



Archbishop Bergan Catholic School

STUDENT HANDBOOK

Archbishop Bergan Catholic School
545 East 4th Street
Fremont, NE 68025
402-721-9683
www.berganknights.org

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

This agenda belongs to:

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PLEASE NOTE: The following information is confidential. Do not make it available to anyone other than the school.

ARCHBISHOP BERGAN

CATHOLIC SCHOOL

2011 - 2012

KNIGHT'S CODE STUDENT - PARENT HANDBOOK

Index

| | |
|---|----|
| Academic Letter | 15 |
| Attendance & Tardies | 7 |
| Bergan Code of Conduct..... | 11 |
| Bergan Dress System..... | 23 |
| Course Load and Course Change Procedure | 10 |
| Drop & Add | 10 |
| Emergency Instructions | 20 |
| Food & Drink | 27 |
| Grading System | 15 |
| Graduation..... | 18 |
| Guidance..... | 32 |
| Harassment Policy..... | 13 |
| Honor Roll..... | 15 |
| Independent Study Time | 27 |
| Library/Hall Rules | 27 |
| Lockers & Personal Affects | 28 |
| Lunch | 26 |
| Marriage and/or Pregnancy Policy | 16 |
| Open Campus..... | 22 |
| Philosophy and Objectives | 4 |
| Public School Classes..... | 9 |
| Scholarships & Awards..... | 30 |
| School Regulations | 7 |
| Suspension Procedures | 13 |
| Ten-Minute Room Policy | 23 |
| Textbooks..... | 29 |
| Transportation..... | 21 |
| Tuition | 31 |

ACTIVITIES HANDBOOK

Index

| | |
|---|----|
| Academic Requirements for Extra-Curricular Activities | 49 |
| Activities and Clubs..... | 34 |
| Activity Awards/Scholarships..... | 50 |
| Athletics | 35 |
| Code of Conduct | 42 |
| Computer/Network Policy | 52 |
| Computer/Network Policy-Code of Conduct, Code of Ethics | 53 |
| Cheerleading | 38 |
| Dance | 38 |
| Expectations..... | 44 |
| Handbook Verification Form | 55 |
| Music..... | 36 |
| National Honor Society..... | 37 |
| NSAA Eligibility Rules | 42 |
| Purpose and Objectives | 34 |
| Requirements for Lettering..... | 35 |
| Speech and Dramatics | 38 |
| Student Council | 39 |

« ARCHBISHOP BERGAN CATHOLIC SCHOOL
 EXISTS TO INSTILL A PASSION,
 AS EXEMPLIFIED BY CHRIST,
 FOR FAITH, KNOWLEDGE
 AND SERVICE. »

**Archbishop Bergan Catholic School does not
 discriminate according to race, religion, sex or color.**

2011-2012 School Board Members:

- | | |
|--------------------------|------------------------------|
| Jeff Alderson | Desa Clark - Secretary |
| Jeff Engel | Karl Fryklind |
| Luke Grenier | Joe Gaver |
| Dawn Kucera | Mike Toelle |
| Bill Vobejda - President | Beth Wilmes – Vice-President |

Ex-officio Members: Pastor/President – Fr. Dave Belt Principal, Ron Beacom

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:
 - * 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.
 - * Provide opportunities in the areas of liturgical celebrations, sacramental life, prayer experiences, personal guidance options and community service tasks.
 - * 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.
 - * 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.
 - * 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:
 - * Maintain and expand a quality curriculum to meet the needs of our students in a changing society.
 - * Help each student develop a positive attitude toward lifelong learning.
 - * Encompass and reflect our Catholic heritage.
 - * Develop basic skills in the arts of communication, analytical thinking and independent reasoning.
 - * Offer experiences through which each student can develop an aesthetic sensitivity.
 - * Meet or exceed the accreditation requirements of the State Board of Education and AdvancED.
3. Extracurricular - The goal of the extracurricular program is to give students opportunities to develop their interests and potential beyond the academic classroom. Our objectives are to:

- * Promote physical fitness and encourage habits which build and maintain good health.
 - * Promote the development of personality and communication skills through participation in fine arts activities.
 - * Provide extracurricular activities which will broaden the student's experiences, knowledge, understanding and responsibility in individual or group settings.
 - * Offer experiences through which the student learns to use leisure time constructively.
 - * 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:
- * Provide opportunities and experiences which emphasize the heritage, the responsibilities and the privileges of American citizenship.
 - * Provide opportunities for students, faculty, parents and administration to share responsibilities and decisions.
 - * Develop qualities of leadership in students through participation in student government, clubs and other school organizations.
5. Parents - 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. Our objectives are to:
- * Keep parents and the school community informed about the total life of the school.
 - * Provide opportunities for parents to express their interest, concerns and support for the school and parish.
 - * Assist in developing effective communication and mutual respect between students, parents and teachers through organized activities and an atmosphere of cooperation.
 - * Challenge parents to be living examples of what they expect their children to honor and to emulate.
 - * Support parents who encourage more diligent study, while discouraging satisfaction with mediocrity.
 - * 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 (representing St. Patrick's Parish Council), the Administration and the Faculty be strong and unified. Our objectives are to:
- * Implement the Board of Education Policies.
 - * Establish unification through open and effective, internal and external communication.
 - * 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.
 - * Respect and relate to the personnel and students as individuals.
 - * Initiate and maintain continuous development through positive leadership.
 - * 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:
 - * Develop communication and trust with each student.
 - * Present ways of growth for students, spiritually, academically, physically and socially.
 - * 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:
 - * Assist students in relating to each other as individuals.
 - * Assist students in respecting their varying contributions to the school, parish and local communities.
 - * Prepare students for further education or for profitable employment, thereby furthering their ability to achieve personal goals.
 - * Enhance the student's development of self responsibility.
 - * 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:
 - * Fulfill our obligation to the community by providing a well-rounded education for students.
 - * Encourage an active participation in parish life.
 - * Prepare students for positions of employment and involvement in the community.
 - * Provide the opportunity for non-Catholic students to attend classes and activities, while respecting their individual beliefs.

ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act (AHERA) regulations require all public and private school districts to inventory all asbestos containing materials in the school buildings of the district and to develop a management plan for the safe handling of the asbestos containing materials in each building.

The asbestos management plan for Bergan Catholic School has been completed 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. Dave Belt, whose address and telephone number is 422 East 4th, 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.

SCHOOL REGULATIONS

The policies set forth in this handbook are designed to enable the school to achieve these objectives.

This Handbook is provided for informational purposes only and does not constitute a contractual agreement between Archbishop Bergan Catholic School and any student or any parent 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 that 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.

ATTENDANCE

RATIONALE

The school administration and faculty believes that the responsibility for attendance lies with the student and parents. Students are asked to cooperate with the school to reduce the number of absences to a minimum. They are encouraged to make appointments and other engagements so that they do not interfere with the school day.

ATTENDANCE GUIDELINES

In case of illness, parents/guardians are asked to call the attendance secretary by 8:30 a.m. If the attendance secretary does not hear from the home, the secretary will try to contact the home by 10:00 a.m. Notes will be required upon the student's return to school. **If no contact is made by the parent/guardian, the absence is considered a skip and time will be made up during Detention. Students who skip one or more periods are considered truant and will be required to serve a minimum two hour Detention.**

The outside doors will be locked until 7:45 a.m. All 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 school day begins at 8:00 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 3:45 p.m. Students may wait in the gym lobby or the north lobby for rides.

Absence: If a student becomes ill at school, he/she will notify their parents and permission must be given for them to leave. Middle school students (7-8) must stay at school until an adult designated by the parent/guardian arrives to pick them up.

ATTENDANCE REGULATIONS (Middle School and High School)

1. The attendance policy allows each student, without sanction, four (4) absences from each semester class. On each of the fifth absence from a semester class, a student and the student's parent will be required to have a conference with the administration.
2. A student who is absent six (6) times from a semester course will forfeit credit for that course.
3. When extended absences occur in cases of chronic or extended illnesses, accidents or other health related problems, an appeal may be made.
4. The following procedure will be used to communicate with parents and students:
 - a. The school attendance secretary will attempt to contact those parents whose children appear as absent during the day by 10:00 a.m. on the day of absence. After the third absence from any class period during the semester, the attendance secretary will notify the home by letter. Copies of the letter will be filed in the student's file.
 - b. The fifth absence from any class during the semester will be followed by a letter to the parent explaining the appeals hearing process. Copies of the letter will be filed in the student's file.
 - c. Upon the sixth absence from a particular class, the attendance officer will send a letter stating that the student and parents have a right to a conference with the Principal to determine if credit is to be offered, or what changes need to be made to ensure successful completion of the semester. (The student and/or parent must present documented substantiating evidence (Doctor or dentist appointment notes, court appearance documents, etc.) as to the reason for their absences. Note: All absences, regardless of the purpose for which they occur, will count toward the maximum number of five (5), except absences resulting from the participation in school sponsored activities., medically documented appointments, bereavement leave, college visitation or court appearances.)
 - d. If a student has an extended illness or a combination of circumstances listed above, an appeal for an extension of absences may be made. The student would be permitted to remain in class on a day-to-day basis with the understanding that, should the student be truant and have six (6) absences, he or she will lose credit for the class.
 - e. A student may appeal the decision regarding absences and class credit to the President of the School for final resolution.

ATTENDANCE AND PARTICIPATION IN ACTIVITIES

Students are required to be in attendance for the last half of the day they plan to participate in an activity or practice. Students absent will not be allowed to participate or practice unless cleared by the administration. If the events are held on Saturday and the student was not in school on Friday, the student's presence at the contest is evidence that parental permission has been given to the student to compete.

For State competitions, athletes who were out for the sport but did not qualify may attend the event without it counting against them.

Public School Classes:

1. Only sophomores, juniors and seniors may attend classes at Fremont Senior High School.
2. Bergan Catholic School students must attend the public senior high classes, even when 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 Bergan Catholic School office. Otherwise, this absence will be unexcused.
5. If a student receives a semester failure in a 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. 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 must go directly to Fremont Senior High, School to Career, and College Classes and return to Bergan immediately after 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 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 **in the teacher's room in which the tardy occurred.**
3. Upon the accumulation of the 8th tardy in a year, a student will serve a one-hour Wednesday detention. If a 12th tardy is recorded, a two-hour detention will be issued. Any senior reaching 12 twelve tardies will also lose open campus.

COURSE LOAD AND COURSE CHANGE PROCEDURE

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.

SCHEDULE CHANGES

There is a designated period each semester for schedule change requests. Generally this period is ten (10) days prior to the opening of school through the first week of school for Fall Term classes. After this time **all schedule changes must have administrative approval before the schedule change can occur**. Schedule changes for Spring Term can occur at any time prior to the beginning of the term. No schedule changes may be made once the Term begins without administrative approval.

All schedule changes must be done through the Guidance Office with the counselor. After the initial drop/add period, the appropriate paperwork will be completed and a drop/add sheet will be given to the student. **It is your responsibility as a student to obtain the signatures of all teachers involved in the change and to return the completed form to the Guidance Office.** The student may begin the new class schedule the following day. All students must present proof of parental consent before you may change your schedule. A simple note or phone call to the counselor will be sufficient.

DROP AND ADD

Term: When you drop an extra class within two (2) weeks following the beginning of the Term you will receive a grade of "WP" (withdraw passing) or "WF" (withdraw failing) which ever is appropriate. 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 extra 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 a restricted study hall. You will be declared ineligible for 30 calendar days.

If you drop a class after ten (10) 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.

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 Principal 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.

OFFENSES RESULTING IN AUTOMATIC DISMISSAL FROM SCHOOL

A. Short term

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 Bergan Catholic School Board of Education has authorized the Principal 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 principal; 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 principal's office for investigation and a conference and shall be given oral or written notice which shall include:

1. type of offense
2. date of offense
3. name of teacher reporting the offense and explanation of the basis for complaint. 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.

B. Emergency

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.

C. Long Term

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 Principal 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 Principal 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

A student who has been suspended or expelled from Archbishop Bergan Catholic School by the Principal 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.

DISCIPLINE REFERRALS

1. Parents will be notified of any major violations by mail.
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 the 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.

FIGHTING

Bergan students are expected to maintain self-control in all situations. Any staff member will aid in the mediation process between students. Know that any student who hits another with his/her hand will be sent home for one (1) day and the police may be called. Penalties will escalate for repeated incidents.

HARASSMENT POLICY

It is the policy of Bergan Catholic School that the learning environment of its students shall be free from harassment. It is a violation of this policy for any student to harass any other student or staff member by making unwelcome verbal or physical sexual advances, requests for sexual favors or other inappropriate verbal or physical contact.

Activities proscribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type for sexual activity, remarks of a sexually demeaning implication, unwelcome touching or any suggestions of sexual involvement which carries with it any implied or explicit threat. Also, no derogatory, racial or ethnic remarks/implications will be tolerated.

Harassment allegations will be investigated upon being reported to proper disciplinary authority. If harassment/offensive conduct is determined to have occurred, prompt and remedial action will be taken against the offending person or persons. Archbishop Bergan Catholic School will not permit any retaliation against any person who complains of harassment/offensive conduct or who participates as a witness or in supplying information regarding a harassment/offensive conduct complaint.

GRADING SYSTEM

Grading Scale

SUPERIOR

| | | | | | |
|-------------|-----|-----------|-----|------------|-----|
| A+ (100-97) | 4.0 | A (96-95) | 4.0 | A- (94-93) | 4.0 |
|-------------|-----|-----------|-----|------------|-----|

HIGHLY SATISFACTORY

| | | | | | |
|------------|-----|-----------|-----|------------|-----|
| B+ (92-91) | 3.5 | B (90-88) | 3.0 | B- (87-86) | 3.0 |
|------------|-----|-----------|-----|------------|-----|

AVERAGE

| | | | | | |
|------------|-----|-----------|-----|------------|-----|
| C+ (85-84) | 2.5 | C (83-80) | 2.0 | C- (78-79) | 2.0 |
|------------|-----|-----------|-----|------------|-----|

BELOW AVERAGE

| | | | | | |
|------------|-----|-----------|-----|------------|-----|
| D+ (77-76) | 1.5 | D (75-73) | 1.0 | D- (72-70) | 1.0 |
|------------|-----|-----------|-----|------------|-----|

FAILURE

| | | | | | |
|--------------|-----|--|--|--|--|
| F (below 70) | 0.0 | | | | |
|--------------|-----|--|--|--|--|

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 (2nd semester of a block class), or semester end (of a year long 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 completed 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 building principal 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 principal is required.

HONOR ROLL

An honor roll will be determined for 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 no 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:

- a. maintains a 90% average in all courses taken over the period of review;
- b. has no reported grade in that period of review that is lower than a 78%;
- c. has completed course work in four of the core courses in the following list over the period of review.

Academic letter pins will be given to all award winners at Honors Night in the Spring.

Definitions:

Period of Review -

| | |
|---|---|
| 9th grade-first three quarters of the academic year | 10th grade-last quarter of 9th, first three quarters of 10th |
| 11th grade-last quarter of 10th, first three quarters of 11 th | 12th grade-last quarter of 11th, first three quarters of 12 th |

| | | |
|------------------|------------------------|-------------------------------|
| Core Courses - | Advanced Math | Advanced Biology |
| Algebra I | Algebra II | American Government |
| American History | Anatomy & Physiology | Any three hour College Course |
| Biology | Calculus | Chemistry |
| College English | Comp/Lit | Economics |
| English 10 | English 11 | English 9 |
| Geography | Geometry | Int. Affairs |
| IPS | Pre-Calculus | Psychology |
| Sociology | Spanish I, II, III, IV | Statistics |
| Trigonometry | World History | |

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

AFTER SCHOOL STUDY HALL

As part of our mission to instill a passion for Knowledge, Archbishop Bergan Catholic School will continue to seek success for all students. To that end, we will provide an optional after school study hall for our students in the Media Center when staffing is available. However, any child not using it for its intended purposes will be asked to leave. Study Hall closes at 4:30 p.m. on days that it is available. Students using the study hall will not be allowed to loiter in the building after 4:30 p.m.

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.

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/TERM 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.

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 principal. If the student openly rejects this counseling, he/she will not be allowed to remain in school.

PARENTAL CONTACT AND/OR CONFERENCE

It is Bergan's goal to work closely with parents and keep them informed. 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.

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.

STEALING

Any student caught stealing school property or from another student, faculty or staff member will be subject to the following disciplinary action:

1. The student will be suspended from school until a parent/guardian of the student has a conference with the administration.
2. A police report will be filed.
3. Each locker has a combination lock built into it. Students are encouraged 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.
4. Students may obtain a lock for their athletic lockers 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 want the lock, their property is at risk. Use of locks is encouraged for your protection.**

STUDENT RECORDS

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. It is particularly helpful as a job reference guide and an indicator of academic achievement and potential ability. It includes the following:

1. personal data
2. family data

3. health record
4. scholastic record
5. extracurricular activities record
6. vocational interests and preference
7. standardized tests records
8. attendance records
9. graduation data

In addition to the above information, the folder contains records of special happenings, copies of letters mailed to parents and other special information useful in evaluating the student's educational experiences.

Cumulative records are school property which are 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.

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 a piece of the mission of St. Patrick's Catholic Parish, Commencement exercises will be held at St. Patrick's Catholic Church.

GRADUATION REQUIREMENTS

240 Credits Applies to Class of 2012, 2013, 2014 The student who is serious about college and future success should consider 260 - 280+ credits as normal. Very busy students may earn 300.

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

| | | | | |
|----|--------------------|-------------|-------------------------------|--------------------|
| A. | Religion | 8 semesters | <u>Total Required Hours</u> | <u>250 Hours</u> |
| | English | 8 semesters | | |
| | Math | 6 semesters | <u>Service Hours Required</u> | <u>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 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 year. If the presentation by the student is below standard, another presentation opportunity will be allowed at the conclusion of each succeeding semester, until the standard has been met. Remediation and successful completion of this requirement may be met through additional course work and performance.

Rubrics will be used to determine acceptable levels of performance. These will be made known to anyone who could benefit from the information.

***Careers begin in grades 9 and 10 and meets one day a week in 11 and 12 to accumulate to the equivalent of a one-semester course.

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 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.**

MID-YEAR GRADUATION

Students who have completed the graduation requirements as set forth by the State Department of Education and the Bergan 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 \$30.00 which accounts for expenses incurred whether the student is in school for one semester or one year.

EMERGENCY INSTRUCTIONS

A. 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. TORNADO DRILL

The 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. Bergan students 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 students 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.

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 the St. Patrick's parking lot to avoid parking problems. We also ask that students do not park on the street on the north side 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 or on sidewalks may result in detentions.

C. School Buses

1. Students riding Bergan buses to school events must return in the bus. Permission to return by other means can be given only by the administration or faculty sponsor and the parents of the students.
2. The school will not assume responsibility for students who are not passengers on the school buses.
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.

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. Maintain fewer than two tardies per nine week quarter.
4. Maintain fewer than three unsubstantiated absences per nine week quarter.
5. A student loses open campus if their grade average for the grading period falls below an 86%, or any grade falls below an 80%.
6. Not traveling directly to and from School to Career, Fremont Public and College classes.

C. College Release

Students enrolled in Midland or Metro Courses are excused from attendance regulations of Bergan High School during the time period that the college course occupies. "Eligibility rules apply". Parental permission is required. Request the form in the administrative offices.

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 not counted absent on this day.
3. May 1st is the deadline unless previous arrangements are made with the guidance counselor.

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 Wednesday 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 Wednesday detention.

BERGAN DRESS SYSTEM

Bergan 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. The student is allowed personal 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 or 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 mid thigh 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 mid thigh*.

Skirts**

(Carden plaid or Blackwatch plaid) Dennis Uniforms exclusively.

**The appropriate length of skirts is *no shorter than mid thigh*.

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 pull over sweater (white, navy blue, hunter green)
- V-neck pull over sweaters (white, navy blue, hunter green)
- V-neck cardigan sweater (white, navy blue, hunter green)**

**Sweaters are *no longer required for mass*.

Sweatshirts

Sweatshirts with Bergan 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)**

***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 is the only jacket 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.

Bergan 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".
6. Bergan Spirit Apparel and Break the Dress Code Days will be featured as assigned. Not to exceed two times a month.
7. Hair must be well groomed according to the discretion of 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 students name will be turned in to the office. The student will be expected to stay after school according to the ten-minute room procedure – see Page 23).

Additional Girls' Guidelines

1. When skirts, dresses, skorts, shorts or culottes are worn, they should be appropriate in length (no shorter than mid-thigh) 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.

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.
2. No pierced body parts adorned with any decorative item.
3. No earrings.
4. No visible tattoos.

“BREAK THE DRESS CODE” GUIDELINES:

Days designated as “Break the Dress Code” are designed to help restock the food pantry or provide funds for general use of all members. Shirts with inappropriate designs, advertising, or wording, clothing with holes, tank tops, midriff tops, 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.

LUNCH PERIOD

1. Students must eat lunch in St. Patrick’s 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 the student services office until lunch period. 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 Services Office.
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 administrative approval.

The United States Department of Agriculture’s required nondiscrimination statement must be printed as follows:

This explains what to do if you believe you have been treated unfairly. “In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must include this statement in full, on all program materials used for public information, public education, or public distribution.

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 will be allowed in the classroom at the teacher's discretion; however, flavor packets will not be allowed to be added.

Students are not to consume gum, food, or candy in the Bergan building between 8:00 a.m. and 3:20 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.

Any violations of this rule will be handled the same as the enforcement of the dress system (see Page 23). Ten-minute room procedure will also apply (see [page 23](#)).

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. Breathalyzer may be employed.

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. The outside gym doors are to be used only for entrance and exit to gym activities.
4. Students are to remain off the mats on the stage.

PHONES/PAGERS

Pupils will not be called from class except in emergencies. Students are not allowed to use cellular phones or beepers/pagers during the school day.

INDEPENDENT STUDY TIME

A. Library

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.

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.

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 parents permission. The pass must be signed by an administrator.
2. Middle School aged kids will not be allowed to leave the building without an adult to accompany them home or to their final destination.

ASSEMBLIES

1. The student government, 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. Students on Open Campus are reminded that they are required to attend unless excused by the administration.

LOCKERS & PERSONAL AFFECTS

1. Lockers should be entered only during the passing period.
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 locker has a combination lock built into it. Students are encouraged 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 lock 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 want 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 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 principal or his or her 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.

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.

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.)

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.

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 Bergan students. Mr. Wewel was coach and counselor at Bergan 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 Bergan 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 Bergan 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 Bergan 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 Bergan 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 Bergan.

St. Patrick's Tuition Endowment Grants

Tuition grants of \$100 may be applied for by any Bergan 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 school 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 2011-2012 school year of \$2,058 per year. Fifth and sixth grade active members of St. Patrick's Parish pay \$2,475 per year. Seventh and eighth year active members of St. Patrick's Parish pay \$3,087 per year. Freshman through senior year active members of St. Patrick's Parish pay tuition for the 2011-2012 school year of \$3,499 per year. A tuition cap of \$7,871.85 per family is in effect.

Non-parishioner Kindergarten through fourth grade students will pay \$2,367 for the 2011-2012 school year. Students in grade five and six pay tuition of \$2,775 per year. Grades seven and eight pay a tuition of \$3,499 per year and those in grades freshman through senior pay a tuition of \$3,910 per year. A tuition cap of \$8,797.95 per family is in effect.

**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 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 Bergan students are progressing and have the academic strengths needed to prosper in their future lives.

Archbishop Bergan Middle and High School Testing:

- Grade 7: Terra NOVA
- Grade 9: PLAN
- Grade 10: PLAN
- Grade 11: PSAT/NMSQT
- Grade 11: ASVAB
- Grade 11/12: ACT
- Grade 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:

Registrar
Bergan Catholic School
545 E. 4th
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.

ACTIVITIES GUIDELINES

PREFACE

It is the belief of Archbishop Bergan 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 two fold. The first purpose is to acquaint the students with the various extra-curricular activities officially recognized and sponsored by Archbishop Bergan 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 | Girls | Coed |
| Football | Volleyball | Band, Chorus |
| Basketball | Basketball | Plays |
| Wrestling | Track | Speech Contests |
| Track | | Student Council |

Senior High School

| | | |
|---------------|---------------|------------------------|
| Boys | Girls | Coed |
| Football | Volleyball | National Honor Society |
| Cross Country | Cross Country | Changing Times |
| Basketball | Basketball | Band |
| Track | Track | Plays |
| Wrestling | Dance | Speech Contests |
| Golf | Cheer | Campus Ministry |
| Baseball | | Class Activities |
| | | Yearbook Staff |
| | | Key Club |
| | | Student Council |
| | | Close Up |

Cooperative with Fremont Public High School

| | |
|----------|----------|
| Boys | Girls |
| Tennis | Tennis |
| Swimming | Swimming |
| Soccer | Soccer |
| Baseball | Softball |

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.

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.

PHYSICAL EXAMINATION/PERMISSION SLIP

No student athlete may practice or otherwise participate in 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.

MUSIC

HIGH SCHOOL BAND

The High School Band is open to students in grades 9-12. This group performs at home ball games, concerts, and competitions.

Goals of the 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 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.

CHANGING TIMES CHOIR

The Changing Times Choir is the high school choir at Bergan. The Changing Times is open to students in grades 8-12. This group performs at All-School Masses, concerts, competitions, and singing the National Anthem at home ball games.

Goals of the Changing Times 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 Changing Times 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 Changing Times 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.

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.

CHEER

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

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.

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.

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 Handbook and/or Student Activities 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.

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.)

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.)

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. The student athlete must accumulate one total point throughout the season.
2. The student athlete must set and hold a school record at the end of the season
3. The student athlete must finish the season as a member of the squad in order to letter.

Items "1" and "2" will be over-ruled by item "3".

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.

CODE OF CONDUCT FOR PARTICIPATION IN 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 N.S.A.A. in all activities which the association governs. Failure to follow the regulations of the N.S.A.A. 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 fall sports begins August 8, 2011, for Football, Girls Golf, Boys Tennis and Softball; Volleyball and Cross Country begin on August 15, 2011 and all end with the state meets. The winter sports season begins November 14, 2011, and ends with the state tournaments. Spring sports begin on February 27, 2012, and end with the state meet in each spring sport.
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 Bergan 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.

EXPECTATIONS

Academic Eligibility

Archbishop Bergan 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.

Any student reported failing in any class shall be subject to attend the after school study hall for 45 minutes a day the week following this reporting. Parents and students will be notified of this circumstance by the instructor and through the mail.

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 Bergan.

Attendance

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 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.

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 a 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 August 8, 2011, until the close of the NSAA spring sports seasons.

Insurance

Neither the NSAA nor Bergan 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 Athletic 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 before hand. 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 Athletic Handbook 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 Bergan 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, Bergan 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 Athletic 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 4:00 p.m. on Thursday 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).

THE BILL TYNON AWARD

This award is voted on annually by the members of the coaching staff of Bergan athletic programs. It is named for Bill Tynon, former Bergan track and football coach. The award honors a senior male athlete who is considered to be the best all-around athlete at Bergan 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 POWER CLUB AWARDS

STRENGTH TRAINER OF THE YEAR

This award is voted on annually by the Bergan 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 Bergan Power Club. The vote will be based on the following criteria:

1. a dedicated strength trainer and leader in the Bergan 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.

ARCHBISHOP BERGAN CATHOLIC SCHOOL COMPUTER & NETWORK ACCEPTABLE USE POLICY

ELECTRONIC NETWORK USE RULES

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

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

A Bergan 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. using or attempting to use the Network for any illegal activity, including violation of copyright or other contracts,
2. using or attempting to use the Network for financial or commercial gain,
3. degrading, disrupting, or attempting to degrade or disrupt equipment or system performance,
4. vandalizing the data of another user,
5. gaining, or attempting to gain unauthorized access to restricted resources or entities,
6. wastefully using finite resources,
7. invading, or attempting to invade the privacy of individuals,
8. using, or attempting to use another's network or Internet account,
9. posting personal communications without the author's consent,
10. posting anonymous messages,
11. placing of unlawful information on a system,
12. 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, offends or tends to degrade others or is otherwise objectionable,
13. sending of messages that are likely to result in the loss of recipients' work or systems,
14. 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,
15. and allowing any unauthorized person to have access to Bergan's equipment or the Internet.

ARCHBISHOP BERGAN CATHOLIC SCHOOL

COMPUTER/NETWORK POLICY-CODE OF CONDUCT ON SOFTWARE FORM 2011-2012

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. Bergan Catholic School cannot prevent access to this information once a person is on the Internet, but Bergan 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, Bergan Catholic School supports and respects each family's right to apply more restrictive rights to their children than are outlined here.

School computer systems are 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 Bergan 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.

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 computer equipment 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 Bergan Technology Code of Ethics on pages 59, 60 and 61.

Code of Ethics on Software 2011-2012

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 signed Code of Ethics 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.

Bergan Catholic School

STUDENT-PARENT HANDBOOK VERIFICATION

I, _____ a _____ student at Archbishop Bergan
Student Name Grade

Catholic School, hereby acknowledge having received a copy of the school's 2011-2012 Knight's Code 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 2011-2012 Knight's Code 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 _____

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.

(Name of Participant)

Signature of Parent or Guardian of the Participant

