy whenever they occur on school grounds, on school buses, during school-sponsored field trips, in connection with school related events and activities whenever held, when directed against students en route to or from school, or when done with intent to disrupt or impede the orderly conduct of any school activity. Student actions directed against any persons, whether adult or minor, on school property or at any location where a school related event or activity is held, may be disciplined in the same manner as if the action had been directed against school staff or students. These offenses fall into two categories: Illegal and Prohibited Behavior.

#### ILLEGAL BEHAVIOR

1. Threats of Violence: Words or actions that may threaten injury or bodily harm to another person or may intimidate another person through fear for his/her safety. No actual bodily contact is necessary.
2. Battery: The unlawful intentional touching or application of force to another person, done in rude, insolent or angry manner.
3. Possession of Weapons or Other Dangerous Objects: Carrying, using or storing weapons or other dangerous objects (e.g. explosives or firecrackers) in a school building or on school grounds, or during school sponsored activities.

Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples include but are not limited to firearms, knuckles, knives, chains, clubs.
- b. Articles designed for other purposes that could be easily used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs,

pencils, files and compasses, toy guns and the like.

Students acting in an aggressive or belligerent manner with any such article may be adjudged to be in possession of a weapon.

4. Sale, Use, Possession or Distribution of Illegal Drugs, Materials or Substances, or Alcoholic Beverages: Selling, distributing, using, possessing illegal drugs, materials, substances or alcoholic beverages on school property or at school functions, including bringing such items into the school for another person or having such items on one's person or placing them in a locker or any hiding place.
5. Burglary, Theft, Robbery, Larceny: Stealing money or being in possession of stolen goods.
6. Arson: The willful and malicious burning, or attempting to burn any part of any building of any property belonging to, rented by or on loan to the school, or property of persons employed by the school or in attendance at the school.
7. Extortion, Coercion, Blackmail: Obtaining money or property from an unwilling person or forcing an individual to act by either physical force, intimidation or threat.
8. Vandalism or Malicious Destruction of Property: Destruction of or defacing of property belonging to, rented by, or on loan to the school or property of persons employed by the school or in attendance at the school.
9. Interference With or Intimidation of School Personnel: Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats, violence or harassment.
10. False Alarms: Activating the fire alarm system in any school building or on school property and/or reporting a fire or bomb when none exists.
11. Interference with the Movement of Pupils in and Around the School, or Between Home and School: An action that prevents or delays scheduled transportation of pupils to and from school that prevents pupils from entering or leaving schools at scheduled hours, or that causes fear or jeopardy to students while walking to and from school.
12. Other Criminal Conduct: Any and all conduct that constitutes an offense under city, state or federal laws.

#### PROHIBITED BEHAVIOR

1. Insubordination: Refusal to respond to or to carry out reasonable and lawful direction of authorized school personnel.
2. Verbal Abuse: Name-calling, racial or ethnic slurs or derogatory statements addressed to others designed to precipitate disruption, incite violence or impede the school program.
3. Loitering/Trespassing: Being in school or on school property during school hours at a site other than where the student is enrolled without having properly secured authorization from the school office.
4. Smoking or Using Chewing Tobacco: In school, on school property, or during school functions.
5. Gambling: Participating in games of chance or skill for money.
6. Student Demonstrations: Any form of student protest or demonstration that results in disruption of the normal educational process or that is conducted in a manner that violates legal restraints.
7. School Pranks: School pranks or deliberate inappropriate actions taken by a student(s) against another student(s) and/or school personnel without the knowledge and authorization of the administration both on school property or at school related functions including sporting events, field trips, etc.
8. Disruptive or Other Misconduct: Other misconduct, not listed above, that disrupts or interferes with the educational process.

#### E. DISCIPLINE POLICIES

##### PENALTIES

When a student chooses to break a school rule, the rest of the student body has every right to expect disciplinary action be taken. Failure to comply with the rules of the school may subject the student to detention, fines, restriction of privileges, probation, suspension, or in more serious cases, expulsion.

##### TEACHER DETENTION

At St. John Neumann, the teacher is the main disciplinarian and, as such, is empowered to issue and administer disciplinary action which in his/her opinion, may correct student behavior interfering with the teaching task. A teacher has the right to require a student who has chosen to violate either a school or class rule to remain after school. The time length of the detention may be at the teacher's discretion.

Any student who fails to attend a teacher detention may be referred to the Dean of Students and a school detention may be issued.

#### SCHOOL DETENTION

School detention may be issued by the Dean of Students. Detention will begin promptly at 3:00 p.m. Monday-Friday and the duration will be at the discretion of the Dean of Students, but generally will not exceed one hour in length daily. The duration of a school detention may be determined by the severity of an infraction. Severe incidents of disobedience, disrespect, or profanity may result in the issuance of a Saturday morning school detention, which will begin promptly at 8:00 a.m. and generally will not exceed four hours in length. A student may be required to report for a Saturday detention in proper school uniform. Any student who does not attend a school detention without the prior consent of the Dean of Students may have their detention time doubled. If a student twice fails to serve a detention, a Saturday work detention may be issued. Participation in extracurricular activities, work, or appointments are not acceptable reasons for missing detention unless deemed acceptable by the Dean of Students.

#### DISCIPLINE

Students are expected to conduct themselves, at all times, in a manner contributing to the best interest of the school environment and not infringe upon the rights of others. With this in mind, all school rules apply whether the conduct takes place on the school grounds off the school grounds at a school activity, function, or event, or en route to and from school related activities.

Any student who conducts himself/herself in an improper fashion may be given full consideration in terms of the effects of his/her action on the total school environment. Students will be handled in a fair, unbiased manner that is equitable to all. All resources available to the school may be employed to assist the student with his/her problem. St. John Neumann Catholic High School believes each student is an individual and there are varying degrees of involvement in any violation. With this in mind, the disciplinary actions listed below are general. What will specifically happen to a violator will depend on the severity of the offense. Violations of school rules may receive a minimum of one school detention.

### GENERAL ORDER OF DISCIPLINARY ACTIONS

Possible disciplinary actions in order of severity (from least to most):

- a. Verbal Warning
- b. Teacher Detention
- c. Parent notification (via telephone) by teacher. Parent Notification Form forwarded to the Dean of Students
- d. School Detention (Parent Notification - Fourth Copy of Detention)
- e. Disciplinary Referral System
- f. Student withdrawal/expulsion from St. John Neumann

Disciplinary Referral System:

The Referral System is just one of the means the school uses to assist a student's accountability for behavior. It does not preclude the immediate suspension or dismissal of a student for behavior/attitude in or out of school that is considered detrimental to the well-being of the student body of the school as described in other parts of this handbook.

A. First Referral

When a student accumulates four or more detentions during the course of the school year, a referral notice with a printout of detentions issued may be sent to the parents/guardians. This is to be signed and returned to the Dean of Students.

B. Second Referral

When a student accumulates eight detentions during the course of the school year, a warning letter of pending suspension at ten detentions may be sent to the parents by the Dean of Students.

When a student accumulates ten or more detentions during the course of the school year, the Dean of Students may suspend the student for one day. A Referral Notice (suspension notice) with a printout of the detentions issued to the student may be sent to the parents/guardians. The parent/guardian is to sign the referral notice and return it at the conference with the Dean of Students.

C. Third Referral

When a student accumulates fourteen detentions during the course of the school year, a warning letter of suspension may be sent to the parents by the Dean of Students.

When a student accumulates eighteen or more detentions during the course of the school year, the Dean of Students may suspend the student for one day. A Referral Notice (school probation notice) with a printout of the detentions issued to the student may be sent to the parents/guardian. In addition to the suspension, the student is suspended for two weeks from all school activities from the date of the suspension.

D. Fourth Referral

When a student accumulates two additional detentions after being placed on School Probation, the student is subject to dismissal from St. John Neumann Catholic High School. The Dean of Students may recommend to the Principal the student's dismissal from the school. The parents/guardian may request a meeting with the Principal prior to the Principal's final decision.

At the end of the school year, the administrative team may determine which students will be on disciplinary probation during the next school year. Written notification may be sent to the student's parent/guardian before.

Once again, please be aware more serious offenses including fighting, drug possession/distribution, and/or weapons possession will be dealt with swiftly and severely. Listed below are examples of punishment involving breaches of appropriate student conduct at St. John Neumann Catholic High School:

FIGHTING

1<sup>st</sup> Offense – five days out-of-school suspension (OSS)

2<sup>nd</sup> Offense – ten days OSS

3<sup>rd</sup> Offense – immediate expulsion

PUSHING AND SHOIVING/PEER CONFLICT

- 1<sup>st</sup> Offense – four hour Saturday morning detention
- 2<sup>nd</sup> Offense – two days out-of-school suspension (OSS)
- 3<sup>rd</sup> Offense – five days OSS

RACIAL/ETHNIC SLURS OR GRAFFITI (Hateful Language)

- 1<sup>st</sup> Offense – five days OSS
- 2<sup>nd</sup> Offense – seven days OSS
- 3<sup>rd</sup> Offense – immediate expulsion

ASSAULT OR BATTERY

A minimum of five days OSS or expulsion. An incident report may be filed with the Collier County Sheriff's office.

THREATS OF VIOLENCE

A minimum of three days OSS or expulsion. An incident report may be filed with the Collier County Sheriff's office.

INTERFERENCE WITH OR INTIMIDATION OF SCHOOL PERSONNEL

A minimum of three days OSS or expulsion. An incident report may be filed with the Collier County Sheriff's office.

THEFT

A minimum of five days OSS or expulsion. An incident report may be filed with the Collier County Sheriff's office.

SEXUAL MISCONDUCT

Sexual advances, requests for sexual favors or inappropriate oral, written or physical contact or conduct of a sexual nature, on or off campus, may result in OSS until further notice and be considered for expulsion. An incident report may be filed with the Collier County Sheriff's office.

INAPPROPRIATE LANGUAGE/PROFANITY OR OBSCENE GESTURES TOWARDS ADMINISTRATION, FACULTY OR STAFF

- 1<sup>st</sup> Offense – five days OSS
- 2<sup>nd</sup> Offense – five days OSS
- 3<sup>rd</sup> Offense – seven days OSS and possible expulsion

VULGAR OR OBSCENE LANGUAGE OR GESTURES IN CLASS OR ON SCHOOL GROUNDS

- 1<sup>st</sup> Offense – four-hour Saturday morning detention
- 2<sup>nd</sup> Offense – two days OSS
- 3<sup>rd</sup> Offense – five days OSS

DISRUPTIVE BEHAVIOR

- A. Minor in nature as determined by the Administration
  - 1<sup>st</sup> Offense – ½-hour detention
  - 2<sup>nd</sup> Offense – one-hour detention
  - 3<sup>rd</sup> Offense – two-hour detention
  - 4<sup>th</sup> Offense – four-hour Saturday detention
  - 5<sup>th</sup> Offense – one day OSS
  - 6<sup>th</sup> Offense – two days OSS
  - 7<sup>th</sup> Offense – OSS until further notice and possible expulsion
- B. Major in nature as determined by the Administration, suspension, probation, or possible expulsion

INSUBORDINATION/DISRESPECT

- A. Minor in nature as determined by the Administration
  - 1<sup>st</sup> Offense – ½ hour detention
  - 2<sup>nd</sup> Offense – one-hour detention
  - 3<sup>rd</sup> Offense – two-hour detention
  - 4<sup>th</sup> Offense – four-hour Saturday morning detention
  - 5<sup>th</sup> Offense – one day OSS
  - 6<sup>th</sup> Offense – two days OSS
  - 7<sup>th</sup> Offense – OSS until further notice and possible expulsion
- B. Major in nature as determined by the Administration (this includes failure to identify oneself)
  - 1<sup>st</sup> Offense – five days OSS
  - 2<sup>nd</sup> Offense – five days OSS
  - 3<sup>rd</sup> Offense – seven days OSS and possible expulsion

POSSESSION OF WEAPONS OR OTHER DANGEROUS OBJECTS

Out-of-school suspension until further notice and/or expulsion. An incident report may be filed with the Collier County Sheriff's office.

BULLYING

An incident report may be filed with the Collier County Sheriff's office. Saturday detention, OSS or expulsion.

These are just some of the penalties imposed for violations of appropriate student conduct at SJN.

This list is not exclusive. The Administration will determine the appropriate penalties in all incidents of student misconduct.

Parents/Guardians must realize any criminal activity involving a student on St. John Neumann Catholic High School property is subject to the appropriate law enforcement authority with the full cooperation of the school Administration.

#### OUT-OF-SCHOOL SUSPENSION

In case of a serious violation of a school rule or repeated violations of less serious rules, a student may be suspended from school. This suspension may occur immediately on the day the serious or repeated violation(s) is committed or may take effect on the next school day at the discretion of the Administration. The following steps may be taken by the school if and when a student is suspended:

1. Immediate parent notification of suspension via telephone.
2. Readmission to the school can only occur after a parent meeting has occurred with the Administration during the suspension.

Suspension dictates the student shall not be allowed to attend school-sponsored activities or participate in sports or extra-curricular activities for the duration of the suspension without the express permission of the principal. In case of suspension, a prompt notice may be given by telephone and, within 48 hours, confirmed in writing to the pupil's parents informing them of the reason for suspension. Students who are on out-of-school suspension are not permitted on St. John Neumann Catholic High School property for the duration of the suspension.

Violators can be arrested for trespassing. Out-of-School Suspension is considered an absence. Parents are encouraged to support school rules and work cooperatively with the school to avoid having their child suspended from school.

#### OFF CAMPUS BEHAVIOR – DIOCESE OF VENICE POLICY

Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the educational process or the reputation of the school, or is in conflict with the moral teachings of the Catholic Church.

Examples of such conduct include, but are not limited to, illegal activity; alcohol consumption; possession, use, or sale of drugs; inappropriate Internet activity; harassment or bullying; pornography; fighting; illegal use of firearms; theft; arson, and sexually inappropriate behavior.

Students may be subject to different disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution. The student may also be removed from extracurricular activities and sporting events, as well as field trips, dances and graduation ceremonies.

#### OUT OF SCHOOL ARREST

Students arrested outside of school tarnish the reputation of St. John Neumann as well as their own reputation. Therefore, any student arrested outside of school activities may automatically be placed on emergency suspension until further notice with the possibility of expulsion. These cases may be reviewed by the Administration.

#### EXPULSION

Expulsion from school may be imposed for the following: stealing; public disgrace to the school, malicious defacement of school property, disrespect to any faculty, staff, or student, any violations of the school's drug, alcohol, tobacco, or weapon policy, breach of personal conduct, out of school arrest, or any other action deemed seriously offensive by the Administration. A student may be given an opportunity for an appeal if the student or parent/guardian indicates the desire for one in writing. (See Appeals Process). If the student has a credit balance at the time of the expulsion, there may be no refund given for any outstanding balance. If the student is in financial debt to the school, all final grades may be held until full restitution is made.

**BELL SCHEDULE**

**Monday, Tuesday, Wednesday & Friday**

<b>Regular Day</b>	Periods = 48 minutes
Period 1	7:45 am – 8:34 am
Homeroom	8:38 am – 8:55 am
2	8:55 am – 9:44 am
3	9:48 am – 10:36 am
4	10:40 am – 11:28 am
1 <sup>st</sup> Lunch	10:40 am – 11:02 am
5	11:06 am – 11:54 am
2 <sup>nd</sup> Lunch	11:32 am – 11:54 am
6	11:58 am – 12:46 pm
7	12:50 pm – 1:38 pm
8	1:42 pm – 2:30 pm

**Thursday**

<b>Regular Day</b>	Periods = 40 minutes
Period 1	8:45 am – 9:25 am
Homeroom	9:29 am – 9:44 am
2	9:44 am – 10:24 am
3	10:28 am – 11:08 am
4	11:12 am – 11:52 am
1 <sup>st</sup> Lunch	11:12 am – 11:34 am
5	11:38 am – 12:18 pm
2 <sup>nd</sup> Lunch	11:56 am – 12:18 pm
6	12:22 pm – 1:02 pm
7	1:06 pm – 1:46 pm
8	1:50 pm – 2:30 pm

