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## **ARCHBISHOP BERGAN CATHOLIC SCHOOL** **STUDENT/ FAMILY HANDBOOK 2017-2018**

*Archbishop Bergan Catholic School exists to instill a passion  
as exemplified by Christ, for faith, knowledge and service.*

## **PURPOSE OF THE HANDBOOK**

The provisions in this handbook are designed to provide parents and students with information and guidance in the procedures and policies of the school. This handbook is for informational purposes only and does not constitute a contractual agreement between Archbishop Bergan Catholic School and any student or any parent/guardian of any student. Archbishop Bergan Catholic School reserves the right to change any of the guidelines set forth in this handbook without notice when, in its sole discretion, Archbishop Bergan Catholic School believes it is necessary.

## **PROFESSIONAL DISCRETION**

This handbook provides academic/disciplinary expectations, guidelines and helps to prevent arbitrary decisions. However, the handbook does not attempt to cover all possible circumstances or appropriate solutions; therefore, the Bergan Administration at all times reserves the right to apply professional discretion in dealing with students concerning academics/disciplinary situations, accounting for the nature of the problem, any extenuating circumstances and the intentions of the student and parent(s)/guardian(s) toward acceptable resolutions of the problem. By signing the agreement page, parents and students accept the responsibility to follow and support the policies of the school as outlined in this handbook. We do hope this handbook will be of service to you and enhance the cooperation we trust will exist among all of us.

## **PHILOSOPHY AND OBJECTIVE**

Developing within the philosophy and guidelines of the parish community of St. Patrick, Archbishop Bergan Catholic School exists to assist parents in the students' formation of a faith commitment to the teachings of Jesus Christ. The interaction of parish, parents, school, and community must provide the opportunity for mutual growth.

The immediate purpose of Archbishop Bergan Catholic School is to create an atmosphere in which Christian behavior is experienced through the teachings and lived experiences of the Roman Catholic tradition. The school exists to educate students as Christian individuals with personal dignity and to lead them to a realization of their full potential in view of their specific abilities and needs.

The following are the foremost goals and objectives of the school:

1. Theology – Our primary goal is to provide an educational community in which the development of knowledge and attitudes leads to a living of the Catholic faith.  
Our objectives are to:
  - a. Recognize Catholic identity is integral to every concept of the school, not an added component. It is expressed in the daily experiences, teachings and interaction of students, faculty, and administrators. It permeates the spirit and climate of the school.
  - b. Offer instruction through a Catholic perspective which will give the students a contemporary, intellectual grasp of the key philosophical and theological questions pertaining to faith and Christian living.

- c. Provide opportunities in the areas of liturgical celebrations, sacramental life, prayer experiences, personal guidance options and community service tasks.
  - d. Foster opportunities for free personal commitment to Catholic values in such a way that the development of the student's personality will be matched by a growth in faith.
  - e. Create an atmosphere of respect for persons and an understanding of mutual responsibilities to and for one another through class work, retreats and other services.
  - f. Build on the religious education programs of our parish.
2. Curriculum – Our goal is to provide an academic curriculum which increases in students an awareness of their intellectual abilities and which adequately prepares them for college level work.
- Our objectives are to:
- a. Maintain and expand a quality curriculum to meet the needs of our students in a changing society.
  - b. Help each student develop a positive attitude toward lifelong learning.
  - c. Encompass and reflect our Catholic heritage
  - d. Develop basic skills in the arts of communication, analytical thinking and independent reasoning.
  - e. Offer experiences through which each student can develop an aesthetic sensitivity.
  - f. Meet or exceed the accreditation requirements of the State Board of Education and AdvancED.
3. Extra-Curricular – The goal of the extra-curricular program is to give students opportunities to develop their interests and potential beyond the academic classroom.
- Our objectives are to:
- a. Promote physical fitness and encourage habits which build and maintain good health.
  - b. Promote the development of personality and communication skills through participation in fine arts activities.
  - c. Provide extra-curricular activities which will broaden the student's experiences, knowledge, understanding and responsibility in individual or group settings.
  - d. Offer experiences through which the student learns to use leisure time constructively.
  - e. Develop an appreciation of aesthetic values.
4. Self-Government/Citizenship – Our goal is to help students recognize and live the privileges and responsibilities of a democratic society.
- Our objectives are to:
- a. Provide opportunities and experiences which emphasize the heritage, the responsibilities and the privileges of American citizenship.

- b. Provide opportunities for students, faculty, parents and administration to share responsibilities and decisions.
  - c. Develop qualities of leadership in students through participation in student government, houses, clubs, and other school organizations.
- 5. Communication – Our goal is to have open communication: parents-to-school and school-to-parents. We will strive for shared responsibilities and trust through direct involvement with the school as part of the parish. Parents are strongly encouraged to use the school's website, [berganknights.org](http://berganknights.org), the school's Sycamore site, [sycamoreeducation.com](http://sycamoreeducation.com), and the school's activity schedule site, [centennialcon.org](http://centennialcon.org) for information and updates. The school will do its best to maintain up-to-date information and schedules on these sites.

Our objectives are to:

- a. Keep parents and the school community informed about the total life of the school.
  - b. Provide opportunities for parents to express their interest, concerns and support for the school and parish.
  - c. Assist in developing effective communication and mutual respect between students, parents and teachers through organized activities and an atmosphere of cooperation.
  - d. Challenge parents to be living examples of what they expect their children to honor and to emulate.
  - e. Support parents who encourage more diligent study, while discouraging satisfaction with mediocrity.
  - f. Encourage parents to monitor their children's study and to actively participate in Home & School activities, Parent-Teacher conferences and other activities which involve their children.
- 6. Administration – Our goal is to have the Board of Education, the Administration and the Faculty strong and unified.

Our objectives are to:

- a. Implement the Board of Education policies.
  - b. Establish unification through open and effective, internal and external communication.
  - c. Hire qualified personnel and to provide them with the supports necessary to fulfill their obligations and to grow professionally in accordance with the philosophy of the school.
  - d. Respect and relate to the personnel and students as individuals.
  - e. Initiate and maintain continuous development through positive leadership.
  - f. Establish an atmosphere within the school which is conducive to the learning process.

7. Teachers – Our goal is to have the teaching staff make available to students a perspective of human culture and provide an approach to the future based on a foundation of faith and acquired skills.

Our objectives are to:

- a. Develop communication and trust with each student.
- b. Present ways of growth for students, spiritually, academically, physically and socially.
- c. Carry out teachers' professional responsibilities as directed by the administration.

8. Students – Our goal is to have the students be self-actualized.

Our objectives are to:

- a. Assist students in relating to each other as individuals.
- b. Assist students in respecting their varying contributions to the school, parish and local communities.
- c. Prepare students for further education or for profitable employment, thereby furthering their ability to achieve personal goals.
- d. Enhance the student's development of self-responsibility.
- e. Expect students to work to their full capacity.

9. Community – Our goal is to offer an alternative to public school education in the greater Fremont area.

Our objectives are to:

- a. Fulfill our obligation to the community by providing a well-rounded education for students.
- b. Encourage an active participation in parish life.
- c. Prepare students for positions of employment and involvement in the community.
- d. Provide the opportunity for non-Catholic students to attend classes and activities, while respecting their individual beliefs.

## **EXPECTATION STATEMENT**

**The staff at Archbishop Bergan Catholic School exists to assist students in achieving success. The choices made by each student affect everyone's chances at experiencing success. All individuals will be held accountable and disciplined for decision making that may have a detrimental effect on the reputation, character, image, or integrity of St. Patrick's Parish and Archbishop Bergan Catholic School. It is the expectation that students practice sound judgment as not to commit any conduct that may be considered unbecoming of an Archbishop Bergan Catholic School student. The school community expects Archbishop Bergan Catholic School students to make good choices so that we may all experience success together.**



## **ACTIVITY PERIOD EXPECTATIONS**

Staff members are expected to supervise their assigned students during activity period/ HOUSE meeting time. Students are expected to be engaged in the following activities during this time.

- 1) HOUSE activities
- 2) Sports/ Club/ Organization meetings

If students are not at meetings or participating in HOUSE activities they must be completing one of the following:

1. Studying for assigned classes or completing assigned coursework
2. Receiving prearranged additional assistance from their instructors
3. Using technology in the library to support coursework

Students that are not taking advantage of Activity Period will be considered as disrupting the learning environment and will be subject to disciplinary action.

## **ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act (AHERA) regulations require all public and private school districts to inventory all asbestos containing materials in each building. The asbestos management plan for Archbishop Bergan Catholic School has been complete and is on file with the Nebraska Department of Health. The plan is available for public inspection. Copies of the Management Plan will be provided to requesting parties for the cost of reproduction only. Requests for copies of the Management Plan should be sent to President, Fr. Walter Nolte, whose address and telephone number is 422 East 4th, (402) 721-6611. General recommendations for the school regarding procedures for dealing with material that may contain asbestos have been developed. These recommendations are available for review in the Management Plan.

## **ARCHBISHOP BERGAN CATHOLIC PRESCHOOL/PRE KINDERGARTEN**

Archbishop Bergan Catholic Preschool/Pre-Kindergarten is a division of Archbishop Bergan Catholic School and is a ministry of Saint Patrick's Parish. All Preschool/Pre-K through grade 12 families have the opportunity to join the Parent Knights (PTA) group. Information regarding these events will be sent home throughout the year.

## **PRESCHOOL/PRE-KINDERGARTEN ADMISSIONS POLICY**

Children who are three, four, and five years of age may be enrolled at Archbishop Bergan Catholic Preschool located at the Early Childhood Education Center. Children that are 4 years of age by July 31st may attend the Pre-Kindergarten program located at the elementary school. It is open to all children whose parents are interested in Christ-centered education for their children. Children must be toilet trained to enter the program. You may enroll your child during the school year if openings are available. Enrollment will be considered confirmed only when the application form and a non-refundable \$30.00 registration fee are received and accepted by the school. The first month's tuition and the child's record form will be due no later than July 1st. Payment of these fees will ensure your child's placement in the program for the current school year. These fees are non-refundable unless the child moves from the

district or is enrolled in Kindergarten. If children are enrolled in the program after August 1st, additional charges may apply for materials.

## **PRESCHOOL/PRE-KINDERGARTEN GOALS**

1. We are dedicated to nurturing the growth of every child in a Christ-based atmosphere that honors the worth of children, supports their families, and respects the diversity of all people.
2. We will provide experiences to promote development within the individual child: spiritually, physically, socially, emotionally, and intellectually – while building groundwork for future education and daily life.
3. We will provide opportunities for each child to demonstrate and practice developing self-help skills.
4. We will assist each child in learning to interact in a group by showing respect to others, accepting compromises, taking turns, and recognizing how one's behaviors affect others.
5. We will help each child develop body and muscle control, and an increasing awareness of his/her own needs and feelings and how to express them.
6. We will broaden the child's interest in, experiences with, and awareness of the world around him/her.

### **Additional goals for your child include:**

1. Introduction to basic readiness skills appropriate to the age of your child. These will include color, shape, mathematical concepts, and exposure to letters of the alphabet.
2. We will use all the senses to expose children to the basic readiness skills. Some of these skills will be primarily directed to the children attending the three or five day per week classes.
3. Music skills will include music curriculum during their regular class time. We will promote singing and vocal play, movement, musical concepts, and focused listening activities.
4. Science activities will use a "hands on" discovery approach to their environment.
5. Fine motor skills will include cutting, drawing, gluing, and writing.
6. Large motor skill opportunities will be offered during their free time play on either the outdoor playground or indoor play area.
7. Learning short traditional Catholic prayers, learning to verbally offer prayers, and learning songs that express our Catholic and Christian faith.

## **ARRIVAL AND DISMISSAL**

We have arranged for a pre-kindergarten loading area in front of the school. This space is reserved for dropping off and picking up your child. A staff member will come to your vehicle at arrival time to greet your child. Staff will accompany your child to the front door. In the interest of safety, please put your vehicle into Park until all children are safely in or out of your car and the doors are closed. While you are waiting for a staff member to come to your vehicle, please pull as far ahead along the curve as possible. You may use the parking lot while you wait for the staff to escort your child to or from the building if you arrive early.

This procedure will also be used at dismissal time when staff will accompany your child to your vehicle and help them buckle up in their safety seat. Please DO NOT block the drive thru area.

Morning Session – Children should arrive at school between 7:55 and 8:05 A.M. The teachers will start dismissing children about 11:10 A.M.

Afternoon Session – Children should arrive at school between 12:00 and 12:10 P.M. Class will be dismissed about 3:20 P.M.

Please be as punctual as possible with your child's arrival and dismissal. The time before and after each preschool session is devoted to planning, preparation, and evaluation.

## **CARPOOLS**

It is requested that each carpool give us the list of names of the children composing their group. If at any time your carpool changes, please let us know. Parents are also requested to send in writing of any dismissal changes. If your child is to go home with someone other than their usual arrangement, we must have a written note stating the change. Please do not give verbal exchanges when you drop your child off at school. We will release children only to the authorized persons indicated on the Children's Record form provided by Nebraska Health and Human Services System unless other arrangements have been made by a written note.

## **ARCHBISHOP BERGAN CATHOLIC SCHOOL (Grades K-12)**

### **ADMISSION AGE REQUIREMENTS**

Archbishop Bergan Catholic School complies with Nebraska State age requirements for students attending Kindergarten. Children entering kindergarten ordinarily must be five years old on or before July 31<sup>st</sup>. Any student not turning five prior to July 31<sup>st</sup>, must be evaluated for kindergarten preparedness.

### **NON-DISCRIMINATION ENROLLMENT**

All parishioners, non-parishioners, and non-Catholics are welcome to attend Archbishop Bergan Catholic School. Archbishop Bergan Catholic School does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs or disability if with reasonable accommodations; the applicant can meet the program requirements. Since we are religiously oriented for the Catholic community, we give preference to members of the Catholic Church, but welcome members of the other denominations after our own community is served.

### **ADMISSION REQUIREMENTS**

In addition to the admission guidelines, for the admission of a kindergarten student or a transfer student, the parent/guardian must provide:

1. **BIRTH CERTIFICATE** – Archbishop Bergan Catholic School complies with Nebraska State Law requiring that a birth certificate with a raised seal must be on file for every student who is enrolled. The original should be brought to the office to be copied.
2. **HEALTH RECORD** – An up-to-date health record is required. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and

of all students who transfer in at any grade level from outside Nebraska. A dental examination is also recommended at this time.

3. **IMMUNIZATION RECORD** – An up-to-date immunization record is required.

4. **SACRAMENTAL RECORDS** – Parent/guardian is required to submit a Baptismal Certificate regardless of religion.

5. **CUMULATIVE RECORDS** – For students transferring into Archbishop Bergan Catholic School, a copy of records from the previous school attended is required.

### **WAITING LIST GUIDELINES**

The Principal along with the President/Pastor will make the decision concerning your child's acceptance and placement into our school. We will use the following criteria in descending order when we have a waiting list:

1. The family has current students attending Archbishop Bergan School.
2. The family has students attending the parish preschool program.
3. The family is following the expectations of a parishioner, including:
  - a. Being a registered member in St. Patrick's Parish (length of registration may be a factor).
  - b. Having a Stewardship Form on file
  - c. Attending Mass regularly
  - d. Actively participating a parish ministry or organization
  - e. Contributing regular financial support
4. The family is Catholic, non-parishioner; date of school application will be taken into account.
5. The family is non-Catholic; date of school application will be taken into account.

### **Registration and Waiting List Fee**

Archbishop Bergan Catholic School requires all families to pay a registration fee by March 1. This fee along with the required registration paper work will reserve a spot for your child to attend Archbishop Bergan Catholic School. Every returning family is asked to reenroll by March 1 deadline. A family will be required to pay a late registration fee per family if reenrollment is received after the March 1 deadline. They will also need to turn in required registration paper work in order to reserve their student's spot at Archbishop Bergan Catholic School.

### **ABSENCES**

You should send your child to school regularly and promptly. Regular attendance is best for your child and the continuity of the class. If your child will be absent on a school day, for elementary students please call the elementary school at 402-721-9766 and for middle/high school students please call the middle/ high school at 402-721-9683 before class begins. If you get voicemail, you may leave a message. Be sure to state your child's name and the date. Pass-a-notes or emails from parents are not an acceptable form of notification of student absence. Parents are asked to call school and directly speak with a staff member or leave a voicemail.

## **AFTER SCHOOL ACTIVITIES**

(After School care, Student Council, Chess Club, Athletic Practices, etc.) Students are expected to follow school rules during these activities.

## **ATTENDANCE**

Regular attendance by students is essential for students to obtain the maximum benefits of the school's education and religious programs. If a student is not at school to attend a school-related event (e.g., field trip, retreat, speech tournament, sports event, etc.) he or she will not be considered absent.

Parents of absent students are responsible for contacting the school by 8:15 a.m. If no contact is made by the parents, the school attendance secretary will attempt to contact those parents whose children appear as absent during the day. A parent signed note is required upon the student's return to school.

Excessive absenteeism occurs when a student misses so many days of school, whether excused or unexcused, that his or her educational growth suffers. If any student has accumulated a total of five (excused or unexcused) absences per quarter, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. A meeting or meetings between the school Principal/Assistant Principal, the student's parent/guardian, the student, and any other school officials deemed necessary by the Principal/Assistant principal. The goal of such meeting or meetings will be to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation by the Principal/Assistant Principal (or guidance counselor) to identify the condition contributing to the excessive absenteeism problem. If services for the student and the student's family are needed, the investigator shall meet with the parent/guardian and student to discuss any referral to appropriate agencies to remedy the conditions.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the Principal to determine, in light of the particular circumstances, whether a student may make up work due to excessive absenteeism. If a student is absent for more than twenty days per year, the principal shall notify the county attorney of the county in which the student resides and shall also notify the Catholic School's Office.

Notification of Student Absence Letters will be sent home to parents/guardians by the school when students reach a total of 5 absences in any given class period. These letters will also be sent home to parents when the student reaches at total of 10, 15, or 20 absences in any given

period. Once again, when a student reaches 20 absences in a given class period the county attorney will be notified.

## **ATTENDANCE CODES**

### Unexcused absences

UVR = unverified, no contact

NOT = notified, called in or note

TDY = tardy to any class period

FLU = student has the flu called in or note states so (for epidemic designations by DHHS)

EMG = emergency, pulled out of school

TRU = truant from class

### Excused absences

COL= pre-arranged visit to a college or university

CRT = court documentation received

FNR = student attended a funeral

DDR = doctor documentation received

ACT = student attended a school activity

ADM = was with administration or administration excused

ISS = in school suspension

SUS = suspended

EXP = expelled

## **ATTENDANCE & PRE-ABSENCE EXPECTATIONS**

When a student knows ahead of time that he/she will be absent from school, he/she is expected to obtain a pre-absence sheet from the Student Services Office. That sheet must be signed by that student's teachers of the classes for which he/she will be absent and returned to the Student Services Office prior to being absent. If the student does not complete this process, the absence will be considered notified but unexcused until it has been completed. It is at the teacher's discretion as to whether or not their class work should be completed prior to the absence or upon return from the absence. Pre-absence class work not completed and submitted according to the teacher's instructions will be considered missing assignments and will be dealt with according to the Make-up work policy.

## **BUILDING ADMITTANCE**

The outside doors will be locked until 7:45 a.m. At the elementary site, students will be allowed between the outside doors and second set of doors at that time. At the Middle/High school, students are to be in the North lobby before school. No one is allowed upstairs, in the gym, east lobby, etc. If students are to see a teacher before school they must first report to one of the school secretaries who will contact the teacher for approval. The middle/ high school day begins at 8:00 a.m. and ends at 3:30 p.m. The elementary school day begins at 8:05 a.m. and ends at 3:20 p.m.

All students are to be in the cafeteria during their lunch period except seniors on open campus. Students are not to be in the school building unsupervised after 3:40 p.m.

Elementary students still in the building will be admitted to the “After School Care” program at that time and a daily drop-in fee will be charged. Middle/High school students may wait inside the north doors for rides to arrive.

### **AUTHORIZED DISMISSAL FROM SCHOOL**

A written request from the custodial parent or legal guardian is required for a student to leave school before time of dismissal. The request must clearly state reason(s) for leaving early. The Principal will not release students to strangers or callers without using necessary precautions because of the grave danger involved. Students will not leave school property for any authorized school activity without adult supervision unless signed parent authorization has been given to the school administration or staff supervisor.

If a student becomes ill at school, he/she will notify their parents and permission must be given for them to leave. Students in kindergarten through the 8<sup>th</sup> grade must stay at school until an adult designated by the parent/guardian arrives to pick them up. Students will be dismissed only to a parent/guardian or an authorized person designated on a written request. All students dismissed during the school day must be picked up at the office. Students returning to school from an appointment or arriving late to school must check in at the office before going to the classroom.

Students will not be allowed to leave school during the school day for the purpose of retrieving items left at home. In the event a student leaves a necessary item in their vehicle in the school parking lot, they will be allowed to retrieve the item after being approved by administration and checking out with the student services office upon exit and arrival.

### **SCHOOL MASS AND OTHER RELIGIOUS SERVICES**

Attendance at class and/or school retreats, faith days, and community service days for their entirety is mandatory for all students. Days such as these are a vital part of Archbishop Bergan Catholic School’s mission and an integral component in a student’s formation. The only allowable exceptions are time missed to attend a regularly scheduled college class and for an illness excused with a doctor’s note. Any unexcused time missed on these days will be made up outside of the regular scheduled school day.

Attendance at school masses and other religious services (penance service, stations of the cross, etc.) is required of all students present at school that day. Students should conduct themselves in an appropriate manner showing respect and reverence for our religious traditions. Failure to do so will result in disciplinary action. Absences unaccounted for from these services will be considered truancy and will result in a two-hour detention.

### **ATTENDANCE TO PUBLIC SCHOOL CLASSES**

1. Only sophomores, juniors and seniors may attend classes at Fremont Senior High School.
2. Archbishop Bergan Catholic School students must attend the public senior high classes, even when Archbishop Bergan Catholic School is not in session.
3. Travel must be provided by the students themselves.

4. If the public senior high class is missed because of a Bergan activity, the student must obtain an excuse from the Archbishop Bergan Catholic School office. Otherwise, this absence will be unexcused.
5. If a student receives a semester failure in a Fremont Senior High class due to excessive absences, the student will not be allowed to register for a Fremont Senior High class the following school year.
6. Archbishop Bergan Catholic School and St. Patrick's Parish are not responsible for accidents and/or injuries received by Bergan students as a result of traveling to and from the classes or enrollment in Fremont Senior High classes.
7. While in attendance at Fremont Senior High School, Archbishop Bergan Catholic School students must follow Fremont Public School's rules and regulations.
8. Bergan students are required to go directly to Fremont Senior High, School to Career, and College classes and return to Bergan immediately after. Upon return, students must go to their assigned areas or face detention for truancy.

## **TARDIES**

Student tardies tend to unnecessarily disrupt classroom routines for all concerned. The following are regulations concerning student tardies:

1. Students are considered tardy if they arrive in the classroom up to, and including 15 minutes after the tardy bell has rung. If a student arrives after the class has been in session for 15 minutes, the student will be listed as absent for that class. If he/she has a pass from the previous period teacher, the tardy will be accepted and excused. *Notes from parents/guardians concerning tardies will not be accepted and the student will need to serve the time missed from class.*
2. Every time a student is tardy, he/she will make up the time that day after school in the teacher's room in which the tardy occurred. A teacher may choose to accumulate tardy make-up time and have the student serve that time at the conclusion of a quarter or semester.
3. Upon the accumulation of the 8<sup>th</sup> tardy in a year, a student will serve a one-hour detention. If a 12<sup>th</sup> tardy is recorded, a two-hour detention will be issued. Any senior reaching twelve (12) tardies will also lose open campus for the remainder of the school year.
4. If a student reaches the sixteenth tardy for the year, a meeting will be scheduled for the student, and his/her parent to discuss with administration an attendance plan with consequences outlined for any further tardies.

## **Activity Period and "House" Attendance**

All tardy and attendance regulations apply to Activity Period and/or "House" meetings and activities.

## **Teacher Assistants**

Only 12<sup>th</sup> grade students that are in good academic standing are allowed to be Teacher Assistants. All tardy and attendance regulations apply to Teacher Assistants. Teacher



Assistants are the responsibility of the cooperating teacher. However, it is a position of responsibility and requires discretion on the part of the student. When leaving the classroom of their cooperating teacher, teacher assistants are required to have a pass from their cooperating teacher. Time spent as a teacher assistant must be used wisely, and misuse may result in termination of teacher assistant duties. Any teacher assistant that loses the privilege to continue in their role will be assigned to a regular class.

## **CALENDAR**

The principal will develop an annual calendar that:

- a. provides an optimum number of instructional days in recognition of the direct correlation between instructional time and student learning;
- b. fulfills, as minimum, State and applicable accrediting agency requirements;
- c. gives priority to number of instructional days regardless of length of the school day;
- d. includes staff development days.

A copy of this calendar will be sent to the Archdiocese of Omaha Catholic Schools Office.

## **CELEBRATIONS**

We have class parties to celebrate certain holidays. These vary by grade level. Teachers and room parents will discuss plans for these celebrations.

### **Student Birthdays**

A student's birthday is a special day. Each classroom honors that child in a manner that is appropriate for his/her grade. Birthday treats are allowed, but not encouraged. Parents may send store bought unopened treats for the entire class for the student's birthday, however, all store bought treats must include the ingredients label. Please be mindful of other students in the classroom that may have food allergies or a medical condition (i.e. diabetes) that may prevent them from sharing in the celebration. Some alternative birthday treats include pencils, inexpensive notepads, etc. Please discuss plans with the teacher beforehand.

\*Invitations for a student's birthday party may be distributed at school provided that each child in class receives an invite.

\* Addresses can be obtained on the school's student information system *Sycamore Education*.

## **COURSE LOAD**

Students are required to fill their schedule. This may mean that a student will take a class that is not their first choice. A student may be assigned to a class if necessary. Students at the middle/ high school level are expected to maintain a class load that includes a maximum of one study hall or open period.

### **Schedule Changes**

There is a designated period each semester for schedule change requests. Generally this period is the first ten (10) days prior to the first day of school and the first (ten) 10 days of each semester. Second semester changes can begin the 5 school days prior to Christmas break beginning. No schedule changes may be made after the first (ten) 10 school days of the semester without administrative approval.

All schedule changes must be done through the Guidance Office with the counselor. After the initial drop/add period, prior to the beginning of the quarter/semester, the appropriate paperwork must be completed and a Drop/Add form will be given to the student. It is your responsibility as a student to obtain the signatures of all teachers involved, as well as the parent signature required, and return the completed form to the Guidance Office. The student may begin the new class schedule the following day. Drop/Add forms without all required signatures will not be accepted. For every class that is dropped, a class must be added to the student's schedule. "Open" periods are not allowed, and students may be assigned to a class if necessary.

### **Drop and Add**

When you drop a class after ten (10) school days following the beginning of the term, you will receive a grade of "WP" (withdraw passing) or "WF" (withdraw failing), whichever is appropriate based on your current grade earned. You will receive "0" hours of credit for these marks on your transcripts. If the student's performance in this class has triggered a placement on the "ineligibility list" the act of withdrawal from this class reinstates eligibility if all other eligibility criteria have been met.

Should you be removed from any class for disciplinary reasons or for lack of satisfactory progress, you will have that class recorded on your transcript as a mark of "F" and will receive "0" hours of credit. You will be reassigned to another regularly scheduled class, if possible, or you could be reassigned to a restricted study hall. You will be declared ineligible for 30 calendar days.

If you drop a class after fifteen (15) days of enrollment in the semester your transcript will be marked with an "F" for that class and you will receive "0" hours of credit. A grade of "WP" may be given in extraordinary circumstances with administrative approval. If a "WP" is given, a period of 14 calendar days of ineligibility will follow. This will allow for a record to be constructed in a new class to determine eligibility.

### **CURRICULUM**

Archbishop Bergan Catholic School utilizes the standards, assessment, and curriculum guidelines promulgated by the Archdiocese of Omaha which also meet the requirements of the Nebraska Department of Education. The Catholic Schools Office provides direction for the development and implementation of all K-12 curriculum.

The principal is responsible for distributing the curriculum guides in each building and in providing time for staff to work with the curriculum. The principal is also responsible for monitoring the curriculum and assessment process in the buildings.

### **STATEMENT OF DISCIPLINARY PERFORMANCE STANDARDS AND PROCEDURES EFFECTIVE FOR ALL STUDENTS**

Students at Archbishop Bergan Catholic School are expected to display good Catholic values and behavior at all times. Students are expected to treat this institution and all members of the Bergan community with respect and dignity as Jesus did. This behavior is expected during the school day and at all school sponsored activities whether on or off campus.

Christ's command that we "love one another" is a central part of this code. The administration reserves the right to impose discipline for students engaging in inappropriate behavior, including suspension and/or expulsion.

Our intent is to assure good order and protect the rights of all in the school community. We propose to stress personal responsibility for behavior by all students. Choices are given to help students change their attitudes and behaviors. Natural, logical and realistic consequences, a simple structure and reasonable rules are used to set up a joint effort to learn and grow.

## **CLASSROOM DISCIPLINE**

Teachers' expectations will be explained to the students the first weeks of school. The classroom teacher will handle most inappropriate behaviors. Consequences will vary depending upon the frequency and seriousness of the violation. Consequences may include such things as a verbal reminder, a verbal or written apology, a loss of privilege, such as recess, or a detention. The behavior, its context, as well as the student and his/her age may all be factors that determine consequences on a case by case basis. More serious inappropriate behaviors will be brought to the attention of the administration and may require the removal of a student from the classroom. These include, but are not limited to, major incidents where there is:

1. DANGEROUS behavior – physical or psychological
2. ABUSIVE behavior – in action, speech or gesture
3. UNREASONABLE behavior – out of control or unwillingness to gain self-control despite requests to do so (an example would be a student not responding to a teacher using their classroom discipline cycle).

## **DETENTIONS/ AFTER SCHOOL TIME**

Detentions will be served immediately after school on the day the detention was received, when possible. There will be an assigned room each week for detained students to serve their time. The only exceptions to serving the detention that day would be:

1. A verified medical appointment.
2. A scheduled, school activity.
3. A transportation conflict with parents of students not driving to school.

In these cases, the detention will be served the next school day. Failure to show up for an assigned detention will result in the time due to be served being doubled. One hour detentions will be served immediately after school. Two-hour detentions will be served on consecutive school days, immediately after school, one hour each day.

## **DETENTIONS/TEN MINUTE ROOM**

The ten-minute reminder room was designed to deal with minor infractions of school code in an effort to increase consistency of enforcement of all rules. It will be applied to all infractions dealing with the dress code, hall passes, minor technology infractions, and gum or food where it is not allowed.

The first infraction of any kind in a day will result in ten minutes after school. A second infraction in one day results in 20 minutes. If there is a third infraction of any kind in the same day, the student will serve thirty minutes and receive a two-hour detention.

A record of infractions will be kept each quarter as well. Any student being cited for three infractions of any kind in one quarter will be asked to serve a one-hour detention.

### **DETENTIONS/AFTER SCHOOL TIME RESPONSIBILITIES**

Those students assigned time after school will report to the assigned room at the assigned time. Students will be assigned to after school time on the day of the violation. The school will not be responsible for transporting students home from after school time. A student's transportation home will be taken into consideration when assigning a date and time to serve. No one will be excused from assigned after school time. Students will not be excused from after school time to participate in or attend an athletic or extracurricular practice. It is the student's responsibility to transport themselves to and from practice following after school time. The penalty for failing to attend after school time on the assigned day will be the following sequence;

#### **Missed/ Skipped scheduled after school time (sequence carries through the entire school year)**

1<sup>st</sup> = rescheduled after school time with no penalty

2<sup>nd</sup> = rescheduled after school time with no penalty/ parent contact

3<sup>rd</sup> = rescheduled after school time / 1 additional hour of after school time received/ parent contact

4<sup>th</sup> = rescheduled after school time / 2 additional hours of after school time received/ parent contact

5<sup>th</sup> = rescheduled after school time / 1 day in-school suspension

6<sup>th</sup> = rescheduled after school time / 2 day in-school suspension

7<sup>th</sup> = 2 day out-of-school suspension

8<sup>th</sup> = 3, 4, or 5 day out-of-school suspension

\*\*\*the only excused absences from after school time are Court Dates, Doctor's appointments, or Probation meetings. These absences must include documentation from Court, Doctor, or Probation or will be not be excused.

It is the student's responsibility to see their designated administrator to inquire about an after school time change if there is an emergency or a legitimate reason that warrants an after school time change.

### **DETENTIONS/DISCIPLINE REFERRALS**

1. Parents will be notified of any major violations by mail, by Sycamore Pass-A-Note, and/or by phone.
2. The office keeps a record of all disciplinary referrals, detentions and actions taken in all cases.
3. All parent conferences regarding discipline referrals will focus on a statement of rules, the contract agreement, the necessity for discipline and the procedures to be

followed if a change in behavior is not effected; reasons for current disciplinary behavior will be noted and improvement expected.

## **OFFENSES RESULTING IN AUTOMATIC DISMISSAL FROM SCHOOL**

On occasion, students will be suspended and/or expelled. Reasons for suspending and/or expelling a student include:

- a. behavior of the student which presents a moral danger to other students or
- b. behavior that is incorrigible\* or
- c. frequent absences

It is the responsibility of the Administrator to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be given to the Archdiocesan Superintendent of Schools.

\*Incorrigible means the student has been corrected by a staff member a number of times but refuses to change his/her behavior.

### **Short Term Suspension**

Every effort is made to work with students to solve any special or disciplinary problems. If it is not possible to solve the problem with the student, suspension from school may become necessary. The Archbishop Bergan Catholic School Board of Education has authorized the Administration to suspend a student from any school function for violation of school rules and standards or for conduct for which a student could be expelled. Short-term suspension will be imposed as follows:

The student will be suspended:

1. until parent and student report to the administration; or
2. for one or more days, until parental conference with principal within five days; or
3. any time up to and including five school days.

A suspended student may not return to school during the school day or participate in any school activity until reinstated from an out-of-school suspension. Any student so suspended from school shall first have been directed to the administrative office for investigation and a conference and shall be given oral or written notice which shall include:

1. type of offense, and
2. date of offense.

3. The student shall have an immediate opportunity to present his/her version of the incident. The parent(s) or guardian(s) will be notified within twenty-four hours or within such extended time as is reasonably necessary. The parent(s) or guardian(s) will receive an explanation of the student's conduct and the resulting penalty and the reasons.

### **Emergency Suspension**

A student will be excluded (emergency exclusion) immediately for a dangerous communicable disease or conduct which presents a clear threat to the physical safety to the student or others or who is so disruptive as to interfere with the rights of other students to pursue an education. Such exclusion may be for five days and may be

extended for a longer period provided a hearing is held and determination made by the President of Archbishop Bergan Catholic School within ten days after the initial exclusion.

### **Long Term Suspension**

Long Term exclusion (6-19 days), suspension for the remainder of the semester or mandatory reassignment or expulsion may be assessed for the following conduct which includes, but is not limited to the following conduct at school, at a school sponsored activity, or in the community:

1. Use of violence, force, coercion, threat, intimidation or assault of any person.
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value or repeated damage or theft involving private or school property.
3. Causing or attempting to cause physical injury to a school employee or student. Any student involved in fighting will receive a minimum of one day out of school suspension.
4. Threatening or intimidating a student for the purpose of obtaining money or anything of value from the student.
5. Unlawful possession, handling or transmitting any object or material ordinarily considered a weapon. The administration will make the final determination regarding what constitutes a weapon. The administration will make a ruling on each situation.
6. Unlawful possession, selling, dispensing or use of a controlled substance or alcoholic liquor.
7. Engaging in any other activity forbidden by law which activity constitutes a danger to other students or interferes with school purposes.
8. A repeated violation of any established rule, if such violation constitutes a substantial interference with school purposes.
9. Abusive and disrespectful language or actions to a staff member or other school employee.
10. Any conduct which reflects grave discredit upon the school.

The administration shall have the right to initiate disciplinary action, suspension, and/or expulsion when a student demonstrates problematic/serious behavior. An appeal of a suspension and/or expulsion shall be made to the President of Archbishop Bergan Catholic School to make a final decision.

### **Appeals to Suspension**

A student who has been suspended or expelled from Archbishop Bergan Catholic School by the administration may appeal the decision to the President of Archbishop Bergan Catholic School. Final decisions on suspension and/or expulsion are made by the President of Archbishop Bergan Catholic School.

## **Out-of-School Suspension Procedure**

Out-of-school suspension separates the offender from the student body and is a warning that this separation may become permanent unless serious behavior changes are made immediately. Students must remain off campus during the time assigned to out-of-school suspension. This includes activities, practices and all other school sponsored activities both home and away.

Students are expected to complete all class work missed at the convenience of the teacher. Service work may be assigned in addition to the suspension. Students may contact their instructors before 8:00 a.m. and after 3:20 p.m. to maintain their course work.

### **Parent-Assisted Suspension**

For those parents who feel that their child cannot afford to miss school, out-of-school suspension time may be served through Parent Assisted Suspension. A parent or grandparent may accompany their child throughout the school day. The student and parent will be together all day including closed campus lunch.

### **Physical Altercation**

Bergan students are expected to maintain self-control in all situations. Any staff member will aid in the mediation process between students involved in a physical altercation. Know that any middle/ high school student who hits another with his/her hand will be sent home for one (1) day and the police may be called based on administrative judgment of the situation. Penalties will escalate for repeated incidents. Incidents in the elementary will be handled on a case by case basis.

## **STUDENT OFFENSIVE CONDUCT, BULLYING OR HARASSMENT**

Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include but are not limited to the following:

- a. Explicit and offensive references or gestures;
- b. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- d. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

The following is a commonly referenced definition of bullying:

"A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons." *Olweus, D. (1993). Bullying at School: What We Know and What We Can Do. Cambridge, MA: Blackwell Publishers, Inc.*

- **Bullying or Normal Conflict** – Normal conflict can occur any time or place and is generally accidental and resolved by the parties in the conflict. Bullying behaviors occur where the person bullying feels safe engaging in power-seeking behavior which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.
- **Bullying or Harassment** – Harassment behaviors share the common themes found in a definition of bullying and additionally recognize that the behavior is discriminatory toward protected classes of individuals. For example, specific types of harassment would include sexual harassment or racial harassment.
- **Types of Bullying** – Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm

## **PROCEDURES FOR REPORTS AND INVESTIGATIONS RELATIVE TO OFFENSIVE CONDUCT, BULLYING OR HARASSMENT**

An individual who has complaints of offensive conduct, bullying or harassment will report such conduct to the principal/administrator/guidance counselor. If an individual feels uncomfortable with bringing the matter to the principal/administrator/guidance counselor, or if the principal/administrator/guidance counselor is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion will follow.

The school will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

The school will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the offensive conduct is of a sexual nature then the directives of the Charter for the Protection of Children & Young People from the United Conference of Catholic Bishops would take effect. The Omaha Archdiocesan Office of Victim Outreach and Prevention would also be contacted and would provide guidance to the school on the steps to be administered.

## **DANCES**

1. All school dances will be adequately chaperoned.



2. All decorations must be taken down that night if a school day follows or by 3:00 p.m. the following day if it is not a school day.
3. A breathalyzer may be employed.
4. Students must turn in an admission form to the office for all dates that do not attend Archbishop Bergan Catholic School. Dates will be asked to show identification at the door.

## **DRESS SYSTEM**

Archbishop Bergan Catholic School has a dress system for many reasons: The most important is that the dress system signifies a student body and community that have a common background and goal. The dress system is not meant to prevent the student from individual expression at the highest levels through individual academic accomplishments, personal and spiritual development. It is not required that a student buy all of the options available. He/she may choose preferences from several items and colors.

### **Slacks/Pants**

(Khaki, navy Blue) Dennis, French Toast, or *another retailer that matches the color* of Dennis of French Toast.

Slacks must be dress quality, traditional cut, with slash not patch pockets. A flap pocket is permissible if designed on the back of the slack, not the sides and/or front. Carpenter loops are not allowed. No denim of any color or style. Colors must be navy blue, and the same khaki color of Dennis Uniform and French Toast.

Pants are to be worn as they are tailored. *They are not to be rolled up higher on the legs.*

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

### **Shorts\*\***

(khaki, navy blue) Dennis Uniforms or French Toast exclusively.

**\*\*The appropriate length of shorts is *no shorter than "fingertip" length and no longer than the knee.***

### **Skorts\*\***

(khaki, navy blue, Carden plaid) Dennis Uniforms or French Toast exclusively.

**\*\*The appropriate length of skorts is *no shorter than "fingertip" length.***

### **Skirts/Jumpers\*\***

(Carden plaid or Blackwatch plaid) Dennis Uniforms exclusively.

**\*\*The appropriate length of skirts is *no shorter than "fingertip" length.***

### **Polo Shirts** – short sleeve and long sleeve

(White, navy blue, hunter green, yellow\*) Dennis Uniform, French Toast, or other retailers. (\*Yellow polo according to Dennis Uniform color.)

Shirts may not have logos, Insignia, or emblems of any type. Short-Sleeve undershirts may be worn under polo shirts. They must be white and tucked in. *No colored undershirts or cami's or long-sleeve undershirts may be worn.*

### **Oxford Shirts/blouses** – short sleeve and long sleeve

(White or light blue)

### **Sweaters**

- Crew neck pullover sweater (white, navy blue, hunter green)
- V-neck pullover sweaters (white, navy blue, hunter green)
- V-neck cardigan sweater (white, navy blue, hunter green)

### **Sweatshirts**

Sweatshirts with Bergen written on the left front in approximately 1x3 inch brush script embroidery of the same color thread as the sweatshirt. (white, navy blue, hunter green) The quarter-zip pull over sweatshirt provided by Dennis Uniform are also allowed to be worn during the school day (navy blue, hunter green.) \*\*

*\*\*No hoodies or other sweatshirts can be worn during the school day.*

**Fleece Jackets** – (white, navy blue, hunter green) Dennis Uniform exclusively.

The fleece zip-up jacket or quarter-zip pull over are the only jackets allowed to be worn in school during the school day.

### **Leg Wear**

Any leggings, tights, and/or knee high socks must be one solid color. The color shall be white, navy, or black.

### **Bergen Dress System Guidelines**

1. A turned down collar shirt is **not** required under the dress system sweatshirt or crew neck sweater. A turned down collared shirt is required under the dress system v-neck sweater. All shirts worn under sweatshirts or sweaters must be tucked in.
2. A short sleeve t-shirt may be worn under any dress system shirt, but it must be white and it must be tucked in.
3. Dress system shorts may be worn throughout the school year.
4. Shoes/sandals in good condition must be worn.
5. Hats and sunglasses may not be worn in the building during school hours. Not even on “Break the Dress Code days”. (The only exception is for students helping in the kitchen area.)
6. Bergen Spirit Apparel and Break the Dress Code Days will be featured as assigned.
7. Hair must be well groomed according to the Administration.
8. Enforcement of Dress System: If dress code is broken, the student will change clothes using the extra clothes in the office. The clothes must be returned at the end of the day. In addition, the student’s name will be turned in to the office. The student will be expected to stay after school according to the ten-minute room procedure.

### **Additional Girls’ Guidelines**

1. When skirts, dresses, skorts, shorts or culottes are worn, they should be appropriate in length (no shorter than “fingertip” length) and cut for classroom wear (no deep side, back, or front slits). Skorts or culottes must resemble skirts. Low cut v-neck and scoop neck dresses, sweaters or shirts/blouses will not be allowed without an appropriate shirt underneath.
2. Other than ears, no pierced body parts adorned with any decorative item are allowed.

3. Earrings may be worn.
4. No visible tattoos or writing.

### **Additional Boys' Guidelines**

1. Faces must be clean shaven. A student found in violation will be sold a disposable razor to shave with at school. The razor will be disposed of after use and the student will be charged a fee for its use.
2. No pierced body parts adorned with any decorative item.
3. No earrings.
4. No visible tattoos or writing.

### **“BREAK THE DRESS CODE” GUIDELINES:**

Days designated as “Break the Dress Code” are designed to help restock the food pantry, support or aide a student and/or their family, or provide funds for general use of all members. Shirts with inappropriate designs, advertising, or wording; clothing with holes; tank, midriff or “see through” tops; short shorts or other revealing/inappropriate attire are not allowed. No hats are allowed to be worn in the building on “Break the Dress Code” days. Regular dress code rules regarding the length of shorts/skirts/skorts, as well as piercings, shall be observed on “Break the Dress Code” days.

#### **Hair**

Boys should have nicely groomed hair. No gaudy or unusual cuts, designs, artificial highlights or colors are allowed for boys. Girls may wear any tasteful hairstyle. No gaudy or extreme cut designs, or non-natural color highlights are allowed for girls. Hair must be clean and groomed. Distracting cuts, colors, styles and ornamentations (such as extreme colors or large hair bows and headbands that detract from learning) are not allowed.

#### **Cold Weather Wear**

In addition to a winter coat or jacket, the following clothing is recommended for protection from the cold in snowy weather to safeguard the health of the children:

#### **Hats/scarves - Mittens/gloves - Boots**

Items should be labeled in order to help avoid mix-ups. If a child does not have boots, he/she should bring an extra pair of shoes for outdoor use. Any foot covering that is worn outdoors during wet or snowy weather must be taken off before entering the classroom.

Boots and snow pants must be worn to play in the snow.

#### **Special Activities**

On days with special activities, i.e. field trips, the teacher and the Principal will determine the proper dress code.

#### **Spirit Day Apparel**

On “Early Dismissal Days”, students may dress in school spirit apparel. Spirit apparel is clothing that is purchased through the school, Lou’s Sporting Goods, Nebraska Sports or Embroidery Connection. Items designed by students or parents are not considered spirit apparel. The teacher(s) and/or administration will determine compliance with the above dress code.

## **Mass Day Apparel**

When students attend mass they are to be dressed appropriately following dress code regulations. Students are expected to wear only uniform approved items at mass. No coats, sweatshirts, or any other type of outerwear may be worn in the sanctuary of the church. Students may only wear dress code fleece jackets, quarter zip fleece pull overs, Bergan dress code sweatshirts and sweaters to mass. While in the sanctuary of the Church, students will be allowed to wear Archbishop Bergan Catholic School approved Spirit wear. This spirit wear is in the form of outerwear consisting of Bergan sweatshirts and hooded sweatshirts purchased through the school, Lou's Sporting Goods, Nebraska Sports or Embroidery Connection. The teacher(s) and/or administration will determine compliance with the above dress code.

## **ELECTRONICS**

Due to the distractions electronic devices create to the educational purposes of the school, cell phones, portable media players and other electronic data and communication devices are to be turned off during school hours. Electronic devices must be off and out of sight in all locations and in all operating modes, and remain in student lockers from 8:00 a.m. to 3:30 p.m. If these devices are seen or heard they will be confiscated and appropriate disciplinary action will be taken.

1. The school will not be responsible for lost, stolen or damaged electronic signaling devices.
2. The use of electronic signaling devices at any time during the school day is not permitted.
3. Electronic signaling devices are to be on power-off mode at the start of the school day and remain that way until the end of the school day. Leaving an electronic signaling device on the vibrating mode is not permitted.

Students relinquish any reasonable expectation of privacy when they use cell phones to call or send text messages at school. If a cell phone rings, buzzes, flashes, etc., the school staff has the right to confiscate the phone and search the call log to determine who has been contacting the student. In the event the call was initiated at school, appropriate disciplinary action according to the discipline outlined below will be taken against everyone involved.

Phones ringing or buzzing in lockers will be considered in violation of school policy.

Students will be permitted to possess and use electronic devices under special circumstances. These circumstances include receiving administrative approval or teacher initiated permission.

Administrative approval:

1. A written letter from parents requesting permission explaining the special circumstance.
2. Student receives verbal permission from the administrator granting permission.
3. Administration would communicate this allowance to staff.

Teacher initiated permission

1. Electronic device used for a learning activity.

2. Electronic device used to support instruction.
3. Both of these circumstances need to be communicated to administration.

Students will be permitted to possess and use electronic devices during the school day in response to a health related emergency when a licensed physician has indicated in writing that the device is essential for the health of the student and the student has received prior permission from the school principal/assistant principal or designee to possess and use electronic devices in response to health related emergencies.

Pupils will not be called from class except in emergencies.

#### Violation of Electronic Device Policy

1. First offense – Device will be turned in to the office, a thirty-minute room will be served and a parent must contact the administrative office for the student to retrieve their device.
2. Second offense – Same as above, except, a one hour detention will be served instead of a thirty-minute room.
3. Third offense – Same as second offense, except, a two hour detention will be served and the parent will be required to pick up the device from school.
4. Fourth offense – Student will be required to turn in their device at the beginning of the school day to the administrative office and retrieve it at the end of the school day for the remainder of the school year.

### **EMERGENCY INSTRUCTIONS**

Archbishop Bergan Catholic School follows the Standard Response Protocol. Much more information about S.R.P. can be found at [www.iloveyouguys.org](http://www.iloveyouguys.org)

#### A. EVACUATE/ Fire Drill Instructions

1. Routes are posted in the individual classrooms.
2. Close the windows and walk quietly to your assigned exit.
3. The last one out of the room will close the door.
4. Everyone must leave the building during the drill.
5. Students should stay off of neighborhood lawns.

#### B. EVACUATE TO AN ANNOUNCED LOCATION

GO! EXIT! Specific instructions will be given as to where classes should move. General instructions on evacuation to designated locations should be part of the room plan. Similar to a fire drill, students and staff should exit in an orderly fashion. Elementary students will reunify at St. Patrick's Catholic Church or Trinity Lutheran Elementary Gym. MS/HS students will reunify at St. Patrick's Auditorium or the Midland University Events Center. Attendance will be taken.

#### C. SHELTER/ Tornado Drill

The severe weather/ tornado alarm will be an announcement over the P.A. System. When the alarm is sounded, students are to walk quietly to the designated shelter. In the elementary, Kindergarten and 1st grade go to the K-2 girls restroom. Combo and 2<sup>nd</sup> grade go to the K-2 boy's restroom. 3rd and 4th grade go to the 3-6 girls restroom. 5th and 6<sup>th</sup> grade go to the 3-6 boys restroom. Preschool will go to their restroom. Music, PE, Art and

Library will take the students they have to their wing and the classroom teacher will meet them and go to the restroom for their class.

At the Jr./Sr. high school student should follow these steps: Rooms 104, 105, 106, 206, 207, 208, 209, 210, and 211 are to go immediately to the locker rooms at the North end of the gym. Rooms 104 and 105 will use the gym doors for access and the upstairs student will use the hallway by the art room. FOLLOW TEACHER INSTRUCTIONS. Students from the Media Center, Rooms 101, 102, 103, 200, 201, 202, 204 and 205 are to report to the Administrative Offices. Remain in the shelters until further directions are received. Attendance will be taken.

#### **D. LOCKDOWN LOCKS, LIGHT, OUT OF SIGHT**

STOP! STAY! LOCK DOOR(S)! Teachers will take role and notify the OFFICE via email/ Passnote of any missing student(s) other than those already marked absent.

Student(s) who are not in a classroom at the time of crisis will be moved to a secure area. Teachers near a restroom or rooms other than classrooms should move any students to their classrooms and notify the OFFICE that you have them. Make sure classroom windows are free of obstructions. Crisis team members need to be able to see in the room.

#### **E. LOCKOUT, SECURE THE PERIMETER**

Everyone inside the building. Lock the perimeter doors and draw the blinds on exterior windows. Increase your situational awareness. Business as usual and take attendance.

### **FIELD TRIPS**

Your child will periodically have the opportunity to take field trips; however, field trips are privileges afforded to students and not absolute rights. Teachers will have the right to deny students to participate if the student fails to meet academic or behavioral requirements. All school rules apply when children are on field trips or any other school sponsored events.

A signed parent/guardian permission slip is required before students will be permitted to participate in the field trip. Without this signed permission form, the student will not be allowed to participate. Any additional fees or admission cost will be stated on the field trip information slip. Only school-aged children will be allowed to ride on the bus for school sponsored field trips.

### **FOOD AND DRINK**

On a school day, food and drink are to be restricted to the cafeteria, unless permission is given by the administration. No food or drink is ever allowed in the library or computer labs. Bottled water with a lid that is purchased from the school's vending machine and/or from the school's lunch program will be allowed in the classroom at the teacher's discretion; however, nothing shall be added. (Such as flavor packets.)

Students are not to consume gum, food, or candy in the Bergan buildings between 8:00 a.m. and 3:30 p.m., except at special times designated by the administration. Food and beverages may be consumed in the north lobby before and after school only. Unless there is a verified medical reason, students may not store any food or drink in their locker with the exception of the bottled water described above.

Any violations of this rule will be handled the same as the enforcement of the dress system. Ten-minute room procedure will also apply.

## **GRADING SYSTEM**

The grading system for achievement and effort is explained on the report cards for each grade level. Parents of students in grades 3-12 may view grades online.

### **Grading Scale**

#### **SUPERIOR**

A+ (100-97)	4.0	A (96-95)	4.0	A- (94-93)	4.0
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#### **HIGHLY SATISFACTORY**

B+ (92-91)	3.5	B (90-88)	3.0	B- (87-86)	3.0
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#### **AVERAGE**

C+ (85-84)	2.5	C (83-80)	2.0	C- (79-78)	2.0
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#### **BELOW AVERAGE**

D+ (77-76)	1.5	D (75-73)	1.0	D- (72-70)	1.0
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#### **FAILURE**

F (below 70)	0.0
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P/F = Pass/Fail

The grading scale is indicated on all transcripts. Ordinarily pass-fail is to be given in a class that does not meet on a daily basis and where evaluation is related to performance of a service nature. Credit is given at the conclusion of each term (semester of a block class), term (2<sup>nd</sup> semester of a block class), or semester end (of a yearlong class). In some instances, the student may receive reduced credit in individual instruction courses. Students and/or parents have a right to see grades at any time.

All Middle school class failures are reviewed by a faculty committee at the end of the school year. The following are used as guidelines. If:

1. both semesters are failed, the class must be repeated or successfully complete in summer school.
2. the second semester only is failed, summer school is required.
3. the first semester only is failed, summer school is recommended.
4. two or more required classes are failed for both semesters, the student will be required to repeat part of or the entire grade.
5. excessive absences (see attendance policy).
6. the administration may make an exception to the above policies in event of extenuating circumstances. In such a case, a conference with the parents, student, counselor, teacher(s) and administration is required.

## **GRADUATION**

Graduation requirements are listed in the Course Description and Registration Book. No student will be permitted to participate in the commencement exercise until they have completed all graduation requirements and have paid all fees and monies owed to the school. Course requirements must be completed by 4:00 p.m., the Friday prior to commencement exercises.

As part of our identity as a Catholic school, and as a ministry of St. Patrick's Catholic Parish, commencement exercises will be held at St. Patrick's Catholic Church.

## **GRADUATION REQUIREMENTS**

The following graduation requirements are now in place for the Class of 2015 and beyond.

A. Theology	8 semesters	<u>Total Required Hours = 250</u>
English	8 semesters	
Math	6 semesters	<u>Service Hours Required = 20 per year</u>
Science	6 semesters	
Social Science	6 semesters	
World Language	4 semesters	
Business/Computers	2 semesters	
Physical Education/Health	2 semesters	
Fine Arts/Music	2 semesters	
Speech	1 semester	
Economics or Personal Finance	1 semester	

### **B. Demonstrated Essential Skills Performance (See Below)**

In order to provide flexibility (i.e. in dealing with the transcripts or needs of transfer students or special situations) the guidance department, with approval of the principal, may accept credits from courses of equivalent values, if the courses come from creditable sources.

Essential Skills Performance requirement: Required of all classes.

Before graduation, every Bergan student must demonstrate, through a personal presentation, the integrated skills of speaking, the focused organization of information and the proper use of technology. The completion of an individualized project designed for each student will be expected by the end of the Junior (11<sup>th</sup> Grade) year. If the presentation by the student is below standard, another presentation opportunity will be allowed throughout a student's senior year, until the standard has been met. Rubrics will be used to determine acceptable levels of performance. These will be made known to anyone who could benefit from the information.

### **PLEASE NOTE**

1. THEOLOGY IS REQUIRED OF ALL STUDENTS attending Archbishop Bergan Catholic School. Great respect is shown for the religious beliefs of people of other faiths who are asked to consult the course descriptions and administration for answers to questions.
2. A full time student is one who is enrolled in no less than seven courses each term. (9 weeks) All Bergan students are expected to be full time students.
3. MID-YEAR GRADUATION is possible during the senior year if the application is approved by parent(s)/guardian(s) and administration by May 15 of the Junior year.
4. Attendance at any scheduled retreats of the senior year, in their entirety, is mandatory. The only allowable exceptions are time missed to attend a regularly scheduled college class and for illness verified by a doctor's note. Any unexcused time missed from a senior retreat may be considered truancy and will be made up



after the conclusion of a senior's school year in the form of community service at the school.

## **MID-YEAR GRADUATION**

Students who have completed the graduation requirements as set forth by the State Department of Education and the Bergen Board of Education may elect to graduate at the end of the first semester of their senior year.

The following procedures and conditions will be followed regarding mid-year graduation:

1. Students must satisfactorily meet all the curriculum requirements as listed in the curriculum booklet.
2. Application procedures for mid-year graduation must be completed by the end of the junior year of school. The applications are available from the counselor.
3. Parents must give approval and sign the application.
4. The diploma of both mid-year graduates and four-year graduates will be the same.
5. The student is considered a graduate of the spring graduation class and his/her picture will appear in the yearbook with that class.
6. Mid-year graduates may elect but are not required to participate in baccalaureate and/or commencement exercises in the spring with their class. Payments for cap and gown must be made before the end of the first semester. No refund will be made should the student, for any reason, not participate in the baccalaureate and commencement exercises. Those participating are expected to make all practices. Students/parents will be notified of these dates and times. Mid-year graduates who do not elect to participate in baccalaureate and/or commencement exercises will receive their diploma when they become available. There will not be any formal graduation program at the end of the first semester.
7. Upon the completion of the first semester, mid-year graduates assume alumni status and may no longer be involved as a student in school activities. The exception to this rule is the prom. Mid-year graduates will be allowed to attend the prom and bring dates.
8. Tuition is one half the annual tuition plus \$50.00 which accounts for expenses incurred whether the student is in school for one semester or one year.

## **HOMEWORK/ CLASSWORK**

Homework/ Classwork is an essential part of any school program. Appropriate homework/ classwork assignments will be given according to the grade level of the student. Homework assigned will correlate with material covered in the classroom. We ask that parent/guardians provide an atmosphere at home that will strengthen and support the child in completing the homework. Missing assignments are not acceptable; therefore, students may receive a verbal/written warning, deduction in grade, time after school, and/or whatever the teacher deems appropriate. The advantages of homework are many. It extends the learning time beyond the normal school day and it creates a great work ethic. It increases responsibility and self-discipline among students by completing assignments without teacher supervision. Homework can create a close working relationship between home and school as well as

between parent/guardian and child, by encouraging involvement by parents/guardians in the lessons and activities assigned by the school.

If a child has been ill, the responsibility rests with the child to check with the teacher concerning assignments that have been missed. The teacher determines the make-up work. We encourage parents to pick up their child's homework if their child has missed school.

## **HOMEWORK: MAKE-UP WORK/ CLASSWORK POLICY-GRADES 7-12**

\***CLASSWORK** is assigned for students to complete on a **daily basis**. It is the expectation that students complete homework assigned and hand it in according to the prescribed deadlines given by staff members.

\***LATE WORK** will be downgraded **10 percent per day**, and after **3 days** the best a student will be able to receive on an assignment is **70%**.

\***NO ZERO POLICY**-Grades will run in a weekly cycle of checking for zeroes on Friday and assign consequences using the following 3-step system:

**Step 1**-If a student has a zero at the end of the week, their progress report will be sent home to be signed by their parent and returned to the teacher the following Monday.

**Step 2**-The following week it is the expectation that the student has already returned the progress report to the teacher and there is no missing work in the student's grade book.

**Step 3**-Failure to bring back the progress report or complete the make-up work will result in a Missing Work violation log on Sycamore which results in 30 minutes of afterschool time for each offense.

\***MAKE-UP WORK** will be the responsibility of the **student** to pick up from teachers when the student is absent from school.

\* Students will receive **2 days** for every **1 day** that he/she are gone to complete their work.

\* It would be advantageous to have the student work on their missing assignments while in after school time. A teacher may also coordinate with the afterschool supervisor to make sure the student is spending their afterschool time working on missing assignments.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					Student has Zeroes= send home progress report to be signed
Week 2	Student returns signed progress report			Student has turned in a signed progress report and made up missing work = no consequences	Student has Zeroes or has not returned the signed progress report= 30 minutes for each offense
Week 3					Student has Zeroes or has not returned the signed progress

					report= 30 minutes for each offense
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## HONORS

At graduation time, special recognition is given to the two graduates who have the highest scholastic average, provided each student has spent the last two semesters in Archbishop Bergan Catholic School. The average is based on the semester grade over the period of eight semesters (four years) regardless of the accredited high school in which the grades were earned. The student with the highest average is designated the valedictorian and the one with the second highest average the salutatorian.

## HONOR ROLL

An honor roll will be determined at the middle/ high school each semester. The purpose of the honor roll is to encourage high scholarship. Students who achieve a 93% or above in every course will be on the straight "A" honor roll. Students who have a 93% and above average, with no grade below a 78% , will be on the "A Average" honor roll. All those who achieve an 86% or above average, with on grade below a 78%, will be on the "B" honor roll. High school students' averages are computed by multiplying the grade by the number of credits given for each course. This total number is then divided by the total number of credits the student is enrolled in during the grading period. Only courses awarding three (3) credits or more are used.

## ACADEMIC LETTER

Bergan High School will award an academic letter to any student who, by consistent academic effort, meets the following criteria:

1. Maintains a 90% average in all courses taken over the period of review.
2. Has no reported grade in that period of review that is lower than a 78%.
3. Has completed course work in four of the core courses in the following list over the period of review.

Definitions:

Period of Review –

9<sup>th</sup> grade = First three quarters of the academic year

10<sup>th</sup> grade = Last quarter of 9<sup>th</sup> and first three quarters of 10<sup>th</sup>

11<sup>th</sup> grade = Last quarter of 10<sup>th</sup> and first three quarters of 10<sup>th</sup>

12<sup>th</sup> grade = Last quarter of 11<sup>th</sup> and first three quarters of 12<sup>th</sup>

Core Courses –

Advanced Math

Advanced Biology

Algebra I

Algebra II

American Government

American History

Anatomy & Phys.

Any three hr. College Course

Biology

Calculus

Chemistry

Economics

English 9,10,11,12

Geography

Geometry

International Affairs

Intro to Physical Science

Pre-Calculus

Psychology

Sociology

Spanish I,II,III, IV

Reported Grade = Any grade listed as a quarter grade (for period long classes) or as a semester grade (for block long classes), is considered a “reported grade”. The final grade for period long classes, which is composite of quarter and semester exam grades is not considered.

## **INCOMPLETES**

Ordinarily the student has three weeks in the next grading period to complete the work on an incomplete (“I”). If it is not completed during that period, the “I” becomes an “F” and no credit is allowed unless the administration decides there are extenuating circumstances. At the end of the school year, arrangements must be made to the teacher’s satisfaction to remove any remaining incompletes.

## **SEMESTER EXAMS**

The final days of each semester are used for taking final examinations. All students are required to take semester exams. If a class concludes after nine (9) weeks, a semester exam should be given at the nine (9) week break. Term length courses should require an exam at the conclusion of the term.

## **GYM POLICY**

The following guidelines are to be followed when using the gym:

1. Unsupervised activity is not allowed.
2. Students are to walk around the gym floor.
3. During the school day, students are to enter the school building using only the main entrance. The outside gym and weight room doors are to be used only for entrance and exit to gym activities
4. Doors are not to be “propped” open.
5. Students are to remain off the mats on the stage at the middle/ high school.
6. All equipment and balls must be collected and appropriately stored.

## **HALL TRAFFIC**

1. Students moving in the halls must not disrupt learning in the school.
2. A student must have a written pass from a teacher to pass during a class period (ten-minute room procedure will apply).
3. Shoving, taunting, book checking, loud boisterous behavior, or other forms of misbehavior will absolutely not be tolerated and will result in appropriate disciplinary action.

## **HOMECOMING & PROM ATTIRE**

Homecoming and Prom are formal events. Attire for these events includes a dress for young ladies. Young men should wear appropriate neckwear i.e. tie or bowtie and the option of a dress suit or tuxedo. We expect the attire of our young men and women to reflect the mission of Archbishop Bergan Catholic School. Therefore, we reserve the right to refuse admittance to anyone who is not properly dressed for the occasion. Students are expected to be clean and neat in their appearance for our formal events.

All dress should be modest and in good taste. The administration reserves the right to determine acceptability of clothing or appearance. Parents are asked to assist their sons & daughters in the choice of a modest homecoming and prom attire, i.e. no plunging necklines, no bare midriff, no strapless gowns, etc. Most current fashions do not incorporate these guidelines. It may take a little extra time and effort to find the right attire. Your cooperation will be appreciated.

### **ILLNESS AT SCHOOL**

Students that state that they are ill or are sent to the office for symptoms of illness may have their temperature taken by a staff member at school. If the device indicates that the student has a fever of 100.5 or higher the student will be sent home. If a student vomits at school or has a confirmed case of diarrhea they will be sent home and will need to be fever, vomit and diarrhea free for twenty four hours before returning to school.

### **INCLEMENT WEATHER**

Archbishop Bergan Catholic School will post announcements in the event of inclement weather, to Radio Station KFMT, FM 105.5, AM 1340 KHUB and TV channels 3, 6 and/or 7 for the closing of school, a late start or an early dismissal. Families are encouraged to register on School Beacon to personally receive alerts. In case of early dismissal, students will be sent home their usual way—walking, car pools, etc., unless we are notified otherwise. No child will be dismissed unless proper provisions have been made.

In the event of inclement weather and no early closing, children can be released early only if a parent/guardian comes to school to pick them up. In this case, students must be picked up at the office. However, parents/guardians may not take children other than their own unless we have oral or written permission from the parent/guardian of that child.

### **COOPERATION WITH LAW ENFORCEMENT AND OTHER GOVERNMENTAL AGENCIES REQUESTING ACCESS TO STUDENTS**

In all cases where Law Enforcement Personnel enter a school building to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

- a. Arrival of Law Enforcement Personnel. Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal/Assistant Principal of the school and state the nature of the inquiry or investigation.
- b. Student Interviews. In cases where Law Enforcement Personnel wish to interview a student, the Principal/Assistant Principal of the school (or Principal's designee) shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the

Principal/Assistant Principal (or designee) shall remain present during the interview unless otherwise directed by the Interviewing Officer.

c. Notification

1. Parental Notification. In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal/Assistant Principal shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer.

In all cases where a student is taken into custody and removed from school premises, the Principal/Assistant Principal shall promptly notify the student's parent or legal guardian.

2. Superintendent of Catholic Schools Notification. In all cases where a student is interviewed or apprehended, the Principal/ Assistant Principal shall notify the Superintendent of Catholic Schools of the incident and the procedures followed

- d. Documentation. In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal/Assistant Principal shall document the date and time of the incident, the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

## **LIBRARY/ MEDIA CENTER MATERIALS AND USAGE**

1. A quiet atmosphere will be maintained.
2. Respect for people and property is expected.
3. Students using library materials for completing assignments will have first priority; others who wish to use the library may do so on a "space available" basis, as long as they follow the library rules.
4. Students who choose to ignore the rules listed above may lose their library privileges.
5. Fines will be assessed for the following:
  - a. overdue books and materials
  - b. damage to books and materials
  - c. loss of books and materials when removed from the library with/without permission or proper check out.

## **LICE POLICY**

**Head lice are a common problem for children in a school setting. Every year, millions of children get head lice. It can happen to any child, so as a parent being proactive about head lice is important. Please understand that we have a no NIT/lice policy at Archbishop Bergan Catholic School. This policy is in order to keep confirmed cases of lice as isolated incidents that are contained and we need the help of parents to be constantly vigilant. The school asks and encourages parents to check their children regularly for head lice. If you do find any nits or live lice please let the school know as soon as possible. Students may be randomly or systematically checked for lice by a staff member throughout the school year. Students that are confirmed to have nits or lice will be sent home immediately and the student must be nit and lice free upon**

**admittance back into school which can happen not sooner than the next school day. Any student sent home for nits or lice will be evaluated by a school staff member upon arrival at school. The school administration holds the right to admit a student that is under a treatment plan by a medical professional.**

### **LOCKERS AND PERSONAL AFFECTS**

1. Lockers should be entered only during the passing period. Outside of the passing period, school lockers must be closed and locked. Failure to do so will result in a ten-minute room.
2. Student lockers are school property and they may be searched at any time by school officials. Students are responsible for what is contained in the lockers issued to them by the school.
3. Each Middle/High School locker has a combination lock built into it. Students are required to use the locks as intended by the manufacturer. Those students choosing not to secure their lockers by “jamming” locks, “pre-setting” dials or any other means are doing so at their own risk and will be asked to pay for any damage done to their locker. Students may obtain a combination lock for their gym locker for a \$5.00 deposit (to be returned to the student at the end of the year when the student returns the lock). If the student does not use the lock, their property is at risk. Use of locks is encouraged for your protection. The school is not responsible for articles lost from lockers. Only school issued locks may be used.
4. No taping, painting, writing, or inappropriate pictures are allowed in or on lockers.
5. Students are not allowed to enter the locker of another student without permission.
6. Medications and/or prescription drugs are to be turned in at the Student Services Office. It is **not** to be stored in student lockers. It is the student’s responsibility to report to the office at the appropriate times to receive their medicine.

**Note:** Students and their personal affects are subject to being searched by the administration or his designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all purses, backpacks, and other kinds of carrying devices.

### **LUNCH AT ELEMENTARY**

**Parents/Grandparents are allowed to eat lunch at the elementary school with their student. In order to provide less of a disruption to the school operation, we ask that families limit their lunch visits to one day per month. If you plan on eating lunch with your student, we ask that you contact the school office prior to 9:00am on the day of your visit to ensure you are included in our lunch count. Please refer to the section on Visitors for further guidelines. We ask that parents and grandparents do not visit their child for lunch before Labor Day and after May 1<sup>st</sup> to ensure the smooth transition of the beginning and end of the school year.**

### **LUNCH PERIOD**

1. Students must eat lunch in the school cafeteria (unless on open campus). They may bring lunches from home for themselves only or use the school lunch program. If a

student brings a lunch from home he/she will be allowed to keep it in their elementary homeroom or in the student services office at the middle/ high school until their lunch period. The student must check in their lunch when dropping it off and check it out when taking it. Failure to do so will result in a ten-minute room at the middle/ high school. If a student is to leave for lunch, he/she must have written parent/guardian permission and be picked up by the parent/guardian.

2. Students may not leave the lunchroom until dismissed by a lunchroom supervisor.
3. Lunches may be purchased in the Student Service office at the middle/ high school. At the elementary, payment may be made in person at the school office or sent with the student and given to their teacher when the lunch count is taken. Please keep a positive lunch balance. Balances may be checked via Sycamore.
4. Restrooms in the lunch area are not to be used during the lunch period without permission from the lunch supervisor.
5. Inappropriate lunchroom behavior may result in an assignment to an isolated eating area.
6. Food or drink (except bottled water) must be consumed in the lunchroom and not removed.
7. Food may be delivered to school by family members for family members only, with prior administrative approval.

### **Sack Lunches**

If a child brings a sack lunch, she/he is required to eat the sack lunch. They may order milk if they have money in their lunch account. Please keep in mind sack lunches should include meat, fruit, and vegetables. No candy or pop. Please do not send food that needs to be heated.

### **SAFE ENVIRONMENT**

ARTICLE 12. Dioceses/eparchies are to maintain “safe environment” programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

ARTICLE 13. Dioceses/eparchies are to evaluate the background of all incardinated and nonincardinated priests and deacons who are engaged in ecclesiastical ministry in the diocese/eparchy and of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. In addition, they are to employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. United States Conference of Catholic Bishops, Program of Priestly Formation [Fifth Edition], 2006, no. 39).



## **THE UNITED STATES DEPARTMENT OF AGRICULTURE'S REQUIRED NONDISCRIMINATION STATEMENT**

“The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender, identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or activities. If you wish to file an employment complaint, you must contact your agency's [EEO Counselor](#) (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at [http://www.ascr.usda.gov/complaint\\_filing\\_file.html](http://www.ascr.usda.gov/complaint_filing_file.html). If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer. PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Program.”

## **MARRIAGE AND/OR PREGNANCY POLICY**

The Creator has in His Wisdom provided for the creation of new life and the happiness of men and women through marriage. The expectation is that our students will follow all the moral laws of the Catholic Church. It is important when dealing with sexuality that adolescents practice abstinence and that eventually if they plan to marry they prepare for this sacrament and for family life in accordance with Catholic Church Law. Archbishop Bergan Catholic School will not deprive any student (male or female) of a Catholic education. Married and/or pregnant individuals are allowed to be enrolled in school, only with counseling that is approved by the administration. If the student openly rejects this counseling, he/she will not be allowed to remain in school.

## **MEDIA CENTER/ LIBRARY EXPECTATIONS FOR STUDENTS**

Students may be assigned to attend class or complete course work in the Media Center/ Library at any time on any given day. Regardless of the circumstances that a student is in the Media Center/ Library there are certain guidelines that need to be followed. When students are in the library they are expected to be completing one of the following:

1. Quietly studying for assigned classes or completing assigned coursework
2. Going to receive prearranged additional assistance from their instructors
3. Quietly using technology in the library to support coursework

## **MEDICATION REQUIREMENTS**

Health Cards and Medicine Authorization forms must be signed and on file in the school office. If a student has a special health concern or allergies, these **MUST** be identified on the Health Card. If a student is on medication that must be administered during school hours:

1. Medication should be brought to the school office by a parent. Do not send medication with your child to school.
2. Prescribed medications must be properly labeled in a container by a pharmacy with written orders from the doctor stating name of drug, dose, time interval when medication is to be taken and diagnosis.
3. Prescribed medications will not be administered without a parent's written request that the school comply with doctor's orders.

Non-prescription medications will not be administered without the written permission by the parent/guardian.

## **MULTI-CULTURAL EDUCATION**

Archbishop Bergan Catholic School, through its religious and other specific multicultural programs, will provide students with knowledge and understanding of other cultures and a respect for people of other cultures.

## **NON-CUSTODIAL PARENT/GUARDIAN**

Archbishop Bergan Catholic School's policy on the rights to school information by parent/guardian who do not have custody of their children is as follows:

1. Court orders: At the time of registration and/or as the parent/guardian become aware, court orders must be presented to the Principal by either or both parent/guardian.
2. Records: Non-custodial parent/guardian must submit written requests for their children's records, unless a court order prohibits them from doing so.
3. School personnel may assume that the non-custodial parent/guardian has a right to the student's records unless a court order to the contrary has been provided.
4. The school requires a notarized copy of the custody section of the divorce decree.

## **OPEN CAMPUS**

Seniors may apply for the privilege of open campus beginning the first semester of the school year. Those on open campus are not required to be at school during lunch, college release, school-to-work assignments arranged with the administration except as stated in the regulations below:

### **A. Objectives**

1. To learn to budget time both in and out of school.
2. To allow the student an opportunity to develop self-discipline and responsibility.
3. To allow the student to make the most efficient use of his/her time.

### **B. Conditions**

1. Open campus is a privilege, not a right. Each student is responsible for his/her own actions.
2. While away from school, the student is expected to demonstrate Christian values.
3. The 4<sup>th</sup> quarter grades, attendance, tardies and behavior of a student's 11<sup>th</sup> grade year will be used to determine their eligibility for Open campus for the 1<sup>st</sup> quarter of their 12<sup>th</sup> grade year.

4. Maintain no more than two tardies per nine week quarter. An accumulation of twelve tardies at any time during the school year results in the loss of open campus for the school year.
5. Maintain no more than two period absences that are defined as unexcused per nine week quarter. An accumulation of four period absences that are defined as unexcused results in the loss of open campus for the school year.
6. A student loses open campus if any grade falls below a 78% (C-).
7. Not traveling directly to and from school-to-career, Fremont Public School, and/or College classes will result in loss of open campus.
8. Accumulate no more than one hour of detention/ after school time per nine week quarter.

### **C. College Release**

1. Students enrolled in Midland University and/or Metro CC courses are excused from the attendance regulations of Bergan High School during the time period that the college course occupies.
2. Eligibility rules apply.
3. Parental permission is required.
4. Request forms are in the administrative offices.
5. If a student is present at Bergan High School during a time in which he/she does not have a regularly scheduled class, he/she must report to the assigned room for that class period and attendance rules apply.

### **OUT OF BUILDING PASSES**

1. Any student, unless he/she is on Open Campus, who leaves the building or grounds during the school day for any reason except lunch, regularly scheduled class, or emergency drills, must have a pass and their parent's permission. The pass must be signed by an administrator. Students leaving the building, under these guidelines, must check out with the student services office as well.
2. Students in PK-8 will not be allowed to leave the building without an adult to accompany them home or to their final destination.

### **PARENTAL CONTACT AND/OR CONFERENCE**

It is Bergan's goal to work closely with parents and keep them informed. Parents are strongly encouraged to use the school's website, [www.berganknights.org](http://www.berganknights.org), the school's Sycamore site, [sycamoreeducation.com](http://sycamoreeducation.com), and the school's activity schedule site, [rSchooltoday.com](http://rSchooltoday.com) ([www.centennialcon.org](http://www.centennialcon.org)) for information and updates. The school will do its best to maintain up-to-date information and schedules on these sites. Our community will only be as effective as the cooperation and support we receive from the parents. A faculty member or administrator may contact by telephone or letter the parent or guardian of a student concerning academic or behavior related matters. The parent or guardian may be requested to make a personal visit to discuss the situation further.

## **PLAY GROUND RULES and RECESS WEATHER POLICY**

The following is a list of rules for the playground but they are not all inclusive:

1. Food and drink are not allowed on the playground.
2. Only school equipment or equipment provided by the teacher is allowed on the playground.
3. Toys from home are not allowed.
4. Students must ask permission to leave recess and enter the school building.
5. Student behavioral expectations remain the same whether they are inside the building or outside at recess.
6. Tackle football and 'rough' playing are not allowed.
7. Students must stay away from the street, water puddles, and muddy areas.
8. When the "feels like" temperature according to the current weather report states that the degrees are from 20 degrees to 39 degrees the following will be the expected dress code for recess. 1) A winter coat or layers consisting of two of the following.. Jacket, fleece, or sweatshirt. 2) One hip to ankle layer of clothing covering the lower extremities.
9. If the "feels like" temperature is 19 degrees (or below), students will have recess indoors. Students must have snow boots and snow pants to play in the snow.

## **RETENTION**

A teacher may recommend retention of a student after conferring with the Principal and the parent/guardian. Reasons for retention include, but are not limited to:

1. Low grades
2. Excessive absences
3. Social immaturity/inability to interact with peers
4. Emotional immaturity

After conferring with the parent/guardians and teacher(s), the Principal will make the final decision as to the appropriate placement and/or retention of the child.

## **SCHOOL ASSEMBLIES**

1. School organizations, with the approval of the administration, will be responsible for preparations and follow-up of assemblies.
2. Bergan clubs and classes are encouraged to provide programs for the assemblies.
3. Students are expected to show courtesy and respect to each other and to presenters during all assemblies.
4. All students are reminded that they are required to attend unless excused by the administration. Permission to be excused from an assembly must be received prior to the assembly.

## **SCHOOL AND STUDENT PUBLICATIONS**

Programs and information concerning the schools that are communicated in publications will be consistent with the teachings of the Catholic Church. Student publications will be

consistent with the teachings of the Catholic Church in the Archdiocese of Omaha and will be informative, tasteful, creative, professional and accurate.

### **SCHOOL PREMISES**

For the purpose of student discipline and conduct the school premises shall include all parish buildings and activity areas extending to the streets bordering such, including school parking lots.

### **SENIOR COLLEGE VISITATION**

1. A written request from the student's parents must be turned into the guidance counselor in order to receive a pre-absence slip. (see Attendance)
2. The college appointment must be made two days prior to the day of the visit. Three appointments per year are permitted for seniors; one appointment per year is permitted for juniors. Students are counted as having an excused absence on this day.
3. The student must obtain a letter from the admission's office of the college visited verifying his/her college visit. The letter must be on the official letterhead of that college and must be turned in to the Bergan Student Services Office upon return to school. Failure to submit this verification will result in the student being truant and he/she will serve a two-hour detention.
4. May 1<sup>st</sup> is the deadline for college visits unless previous arrangements are made with the guidance counselor.

### **SHOW AND TELL**

Students should not bring items that are breakable or of expensive value. "Live" show and tell must be pre-arranged with the teacher (i.e. animals or insects).

### **STEALING**

Each child is responsible for the care and proper use of schoolbooks, equipment, and school property. Students are to care for school property in a respectful manner. Students who deface, damage, or steal school property or the property of others will contact their parents and be subject to suspension. The parent will be billed for any damage or replacement fees.

1. Further disciplinary measures and/or involvement of law enforcement will be determined by the administration.
2. Each school locker at the middle/ high school has a combination lock built into it. Students are required to use the locks as intended by the manufacturer. (Please refer to the policy concerning lockers and personal affects.

### **STUDENT ACADEMIC ASSISTANCE**

- Archbishop Bergan Catholic School will attempt to meet the needs of individual students based on the resources that we have available.
- Archbishop Bergan Catholic School will receive Special Education services from the Fremont Public Schools.

- Archbishop Bergan Catholic School will make decisions about student learning environments that have the best interests of the student and their ability to succeed as the guiding principle.

#### Levels of Student Assistance at Archbishop Bergan Catholic School

1. Parent Contact
2. Student Assistance Team
3. Individual Education Plan/ Special Education Services
4. Change of Placement

#### **1. Parent Contact**

When students enter into Archbishop Bergan Catholic School they are given a quality education and a number of opportunities to succeed. Sometimes students have difficulties or identified struggles that are observed and documented by the classroom instructors. If one of our educational professionals views a concern about academic progress they will contact the parents of the student and explain their concerns. The parent and the teacher will work together to monitor and support the student's academic progress.

#### **2. Student Assistance Team**

A student that may need additional support will then be referred to and reviewed by the Student Assistance Team or S.A.T. The S.A.T. is a school team, which includes the parent and, when appropriate, the student, in a positive, problem solving, intervention process. It assists students by ensuring that the school and community are doing everything possible to make students' school lives successful. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the S.A.T. meets to explore possibilities and strategies that will best meet the educational needs of the students, and support teachers and parents. The S.A.T. includes the most important people in the student's life, parents or caregivers, teachers, counselors, specialists, school administrators or designees, and any other school or community members who can provide support. The student (when appropriate) and parents meet with a group of teachers, wellness staff, and/or administrators. During a S.A.T. meeting a facilitator leads the group through a process, which results in a written plan of action. The team discusses the student's strengths, concerns, gathers pertinent history and information and discusses present interventions and outcomes. The team brainstorms interventions and chooses actions to complete a plan of action for student success. At the end of the meeting, a follow-up date will be scheduled to review progress. Parents will be invited to meet again with members of the SAT to evaluate changes and growth in your student.

#### **3. Individual Education Plan**

If the S.A.T. team deems it necessary the Fremont Public Schools Special Education department may be contacted to conduct testing of the student. Often this testing is completed in such a manner that it does not interfere with the student's learning. The testing is meant to identify if the student has a disability. After testing the student's results are evaluated and it is determined if the student qualifies for Special Education services. If the

student does qualify for Special Education services an Individual Education Plan or I.E.P. is written. Each child who receives special education and related services must have an Individualized Education Program (I.E.P.). Each I.E.P. must be designed for one student and must be a truly individualized document. The I.E.P. creates an opportunity for teachers, parents, school administrators, related services personnel and students (when appropriate) to work together to improve educational results for children with disabilities. The I.E.P. is the cornerstone of a quality education for each child with a disability. To create an effective I.E.P., parents, teachers, other school staff and often the student must come together to look closely at the student's unique needs. These individuals pool knowledge, experience and commitment to design an educational program that will help the student be involved in, and progress in, the general curriculum. The I.E.P. guides the delivery of special education supports and services for the student with a disability. The following are the steps of an I.E.P. process... 1) Child is identified as possibly needing special education and related services. 2) Child is evaluated. 3) Eligibility is decided. 4) Child is found eligible for services. 5) I.E.P. meeting is scheduled. 6) I.E.P. meeting is held and the I.E.P. is written. 7) Services are provided. 8) Progress is measured and reported to parents. 9) I.E.P. is reviewed. 10) Child is reevaluated.

#### **Special Education Services**

Archbishop Bergan Catholic School DOES NOT employ Special Education teachers on staff. Currently students receive Special Education Services from the Fremont Public Schools by attending one of the Fremont Public Schools for a portion of the school day. Special Education teachers do not come to Archbishop Bergan Catholic School to provide services.

#### **4. Change of Placement**

Archbishop Bergan Catholic School cannot meet the academic needs of every single student alone. Our school has had numerous success stories of assisting students that have Special Education needs. Often these students are learners that have qualified for Special Education services by having a Specific Learning Disability or S.L.D. in one specific area such as the ability to listen, think, speak, read, write, spell, or to do mathematical calculations. Students that have a Specific Learning Disability or S.L.D. in more than one area, such as both Reading and Math Computation, often need more time with special education professionals. These students spend part of their day at Archbishop Bergan and the other part of their day at the Fremont Public Schools. If the student is not experiencing success at Archbishop Bergan and the educational professionals that work with the student deem that the student is not making appropriate progress a change of placement may be considered. The educational professionals involved in the decision making process will do what is best for the student to allow for the appropriate academic progress and proper learning environment.

#### **STUDENT DESKS**

Desks are provided to the students by the school and are considered school property. As school property coat closets and desks are subject to search by the school administration at any time.

## **STUDENT IDENTIFICATION**

Each student will be issued an I.D. card. This will permit student's free admission to all Bergen home activities. (Students may need to present their I.D. card for free admittance.)

## **STUDENT RECORDS**

Archbishop Bergen Catholic School complies with the provisions of the "Buckley Amendment" or the Federal Educational Rights and Privacy Act. Our school uses an individual cumulative record which follows each student in the school system through twelfth grade. This record is an important source of information. Official student files will contain only:

- a. academic transcript
- b. attendance record
- c. records of educational or related testing
- d. emergency information
- e. required health information

All information contained in the official student file should be factual and not observational. Observational files will be destroyed upon graduation.

Health records as mandated by the state, will be kept for every child. These records will be sent to the next school upon the students' transfer.

Archbishop Bergen Catholic School will send both academic and health records to the student's next school in response to a parents request for transfer.

Parents and non-custodial parents have the right to see the educational records of their children. Upon request, parents may view the records in the presence of the Principal or his/her designate. Parents have the right to request removal of material, and if such request is denied, to add their own written statements in the record. All requests to review records should be made in writing at least 48 hours in advance of the review.

The principal is the only school official who can authorize release of directory information to outside parties. Student and parent names, addresses and phone numbers are printed in the student directory which is distributed to all school families. Parents who do not wish their directory information published must notify the principal in writing prior to the beginning of the school year.

In addition to the admission guidelines, for the admission of a kindergarten student or a transfer student, the parent/guardian must provide for the student's record:

1. **BIRTH CERTIFICATE** – Archbishop Bergen Catholic School complies with Nebraska State Law requiring that a birth certificate with a raised seal must be on file for every student who is enrolled. The original should be brought to the office to be copied.
2. **HEALTH RECORD** – An up-to-date health record is required. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and of all students who transfer in at any grade level from outside Nebraska. A dental examination is also recommended at this time.
3. **IMMUNIZATION RECORD** – An up-to-date immunization record is required. Archbishop Bergen Catholic School adheres to the Nebraska state law. Children are



required to be protected by immunization against the following diseases in order to attend school:

1. Diphtheria, tetanus, and pertussis
2. Polio
3. Measles, mumps, and rubella
4. Hepatitis B
5. Varicella (chicken pox)

Parents or guardians must present one of the three documents to the school to verify immunization status:

- a. An immunization record showing that the child is protected by age appropriate immunization.
- b. A statement signed by a physician that the required immunization would be injurious to the student or a member of the student's family or household.
- c. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

Note: As of July 1, 2011, a second dose of varicella vaccine is required for all school children grades K-12 by State law 173 NAC 3-008.01B.

4. SACRAMENTAL RECORDS – Parent/guardian is required to submit a Baptismal Certificate regardless of religion.
5. CUMULATIVE RECORDS – For students transferring into Archbishop Bergan Catholic school, a copy of records from the previous school attended is required.

Cumulative records are school property which is open to students and parents at their request. Schools may not transfer (or open to inspection) these records to any individual or organization, except accredited institutions of education, without the written consent of the student or his/her parents.

## **STUDY HALL EXPECTATIONS FOR STUDENTS**

Students may be assigned to complete course work in the Media Center/ Library for study hall. While in the Media Center/ Library there are certain guidelines that need to be followed. When students are in the media center/ library they are expected to be completing one of the following; 1) Quietly studying for assigned classes or completing assigned coursework. 2) Going to receive prearranged additional assistance from their instructors. 3) Quietly using technology in the library to support coursework.

## **TOBACCO-FREE FACILITIES AND PROPERTY**

It shall be the policy of the Archbishop Bergan Catholic School that all uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and vapor products, will be prohibited within the school's facilities and the property. At no time will the use of tobacco and tobacco products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, or other rooms located within the school's facilities. It shall further be the policy of the Archbishop Bergan Catholic School that the use of tobacco or tobacco products, including smokeless tobacco, electronic

cigarettes and vapor products, will be prohibited in all vehicles owned, leased, or operated by the school. School employees and students enrolled will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and vapor products, while they are participants in any class or activity in which they represent Bergan. It shall apply to all employees of Bergan schools and St. Patrick's parish, to all students enrolled in Bergan schools, to all visitors, to employees of agencies who work with students and/or employees of Archbishop Bergan Catholic School, to spectators at various contests and activities, and to all other persons who are authorized to be in the school's facilities or on property owned by the school. Students and staff who violate the policy will be subject to established disciplinary process. Guests who violate the policy will be asked to stop immediately. If guest continue to use or become uncooperative they will be asked to leave the facility and or the property.

### **TELEPHONE USAGE**

The office and classroom phones are business phones and students are permitted to use them only in case of emergency. Forgotten homework, forgotten lunches, forgotten athletic equipment, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home. Sometimes it is very important that a parent needs to reach their child during the school day. If it is an emergency, we will locate your child and deliver the message. However, should a parent need to contact their child during the day for non-emergency issues, the office staff will attempt to deliver your message via announcements at the end of the day.

### **TEXTBOOKS**

The textbooks are issued by the teacher at the beginning of the school year in each class. These books are loaned to the students. They are to be kept in good condition or a fine will be imposed at the end of the year. A student is responsible for the books loaned. All hardback textbooks must have a book cover. Books are to be covered at all times, and books should not be loaned to other students.

If a student loses a book, he/she is to check with his/her teacher first, then with the office. If the book cannot be located, the student must pay for the book in the office; he/she will be issued another book upon showing the receipt to the teacher.

### **TRANSPORTATION**

#### **A. Bicycles**

1. Bikes are to be parked in bicycle racks.
2. No student is to take or borrow another's bicycle without the owner's expressed permission. The school will try to protect the bicycles from vandalism but will not be liable for any damages.
3. Students should keep their bikes locked at all times.

#### **B. Cars and Motorbikes**

1. Students are asked to park in an orderly fashion in the St. Patrick's parking lot on Union Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets to avoid parking problems. We also ask that

students do not park on the streets on the north, south, east and west sides of the Bergan building. Please leave these spots open for teachers and visitors.

2. Motor vehicles driven to school are to be properly parked on arrival and are to remain parked for the day. Any use of such vehicles during school hours will be considered a violation unless authorization is secured from the administration.

3. Cars should not block driveways or fire hydrants and should not be parked in areas restricted by the city. Students will be required to pay city ticket fines.

4. Parking in unassigned areas, on sidewalks, or in a disorderly manner will result in disciplinary action including, but not limited to, serving a ten minute room.

### **C. Drop off and Pick-up**

1. At the elementary building, it is requested that all parents or designated rides for students follow the same procedure. We ask that all vehicles enter the parking lot from 16<sup>th</sup> street and exit onto Johnson road. If you are picking up students from the main doors, you are asked to pull along the curb in front of the school. If receiving students from the farthest east doors, you are asked to pull along the curb on the backside of the parking lot (farthest north).

2. Please pull up as far as possible and follow directions as the staff guides you.

3. Please stay in your cars and wait for your child if you are parked along one of the curbs.

4. Do not pull around cars along the curb. There are 200+ students being accounted for at this time. Their safety is worth an extra minute or two.

5. Please let the school know of any pick-up changes or if your child is to walk home.

### **D. School Buses**

1. Students riding in Archbishop Bergan Catholic School vehicles to school events must return in those vehicles. Permission to return by other means can be given only by the administration or faculty sponsor and the parents/guardians of the students. Parents/guardians must provide administration or the faculty sponsor with a written or electronically communicated note informing the school of the alternate transportation arrangements.

2. Certain circumstances may warrant a student needing to drive to a school activity. In these cases, parent permission must be obtained and communicated to the school office prior to the student leaving for the activity. The school will not assume responsibility for students who are not passengers on school vehicles.

3. Students may be asked to sign up for bus trips and pay a fee for special events.

### **Bus Evacuation Drill:**

1. One helper should go out each exit door.

2. The helpers should offer an extended hand to steady certain passengers. The second student through the emergency door should hold the door open as wide as possible.

3. Students should go away from the bus to a safe place clear of traffic, and remain in a group.

4. Drills will be conducted twice a year.

## **VISITORS**

Everyone, with the exception of staff and students, who comes to the both school buildings during school hours, must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should enter and exit the main entrance.

Parents and visitors are asked to leave items for students in the office area with our staff. Parents and visitors are not to walk "freely" through the office to classrooms or hallways. This can cause a disruptive learning environment.

The office/workroom area is used for testing students, behavior, SAT meetings, etc. To protect the confidentiality of our students, parents are asked not to use the office or teacher workroom without office/principal permission.

Parents and visitors are welcome at Archbishop Bergan Catholic School and to visit the classrooms at any time. However, this is not appropriate for all age levels due to students' attention span. Drop-in visits during the day to talk with a teacher can also disrupt learning. If you need to visit with your child's teacher outside of scheduled conferences, please contact the school office, send a message via e-mail or send a note with your child to schedule a time to visit your child's teacher before or after school hours.

While we are proud of our staff and all that they do, we would ask that parents and visitors refrain from visiting before Labor Day and after May 1. The beginning and ending of the school year are full of excitement and lots of activity. It is easier to establish and maintain schedules and routines when there are not outside influences present.

## **SCHOLARSHIPS AND AWARDS**

### **Gene Twehous Service Award**

The Gene Twehous Service Award is presented to the senior judged by the faculty to have given outstanding service to Bergan Catholic School. This award was established by the Class of 1965 in memory of Gene Twehous, a member of their class. Gene gave his life for his country in Vietnam. He distinguished himself by his service and was awarded The Bronze Star. The recipient's name will be engraved on a memorial plaque which will remain in the school as a memory of Gene's service to his country and as an inspiration to every Bergan student.

### **Rick Schmidt Memorial Tuition Grant**

The Rick Schmidt Memorial Tuition Grant is presented to the outstanding freshman student judged by a faculty committee. The recipient will receive a \$150 grant for Bergan Tuition. This Award was established by the class of 1979 and Rick's family. Rick died of Leukemia in 1976.

### **Tom Micek Memorial Award**

One Tom Micek Memorial Award is presented to an outstanding 6<sup>th</sup> grade student at the end of the school year as chosen by an elementary faculty committee. The recipient will receive a \$1000 Bergan Tuition grant. Another Tom Micek Memorial Award will be selected by a faculty committee and presented to an 8<sup>th</sup> grade student at the end of the school year as well.

This recipient will receive a \$1000 Bergen Tuition grant also. Nominated students should be in the top 10% of their class. Service and school involvement will be determining factors in the selection of award winners.

### **Lou and Pat Wewel Scholarship and Tuition Grant**

Endowments have been established in order to honor the memory of Mr. & Mrs. Lou Wewel and to insure that the values and examples of their Christian lives are passed on to future Bergen students. Mr. Wewel was coach and counselor at Bergen Catholic School for 17 years in the 1960's and 1970's. Lou and his wife Pat both died in 1982. The following grants and scholarships are awarded each year in their honor.

Four tuition grants will be awarded each year to incoming 6th and 7th grade students. These grants will be worth approximately \$125.00 each, depending on the interest the endowed memorial yields. Applications for the grants are available in the Bergen office and must be completed by July 1. The Wewel family will determine the recipients of the grants by July 10.

Each year a member of the Bergen graduating class will be awarded a scholarship for post-secondary education. Certain conditions must be met to be eligible. The student must have:

1. a "B" or above average,
  2. participated in athletics at Bergen Catholic School,
  3. a coach in a sport which he/she has participated, complete the recommendation on the application form.
- \* Application forms are available from the guidance counselor. The Wewel family will select the recipient.

### **Sr. Elizabeth Ruskamp Scholarship**

Sister Elizabeth Ruskamp has dedicated her life to the service of others. She exemplifies many characteristics the students of Archbishop Bergen Catholic School are challenged to demonstrate: responsibility, honesty, cooperativeness, respect for others, a desire to learn, a desire to serve and friendliness toward others are examples. The Middle School Faculty is asked to nominate and select a recipient for a \$150 scholarship to be given to a Middle School student who exemplifies the above characteristics. In the event of a tie, two \$100 scholarships will be awarded. The scholarship will be applied toward tuition for the following school year at Bergen.

### **St. Patrick's Tuition Endowment Grants**

Tuition grants of \$100 may be applied for by any Bergen student. The primary criteria for awarding these grants is on the basis of financial need. A special committee will judge the applications and award the grants. The money for these grants comes from the St. Patrick's Tuition Endowment Fund interest. Applications are available in the St. Patrick's Parish Finance office.

### **MIDDLE SCHOOL CITIZENSHIP AWARD**

This award is open to all middle school students. The faculty will select students in each grade that meet the selection guidelines. Each student will be evaluated in the areas of

character, service and leadership. The purpose of this award is to foster citizenship and build responsible young adults.

## **TUITION**

Kindergarten through fourth grade active members\*\* of St. Patrick's Parish pay tuition for the 2017-2018 school year of \$2,675 per year. Fifth and sixth grade active members of St. Patrick's Parish pay \$3,225 per year. Seventh and eighth year active members of St. Patrick's Parish pay \$3,975 per year. Freshman through senior year active members of St. Patrick's Parish pay tuition for the 2017-2018 school year of \$4,575 per year.

A Family Maximum Tuition Rate exists to assist families. This operates under a structure in which the family pays 100% Tuition Payment (oldest child in system)

For Student 1. For Student 2: the family would once again pay 100% Tuition Payment (second oldest in system) The tuition discount exists on Student 3 in which the family will pay 25% Tuition Payment (third oldest system). There is no charge for additional students in the family meaning the 4<sup>th</sup>, 5<sup>th</sup>, etc. children (excludes Pre-Kindergarten, Preschool & Childcare). Non-parishioner Kindergarten through fourth grade students will pay \$3,000 for the 2017-2018 school year. Students in grade five and six pay tuition of \$3,575 per year. Grades seven and eight pay a tuition of \$4,450 per year and those in grades and freshman through senior pay a tuition of \$4,990 per year.

\*\*It is requested that families receiving parish rates for their students be mindful in their donations to St. Patrick's Church.

In addition to paying tuition, all families whose children attend Archbishop Bergan Catholic School are expected to donate their time, talent and treasure to St. Patrick's Parish and/or Archbishop Bergan Catholic School.

## **GUIDANCE SERVICES**

The Guidance Department attempts to help the student better utilize his/her talents and the facilities of the school and community by providing educational, vocational and personal guidance. This department also serves the school by studying the needs of the students and helping the school to serve these needs.

Students are urged to utilize the counselor through individual or group counseling. Appointments may be made with the counselor personally or through the office.

## **AMERICAN COLLEGE TEST**

Students are expected to take nationally normed tests during their years at Bergan. Additionally, Bergan students will often opt to take the ACT or SAT exam offered to sophomores, juniors and seniors. It is strongly recommended that these two tests be taken by those students who have completed the college preparatory work necessary to produce a creditable score. Specifically, we strongly recommend that a student include Algebra II and Chemistry in preparation for these tests. We strongly recommend that the student schedule the test date during a semester that he/she is actively engaged in the study of higher level math.

## **TESTING PROGRAM**

The testing program is designed to give the administration, teaching staff, parents and

students an additional measure of student performance and growth. Test scores are not stand alone evaluations. They must be used with other aspects of the educational program to get the clearest picture of student performance and to develop the best academic program for our students. The goal is to ensure Bergen students are progressing and have the academic strengths needed to prosper in their future lives.

Archbishop Bergen Elementary, Middle and High School Testing:

Grades 3 through 9: Terra NOVA

Grade 11: PSAT/NMSQT

Grade 11: ASVAB

Grade 10, 11, 12: ACT

Grade 10, 11, 12: SAT

## **TRANSFER STUDENTS**

The parents or guardians of transfer student(s) must request that their student(s) transcripts and health records, including subjects and grades to date of transfer are sent to:

*Elementary*

*Middle/ High School*

Administrator

Registrar

Archbishop Bergen Elementary

Archbishop Bergen Catholic School

1515 Johnson Rd.

545 E. 4th

Fremont, NE 68025

Fremont, NE 68025

The biographical information forms requesting information for the school records must be completed and returned to the main office. The student must be cleared by his/her former school (books, equipment, etc.).

In accordance with the state law, a physical examination and a certified copy of a birth certificate with raised seal will be required of all new students.

## **EXTRA CURRICULAR ACTIVITIES SECTION**

### **ACTIVITIES GUIDELINES: PREFACE**

It is the belief of Archbishop Bergen Catholic School, that it is important to support the total student. All students must conduct themselves according to Catholic Church Law. The administration has the option of extending its authority to hours and places, beyond the regularly perceived boundaries, in an effort to show strongly to the students and the community our intent to work with and help students in their decision making. We believe this stance will further help to develop responsible, adult Christian citizens.

The purpose of this Activities Handbook is twofold. The first purpose is to acquaint the students with the various extra-curricular activities officially recognized and sponsored by Archbishop Bergen Catholic School. The second purpose is to make known to the student the requirements, expectations, rules and regulations of each activity. The consequences for violating the policies established for each activity is stated in this handbook along with an explanation of the rights due a student who is suspended from an extra-curricular activity.

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

1. moral and ethic concerns in accordance with the school philosophy of Christian living,

2. proper training for the purpose of keeping the participant in a proper state of physical fitness as such to meet the physical demands of the activity and maintain a state of good health,
3. discipline and order so that the purposes and goals of the activity can best be accomplished,
4. academic requirements.

## **PURPOSE AND OBJECTIVES**

The primary purpose of the student activities program is to meet those school related interests and needs of students that are not provided for, to a sufficient degree, by the curricular program of the school. Objectives of the program include the following to help all students:

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

## **RECOGNIZED ACTIVITIES AND CLUBS**

The following student activities and clubs are approved and sponsored by Archbishop Bergan Catholic School.

### **Bergan Middle School**

#### Boys

Football  
Basketball  
Wrestling  
Track

#### Girls

Volleyball  
Basketball  
Track

#### Coed

Band, Chorus  
Drama/Plays  
Speech Contests  
Student Council

### **High School**

#### Boys

Football  
Cross Country  
Basketball  
Track  
Wrestling  
Golf  
Baseball

#### Girls

Golf  
Volleyball  
Cross Country  
Basketball  
Track  
Dance  
Cheer

#### Coed

National Honor Society  
Choir  
Band  
Drama/Plays  
Speech Contests  
Campus Ministry  
Class Activities  
Yearbook Staff  
Key Club  
Student Council



## **Cooperative Activities with Fremont Public High School**

### Boys

Tennis

Swimming

Soccer

Baseball

### Girls

Tennis

Swimming

Soccer

Softball

## **CANCELLATION OF ACTIVITIES & PRACTICES/ REHEARSALS**

Due to certain circumstances, it is at times necessary to cancel an activity competition or practice/rehearsal. Decisions whether to cancel or participate in activity competitions, practices or rehearsals will be made with student safety as the first concern. School staff will be cognizant of the effect that these decisions have on the well-being of the students. The cancellation of an activity competition will be made by the Administration and communicated to constituents appropriately. The cancellation of individual activity practices/rehearsals will be made by the activity coach/ sponsor after communication with administration. Once again the cancellation of this activity practice/ rehearsal will be communicated to constituents appropriately.

## **SIGNS & BANNERS**

Signs and banners are not to be displayed at any activity without the permission of the principal or activities director.

## **APPROPRIATE DRESS**

All students will dress appropriately at all school sponsored activities and practices. All clothing must be in good repair and any slogans must reflect the Catholic values of the school.

## **PHYSICAL EXAMINATION/PERMISSION SLIP**

No student-athlete may participate in any Nebraska School Activities Association activity or otherwise take part in practices, performances, games or athletics until he/she has returned to the head coach, the parent permission-physical report form provided by the school, signed by the parent and physician. This includes fine arts activities.

## **FINE ARTS**

The Fine Arts Department is under the immediate supervision of the Activities Director. Students are encouraged to participate in fine arts activities glorifying God by displaying their talents using Christian conduct.

## **LETTERING REQUIREMENTS**

Lettering in Fine Arts activities is determined by the directors/sponsor. All fine arts directors/sponsors reserve the right to take into consideration any extenuating circumstances, such as illness/injury, etc. in the conferring of a letter.

## **MUSIC**

### **MIDDLE/ HIGH SCHOOL BAND**

The Middle/ High School Band is open to students in grades 7-12. This group performs at home games, concerts, and competitions.

## **Goals of the Middle School/ High School Band Program**

1. Praising God through music.
2. Self-Confidence through working as a team member.
3. Self-discipline through group pride.
4. Love and respect for the process of making music with others.

## **Guidelines of the Middle School/ High School Band Program**

1. Required events are all performance venues: State Fair marching band performance, all pep band performances, Christmas Concert, Spring Concert, and District Music Contest.
2. Acceptable reasons for missing a performance are: illness, death in the family, and prearranged formal functions (weddings, graduations, etc.).
3. A student will be considered tardy if they are not in their seats, with horns assembled, ready to play, by the time the downbeat is given.
4. Grading is based on attendance and personal contributions to the progress of the Band. The grade for Band will consist of three parts: Rehearsals (25%), Performances (25%), and Concerts (50%).

## **Band Letters**

Students can earn a letter in High School Band in grades 9-12. To be eligible for a Band letter, each student must have no unexcused absence from any required performance, enrolled in Band for the full year, and earn a minimum of 800 points. Points are earned by performing in performances throughout the year and auditioning and performing in various Honor Bands.

## **BERGAN CHOIR**

The Bergan Singers Choir is the Middle/ High school choir at Bergan. The Bergan Singers Choir is open to students in grades 7-12. This group performs at All-School Masses, concerts, competitions, and singing the National Anthem at home activities.

## **Goals of the Bergan Singers Choir**

1. Praising God through song.
2. Serving the Church by leading songs in the All-School Mass.
3. Self-confidence through working as a team member.
4. Self-discipline through group pride.
5. Love and respect for the process of making music with others.

## **Guidelines of the Bergan Singers Choir**

1. Required events are all performance venues: All-School masses, national anthems at ball games, Fall Vocal Concert, Christmas Concert, Spring Concert, and District Music Contest.
2. Acceptable reasons for missing a performance are: Illness, death in the family, and prearranged formal functions (weddings, graduations, etc.).
3. A student will be considered tardy if they are not in their seats, ready to sing by the time the bell rings.
4. Grading is based on attendance and personal contributions to the progress of the Choir. The grade for Choir will consist of three parts: Rehearsal performance

(25%), Mass Performances (25%), and Concerts (50%).

### **Choir Letters**

Students can earn a letter in Bergen Singers Choir. To be eligible for a Choir letter, each student must have no unexcused absence from any required performance, enrolled in Choir for the full year, and earn a minimum of 600 points. Points are earned by performing in performances throughout the year, and auditioning and performing in various Honor Choirs.

### **SPEECH-DRAMATICS**

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

### **Regulations**

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

1. Rehearsal: The students must rehearse/practice as deemed necessary by the faculty sponsor, unless a valid excuse is given in writing to the faculty sponsor.
2. Performance: The student must remain eligible according to eligibility policy.

### **ATHLETICS**

The Athletic Department is under the immediate supervision of the Activities Director. Students are encouraged to participate in athletic activities and show true sportsmanship and Christian conduct.

### **LETTERS**

1. The athletic letter (monogram chenille letter) is the only emblem sanctioned and awarded by the school to the individual student for athletic achievement.
2. Recipients of the athletic letter shall be determined by the head coach of the sport.
3. The requirements for earning a letter are determined by the head coach upon approval of the athletic director.
4. A student shall be awarded an athletic letter the first time he/she earns one in any sport; thereafter he/she shall be given a certificate letter award for each additional letter, plus a chevron or a stripe. Each senior who earns nine letters during his/her athletic career will be awarded a special letter certificate.
5. Each year one athlete will be selected in each sport as the most valuable athlete in that sport.
6. All letter winners of cooperative sports with Fremont High will be honored at the Honors Ceremony along with all other award winners.

Athletes who have been dismissed for disciplinary reasons from a sport are not eligible for selection as the most valuable athlete of that sport and will not be awarded a letter in that sport for the given year in which the discipline occurred. Other special awards of recognition for athletic achievements are given by head coaches in their respective sports.

Athletes involved with Co-Op programs with Fremont Senior High will need to meet

qualifications for earning a letter established by that school's handbook.

## **LETTERING REQUIREMENTS**

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

### **BOYS BASKETBALL**

The athlete must:

1. be a member of the varsity squad,
2. contribute to the team in game situations and in practice,
3. play in 25 percent or more quarters of varsity games,
4. be regular in attendance at practice,
5. and be a member of the squad at the end of the season. If he is dismissed from the squad for any reason or quits after having qualified for a letter, the letter will be withheld.

If the athlete has met the qualifications for a letter and an injury occurs and puts the athlete out for the remainder of the season, the athlete must attend practices and follow rules to be awarded a letter. (An exception would be made if he is a senior and could not benefit as a person or benefit the squad by being there.)

### **GIRLS BASKETBALL**

The athlete must:

1. be a member of the varsity squad,
2. contribute to the team in game situations and in practice,
3. play in 50 percent or more quarters of varsity games,
4. be regular in attendance at practice,
5. and be a member of the squad at the end of the season. If she is dismissed from the squad for any reason or quits after having qualified for a letter, the letter will be withheld.

If the athlete has met the qualifications for a letter and an injury occurs and puts the athlete out for the remainder of the season, the athlete must attend practices and follow rules to be awarded a letter. (An exception would be made if she is a senior and could not benefit as a person or benefit the squad by being there.)

### **BOYS AND GIRLS CROSS COUNTRY**

The athlete must:

1. score six or more points in dual or invitational meets,
  2. have a running time which would place in any major meet during the year,
  3. and finish the season as a member of the squad in order to letter.
- Items "1" and "2" will be over-ruled by item "3".

### **FOOTBALL**

The athlete must:

1. be a member of the varsity squad,
2. contribute to the team in game situations and in practice,

3. play in 25 percent or more quarters of varsity games,
4. be regular in attendance at practice,
5. and be a member of the squad at the end of the season. If he/she is dismissed from the squad for any reason or quits after having qualified for a letter, the letter will be withheld.

If the athlete has met the qualifications for a letter and an injury occurs and puts the athlete out for the remainder of the season, the athlete must attend practices and follow rules to be awarded a letter. (An exception would be made if he is a senior and could not benefit as a person or benefit the squad by being there.)

### **BOYS AND GIRLS GOLF**

1. The student athlete must be a member of the team for the entire season.
2. The student athlete cannot be academically ineligible for more than two weeks of the season.
3. The student athlete must compete as a member of the Varsity team for no fewer than one-third of all competitive events.

### **BOYS AND GIRLS TRACK**

1. In order to be considered for a letter, the student athlete must finish the season as a member of the squad.

ADDITIONALLY, the student athlete must accomplish one of following...

2. The student athlete must average one point per contest throughout the season. An athlete must complete a minimum of four contests in a season to be considered for lettering.
3. The student athlete must set and hold a school record at the end of the season.

### **VOLLEYBALL**

1. Student athlete must participate in six matches, play in one or all conference, district or state matches.
2. The student athlete must finish the season as a member of the squad in order to letter.

### **WRESTLING**

1. A wrestler must weigh-in, and compete, as a varsity wrestler in at least 80% of the scheduled contests, or place in at least four tournaments, or qualify for the state wrestling tournament, or receive a unanimous vote from the coaching staff and other wrestlers in situations where the previous requirements could not otherwise be met.

### **BASEBALL**

1. Student must participate in 1/3 of all varsity baseball games played.
2. Student must finish the season as a member of the team.

### **CHEER**

Cheerleading is open to freshmen, sophomores, juniors and seniors who try out the previous spring. Cheerleading is also open to 8<sup>th</sup> Grade students who try out the previous spring, but these students are not allowed to participate or compete in sanctioned championship competitions.

## **DANCE**

Dance is open to freshmen, sophomores, juniors, and seniors who try out the previous spring.

### **Regulations**

All rules and regulations of the dance squad are contained in the Dance Constitution, a copy of which is given to each member at the first tryout practice. It is the responsibility of each member to become familiar with the constitution. Anyone interested in trying out should contact the sponsor for any details prior to tryouts.

## **NATIONAL HONOR SOCIETY**

The Jacques Maritain is the local chapter of the National Honor Society. This organization emphasizes scholarship, service, leadership, and character in its members. It requires that each member maintain his/her active participation in these areas. Members are selected by a faculty selection committee.

The object of this chapter is to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and encourage the development of character in the students of Archbishop Bergan Catholic School. N. H. S. members and the Jacques Maritain Chapter are governed by their constitution. Each member is to receive a copy of the constitution and it is the responsibility of each member to become familiar with the constitution.

### **Regulations**

Suspension and/or dismissal from the National Honor Society may result when the student fails to maintain the standards for membership in each of the areas. For example:

1. Scholarship: A student's cumulative grade average must not fall below 90%.
2. Character: A student must not break major school regulations or be found guilty of civil crimes.
3. Service and Leadership: A student must not, in the opinion of the faculty selection committee, fail to maintain standards.

Members are expected to promote a positive attitude and good public relations toward Archbishop Bergan Catholic School, St. Patrick's Parish and the Fremont Community.

## **STUDENT COUNCIL**

### **Purpose**

The purpose of this organization shall be:

1. to develop attitude of and practice in Christianity and good citizenship within the philosophy of the school,
2. encourage active participation in all school functions; provide orderly direction of school activities,
3. establish and maintain open lines of communication between classes, students, faculty, and administration as well as charter school clubs and organizations
4. and promote good public relations between the school, parish and community.

It shall be an intermediary body with representation from each class through which students can express opinions, make suggestions, and have a voice in the development of rules and

practices within the school.

Participation in student council provides training in parliamentary procedure, organizing and conducting meetings, and extemporaneous speaking and debate. Student Council gives students a chance to assume responsibility and experience teamwork in planning and completing projects, and encourages them to participate in public service programs for the benefit of the entire community.

### **Membership**

The student council shall consist of four officers, president, vice-president, secretary, and treasurer, three representatives elected from each class, and students who have joined by petition. Election will be held early in the spring of each year. Anyone wishing to run for an office must submit to the council sponsor or vice-president a written nomination form with signatures of endorsement as stated in the constitution. If a student is not elected to the Student Council, but wishes to participate, he/she may petition for membership. (A copy of the constitution may be obtained from the student council moderator.) An officer or representative may be removed from office for:

1. missing three meetings without excuses approved by the sponsor,
2. infraction of school policies affecting involvement in extra-curricular participation as set forth in the Student/Family Handbook.
3. failure to carry out his/her duties as an officer or representative properly and fairly.

### **CLASS OFFICERS**

Class officers will be held to the same accountability as Student Council officers.

### **CODE OF CONDUCT FOR SCHOOL SPONSORED ACTIVITIES**

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

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

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

It is the responsibility of each student who participated in an extra-curricular activity to know the rules and regulations of the activity in which he/she participates as stated in the yearbook. If there is a question of interpretation, ask the sponsor of the activity for clarification.

### **Nebraska School Activities Association Eligibility Rules**

In order to represent Archbishop Bergan Catholic School in interscholastic activities, a student must abide by eligibility rules of the Nebraska School Activities Association (NSAA)

and Archbishop Bergan Catholic School. The following are summaries of the major eligibility rules. Contact the Activities Director or the Principal for explanation.

1. Student must be an undergraduate.
2. Student must be enrolled as a full-time student and regular in attendance, in accordance with Bergan Catholic School attendance policy.
3. Student must be enrolled in some high school on or before the eleventh day of the current school year.
4. Student is ineligible if nineteen years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school during the preceding semester.
7. Student must have received credits in all of their classes during the preceding semester. Students may appeal to the principal and/or activities director if they feel their circumstances warrant an exception to this rule.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by her/his school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of all NSAA sponsored activities is determined by the NSAA and these dates can be obtained on the NSAA calendar at [www.nsaahome.org](http://www.nsaahome.org)
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high, is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for 90 school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established her/his eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for 90 school days.
12. A student is ineligible for 90 school days if her/his parents have changed their domicile to another school district and the student has remained in the former school that is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if the parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where her/his



natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain her/his amateur status.

16. Violations of the Bergen Activities Policy may result in suspension from activity participation. Activity participation is a privilege, and participants are expected to exhibit a high standard of personal conduct. Abstinence from alcohol, drugs, and other illegal activities is expected from all students.

## **EXTRACURRICULAR ACTIVITIES PARTICIPATION EXPECTATIONS**

### **Academic Eligibility**

Archbishop Bergen Catholic School exists to provide the best academic preparation for post-secondary training for each student. Students are expected to maintain passing marks in all academic classes taken each term/semester.

If a student is reported as failing any single class two weeks consecutively, or any two classes in one week, the student is declared ineligible for the following weeks extra-curricular activities. This period of ineligibility begins Monday morning and will conclude following Saturday night's activities.

### **Appearance**

Your appearance at both home and away events is your responsibility, however, a coach may require certain guidelines of his/her team. Athletes should always look presentable in representing Archbishop Bergen Catholic School.

### **Attendance at School for Activity Eligibility**

Students are required to be in attendance for the last two (2) blocks/for four (4) periods of the day of the activity in order to participate. Students absent will not be allowed to participate unless excused by a parent for reason other than illness. The student's attendance at school is an indication from the parents to the coaches and supervisors that the student is healthy enough to participate. If an activity practice is held before school and the student attends this practice, they are then expected to attend class that entire school day. If a student were to attend an activity practice before school and then miss a portion of the school day due to illness, they will be deemed ineligible to participate in the school activity that day. If the events are held on Saturday and the student was not in school on Friday, the student's presence at the event is an indication from the parents to the coach and supervisor that the student can participate.

### **Class Work Policy**

- **CLASS WORK** is assigned for students to complete on a **daily basis**. It is the expectation that students complete homework assigned and hand it in according to the prescribed deadlines given by staff members.
- **LATE WORK** will be downgraded **10 percent per day**, and after **3 days** the best a student will be able to receive on an assignment is **70%**.

- **NO ZERO POLICY**-Grades will run in a weekly cycle of checking for zeros on Friday and assign consequences using the following 3-step system:  
**Step 1**-If a student has a zero at the end of the week, their progress report will be sent home to be signed by their parent and returned to the teacher the following Monday.  
**Step 2**-The following week it is the expectation that the student has already returned the progress report to the teacher and there is no missing work in the student's grade book.  
**Step 3**-Failure to bring back the progress report or complete the make-up work will result in a Missing Work violation log on Sycamore which results in 30 minutes of afterschool time for each offense.
- **MAKE-UP WORK** will be the responsibility of the **student** to pick up from teachers when the student is absent from school.
- Students will receive **2 days** for every **1 day** that he/she are gone to complete their work.
- Teacher's may also coordinate with the afterschool supervisor to make sure the student is spending their afterschool time working on missing assignments.

### **Club Sport**

Participation in club sports is not allowed during the same season as the high school season. Participation in club sport during the off-season should be avoided if you are participating in another sport at the same time. Coaches have a reasonable expectation of the undivided focus of the student/athlete during the current season. If you are not involved in a sport during the current season, you are encouraged to get involved in club and or intramural sports.

### **Criminal Acts**

Because every action you take as an Archbishop Bergan Catholic School athlete reflects on our school and our athletic program, any charge made by a law enforcement official against you could result in your immediate suspension from the team until the matter is resolved. Results of these charges could mean temporary or permanent termination from practice and competition.

### **Detention**

If detention results in missed practice time, the coaches will have guidelines concerning time missed. You should plan on attending athletic practices at the conclusion of detention.

### **Equipment**

Once athletic equipment is issued to you, you are responsible for that equipment. Any equipment which is lost or stolen will be paid for by you. You must take care of your own equipment. Borrowing equipment from others should be avoided. Some sports may require a uniform deposit.

### **Footwear**

Spikes or cleated shoes must be cleaned and removed outside the building. No metal or hard plastic spikes or cleats are ever allowed in any part of the school building.

## **Inclusion Dates**

These policies and objectives are to be enforced commencing with the onset of Fall sports practice as determined by the NSAA until the close of the NSAA spring sports seasons.

## **Insurance**

Neither the NSAA nor Archbishop Bergan Catholic School require athletes to be insured against athletic injuries or accidents, however both strongly recommend that athletes be insured against these potential injuries at the parent's expense. If you have concerns, please contact the Activities Director.

## **Language**

Inappropriate language will not be tolerated. You must remember who you are and where you are at all times. Keep control of your temper. Coaches will deal with problems of temper and inappropriate language accordingly.

## **Lockers**

Lockers will be assigned by the Activities Director. Only school issued locks may be used. All other locks will be removed. Locks will be issued for a \$5.00 deposit, which will be returned when the lock is turned in.

## **Misconduct/Insubordination**

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

## **Practice**

Contrary to a great number of youth athletic programs, practice at the high school level is not optional. Once you commit to going out for an athletic team, you will be expected to be at all practices. The only excused absences are when you are absent from school or you are personally excused by a coach beforehand. In cases where practices are scheduled over a weekend or vacation, it is your responsibility to talk to the coach about illness or missed practices. Consult the Coaches Activities Director for more information.

## **Regulations and Sanctions**

Any student who is cited for use of, or possession of any alcohol, tobacco, or illegal drug product will be subject to sanctions under this provision. Any student who is cited for a criminal act as a misdemeanor or felony, with the exceptions of those commonly known as traffic violations, are subject to sanctions under this provision.

Bergan Catholic School acknowledges that these occurrences are primarily the responsibility of the family. Parents, in many circumstances, are the first to know of these violations. The enforcement procedure, described in the following paragraphs, encourages and rewards self-reporting by the student/athlete. Anyone can make an error in judgment. Our philosophy is based on the notion that to learn from that error requires acceptance of responsibility and fulfillment of obligation on the part of the student.

The enforcement of this policy begins with entry into the ninth grade year and continues seamlessly through the conclusion of the Senior term. It is the intent that the accumulation of incidents will not be interrupted by the summer vacation breaks. For example, if a student is assessed a sanction during the 9th grade year, that counts as his/her first offense. A recurrence of any other sanction in this category, during the student's tenure at Bergen will be treated as that student's second offense.

Everyone realizes that there are difficult situations that sometimes surface in the enforcement of these sanctions. To reduce unnecessary distress within families who are involved in sanctions in this provision, Bergen Catholic School offers each student a "one-time" appeal. This appeal may be used if a student feels he/she has been unjustly accused, or unfairly graded in his/her course work, which would ordinarily result in suspension from extra-curricular participation.

Once requested, this appeal reinstates eligibility while the issue is settled. We realize that some may use this appeal in a manner unintended by administration. However, to err on the side of the student is consistent with our educational philosophy. If the student prevails in the resulting discussions or legalities surrounding the issue, then his/her "one time" appeal is reinstated. That is, the student cannot lose this appeal property because he/she is right.

While safe guarding student interests in extra-curriculars, our basic philosophy remains. Students should be held to stated desirable behavior expectations. Students who participate in school activities are held to a higher standard due to their visibility. High expectations encourage excellent performance.

First offense, self reported:

Ten (10) school days of suspension to include at least two public performances, beginning on the day of reporting. If the last day of suspension is the final day of the school week and a Friday, the student is considered ineligible for all weekend activities.

Second offense, self-reported:

Twenty (20) school days of suspension to include at least four public presentations, beginning with the day of reporting. If the last day of suspension is the last day of the school week and a Friday, the student is considered ineligible for all weekend activities.

Third offense, self-reported:

Suspension from all extra-curricular activities for a period of one year, date to date.

First offense, not self-reported:

Twenty (20) school days suspension beginning on the date the facts become known, to include at least four public appearances. If the last day of suspension is the last day of the school week and a Friday, the student is considered ineligible for all weekend activities.

Second offense, not self-reported:

Forty (40) school days suspension beginning on the date the facts become known, to include at least six (6) public performances. If the last day of suspension is the last day of the school week and a Friday, the student is considered ineligible for all weekend activities.

Third offense, not self-reported:

Suspension from all extra-curricular activities for a period of one year, date to date.

## **Relations with Teammates**

Harassment of students is not allowed at any time, before, during or after practice.

## **Suspension From School**

No student shall be allowed to practice or participate in any fashion in any school sponsored activity on any day the student has been assessed an out-of-school suspension.

## **Transportation**

Bergan Catholic School will provide transportation to after school, off-campus practice sites based on the availability of vehicles, drivers and facilities. Bergan assumes no responsibility for students who use their personal vehicles to arrive at practice.

The sponsor of the activity will provide for and approve the method of travel of each and every member student to and from each event. Students must travel with the team to and from all events unless the parent personally takes the student from the event and written notice is given to the coach.

## **GRIEVANCE PROCEDURE**

Any student athlete who does not feel he/she has been given due process in trying out for an athletic team, or concerning violations of policies, should observe the following guidelines:

1. The student athlete and/or parent/guardian should first schedule a meeting with the coach of the sport involved. If the explanation provided by the coach is not satisfactory for the student athlete then proceed to step two (2).
2. The student athlete and/or parent/guardian should then meet with the Activities Director to discuss the situation. If this meeting does not resolve the situation, a meeting with Administration is encouraged.
3. The next stage is to meet with Administration to discuss the issue.
4. An appeal may be made to the President of Archbishop Bergan Catholic School for final resolution. All steps in the grievance policy will need to be concluded as quickly as possible for all parties.

## **EXTRA-CURRICULAR ACTIVITIES/ACADEMIC REQUIREMENTS**

Extracurricular activities shall be defined as any school sponsored activity that involves outside of class participation, i.e. athletics, music performances, drama contests, Close-Up, pep band, cheerleaders, drill team, all plays and musicals, etc. During the student's period of ineligibility, the student may not participate in any such activity other than practice.

The purpose of this policy is to reinforce our commitment to the education of the students and to combine their positive growth in the classroom with that gained through extra-curricular involvement. All students must currently be enrolled in at least twenty semester hours or the equivalent for Junior high. A student shall have credit on the school records for twenty semester hours of schoolwork for the immediate "preceding semester". The term "preceding semester" means the semester immediately preceding the semester in which the student wishes to participate in an activity. A student, who fails to pass twenty hours during the semester, may make up, not to exceed ten hours during the summer in an accredited program. Such work must be completed and the grades recorded on the school reports prior to

September 1, or the opening day of school in order that the student be eligible for extra-curricular participation the fall semester.

Students who have an accumulative grade of "F" in any course will not be able to participate in extracurricular activities according to the following requirements and procedures:

1. On the days indicated on the posted Eligibility Calendar, teachers will determine which students are not passing their courses.
  - a. During each semester students will be considered ineligible if his/her name is listed as failing two or more subjects on one ineligibility list. The student will be ineligible if his/her name appears for a singular class on two successive ineligibility lists.
  - b. Teacher required work must be handed in by class time on the last day grades are taken during the week according to the Eligibility Calendar.
  - c. The teacher will hand in a list of those students who are failing in their class, to the Student Services Office, by 10:00 a.m. on Friday or as indicated on the Eligibility Calendar.
  - d. The list of non-eligible students will be notified by their teachers by the end of the day indicated on the Eligibility Calendar.
  - e. Students on the list will not be eligible for public participation in extracurricular activities from Monday through Sunday of the following week.
  - f. A calendar will be posted in each homeroom outlining the period of enforcement. Any necessary adjustments will be made via administrative announcement.
2. The teacher must have at least an average of two grades per week to make eligibility judgments. A student cannot be held out in successive weeks if he/she has not had an opportunity to raise his/her grade because no grades were given.
3. This policy applies to all students in grades 7-12.
4. Public performances are not allowed during the week of ineligibility. Effective time for ineligibility is to be Monday through Sunday. However, the student may be required to be in uniform under the supervision of the coach or sponsor. Practices, rehearsals, etc. are mandatory after attending after school study hall.
5. The teacher in addition to notifying the office about the students who are ineligible will also privately contact the parent/guardian(s). In the case of almost weekly ineligibility, parent/guardian(s) and the teacher(s) may come to an agreement as to how often the teacher(s) should make personal contact.
6. Attendance (See attendance policy).

## **ATHLETIC AWARDS**

### **THE BILL TYNON AWARD**

This award is voted on annually by the members of the coaching staff of Bergen athletic programs. It is named for Bill Tynon, former Bergen track and football coach. The award honors a senior male athlete who is considered to be the best all-around athlete at Bergen Catholic School. The vote will be based on the following criteria:

1. A dedicated senior male athlete.

2. A dedicated three-sport athlete at Bergan will be given first consideration--if no qualified candidates are available a dedicated two-sport athlete could be considered.

### **THE JANE ORTMEIER MEMORIAL SCHOLARSHIP AWARD**

This award is voted on annually by the coaching staff of the girl's athletic programs. It is named for Jane Ortmeier, a former Bergan student/athlete. The award honors a senior female athlete who best exemplifies the traits and characteristics held in esteem by Jane Ortmeier. Jane's parents, Bernard and Jan Ortmeier generously donate an annual monetary scholarship toward the winner's post - secondary education. The vote will be based on the following criteria:

1. A dedicated senior female athlete who is a quality person on and off the field of competition.
2. A dedicated multi-sport athlete at Bergan will be given first consideration.
3. The student/athlete must be an individual who strived to become the best that they could be during their years at Bergan High.
4. The Ortmeier family would also like us to consider an athlete who works to their potential academically.

### **LOU WEWEL "FIGHTING LADY KNIGHT" AWARD**

This award is voted on annually by the coaching staff of Bergan athletic programs. It is named for Lou Wewel, former Bergan football coach. The award honors a senior female athlete who best exemplifies the traits and characteristics held in esteem by Coach Wewel. The vote will be based on the following criteria:

1. A dedicated senior female athlete who is a quality person on and off the field of competition.
2. A dedicated three-sport athlete at Bergan will be given first consideration--if no qualified candidates are available a dedicated two-sport athlete could be considered.
3. The athlete must be an individual who strived to become the best athlete that they could be during their years at Bergan High.

### **LOU WEWEL "FIGHTING KNIGHT" AWARD**

This award is voted on annually by the coaching staff of Bergan athletic programs. It is named for Lou Wewel, former Bergan football coach. The award honors a senior male athlete who best exemplifies the traits and characteristics held in esteem by Coach Wewel. The vote will be based on the following criteria:

1. A dedicated senior male athlete who is a quality person on and off the field of competition.
2. A dedicated three-sport athlete at Bergan will be given first consideration--if no qualified candidates are available a dedicated two-sport athlete could be considered.
3. The athlete must be an individual who strived to become the best athlete that they could be during their years at Bergan High.

### **ACADEMIC ALL-CONFERENCE AWARDS**

This award goes to all students grades (grades 9-12) who participate in a Centennial Conference activity and have an accumulative grade point average of 95% or higher.

## **THE BERGAN STRENGTH & CONDITIONING AWARDS**

### **STRENGTH TRAINER OF THE YEAR**

This award is voted on annually by the Bergen Power Club members and the coaching staff of the athletic programs. The award honors those athletes (grades 9-12) who best exemplify the positive traits and work ethic needed to be a positive influence as a member of the Bergen Power Club. The vote will be based on the following criteria:

1. a dedicated strength trainer and leader in the Bergen weight room,
2. does not need to be reminded to do their work-outs,
3. assists other athletes with their work-outs and helps younger lifters use the proper techniques while they work-out,
4. new and records set during their four years will be considered,
5. individual improvement is considered.

### *END OF EXTRACURRICULAR ACTIVITIES SECTION*

## **ARCHBISHOP BERGAN TECHNOLOGY USE & CODE-OF-CONDUCT POLICY**

In a free society citizens have open access to information via a wide variety of sources. The Internet is a totally uncensored world-wide communication network. It is possible for any user of the Internet to access information that is not for a minor or school environment. Bergen Catholic School will try to minimize, but cannot completely prevent access to this information once a person is on the Internet, Bergen Catholic School believes that the benefits of Internet access to information resources and communication with others far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Bergen Catholic School supports and respects each family's right to apply more restrictive rights to their children than are outlined here.

School technology is for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under State and Federal Laws. Individuals using these systems are subject to having any and all activities on these systems monitored by Bergen Catholic School and system personnel. Anyone using these systems expressly consents to such monitoring. Account termination and/or prosecution will occur without warning for violation of established laws, rules or guidelines.

Archbishop Bergen Catholic School provides open electronic access to local, national and international sources of information and collaboration vital to intellectual inquiry.

Every Bergen Catholic School user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Bergen Catholic School network account holders are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of Bergen Catholic School, St. Patrick's Church, the networks they use on the Internet and the laws of the State and the United States. All Electronic Network Use



Rules also apply to any technology device brought into the school by the student including but not limited to, I Pads, laptops, cell phones, electronic books, etc., as well as to all school copiers and printers.

A Bergen Catholic School goal is to have students develop a set of Christian beliefs and values and use them to make moral and ethical decisions. Students are expected to act responsibly and to respect the rights of all. Using the school's computer equipment, building network, and the Internet (hereafter simply inclusively termed the "Network") is a privilege, not a right. Any or all of these privileges may be revoked at any time, for any length of time, for unacceptable conduct. Unacceptable conduct includes, but is not limited to, doing or attempting to do any of the following:

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of Principal, and his or her decision is final.
3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.
4. Some examples of unacceptable uses of the Internet or technology are listed but not limited to:
  - a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
  - c. Invading the privacy of individuals;
  - d. Using another user's password or account;
  - e. Using pseudonyms or anonymous sign-ons;
  - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
  - g. Engaging in abuse of technology. This includes communications, in or outside of school, by personal computers, social media networking sites or Electronic Communication Devices, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive material, graphics,

photographs or other representations which communicate, depict, promote, or encourage:

- h. Use of illegal or controlled substances, including alcoholic beverages;
  - i. Violence or threats of violence, intimidation, or injury to the property or person of another;
  - j. Use of degrading language to describe or refer to another student, faculty member, or school official; or
  - k. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin board systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
- 5. Your school account and password are confidential and must remain so. Never use another individual's account and confidential password.
  - 6. Use of photograph, image or likeness of one's self or of any other employee, student, or parent on any Internet or web-based site, or in any electronic communication, that may have a detrimental effect on the reputation, character, image, or integrity of St. Patrick's Parish and Archbishop Bergan Catholic School is prohibited.
  - 7. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the school administration.
  - 8. Employees are prohibited from permitting any other individual or entity from creating a web site for the school facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, or parent for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the school administration.
  - 9. Employees are not permitted to allow a non-employee to use a school computer or other equipment unless the non-employee is an authorized volunteer.
  - 10. The school reserves the right to monitor employee and student use of school computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of school computers, the Internet, or email.
  - 11. Using or attempting to use the Network for any illegal activity, including violation of copyright or other contracts,
  - 12. Using or attempting to use the Network for financial or commercial gain,
  - 13. Degrading, disrupting, or attempting to degrade or disrupt equipment or system performance,
  - 14. Vandalizing the data of another user,
  - 15. Gaining, or attempting to gain unauthorized access to restricted resources or entities,
  - 16. Wastefully or recklessly using finite resources, (i.e. storage space, paper, devices, etc.)

17. Invading, or attempting to invade the privacy of individuals,
18. Posting personal communications without the author's consent,
19. Posting anonymous messages,
20. Placing of unlawful information on a system,
21. Uploading, downloading, storing or printing files or messages, in either public or private messages, that are profane, obscene, abusive, contrary to the teachings of the Catholic Church, offensive towards or degrading others, or is otherwise objectionable.
22. Sending of messages that are likely to result in the loss of recipients' work, files, or systems,
23. Sending of "Chain Letters", or "Broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others,
24. Allowing any unauthorized person to have access to Bergan's equipment or the Internet.

Printing and Copying: Students are not to make copies or print to the copiers without prior permission from staff member. All copying/printing done on school copiers must be for school-related purposes only. If it is determined that a student is using the school copiers for non-school purposes, he/she may be charged a fee and may lose printing/copying privileges for a period of time to be determined by the administration.

We, the undersigned, have read the computer and network Acceptable Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, Archbishop Bergan Catholic School, St. Patrick's Church, its subcontractors, and employees.

I understand that my child is expected to use good judgment and follow the Acceptable Use Policy when using Bergan Catholic School's technology and the internet. Should my child breach the guidelines suggested, I understand that my child may lose some or all computer and/or network access privileges and possibly face other disciplinary action.

All employees and students shall use software only in accordance with its license agreement. Unless otherwise noted in the license, any duplication of copyrighted software - - except for backup and archival purposes - - is a violation of federal law and Archbishop Bergan Catholic School policy. This form will be filed with administration.

1. I will use software according to the provisions of the license agreements.
2. I will not make unauthorized copies of software under any circumstances.
3. I recognize that Archbishop Bergan Catholic School will not tolerate the use of any illegal software copies on its computers.
4. I understand that anyone found copying software other than for backup or archival purposes is subject to disciplinary actions.

5. I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to \$250,000 per work copied.
6. I understand by my signing for a receipt of this handbook that I accept the provisions of the Bergen Technology Code of Ethics on pages 68, 69, 70 and 71.

### **Code of Ethics on Software**

All employees and students shall use software only in accordance with its license agreement. Unless otherwise noted in the license, any duplication of copyrighted software - - except for backup and archival purposes - - is a violation of federal law and Archbishop Bergen Catholic School policy. This signed Code of Ethics will be filed with administration.

- I will use software according to the provisions of the license agreements.
- I will not make unauthorized copies of software under any circumstances.
- I recognize that Archbishop Bergen Catholic School will not tolerate the use of any illegal software copies on its computers.
- I understand that anyone found copying software other than for backup or archival purposes is subject to disciplinary actions.
- I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to \$250,000 per work copied.

**ARCHBISHOP BERGAN CATHOLIC SCHOOL**  
**STUDENT/ FAMILY HANDBOOK VERIFICATION**

I, \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_

student at Archbishop Bergan Catholic School, hereby acknowledge having received a copy of the school's 2017-2018 Student/ Family Handbook and Activities Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in this handbook. I will also take the handbook home for my parents to read in order that they might understand the procedures and regulations of the school.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I have received a copy of the school's 2017-2018 Student/ Family Handbook and Activities Handbook and understand it is my responsibility to know the rules and regulations as they affect my child in school and extracurricular activities.

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

Date \_\_\_\_\_

I also give my permission for the school to release the above student's name in a mailing list to organizations identified as non-profit, governmental and local merchants. Each organization is required to sign an agreement stating that they will not share or sell any mailing list acquired from Bergan Catholic School.

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

Date \_\_\_\_\_

## **ARCHBISHOP BERGAN CATHOLIC SCHOOL - RELEASE OF LIABILITY**

The undersigned hereby releases St. Patrick's Catholic Parish and Archbishop Bergan Catholic School located in Fremont, Nebraska and its employees and representatives from any and all liability arising from any injury, loss or damage of any nature that may be sustained by the undersigned or by the participant, while participating in any school activity, including athletic events and cheerleading, which is sponsored St. Patrick's Catholic Parish and/or Archbishop Bergan Catholic School to include transportation to and from said activity whether or not said transportation is provided by the parish or school.

The undersigned acknowledge that they are aware that there are risks of injury, damage or loss and dangers inherent in participating in various school activities including but not limited to, cheerleading, athletic events and transportation to and from said activities, which dangers and risks include the conduct of other participants and spectators, unknown defects in the condition of equipment which may be used during said activity and other risks and dangers, all of which could lead to injury or damage to person and property.

The undersigned hereby voluntarily assume all risk of loss, damage or injury to the undersigned or to the named participant for whose benefit this release is signed.

This release is binding upon the heirs, next of kin, personal representatives and assigns of each of the undersigned. In signing the foregoing release, the undersigned hereby represents that he/she read this release, signs it voluntarily, that he/she is an adult and is a parent or guardian of the minor child participant, named below, who is participating in said activity.

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(Name of Participant)

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Signature of Parent or Guardian of the Participant

# ARCHBISHOP BERGAN CATHOLIC SCHOOL

## Permission to Post to the Internet

It may happen that through the course of the school year, through a school project, activity, or special honor, that your child may be given the opportunity to have his/her name, school work, or picture posted on the school's or classroom teacher's web page. The school requires a signed release before we can post a student's name, work or photograph on the Internet.

Please check YES or NO and sign where indicated. Thank you

<input type="checkbox"/>
<input type="checkbox"/>

Yes, you may post my child's name, work and/or photograph on the school or classroom teacher's web page.

No, do not post my child's name, work and/or photograph on the school's or classroom teacher's web page.

\_\_\_\_\_  
Student Name

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

\_\_\_\_\_  
Date

The permission will remain in effect Kindergarten through 12th grade. To change this permission the parent must notify the school in writing.

If you have any questions or concerns, please contact Principal Dan Koenig at 721-9683.

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## Permission for School Travel

Through the course of the school year, through a school project, activity, Mass/Retreat, etc. your child will be leaving the school building to travel to another location. The school requires a signature in order for your child to attend these school activities. Please complete the following:

My child, has my permission to accompany Archbishop Bergan teacher/staff members on any/all school related field trips or activities during the 2017-2018 school year.

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

\_\_\_\_\_  
Date