St. John Neumann
Catholic High School

2026-2027 Student/Parent Handbook



NOTICE TO PARENTS AND STUDENTS **6**
INTRODUCTION **7**
MISSION STATEMENT 7
SCHOOL PHILOSOPHY 7
DESIRED RESULTS FOR STUDENT LEARNING 7
CATHOLIC IDENTITY AND MISSION **9**
PRAYER ON CAMPUS 9
SCHOOL MASS 9
SACRAMENT OF RECONCILIATION 9
CLASS RETREATS 9
SACRAMENTAL PREPARATION 9
CHRISTIAN SERVICE **10**
PURPOSE 10
GUIDELINES 10
APPROVAL OF SERVICE SITES 10
SUGGESTED PRE-APPROVED LOCATIONS 11
INCOMPLETE SERVICE HOURS 11
PARENTAL VOLUNTEER HOURS **12**
COMMUNICATION 12
PARENT INVOLVEMENT PROGRAM 12
VOLUNTEER REQUIREMENTS 12
ACADEMICS **13**
ADMINISTRATION 13
GRADUATION REQUIREMENTS 13
PLACEMENT 13
DROP/ADD COURSE(S) 14
GRADING AND GRADE POINT AVERAGE 14
QUARTER GRADES 14
SEMESTER GRADES 14
HONOR ROLL 14
REPORT CARDS 14
SEMESTER EXAMS 15
STANDARDIZED TESTING 15
MAKE UP WORK 15
TEACHER COMMUNICATION 16
TUTORING TIME 16
LEARNING STRATEGIES 16
ACADEMIC EXPECTATIONS 16

ADMINISTRATION AND LEADERSHIP 18
ADMISSIONS 18
ADVISORY 18
GUIDANCE SERVICES 18
HOUSE PROGRAM 18
BOOK BAGS AND BACKPACKS 19
FIELD TRIPS 19
LOCKERS 19
LUNCH 20
PARKING AND DRIVING 20
SCHOOL FACILITIES 20
PARTICIPATION 20
NATIONAL HONOR SOCIETY 21
ATHLETICS **21**
PARTICIPATION 21
FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION (FHSAA) 22
PHYSICIAN'S STATEMENT 22
CONDUCT 22
THREATENING, BULLYING, HAZING, OR HARASSING BEHAVIORS 23
FINANCIAL RESPONSIBILITIES OF STUDENT ATHELETES 23
TRANSPORTATION 23
ATHLETIC CONDITIONING AND PRACTICES 23
COMPLETION OF SPORTS SEASON 23
PARTICIPATION IN CLUB AND/OR TRAVEL ATHLETICS DURING ST. JOHN NEUMANN SEASON 24
CONDUCT AT ACTIVITIES 24
REGULATIONS AND POLICIES **25**
ATTENDANCE 25
PROCEDURE IF ABSENT 25
EXCUSED VS. UNEXCUSED ABSENCES 25
TARDINESS 26
CHANGE OF ADDRESS, TELEPHONE NUMBER OR EMAIL 26
CLOSED CAMPUS 26
COPYRIGHT, USE OF NAME, CREST, LOGO, OR IDENTITY 26
DELIVERIES 27
DEPARTMENT OF CHILDREN AND FAMILIES INVESTIGATION 27
DRESS REQUIREMENTS 27
EMERGENCY DRILLS 30
GATES 30

ILLNESS DURING THE DAY 31
LOST AND FOUND 31
MEDICATION 31
PUBLIC ADDRESS ANNOUNCEMENTS AND NOTICES 32
SCHOOL CLOSING DUE TO INCLEMENT WEATHER 32
RESUMING CLASS AFTER SCHOOL CLOSING 32
SCHOOL HOURS 32
STUDENT ACCIDENT INSURANCE 32
STUDENT EMPLOYMENT 32
STUDENT RECORDS 33
STUDENT RESIDENCE 33
SUPERVISION 33
iPAD USE 34
PRIVACY 34
MISUSE OF TECHNOLOGY 34
SOCIAL NETWORKING POLICY 34
EMAIL 34
TELEPHONE AND PARENT-STUDENT COMMUNICATION 35
CELLULAR PHONES 35
VISITORS/VOLUNTEERS 36
FINANCE AND TUITION POLICIES **37**
DELINQUENT AMOUNTS DUE TO THE SCHOOL 37
WITHDRAWAL AND REFUND 37
DISCIPLINE **38**
DAILY DEMEANOR AND CONDUCT 38
RESPECTFUL BEHAVIOR CODE 38
BEHAVIOR REFERRALS AND CONSEQUENCES 38
EXPULSION 39
REQUEST FOR A HEARING 40
WEAPONS 40
THREATENING, BULLYING, HAZING OR HARASSING BEHAVIOR 40
REPORTING INCIDENTS OF BULLYING OR HARASSMENT 41
FALSE ACCUSATIONS 41
STUDENT DISCIPLINARY RECORDS 41
DIOCESAN UNACCEPTABLE CONDUCT POLICY 41
SEXUAL MISCONDUCT 42
DIOCESAN OFF-CAMPUS BEHAVIOR POLICY 43
OUT OF SCHOOL ARREST 43

ACADEMIC DISHONESTY 43
DIOCESAN DRUG, ALCOHOL, AND TOBACCO POLICIES **44**
PASTORAL RESPONSIBILITY TO STUDENTS AND PARENTS 44
DRUG TESTING 45
RANDOM DRUG TESTING PROGRAM 46
USE OR POSSESSION OF PRODUCTS OR DEVICES TO ALTER OR FALSIFY DRUG TEST RESULTS 46
TOBACCO OR OTHER CONTROLLED SUBSTANCE 46
PARENTAL SUPPORT FOR SCHOOL DRUG, ALCOHOL, AND TOBACCO 46
COOPERATION BETWEEN PARENT AND SCHOOL 46
CONFIDENTIALITY 46
SEARCH OF STUDENT CARS, BAGS, LOCKERS OR CLOTHING 46
POSSESSION 47
SEIZURE OF ITEMS 47
PARENT PERMISSION 47
REFUSAL OF SEARCH 47
APPENDIX A: SCHOOL CONTACT INFORMATION **48**
APPENDIX B: BULLYING ANONYMOUS REPORTING FORM **50**
APPENDIX C: ACCEPTABLE USE POLICY ("AUP") **51**
APPENDIX D: STUDENT APPLE IPAD USE AGREEMENT **56**
APPENDIX E: APPLE IPAD USE LIABILITY AGREEMENT FOR SJNHS **58**
APPENDIX F: DIOCESE OF VENICE CELL PHONE POLICY **60**

NOTICE TO PARENTS AND STUDENTS

As a private Catholic institution, the School Handbook is the contract between St. John Neumann Catholic High School 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. All parents and students are responsible for the information contained within the St. John Neumann Catholic School Handbook.

Every effort is made to include in the School Handbook all policies and procedures pertaining to the school year. Circumstances may require administrators to apply the School Handbook to unique and unanticipated situations. Final interpretation of the School 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 email and the school website (**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 or her homeroom teacher on or before the 22nd August.

Due to the importance of acknowledging these responsibilities, students who do not return the form by this deadline will lose their iPad until the form is returned.

Student Name: _____ Grade: _____

Student Signature: _____

Parent Name: _____ Date: _____

Parent Signature: _____

INTRODUCTION

MISSION STATEMENT

St. John Neumann Catholic High School; a college-preparatory school in the Salesian tradition, is committed to providing our students with a rigorous, college-preparatory education rooted in the Gospel values and the educational philosophy of St. John Bosco.

We create a unique, personalized learning environment that prepares each student to positively impact the world through faith, integrity, intelligence, personal responsibility, joy, and selfless service.

SCHOOL PHILOSOPHY

At the core of the school's philosophy is the Salesian Educational System of St. 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 disciplined structures that promote self-discipline.

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

DESIRED RESULTS FOR STUDENT LEARNING

The concepts of learning at St. John Neumann Catholic High School, spiritual growth, and personal development are inextricably intertwined. This has relevance to post-high school life, where the quality of one's relational life, spiritual growth, community involvement, and job performance are all highly dependent on cognitive and personal skills. The impact of the school's academic program is enhanced by what occurs outside the classroom. Therefore, St. John Neumann Catholic High School strongly believes in the importance of providing opportunities for students to learn, grow, and develop through every facet of school life.

Specifically, it is desired that St. John Neumann Catholic High School students will achieve:

- Complex cognitive skills, including reflection, critical thinking, and problem solving.
- Effective written and oral communication skills that demonstrate meaningful content and purpose.
- The confidence for innovative thinking in a variety of contexts.
- Interpersonal skills that include decision-making and conflict resolution.
- The knowledge and skills needed to maintain good physical, emotional, and social health.
- An appreciation and understanding of spirituality as enhanced through a program of study in Catholic theology and various spiritual opportunities.
- A sense of identity that includes self-esteem, confidence, integrity, aesthetic sensibilities, and civic responsibility.
- An understanding and appreciation for preserving our natural environment.
- An acceptance and appreciation of ethnic, religious, and cultural diversity, and individual differences.
- A commitment to fairness, mercy, compassion, and justice within the Neumann community, as well as beyond.
- An appreciation for the arts and participation in vital elements of human expression and culture.
- The ability to apply knowledge and skills to practical problems encountered in life.
- The skills to effectively and responsibly use computer technology.
- Knowledge and skills of a second language, as well as appreciation of its culture.

- The ability to research effectively to gain, analyze, and synthesize new information, as well as support inferences and justify conclusions.
- The academic skills necessary to be successful in their continuing education with the goal of being a productive citizen; the foundation to be a life-long learner.

CATHOLIC IDENTITY AND MISSION

Building on the rich tradition of Catholic education, St. John Neumann Catholic High School strives for excellence in every school program, both academic and co-curricular. Mindful of our vocation to LIVE JESUS by imitating Christ, the school is committed to providing a Gospel-based community for students, staff, and parents that fosters growth in faith, hope, and love. As a Catholic-school community of faith and learning, we participate in the mission of the Church by:

- Building a community of faith and learning that seeks to provide a constant reference to the Gospel and frequent encounters with Christ.
- Creating a unique school culture defined by the Salesian charism and inspired by the life and legacy of St. John Bosco.
- Providing opportunities for spiritual growth through prayer, retreats, devotions, and the Sacraments, especially the Eucharist.
- Cultivating an appreciation of Church teaching that is intellectually challenging and prepares students for a life of faith and service in a pluralistic, secular society.
- Fostering devotion to Mary, Mother of God.
- Promoting Christian values and moral decisions in and outside of school.
- Encouraging a commitment to social justice and creating opportunities for authentic Christian service, especially among the poor and vulnerable.
- Fostering a school environment that is welcoming, respectful, and mutually supportive.

PRAYER ON CAMPUS

Each morning, the school day begins with prayer and a thought from the Principal. Every class period and activity begin with prayer. The day ends with prayer. 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 month and on Holy days of obligation, the school community gathers for Mass. In addition, the school chaplain says a weekly class Mass for all wishing to attend. Students in all grades are welcome. Adoration is offered weekly in the Chapel during lunch periods.

SACRAMENT OF RECONCILIATION

School-wide penance services are celebrated twice a year, during Advent and Lent. In addition, the school chaplain is available to hear the confessions of students throughout the year.

CLASS RETREATS

Students will participate in at least one class-level retreat during the school year.

SACRAMENTAL PREPARATION

Roman Catholic students are encouraged to have celebrated their Sacraments of Initiation by graduation. Any student interested in becoming a member of the Catholic Church is encouraged to learn about the process of Christian Initiation by speaking with their Theology teacher or the Campus Minister. Confirmation preparation is required to be done at the student's home parish.

CHRISTIAN SERVICE

PURPOSE

Service is an integral part of the Christian life. The service requirement for students is designed to reflect the teaching of Christ. *"As each one of us has received a gift, use it to serve one another as good stewards of God's varied grace." (1 Peter 4:10)* Services must be given to agencies that are in keeping with Catholic teachings.

GUIDELINES

Service Completed During the Summer:
Any service hours completed over the summer must be submitted by August 29, 2026.

First Semester:
Freshmen and sophomores are required to complete a minimum of 20 documented service hours per year, 10 of which must be completed by December 4, 2026
Juniors and seniors are required to complete a minimum of 30 documented service hours per year of which 15 must be completed by December 4, 2026. **Students with incomplete service hours will have grades withheld until hours are completed.**

Second Semester:
Seniors must submit remaining service hours no later than April 07, 2027, all other students must submit the remaining service hours no later than April 23, 2027. **Students with incomplete service hours will have grades withheld until hours are completed.**

The Service Coordinator will be responsible for approving and entering all service hours once verification on agency letterhead is received. ***Information needed includes student's name, dates, times, organization's name, supervisor's name, email and phone number along with a short description of what was done and how many hours it took to do the service***. One service hour, *only*, is awarded for one hour of service given. Students should notify the non-profit coordinator that there is a one-to-one policy: one service hour awarded for one hour of service given. Travel times are not included.

Students must request that the agency submit proof of volunteer hours on agency letterhead or with an email sent directly from a person at the organization with the proper identification markers and official logo. These letters can be emailed, or the student can bring them directly to the Service Coordinator. Once the hours are submitted, the Service Coordinator will approve or disapprove the hours.

As students complete their service hours, verification of those hours must be submitted immediately. As a semester ends, so too does submission of service hour verification end for that semester.

The Service Coordinator determines which locations are appropriate for service. Service that reflects the traditional Corporal Works of Mercy will be given the greatest weight. The Corporal Works of Mercy include: feeding the hungry; giving drink to the thirsty; clothing the naked; sheltering the homeless; visiting the sick; visiting those in prison; and burying the dead. (Matt. 25)

APPROVAL OF SERVICE SITES

All service should be completed from the pre-approved location list or at a location approved by the Service Coordinator. Service that is performed in public, **non-profit** endeavors such as churches, schools, hospitals, nursing homes, soup kitchens, thrift stores, and other organizations that provide for those in need can be presented for approval. ***Students may not assume that service hours completed outside the pre-approved locations will fulfill the service requirement.*** *Students should attempt to vary their service hours and* ***cannot*** *receive all hours for the year from a single organization.*

SUGGESTED PRE-APPROVED LOCATIONS *(Other locations must be approved)*

Local Parishes and Churches, including VBS	Keep Collier Beautiful
Boys and Girls Club	Meals of Hope – Warehouse, Food Pantries
Catholic Charities	Naples Therapeutic Riding Center
Child's Path	Naples Zoo
Collier County Parks and Recreation	NTRC
Feed the Hungry	Nursing Homes
Grace Place G.P. Food Pantry (Fri 2:30-5:30)	Pregnancy Centers
Guadalupe Social Services	Public Library Collier County
Habitat for Humanity	St. Elizabeth Aftercare Program
Harry Chapin Food Bank	St. Matthew's House
Hope Hospice/Thrift Store	St. Vincent DePaul Society
Humane Society of Naples	Salvation Army S.A. Fran Cohen Center
Immokalee Housing Service	Sunlight Home
	YMCA

Approved service to be done on or off campus **must take place outside of regular school hours. Work done at "for profit" entities do not qualify as service, even if it is done without payment. Work done for family members, baby-sitting, lawn care, etc., does not qualify as service.**

Online services done from the home or school are only for rare and special circumstances and must be pre-approved. Homeroom and afterschool cardmaking are not an approved service, neither is making blankets for animals.

Participating in the local parish as altar servers, musicians, choir members, sacristans or lectors earn one hour only for each Mass served. Liturgical services cannot account for more than 10 hours per year.

Members of a sports team may not obtain hours for meetings or events that benefit their team or club. This includes managers of the team. Hours for scorekeepers are permitted as long as the student is not a member of the team.

For events that are sent out by the school with a required sign-up, only those who have signed up and showed up will be given service hours.

Students should not sign up for an event unless they are committed to be there. If sickness occurs, students should contact the Service Coordinator.

INCOMPLETE SERVICE HOURS

Students who do not complete the required hours will not be promoted to the next grade, mid-terms and final exams will be withheld and in the case of seniors, will be barred from senior privileges and events, and will not be allowed to graduate. In such cases, a Summer Service Agreement will be required, with approval of sites from the Christian Service Coordinator.

Please print this out and keep it handy.

PARENTAL Volunteer Hours

COMMUNICATION

WEEKLY NEWSLETTER – Every Sunday evening, families will receive an electronic newsletter highlighting all the events taking place during the week. This memo includes important information, deadlines, requirements, links to permission slips, etc. All parents are asked to refer to this communication for important information.
PARENT ALERTS – The School will use the alert system to text parents on rare occasions. Usually, these texts refer to pending deadlines or emergency situations. It is important that the office has the latest contact information on file. Parents should notify the office immediately upon changing contact information. Every Monday the weekly progress report will be sent to all families.

PARENT INVOLVEMENT PROGRAM

Parents are expected to participate in the activities of the school through 20 volunteer hours. Hours can be gained by helping with concessions or the gate during sports activities, volunteering at school events, contributing supplies or food items, supporting school fundraising through volunteer hours, cash or in-kind donations. Extracurricular teams/clubs may require parent hours for their activity/season. Parents unable to achieve the 20 PIP hours are expected to support the school financially by donating $20 for every missing hour. Parents are responsible for entering their hours in FACTS.

VOLUNTEER REQUIREMENTS

Parents wishing to volunteer at a school event must abide by the Safe Environment policies of the Diocese. They must participate in Safe Environment Training. This training will be offered on-line through the Diocese of Venice website. Volunteers must undergo fingerprint screening. Directions for these processes will be included in the weekly newsletter.

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 Florida Catholic Conference (FCC) and Cognia.

ADMINISTRATION

Administration is responsible for all curricular and academic concerns including the quality of the school's academic life, instructional matters, and the ongoing evaluation of the school's curriculum and course offerings. Administration is also responsible for the schedules, report cards, student records, student activities, teacher certification, and master school calendar. See Appendix A for specific contact information.

GRADUATION REQUIREMENTS

St. John Neumann Catholic High School graduates are required to have accumulated 28 credits as follows:

- 4.0 credits in Religious Studies
- 4.0 credits in English
- 4.0 credits in Mathematics (Algebra 1 and Geometry must be completed.)
- 3.0 credits in Science (Biology, Chemistry, and Physics must be completed)
- 2.0 credits in Foreign Language (must be consecutive)
- 1.0 credit in World History
- 1.0 credit in American History
- 0.5 credit in American Government
- 0.5 credit in Economics
- 0.5 credit in Physical Education
- 0.5 credit in Health
- 1.0 credit in Performing Art/Practical Arts
- 6.0 credits as Electives

In order to graduate, a student must satisfy all requirements of the school, the State of Florida, and have a GPA of at least a 2.0. Participation in all graduation activities is a privilege granted to students, not a right, and involvement in any activity may be denied by the Principal. Online courses (i.e. FLVS) may not replace on-campus courses offered by St. John Neumann Catholic High School. When approved, State scholarship money (Step-up) shall not be used. Students are required to take a math class each year.

Transfer students are required to earn a 0.5 credit in Theology each semester in attendance at St. John Neumann. Refer to the curriculum guide for more information.

Students may earn multiple credits in the following courses during their four years of high school: Weight Training, TV Production, Band, Honors Chorus, and Yearbook, Honors Robotics.

Each student must have the required 100 Christian Service hours in order to graduate.

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, including semester-long classes.

PLACEMENT

In order to be eligible for honors and/or AP courses, students must have the necessary standardized test scores, grades, and recommendation from the Department Chair and teachers. Completing summer AP assignments is a prerequisite for being admitted into the AP classes at the start of the term and students not completing the

work will be withdrawn from the class.

DROP/ADD COURSE(S)
Students will be given a date prior to the first day of school to request changes in elective courses. After the first day of school, elective change requests will not be entertained. Changes to core courses will only be made at the request of a teacher and approved by administration.

GRADING AND GRADE POINT AVERAGE
The conversion chart below is used to determine letter, numerical, and grade point equivalents. For all college-prep 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 if students take the AP exam. If students do not take the AP exam, the class will be weighted as a standard 4-point scale.

Letter/Numerical	College Prep	Honors	A.P. Classes
A 93-100	4.000	4.500	5.000
A- 90-92	3.667	4.167	4.667
B+ 87-89	3.333	3.833	4.333
B 83-86	3.000	3.500	4.000
B- 80-82	2.667	3.167	3.667
C+ 77-79	2.333	2.833	3.333
C 73-76	2.000	2.500	3.000
C- 70-72	1.667	2.167	2.667
D+ 67-69	1.333	1.833	2.333
D 60-66	1.000	1.500	2.000
F 00-59	0.000	0.000	0.000

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 weight attached to each of these categories is determined by the teacher and indicated on the course syllabus provided to each student at the beginning of the school year.

SEMESTER GRADES
At the end of the second and fourth quarters, the student will receive a semester grade for each course. For the semester averages, each quarter will count as 40% of the grade and the mid-term/final exam will be 20% of the grade.

HONOR ROLL
Names of honor roll students may be 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	4.0* and above
First Honors	3.8*
Second Honors	3.5*

*Students may not receive any grade lower than a "C" or an incomplete for a quarter grade.

REPORT CARDS
Report cards are emailed home. Following the first quarter, parent-teacher conferences will be scheduled to discuss student progress.

All grades are posted on an on-line grade book. Parents and students are urged to check progress on a regular basis.

Quarter and semester grades are posted as numeric grades while final grades are posted as Alpha grades.

SEMESTER EXAMS

Textbooks, athletic equipment and/or uniforms must be turned in, fees paid, and Christian Service hours must be completed prior to taking mid-term/final exams in any course. Students who must take a make-up exam as a result of one of the above conditions not being met will have 20 points automatically deducted from that exam.

Before taking the last exam of the 2nd semester (final exam), all students who have not registered for the following year or who have not paid student fees must return iPads, chargers and cords.

Unless receiving prior permission by the Principal, **no student will be allowed to take an exam at any time other than the scheduled exam time**. To preserve the integrity of the exams, changes in exam schedule can be made only for family emergencies or documented illness. Family vacation travel does not constitute grounds for making exceptions in exam schedules. Students, who are absent due to illness may be allowed to make up the exam only upon written verification from a doctor stating the absence was due to illness.

Failure to take an exam will result in a 0 in gradebook.

Seniors who have an A average (93% or above) first semester, as well as at least a 93 third and four quarters in a class are exempt from taking that course final exam in May.

STANDARDIZED TESTING

The following standardized tests are administered to students on campus:

PSAT 8/9	9th grade
PSAT	10th and 11th grades
PreACT	9th and 10th grades
ACT	11th grade

Juniors and seniors are required to take the SAT on their own. Parents should contact the Guidance Department for more information.

Current IEP or 504 plan, with full psychological evaluation is required for accommodations of any type on Standardized Testing. No accommodations can be given without the full and current evaluation of a student. The College Board makes the determination regarding the SAT based upon the submission of current documentation. School-issued plans without a current evaluations do not meet the requirements for accommodations in standardized testing.

MAKE UP WORK

A student who is absent for any reason is required to make up all work missed (tests, homework, notes, projects, etc.) **The student will have the same number of calendar days (this includes the weekends) he/she was absent to make up their work.** Any work not made up during this time will receive a grade of zero (0). It is the student's responsibility to obtain assignments for all make-up work and to complete it as directed. Students are to make every effort to determine what assignments and notes are being given in class from the teacher, Google Classroom, or from peers. All make up assignments and tests have a potential of receiving 100% if the student obtains that grade and is turned in within the allowed time frame. ASSIGNMENTS/PROJECTS THAT ARE

ASSIGNED PRIOR TO THE ABSENCE AND DUE ON THE DAY OF THE ABSENCE MUST BE TURNED IN ON THE DAY THE STUDENT RETURNS TO SCHOOL. TEACHERS WILL NOT ACCEPT MAKE-UP WORK INCLUDING TESTS AND QUIZZES THE LAST WEEK OF ANY MARKING PERIOD UNLESS THE STUDENT WAS ABSENT DURING THAT TIME FRAME.

The student who leaves school early for an athletic competition must turn in any assignments due on that day to his/her teacher prior to leaving school. It is the student's responsibility to find out from his/her teacher what work they will miss prior to leaving school, especially for athletic events.

Acceptance of late work from a student who has not been absent is at the discretion of the teacher. Full credit will NOT be given for late work turned in when a student has been present in school.

Participation in athletic events on behalf of St. John Neumann Catholic High School does not extend the due date of any project or assignment. Athletes' make-up tests or quizzes will be made up before or after school on the next school day. Prior arrangements are to be made with the teacher.

TEACHER COMMUNICATION
Students and parents who email teachers should expect a response within 24 hours or the following business day.

TUTORING TIME
Teachers are available from 2:30pm to 3:00pm Monday through Thursday for tutoring. National Honor Society members are available for tutoring after school as well. Arrangements should be made with the NHS Moderator. Students should consider this time part of the school day and take advantage of tutoring time to receive help from teachers. Athletic practices will not occur until 3:15, and club meetings until 3:05, Monday-Thursday to allow for tutoring.

LEARNING STRATEGIES
Only students who have a current Individual Education Program (IEP) or 504 plans through Collier County Public Schools or previous school district may be placed in the Learning Strategies class. All IEP's or evaluations must be current (within three years).

ACADEMIC EXPECTATIONS
All students who are accepted to St. John Neumann Catholic High School are accepted conditionally. There is a probationary period of one academic semester to determine the suitability of the relationship between the student and the school community. Students are expected to maintain a minimum 2.0 weighted GPA and successfully pass all core academic courses. Any student who falls below a 2.0 weighted GPA or fails two or more classes in a semester will be considered for withdrawal. The school reserves the right to review each student's academic progress and determine their continued enrollment based on their ability to meet these expectations.

In order to be accepted or remain at St. John Neumann Catholic High School, students must hold an unweighted GPA of 2.0 or higher.

EARLY GRADUATION
St. John Neumann Catholic High School offers the opportunity for certain student athletes to graduate a semester early, provided they meet specific guidelines. Here are the criteria and steps required for early graduation:

1. **Scholarship Offer**: The student athlete must present proof of an athletic scholarship offer from a college or university athletic department.

2. **Minimum Enrollment at St. John Neumann Catholic High School**: The student athlete must have attended SJN for at least four semesters (two academic years) before being considered for early graduation. (Extenuating Circumstances may dictate)
3. **Academic Standing**: The student athlete must maintain good academic and disciplinary standing throughout their time at SJN.
4. **Completion of Graduation Requirements**: All graduation requirements, including those for Theology Class, must be completed before the start of the second semester of their senior year.
5. **Planning Meeting**: Prior to the second semester of the student's junior year, a meeting must be held with the Principal, Assistant Principal of Curriculum, School Counselor, Parents, and the Student Athlete to develop a plan for early graduation.
6. **Fulfilling Athletic Commitment**: The student athlete must fulfill their athletic commitments during their senior year. (Extenuating Circumstances may dictate)
7. **Extenuating Circumstances**: The administration reserves the right to approve or deny early graduation requests for any reasons deemed necessary. For further details or to begin the early graduation process, please contact the school administration.
8. All tuition and fees must be paid prior to final transcripts being completed and released.

ACADEMIC INTEGRITY

St. John Neumann is committed to providing our students an education rooted in the Gospel values. Therefore, our students are expected to uphold the highest levels of honesty and integrity in all dealings with others and in the academic environment. All students, parents/guardians, and employees of SJN are bound to the Academic Integrity Policy.

Academic Dishonesty: examples of academic dishonesty include, but are not limited to, the following:

a. Utilizing Artificial Intelligence (AI) to represent your own work, to answer assessment questions, or without approval of the teacher, is a violation of this policy.
b. Cheating: intentionally using materials, information, "cheat sheets," web sites to obtain information that is not your own.
c. Copying: copying another student's work (homework, classwork, tests, projects, essays, etc.), having another do your work, or **allowing others to copy your work.**
d. Plagiarism: misrepresenting your own work, taking credit for the work of someone else, intentionally representing the ideas or works of someone else. This includes utilizing Artificial Intelligence (AI) to represent your work.
e. Use of unapproved electronic devices during tests or exams.
f. Group projects – having one person complete and submit the work for all group members.
g. Communicating or attempting to communicate answers to another student during a test.

Possible Outcomes: students found in violation of the Academic Integrity Policy will be subject to disciplinary and academic consequences. Pending on the severity of the offense, these include, but are not limited to:

a. Accumulation of disciplinary demerits
b. Receive a zero on the test or assignment
c. Parent/guardian notification
d. Notification of the National Honor Society moderator as appropriate
e. Disqualification for honor roll eligibility
f. Disqualification for extracurricular activities or athletic eligibility
g. Denial of credit in the course based upon the severity of the offense
h. Repeated incidents of academic dishonesty, or in some cases of severe offenses, the student may be expelled or requested to withdraw from SJN.

_____ **Student Initials Required**
_____ **Parent Initials Required**

STUDENT LIFE

ADMINISTRATION AND LEADERSHIP
The Director of Athletics is directly responsible for all athletic events and issues concerning St. John Neumann's Athletic Program. The Dean of Student Life is responsible for all non-athletic co-curricular activities.

ADMISSIONS
St. John Neumann does not discriminate on the basis of race, color, sex, or national or ethnic origin. Admission preference is given to Catholic students, but students from other faith traditions who desire a Catholic education are welcome.

A student who wishes to enter the 9th or 10th grade is expected to take an Entrance Exam. The student's previous academic, attendance, and disciplinary records are evaluated in addition to the scores of the Entrance Exam and referral forms from the Math and English teachers. If it is determined St. John Neumann Catholic High School has the program that meets the needs of the applicant, notification of acceptance will be sent.

Students are required to submit a **Florida Department of Health Certificate on Immunization** as a condition precedent to acceptance. Religious objections are not recognized. In addition, each student must provide a copy of his or her **birth certificate** for inspection. If a student's natural parents are divorced, a copy of custody papers may be required.

Transfer students follow the procedure described above. PSAT or SAT scores may be presented in lieu of taking the Entrance Exam, at the discretion of the Director of Admissions**.**

GUIDANCE SERVICES
Each student will be assigned a guidance counselor who will meet with the student on a regular basis to ensure that the student is taking advantage of all available resources to excel while at St. John Neumann Catholic High School and to have the qualifications necessary for college acceptance. Together with their advisors, students will evaluate, on a quarterly basis, grades, classes, service hours, extra-curricular activities, and their use of Naviance to explore college requirements and scholarship opportunities. Parents are welcome to contact their students' guidance counselor.

HOUSE PROGRAM
Each student will be assigned to a House that will remain the same during their time at St. John Neumann. The four Houses will compete against each other for the "Bosco Cup" presented to the House with the most points at the end of the year. Points can be earned by attending school functions, winning house competitions, honor rolls, etc. Within each House will be five homerooms. The rooms will be rearranged each year, giving students the chance to socialize and work with different people.

Goals of the House System include:

- Build lifelong friendships amongst all classes.
- Promote individualized mentorship and support from faculty and peers.
- Enhance school spirit and pride through team building and activity participation.
- Strengthen interpersonal skills.

HOUSE LEADERSHIP

QUALIFICATIONS FOR LEADERSHIP POSITIONS

To run for office in the House Leadership, a student must meet the following requirements:

- Minimum 3.0 grade point average with no failures in the most current semester completed.
- Teacher recommendation.
- Disciplinary and attendance records acceptable to Administration.
- Willingness to submit to drug screen, if requested.
- Must be officially registered for the following school year.

LEADERSHIP

Each House will have two captains responsible for the overall well-being of the house. Within each room, there will be a leader and an apprentice responsible for the day-to-day activities. House Leadership will take the place of Student Council assuming the responsibilities and voice of the student body.

BOOK BAGS AND BACKPACKS

Book bags and/or backpacks, purses and tote bags will be permitted in the classroom. These items are to be placed beneath their desk or on a shelf in the classroom. This is subject to change by Administration. All such bags are subject to search at the discretion of the administration.

FIELD TRIPS

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.

LOCKERS

Students may request a locker on a first-come first-served basis, with priority given to freshmen. Once assigned, lockers are to be kept locked at all times. Any athletic bags or equipment that does not fit into student lockers may not be carried throughout the day or left in classrooms. These items should be taken to the appropriate locker room or Athletic Director for safekeeping. **The school is not responsible for items lost or stolen.** Any student caught going through another student's locker will be subject to the disciplinary action for theft as outlined in this handbook.

A lock issued from St. John Neumann Catholic High School is the only lock permitted on school lockers; authorized school personnel may remove any other type of lock with the assistance of bolt cutters. Students who lose or damage their school lock will be charged a replacement fee.

Since lockers are the property of the school, authorized school personnel may open any locker at any time. Any items or substances found in a student's locker will be considered that student's property. Students are encouraged to use lockers in the athletic building for athletic equipment or bags that do not fit in the school lockers. Items may not be left on top of the lockers, on the ground, or in the hallways. Staff will remove items left outside of lockers or in common areas.

Students are responsible for any writing or vandalism done inside their assigned locker. In addition, students are responsible for emptying and removing all items from their locker prior to the last day of school. Students will be assessed a fee and will be subject to disciplinary action for the above infractions.

LUNCH
Each student is personally responsible to maintain a clean environment. **Lunch must be eaten in the Justin Holecek Student Life Center or the courtyard.**

PARKING AND DRIVING
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 are 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.

Parking spaces are considered the property of the school. Any vehicle parked on campus is subject to search by 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 will 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 tag displayed by hanging from the vehicle's rear-view mirror. These tags may be obtained in the Dean of Discipline office after the student has signed up for a parking spot. Students in grades 10, 11 and 12 will be emailed a SignUp Genius link to sign up for a parking spot. When signing up for a parking spot, the student must provide 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 Mrs. Casella in the school 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 front office and escort from the Security Officer. Once students have entered campus, they may not leave without permission regardless of the time of day.

Any student who drives recklessly or at any excessive speed (as defined by Administration) on campus or in the neighborhood of the school will be liable for 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.
The school is not responsible for vehicles left unattended after school hours.

SCHOOL FACILITIES
All students are expected to maintain the cleanliness and safety of the school's facilities. Students are to refrain from littering and eating outside of the cafeteria/courtyard area during the school day. Defacing and vandalizing school property is considered a serious offense and appropriate disciplinary action will be taken.

PARTICIPATION
Participation in co-curricular activities is a privilege that can be revoked by Administration for academic or disciplinary reasons. Only registered students may participate in St. John Neumann sponsored activities.

A student who plans to participate in any co-curricular activity or attend any co-curricular activities must be in school on the day of the event. Prior permission must be obtained from the Dean of Discipline before an exception to these guidelines will be considered. A student who is not in school is not permitted to participate in

any co-curricular activity sponsored by the school. This includes, but is not limited to, team practices, games, after school meetings, and attendance at athletic events. A student must also be in school on time the day following participation in a school event. Participation in co-curricular activities, as well as attendance to these events, is a privilege and may be revoked at the Administration's discretion.

_____**Student Initials Required**

_____**Parent Initials Required**

NATIONAL HONOR SOCIETY

DESCRIPTION

National Honor Society (NHS) is a national organization established to recognize outstanding high school students. The Faculty Council selects sophomores, juniors, and seniors that exemplify excellence in the areas of Scholarship, Leadership, Service, and Character.

SELECTION PROCESS

At the announced time, near the end of the first semester, students who wish to be considered for membership will make themselves known to the Faculty Advisor. Each is asked to provide thorough written information concerning his or her activities and contributions in and outside the school community. Students' discipline and attendance records will be taken into consideration. To be eligible, the student must have a cumulative **unweighted** GPA of 3.67 or higher, be currently enrolled in three (3) or more honors/AP classes, and fulfilled their community service requirement. GPA alone is not the determining factor of the selection process.

FACULTY CONSULTATION

Each faculty member is presented with a form listing qualified students and asked to rate observed performance criteria in the areas of scholarship, leadership, service, and character. The written information submitted by the students is made available to assist the faculty in familiarizing themselves further with students' endeavors.

APPOINTMENT OF FACULTY COUNCIL

Upon reception of the tabulation of faculty evaluations, the Faculty Council, appointed by the Principal, makes the final selection. The NHS Advisor serves as an ex-officio member of the Faculty Council. Once selected, students are awarded membership at a special induction ceremony. With induction, members assume certain obligations.

ATHLETICS

PARTICIPATION

Participation in extra-curricular activities, which includes athletics, is a privilege that can be revoked by Administration for academic or disciplinary reasons. Only registered students may participate in St. John Neumann sponsored activities.

A student who plans to participate in any extra-curricular activity or attend any co-curricular activities must be in school on the day of the event. Students must be in school by 9:00 am or have medical or court documentation in order to participate. Prior permission must be obtained from the Dean of Discipline before an exception to these guidelines will be considered. A student who is not in school is not permitted to participate in any extra-curricular activity sponsored by the school. This includes, but is not limited to, team practices, games, after

school meetings, and attendance at athletic events. A student must also be in school on time the day following participation in an athletic event or game. Participation in extra-curricular activities, as well as attendance to these events, is a privilege and may be revoked at the Administration's discretion.

FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION (FHSAA)

St. John 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.

State law, the regulation of the FHSAA, and policy established by the Administration of St. John Neumann Catholic High School governs eligibility rules.

The FHSAA policy requires a student maintain a cumulative GPA 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.

However, a St. John Neumann student must maintain a cumulative GPA of at least a 2.5 on a 4.0 unweighted scale for each semester in order to be eligible to participate in athletics for the next semester.

PHYSICIAN'S STATEMENT

No student shall be eligible to represent the school in interscholastic athletics unless all FHSAA required forms have been completed and submitted. These forms will be made available in the Family Portal in FACTS.

_____ **Student Initials Required**

_____ **Parent Initials Required**

CONDUCT

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

THREATENING, BULLYING, HAZING, OR HARASSING BEHAVIORS

While all St. John Neumann Catholic High School students are expected to adhere to school policies relating to threatening, bullying, hazing or harassing behavior, additional penalties will be placed on student athletes who are suspended for a violation of these policies, including misuse of social media.

Athletes who are suspended for threatening, bullying, hazing or harassing behavior directed at any other member of the St. John Neumann community will be banned from dressing out and/or participating in 20% of that season's non-playoff games, or the next season's games if the incident occurred out of season, including in the summer. Athletes who participate in hazing **of any sort** will be suspended and subject to expulsion.

FINANCIAL RESPONSIBILITIES OF STUDENT ATHELETES

Student athletes are financially responsible for the Athletic Fee requirements for each sport played. Amounts vary depending upon the sport. These fees may be paid in full or offset by participating in the fundraising events/activities. Amounts are due as follows.

	Athletic Fee
Fall sports	8/31/26
Winter sports	11/27/26
Spring sports	2/26/27

TRANSPORTATION

Student athletes are expected to maintain the cleanliness of transport vehicles, 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. Parents, who request their student athlete travel home with another parent, must make their requests in writing at least one day prior to the event. In the absence of an Administrator, the coach is authorized to grant permission to the parent requests.

ATHLETIC CONDITIONING AND PRACTICES

Students who have participated in the first day of practice for a St. John Neumann sport team must complete the entire season activities for that sport through the competition season, including the last game of the season, before beginning conditioning or practice for any other St. John Neumann sport.

COMPLETION OF SPORTS SEASON

Should a student athlete quit a St. John Neumann High School sport before the last game of that sport's season, they may not begin conditioning, or practice with another Neumann sport team, until the last game of the original sport they quit has been completed. This also would include an athlete who is suspended at the end of their sport season for the remainder of the season. They must wait until the sport they were suspended from has concluded its season, before beginning a new sport season.

PARTICIPATION IN CLUB AND/OR TRAVEL ATHLETICS DURING ST. JOHN NEUMANN SEASON

All St. John Neumann Catholic High School sports teams' activities, including practice, games, meetings, and team activities, must take precedence over any club or travel team that a student athlete may participate in during the SJN team's competition season. **Any absence due to club/travel events is considered unexcused.** The SJN Head Coach may at his/her discretion prohibit team members from participating on a club or travel team during the competition season of an SJN sport. These exceptions must be communicated by the Head Coach at the Team Parent Meeting held before the season begins.

CONDUCT AT ACTIVITIES

Responsible conduct is expected of St. John Neumann Catholic High School students at all events, whether they are held at school or elsewhere, and whether they are participants or observers. Name calling, verbal threats, or any other attempt to harass, embarrass, humiliate, or intimidate another will not be tolerated by spectators. Additionally, the use of vulgar or profane language or referring to individual players by name or number may result in students being referred to school officials for disciplinary actions or other spectators to leave the activity.

It is expected that students will follow prudent judgment regarding attire when attending school events on or off campus. Students wearing offensive, immodest, or inappropriate clothing as determined by an administrator on site may be sent home or receive disciplinary penalties or both. Bare midriffs, low-rise jeans, short shorts, modified t-shirts (i.e. no collar, sleeveless), or other attire with offensive or inappropriate messages or symbols are among the unacceptable attire for young women. Being shirtless, excessively baggy or immodest clothing, modified t-shirts (i.e. no collar, sleeveless), or other attire with offensive or inappropriate messages or symbols are among the unacceptable attire for young men.

REGULATIONS AND POLICIES

ATTENDANCE

Daily attendance in class is essential. There is a very high correlation between absenteeism and poor academic performance. The school and parents work as partners to see that students recognize their responsibility for being in school on time and working to their full potential. Because the safety of our students is our chief concern, communication between school and parents when they are absent or tardy is expected. Throughout the school day, attendance will be recorded by each teacher for every class and monitored by the main office as on-going process. The only excusable absences are those caused by a student's illness, legal proceeding, or serious family emergency. Appropriate documentation is required upon return to school for an absence to be excused. Family vacations, medical appointments, or other business appointments should not be made during class time. If a student misses school only on the day of a test, he or she must be prepared to take the test on the day of return. An alternate form of the test may be given.

Students may not exceed ten absences in a course/period per semester.

Both excused and unexcused absences count towards attendance requirements. After a student has been absent from a course five (5) times, the parents will be notified in writing. If a student exceeds seven (7) absences, parents will receive notification that the student is in danger of not receiving credit. **Students with ten (10) or more absences per semester will have credit withheld pending administrative review.** The Administration may determine that in exceptional circumstances (for example, extended hospitalization), credit may be granted.

Students are responsible for all work missed while absent. They have the number of calendar days (includes weekends) that they were out of school to make up missing assignments.

No student may practice, play, or participate in an extra-curricular activity or sport if he/she is absent from school.

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 timeline when the student can be expected to resume the activity.

STUDENT SIGN OUT

Parents **MUST** notify the school office by 9AM if their student will be leaving school early. Any student who will be leaving campus with parental/guardian permission before dismissal time **MUST** check in at the Main Office after being called down. Students may not leave campus without checking in at the Main Office. Missing assembly period is considered an unexcused absence. **Students will not be called out during assembly period to leave for an appointment.**

PROCEDURE IF ABSENT

Parents must notify the school office by phone (239-455-3044) or email attendance@sjnceltics.org between 7:15 a.m. and 8:30 a.m., to explain the reason for their child's absence. **This should be done on each day of an absence.**

EXCUSED VS. UNEXCUSED ABSENCES

Notes and documentation explain the reason for an absence. All absences count toward the maximum allowable ten absences. Documentation will be reviewed by administration if credit is withheld."

Absences for juniors or seniors who are visiting colleges are considered excused absences if appropriate documentation from the university is provided. No more than three (3) days may be considered excused absences for college visits. These still count towards the maximum allowable absences.

All absences, including excused absences, remain part of a student's permanent school record.

_____ **Student Initials Required**

_____ **Parent Initials Required**

TARDINESS
Students are expected to allow themselves enough travel time to arrive at school on time. Upon arrival to campus, all students must remain on campus until dismissal unless specific permission by administration is granted. Tardy students cause disruptions and impede the learning process.

- Students are expected to be in homeroom by the 7:45 a.m. bell. Students arriving after the bell will be considered tardy.
- Students who are tardy will receive a lunch detention that day. Failure to serve lunch detention will result in disciplinary consequences.
- A phone call from a parent explaining the lateness does not "excuse" the tardy.
- Students arriving within the first 15 minutes will be considered tardy. Students will be considered both tardy and absent if they arrive to class 15 or more minutes late.
- Excessive tardies will result in disciplinary consequences.

During the school day, students who are late for class must report to the office for a pass before they will be allowed into the classroom.

_____ **Student Initials Required**

_____ **Parent Initials Required**

CHANGE OF ADDRESS, TELEPHONE NUMBER OR EMAIL
All changes of address, telephone numbers, or email should be brought to the attention of the Main Office immediately.

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, field trips, retreats, etc., by a student is a serious violation and carries with it a severe penalty. 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.

COPYRIGHT, USE OF NAME, CREST, LOGO, OR IDENTITY
A consistent identity is a vital part of the St. John Neumann Catholic High School's relationship with the public. Simple things like fonts, imagery, and colors when used consistently, make for a stronger brand and add to the public's ability to identify Neumann.

The Development Office must approve the use of the name "St. John Neumann Catholic High School," "Neumann," "Neumann Celtics," and/or the St. John Neumann crest or school logo in writing. All use of the crest and logo must be reproduced from electronic files provided by the Development Office. No changes to the logo or crest are allowed including, but not limited to, colors and fonts.

Permission to use the name, crest, or logo of St. John Neumann Catholic High School may be revoked at any time. Materials published on sjnceltics.org is copyrighted and the property of St. John Neumann Catholic High School, unless otherwise noted.

DELIVERIES

Deliveries of a personal nature are discouraged due to classroom and staff disruption. Urgent deliveries must be directed to the Main Office. The office staff reserves the right to postpone delivery until the end of the day. Parents may not arrange to bring in fast food for students during lunch hour.

DEPARTMENT OF CHILDREN AND FAMILIES INVESTIGATION

The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless the consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

DRESS REQUIREMENTS

DAILY DRESS CODE

St. John Neumann employs a dress code for both classroom and Physical Education classes. Physical Education uniform requirements will be explicitly stated by the teacher and may be purchased through the School Spirit Store.

It is the responsibility of the parent/or guardian AND the student to ensure that uniform clothes are purchased in the correct size and that students wear the uniform items in an appropriately fitting size throughout the *entirety* of the school year. It is possible that students may need different sizing during the year, or from one year to the next, depending on growth spurts or body changes.

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. Administration will make the determination if the dress code is being violated.

Violation of the dress code will result in the student being immediately sent home from school and the student will be marked with an unexcused absence for the day. If sent home, a student may not participate in any Athletic or extra-curricular activities on that day. Students may return to school the following day but will be required to provide proof that appropriately fitting school uniform attire has been purchased.

DRESS CODE FOR BOYS

Pants:

- Boys are required to wear navy blue, straight-leg pants (golf pants or chinos material/style) that are lightweight/breathable material.
- Uniform pants should be worn at the natural waist, **appropriately fitting on the body**, with no logos

visible.
- The SJN embroidered logo is **not** required on the pants.
- The pants may feature a drawstring waistband and/or a button closure at the waist.
- The pants **should not** have elastic or zippers at the bottom of the legs.
- The pants may be purchased at any retailer. Various price points are offered through Lands End, Amazon, Target, Walmart, Old Navy and other retailers.
- **The pants should maintain a proper professional and modest appearance, suitable for the Catholic school environment. Pants should not be rolled or pulled high waisted at any time to emphasize the physical anatomy.**
- No undergarments should be visible at any time (be exposed or visible underneath).
- **NO SHORTS, SWEATPANTS/PAJAMAS, JEANS/DENIM, CARGO PANTS, JOGGERS, SKINNY PANTS, OR KNIT PANTS ALLOWED.**

Tops:
- White, gray, or hunter green SJN polo style shirt purchased from Land's End. Land's End is the required retailer for embroidered polos.
- Fridays are considered Spirit Days. Students may wear any Neumann t-shirts, club/team polos, and other Salesian school attire. Regular school uniform pants and footwear must be worn on Spirit Days.
- The only approved outerwear is St. John Neumann spirit gear (such as sweaters, sweatshirts, or jackets). **The school uniform polo must always be worn underneath**. These items can be purchased through the SJN spirit gear store on published dates, from Land's End, or may be issued by teams/clubs.
- Shirt tucking is optional

Footwear:
- SOLID WHITE or SOLID BLACK tennis shoes must be worn.
- The logos, laces, and soles must match the color of the shoe (example: all white shoes must also have an all white logo).
- Shoes must be worn properly at all times (no stepping on the backs as slides).
- White OR black socks must be worn at all times (no-show, ankle, or crew are all allowed).
- **SLIPPERS AND SLIDES ARE PROHIBITED AT ALL TIMES.**

Other:
- Brown leather belt is optional.
- Boys are to be clean-shaven. Mustaches, beards and extremely long sideburns are not permitted.
- No extreme hairstyles are allowed. Hair should be short / at or above the shirt collar. Ponytails, buns, and headbands are not permitted. Hairstyles are subject to approval by the Dean of Discipline.
- Jewelry: Body piercing jewelry is not allowed except for one earring in each ear, only. Simple jewelry around the wrist and neck is allowed but may not be excessive**.** Appropriate wristwatches are acceptable, but smart watches are not allowed during the school day.
- Make-up and nail polish are never allowed.

DRESS CODE FOR GIRLS

Pants
- **Girls are required to wear navy blue, straight-leg pants (golf pants or chinos material/style) that are lightweight/breathable material.**
- Uniform pants should be worn at the natural waist, **appropriately fitting on the body**, with no logos visible.
- The SJN embroidered **logo is not required on the pants**.

- The pants may feature a drawstring waistband and/or a button closure at the waist.
- The pants **should not** have elastic or zippers at the bottom of the legs.
- The pants may be purchased at any retailer. Various price points are offered through Lands End, Amazon, Target, Walmart, Old Navy and other retailers.
- **The pants should maintain a proper professional and modest appearance, suitable for the Catholic school environment. Pants should not be rolled or pulled high waisted at any time in order to emphasize the physical anatomy. Wide-leg yoga pants are not permitted.**
- No undergarments should be visible at any time (be exposed or visible underneath).

Tops:

- White, gray, or hunter green SJN polo style shirt purchased from Land's End. Land's End is the required retailer for embroidered polos.
- Fridays are considered Spirit Days. Students may wear any Neumann t-shirts, club/team polos, and other Salesian school attire. Regular school uniform pants and footwear must be worn on Spirit Days.
- The only approved outerwear is St. John Neumann spirit gear (such as sweaters, sweatshirts, or jackets). **The school uniform polo must always be worn underneath**. These items can be purchased through the SJN spirit gear store on published dates, from Land's End, or may be issued by teams/clubs.
- Shirt tucking is optional

Footwear:

- SOLID WHITE or SOLID BLACK tennis shoes must be worn.
- The logos, laces, and soles must match the color of the shoe (example: all white shoes must also have an all white logo).
- Shoes must be worn properly at all times (no stepping on the backs as slides).
- White OR black socks must be worn at all times (no-show, ankle, or crew are all allowed).
- **SLIPPERS AND SLIDES ARE PROHIBITED AT ALL TIMES.**

Other**:**

- Brown leather belt is optional with the uniform shorts or pants.
- No extreme hairstyles are allowed. Unusual hairstyles are subject to approval by the Dean of Discipline.
- Jewelry: Body piercing jewelry is not allowed except for one or two earrings on each lobe. Simple jewelry around the wrist and neck is allowed but may not be excessive**.**
- Appropriate wristwatches are acceptable, but smart watches are not allowed.
- Make-up is allowed but should not be extreme. Nail polish is allowed.

FOR ALL STUDENTS

1. Lanyard and student ID must be worn at all times. Students will not be allowed in class without an ID. If students forget their ID/lanyard, they must go to the office PRIOR to attending class first thing in the morning. Students will get a temporary sticker that they must attach to their polo. **Lost IDs must be reported to the school office.** The cost to replace a lost ID is $5. The cost to replace a lost lanyard is $10.
2. Uniform clothing should be clean, appropriate in length, appropriately fitted and not frayed.
3. Only plain white or black T-shirts may be worn under the uniform shirt.
4. **Hats or the hood on hoodie sweatshirts are not to be worn during the school day. Wearing a hat or hood from a sweatshirt will be considered a uniform violation.**
5. At no time on campus may a student wear an item displaying improper or offensive print or symbols which communicates something contrary to Christian values or which advertises, supports, or glorifies alcohol, drugs, tobacco products, weapons, or gangs.
6. Students may not wear or use headphones or earbuds during the regular school day, unless directed by the

teacher. Headphones and earbuds may be used before school, after school or at lunch.
7. Visible tattoos are not permitted and must be covered at all times.
8. If uniforms are purchased online, they should be mailed directly to the student's home, and it is up to the family to order required uniforms in a timely manner.
9. House polo shirts provided by the school may be worn on scheduled "Green" days, unless otherwise specified.

CLUB AND TEAM SWEATSHIRTS & POLOS

In order to wear a club or team sweatshirt or jacket during the school day, the item can only be hunter green, black, Vegas gold, grey or white and must display the team/club identification and school logo. **School uniform polo shirts must be worn under sweatshirts or jackets at all times. Team/Club polo shirts may be worn only on Fridays.**

All apparel must have the Neumann logo or St. John Neumann clearly visible and all new apparel needs approval from Administration if it is to be worn in school.

DRESS DOWN OR DRESS UP DAYS

On days which students are permitted to dress down (casual attire) or dress up, students must wear clothing that befits a Catholic school environment. Students' clothing must be of an appropriate length and fit. Excessively or inappropriately cut, torn, ripped, or altered pants are not permitted. Leggings, jeggings, spaghetti straps, bare midriffs, cut, torn, ripped, or altered shirts are not permitted under any circumstances. Clothing with inappropriate logos, statements, or advertisements are also not permitted. If a student comes to campus inappropriately dressed, the student will be asked to change to appropriate, school-issued clothing or parents will be contacted to deliver appropriate clothing or bring the student home. Slippers, including UGGs, are never permitted.

EMERGENCY DRILLS

During all emergency drills, students must quickly and quietly follow the directives of the adult supervisor.

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.

GATES

Unless monitored by a staff member, interior gates and doors are to remain locked at all times. The student entry gate is the only gate with which students should enter campus. The gates are electronic and may be opened by students using their school ID's from 7:00 – 7:30 Monday through Thursday and from 7:00 – 8:45 on Fridays. Parking lot gates will be open for student arrival. After the student parking lot gate is closed, students must enter the campus from the main entrance using the call box.

Students involved in after school-activities will also be able to utilize the electronic gates from 2:30 – 7:00pm Monday through Friday.

Students are responsible for their IDs and must report losses to the Main Office **IMMEDIATELY** in order for the school to deactivate the bar code and prevent misuse of the ID. Failure to report undermines the safety of the student body and will be considered a serious disciplinary offense. A replacement cost of $5 will be charged for IDs and $10 for lanyards. Students may obtain a temporary ID which must be returned at the end of the school day. Failure to return will result in a $5 replacement fee. **Lanyards and ID's must be worn at all times during the school day. During practices and games, these items must be stored in lockers.**

Students are not to open any school gate for any person. They are not to prop open any gate for any reason, including after school hours.

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. ***Students should not contact parents directly***. All calls to parents regarding illness during the school day **MUST** be made from the Main Office.

_____ **Student Initials Required**

_____ **Parent Initials Required**

LOST AND FOUND

The Lost and Found is located in the Dean of Discipline's office. Twice a year before exams, items accumulated throughout the semester will be available to purchase and monies will go to the Salesian missions.

MEDICATION

Medication is to be dispensed by the office staff and must be prescribed by a physician. All prescribed medications must be delivered to the Main Office and stored in original containers bearing the prescription, and the parent must fill out a Medical Authorization Form to be kept on file in the Main Office. The student is to report to the school office to take each dose, and the office staff will keep a record of it. Students are not permitted to carry prescription medication. Inhalers and EpiPen's may be carried if authorization form and doctor's prescription are on file in the Main Office.

MENTAL HEALTH
St. John Neumann is committed to supporting the mental health and wellbeing of our students and staff. Our school is supportive, caring and respectful. We understand that everyone experiences different life challenges, and that each of us may need additional emotional support. At SJN, positive mental health is everybody's responsibility. All of our staff will be trained to recognize warning signs of common mental health problems, allowing them to offer help and support to students who need it.

PUBLIC ADDRESS ANNOUNCEMENTS AND NOTICES
Silence is required during the announcements. The Principal authorizes any posted notices.

REPORTING MISCONDUCT
All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student. An anonymous reporting form may be found as Appendix B in the Student Handbook.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER
The school will not necessarily follow public school protocol when determining when school will close. Parents/students should check their email or text messages, the school website, and listen to local media. It is important for the school to have up to date cell phone numbers and email addresses.

RESUMING CLASS AFTER SCHOOL CLOSING
The school will not necessarily follow public school protocol when determining when school will reopen. Parents should listen to local media sources and check school website, emails, and text messages for specific details on when Neumann will resume classes.

SCHOOL HOURS
St. John Neumann is open to students from 7:00 a.m. to 4:00 p.m. on school days. Students on campus outside of these times, including weekends or days when classes are not in session, must be under the direct supervision of a staff member. The school does not accept responsibility for supervision outside school hours, even if students are on school property. Parents should not presume that the school has the resources to provide unlimited supervision.

SCHOOL WITHDRAWAL
Before a student leaves St. John Neumann Catholic High School, an official "Withdrawal Notice" should be obtained from the Main 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 are sent upon request if tuition payments are up to date.**

There will be a checklist of items that need to be returned before transcripts will be released.

STUDENT ACCIDENT INSURANCE
All students enrolled are covered by an accident insurance policy if hurt while on campus or participating in school sponsored functions.

STUDENT EMPLOYMENT
It is against school policy for a student to be employed at a business that is owned by a staff member and/or spouse of a staff member.

STUDENT RECORDS
The parent(s) or guardian of record (with limited power of attorney) with whom the student lives shall have the right to access their child's records throughout the duration of their attendance at St. John Neumann Catholic High School unless specified otherwise by court order or legal injunction.

STUDENT RESIDENCE
Students are required to live at home with a custodial parent or with a legal guardian (with limited power of attorney) for the duration of their attendance at St. John Neumann Catholic High School. This policy continues to apply after a student has turned 18.

SUPERVISION
No student may use any school facility or equipment unless under the direct supervision of a faculty or staff member. This includes the weight room and athletic facilities. Students using school facilities or equipment unsupervised or without permission may receive a detention or other punishment as warranted by the circumstances.

TECHNOLOGY POLICIES

This policy applies to students, staff, and other users of technology at St. John Neumann, and all equipment that is owned or leased by St. John Neumann Catholic High School or that has been added to the School's network. Inappropriate use of school equipment exposes St. John Neumann Catholic High School to risks including virus attacks, compromise of network systems and services, and legal issues. The intentions for publishing an Acceptable Use Policy are not to impose restrictions contrary to Neumann's established culture of openness, trust and integrity, but to protect students, faculty, and staff from illegal or damaging actions by individuals. Refer to the Appendixes for iPad agreements.
Internet/Intranet/Network systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of St. John Neumann Catholic High School. These systems are to be used for business purposes in serving the interests of the school, our students, our faculty, and our staff in the course of normal operations.
Effective security is a team effort involving the participation and support of every St. John Neumann Catholic High School member who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

iPad USE
Refer to Appendix C, Appendix D, and Appendix E. Please note: broken/damaged iPads must be turned to the Technology Integration Specialist within 24 hours of damage. A $50 charge is assessed to the student for any damage to iPads.

PRIVACY
There is no expectation or guarantee of privacy for school computer or iPad use.

MISUSE OF TECHNOLOGY
The use of websites, IM's, emails, social networks, Apps, and any other computer-related forms of communication that are defamatory of faculty, school, or students, or that in any way negatively impact the learning environment at school, may result in an immediate withdrawal. Examples of such offenses include, but not limited to, pornography, naked pictures, and sexting. At **NO** time may a student film or take pictures of a class, teacher, or fellow student without permission from the teacher or student.

SOCIAL NETWORKING POLICY
First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions, which includes, but is not limited to, sharing, reposting, or in any other way assisting with the sharing of information, must remember that their posts reflect the entire Neumann community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

EMAIL
All students enrolled at St. John Neumann Catholic High School will be given a @sjnceltics.org email account, which they are expected to check daily for information from their teachers and/or Administration. These email accounts will be used throughout the student's career at Neumann. The email accounts of students who graduate from St. John Neumann Catholic High School will remain active until August 30th of the year following their graduation, at which point, the account will be deactivated. Notice will be sent approximately 30 days prior to account deactivation to remind graduates of this policy. Deactivated accounts will be deleted from the system after 30 days. The email accounts of students who depart from St. John Neumann Catholic High School prior to graduation will be deactivated immediately upon their departure or as soon as conveniently possible. Students may be provided access to the deactivated account at the discretion of the Principal or Assistant Principal. Deactivated accounts will be deleted from the system after 30 days.

TELEPHONE AND PARENT-STUDENT COMMUNICATION

ALL EMERGENCY PHONE CALLS ARE TO BE MADE THROUGH THE MAIN OFFICE. Messages taken by the office on a student's behalf may be distributed during lunch or after school. Parents can communicate with students via school email addresses on student-issued iPads. It should be noted that access to iPads during class is at the teacher's discretion. See Appendix C and Appendix D regarding iPad use and expectation of privacy.

CELLULAR PHONES

St. John Neumann Catholic High School is a place of learning within a loving, Christ-centered community and recognizes the importance of communication and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the Diocese has established a comprehensive cell phone & wearable device policy (Appendix F) to preserve the integrity of the classroom and foster face-to-face communication among students and teachers.

The school, in accordance with diocesan requirements, utilizes Yondr Pouches to implement this policy. During the school day, student cell phones and smart watches are to be secured in their Yondr Pouch and are NOT permitted to be out, powered on, or used. If a student needs to make a call during the school day, they must go to the front office. Every student is assigned a personal Yondr Pouch which is considered school property. It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working order and physical condition.

Daily Procedure

As students arrive to their first period of the day, they will:

1. Turn their phone and smart watch OFF.
2. Place their phone and smart watch inside their assigned pouch and secure it in front of school staff.
3. Store their pouch in their backpack for the day.
4. Pouches can only be unlocked at a SJN approved unlocking station at designated times.
   Electronic devices brought to school and stored in the Yondr pouch are the responsibility of the student. The school assumes no liability for the condition of the electronic devices.

Yonder Pouch Responsibilities

- Each student is assigned a Yondr pouch.
- Yonder pouches are not to be decorated or personalized.
- It is the responsibility of the student to bring it to school every day.
- Lost or damaged pouches must be replaced at the expense of the student. The cost of a new Yondr pouch is **$40 and will be billed to the family**. Used pouches may be available for $20.
- Examples of damaged pouch include but are not limited to the following.
  - Deep scratches on the globe and on the green ring around it
  - Intentional pen marks on the inside of the pouch
  - Bent pins
  - Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets his/her pouch, the phone will be collected, and administration will communicate to remind the student and parent of the policy. The device can be retrieved at the end of the school day from the administrative office by the student. After excessive failure of bringing the pouch, students will be charged for a new pouch.

CONSEQUENCES FOR VIOLATING THE CELL PHONE AND ELECTRONIC DEVICE POLICY

- **1st Violation:** The device will be confiscated and turned into the Dean of Discipline. The student will be issued one (1) Saturday detention, and a $10 fine will be assessed. The device must be retrieved at the end of the school day by a parent. Students will then turn the phone in daily until the end of the quarter.
- **2nd Violation:** The device will be confiscated and turned into the Dean of Discipline. The student will be issued two (2) Saturday detentions, and a $20 fine will be assessed. The device must be retrieved at the end of the school day by a parent. Students will then turn the phone in daily until the end of the semester.
- **3rd Violation:** The device will be confiscated and turned into the Dean of Discipline. The student will be issued a one (1) day suspension, and a $30 fine will be assessed. The device must be retrieved from the by a parent and a meeting will be scheduled with the parent and the administrative team. Students will then turn the phone in daily.
  ***If a student fails to turn off his/her cellphone/smart watch prior to placing and locking in their pouch, an after-school detention will be issued.**
  ****Any student who is found tampering, lying, or engaging in fraudulent activity with regards to the cell phone & electronic device policy will face additional sanctions as determined by St. John Neumann High School Administration.**

_____ **Student Initials Required**

_____ **Parent Initials Required**

VISITORS/VOLUNTEERS

For the safety and security of all at St. John Neumann Catholic High School, all visitors, including parents, must be authorized through and checked in by the Main Office during school hours.

Any parent who wishes to volunteer for any school function, including athletics and other extra-curricular activity, must be fingerprinted and in compliance with the Safe Environment Program of the Diocese of Venice.

FINANCE AND TUITION POLICIES

DELINQUENT AMOUNTS DUE TO THE SCHOOL

Timely payment of all amounts due the school, including sports fees, and proper stewardship of items entrusted to the students are necessary to maintain the school's ability to properly fulfill its mission.

Students and families that have unresolved indebtedness to the school, whether for tuition and fees or some other purpose including non-return or damaged return of items entrusted to the students will be subject to the following restrictions:

- During the school year, students will not be allowed to take semester or final exams. Families and students will not be allowed to access on-line grades or be eligible to participate in athletics.
- Students will not be considered enrolled or registered for the next school year, even if the registration deposit has been paid and all the registration forms, including but not limited to, the educational commitment form and requested classes, have been submitted and accepted by the school. Additionally, students in their senior year may be denied the opportunity to graduate and/or participate in any senior year events, including graduation ceremonies.
- Official records, including transcripts, will not be released or forwarded to any outside party or to the student or their family.

WITHDRAWAL AND REFUND

St. John Neumann Catholic High School incurs costs when students withdraw after completing their enrollment. **Enrollment fees[1] and student fees[2] are non-refundable**. The amount due for tuition is calculated as noted below:

WITHDRAWAL DATE	TUITION DUE
Between 1st day of school & August 31	$500 withdrawal fee
Between September 1 and October 31	35% of annual tuition
Between November 1 and January 31	60% of annual tuition
Between February 1 and March 31	85% of annual tuition
After April 1	100% of annual tuition

Note: The amounts above must be paid in full or arrangements for payment of any remaining balance must be agreed to in writing by the **Business Manager** before any student records will be released. Any amounts paid in excess of the above amounts will be refunded to the responsible party(s). For calculation of the amount due, the school will prorate any financial assistance awarded on the same percentage used for tuition and fees. However, in these cases, no refunds will be given for amounts paid in excess of the amount due.

[1] Enrollment fee – amount paid when student is enrolled for the following school year.
[2] Student fees – amounts paid for activity, lab, textbook and technology fees.

DISCIPLINE

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 their community. Students espouse the values of Jesus Christ. 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/vaping, 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.

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 school grounds, off school grounds at a school activity, function, or event, or in route to and from school-related activities.

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 a violation of disrespect may be asked to leave the school for the sake of the greater community.

BEHAVIOR REFERRALS AND CONSEQUENCES

Minor Infractions (1 demerit each incident) include but are not limited to:

- Dress code violations
- ID badge violations
- Classroom disruption
- Campus disruption
- Out of area
- Failure to comply/insubordination
- Loitering on campus/halls/bathroom
- Sleeping in class
- Food/drink violations

Major Violations (3+ demerits each incident) include but are not limited to:

- Serious classroom disruptions
- Violation of academic dishonesty policy
- Inappropriate use of technology
- Use of profane/harmful language towards another individual
- PDA
- Skipping class
- Disruption of Mass
- Defiance

Serious and Zero Tolerance Violations (will be handled at the discretion of administration and may result in expulsion):

- Fighting

- Possession, use, or distribution of alcohol, tobacco, nicotine products, drugs or mind-altering substances
- Bullying
- Harassment
- Sexual misconduct
- Theft
- Willful or negligent destruction or damage of property (restitution will be charged)
- Violation of weapon policy

Discipline Consequences (per semester):

- 3 demerits: After school detention, 30 minutes
- 4-5 demerits: After school detention, 60 minutes
- 6-7 demerits: Saturday detention, parent conference
- 8-9 demerits: One day suspension, parent conference, behavior agreement
- 10+ demerits: three day suspension, consideration for expulsion

After School Detention: from 3:00 to 3:30pm or 3:00pm to 4:00pm

Detention takes precedence over all other activities (sports, clubs, etc.). It is the student's responsibility to notify coaches/moderators/teachers of the need to serve a detention if it requires his/her absence from another activity. Failure to attend a regular detention will result in a Saturday detention. Failure to attend a Saturday detention will result in a one day in school suspension.

Saturday Detention:

One Saturday detention per quarter will be held by the Dean of Discipline from 8am until 12:00pm. This detention may consist of work service to help improve the school. Failure to attend will result in a 1-day out of school suspension.

Detention dates:

- October 10, 2026
- December 5, 2026
- March 6, 2027
- April 24, 2027

Out of School Suspension

A suspended student may not appear on school property or at any school-sponsored activity on or away from school grounds. This includes athletic functions hosted at other venues.

Parents/guardians will have complete custody and jurisdiction of their son/daughter during a suspension. Suspensions count as unexcused absent. Work for suspensions, which are the consequences of accumulated detentions, may not be made up.

The Dean of Discipline, in conjunction with the Administration, will determine the disciplinary measures to be taken in the event a student receives an infraction for one of the above major violations or any other serious breach of student conduct not listed. Depending on the nature of the offense, immediate expulsion may be the consequence.

EXPULSION

In addition to the above items, a student is subject to expulsion from school when:

1. A student's conduct has shown repeated disregard for school policies.
2. A student has no regard for the rights and/or property of others.
3. A student commits any other serious offense that is contrary to the SJN code of conduct.

4. When a student on attendance or disciplinary probation fails to show satisfactory improvement.
5. The student has caused, attempted to cause, or threatened to cause physical injury to another person.
6. The student has possessed, sold, or otherwise furnished any firearm, explosive, or dangerous object.
7. A student participates in illegal activities on or off campus.

Students expelled or asked to withdraw may not attend school functions, including dances, on or off campus nor may they request re-admittance to the school. Only the Principal, in consultation with the Diocese of Venice, is empowered to expel a student or request a student to withdraw from school.

REQUEST FOR A HEARING

In cases of suspension or expulsion, the student may appeal the decision by requesting a hearing on one or more of the following grounds: that the decision 1) failed to consider relevant information, 2) violated fair procedures, or 3) is a disproportionate response to the offense. Peripheral issues regarding previous disciplinary actions or actions taken against other students will not be discussed. The Principal determines if the hearing is justifiable; if so determined, the Principal will moderate and choose members of the hearing board, consisting of administrators or teachers not directly involved in the case. The student may request the presence of a particular staff member subject to the approval of the Principal and willingness of the individual requested. Parents or guardians may accompany the student to provide support but may not address the hearing board. The Dean of Discipline will present the disciplinary decision and provide rationale for the decision. The student will then state his or her case and answer questions from members of the hearing board. Neither the student nor any parent or guardian may question or challenge members of the hearing board or administration. The presence of any person not approved by the Principal, including legal representation, is strictly prohibited. The decision of the hearing board is final.

WEAPONS

Weapons are prohibited on school property, at any school function on or off campus, or on any school-sponsored transportation. Schools in the Diocese of Venice adhere to the Gun-Free Schools Act of Title VIII. All firearms are prohibited and will result in expulsion. Firearms mean any weapon, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive or destructive device. Possession of other weapons such as knives or any other item that can be used as a weapon is grounds for disciplinary action, including expulsion.

THREATENING, BULLYING, HAZING OR HARASSING BEHAVIOR

Students violating a safe and supportive school environment by threatening, bullying, or harassing others with words, actions, or messages (written, electronic, or otherwise) deemed physically or psychologically harmful, regardless of intent and whether occurring on or off campus, will be addressed and held accountable for their actions. Hostile Environment Harassment occurs when unwelcome conduct is so severe, persistent, or pervasive that it affects the student's ability to participate or benefit from an educational program or activity or creates an intimidating threatening environment. Hazing and any type of initiation by individuals, groups or teams, regardless of the willingness of the participants, is prohibited. School administration will work to increase understanding, reconcile students and families, restore trust and strengthen the community in all cases.

The Dean of Discipline in consultation with the Principal will determine appropriate disciplinary intervention ranging from parent conferences to expulsion in more serious circumstances. Repeated threatening, bullying, or harassing behaviors will not be tolerated and will result in expulsion.

Any student judged to be a serious or credible threat to the physical safety and well-being of others will be reported to law enforcement and expelled from St. John Neumann Catholic High School.

Students or parents aware of threatening, bullying, or harassing behaviors taking place **on or off campus** are urged to inform school administrators. When problems exist off campus, in addition to informing the school,

parents are encouraged to pursue all legal means at their disposal whenever student safety or well-being is at stake.

Sexual harassment is a form of sexual discrimination and is forbidden. There is an obligation to report sexual harassment by anyone who experiences or witnesses it. The school will take immediate and appropriate steps to stop and prevent future harassment once the person accused has been placed on notice.

REPORTING INCIDENTS OF BULLYING OR HARASSMENT

Students, parents, or other concerned individuals may access an anonymous reporting form, which can be found as Appendix B in this handbook, to report incidents of bullying or harassment to Administration. This handbook is also available online at www.sjnceltics.org/current-parents/publications-and-forms. Once an incident has been reported, Administration will investigate the situation.

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.

STUDENT DISCIPLINARY RECORDS

Disciplinary records kept by the school are not normally part of the student's permanent record. The permanent file kept for each student consists of grades, attendance records, and standardized test scores. Discipline records of grievous acts or extreme circumstances may be kept on file at the discretion of the Principal.

DIOCESAN UNACCEPTABLE CONDUCT POLICY

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 in 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, and 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 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 school 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, Using Chewing Tobacco, Vaping or Other Nicotine Products*: 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 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.

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 out-of-school suspension until further notice and be considered

for expulsion. An incident report may be filed with the Collier County Sheriff's office.

DIOCESAN OFF-CAMPUS BEHAVIOR 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.

St. John Neumann Catholic High School does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified on the school calendar or are identified as such in written notice generated and distributed by St. John Neumann Catholic High School.

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

ACADEMIC DISHONESTY
Please see details under "Academic Integrity" on page 13.

DIOCESAN DRUG, ALCOHOL, AND TOBACCO POLICIES

In accordance with Diocesan school policy, St. John Neumann Catholic High School has implemented a comprehensive drug, alcohol, and tobacco policy. Student use or possession of illegal drugs, alcoholic beverages, mood-altering substances, drug-related paraphernalia, prescription or non-prescription drugs (not registered with the office staff), tobacco, or any other controlled substance defined herein, including e-cigarettes, hookah, etc., is forbidden. The following policies are designed to maintain a drug- and alcohol-free environment, promote health and well-being, and address students at risk.

PASTORAL RESPONSIBILITY TO STUDENTS AND PARENTS

Due to the well-being of the student being a primary concern, suspicion of drug and/or alcohol abuse will be addressed with parents in order to assist the student in the recognition and treatment of harmful and potentially addictive behavior. It is the policy of the Diocese of Venice and St. John Neumann Catholic High School to assist students suffering from substance abuse when possible. Upon reasonable suspicion of student drug use, the school may take the following measures:

- Notification of parents or guardians of the student and consultation with school officials.
- Drug testing.
- Assessment by a certified drug counselor.
- Enrollment in and successful completion of a treatment program by the student.
- Random drug testing during remaining time as a student at St. John Neumann.

DRUG AND ALCOHOL RELATED OFFENSES AND SCHOOL DISCIPLINARY RESPONSE

Drug/Alcohol Offense	School Response
Use or possession of alcohol or controlled substance on campus or at school event, or intoxication on campus or at school event.	Meeting of student and parent with Principal and Dean of Students; possible mandatory withdrawal. Regarded as a positive drug test. Students and parents demonstrating a willingness to modify and change behavior may be given another opportunity under the following conditions: • External Suspension (min. of two full days), including two Saturday School Detentions. • Athletes banned from dressing out and/or participating in 20% of that season's non-playoff games, or the next season's games if incident occurred out of season including the summer. (May practice at the discretion of the Principal.) • Penalties for participation in clubs and elected offices as directed by Principal. • Voluntary participation with a drug/alcohol counselor off campus. • Voluntary cooperation with monitoring by Guidance Department on campus. • Any subsequent alcohol OR drug incident will result in mandatory withdrawal of student.

Positive Drug Test (School Administered)	Meeting of student and parent with Principal and Dean of Students; possible mandatory withdrawal. Regarded as a positive drug test. Students and parents demonstrating a willingness to modify and change behavior may be given another opportunity under the following conditions: • External Suspension (min. of two full days), including two Saturday School Detentions • Athletes banned from dressing out and/or participating in 20% of that season's non-playoff games, or the next season's games if incident occurred out of season including the summer. (May practice at the discretion of the Principal.) • Penalties for participation in clubs and elected offices as directed by Principal. • Voluntary participation with a drug/alcohol counselor off campus. • Voluntary cooperation with monitoring by Guidance Department on campus. • Random drug testing for remainder of St. John Neumann career. (Refusal to test will be treated as a positive test.)
2nd Positive Drug Test (School Administered)	Mandatory withdrawal of student without opportunity for readmission.
Selling, distributing, or possession of illegal/illicit drugs or drug paraphernalia on or off school property	Expulsion without opportunity for readmission.
Arrest/Conviction for Drug or Alcohol Possession or Alcohol related incident off campus	Meeting of student and parents with Principal and Dean of Students; possible mandatory withdrawal of student. If allowed to remain, the student will be subject *at minimum* to the same punishments associated with a positive drug test at school.
	Expulsion without opportunity for readmission.

UNDER THE INFLUENCE OF ILLEGAL OR ILLICIT SUBSTANCES OR ALCOHOL ON CAMPUS OR AT SCHOOL EVENTS

The School will immediately notify the parents of any student perceived to be intoxicated or under the influence of any drug during a school day, on school property, or at an after-school event. The safety of the student and others is of primary concern. Law enforcement and others may be notified, particularly if the student is perceived to be a threat to himself or others. The school will drug test or breathalyze the student immediately, if possible. All related policies will be applied and enforced whether the event is held on our camps or at another site.

DRUG TESTING

The School may ask a student to submit to a drug test at any time, with or without cause. This may be done at random or based on behaviors reported by teachers, peers, or parents. Students may be refused to visit their lockers, vehicles, bathrooms, or other areas unsupervised before submitting a sample. Any student that refuses to submit a sample must withdraw from St. John Neumann Catholic High School immediately. Students testing positive for any illegal or illicit drug will be subject to the appropriate disciplinary action. In addition, they will be required to pay for the drug test. Students found tampering with the drug test will be subject to expulsion.

Students admitting drug use before the test will still be regarded as testing positive, but their honesty is a sign of willingness to address a problem.

RANDOM DRUG TESTING PROGRAM
Students with drug or other discipline-related concerns may be required to regular drug testing as a condition for remaining at St. John Neumann Catholic High School and as a deterrent to destructive behaviors. Parents of students in the program will be responsible for the payment of each drug test.

USE OR POSSESSION OF PRODUCTS OR DEVICES TO ALTER OR FALSIFY DRUG TEST RESULTS
The use or possession of any product, substance, or device designed to alter or in any way tamper with the results of a drug test will result in immediate expulsion without the opportunity for readmission. Any student providing another student with a product, device, or substance to alter or falsify a drug test result will be suspended and face other penalties as determined by the Dean of Students and/or Principal.

TOBACCO OR OTHER CONTROLLED SUBSTANCE
Use of tobacco/vaping or other controlled substances is forbidden on campus. Any student possessing, smoking, vaping, or chewing tobacco or possessing or using a controlled substance will be suspended.

PARENTAL SUPPORT FOR SCHOOL DRUG, ALCOHOL, AND TOBACCO
St. John Neumann is committed to preventing student use of drugs, alcohol, and tobacco. However, the use of these substances almost always occurs off school property and outside school hours. A student using drugs, alcohol, or tobacco off campus or on the weekends still brings the influence of those substances with him/her to school. Therefore, cooperation between parents and administrators is vital to promoting a drug- and alcohol-free lifestyle in our school.

While many parents are rightly concerned about illegal drug use among young people, attention must also be given to prescription medications kept in the home. Of all drugs abused by teenagers, alcohol is the most common. Because alcohol is not an illegal substance, greater acceptance may be attached to its use in some circles, but it is illegal to serve alcohol to minors, and the drinking age in the State of Florida is 21. Parents have an obligation to communicate honestly with one another and work together to address the problem of teenage drinking and drug use.

COOPERATION BETWEEN PARENT AND SCHOOL
Parents are urged to trust that school policies are designed with the best interests of their children at heart. If parents suspect that their child has a drinking or drug problem, they are encouraged to contact school officials so that a treatment plan may be developed with the health and well-being of the student as the primary concern.

CONFIDENTIALITY
On matters regarding student drug use, the privacy of the student and his/her family will be respected. No one outside the administrators, the student, and the parents involved will be informed of drug testing, test results, or related disciplinary decisions. Visible punishments (removal from elected office, being suspended from athletic participation) are explained to relevant teachers or coaches as an administrative disciplinary decision. Administrators are <u>not</u> responsible for rumors, perceptions, or inferences that result from students or parents sharing information. <u>Note</u>: Confidentiality does not bind the school when maintaining privacy presents a danger to the student or to other persons. When dealing with minors, the school has an obligation to inform parents or guardians in areas of physical, social, and mental health.

SEARCH OF STUDENT CARS, BAGS, LOCKERS OR CLOTHING
Student properties such as cars, purses, school bags, athletic bags, and clothing on school or church grounds can

be searched by school administrators when there is reasonable suspicion that the student may be in possession of a substance or item that is illegal, forbidden by school policy, or a threat the safety and well-being of any members of the school community.

Lockers are school property and may be searched or inspected by administrators at any time, with or without cause.

POSSESSION
Students are responsible for items in their cars, lockers, bags, or on their person, and will be assumed to be in possession of any items discovered.

Items carried on a student's person, placed in his/her bag or purse, stored in his/her vehicle, or kept on school property assigned to their use such as lockers will be presumed to be in possession of that student. Students are responsible for items in their possession on school or church property or at school events. Students and parents are advised that holding an unknown item for someone else, keeping lockers or vehicles unlocked, or claiming ignorance of an item discovered will not suffice as an excuse.

SEIZURE OF ITEMS
School administrators will seize any illegal, inappropriate, or forbidden items discovered on school property and issue the appropriate punishments, including expulsion if warranted. School officials may involve local law enforcement if any search or inspection reveals any items that are illegal or that suggest illegal or criminal activity.

PARENT PERMISSION
School administrators are not obligated to obtain parental permission to conduct searches based on the criteria outlined above. When the situation permits, administrators may call parents as a courtesy. Cooperation is expected from parents.

REFUSAL OF SEARCH
Refusal of permission to search cars, bags, lockers, and clothing either by the student or by parent or guardian will require the immediate withdrawal of the student from school. Students will be assumed to be hiding illegal or forbidden items or substances. If school officials suspect illegal or dangerous items or criminal activity, the police will be notified.

APPENDIX A: SCHOOL CONTACT INFORMATION

The following is a review of common areas of concern or desired information and the staff members responsible for those areas. If more than one individual is listed, begin with the staff member listed first depending on the nature of the concern.

ISSUE	CONTACT PERSON	EMAIL
General School Number		239-455-3044
ATTENDANCE & ABSENCES	Jennifer Prisco, Adm. Assistant	attendance@sjnceltics.org jprisco@sjnceltics.org
Admissions & Enrollment	Kathy Sanderson, Director of Admissions	ksanderson@sjnceltics.org
Academic Performance	Classroom teacher first; then advisor; then Dr. Noonan, Assistant Principal	dnoonan@sjnceltics.org
Alumni Contacts & Events	Beth Antimarino, Alumni Coordinator	bantimarino@sjnceltics.org
Athletic Boosters	Troy Costain	troy@dgarrettconstruction.com
Athletic Concerns	Program Head Coach first; then Damon Jones, Athletic Director	djones@sjnceltics.org
Athletic Information & Schedules	Damon Jones, Athletic Director	djones@sjnceltics.org
Changes in Parent Contact Info	Jennifer Prisco and Susanne Casella, Adm. Assistants	jprisco@sjnceltics.org scasella@sjnceltics.org
Classroom/Campus Misbehavior	Classroom teacher first; Mr. Golonka, Dean of Discpline	agolonka@sjnceltics.org
Concerns about Curriculum	Classroom teacher first, then Dr. Weber, Assistant Principal	bweber@sjnceltics.org
Email Issues	Jennifer Prisco, Adm. Assistant	jprisco@sjnceltics.org
Emotional/Behavioral Concerns	Dr. Noonan, Assistant Principal	dnoonan@sjnceltics.org
Home and School (HASA)	Mrs. Raley or Mrs. Vargas	emilyannraley@gmail.com gvargas333@gmail.com
Fundraising, Donations, Receipts	Lena Costain, Director of Advancement	lcostain@sjnceltics.org
Office/Student Parking	Susanne Casella, Adm. Assistant	scasella@sjnceltics.org
Problem Accessing Online Grades	Jennifer Prisco, Adm. Assistant	jprisco@sjnceltics.org
School Activities	Brittany Phypers, Activities Coordinator	bphypers@sjnceltics.org
Spiritual or Religious Concerns	Sr. Pamela Rose, FMA	psuresca@sjnceltics.org
Student Safety, Disciplinary Concerns	Mr. Alex Golonka, Dean of Discipline	agolonka@sjnceltics.org
Student Schedules	Donna Noonan, Assistant Principal	dnoonan@sjnceltics.org
Tuition Accounts, Financial Concerns or Payment Issues	Anna Cueto, Bookkeeper	acueto@sjnceltics.org
Volunteering (Parents)	Susanne Casella, Adm. Assistant	scasella@sjnceltics.org
Yearbook	Bridget Mullin	bmullin@sjnceltics.org

APPENDIX B: BULLYING ANONYMOUS REPORTING FORM

St. John Neumann Catholic High School
Bullying Anonymous Reporting Form
(For the purpose of this form, bullying encompasses bullying, harassment, and discrimination, including cyber incidents.)

If you have information regarding an incident that you believe may be considered bullying and would like to report this information anonymously, complete the following form to the best of your knowledge. Please note that this form is completely anonymous.

Today's Date: _____

Victim Name: _____ Grade: _____

Accused Name: _____ Grade: _____

Date of Occurrence: _____ Time of Occurrence: _____

Where did the incident occur? _____

_____

Please describe, in as much detail as possible, what happened. _____

_____

_____

_____

_____

_____

_____

Do you know any witnesses involved? If so, please provide as much detail as possible about possible witnesses.

_____

_____

_____

List any evidence of bullying, if any (i.e. letters, photos, texts, Facebook page, etc.—attach evidence if possible.)

_____

_____

DATE RECEIVED: RECEIVED BY:

APPENDIX C: ACCEPTABLE USE POLICY ("AUP")

St. John Neumann Catholic High School ("School") is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at the School utilize Apple iPad on a wireless network. Apple iPads and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus, clear and concise guidelines regarding the appropriate use of Apple iPads. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

Only school issued iPads are to be used. Students need the prior approval of the administration to utilize personal devices on campus.

EMAIL

- Students should always use appropriate language in their email messages.
- Email services provided by the School are to be used only for the exchange of appropriate information.
- No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved email programs may be used for student email.
- Only School-related attachments may be sent on the School email system.

CHATTING AND BLOGGING

- Instant messaging is prohibited on campus.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms, including chat rooms associated with game apps, during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

AUDIO AND VIDEO

- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, earbuds/headphones provided by the student must be used.
- Any student audio or video recording may be done only with the prior permission of all parties being recorded.

GAMES/APPS

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
- The School reserves the right to remove any game from a School iPad that is considered inappropriate or impedes the educational purpose of the Apple iPad program.
- Screensavers that include gaming components are not allowed.

APPLE IPADS

- Students may not change their school assigned Apple ID password.
- Student Apple iPads must not be left unattended at any time. If an Apple iPad is found to be unattended, it will be turned in to the Main Office or to the Technology Integration Specialist.
- Apple iPads must be in a student's possession or secured in a locked classroom or locker at all times.
- Students may not lend their Apple iPad to another student, relative, or friend.
- Students may not borrow an Apple iPad from another student.
- Apple iPads must be carried and transported appropriately on campus. They should be carried in their approved cases at all times.
- If School issued iPad case is damaged and no longer capable of providing adequate protection to the device, students must purchase another case from the School.
  Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the School's responsibility. All School-issued Apple iPads must be in the School-issued Apple iPad case.
- Students may not consume food or beverages near the Apple iPads.
- Apple iPads should be handled with care. Inappropriate treatment of School Apple iPads is not acceptable.
- No writing or stickers will be allowed on the Apple iPad, and it is not to be defaced in any way. However, stickers are allowed on the iPad **CASE**.
- Students are not allowed to create any administrative passwords on their Apple iPads.
- Students are expected to come to School with a fully charged battery on a daily basis.
- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the School network for personal or private business reasons including, but not limited to, online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on Apple iPads or our file servers.
- Students must notify immediately (within 24 hours) the Technology Integration Specialist if their iPad is damaged in anyway or if the iPad is malfunctioning. If not covered by the warranty, the student will be responsible for the repair or replacement cost of the iPad.
- Students must notify the Technology Integration Specialist within 24 hours if their iPad is lost or stolen. If the iPad is not recovered, the student will be responsible for the replacement cost of the iPad.

DELETING FILES

- Students may not delete any folders or files that they did not create or do not recognize. Deletion of certain files will result in iPad failure and will interfere with their ability to complete class work and may affect their grades.
- There is a $25 re-imaging charge to correct system files.

DOWNLOADNING AND LOADING OF SOFTWARE

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the School's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The School reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the Apple iPad program.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the Apple iPads
- There is a $25 re-imaging charge to remove any unapproved software or files.

SCREENSAVERS

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- There is a $25 re-imaging charge to remove any of the above.

INTERNET USE

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or the Technology Integration Specialist as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

PRIVACY, USE AND SAFETY

- Students may not give any personal information regarding themselves or others through email or the Internet including name, phone number, address, passwords, etc., unless they are completely sure of the identity of the person with whom they are communicating. Frequently, the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the email address or other personal information regarding other students, faculty, or administration to anyone outside of the School without their permission.

- Students must secure and maintain private passwords for Apple iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.

The School respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the School's administration has the right to view these files in order to investigate suspected inappropriate behavior.

- The School will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
    - Sending/posting false, cruel, hurtful or vicious messages/comments;
    - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
    - Breaking into email accounts and sending vicious or embarrassing materials to others;
    - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
    - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the School campus is a violation of the students' and of the staff members' right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the School will not be tolerated.
- Apple iPads that are provided by the School continue to be the property of the School. Therefore, the School has the right to view all content at any time.
- Any electronic device used on the School network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the School's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

COPYRIGHT

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

CONSEQUENCES

- The School reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- These consequences apply to students participating in the Apple iPad program at the School as well as to students who are using the School's iPads and on campus.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a $25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated Apple iPad abuse and/or damages, the School has the right to revoke the use of the School's Apple iPad and the student will be restricted to using it only on-campus. Repeated AUP offenses or Apple iPad abuses may lead to the loss of a student's privilege of using an Apple iPad on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student Apple iPads will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the Apple iPads or materials stored on the Apple iPads, or the School's network.

APPENDIX D: STUDENT APPLE iPad USE AGREEMENT

This Student Apple iPad Use Agreement ("Agreement") is made effective as of August 01, 2026 between St. John Neumann Catholic High School ("School") and the Student and the Student's parent or guardian (collectively referred to in this document as "Student").
Equipment Subject to Agreement: The Equipment subject to this Agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:

- One (1) Apple iPad
- One (1) AC/USB Adapter (with power cord)
- One (1) Carrying Case

OWNERSHIP: The School shall be deemed to have retained title to the equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the Equipment used by the Student.

TERM EQUIPMENT USE: The Student shall return all Equipment itemized above in good operating condition to the Technology Department of the School if the Student is not enrolled in the current school year (unless the School transfers the Equipment's title). The School may require the Student to return the Equipment at any time and for any reason. Upon graduation and completion of payment terms, the device will be released to the Student.

EQUIPMENT STORAGE AND USE AT SCHOOL: The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked locker or other secure, approved location.

USE OF EQUIPMENT: The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies ("AUP"). Violation of the School's AUP, which require administrative correction/repair by the St. John Neumann Technology Office, will incur a $25 fee per incident.

COMPLIANCE WITH SOFTWARE LICENSES: The Student shall not make copies of software licensed to the School. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

BACK-UP REQUIREMENTS: The Student may store documents or other files on the Equipment, and the Student is responsible for making back-up copies of such documents or other files. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment.

CARE OF EQUIPMENT: The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall, within 24 hours, notify the School's Technology Department if the equipment is not in good operating condition or needs repair. The School maintains a service contract covering the Equipment. The Student shall be financially responsible for repairs not covered by the warranty, deductibles or replacement cost. No personal stickers or writing is allowed on the Equipment.

RIGHT OF INSPECTION: The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

LOSS: The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

WARRANTY: The School honors Apple's warranty on all Equipment as an extended Apple Care warranty has been purchased. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The Student assumes responsibility for the condition of the Equipment.

INDEMNITY OF SCHOOL FOR LOSS OR DAMAGE: If the Equipment is damaged or lost due to negligence, or any other reason not covered by the warranty, the School shall have the option of requiring the Student to repair the equipment to a state of good working order or to reimburse the School for the replacement cost of such Equipment.

DEVICE: This Agreement shall apply to any model of iPad issued by St. John Neumann Catholic High School until a new Apple Equipment Use agreement is executed between the parties.

ENTIRE AGREEMENT AND MODIFICATION: This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior Apple Equipment Use agreements between the parties.

GOVERNING LAW: This Agreement shall be construed in accordance with the laws of the State of Florida.

SEVERABILITY: If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

APPENDIX E: APPLE iPad USE LIABILITY AGREEMENT FOR SJNHS

St. John Neumann Catholic High School ("the School") is configuring the Apple iPad ("the device") for connection to the School's wireless network, available to current students.

Please read the terms and conditions of this User Agreement carefully, which governs the use of the device, which is on loan from the School until the student graduates. You may not take possession of such device until you have read and accepted the terms of this User Agreement and signed the Release Form.

The School grants you the personal, non-exclusive right to utilize the device referenced above no sooner than August 1, 2026. This Device should be exclusively for School use. Any use of the device that interferes with its exclusive purpose is not permitted.

Upon entrustment of the device referenced above into your care, you assume the responsibility and liability of the device. Furthermore, you agree to return the device on the scheduled or arranged date of return in the same condition as which you received it, ordinary use and wear expected.

This agreement serves as a legal document between you and the School (the owner of this device).

LIABILITY

While in your possession, you are fully responsible for any theft or physical damage of this device and will be held accountable for the replacement or repair of this device. You are responsible for all cables and components of this device. You are responsible for keeping this device clean and in good condition during its use and upon its return to the School. You shall not lend this device to anyone without written permission from the Principal or Assistant Principal of the School. Please note that if you lend this device to another person without prior permission, you are nonetheless accountable and responsible for the replacement of this device, and may be subject to the forfeiture of the device, at the sole discretion of the School. Your failure to report the loss of this device or failure to return this device to the School may result in legal action against you. You hereby agree to pay for all reasonable attorney fees and costs incurred by the School in enforcing any of the terms of this Agreement.

SUPPORT AND SERVICE

You must obtain prior written permission from the Director of Technology to install any software and/or internal or external components on this device. You may not uninstall or erase any programs or files that were originally on this device. In addition, you must consult with the school's Technology Integration Specialist before changing any system settings. You must contact the school's Technology Integration Specialist within 24 hours if there is any technical and/or physical problem with this device.

OWNERSHIP

You hereby acknowledge that all rights, title, and interest to the device are the property of the School until the student graduates.

You hereby accept responsibility for this device and agree to all of the conditions set forth herein. You will not leave it unattended, nor will you lend it to another person. Should the device be lost, stolen or sufficiently damaged while in your possession, you will be responsible to provide the School with the replacement cost.

At distribution, the student will witness the physical inspection of the device and its components and accessories. All checked parts and accessories are present and functioning.

You understand that you will not perform any illegal activities with this device (i.e., hacking, pirating, downloading illegal materials, etc.), take part in any activities inconsistent with the School's Acceptable Use of Device Resources, or perform any activities which violate the student handbook.

You agree to release and indemnify the School, the Diocese of Venice, and any of its agents for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched,

or stored on this device. Furthermore, you agree to release and indemnify the School, the Diocese of Venice and any of its agents for any liability or for claims relating to the use or functioning of the hardware or software included with this borrowed device and accessories.

APPENDIX F: Diocese of Venice Cell Phone Policy

Diocese of Venice Policy
on Prohibition of Phones and Wearable Devices in Schools

Purpose: Educators are feeling the drastic effects of non-school issued, electronic devices. They have become an ever-present distraction to learning, and a drain on teacher motivation, leading to lower retention and reduced school safety.
After an analysis of school 'Cell Phone Policies' within the Diocese of Venice in Florida, it has been identified that schools have wide-ranging policies that are difficult to enforce at the diocesan level. The purpose of this analysis is to create one consistent and enforceable policy implemented at all schools within the diocese. This will allow the Department of Education to maintain a focused, respectful, and productive learning environment in all schools by ensuring that students are not distracted by mobile phones, wearable devices, or other electronic gadgets during school hours.
Scope: This policy applies to all students within the Diocese of Venice who bring mobile phones or wearable devices (including, but not limited to, smartwatches, fitness trackers, and any other technology capable of communication or internet access) onto school premises, whether they are in classrooms, hallways, cafeterias, or other areas.
Policy Details:

1. **General Rule:** Students who bring mobile phones or wearable devices must store these devices in a diocesan approved lockable storage pouch. Bags will be locked at the beginning of each school day and students will keep the bag in their possession, whether in a backpack or locker. At the end of the school day, students will pass the bag across the unlocking mechanism to gain access to their phone or other wearable devices.

2. **Definitions:**

    - **Mobile Phones:** Any device capable of making phone calls, sending messages, or accessing the internet, including smartphones.

    - **Wearable Devices:** Includes smartwatches, fitness trackers, or any other device worn on the body that connects to the internet or communicates with other devices.

3. **Consequences for Violations:**

    - See related sections in handbook

4. **Exemptions:**

    - **Medical Necessity:** Students who require a phone or wearable device for health-related reasons (e.g., for monitoring medical conditions) may submit a request for an exemption, along with appropriate documentation, to the principal. These devices will be subject to strict regulations and must remain off and secured unless needed for medical purposes.

5. **Student Responsibility:**

- It is the responsibility of students to ensure that their devices are stored securely in school issued lockable storage pouch upon entry into school. The school will not be held responsible for lost, damaged, or stolen devices.
- If the school issued storage pouch is lost or misplaced, it is the responsibility of the student to obtain an additional bag from the school office. If the storage pouch is permanently damaged or lost, the student will be responsible for the cost of its replacement.
- Students should be aware that the use of any mobile device to record, take photos, or video without proper consent is strictly prohibited and may result in further disciplinary actions.

6. **Enforcement:** Teachers, staff, and administrators will monitor adherence to this policy. Random checks may be conducted to ensure compliance. Students who need to contact parents during the school day are encouraged to use the school office phone or designated communication methods.

Conclusion: The goal of this policy is to create an environment where both students and faculty can focus on education, interact with their peers, and engage in school activities without distractions caused by personal devices. We appreciate the cooperation of parents and students in ensuring a positive and productive school experience for all.
Effective Date: August 4, 2025