

**ARCHBISHOP BERGAN
CATHOLIC SCHOOL
STUDENT/ FAMILY HANDBOOK
2026-2027**



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

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PURPOSE OF THE BERGAN STUDENT/FAMILY HANDBOOK

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

Professional Discretion

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

Philosophy and Objectives

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

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

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

1. Theology – Our primary goal is to provide an educational community in which the development of knowledge and attitudes leads to a living of the Catholic faith.
Our objectives are to:
 - a. Recognize Catholic identity is integral to every concept of the school, not an added component. It is expressed in the daily experiences, teachings and interaction of students, faculty, and administrators. It permeates the spirit and climate of the school.
 - b. Offer instruction through a Catholic perspective which will give the students a contemporary, intellectual grasp of the key philosophical and theological questions pertaining to faith and Christian living.
 - c. Provide opportunities in the areas of liturgical celebrations, sacramental life, prayer experiences, personal guidance options and community service tasks.
 - d. Foster opportunities for free personal commitment to Catholic values in such a way that the development of the student's personality will be matched by a growth in faith.
 - e. Create an atmosphere of respect for persons and an understanding of mutual responsibilities to and for one another through class work, retreats and other services.
 - f. Build on the religious education programs of our parish.
2. Curriculum – Our goal is to provide an academic curriculum which increases in students an awareness of their intellectual abilities and which adequately prepares them for college level work.
Our objectives are to:

- a. Maintain and expand a quality curriculum to meet the needs of our students in a changing society.
 - b. Help each student develop a positive attitude toward lifelong learning.
 - c. Encompass and reflect our Catholic heritage
 - d. Develop basic skills in the arts of communication, analytical thinking and independent reasoning.
 - e. Offer experiences through which each student can develop an aesthetic sensitivity.
 - f. Meet or exceed the accreditation requirements of the State Board of Education and Cognia.
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:
 - a. Promote physical fitness and encourage habits which build and maintain good health.
 - b. Promote the development of personality and communication skills through participation in fine arts activities.
 - c. Provide extracurricular activities which will broaden the student’s experiences, knowledge, understanding and responsibility in individual or group settings.
 - d. Offer experiences through which the student learns to use leisure time constructively.
 - e. Develop an appreciation of aesthetic values.
4. Self-Government/Citizenship – Our goal is to help students recognize and live the privileges and responsibilities of a democratic society.
 Our objectives are to:
 - a. Provide opportunities and experiences which emphasize the heritage, the responsibilities and the privileges of American citizenship.
 - b. Provide opportunities for students, faculty, parents and administration to share responsibilities and decisions.
 - c. Develop qualities of leadership in students through participation in student government, houses, clubs, and other school organizations.
5. Communication – Our goal is to have open communication: parents-to-school and school-to-parents. We will strive for shared responsibilities and trust through direct involvement with the school as part of the parish. Parents are strongly encouraged to use the school’s website, berganknights.org, the school’s Sycamore site, sycamoreeducation.com, and the school’s activity schedule site, centennialcon.org for information and updates. The school will do its best to maintain up-to-date information and schedules on these sites.
 Our objectives are to:
 - a. Keep parents and the school community informed about the total life of the school.
 - b. Provide opportunities for parents to express their interest, concerns and support for the school and parish.
 - c. Assist in developing effective communication and mutual respect between students, parents and teachers through organized activities and an atmosphere of cooperation.
 - d. Challenge parents to be living examples of what they expect their children to honor and to emulate.
 - e. Support parents who encourage more diligent study, while discouraging satisfaction with mediocrity.
 - f. Encourage parents to monitor their children’s study and to actively participate in Home & School activities, Parent-Teacher conferences and other activities which involve their children.
6. Administration – Our goal is to have the Board of Education, the Administration and the Faculty strong and unified.

Our objectives are to:

- a. Implement the Board of Education policies.
 - b. Establish unification through open and effective, internal and external communication.
 - c. Hire qualified personnel and to provide them with the support necessary to fulfill their obligations and to grow professionally in accordance with the philosophy of the school.
 - d. Respect and relate to the personnel and students as individuals.
 - e. Initiate and maintain continuous development through positive leadership.
 - f. Establish an atmosphere within the school which is conducive to the learning process.
7. Teachers – Our goal is to have the teaching staff make available to students a perspective of human culture and provide an approach to the future based on a foundation of faith and acquired skills.

Our objectives are to:

- a. Develop communication and trust with each student.
 - b. Present ways of growth for students, spiritually, academically, physically and socially.
 - c. Carry out teachers' professional responsibilities as directed by the administration.
8. Students – Our goal is to have the students be self-actualized.
- Our objectives are to:
- a. Assist students in relating to each other as individuals.
 - b. Assist students in respecting their varying contributions to the school, parish and local communities.
 - c. Prepare students for further education or for profitable employment, thereby furthering their ability to achieve personal goals.
 - d. Enhance the student's development of self-responsibility.
 - e. Expect students to work to their full capacity.

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

Our objectives are to:

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

Expectation Statement

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

Asbestos Notification

The Asbestos Hazard Emergency Response Act (AHERA) regulations require all public and private school districts to inventory all asbestos containing materials in each building. The asbestos management plan for Archbishop Bergan Catholic School has been 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 Dan Koenig whose address and telephone number is 545 East 4th, (402) 721-9683. General

recommendations for the school regarding procedures for dealing with material that may contain asbestos have been developed. These recommendations are available for review in the Management Plan.

ARCHBISHOP BERGAN CATHOLIC PRESCHOOL/PRE KINDERGARTEN

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

Preschool/Pre-Kindergarten Admissions Policy

Children who are three, four, and five years of age may be enrolled at Archbishop Bergan Catholic Preschool located at the Early Childhood Education Center. Children that are 3 years of age by July 31st may attend the Preschool program located at Bergan Early Childhood Education center. Children that are 4 years of age by July 31st may attend the Pre-Kindergarten program located at the elementary school. The Preschool and Pre-Kindergarten programs are open to all children whose parents are interested in Christ-centered education for their children. Children must be toilet trained to enter the program. You may enroll your child during the school year if openings are available. Enrollment will be considered confirmed only when the application form and a non-refundable registration fee are received and accepted by the school. The first month's tuition and the child's record form will be due no later than July 1st. Payment of these fees will ensure your child's placement in the program for the current school year. These fees are non-refundable unless the child moves from the district or is enrolled in Kindergarten. If children are enrolled in the program after August 1st, additional charges may apply for materials.

Preschool/Pre-Kindergarten Goals

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

Additional goals for your child include:

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

7. Learning short traditional Catholic prayers, learning to verbally offer prayers, and learning songs that express our Catholic and Christian faith.

Arrival and Dismissal for Pre-Kindergarten

We have arranged for a pre-kindergarten loading area in front of the school. This space is reserved for dropping off and picking up your child. A staff member will come to your vehicle at arrival time to greet your child. Staff will accompany your child to the front door. In the interest of safety, please put your vehicle into Park until all children are safely in or out of your car and the doors are closed. While you are waiting for a staff member to come to your vehicle, please pull as far ahead along the curve as possible. You may use the parking lot while you wait for the staff to escort your child to or from the building if you arrive early. This procedure will also be used at dismissal time when staff will accompany your child to your vehicle and help them buckle up in their safety seat. Please DO NOT block the drive thru area.

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

Afternoon Session – Children should arrive at school between 12:00 and 12:10 P.M. The teachers will start dismissing children about 3:20 P.M.

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

Carpools for Pre-Kindergarten

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

ARCHBISHOP BERGAN CATHOLIC SCHOOL (Grades K-12)

Absences

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

Academic Integrity, Plagiarism, Cheating

The skills of learning from the work and writings of others, incorporating those ideas into an individual's own work, and documenting the sources of others' ideas are sometimes difficult to master. The Bergan Catholic faculty is committed to helping students learn and apply those skills with ease. Keys to success in learning to use the work of others are to learn well and ask questions when uncertainty exists.

The use of artificial intelligence (AI) tools to complete homework, essays, or other assignments without proper credit or explicit teacher permission is considered academic dishonesty. Such actions will result in disciplinary consequences as outlined within this policy.

OVERT DISHONESTY AND/OR CHEATING WILL NOT BE TOLERATED.

It is unacceptable for a student to intentionally represent the work of another as his/her own, access or utilize information inappropriately during an examination, or knowingly obtain and/or provide information about an assignment or examination to another student.

In addition to the trust lost and tainted reputation earned by those without academic integrity, not to mention the negative character development involved, the following consequences will occur at Bergan Catholic School.

In accordance with the Bergan Catholic Mission Statement, the Principles of Academic Integrity held by the Bergan Catholic Community are:

- The moral values adhered to at Bergan Catholic are those of Jesus Christ and the Roman Catholic Church.
- Abiding by those values engenders respect for oneself and others in the Bergan Catholic Community.
- Cheating, in any form, is a violation of the Body of Christ and diminishes one's standing in the Bergan Catholic Community.
- Parents are the primary educators of their children in faith and morals.*
- Character is moral strength and the acceptance of personal responsibility for one's decisions.**
- The formulation and development of character is essential to the education of students at Bergan Catholic, through the curriculum, activities, and examples of its administration, teachers, and staff.
- Integrity is the firm adherence to a code of moral values.**
- Honesty is the uprightness of character demonstrated by refusal to lie, steal, or deceive in any way** or act as an accessory to previously mentioned behavior.
- Leaders will always stand on the side of truth, no matter how inconvenient, even if that means standing alone.***
- Moral instruction and accountability of students will prepare them to be responsible and trustworthy members of society.

*Catechism of the Catholic Church, article 22-23

**Webster's

***Discipline with Purpose

Academic Integrity Looks Like:

- Students studying and preparing for class.
- Students doing their own homework.
- Students submitting tests that reflect their own abilities and efforts.
- Students having pride in their own sense of accomplishment and learning.
- Students accepting responsibility for decisions regarding time management and study.
- Students respecting themselves, classmates, and teachers by honestly representing their own work.
- Students understanding what is expected of them and following established procedures to obtain those results.

Academic Integrity Does Not Look Like:

- Students coming to class unprepared.
- Students obtaining grades dishonestly.
- Students representing others' work as their own.
- Students not citing sources, including use of artificial intelligence (AI) to create content
- Students abusing others' confidence.
- Students using deceit to obtain higher grades, whether they are observed doing so or not.
- Students not being entirely truthful.
- Students providing information in the form of answers or "cheat sheets" to others.
- Students covering up and/or protecting others' dishonesty.

Academic Dishonesty Consequences

1. Copying someone else's homework, inappropriate use of AI, or allowing or enabling someone to copy homework

- Possible loss of credit for the assignment
- 10-60-minute after school detention
- Parent notification

2. Cheating on a quiz or test, or enabling or providing opportunity for another student to cheat on a quiz or test

- Possible loss of credit for quiz or test
- Parent notification
- Possible Academic Dismissal

3. Plagiarizing a paper or other project, in part or in whole, inappropriate use of AI, or providing papers and/or other materials for other students to copy

- Possible loss of credit for paper or project
- Parent notification
- Possible Academic Dismissal

4. Paying for or being paid to provide answers, papers, or access to information which enable cheating/plagiarizing

- Possible loss of credit for quiz or test
- Parent notification
- Parent & student conference
- Possible Academic Dismissal

Repeated Violations

Repeated acts of academic dishonesty will result in progressively escalated disciplinary actions. Multiple offenses may lead to increased demerits, extended detentions, mandatory parent conferences, and loss of academic privileges. Continued violations may result in suspension or dismissal from Bergen Catholic School.

Activity Period Expectations for Middle/High School

Students are expected to be engaged in the following activities during Activity Period (i) HOUSE activities or (ii) Sports/Club/Organization meetings.

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

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

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

Administration of Medication for Students with Seizure Disorders

At least one employee at Bergen will be trained to administer or assist with the self-administration of seizure rescue medication or medication prescribed to treat seizure disorder symptoms. After initial training, these employees will undergo at least one hour of self-study review of seizure disorder materials at least once every two years. Prior to the administration of seizure rescue medicine or medication prescribed to treat seizure disorder symptoms, the student's parent or guardian will annually:

1. Provide the school with a written authorization to administer the medication at school.
2. Provide a written statement from the student's health care practitioner containing the following information:
 - (a) The student's name;
 - (b) The name and purpose of the medication;

- (c) The prescribed dosage;
 - (d) The route of administration;
 - (e) The frequency that the medication may be administered; and
 - (f) The circumstances under which the medication must be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy.
 4. Work with the school to develop a seizure action plan.
 - (a) This seizure action plan will be kept on file in the office of the school nurse or school administrator.
 - (b) This seizure action plan shall be distributed to the school personnel responsible for the supervision or care of the student for whom the plan was created.

Students with a seizure disorder are permitted to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with the student's seizure action plan.

Admission

Admission Age Requirements

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

Non-Discrimination Enrollment

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

Admission Requirements

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

1. BIRTH CERTIFICATE – Archbishop Bergan Catholic School complies with Nebraska State Law requiring that a birth certificate with a raised seal must be on file for every student who is enrolled. The original should be brought to the office to be copied.
2. HEALTH RECORD – An up-to-date health record is required. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and of all students who transfer in at any grade level from outside Nebraska. A dental examination is also recommended at this time.
3. IMMUNIZATION RECORD – An up-to-date immunization record is required. Archbishop Bergan Catholic School adheres to the Nebraska state law. Children are required to be protected by immunization against the following diseases in order to attend school:
 1. Diphtheria, tetanus, and pertussis
 2. Polio
 3. Measles, mumps, and rubella
 4. Hepatitis B
 5. Varicella (chicken pox)

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

- a. An immunization record showing that the child is protected by age appropriate immunization.
- b. A statement signed by a physician that the required immunization would be injurious to the student or a member of the student's family or household.

- c. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.
 4. SACRAMENTAL RECORDS – Parent/guardian is required to submit a Baptismal Certificate regardless of religion.
 5. CUMULATIVE RECORDS – For students transferring into Archbishop Bergan Catholic school, a copy of records from the previous school attended is required.
- Cumulative records are school property which is open to students and parents at their request. Schools may not transfer (or open to inspection) these records to any individual or organization, except accredited institutions of education, without the written consent of the student or his/her parents.

Waiting List Guidelines

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

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

Registration and Waiting List Fee

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

American College Test

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

Anaphylaxis Policy

Bergan Catholic School will comply with the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education hereafter, the "A.P."). If a student's parent or guardian does not wish to have the student given or administered albuterol or injectable Epinephrine by school personnel under any circumstances, A Waiver of Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions Protocol must signed by a student's caretaker and physician must be submitted to the Principal.

The President, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of the Emergency Protocol. The regulations are posted in the school office. The regulations shall:

1. Comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of injectable Epinephrine and albuterol, which will be supplied by the parents or guardians of the student;
2. Ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency;
3. Require at least annual training for the Team Members, in using the Emergency Protocols; and
4. Require that records of such training and occurrences of administering medication under the Emergency Protocol shall be maintained at each school building.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day.

The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in Bergan Catholic School's curriculum. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, during after school training or practice, on school buses, or during school field trips.

Implementation of the Emergency Protocol at such non-mandatory times or places shall be made at the discretion of the Principal and shall be subject to the availability of the employees trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

Assessments

Purposes of Assessments

A balanced assessment plan serves to measure student achievement, to provide information for the improvement of teaching and learning, and to monitor the effectiveness of Archdiocesan curriculum and instructional programs.

Types of Assessments

Norm-referenced:

Archbishop Bergan Catholic School will administer the Star Assessment through Renaissance every September, January and April. Assessments are required for all students at grades 3 through 8. The ACT college readiness test will be optional in grades 11 and 12. Annual whole grade norm-referenced assessment is completed in the fall of the school year and fulfills the requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education Rule 10 and Rule 14.

Criterion-referenced:

Archbishop Bergan Catholic School will administer the standards-based, criterion-referenced assessments in Grades 1 – 12 scheduled annually by the Catholic Schools Office. These assessments fulfill the criterion-reference assessment requirements set for the by the Archdiocese of Omaha and the Nebraska Department of Education. All results will be reported to the Catholic Schools Office annually.

On-going Classroom Formative process:

Formative assessment is a planned process in which teachers or students use assessment-based evidence to adjust teaching and learning. Such adjustments are an indispensable element of a balanced assessment plan to improve student learning. Teachers will integrate this on-going process including all types of classroom observations and assessments.

Reporting Results

Archbishop Bergan Catholic School schools will report results of the norm referenced assessment results to their local governing board. The Catholic Schools Office will receive a system-wide report of results, which are shared with all reporting schools.

Bergan Catholic Assessment 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.

-Grades K, 1, 2: Classroom Literacy Assessment and Bergan Assessment Tools (B.A.T.s)

-Grades K, 1, 2, 3, 4, 5, 6 & 7, 8 & 9: STAR Assessment

-Grade 10: Pre ACT, ACT or SAT

-Grade 11: ASVAB, PSAT/NMSQT, ACT or SAT

-Grade 12: ACT or SAT

-Grades K-12: Bergan Assessment Tools (B.A.T.s)

QUARTER EXAMS The final days of each Quarter are used for taking final examinations (B.A.T.s). All students are required to take Quarter exams.

Assessment & Performance Reports

Bergan Catholic compiles an annual report that includes student demographics, assessment information, donor & volunteer recognition along with financial reporting. This report keeps individual student assessment performance private and focuses on school goals, donor engagement and recruitment of new students. An attempt is made to highlight the great things happening at the school to be able to show stakeholders the results of their investment in the school.

After School Activities

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

Attendance

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

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

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

1. A meeting or meetings between the school Principal/Assistant Principal, the student's parent/guardian, the student, and any other school officials deemed necessary by the Principal/Assistant Principal. The goal of such meeting or meetings will be to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation by the Principal/Assistant Principal (or guidance counselor) to identify the condition contributing to the excessive absenteeism problem. If services for the student and the student's family are needed, the investigator shall meet with the parent/guardian and student to discuss any referral to appropriate agencies to remedy the conditions.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the Principal to determine, in light of the particular circumstances, whether a student may make up work due to excessive absenteeism.

If a student is absent for more than twenty days per year, the Principal shall notify the county attorney of the county in which the student resides and shall also notify the Catholic School's Office. Notification of Student Absence Letters will be sent home to parents/guardians by the school when students reach a total of 5 absences in any given class period. These letters will also be sent home to parents when the student reaches at total of 10, 15, or 20 absences in any given period.

Attendance Codes

Unexcused Absences

UVR = unverified, no contact

NOT = notified, called in or note

TDY = tardy to any class period

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

EMG = emergency, pulled out of school

TRU = truant from class

Excused Absences

COL= pre-arranged visit to a college or university

CRT = court documentation received

FNR = student attended a funeral

DDR = doctor documentation received

ACT = student attended a school activity

ADM = was with administration or administration excused

ISS = in school suspension

SUS = suspended

EXP = expelled

Attendance & Pre-Absence Expectations

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

Attendance Verification

If a student is not in attendance at Archbishop Bergan Catholic School, the student is considered as Unverified (UVR) until contact with a parent/guardian has been made by the school verifying the student's whereabouts. If no contact can be made by the school to the parent the student will be labeled as unverified for attendance which is considered as being Truant from school. Consequences for truancy

will then be applied to the student upon their return to school. The unverified absence or truancy can be resolved by the parent/guardian contacting the school or by providing some form of documentation about the student's whereabouts. Each Unverified absence will receive disciplinary consequences upon the student's arrival back at school. All attendance contacts should be directed to the school secretary and not any other staff member.

Building Admittance

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

All students, except for seniors, are to be in the cafeteria during their lunch period. Students are not to be in the school building unsupervised after 3:40 p.m. Elementary students still in the building will be admitted to the "After School Care" program at that time and a daily drop-in fee will be charged. Middle/High school students may wait inside the north doors for rides to arrive.

Authorized Dismissal from School

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

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

Items Left at Home

At Archbishop Bergan Catholic School, we attempt to teach students about personal responsibility and accountability. This includes remembering to bring the necessary items to school in order to have a successful school day. Students in the Intermediate (3rd-6th), Middle (7th & 8th) and High School (9-12) grades should refrain from visiting the office in order to contact their parent/guardian about forgotten items. A Student can visit the office and request to contact his/her parents in emergency situations such as illnesses, etc. Students will not be allowed to leave school during the school day for the purpose of retrieving items left at home. In the event a student leaves a necessary item in their vehicle in the school parking lot, he/she will be allowed to retrieve the item after being approved by administration and checking out with the student services office upon exit and arrival.

School Mass and Other Religious Services

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

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

Attendance to Public School Classes

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

Tardies

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

1. Students are considered tardy if they arrive in the classroom up to 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 from that class. If he/she has a pass from the previous period teacher, the tardy will be accepted and excused. Notes from parents/guardians concerning tardies will not be accepted and the student will need to serve the time missed from class.
2. Every time a student is tardy, this tardy will be documented in the student information system. The student will receive one hour of afterschool time after the 6th tardy has been recorded. Tardy documentation and consequences reset each semester.
3. Upon the accumulation of the 10th tardy in a semester, a student will serve an additional two-hour detention. If a 14th tardy is recorded, a one-day In School Suspension will be issued. Any senior reaching twelve (12) tardies will also lose open campus for the remainder of the school year.
4. Each additional tardy received after the 14th tardy will result in a one-hour detention.
5. If a student reaches the 18th tardy for the year, a meeting will be scheduled for the student, and his/her parent to discuss with administration an attendance plan with consequences outlined for any further tardies.

Activity Period and "House" Attendance for Middle/High School

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

Birthdays for Elementary School

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

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

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

Celebrations

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

Changes in Schedule for Middle/High School

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

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

Child Online Privacy Protection Act (COPPA)

Our school may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.

In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator.

By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

Classroom Discipline

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

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

Course Load for Middle/High School

Students are required to fill their schedule. This may mean that a student will take a class that is not his/her first choice. A student may be assigned to a class if necessary. Students at the middle/high school level are expected to maintain a class load that includes a maximum of one study hall or open period. Senior students are expected to be enrolled and participate in completing 10 credits of Science coursework during their Twelfth-Grade year of attendance. Senior students are also expected to be enrolled and participate in completing 10 credits of Math coursework during their Twelfth-Grade year of attendance. Science and Math courses from Midland University, Metro Community College or other accredited post-secondary schools will be accepted courses to meet this student course load expectation.

Curriculum

All schools will utilize the standards, assessment and curriculum guidelines promulgated by the Archdiocese of Omaha which also meet the requirements of the Nebraska Department of Education. The Archdiocesan curriculum guides will be distributed to the building administrators and will also be available through the website.

Disciplinary Performance Standards and Procedures Effective for All Students

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

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

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

Drop and Add for Middle/High School

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

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

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

Dating Violence

Bergan Catholic School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence reported as having occurred on the premises of Bergan Catholic School or at school-sponsored activities will be investigated and appropriate action will be taken. Actions or steps taken involving known or suspected dating violence occurring off-school premises and/or at locations other than school-sponsored activities should be reported by the parent, guardian, or involved party to law enforcement or an agency other than the schools, at the determination of the individual(s) involved.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the school's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Detentions

Detentions/After School Time for Middle/High School

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

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

In these cases, the detention will be served the next school day. Failure to show up for an assigned detention will result in the time due to be served being doubled. One-hour detentions will be served immediately after school. Two-hour detentions will be served on consecutive school days, immediately after school, one hour each day. There will be no detentions scheduled to be served before school.

Detentions/Ten Minute Room for Middle/High School

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. A record of infractions will be kept each quarter as well.

Detentions/After School Time Responsibilities for Middle/High School

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

- 1st = rescheduled after school time with no penalty
- 2nd = rescheduled after school time with no penalty/ parent contact
- 3rd = rescheduled after school time / 1 additional hour of after school time received/ parent contact
- 4th = rescheduled after school time / 2 additional hours of after school time received/ parent contact
- 5th = rescheduled after school time / 1 day in-school suspension
- 6th = rescheduled after school time / 2 day in-school suspension
- 7th = 2 day out-of-school suspension
- 8th = 3, 4, or 5 day out-of-school suspension

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

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

Detentions/Discipline Referrals

1. Parents will be notified of any major violations by mail, by Sycamore Pass-A-Note, and/or by phone.
2. The office keeps a record of all disciplinary referrals, detentions and actions taken in all cases.
3. All parent conferences regarding discipline referrals will focus on a statement of rules, the contract agreement, the necessity for discipline and the procedures to be followed if a change in behavior is not affected; reasons for current disciplinary behavior will be noted and improvement expected.

Dances

1. All school dances will be adequately chaperoned.
2. All decorations must be taken down that night if a school day follows or by 3:00 p.m. the following day if it is not a school day.
3. A breathalyzer may be employed.

4. Students must turn in an admission form to the office for all dates that do not attend Archbishop Bergan Catholic School. Dates will be asked to show identification at the door.

Dress System

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

The Principal of each school may grant exceptions to dress code rules at their discretion and on a case by case basis as individual student needs arise. For example, but not limited to, due to injuries or other physical considerations. Exception requests must be made and approved prior to deviation from the dress code and then will be permitted.

Slacks/Pants

(Black, Khaki) Direct School Uniform, French Toast, or *another retailer that matches the color* of Direct School Uniform of French Toast.

Slacks must be dress quality, traditional cut, with slash pockets. A flap pocket is permissible if designed on the back of the slack, not the sides and/or front. **PANTS MUST HAVE BELT LOOPS AND A ZIPPER.** Carpenter loops are not allowed. No denim of any color or style. Colors must be black and the same khaki color of Direct School 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

(Black, khaki) Direct School Uniform or French Toast exclusively. Black Shorts may be purchased from another vendor but the style and length must be similar to Direct School Uniform or French Toast varieties. **SHORTS MUST HAVE BELT LOOPS AND A ZIPPER.** The appropriate length of shorts is *no shorter than "fingertip" length and no longer than the knee.*

Skorts

(Black, khaki, Carden plaid) Direct School Uniform or French Toast exclusively. The appropriate length of skorts is *no shorter than "fingertip" length.* Skorts are to be worn as they are tailored. *They are not to be rolled up higher on the legs.*

Skirts/Jumpers

(Carden plaid) Direct School Uniform exclusively.

The appropriate length of skirts is *no shorter than "fingertip" length.* Skirts are to be worn as they are tailored. *They are not to be rolled up higher on the legs.*

Polo Shirts – short sleeve and long sleeve

(Black, White, hunter green) Direct School Uniform, French Toast, or other retailers.

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)

Sweaters

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

Sweatshirts

Sweatshirts with Bergen written on the left front in approximately 1x3 inch brush script embroidery of the same color thread as the sweatshirt. (Black, white, hunter green). The quarter-zip pull over sweatshirt provided by Direct School Uniform are also allowed to be worn during the school day (Black, white, hunter green.) *No hoodies or other sweatshirts can be worn during the school day.*

Fleece Jackets

(Black, hunter green) Direct School Uniform exclusively. The fleece zip-up jacket or quarter-zip pullover are the only jackets allowed to be worn in school during the school day.

Leg Wear

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

Footwear

Shoes or Sandals must be worn in the building and during the school day. While sandals and slip on shoes are allowed, some courses such as Physical Education, Science, etc. will require you to wear shoes that cover your toes or allow for physical movement during those specific class periods. Some of these courses could also require students to wear socks during the designated class periods. Teachers will communicate the expectations for students in reference to footwear and hold students accountable for their individual classroom footwear expectations.

Bergen Dress System Guidelines

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

Additional Girls’ Guidelines

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

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

Additional Boys' Guidelines

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

"Break the Dress Code" Guidelines

Days designated as "Break the Dress Code" are designed to help restock the food pantry, support or aid a student and/or their family, or provide funds for general use of all members. Shirts with inappropriate designs, advertising, or wording; clothing with holes; tank, midriff or "see through" tops; shirts without sleeves; short shorts or other revealing/inappropriate attire are not allowed. No hats are allowed to be worn in the building on "Break the Dress Code" days. Regular dress code rules regarding the length of shorts/skirts/skorts, as well as piercings, shall be observed on "Break the Dress Code" days.

Hair

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

Cold Weather Wear

In addition to a winter coat or jacket, hats, scarves, mittens/gloves, and boots are recommended. Winter items should be labeled in order to help avoid mix-ups. If a child does not have boots, he/she should bring an extra pair of shoes for outdoor use. Any foot covering that is worn outdoors during wet or snowy weather must be taken off before entering the classroom. Boots and snow pants must be worn to play in the snow.

Special Activities

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

Spirit Day Apparel

On "Early Dismissal Days", students may dress in school spirit apparel. Spirit apparel is clothing that is purchased through the school or a local retailer. Items designed by students or parents are not considered spirit apparel. The teacher(s) and/or administration will determine compliance with the above dress code.

Mass Day Apparel

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

Electronic Communication Devices

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

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

Students relinquish any reasonable expectation of privacy when they use cell phones to call or send text messages at school. If a cell phone rings, buzzes, flashes, etc., the school staff has the right to confiscate the phone. In the event the call was initiated at school, appropriate disciplinary action according to the discipline outlined below.

Phones ringing or buzzing in lockers will be considered in violation of school policy. Students will be permitted to possess and use electronic devices under special circumstances. These circumstances include receiving administrative approval or teacher-initiated permission.

Administrative approval:

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

Teacher initiated permission:

1. Electronic device used for a learning activity.
2. Electronic device used to support instruction.
3. Both of these circumstances need to be communicated to the administration.

Violation of Electronic Communication Device Policy

1. First offense – One (1) one-hour of detention will be served and the device will be turned in to the office for eight (8) class periods (one day of school). The student will be able to take the device home at the end of the school day and must return it to the office at the beginning of the school day. The parent/guardian will be notified of the violation.
2. Second offense – Two (2) one-hour detentions will be served and the device will be turned in to the office for forty (40) class periods (five days of school). The student will be able to take the device home at the end of the school day and must return it to the office at the beginning of the school day. The parent/guardian will be notified of the violation
3. Third offense – Two (2) one-hour detentions will be served and the device will be turned in to the office for the remainder of the school year. The student will be able to take the device home at the end of the school day and must return it to the office at the beginning of the school day. The parent/guardian will be required to pick up the device from school the day of the offense in order for the student to receive it back.

Electronic Computing Devices

Bergan Catholic allows students to utilize electronic computing devices during the academic school day. These school owned devices can be checked out from various locations around the school building. The school offers a “Buy your Own Device” program that allows students to purchase Electronic Computing

Devices that are programmed and monitored by school personnel. School owned devices and “Buy Your Own Device” computing devices are the only electronic devices that are allowed for students to utilize at school during academic hours. Any other student-owned computing devices are not allowed to be used at Bergen without prior administrative approval. All of the previous mentioned devices will be managed and monitored by school personnel in all modes of operation. “Buy Your Own Device” program computing devices will be monitored by school personnel both on and off campus. At all times students are expected to follow the Acceptable Technology Use Policy included in the Handbook when using Electronic Computing Devices.

Expulsion and Dis-Enrollment

On occasion, students will be expelled or dis-enrolled. Reasons for suspending and/or expelling a student may include, but are not limited to, the following:

- a. Behavior of the student which presents a moral danger to himself/herself or other students or staff;
- b. Behavior which undermines classroom discipline;
- c. Behavior which has a negative influence on other students;
- d. Serious acts of violence, the possession of a weapon, or the attempt to supply drugs;
- e. Behavior which has resulted in criminal violations that occur away from school or school-related activities; or
- f. Frequent absences as defined by the Nebraska Compulsory Attendance Law.

In the event of expulsion, the Principal will attempt to meet with the parents or guardian of the student to explain the reasons for expulsion.

If serious dissatisfaction with school programs/activities results in ongoing agitation on the part of the parents or guardian, Bergen Catholic School administration will assess the impact of such agitation, and after discussion of the matter with the parents or guardian, may exercise the school’s prerogative to dis-enroll the student.

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.

Emergency Instructions

Archbishop Bergen Catholic School follows the Standard Response Protocol. Much more information about S.R.P. can be found at www.iloveyouguys.org

A. EVACUATE – Fire Drill Instructions

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

B. EVACUATE – A location will be announced.

GO! EXIT! Specific instructions will be given as to where classes should move. General instructions on evacuation to designated locations should be part of the room plan. Similar to a fire drill, students and staff should exit in an orderly fashion. Elementary students will reunify at St. Patrick’s Catholic Church or Trinity

Lutheran Elementary Gym. MS/HS students will reunify at St. Patrick's Auditorium or the Midland University Events Center. Attendance will be taken.

C. SHELTER – Hazard and safety strategy.

The severe weather/tornado alarm will be an announcement over the P.A. System. When the alarm is sounded, students are to walk quietly to the designated shelter. Kindergarten and 1st grade go to the K-2 girls' restroom. Combo and 2nd grade go to the K-2 boy's restroom. 3rd and 4th grade go to the 3-6 girl's restroom. 5th and 6th grade go to the 3-6 boy's restroom. Preschool will go to their restroom. Music, PE, Art and Library will take the students they have to their wing and the classroom teacher will meet them and go to the restroom for their class.

At the Jr./Sr. high school 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. Attendance will be taken.

D. LOCKDOWN – Locks, Lights Out of Sight.

STOP! STAY! LOCK DOOR(S)! Teachers will take role and notify the OFFICE via email any missing student(s) other than those already marked absent. Student(s) who are not in a classroom at the time of crisis will be moved to a secure area. Teachers near a restroom or rooms other than classrooms should move any students to their classrooms and notify the OFFICE that you have them. Make sure classroom windows are free of obstructions. Crisis team members need to be able to see in the room.

E. SECURE – Get inside. Lock outside doors.

Everyone inside the building. Secure the perimeter, lock the perimeter doors, and draw the blinds on exterior windows. Increase your situational awareness. Business as usual. Attendance will be taken.

Field Trips

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

A signed parent/guardian "Permission for School Travel" permission slip is required before students will be permitted to participate in the field trip. Without this signed permission form, the student will not be allowed to participate. Certain field trips may also require additional signed permission forms to be completed. Students must also have these specific forms signed to participate and travel on the field trip. Any additional fees or admission cost will be stated on the field trip information slip. Only school-aged children will be allowed to ride on the bus for school sponsored field trips.

Food and Drink

On a school day, food and drink are to be restricted to the cafeteria, unless permission is given by the administration. No food or drink is ever allowed in the computer labs. Students are allowed to bring a water bottle or drink receptacle from home that includes a lid. These water bottles can be refilled at one of the refill stations located throughout the building. Water bottles can be carried throughout the building and into the classroom at the faculty's discretion however, nothing shall be added. (Such as flavor packets.) Students are not to consume gum, food, or candy in the Bergan buildings between 8:00 a.m. and 3:30 p.m., except at special times designated by the administration. Food and beverages may be consumed in the north lobby before and after school only at the Middle/High School. Unless there is a verified medical reason,

students may not store any food or drink in their locker with the exception of the bottled water described above.

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

Gender Policy

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that “the dignity of the human person is rooted in [their] creation in the image and likeness of God.”ⁱ Image and likeness find their expression in each of the two sexes as they provide an “image of the power and tenderness of God, with equal dignity though in a different way.”ⁱⁱ Thus, male and female are unique and complementary. Moreover, “biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated.”¹

Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools’ partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ. The Archdiocese of Omaha provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1. In the Archdiocese of Omaha, all Catholic schools shall respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student’s God-given biological sex.
2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents shall likewise reflect the student’s biological sex.
3. Admission or retention will not be denied based solely on a student’s experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith.
4. If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

Grading System

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

Grading Scale

SUPERIOR

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

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

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

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

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

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

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

1. If both semesters are failed, the class must be repeated or successfully completed in summer school.
2. If the second semester only is failed, summer school is required.
3. If the first semester only is failed, summer school is recommended.
4. If two or more required classes are failed for both semesters, the student will be required to repeat part of or the entire grade.

The administration may make an exception to the above policies in event of extenuating circumstances. In such a case, a conference with the parents, student, counselor, teacher(s) and administration is required.

Grades That Are Weighted

Some upper level courses are considered more rigorous than other courses within the curriculum at Archbishop Bergan Catholic High School and therefore are weighted. These courses include Pre-Calculus, Calculus, Chemistry, Physics, Spanish 3, Spanish 4 and College English taken at Midland University. Dual credit courses, meaning that they are taken for both high school and post-secondary credit, are courses that earn a weighted grade as well. A dual credit course must be taken through an accredited 4-year college or university to be considered. The weight attached to a grade in the above-mentioned courses is three numeric/percentage points and must not to exceed a 100% for the course.

Graduation for Bergan High School

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

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

Graduation Requirements for Bergan High School

A. Theology	40 Credits	<u>Total Required Credits = 250</u>
English	40 Credits	<u>1 Semester Class = 5 Credits</u>
Math	30 Credits	<u>Service Hours Required= 20 per year</u>
Science	30 Credits	
Social Science	30 Credits	
World Language	20 Credits	
Business/Computers	10 Credits	
Physical Education/Health	10 Credits	
Fine Arts/Music	10 Credits	
Speech	5 Credits	
Economics or Pers. Finance	5 Credits	

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 credible sources.

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 (11th Grade) year. If the presentation by the student is below standard, another presentation opportunity will be allowed throughout a student's senior year, until the standard has been met. Rubrics will be used to determine acceptable levels of performance. These will be made known to anyone who could benefit from the information.

PLEASE NOTE

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

Mid-Year Graduation for High School

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 \$50.00 which accounts for expenses incurred whether the student is in school for one semester or one year.

Headphone Policy

At Bergan Catholic, we believe in creating an environment that promotes focused learning, respectful interactions, and effective communication. To support these principles, we have established the following headphone policy. It is essential that all students adhere to these guidelines:

1. No headphones during class or passing periods:
 - Students are not permitted to wear headphones of any kind during class or passing periods, unless given specific permission by a staff member.
 - This policy applies to all types of headphones, including wired and wireless devices.
2. Staff permission for educational purposes:
 - Students may be granted permission to wear headphones for educational purposes by a staff member.
 - Educational purposes may include teacher-approved audio assignments, language learning activities, or other authorized academic uses.
 - Students must obtain explicit permission from a staff member before using headphones for educational purposes.
3. Non-compliance consequences:
 - Failure to comply with the headphone policy may result in detention, as outlined in the school's behavior guidelines.
 - Students who repeatedly violate the policy may face additional consequences, including detention or further disciplinary action, as determined by the school administration.
 - In cases of severe or persistent non-compliance, the student's headphone devices may be confiscated for the remainder of the class period or school day.
 - Confiscated devices will be securely stored and returned to the student at the end of the day or as directed by the school administration.
4. Exceptions:
 - Students with specific medical or educational accommodations that require the use of headphones may request an exception from the policy. These requests should be made to the school administration for review and approval on a case-by-case basis.
5. Responsibility:
 - Students are responsible for complying with the headphone policy and seeking appropriate permission when necessary.
 - Bergan Catholic will not be held responsible for any lost, stolen, or damaged headphones.

By implementing this headphone policy, we aim to create an environment that encourages active engagement, effective communication, and respectful behavior. We appreciate the cooperation of all students in adhering to this policy, as it contributes to the overall success and well-being of our school community.

Homework/Classwork

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

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

Make-Up Work/Classwork Policy-Grades 7-12

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

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

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

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

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

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

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

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

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

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

Honors for Middle/High School

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

Honor Roll

An honor roll will be determined at the middle/high school each semester. The purpose of the honor roll is to encourage high scholarship. Students who achieve a 93% or above in every course will be on the straight "A" honor roll. Students who have a 93% and above average, with no grade below a 78%, will be on the "A Average" honor roll. All those who achieve an 86% or above average, with one grade below 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 for Middle/High School

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

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

Period of Review:

9th grade = First three quarters of the academic year

10th grade = Last quarter of 9th and first three quarters of 10th

11th grade = Last quarter of 10th and first three quarters of 11th

12th grade = Last quarter of 11th and first three quarters of 12th

Core Courses:

Advanced Math	Advanced Biology	Algebra I
Algebra II	American Government	American History
Anatomy & Phys.	Any three hr. College Course	Biology
Calculus	Chemistry	Economics
English 9,10,11,12	Geography	Geometry
International Affairs	Intro to Physical Science	Pre-Calculus
Psychology	Sociology	Spanish I, II, III, IV
Statistics	Trigonometry	World History

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

Guidance Services for Middle/High School

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.

Gym Policy

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

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

Hall Traffic

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

Homecoming & Prom Attire for High School

Homecoming and Prom are formal events. Attire for these events includes a dress for young ladies. Young men should wear appropriate neckwear i.e. tie or bowtie and the option of a dress suit or tuxedo. We expect the attire of our young men and women to reflect the mission of Archbishop Bergan Catholic School. Therefore, we reserve the right to refuse admittance to anyone who is not properly dressed for the occasion. Students are expected to be clean and neat in their appearance for our formal events. All dress should be modest and in good taste. The administration reserves the right to determine acceptability of clothing or appearance. Parents are asked to assist their sons & daughters in the choice of a modest homecoming and prom attire, i.e. no plunging necklines, no bare midriff, no strapless gowns, etc. Most current fashions do not incorporate these guidelines. It may take a little extra time and effort to find the right attire. Your cooperation is appreciated.

Illness at School

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

Inclement Weather

Archbishop Bergan Catholic School will post announcements in the event of inclement weather, to Radio Station KFMT, FM 105.5, FM 98.9, AM 1340 KHUB and TV channels 3, 6 and/or 7 for the closing of school, a late start or an early dismissal. Families are encouraged to register on School Beacon to personally receive alerts. In case of early dismissal, students will be sent home their usual way—walking, car pools, etc., unless we are notified otherwise. No child will be dismissed unless proper provisions have been made.

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

Incompletes

Ordinarily the student has three weeks following the 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.

Immunizations

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-223).

General Rule

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis [DTaP, DTP, DT or Td vaccine]
- Polio
- Measles, mumps, and rubella [MMR or MMRV]
- Hepatitis B
- Chicken pox [MMRV or Varicella]

In addition, one TDaP (tetanus, diphtheria, acellular pertussis) is required for entry into 7th grade.

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

Exemptions

Nebraska does allow for two types of exemptions: Medical and Religious.

The Medical Exemption requires "a statement signed by a physician, a physician assistant, or an advanced practice registered nurse . . . stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." A model form for this exemption is attached to this policy. Forms signed by a health care provider which simply state the parents do not feel it is in the best interests of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery; the term "physician" does not include a chiropractor.

The Religious Exemption requires "an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student." For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the "tenets and practice recognized" by the Catholic Church. Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis b. A list with the names of those alternative vaccines is attached to this policy.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good. A statement explaining the Church's teaching regarding the common good and vaccines can be found as an appendix to this policy.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and the chickenpox vaccines: (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines. A model affidavit for this exemption request is attached to this policy.

The Archdiocese of Omaha interprets the phrase “the personal and sincerely followed religious beliefs” to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a “religious belief.” For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. Minimum isolation periods are shown in the table attached to this policy.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunization.

All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. A model objection form which is to be mailed to the producer of these vaccines is also attached to this policy. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.

Chicken Pox

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, a physician assistant, or an advanced practice registered nurse, parent, or guardian must be submitted verifying the name of the student and the year in which he or she had the disease. A model form for this statement is attached to this policy.

Library/Media Center Materials and Usage

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

Lice Policy

Head lice are a common problem for children in a school setting. Every year, millions of children get head lice. It can happen to any child, so as a parent being proactive about head lice is important. Please understand that we have a no NIT/lice policy at Archbishop Bergan Catholic School. This policy is in order to keep confirmed cases of lice as isolated incidents that are contained and we need the help of parents to be constantly vigilant. The school asks and encourages parents to check their children regularly for head lice. If you do find any nits or live lice, please let the school know as soon as possible. Students may be randomly or systematically checked for lice by a staff member throughout the school year. Students that are confirmed to have nits or lice will be sent home immediately and the student must be nit and lice free upon admittance back into school which can happen not sooner than the next school day. Any student sent home for nits or lice will be evaluated by a school staff member upon arrival at school. The school administration holds the right to admit a student that is under a treatment plan by a medical professional.

Lockers and Personal Effects

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

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

Lunch Charge Policy

Parent/Guardians are responsible for providing funds for school lunch meal purchases. Parent/Guardians can provide cash or a check to the school secretary in order to deposit funds into their students’ lunch accounts. Payment will not be accepted in the serving lines at lunch. Parents/Guardians will be informed of accounts via a phone call from the school secretary anytime that an account has developed a negative \$100 balance. Lunch balances can be tracked on the School Information System, **Blackbaud**. If it is deemed that a family is extremely delinquent with their lunch account, an alternative meal of a peanut butter and jelly sandwich will be provided to the student. Unpaid meal charges must be paid by Parent/Guardians by July 1 each summer. The finance department at Saint Patrick Parish will contact all families with extremely delinquent accounts each summer in order to reconcile these accounts. Accounts that remain delinquent after repeated notification attempts may be subject to collection efforts. The school reserves the right to pursue all available remedies for the recovery of unpaid meal charges, including referral to a collection agency and/or legal action as permitted by law. Any fees associated with collection efforts may be the responsibility of the parent or guardian. Parents/Guardians can apply for benefits for

free/reduced lunch at any time throughout the school year. Information about the Meal Assistance Program can be found in the back to school packets and posted on the school's website www.berganknights.org each year. A family can receive an application at any time by contacting Stacie Roberts 402-721-9710. Free/Reduced Lunch Applications are accepted any time throughout the calendar year.

Lunch at Elementary

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

Lunch Period

1. Students must eat lunch in the school cafeteria (unless on open campus). Students may bring lunches from home for themselves only, or use the school lunch program. If a student brings a lunch from home he/she will be allowed to keep it in his/her elementary homeroom or in the student services office at the middle/ high school until his/her 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 Service office at the middle/ high school. At the elementary, payment may be made in person at the school office or sent with the student and given to their teacher when the lunch count is taken. Please keep a positive lunch balance. Balances may be checked via Sycamore.
4. Restrooms in the lunch area are not to be used during the lunch period without permission from the lunch supervisor.
5. Inappropriate lunchroom behavior may result in an assignment to an isolated eating area.
6. Food or drink (except bottled water) must be consumed in the lunchroom and not removed.
7. Food may be delivered to school by family members for family members only, with prior administrative approval.

Sack Lunches

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

The United States Department of Agriculture's Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applications for employment on the bases of race, color, national origin, age disability, sex, gender, identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/ or activities. If you wish to file an employment complaint, you must contact your agency's [EEO Counselor](#) (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html. If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the

information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer. PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Program.

Marriage and/or Pregnancy Policy

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

Media Center/Library Expectations for Students

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

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

Medication Requirements

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

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

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

Multicultural Education

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

Non-Custodial Parent/Guardian

Archbishop Bergan Catholic School's policy on the rights to school information by

parent/guardian who do not have custody of their children is as follows:

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

One-to-One Technology and Responsible Use Expectations

Purpose

Archbishop Bergan Catholic Schools provides school-issued technology to enhance learning, support the mission of Archbishop Bergan Catholic Schools, and prepare students to be responsible, ethical, and faith-centered digital citizens. School devices, accounts, networks, and internet access are provided to support instruction and educational activities. All devices and accounts remain the property of Archbishop Bergan Catholic Schools.

Student Responsibilities

Students are expected to use all school technology in a manner that reflects honesty, responsibility, respect for others, and the values of the Catholic faith. Technology should primarily be used for educational purposes and classroom learning. Students must follow teacher and administrator directions when using devices, maintain the confidentiality of their passwords, and protect their personal information and the privacy of others.

Students are expected to:

- Use technology in a respectful and responsible manner.
- Follow all classroom expectations for technology use.
- Protect passwords and school accounts from unauthorized access.
- Respect the intellectual property and work of others.
- Follow all rules related to academic integrity.
- Report unsafe, threatening, or inappropriate content or behavior to a teacher or administrator immediately.
- Report lost, stolen, or damaged devices promptly.

Prohibited Conduct

The following behaviors are not permitted on school devices, school accounts, school networks, or when personal technology use substantially affects the school environment:

- Cyberbullying, harassment, intimidation, or threats
- Accessing, sharing, or creating inappropriate, obscene, or harmful material
- Cheating, plagiarism, or other academic dishonesty
- Using another person's account, password, or identity
- Attempting to bypass internet filters or security systems
- Using VPNs, proxies, or other tools to evade school safeguards
- Hacking, altering device settings, or installing unauthorized software
- Unauthorized recording, photographing, or distributing images or video of others
- Illegal downloading or distribution of copyrighted material
- Commercial or political use unrelated to school
- Any activity that disrupts learning or harms the school community
- Using an unauthorized device.

Filtering, Monitoring, and Privacy

Archbishop Bergan Catholic Schools uses internet filtering and monitoring systems to help ensure safe and appropriate technology use and to comply with applicable laws. Because school devices, accounts,

and networks are school resources, students should have no expectation of privacy when using them. The school reserves the right to monitor, review, access, and investigate files, communications, browsing activity, and device use when necessary to maintain safety, enforce school policies, or support the educational mission of the school.

Care of Devices

Students are responsible for the proper care of their assigned devices. Devices must be brought to school fully charged each day and used with reasonable care.

Students must:

- Keep devices in protective cases when applicable
- Avoid food, drink, and environments that could damage devices
- Refrain from personalizing, customizing, defacing, dismantling, or altering devices
- Not loan devices or chargers to other students
- Do not remove school issued identification stickers
- Return devices, chargers, and accessories upon request, withdrawal, or at the end of the designated school year

Parent/Guardian Partnership

Parents and guardians are partners in helping students develop responsible technology habits. Families are encouraged to review this policy with their student, support appropriate technology use at home, and notify the school if devices are lost, stolen, or damaged.

Loss, Damage, and Consequences

Students and families may be financially responsible for damage, loss, or misuse caused by negligence or intentional actions. Violations of this policy may result in disciplinary action including warnings, temporary or permanent loss of technology privileges, detention, suspension, restitution, or other consequences consistent with the student handbook. Serious violations may be referred to law enforcement when appropriate.

Acknowledgment

The use of school technology is a privilege, not a right. By accepting and using technology provided by Archbishop Bergan Catholic Schools, students and parents/guardians acknowledge that they have read, understand, and agree to follow this policy.

Policy

Please reference the One to One Chromebook Policy document available on www.berganknights.org for more detailed information on the Bergan Catholic One to One Program expectations.

Open Campus for High School

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 or college release. School-to-work assignments arranged with the administration are also permitted except as stated in the regulations below:

A. Objectives

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

B. Conditions

1. Open campus is a privilege, not a right. Each student is responsible for his/her own actions.
2. While away from school, the student is expected to demonstrate Christian values.
3. The student's quarter grades, attendance, tardies and behavior of a student's 11th grade year will be used to determine their eligibility for Open campus for the 1st quarter of their 12th grade year.
4. Students must maintain no more than two tardies per nine-week quarter. An accumulation of twelve tardies at any time during the school year results in the loss of open campus for the school year.

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

C. College Release

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

Out of Building Passes

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

Parental Contact and/or Conference

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

Physical Altercation

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

Playground Rules and Recess Weather Policy for Elementary

The following is a list of rules for the playground. This list is non-exclusive:

1. Food and drink are not allowed on the playground.
2. Only school equipment or equipment provided by the teacher is allowed on the playground.
3. Toys from home are not allowed.
4. Students must ask permission to leave recess and enter the school building.
5. Student behavioral expectations remain the same whether they are inside the building or outside at recess.

6. Tackle football and 'rough' playing are not allowed.
7. Students must stay away from the street, water puddles, and muddy areas.
8. When the "feels like" temperature according to the current weather report states that the degrees are from 40 degrees to 59 degrees, one additional layer consisting of the following will be recommended: Jacket, fleece, or sweatshirt. A student's polo/long sleeve polo will not be counted as an additional layer. If a student chooses to wear a uniform crewneck/fleece as their top for the school day, that will also not be counted as an additional layer.
9. When the "feels like" temperature according to the current weather report states that the degrees are from 20 degrees to 39 degrees, a winter coat or two additional layers consisting of the following will be recommended: Jacket, fleece, or sweatshirt and one hip to ankle outer layer of clothing covering the lower extremities. A student's polo/long sleeve polo will not be counted as an additional layer. If a student chooses to wear a uniform crewneck/fleece as their top for the school day, that will also not be counted as an additional layer.
10. If the "feels like" temperature is 19 degrees (or below), students will have recess indoors. Students must have snow boots and snow pants to play in the snow.

Reporting Accidents and Injuries

The school will promptly record in writing and report any known student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.

Restraint & Seclusion

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs). All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

Retention

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

1. Low grades
2. Excessive absences

3. Social immaturity/inability to interact with peers
4. Emotional immaturity

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

School Assemblies

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

School and Student Publications

Programs and information concerning the schools that are communicated in publications will be consistent with the teachings of the Catholic Church. Student publications will be consistent with the teachings of the Catholic Church in the Archdiocese of Omaha and will be informative, tasteful, creative, professional and accurate.

School Premises

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

Self-Administration of Asthmatic and Anaphylaxis Conditions

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
 - (a) identify the health care services the student may receive at school relating to such condition;
 - (b) evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
 - (c) permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
 - (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - (e) include procedures for the storage and access to pack up supplies of such prescription asthma or anaphylaxis medication; and
 - (f) be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis condition.
5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.

6. Once the medical management is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school activity, or in any private location specific in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

Self-Administration of Diabetic Conditions

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her diabetic condition while at school and during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year. This plan must:
 - (a) identify the health care services the student may receive at school relating to such condition;
 - (b) evaluate the student's understanding of and ability to self-manage his or her diabetic condition;
 - (c) permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
 - (d) be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her diabetic condition.
5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school related activity, or in any private location specified in the plan.
6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.
7. If a student for whom a diabetes medical management plan has been developed injures another student as a result of the misuse of necessary diabetic medical supplies, the student's parent or guardian shall be responsible for any and all costs associated with such injury.

Senior College Visitation for High School

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

4. May 1st is the deadline for college visits unless previous arrangements are made with the guidance counselor.

Show and Tell for Elementary

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

Stealing

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

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

Student Academic Assistance

- Archbishop Bergan Catholic School will attempt to meet the needs of individual students based on the resources that we have available.
- Archbishop Bergan Catholic School will receive Special Education services from the Fremont Public Schools.
- Archbishop Bergan Catholic School will make decisions about student learning environments that have the best interests of the student and their ability to succeed as the guiding principle.

Levels of Student Assistance at Archbishop Bergan Catholic School

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

1. Parent Contact

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

2. Student Assistance Team

A student that may need additional support will be referred to and reviewed by the Student Assistance Team or S.A.T. The S.A.T. is a school team, which includes the parent and, when appropriate, the student, in a positive, problem solving, intervention process. It assists students by ensuring that the school and community are doing everything possible to make students’ school lives successful. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the S.A.T. meets to explore possibilities and strategies that will best meet the educational needs of the students, and support teachers and parents. The S.A.T. includes the most important people in the student’s life, parents or caregivers, teachers, counselors, specialists, school administrators or designees, and any other school or community members who can provide support. The student (when appropriate) and parents meet with a group of

teachers, wellness staff, and/or administrators. During a S.A.T. meeting a facilitator leads the group through a process, which results in a written plan of action. The team discusses the student's strengths, concerns, gathers pertinent history and information and discusses present interventions and outcomes. The team brainstorms interventions and chooses actions to complete a plan of action for student success. At the end of the meeting, a follow-up date will be scheduled to review progress. Parents will be invited to meet again with members of the SAT to evaluate changes and growth in your student.

3. Individual Education Plan

If the S.A.T. team deems it necessary, the Fremont Public Schools Special Education department may be contacted to conduct testing of the student. Often this testing is completed in such a manner that it does not interfere with the student's learning. The testing is meant to identify if the student has a disability. After testing, the student's results are evaluated and it is determined if the student qualifies for Special Education services. If the student does qualify for Special Education services an Individual Education Plan or I.E.P. is written. Each child who receives special education and related services must have an Individualized Education Program (I.E.P.). Each I.E.P. must be designed for one student and must be a truly individualized document. The I.E.P. creates an opportunity for teachers, parents, school administrators, related services personnel and students (when appropriate) to work together to improve educational results for children with disabilities. The I.E.P. is the cornerstone of a quality education for each child with a disability.

To create an effective I.E.P., parents, teachers, other school staff and often the student must come together to look closely at the student's unique needs. These individuals pool knowledge, experience and commitment to design an educational program that will help the student be involved in, and progress in, the general curriculum. The I.E.P. guides the delivery of special education supports and services for the student with a disability. The following are the steps of an I.E.P. process:

1. Child is identified as possibly needing special education and related services;
2. Child is evaluated;
3. Eligibility is decided;
4. Child is found eligible for services;
5. I.E.P. meeting is scheduled;
6. I.E.P. meeting is held and the I.E.P. is written;
7. Services are provided;
8. Progress is measured and reported to parents;
9. I.E.P. is reviewed;
10. Child is reevaluated.

Special Education Services

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

4. Change of Placement

Archbishop Bergan Catholic School cannot meet the academic needs of every single student alone. Our school has had numerous success stories of assisting students that have Special Education needs. Often these students are learners that have qualified for Special Education services by having a Specific Learning Disability ("S.L.D.") in one specific area, such as the ability to listen, think, speak, read, write, spell, or to do mathematical calculations. Students that have an S.L.D. in more than one area, such as both Reading and Math Computation, often need more time with special education professionals. These students spend part of their day at Archbishop Bergan and the other part of their day at the Fremont Public Schools. If the student is not experiencing success at Archbishop Bergan and the educational

professionals that work with the student deem that the student is not making appropriate progress, a change of placement may be considered. The educational professionals involved in the decision-making process will do what is best for the student to allow for the appropriate academic progress and proper learning environment.

Student Desks

Desks are provided to the students by the school and are considered school property.

As school property, coat closets and desks are subject to search by the school administration at any time.

Student Offensive Conduct, Bullying, or Harassment

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

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

- d. Explicit and offensive references or gestures;
 - e. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
 - f. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
 - g. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.
- **Bullying or Normal Conflict** – Normal conflict can occur any time or place and is generally accidental and resolved by the parties in the conflict. Bullying behaviors occur where the person bullying feels safe engaging in power-seeking behavior which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.
 - **Bullying or Harassment** – Harassment behaviors share the common themes found in a definition of bullying and additionally recognize that the behavior is discriminatory toward protected classes of individuals. For example, specific types of harassment would include sexual harassment or racial harassment.
 - **Types of Bullying** – Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm.

Procedures for Reports Relative to Offensive Conduct, Bullying or Harassment

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

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

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

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

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

Student Identification

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

Student Records

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

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

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

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

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

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

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

Suspensions

Short Term Suspension

Every effort is made to work with students to solve any special or disciplinary problems. If it is not possible to solve the problem with the student, suspension from school may become necessary. The Archbishop Bergan Catholic School Board of Education has authorized the Administration to suspend a student from

any school function for violation of school rules and standards or for conduct for which a student could be expelled. Short-term suspension will be imposed as follows:

1. Until parent and student report to the administration; or
2. For one or more days, until parental conference with Principal within five days; or
3. Any time up to and including five school days.

Long Term Suspension

Long Term exclusion (6-19 days), or suspension for the remainder of the semester 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. Violence, force, coercion, threat, intimidation or assault of any person.
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value or repeated damage or theft involving private or school property.
3. Causing or attempting to cause physical injury to a school employee or student. Any student involved in fighting will receive a minimum of one day out of school suspension.
4. Threatening or intimidating a student for the purpose of obtaining money or anything of value from the student.
5. Unlawful possession, handling or transmitting any object or material ordinarily considered a weapon. The administration will make the final determination regarding what constitutes a weapon. The administration will make a ruling on each situation.
6. Unlawful possession, selling, dispensing or use of a controlled substance or alcoholic liquor.
7. Engaging in any other activity forbidden by law which constitutes a danger to other students or interferes with school purposes.
8. A repeated violation of any established rule, if such violation constitutes a substantial interference with school purposes.
9. Abusive and disrespectful language or actions to a staff member or other school employee.
10. Any conduct which reflects grave discredit upon the school.

The administration shall have the right to initiate disciplinary action, suspension, and/or expulsion when a student demonstrates problematic/serious behavior.

Out-of-School Suspension Procedure

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.

Teacher Assistants for Middle/High School

12th grade students that are in good academic standing are allowed to be Teacher Assistants. All tardy and attendance regulations apply to Teacher Assistants. Teacher Assistants are the responsibility of the cooperating teacher. However, it is a position of responsibility and requires discretion on the part of the student. When leaving the classroom of their cooperating teacher, teacher assistants are required to have a

pass from their cooperating teacher. Time spent as a teacher assistant must be used wisely, and misuse may result in termination of teacher assistant duties. Any teacher assistant that loses the privilege to continue in their role will be assigned to a regular class.

Technology

Instructional Technology is integrated into the entire educational program from Grades Kindergarten through Twelfth Grade. This begins in Grades Kindergarten, 1st & 2nd through the use of iPad technology. Students in these grades use specific programs and apps that support their classroom learning and are often used as stations during their Daily 5 Math & Reading rotations.

In 3rd Grade students receive instruction on how to navigate the Google Suite of applications and they receive a school issued berganknights.org email account. In grades 3, 4, 5 & 6, the student access Chromebook laptops devices to complete work and support classroom learning. Students are introduced to Google Classroom and Sycamore Education as software that they can use to support and monitor their progress.

In Grades 7, 8, 9, 10, 11 & 12 the students continue to access Google Chromebooks and the Google Classroom Suite as a means to communicate, collaborate and create their work digitally. Students constantly access Sycamore Education to keep updated on their grades and other school information.

As a school system we employ enough devices to be deemed a 1 to 1 school, but rather than send all of the devices home, they are checked out from various “carts” and charging stations placed around both schools. These devices are a combination of both iPads and Chromebooks.

Each classroom teacher has an 86” ClearTouch Touch Screen Interactive Televisions in their classroom along with a Document Camera and a Classroom Distance Learning Camera.

Each student has access to Information Technology & Desktop Computing Classes from Grades Kindergarten through Twelve. Students in elementary school take courses with a Certified Media specialist. Students in middle school take a course in Information technology & desktop publishing. High school students have a number of courses in the area of Information Technology. Students at the high school also assist in the area of Digital Media Production for activities and recruitment of new students.

Technology Acceptable Use

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. Archbishop Bergan’s objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All Archbishop Bergan employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of Archbishop Bergan’s technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term “technology” or “network resources” refers to all aspects of Archbishop Bergan’s owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of Archbishop Bergan’s technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the Archbishop Bergan's wireless network WILL be restricted to Archbishop Bergan approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with Archbishop Bergan's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of Archbishop Bergan, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using Archbishop Bergan's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. Archbishop Bergan faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use his/her Archbishop Bergan email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students **must** be made via Archbishop Bergan's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her Archbishop Bergan email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of Archbishop Bergan. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.

- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass Archbishop Bergan's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including Archbishop Bergan's website, email program, social media or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on Archbishop Bergan computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates Archbishop Bergan's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, Archbishop Bergan reserves the right to take any disciplinary action it deems necessary to protect students and faculty. Archbishop Bergan encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow Archbishop Bergan's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

No Expectation of Privacy

Archbishop Bergan sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by Archbishop Bergan. All content created, sent, accessed or downloaded using any part of Archbishop Bergan's technology or network resources is subject to the rules stated in this policy. Archbishop Bergan reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on Archbishop Bergan's

network will be maintained as private or confidential. Should Archbishop Bergan determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or Archbishop Bergan's administration.

Access to Inappropriate Materials on the Internet/Disclaimer

Archbishop Bergan currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and Archbishop Bergan cannot entirely control what students may or may not locate on the internet. While Archbishop Bergan allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. Archbishop Bergan is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

Telephone Usage

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

Textbooks

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

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

Tobacco-Free Facilities and Property

It shall be the policy of the Archbishop Bergan Catholic School that all uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and vapor products, will be prohibited within the school's facilities and the property. At no time will the use of tobacco and tobacco products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, or other rooms located within the school's facilities. It shall further be the policy of the Archbishop Bergan Catholic School that the use of tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and vapor products, will be prohibited in all vehicles owned, leased, or operated by the school. School employees and students enrolled will not be permitted to use

tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and vapor products, while they are participants in any class or activity in which they represent Bergan.

This policy shall apply to all employees of Bergan schools and St. Patrick's Parish, to all students enrolled in Bergan schools, to all visitors, to employees of agencies who work with students and/or employees of Archbishop Bergan Catholic School, to spectators at various contests and activities, and to all other persons who are authorized to be in the school's facilities or on property owned by the school. Students and staff who violate the policy will be subject to the established disciplinary process. Guests who violate the policy will be asked to stop immediately. If guests continue to use or become uncooperative they will be asked to leave the facility and or the property.

Transportation

A. Bicycles & Scooters

1. Bikes & Scooters are to be parked in bicycle racks.
2. No student is to take or borrow another's bicycle or scooter 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 and scooters locked at all times.

B. Cars and Motorbikes

1. Students are asked to park in an orderly fashion in the St. Patrick's parking lot on Union Street between 3rd and 4th Streets to avoid parking problems. We ask that students do not park on the streets on the north, south, east and west sides of the Bergan building. Please leave these spots open for teachers and visitors.
2. Motor vehicles driven to school are to be properly parked on arrival and are to remain parked for the day. Any use of such vehicles during school hours will be considered a violation unless authorization is secured from the administration.
3. Cars should not block driveways or fire hydrants and should not be parked in areas restricted by the city. Students will be required to pay city ticket fines.
4. Parking in unassigned areas, on sidewalks, or in a disorderly manner will result in disciplinary action including, but not limited to, the ten-minute room.

C. Drop off and Pick-up

1. At the elementary building, it is requested that all parents or designated rides for students follow the same procedure. We ask that all vehicles enter the parking lot from 16th street and exit onto Johnson road. If you are picking up students from the main doors, you are asked to pull along the curb in front of the school. If receiving students from the farthest east doors, you are asked to pull along the curb on the backside of the parking lot (farthest north).
2. Please pull up as far as possible and follow directions as the staff guides you.
3. Please stay in your cars and wait for your child if you are parked along one of the curbs.
4. Do not pull around cars along the curb. There are 200+ students being accounted for at this time. Their safety is worth an extra minute or two.
5. Please let the school know of any pick-up changes or if your child is to walk home.

D. School Buses

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

2. Certain circumstances may warrant a student needing to drive to a school activity. In these cases, parent permission must be obtained and communicated to the school office prior to the student leaving for the activity. The school will not assume responsibility for students who are not passengers on school vehicles.
3. Students may be asked to sign up for bus trips and pay a fee for special events.

Bus Evacuation Drill:

1. One helper should go out each exit door.
2. The helpers should offer an extended hand to steady certain passengers. The second student through the emergency door should hold the door open as wide as possible.
3. Students should go away from the bus to a safe place clear of traffic, and remain in a group.
4. Drills will be conducted twice a year.

Scholarships and Awards

Gene Twehous Service Award

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

Rick Schmidt Memorial Tuition Grant

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

Tom Micek Memorial Award

One Tom Micek Memorial Award is presented to an outstanding 6th grade student at the end of the school year as chosen by an elementary faculty committee. The recipient will receive a \$1,000 Bergan tuition grant. A second Tom Micek Memorial Award will be selected by a faculty committee and presented to an 8th grade student at the end of the school year. This recipient will receive a \$1,000 Bergan tuition grant. Nominated students should be in the top 10% of their class. Service and school involvement will be determining factors in the selection of award winners.

Lou and Pat Wewel Scholarship and Tuition Grant

Endowments have been established to honor the memory of Mr. & Mrs. Lou Wewel and to ensure that the values and examples of their Christian lives are passed on to future Bergan students. Mr. Wewel was a 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; and

3. a coach in a sport which he/she has participated in 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, as examples. The middle school faculty are 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 St. Patrick's Parish Finance office.

Middle School Citizenship Award

This award is open to all middle school students. The faculty will select students in each grade that meet the selection guidelines. Each student will be evaluated in the areas of character, service and leadership. The purpose of this award is to foster citizenship and build responsible young adults.

Tuition

9-12 th Grade	\$7,550	7 th -8 th Grade	\$6,575
5 th -6 th Grade	\$5,950	Kindergarten-4 th Grade	\$5,150

PreKindergarten (Monday-Friday) \$3,025

Preschool (Mon, through Thursday) AM \$2,000

Preschool (Mon, through Thursday) PM \$2,000

A Family Rate Tuition Rate exists to assist families. This operates under a structure in which the family pays 100% Tuition Payment (oldest child in the system) for Student 1. For Student 2 the family would once again pay 100% Tuition Payment (second oldest in the system). The tuition discount exists on student 3 in which the family will pay 30% Tuition Payment (third oldest in the system).

Each additional student in the family, meaning the 4th, 5th, 6th, etc. children is set at a rate in which the family is responsible for paying 5% of the tuition payment. (This excludes Pre-Kindergarten, Preschool & Childcare).

It is requested that families receiving tuition assistance 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.

Financial Assistance requests can be made to the St. Patrick Parish Finance office by March 1st to be applied for the following school year. Payment options include:

1. One single payment to be paid in full by July 1.

2. Biannual payments due July 1 and January 1.
3. Tuition Management System monthly payment plan with payments being budgeted over 12 months beginning on July 1. There is a month late fee assessed per option.

Transfer Students

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

Elementary

Administrator
Archbishop Bergan Elementary
1515 Johnson Rd.
Fremont, NE 68025

Middle/ High School

Registrar
Archbishop 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.

Wellness Policy

Bergan Catholic School is committed to the optimal development of every student. Bergan Catholic School believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, specific efforts must be made to ensure the students are properly supported. These efforts must create positive, safe and health-promoting learning environments at every level, in every setting, and throughout the school year. The Bergan Catholic School Wellness Policy provides a framework for ensuring environments and opportunities for all students to develop and practice healthy eating and physical activity behaviors during the school day. This policy outlines several procedures to ensure:

- Students will have access to healthy foods throughout the school in accordance with Federal and state nutrition standards.
- Students receive quality nutrition education that helps them develop lifelong healthy eating habits.
- Students have opportunities to be physically active during the school day.
- The school engages in nutrition and physical activity promotion and other activities to promote student wellness.
- School staff are encouraged to practice and model healthy nutrition and physical activity in and out of school.

Bergan Catholic Wellness Policy Goals 2026-2029

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Bergan Catholic Wellness Policy Goals 2026-2029

- Continue to enhance offerings at both buildings lunch including new fruit and vegetables as well as new main course menu offerings.
- Increase the amount of Farm to School food served on the menu.
- Expand the Farm to School resources to be able to sustain long term growth and continued success of the program.
- Offer more fresh fruit and vegetable choices especially in the fall and spring.
- Continue to increase physical activity during the school day at both buildings.
- Increase opportunities for students to be physically active after school for all students including those who might not be involved in athletics.
- Create digital messaging on the importance of nutrition, physical activity, sleep and other topics related to student wellness to be displayed for students.

Nutrition Guidelines

School Meals

Bergan Catholic School is committed to serving healthy meals to children in order to meet the nutritional needs of school children, within their calorie requirements, while providing adequate time (30 minutes) for students to eat school meals. School meals strive to be attractive to students by appealing to their taste and preferences. Our school participates in the National School Lunch Program (NSLP) and we abide by the specific nutrition standard developed by this program. Free water is available at lunch as well as fresh fruit and vegetable options that gives students varied healthy choice options. Food and beverages that are not considered nutritious options will be refrained from use as a reward for student behavior and performance. The lunchroom environment will incorporate the use of nutrition guidelines and healthy choice posters and banners to encourage students to make good choices regarding food consumption.

Professional Standards

All nutrition program directors will meet or exceed annual continuing education/training requirements as required by the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to the USDA professional standards for school nutrition professional's website to search for training that meets their learning needs.

Student Privacy

Lunchroom supervisors will ensure all students' financial information is kept private at all times. This includes students who may qualify for free/reduced meals as well as students who may have a negative lunch balance. Bergan Catholic will provide emails to families in need of lunch money at various points throughout the year. All staff members who work in the lunch room are required to complete a civil rights training course each year.

Competitive Food and Beverages

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA SMART Snacks Nutrition Standards. Fundraising efforts will be in compliance with the SMART Snack Standards for any fundraising events involving foods and/or beverages sold to students within the school building, during the school day.

The school day is defined as the period from the midnight before, to 30 minutes after the end of the official school day. Students are not allowed to bring outside food into the school during the school day. Vending machines will either be turned off during the school day or be stocked with SMART Snack compliant items. Beverages containing caffeine will not be sold during the school day.

Nutrition Education

Educating students on making nutritious choices is a priority at Bergan Catholic School. Healthy lifestyle choices including education curriculum. Nutrition topics shall be integrated within multiple subject areas including but not limited to Physical Education, Science and Social Studies for grades kindergarten thru 12th grade.

Nutrition Promotion

Bergan Catholic School will promote healthy food and beverage choices for all students across the school campus and encourage participation in the school meal programs. It is the intent of the Bergan Catholic School to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the current Wellness Policy. Staff will be encouraged to model healthy eating habits in the presence of students.

Celebrations and Rewards

Bergan Catholic encourages all snacks brought by students and or families for classroom parties or celebrations to meet the USDA Smart Snack in School Nutrition Standards. All snacks/food brought in must have an ingredient label on it or on file with the school office. Parents should check with the classroom teacher or the school office to ensure the classroom does not have any students who have food allergies. The use of food for rewards or celebrations should be limited.

Physical Activity/Physical Education Guidelines

Physical Education/Activity

All students in grades K-6 will receive 90 minutes of physical education per week. The majority of 7th, 8th & 9th grade students receive 235 minutes of physical education per week. 10th, 11th & 12th grade students who are taking a physical education course receive 235 minutes of physical education per week. Physical education for grades K-12 is taught by a certified/licensed teacher who is endorsed to teach physical education.

Physical Activity

Elementary school students will have a minimum of 20 minutes a day of supervised recess, preferably outdoors. In the event that the school must conduct indoor recess, teachers and staff will follow guidelines to ensure students remain active. Students shall not be required to engage in physical activity as a punishment. For example, students should not be singled out to run extra laps, or perform other physical activities that the entire class is not engaged in, as a behavioral consequence. Recess, PE or other physical activities are an essential part of the school day. Staff are encouraged to find alternatives to withholding recess or using physical activities as a punishment.

Employee Wellness

Bergan Catholic desires to provide a comprehensive program to promote staff well-being. Staff members have access to the school's physical activity equipment and space. Staff will be encouraged to serve as role models by being physically active alongside the students whenever feasible.

Community Involvement

Community Engagement in Physical Activity

Bergan Catholic works to provide physical activity opportunities for families and community members during the school year. Bergan Catholic School's facilities are available for community members to use. Any community member wishing to use the facility for physical activity opportunities must agree to the joint-use agreement provided by the school's Activities Director.

Public Involvement

Bergan Catholic School's Positive Environment school improvement team will meet at least four times per year to establish quantifiable goals for and oversee school health, safety policies, and overall school climate for both students and staff. This group is assigned by the school principal and includes school administration, school counselor, classroom teachers and para educators.

Public Notification

Bergan Catholic School's Wellness Policy has been approved by the Bergan Board of Education and can be found on the school's website at www.berganknights.org. The Monitoring and Evaluation team will continue to review the success of the wellness policy at the conclusion of each school year. The policy will be updated and presented to the Bergan Board of Education for approval every three years.

Visitors

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

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

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

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

While we are proud of our staff and all that they do, we would ask that parents and visitors refrain from visiting before Labor Day and after May 1. The beginning and ending of the school year are full of excitement and lots of activity. It is easier to establish and maintain schedules and routines when there are no outside influences present.

EXTRACURRICULAR ACTIVITIES

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 at all times, including during extracurricular activities.

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 ethical 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; and
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;
and
7. Develop a realistic and positive attitude toward themselves and others.

The Bergan Way

Introduction

Bergan Catholic has a very storied and tradition rich activities program. Participation in our extracurricular programs is a privilege that provides numerous benefits, including the opportunity to develop work ethic, skills, discipline, teamwork, and sportsmanship while having fun with your classmates. Bergan Catholic attempts to foster the spirit of good will, cooperation, and sportsmanship through participation in our activity programs. To maintain a positive and productive environment for all student participants, their parents/guardians, and coaches/sponsors must understand and agree to abide by **The Bergan Way**.

The Bergan Way Core Values: Knights are Always S.H.A.R.P

1. **Selflessness** – Consistently prioritizes the needs and success of the team above your own personal interests. Be willing to contribute your time, effort, and skills without seeking recognition or expecting anything in return. Practicing servant leadership will foster a supportive and collaborative environment where everyone on the team can thrive.
2. **Humility** – Accept that you are part of a team and that one individual is not more important than the team. Acknowledge your own individual and team strengths and handle successes without arrogance or boastfulness. Humble individuals remain open to learning from others, acknowledge their limitations, and approach interactions with empathy and respect. All members of the team are important no matter their role or level of participation.
3. **Accountability** – Take ownership of your own words and actions in the classroom, in competition, and out in the community. You must maintain satisfactory academic standing as defined by the Archbishop Bergan Catholic School's eligibility criteria. This also means being committed to the team, showing up to practices, meetings, and games, with the understanding that participation is crucial for personal and team development. Your teammates and coaches need to be able to depend on your presence, effort, and performance. Acknowledge you are a representation of our school and your family when in the community. When you fall short of expectations, you do not blame others or make excuses.
4. **Respect** – Show respect to coaches, teammates, officials, opponents, and oneself at all times. You are expected to exhibit exemplary behavior both in and out of school, adhering to all school policies related to conduct, substance abuse, and bullying. Respect is a reciprocal honor that is earned through integrity and sportsmanship.
5. **Perseverance** – Be relentless in your pursuit of excellence with passion and enthusiasm. This means a steadfast persistence and determination to overcome obstacles, setbacks, and challenges in pursuit of a goal. It involves maintaining focus and resilience in the face of adversity, refusing to be deterred by failure or difficulty. Those who exhibit perseverance demonstrate unwavering dedication and commitment to their objectives, often achieving success through sheer determination and resilience.

General Conduct

Academic Performance

All student participants must meet the Archbishop Bergan Catholic eligibility criteria to participate in extracurricular activities.

Attendance

An absence from any practice, rehearsal, meeting, or game is considered unexcused unless prior approval has been granted by the coach/sponsor or it falls under the category of excused absences (such as illness with a doctor's note, family emergency with appropriate notification, etc.). Examples of unexcused absences include, but are not limited to:

- **Lack of Transportation:** Failure to arrange transportation to or from practice or games.
- **Non-Emergency Family Events:** Attendance at non-critical family events without prior notification and approval.
- **Personal Reasons:** Engaging in activities or obligations that could have been scheduled outside of practice/game times, such as personal appointments, job responsibilities, or social engagements.
- **Forgetfulness or Oversleeping:** Failing to attend or arrive on time due to forgetting or oversleeping without extenuating circumstances.

These examples clarify expectations but do not cover all scenarios. Situations not mentioned will be evaluated on a case-by-case basis. Student participants or their parents/guardians are encouraged to communicate any potential conflicts as early as possible.

Multi-Activity Participation

Archbishop Bergan Catholic Schools encourages student participants to partake in as many extracurricular activities that are deemed healthy and safe. In season school activities take precedent over out of season school activities. Bergan recognizes the fact that student participants partake in non-school related activities. If conflicts arise between school related activities and non-school related activities the student participant or parent/guardian needs to communicate any potential conflicts to the coach/sponsor so a plan can be developed. Each coach/sponsor has discretion on how these conflicts will be handled. Prior communication is key to assure that the team or activity is not negatively impacted by conflicts that arise due to participation in non-school related activities.

Social Media and Public Conduct

Student participants and parents are ambassadors of Archbishop Bergan Catholic School and must use social media and public forums responsibly. Posts should be respectful, avoiding offensive language, bullying, and content that could harm the reputation of individuals, teams, or the school. Violations may lead to corrective action.

Travel Behavior

When traveling for contests, games, tournaments, or any school-related activities, student participants and accompanying parents/guardians must behave in a manner that positively represents the school, following all team rules and maintaining standards of respect and integrity. Violations may lead to corrective action.

Anti-Discrimination

Archbishop Bergan Catholic Schools are committed to creating an inclusive environment where everyone feels respected and valued. Discrimination or harassment based on race, gender, religion, sexual orientation, or any other characteristic will not be tolerated. Violations may lead to corrective action.

Alcohol and Drug Use

The use of alcohol, tobacco, vaping products, and illegal drugs by Archbishop Bergan Catholic School extracurricular participants is strictly prohibited. This policy is in effect throughout the entire year, both in and out of season, and applies to all school-sponsored events and personal time. The health, safety, and well-being of our extracurricular participants are of paramount importance, and the use of these substances not only endangers individual health but also compromises team integrity and performance.

Injury Reporting and Management

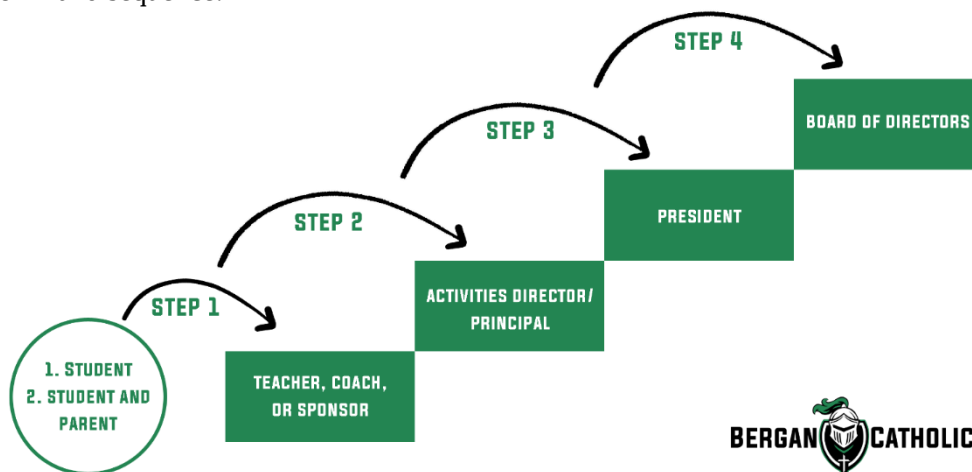
Student participants must report injuries to their coach, sponsor or athletic trainer as soon as possible. Adherence to recovery plans and clearance from healthcare professionals are required before returning to play or participate.

Activity Specific General Conduct

In addition to the above general conduct expectations, each activities' coach/sponsor may have activity specific expectations that will be required to be met to participate in a particular extracurricular activity. These activity specific expectations will be communicated to the student participants prior to the start of the extracurricular activity.

Feedback Mechanism

Archbishop Bergan Catholic Schools encourage open communication and feedback. A formal process for submitting feedback or concerns is available, including scheduled meetings and a designated contact person within the Extracurricular Activities department. Should any student participant or parent have a concern or grievance, the Bergan Catholic Grievance Policy must be followed utilizing the correct chain of command sequence.



The following is an explanation of the feedback mechanism at Bergan Catholic. If the student and/or parent has a question or concern, the expectation is that this step-by-step process is followed.

Step 1: STUDENT contacts his/her teacher, coach, or sponsor.

- **24-Hour Rule:** If the issue involves an incident and/or activity contest, do not contact the teacher, coach, or sponsor until 24 hours has passed. This will ensure a more mature and responsible conversation can be had.
- If there is an issue, the STUDENT is responsible for contacting his/her teacher, coach, or sponsor to have a meeting or conversation in hope of finding resolution.
- If the issue is not resolved with the initial student only meeting, then the student AND parent can schedule another meeting with the teacher, coach, or sponsor.
- If the student is in elementary school, the parent should feel free to schedule the meeting.

Step 2: Contact/Meet with the Bergan Catholic AD/Principal

- If the meeting/conversation with the teacher, coach, or sponsor left the issue unresolved, the teacher, coach, or sponsor will schedule a meeting with the AD/Principal of the activity for all parties involved.

- If the student is in elementary school, the coach will schedule a meeting with the PAL Director or Elementary Principal.
- There will not be a conversation at this point without having taken the previous step.

Step 3: Contact/Meet with the Bergen Catholic President

- If the meeting/conversation with AD/Principal left the issue unresolved, the AD/Principal will reach out to the Bergen Catholic President for a potential meeting and resolution.
- There will not be a conversation at this point without having taken the previous step.

Step 4: Meet with Bergen Catholic Board of Directors

- If the meeting/conversation with the Bergen Catholic President left the issue unresolved, the Bergen Catholic President will reach out to the Bergen Catholic Board of Directors for a potential meeting and resolution.
- There will not be a conversation at this point without having taken the previous step.

Parent Spectator Expectations

Parent spectators, coaches, sponsors, players, and fans are all expected to be respectful towards all other parent spectators, sponsors, coaches, extracurricular participants, fans, and officials. As a school dedicated to God, respectful behavior towards each other is not only a goal, but also a Divine command. Ways of showing respect include:

- Fans and extracurricular participants supporting your coaches and teams on and off the court/field/mat.
- Extracurricular participants and coaches/ sponsors shaking hands of the opposing team after the contest.
- Extracurricular participants and fans understand the rules of the contest.
- Fans cheering your team in a positive manner, not degrading the opponent or officials.
- Fans and extracurricular participants keep all verbal comments of a negative nature to themselves.
- Fans and extracurricular participants recognizing and applauding the skills in performance regardless of affiliation.
- Fans and extracurricular participants being respectful of property including not stomping on bleachers as it may cause damage.
- Fans and extra-curricular participants are respectful during the prayer and/or the national anthem before all contests and events.

Our parent spectators, coaches, sponsors, extracurricular student participants and fans are to be model examples for others to emulate in relation to respectful and sportsmanship behaviors.

Corrective Action Plan

Any violation of **The Bergen Way** will result in corrective action at the discretion of the coach/sponsor and/or Bergen Catholic administration. All incidents and violations will be treated with confidentiality, respect, and fairness. The goal of these corrective actions is not only to uphold accountability but to educate and provide support for growth.

Drug/Alcohol Violation

In addition to the rigid policy located in the Bergen Catholic Family Handbook, the coach/sponsor of the activity has the discretion to implement further corrective action at his/her discretion.

General Conduct Violation

This would include but is not limited to actions in the classroom, practices, contests, and community. The coach/sponsor of the activity has the discretion to implement further corrective action at his/her discretion.

Student/Participant Corrective Actions

- **1st Violation:** Meeting with Coach/Sponsor to discuss incident and potential corrective action that does not include missing game time. (Ex: Extra conditioning, required service work, additional responsibilities, etc.)
- **2nd Violation:** Meeting with Coach/Sponsor with corrective action decided by coach/sponsor that will include but are not limited to missing game time or activity participation. (Ex: Not starting one game, sitting out one quarter of activity, etc.)
- **3rd Violation:** Meeting with Coach/Sponsor and Parent(s)/Guardian(s) to discuss more corrective actions including but not limited to possible suspension or expulsion from the team.
- **4th Violation:** Immediate expulsion from the team.

Parent/Spectator Corrective Actions

****Each action will be handled by the administration and not by coach/sponsor****

- **1st Violation:** Administrator/Site Supervisor issues a verbal warning to the parent/spectator and will be documented. Based on the severity and frequency of behavior, there is a possibility of further corrective action.
- **2nd Violation:** Meet with Administrator and possible suspension from attendance at home events. Recommend training sessions to correct behavior.
- **3rd Violation:** Meet with administrator about possible further consequences and corrective actions.
- **4th Violation:** Meet with administrator about a permanent ban from all Bergan Catholic Events.

Ejections

With any ejection of a Bergan Catholic student participant, coach/sponsor, or parent/spectator, Bergan Catholic will follow protocols set by Nebraska School Activities Association (NSAA). Ejection rules will be enforced during that academic year (August-May) and then reset the following academic year. Suspensions and training will carry over into the next academic year if need be.

Student Participant Ejections

Any student participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.

Any student participant ejected a second time during a season from a contest for unsportsmanlike conduct shall be ineligible for the next two contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. Any student participant ejected a third time shall be ineligible for the next three contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. When schools have students or coaches with multiple ejections, the school shall submit to the NSAA a written management plan on how they plan to remediate the problem.

Parent/Spectator Ejections

Any parent/spectator ejected from a contest for unsportsmanlike conduct shall be ineligible to attend the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.

Parents/spectators who are ejected will be required to successfully complete the NFHS Sportsmanship online course (Teaching & Modeling Behavior) within 10 days of the ejection at the expense of the parent/spectator. Failure by an ejected parent/spectator to successfully complete the NFHS Sportsmanship online course within 10 days of the ejection will result in the parent/spectator being suspended from attending any further competition in that activity for the remainder of the season, including all NSAA end-of-season play (subdistricts, districts, playoffs, and state competition.)

In those situations where the ejection of the parent/spectator occurs near the end of the season or during the NSAA end-of-season play, the parent/spectator will be required to successfully complete the NFHS Sportsmanship online course before being able to attend the following season or year. Parents/spectators who are ejected a second time will be required to sit-out the next two contests at that level, plus all other contests at other levels during the interim. The school may ask the parent/spectator to successfully complete further training at the expense of the parent/spectator. Failure to successfully complete the training within the designated timeframe within the ejection will result in the parent/spectator being suspended from attending any further competition in that activity for the remainder of the season, including all NSAA end-of-season play (subdistricts, districts, playoffs, and state competition.) In those situations, in which the ejection of the parent/spectator occurs near the end of the season or during the NSAA end-of-season play, the parent/spectator will be required to successfully complete the training before being able to attend the following season or year. A third ejection will result in a suspension from attending all Bergen Catholic extracurricular activities the rest of the academic year.

Recognized Activities and Clubs

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

Bergen Middle School

Boys

Football (Fall)
Cross Country (Fall)
Basketball (Winter)
Wrestling (Winter)
Track (Spring)

Girls

Volleyball (Fall)
Cross Country (Fall)
Basketball (Winter)
Wrestling (Winter)
Track (Spring)

Coed

Band, Chorus (All Year)
Student Council (All Year)
Drama/Plays (All Year)
Speech Contests (Spring)

Bergen High School

Boys

Football (Fall)
Cross Country (Fall)
Basketball (Winter)
Wrestling (Winter)
Track (Spring)
Golf (Spring)

Girls

Golf (Fall)
Volleyball (Fall)
Cross Country (Fall)
Basketball (Winter)
Wrestling (Winter)
Track (Spring)
Dance (Fall, Winter)
Cheer (Fall, Winter)

Coed (Most All Year)

National Honor Society
Choir
Band
Drama/Plays (Fall)
Speech Contests (Spring)
Campus Ministry
Class Activities
Yearbook Staff
Key Club
Student Council
E Sports

Cooperative Activities with Fremont Public High School

Boys

Tennis (Fall)
Swimming (Winter)
Soccer (Spring)
Baseball (Spring)
Bowling (Winter)

Girls

Tennis (Spring)
Swimming (Winter)
Soccer (Spring)
Softball (Fall)
Bowling (Winter)

Grades Kindergarten Through 6 Athletic Limitations

Students at Bergan Catholic are provided the opportunity to participate in extracurricular activities through club organizations that are sponsored outside of the school system. These opportunities start with area Clubs based on the following activities:

Football: Grades K-4 YMCA Flag Football, Grades 3-6 Fighting Knight Youth Football

Volleyball: Grades K-4 YMCA Volleyball, Grades 3-6 Hard Block Volleyball

Boys & Girls Basketball: Grades K-4 YMCA Basketball, Grades PreK-4 Knight Hoops Basketball, Grades 3-6 Saint Patrick Parish Parochial Athletic League Basketball

Boys & Girls Wrestling: Shamrock Wrestling Club

Boys & Girls Soccer: Grades 3-6 Saint Patrick Parish Parochial Athletic League Soccer

Eligibility for Middle School Activities

The primary goal of Bergan Catholic seventh and eighth grade activities programs is participation. The purpose should be to encourage and promote participation of all students in a variety of activities, and every student who chooses to participate should be granted that opportunity. All activities involving students enrolled in grades above the sixth shall be enrolled and governed by the rules of the NSAA.

A student shall become eligible for practice and competition in each activity under the jurisdiction of the Nebraska School Activities Association when a certificate of consent, signed by the student and one of his/her parents or guardian, is on file with the Principal. The certificate of consent shall contain an acknowledgement that the major rules and regulations governing the student's eligibility to participate in interscholastic activities have been disclosed to the student and his/her parent or guardian. Each student who expects to participate in athletic contests shall present to the superintendent or Principal once each year, before actual participation in any interschool sport, a physician's certificate on a form recommended by the NSAA that he/she is physically fit for athletic participation.

The individual giving a physical examination for the purpose of certifying a student is physically fit to participate in athletic activities should be licensed to diagnose, treat, or recommend treatment in the areas covered by the recommended physical examination form. The individual giving a medical opinion must do so within the scope of his/her training and within the limits defined by state statutes as to services that can be legally performed by the field of practice to which the individual belongs. The requirement that a student must have a physical examination once each year has been interpreted to mean the examination must be given during the school year in which the student participates or during the summer vacation period which precedes the school year in which the individual participates. A physical taken in the summer vacation period or anytime during the school year is good only to the end of the school year. Any physical taken May 1 or after will be considered a part of summer vacation.

The completed physical examination forms must be kept on file at the local school. No student in grades seven or eight participates in interscholastic athletic contests between schools within a school system or between school systems which exceed six games in football, fourteen matches in volleyball, twelve games in basketball, eight meets in wrestling, eight meets in track and field, and eight contests in all other activities. Contest limits shall be based on the total number of contests played. Each game, match, or meet

played in a tournament shall count as one of the contests permitted within these contest limits. A student shall become eligible for four semesters of junior high/middle school activities participation beginning with his/her initial enrollment in grade seven.

No student who has attained the age of fifteen years shall be eligible for junior high/middle school interschool competition except as follows: a student who becomes fifteen years of age on or after August 1 shall be eligible on the basis of age until the end of the current school year. Bergan Catholic students and activity participants are expected to abide by the Bergan Way Sportsmanship policy.

Cancellation of Activities & Practices/Rehearsals

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

Signs & Banners

Signs and banners are not to be displayed at any activity without the permission of the Principal/Activities Director.

Appropriate Dress

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

Physical Examination/Permission Slip

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

Fine Arts

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

Lettering Requirements

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

Music

Middle/ High School Band

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

Goals of the Middle School/ High School Band Program

1. Praising God through music.
2. Self-Confidence through working as a team member.

3. Self-discipline through group pride.
4. Love and respect for the process of making music with others.

Guidelines of the Middle School/ High School Band Program

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

Band Letters

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

Bergan Choir

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

Goals of the Bergan Singers Choir

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

Guidelines of the Bergan Singers Choir

1. Required events are all performance venues: All-School masses, national anthems at ball games, Fall Vocal Concert, Christmas Concert, Spring Concert, and District Music Contest.
2. Acceptable reasons for missing a performance are: Illness, death in the family, and prearranged formal functions (weddings, graduations, etc.).
3. A student will be considered tardy if they are not in their seats, ready to sing by the time the bell rings.
4. Grading is based on attendance and personal contributions to the progress of the Choir. The grade for Choir will consist of three parts: Rehearsal performance (25%), Mass Performances (25%), and Concerts (50%).

Choir Letters

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

Speech-Dramatics

Students are encouraged to try out for various intramural and interscholastic speech and dramatic activities and contests sponsored or approved by the school. Where tryouts or casting are involved, selection of the

cast or participation is at the discretion of the faculty sponsor.

Regulations

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

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

Athletics

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

Letters

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

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

Athletes involved with Co-Op programs with Fremont Senior High will need to meet qualifications for earning a letter established by that school's handbook.

Lettering Requirements

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

Boys Basketball

The athlete must:

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

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

Boys and Girls Cross Country

The athlete must:

1. Score six or more points in dual or invitational meets;
2. Have a running time which would place in any major meet during the year; and
3. Finish the season as a member of the squad in order to letter.

Football

The athlete must:

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

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

Boys and Girls Golf

1. The student athlete must be a member of the team for the entire season;
2. The student athlete cannot be academically ineligible for more than two weeks of the season; and
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

In order to be considered for a letter, the student athlete must finish the season as a member of the squad. The student athlete must ALSO accomplish one of the following:

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

Volleyball

1. Student athlete must participate in six matches, play in one or all conference, district or state matches.

2. The student athlete must finish the season as a member of the squad in order to letter.

Wrestling

A wrestler must weigh-in, and compete, as a varsity wrestler in at least 80% of the scheduled contests, place in at least four tournaments, 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 athlete must participate in 1/3 of all varsity baseball games played.
2. Student athlete must finish the season as a member of the team.

Cheer

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

Cheerleading is also open to 8th Grade students who try out the previous spring, but these students are not allowed to participate or compete in sanctioned championship competitions.

Dance

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

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

National Honor Society

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

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

Regulations

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

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

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

Student Council

Purpose

The purpose of this organization shall be:

1. To develop attitude of and practice in Christianity and good citizenship within the philosophy of the school;
2. Encourage active participation in all school functions; provide orderly direction of school activities;
3. Establish and maintain open lines of communication between classes, students, faculty, and administration as well as charter school clubs and organizations; and
4. 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 students to participate in public service programs for the benefit of the entire community.

Membership

The student council shall consist of four officers, a president, a vice-president, a secretary, a treasurer, three representatives elected from each class, and students who have joined by petition. Elections 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 extracurricular participation as set forth in the Student/Family Handbook; or
3. Failure to carry out his/her duties as an officer or representative properly and fairly.

Class Officers

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

Code of Conduct for School Sponsored Activities

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

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

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

It is the responsibility of each student who participates in an extracurricular 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.

EXTRACURRICULAR ACTIVITIES PARTICIPATION 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. Students are expected to advocate for themselves and are encouraged to initiate a grade review with the school counselor at weeks four (4), six (6) or eight (8). If the student is passing all of their classes at the time of the review, the student will be declared eligible immediately. All bi-weekly grade checks will take place on Friday or on the final day of the school week if there is not a full week of school days in session.

Please utilize the following sequence that outlines extracurricular participation eligibility at Archbishop Bergan Catholic School. As a point of reference, two weeks of school constitutes eight (8) or more days of school being in session.

- A.) All student grades will begin being reviewed to determine extracurricular participation eligibility at the conclusion of the 15 school days or 3 weeks of school being in session, whichever is less. At the time of this review students will fit into one of three criteria in reference to academic eligibility.
- 1.) The student is passing all of their classes therefore the student is eligible for the next two weeks.
Continue to B1.
 - 2.) The student is failing only one class. The student is on academic probation for the next two weeks, but is still eligible. This period of ineligibility begins Monday morning and will conclude following the second Saturday night's activities. **Continue to B2 and B3.**
 - 3.) The student is failing two or more classes. The student is ineligible for the next two weeks.
- B.) Student grades will again be reviewed to determine extracurricular participation eligibility at the end of two more weeks, approximately five (5) weeks into the quarter.
- 1.) The student is passing all of their classes therefore the student is eligible for the next two weeks.
Continue to C1.
 - 2.) If the student is failing one or more classes, the student is ineligible for the next two weeks.
Continue to C1.
 - 3.) If the student is passing all of their classes, the student is eligible for the next two weeks.
Continue to C1 and C2.
- C.) Student grades will undergo the final quarter review to determine extracurricular participation eligibility at the end of another two-week cycle approximately seven (7) weeks into the quarter.
- 1.) If the student is passing all of their classes, the student is eligible for the rest of the quarter.
 - 2.) If the student is failing one or more classes, the student is ineligible for the rest of the quarter.
- D.) If a student fails one or more classes in the quarter (9 weeks) or semester (18 weeks), the student is ineligible for the first 3 weeks of the following quarter or semester. If a student fails the fourth quarter or second semester, that student will be ineligible for the first three (3) weeks of the first quarter of the following/next school year.

Appearance

Your appearance at both home and away events is your responsibility, however, a coach may require certain

guidelines of his/her team. Athletes should always look presentable in representing Archbishop Bergan Catholic School.

Attendance at School for Activity Eligibility

Students are required to be in attendance for the last two (2) blocks and for four (4) periods of the day of the activity in order to participate.

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

Club Sport

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

Criminal Acts

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

Detention

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

Equipment

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

Footwear

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

Inclusion Dates

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

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 extracurricular program in which the student is involved or participating. The action taken will depend on the severity as determined by the faculty sponsor and activities director. In the case of athletics, the activities director will also be involved in the decision.

Practice

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

Regulations and Sanctions

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

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

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

While safeguarding student interests in extracurriculars, 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 from extracurricular activities 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 from extracurricular activities 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 extracurricular activities for a period of one year, date to date.

First offense, not self-reported:

Twenty (20) school days suspension from extracurricular activities 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 from extracurricular activities 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 extracurricular activities for a period of one year, date to date.

Relations with Teammates

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

Suspension from School

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

Transportation

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

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

Grievance Procedure

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

1. The student athlete and/or parent/guardian should first schedule a meeting with the coach of the sport involved. If the explanation provided by the coach is not satisfactory for the student athlete, then proceed to step two (2).
2. The student athlete and/or parent/guardian should then meet with the Activities Director to discuss the situation. If this meeting does not resolve the situation, a meeting with the Administration is encouraged.
3. The next stage is to meet with the Administration to discuss the issue.

Athletic Awards

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.

Louewel "Fighting Lady Knight" Award

This award is voted on annually by the coaching staff of Bergan athletic programs. It is named for Louewel, former Bergan football coach. The award honors a senior female athlete who best exemplifies the traits and characteristics held in esteem by Coachewel. 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.

Louewel "Fighting Knight" Award

This award is voted on annually by the coaching staff of Bergan athletic programs. It is named for Louewel, former Bergan football coach. The award honors a senior male athlete who best exemplifies the traits and characteristics held in esteem by Coachewel. 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.

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:

A dedicated strength trainer and leader in the Bergan weight room, who does not need to be reminded to do their work-outs, assists other athletes with their work-outs and helps younger lifters use the proper techniques while they work-out. Consideration will be given to new records set during the athlete's four years as well as individual improvement

Affidavit Refusal of Immunization of Student for Religious Reasons

Name of Student	Birthdate of Student (mm/dd/yyyy)	Religious Denomination of Student

as follows: Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personally and sincerely followed religious beliefs.

follows: Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personally and sincerely followed religious beliefs.

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Refusal of Immunization for Medical Reasons

As the physician, physician assistant or advanced practice registered nurse of:

_____ <i>Child's Last Name</i>	_____ <i>First Name</i>	_____ <i>Age</i>
_____ <i>Birth Date (mm/dd/yyyy)</i>	_____ <i>School</i>	_____ <i>Grade</i>

I have elected to not immunize this student against the following disease(s):

*Each disease for which a vaccine **has not** been administered must be checked. Parent/guardian must submit dates of immunization for all other diseases.*

Diphtheria	☐
Tetanus	☐
Pertussis	☐
Polio	☐
Measles (Rubeola)	☐
Mumps	☐
Rubella (German Measles)	☐
Hepatitis B	☐
Varicella	☐
Pneumococcal Conjugate	☐
HIB (Haemophilus Influenza Type b)	☐

In my opinion, this immunization would be injurious to the health and well-being of:

The student	☐
A member of the student's household or family	☐

Comments: _____

Signature of health care professional

Date

Printed name of health care professional

Documentation of Varicella (Chicken Pox) Disease
(To be filled out by the parent, guardian or medical provider of the child/student)

This document is being submitted on behalf of:

Name of child/student / /
Birth Date (mm/dd/yyyy)

I _____ verify that the above listed child/student
(Parent/Guardian/Medical Provider)

had the varicella disease in _____(year).

Signature of parent/guardian/medical provider Date

Release and Indemnification Agreement for the Self-Administration of Asthmatic or Anaphylaxis Condition

_____ hereby acknowledge that Archbishop Bergan Catholic
(Name of Parent or Guardian)

School of Fremont (including school's employees and agents) is not liable for any injury or death arising out of the self-management by _____ of his/her asthmatic or anaphylaxis
(Name of Student)
condition and I hereby indemnify and hold Archbishop Bergan Catholic School of Fremont (including its employees and agents) from any claim arising from the student's self- management. In the event that _____ injures school personnel or another student as a result of misuse of the
(Name of Student)
prescription diabetic medication or related medical supplies, the undersigned shall be responsible for any and all costs associated with the injury.

Date

Parent or Guardian

Release and Indemnification Agreement for the Self-Administration of Diabetic Condition

_____ hereby acknowledge that Archbishop Bergan Catholic
(Name of Parent or Guardian)

School of Fremont (including school's employees and agents) is not liable for any injury or death
arising out of the self-management by _____ of his/her diabetic condition and
(Name of Student)

I hereby indemnify and hold Archbishop Bergan Catholic School of Fremont (including its employees
and agents) from any claim arising from the student's self- management. In the event that

_____ injures school personnel or another student as a result of misuse of the
(Name of Student)

prescription diabetic medication or related medical supplies, the undersigned shall be responsible for any
and all costs associated with the injury.

Date

Parent or Guardian

STUDENT/FAMILY HANDBOOK VERIFICATION

Archbishop Bergan Catholic School Student/Family Handbook outlines important information regarding the proper management and administration of Archbishop Bergan Catholic School. I understand that I should consult with the Principal regarding any questions about the Handbook or those not addressed in it. I acknowledge that revisions to this Handbook may occur as deemed necessary by the President, Principal, Pastor, and Bergan Board of Directors. I also acknowledge that this Handbook does not establish a contract between Archbishop Bergan Catholic School and any student or parent.

By signing below, I acknowledge the Archbishop Bergan Catholic School Student/Family Handbook and I agree to be governed by the regulations, procedures, provisions, and guidelines herein.

_____	_____
Student(s)	Date

_____	_____
Parent/Guardian	Date
