

**THE BYLAWS
of
ARCHBISHOP BERGAN CATHOLIC SCHOOL**

Adopted: August, 2012

Mission

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

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SECTION I

The Mission and Vision of Archbishop Bergan Catholic School

1. Mission Statement: Archbishop Bergan Catholic School exists to instill a passion, as exemplified by Christ, for faith, knowledge and service.
2. Vision Statement: Archbishop Bergan Catholic School provides an exemplary Christ-centered education that develops the whole child through service, active learning and innovative instruction in order to achieve high expectations in a global community.
3. The Mission and Vision statements of Archbishop Bergan Catholic School shall be reviewed by the Archbishop Bergan Catholic School Board of Education and Administration at least once every three years to ensure that they are up-to-date and applicable to needs of Archbishop Bergan Catholic School and the current educational and social needs of students, parents and faculty.

SECTION II

The Philosophy of Archbishop Bergan Catholic School

PHILOSOPHY AND OBJECTIVES

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.

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- 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, the school's Sycamore site, sycamoreeducation.com, and the school's activity schedule site, highschoolsports.net 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.

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- 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 city of Fremont.
- Our objectives are to:

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- 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.

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SECTION IV

The Governance of Archbishop Bergan Catholic School

1. The Church. St. Patrick's Parish of Fremont, Nebraska, under the authority of the Archbishop of Omaha, operates Archbishop Bergan Catholic School.
 2. The State. Archbishop Bergan Catholic School will operate in accordance with the laws of the State of Nebraska as they are applicable to compulsory attendance, certification of teachers and the State of Nebraska Department of Education's authority to approve attendance center under Nebraska Law.
 3. The Pastor. The Pastor of St. Patrick's Parish, unless otherwise assigned by the Archbishop of Omaha, shall serve as the President of Archbishop Bergan Catholic School and shall exercise the legal authority of the Church, as provided and directed by the Archbishop, in functions and operations of the school system. The authority of the Church may also be vested in others as authorized by the Archbishop of Omaha.
 4. The School Board. The official name of the body responsible for Archbishop Bergan Catholic School shall be the Archbishop Bergan Board of Education (School Board).
 5. The Parish Relationships. The School Board will maintain strong working relationships with the Parish Pastoral Council and Parish Finance Committee through joint committees and regular communication.
 6. Function of the School Board. The function of the Archbishop Bergan Catholic School Board of Education is to formulate and evaluate school policy, develop strategic plans for the school and offer counsel and support to School Administration and Parish Pastor.
- Furthermore, the School Board shall be responsible for the following duties and functions (but not limited to):
- A. Promotion and support of Catholic Education in the Fremont area community. Ensure the Bergan Catholic School is recognized as an excellent educational opportunity for children in our area.
 - B. Responsibility for the development of an annual strategic plan which will guide school system operations and objectives for the short and long term with a focus on continuous improvement.
 - C. Establish general policies for school program and evaluate the adequacy of school policies and the effectiveness of their implementation within the school system on an annual basis. Adopt the student and faculty handbooks on an annual basis and recognize these documents as board policy.

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- D. Review and make recommendation for annual school budget. Recommend tuition program, faculty salary program and other faculty/staff benefits packages. Work with Administration, Finance Committee and Parish Staff to make recommendations.
- E. Formulation and recommendation of local policies related to the planning, operations and maintenance of school facilities and equipment. Responsibility for local review and recommendations concerning the educational aspect of new facilities.
- F. Provide input to the Pastor/President to be used in the annual formal evaluation of the school Principal.
- G. Ensure regular communication with School staff, Bergan families and St. Patrick's Parish. Responsibility for the provision of policy direction as a concerned and competent body, which is representative and accountable to the believing community of St. Patrick's Parish.

7. School Board Membership. The School Board shall consist of ten (10) members. Nine (9) of the members of the parish and one (1) non-parishioner shall be appointed to office.

- A. Term of Office. The term of office for the nine (9) appointed "Parish" School Board members and the (1) one non-parishioner member shall be three (3) years. The Pastor shall serve as a member for the duration of his appointment at St. Patrick's Parish. Members who are appointed during the middle of a term shall serve for the term of their appointment and the appointed term shall be considered a full term, regardless of the length of the appointed term. No Parishioner member shall serve for more than two consecutive terms. The non parishioner member serves only one three year term.
- B. Qualification. Any person who is a registered member of St. Patrick's Parish, has been a member of the Parish at least one year, who is twenty one (21) years of age or older, and who has received the Sacraments of Baptism and Confirmation is eligible to serve as a member in one of the nine (9) Parishioner seats of the School Board. The one (1) non-parishioner must have a child enrolled in Archbishop Bergan Catholic School for at least one year prior to appointment and must continue to have a student enrolled in the school during their term.
- C. Vacancies and Resignations. The School Board President shall nominate a replacement and by a majority vote, The Board shall fill all vacant positions of elected members on the Board whenever such positions become vacant due to the inability of a member to complete a term of office. The members appointed to fill the terms of vacant positions shall serve for the balance of the unexpired term of the person whose position was vacated.
- D. Elections/Appointments. A nominating committee of the School Board will be formed each January. This committee will include the Board President, Vice

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President, two additional School Board members and the Pastor of St. Patrick's Parish. This committee will make recommendation to the larger board for appointments.

- i. Nominations. The Nominations Committee will call for applications for qualified persons in March each year. The call for applications will be published in the Parish Bulletin for three weeks and placed on Sycamore a minimum of one time during the nomination process. Nomination forms will be available electronically and on papers the Parish office. Nominations will be due in April and appointment recommendations will come to the board in May annually for approval.
- ii. Selection: In April all applications will be considered and recommendations will be made by the committee. These recommendations will come before the board in May for approval. New members appointed to the board will come the June meeting as a guest for introduction and will begin their term in July.
- iii. Number of Appointed Members. Three (3) Parishioner members shall be appointed to the School Board each year. One (1) non parishioner members will only be appointed every three years or as needed to fill this open seat.

8. Board Member Orientation. In order to facilitate an understanding of their role as members, each member of the School Board shall receive an orientation to the functions and roles of the board, as well as to the policies and procedures of Archbishop Bergan Catholic School . This orientation shall usually occur during the annual School Board Retreat and shall include the following:

- A. Presentation of selected materials on the functions of the School Board and the school system.
- B. An invitation to attend all School Board meetings and to participate in all School Board discussions.
- C. Presentation of the latest copy of the Archbishop Bergan Catholic School bylaws and school policies.

9. Board Officers. The officers of the School Board shall consist of a President and a Vice-president. Each officer shall be elected annually, by the board membership, for a term of one (1) year. This election shall occur at a special meeting to be held just prior to the regular July meeting. Bergan Principal or Pastor will preside at the special meeting. Only elected board members are eligible to serve as President, Vice-president or Secretary. These three officers along with the Pastor of St. Patrick's Parish make up the Executive Committee of the Board.

- A. Duties of the President. The School Board President shall preside at all regular and special meetings of the School Board. The President shall perform such duties as

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may be directed by the School Board. The President will only vote on action items to break a tie vote.

- B. Vice-president. The School Board Vice-president shall preside in the absence of the President. The Vice-president shall also perform other such duties as may be directed by the School Board.
- C. Secretary. It shall be the duty of the Secretary to keep records of all meetings and board activities. In conjunction with the Parish/School office these records should be readily available to School families, Parishioners and Staff.

10. Board Member Meeting Attendance. Every member of the School Board shall be authorized no more than three (3) absences per year. (Exceptions may be made at the discretion of the Board for extenuating circumstances.) When a board member has reached three (3) absences in a twelve-month period (extenuating circumstances not included), that member shall be removed from board membership and a new member shall be appointed to fill their vacancy according to the provisions of Section IV.7.c of these bylaws. Prior to removal from membership, a board member who has reached three absences may request, in writing, that the Board authorize their continued membership on the Board and give specific reasons why that membership should be continued.

11. School Board Meetings. The School Board shall meet regularly on the first Wednesday of each month at a publicly-designate location. All meetings of the Board shall be open to guests unless the Board votes to move into Executive Session. There is to be no media coverage of school board meetings.

- A. Special Meetings. Special meetings of the Board may be called at the request of the President of the Schools, Board President, or at the request of five (5) or more board members. Twenty-four (24) hours notice of the meeting and of the location for such meeting shall be required for all special meetings.
- B. Executive Session. The Board, by a majority vote of those present, may vote to go into Executive Session for such circumstances as the following:
 - i. Strategy sessions with respect to salaries, real estate purchases or litigation.
 - ii. Discussion regarding deployment of security personnel or devices.
 - iii. Investigative proceedings regarding allegations of criminal misconduct.
 - iv. The protection or privacy and/or the prevention of needless injury to the reputation of an individual or individuals.
 - v. Other items as may be determined by the Board or School Administration to be in the best interest of the School and/or Parish.

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All formal actions of the Board shall be taken in open session. No action may be taken by the Board during an Executive Session. If formal action is required, based on the discussions that occur within an Executive Session, the Board shall vote to go out of the Executive Session and back into an open session prior to taking that action.

- C. Emergency Meetings. If circumstances warrant, emergency meetings of the Board may be held without reasonable, advance notice of such meetings. In these circumstances, the nature of the emergency shall be stated in the meeting minutes and any formal action taken in such meetings shall pertain only to the emergency situation.
- D. Notice of Meetings. Reasonable, advance notice of all regular meetings shall be given to the public. Reasonable notice shall be considered to be at least seventy-two (72) hours.
- E. Quorum. For the purposes of transacting official business, it shall be necessary that at least five (5) voting members of the Board members be present.
- F. Majority Votes. A simple majority of those present and voting at a meeting shall carry all motions unless otherwise specified in a specific policy.
- G. Policy Changes. Policies may be adopted or changed at any regular or special meeting of the Board. Proposed changes or additions to school policy shall be considered at one (1) regular Board meetings before their acceptance. A majority vote of the Board is required to approve all policy changes or additions. Policy changes require the approval of the Pastor of St. Patrick's Parish in order to be fully adopted and implemented.
- H. Rules of Order. In general, the Board will rule by consensus. However, for any items requiring official, formal action by the Board, the rule of parliamentary procedures as contained in "Roberts Rules of Order" shall govern these action items.
- I. Board Meeting Agenda. The agenda for all Board meetings will be compiled at least five (5) days prior to the scheduled, regular meeting by the Board President and School Principal. The agenda shall be sent to all authorized parties by the close of business on the Friday immediately prior to the regular, scheduled meeting. All requests for items to be placed on the agenda shall be made to the Principal or Board President prior to the required date the agenda is to be compiled.
- J. Official Action. The decisions or actions of individual board members are not binding upon the Board. An exception to this is when the Board, in an official meeting, has expressly given an individual or group of board members authority to act on behalf of the Board. The Board shall exercise its powers only in properly-called meetings where a majority of the Board constitutes a legal quorum to transact business as specified in Section 11.E of these bylaws. All Board actions and decisions are subject to approval by the Pastor of St. Patrick's Parish.

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- K. Order of Business. In general, the order of business for regular School Board meetings shall be as follows:
- i. Call to Order (including recognition of guests to speak to the agenda and/ or requests for Executive Session)
 - ii. Prayer
 - iii. School Board Education (when applicable)
 - iv. Consent Agenda (including minutes of the previous meeting and administrative reports)
 - v. Action Agenda (including an Old Business, New Business and items for official Board action.)
 - vi. Information Agenda (including Committee reports and reports from School Administrators, School Board President and President of the Schools)
 - vii. Adjournment

12. School Board Committees. The Board may designate standing or ad-hoc committees from time to time as required to act for the specific duties outlined by the Board at the time the committee is established.

- A. The only standing committee of the Board is the Executive Committee as indentified in item 9, Section IV.
- B. The Board shall designate the specific purpose, authority and term of each committee that is established.
- C. The School Board President shall appoint the membership of each committee.
- D. Committees shall be comprised of at least two (2) members of the Board. Other committee members may include other members of the parish, faculty or students of Archbishop Bergan Catholic School, or any other community members as deemed appropriate by the Board or School Administration.
- E. The School Board President shall designate the chairperson of each appointed committee, terms of committee members and the terms of the committees.
- F. All committees shall be required to provide regular progress reports to the Board as part of the regular School Board Meeting Information Agenda.

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- G. The President of Archbishop Bergan Catholic School and the School Board President may serve as a member of any committee and may participate in any committee in such manner as they determine to be appropriate.

13. School Board Policies. The Board shall establish policies in such manner and numbers as necessary to ensure the efficient and effective operation of Archbishop Bergan Catholic School. The Board shall also see that adequate copies of policies are available to meet the needs of St. Patrick's Parish and the Board, administration, faculty, students and parents of Archbishop Bergan Catholic School.

14. Administration of Board Policies. The administrative staff of Archbishop Bergan Catholic School shall formulate a set of administrative rules and regulations for implementation of the Policies set forth by the Board. The administrative staff will provide updates and feedback to the Board related to policy implementation and effectiveness.

15. Board Policy Review. Student and Faculty handbooks will be reviewed and approved annually. All Board policies, bylaws and administrative rules and regulations shall be submitted to the Board for review and approval on a regular basis and at least every three (3) years.

16. Archdiocese of Omaha Board of Education Policies. The policies of the Archdiocese of Omaha Board of Education shall be followed at all times and shall be incorporated as an appendix to these bylaws.

17. Personal Liability of Board Members. It shall be the policy of Archbishop Bergan Catholic School to ensure that St. Patrick's Parish and/or Archbishop Bergan Catholic School provide the proper insurance to protect Board members and staff members against personal liability so that the Board and Administrative Staff may serve the school system without fear of such personal loss that might interfere with their freedom to govern as representatives of St. Patrick's Parish. The law and courts provide that Board members are not immune from liability. Board members that go against the law or carry out acts in bad faith may be held individually liable for their share of possible judgment brought against them.

SECTION V

School Personnel

1. Bergan Catholic School. The School Board, working in cooperation with the President of School shall ensure that adequate personnel are in place to provide for the routine operations of the school system.
2. Faculty/Staff Handbook. The School Board will evaluate and adopt a Faculty/Staff Handbook on an annual basis. This document will serve as Board policy.
3. Administrative Functions. The principal shall be authorized by the board to perform all appropriate administrative functions necessary to ensure the routine operations of Archbishop Bergan Catholic School.
4. Teacher Contracts. The principal of Bergan Catholic School shall be authorized by the Board to interview candidates, negotiate contracts and execute contracts with teachers. School Board will provide basic salary grid and basic benefits program for the Principal to utilize in executing contracts. In addition, the principals shall have authority to oversee personnel management of teachers and other employees in their respective schools for all expectations including, but not limited to, compliance with policies, codes of conduct, teaching qualifications and compliance with all legal, accreditation and policy regulations. The Pastor/President of the School shall have final hiring and firing authority for all employee positions in the Archbishop Bergan Catholic School. The Principal will provide updates and notification regarding personnel changes, hires and status of annual contract process to the Board on a regular basis.
5. Employee Salaries. The Board, with input from School Administration and in cooperation with the Parish Finance committee will make a formal recommendation for faculty and staff salaries on an annual basis. The principal of Archbishop Bergan Catholic School shall have authority and responsibility for determining specific teacher salaries within the guidelines set forth by the School Board.
6. Hiring of Administrative Personnel. When a vacancy occurs in a principal position, the School Board President, in cooperation with the President of Schools, will designate a Search Committee to serve as an interview committee for potential candidates to fill the vacant principal position. Following formal interviews, the Search Committee will meet with the President of the Schools to make a formal recommendation regarding potential candidates to fill the vacant position. The President of the Schools shall have final hiring and firing authority for the principal positions.

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SECTION VI

Business and Finance

1. Annual Budget. The school principal working in cooperation with the Parish staff shall be responsible for developing and submitting an annual budget for approval by the St. Patrick's Parish Finance Committee. The Principal will seek input from the Board on strategic priorities that may impact overall budget and finances. The principal shall also be responsible for administration of the day-to-day operations outlined in the annual budget. Each annual budget shall be for a period of one fiscal year of July 1st through June 30th, or as otherwise established by the Archdiocese of Omaha. The Principal will share budget plans, updates and issues with the Board on a regular basis.
2. Authority for Expenditures of Funds. Following approval of the Parish Finance Council, the principal, in cooperation with the Pastor/President of the School, shall have authority for expenditures of funds as outlined in the annual budget.
3. Non-budget Items. Expenditures for items not included in the annual budget shall be recommended by the principal, as the situations warrant, and shall be expended only upon approval of the School Board and/or President of the Schools.
4. Accounting of Funds. The principal of the schools shall be responsible for providing an accounting of all school incomes and expenditures whether they are included in the annual budget or are non-budgeted items.
5. Bonding. All persons responsible for handling and/or control of funds within the Archbishop Bergan Catholic School System shall be bonded. The cost of the bond shall be provided by the school. Bonding of personnel shall include, but may not be limited to the following:
 - A. School Principals.
 - B. Secretaries or other staff members who have the responsibility of handling school funds.
 - C. School Activities Director(s).
6. Financial Reporting. The school principal working with Parish staff shall provide the School Board with such reports as are requested and/or required to keep the Board informed as to the status of school finances, on a monthly basis or as otherwise specified by the Board. Financial reports shall also be provided, as required, to the Parish Pastoral Council, School Board, Archdiocese of Omaha or any other agency of proper authority under the law, as may be required because of participation or membership of the school.

SECTION VII

Property, Plant and Facilities

1. Care and Custody of School Property. As primary stewards of Archbishop Bergan Catholic School, it will be the policy of the School Board that all school property be properly cared for in a manner that best serves the long-term interest of the educational programming of the schools and of St. Patrick's Parish. The School Board shall recommend care and custody of the school and all school property of the Parish. The school principal shall have primary control and responsibility for ensuring the proper care and use of all school buildings and school property.

2. Public Use of School Property. Public use of school property may be approved by the Pastor of St. Patrick's Parish, President of the Schools or school administration when such use is determined to be of Parish or community service or in the best interest of Archbishop Bergan Catholic School. The Pastor, President of the Schools, Parish Pastoral Council or school administration may approve the assessment of fees for the use of school property if deemed appropriate.

3. Removal of School Property. No school property may be removed from the school premises without the permission of school administration or the President of the School.

4. No Interference with Routine School Operations. All activities and use of school property shall be scheduled in such a manner to ensure that no interference or disruption of routine school or parish operations will occur during the schedule activity.

5. Custodial and Maintenance Services. The school administration shall be responsible for ensuring a well-organized program of custodial and maintenance services at all school facilities. The custodial and maintenance program shall ensure maximum efficiency of housekeeping and maintenance functions to provide for a healthy and clean educational atmosphere which provides for the proper care of the physical plant, equipment and grounds on an ongoing basis.

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SECTION VIII

Students

1. Student Requirements. School administration shall have the authority to implement and enforce such student policies that will ensure the ongoing mission of Archbishop Bergan Catholic School as provided by the Board as well as compliance with all applicable State of Nebraska and Archdiocese of Omaha educational laws and regulations.

2. Student Handbook. School administration in cooperation with the School Board shall be responsible for development of a Student and Family Handbook. Students Handbooks are to be considered Board Policy. The Student Handbook shall include, but may not be limited to, a complete listing of all school and student policies, course and graduation requirements and shall be distributed to all students at the beginning of each school year. The Student Handbook will be approved by the School Board each August before the start of the new school year. The Student Handbook will also serve as the Activities Handbooks for students and families.

3. Non-Discrimination. Archbishop Bergan Catholic School shall admit students of any race, color, ethnic or national origin. In addition, Archbishop Bergan Catholic School may admit students of any religion, provided that the parents and students of non-Catholic families understand and support the primary purpose of the school to provide a Catholic education to all of its students. Archbishop Bergan Catholic School shall not discriminate on the basis of race, color, ethnic or national origin in the administration of educational policies, admission policies, scholarship or loan programs athletic activities or any other school-related programs or activities.

4. Multicultural Education. Archbishop Bergan Catholic School shall utilize the resources of curriculum, inservice, counseling and guidance to reflect the racial, ethnic, language and cultural heritage of both the United States of America as well as the teachings of the Catholic Church, by observing the following objectives;

- A. Selection of materials and methods that will eliminate bias and stereotype.
- B. Conduct inservice programs for all employees that will assist them to understand and facilitate a multicultural approach to their positions and to reflect a multi-cultural approach in all teaching and administrative duties.
- C. Ensuring that groupings of students do not reflect a racial, ethnic or cultural bias.

5. Special Education and Disabilities. Archbishop Bergan Catholic School recognizes the existence of Federal and State legislation and programs for disabled persons and shall allow no discrimination in the Bergan Catholic School System on the basis of a disability. Archbishop Bergan Catholic School will strive to maintain onsite programs for disabled students within the means of school resources.

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6. Student Discipline. Positives student discipline is of the utmost importance in the proper functioning of a Christian education program. As a result, Archbishop Bergan Catholic School shall expect that discipline will prevail in each and every classroom at all times.

Archbishop Bergan Catholic School is a Christian Community with rules and regulations. Those who enjoy the rights and privileges provided by the school system must also accept the responsibilities that these privileges demand, including respect for and compliance with school rules. It shall be the responsibility of the School Administration to establish a rational position between freedom and sufficient order to permit the successful operation of the instructional and extracurricular programs of the school.

School Administration shall establish clearly defined procedures in conducting disciplinary measures and these procedures shall be carefully followed and administered by all Archbishop Bergan Catholic School staff members. Rules for student conduct and procedures for correcting misconduct shall be published on an annual basis in the Student Handbook and distributed to all students and/or parents. This handbook shall be updated each year and approved by the School Board.

It is the expectation of the Archbishop Bergan Catholic School that effective student discipline should be positive rather than negative, and directed toward constructive activity. All discipline should be fair, dignified and exercised in Christian love.

The School Board recognizes that the implementation of rules and regulations regarding student discipline calls for sensitive and intelligent action on the part of all school administrative and staff members. It also recognizes that students should practice responsible behavior and understand the consequences of their conduct. As a result, it is to be understood that all administration and staff members may, in the purpose of maintaining effective student discipline, expect to proceed with the full support of the principal, School Board and Pastor.

7. General School Policies and Procedures. It shall be the responsibility of the Archbishop Bergan Catholic School Administration to implement general rules and procedures for the routine operation of Archbishop Bergan Catholic School. These rules and procedures shall clearly state the position of Archbishop Bergan Catholic School with regard to those activities that are directly related to Pre-school through 12th Grade education within the School System.

School Administration shall establish clearly defined rules and policies for Archbishop Bergan Catholic School and these rules and policies shall be carefully followed and administered by all Archbishop Bergan Catholic School staff members. General rules and policies for Bergan Catholic School shall be published on an annual basis in the Student Handbook and distributed to all students and/or parents. This handbook shall be updated each year and approved by the School Board.

All rules and policies developed by the Archbishop Bergan Catholic School Administration shall be subject to the approval of the School Board and Pastor of St. Patrick's Parish.

SECTION IX

Instructional Programs

1. Minimum Standards for Instructional Programs. All instructional programs offered at Archbishop Bergan Catholic School shall, as a minimum standard, meet all guidelines as set forth by the State of Nebraska Department of Education for primary and secondary educational institutions. In addition, all instructional programs shall meet the standards set forth by the Archdiocese of Omaha Department of Education.

2. Other Standards. Other accrediting agencies may be considered and accepted, in addition to the State and Archdiocese Departments of Education, if such agencies are deemed desirable and in the best interest of Archbishop Bergan Catholic School by school administrators, the School Board and the Pastor of St. Patrick's Parish.

3. Religious Education. Archbishop Bergan Catholic School shall provide religious education as a required instructional program for every class within the school system. These programs shall provide ongoing instruction in the theology and practices of the Roman Catholic Church and shall also provide students and faculty with opportunities for routine participation in the Sacraments of the Holy Eucharist and Reconciliation.

Preparation for the Sacrament of Confirmation shall also be provided as part of routine instructional programming for students in grades that meet the age requirements for this sacrament as set forth by the Archdiocese of Omaha.

4. Required Classes and Graduation. The Administrative staff of Archbishop Bergan Catholic School shall develop a plan for which classes shall be considered "Core Classes" and "Non-core Classes" at every grade level. In addition, school administration shall recommend to the Board the criteria that shall be required for graduation from one grade level to another, and for graduation from Archbishop Bergan Catholic School in keeping with the mission and vision of the school. In determining these criteria, school administration shall use guidelines and criteria established by the Board and the Nebraska and Archdiocese of Omaha Departments of Education. This guidelines, criteria and requirements will be presented to the School Board for adoption and inclusion in the Student and/or Faculty Handbooks subject to the approval of the Pastor of St. Patrick's Parish.

THE BYLAWS OF ARCHBISHOP BERGAN CATHOLIC SCHOOL

SECTION X

Extracurricular Activities

Extracurricular programs are those activities that are school-sponsored and are conducted outside of regular, educational course work. Archbishop Bergan Catholic School shall provide a variety of extracurricular activities for students, based on identified areas of interest of school students and families and within the available resources of the school system.

1. Sponsorship. All extracurricular activities provided by Archbishop Bergan Catholic School shall be carried out under the direct supervision and authority of Archbishop Bergan Catholic School. All activities of the school shall have a designated school sponsor who has been appointed to this position by school administration. Program sponsors shall be responsible for the following:

- A. Proper supervision of students and activities.
- B. Establishment of program guidelines.
- C. Supervision of authorized funds for the activities including ensuring that proper financial records and meeting minutes are kept, when appropriate for the proper functioning of the activity.
- D. Securing appropriate parental and/or other approval before beginning any activity.
- E. Maintaining attendance and other records of student participation in the activity.
- F. Ensuring compliance with school system rules and regulations during the activity.

2. Nebraska School Activities Association. All extracurricular activities that fall within the rules and regulations of the Nebraska State School Activities Association (NSAA) shall maintain compliance with all such regulations so long as Archbishop Bergan Catholic School is a member of the NSAA. This same rule shall apply to all other conferences and associations in which the school system may be a member.

THE BYLAWS OF ARCHBISHOP BERGAN CATHOLIC SCHOOL

SECTION XI

Miscellaneous

1. School Safety. School administration, in cooperation with school faculty and staff, shall be responsible for ensuring the safety of all persons in all school buildings and on school property at all times.

2. Emergency Dismissals. In the event of inclement weather or any other emergency circumstance that requires the closing of school, school administration shall determine the necessity for such closing. Following the determination of an emergency dismissal, school administration shall provide for public communication of the closure and shall establish specific plans for the safe dismissal of students in an emergency situation.

3. Controversial Issues. Archbishop Bergan Catholic School believes that school administration, faculty and staff of Archbishop Bergan Catholic School, in exercising their obligation to the students and community shall:

- A. Encourage the study of controversial issues within the area of their competence when such topics are appropriate to the learning situation.
- B. Recognize the rights of students to study varying points of view, and respect the rights of students to their own opinions.
- C. Support the philosophy that teachers, administrators and parents should be aware that to advocate some things is treason, but to teach about them is essential in order to alert youth to their potential dangers.

No member of administration, faculty or staff of Archbishop Bergan Catholic School shall be permitted to teach or encourage students in any matter that is contrary to the teaching of the Roman Catholic Church.

4. Questions Regarding Church Teaching. When circumstances arise that are a question of Church Law, or is in need of interpretation by the Church, the Pastor shall determine the proper course of action or non-action to guide school administrative action.

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SECTION XII

Repeal of Previous Bylaws

Upon adoption of these bylaws of Archbishop Bergan Catholic School all previous editions and revisions of bylaws of Archbishop Bergan Catholic School, are hereby repealed.

SECTION XIII

Adoption of Bylaws

These bylaws of Archbishop Bergan Catholic School are hereby adopted by official action of the Archbishop Bergan Catholic School Board of Directors on August 1, 2012.

Fr. Dave Belt
Pastor and President of Archbishop Bergan Catholic School

Bill Vobejda
Archbishop Bergan Catholic School Board President

Ron Beacom
Principal, Archbishop Bergan Catholic School