

Bishop Noll Institute Handbook



2022-2023

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Coronavirus and COVID-19 Warning

The risk of exposure to coronavirus exists anywhere that people (and even pets¹) are present, especially in larger groups. According to the Centers for Disease Control and Prevention², the virus spreads easily between people and can cause severe illness and even death. The risk is higher for certain people. Risk factors³ include being 65 years of age or older or having serious underlying medical conditions.

By attending a Diocese of Gary School, you voluntarily assume all risks related to exposure to viruses, including the coronavirus that causes COVID-19.

Enhanced health and safety measures⁴ have been recommended to protect each of us. You must follow all posted instructions while attending a Diocese of Gary School.

¹ See <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/pets.html>

² See <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

³ See <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>

⁴ See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Bishop Noll Institute Covid-19 Statement

Public Health and Safety

The COVID-19 pandemic has led Bishop Noll Institute to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The school will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, the school may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

RIGHTS RESERVED

The Administration of Bishop Noll Institute reserves the right to change the requirements for admission or graduation announced in these guidelines and to change the arrangement, scheduling, credit, or content of courses, the books used, fees charged, regulations affecting students, and to refuse or readmit and to dismiss any student at any time, should it be deemed to be required in the best interest of the student and/or the school to do so.

It is the personal responsibility of each student and parent/guardian to acquire an active knowledge of all regulations set forth in the guidelines. Students, parents, and guardians who fail to familiarize themselves with this Handbook are not thereby excused from adherence to its requirements.

School policies are subject to interpretation and/or modification by the school administration with or without notice.

The school administration has the final decision on all matters related to school policies.

I. ABOUT BISHOP NOLL INSTITUTE

HISTORY

Over 100 years ago, a handful of Sisters of the Poor Handmaids of Jesus Christ obtained permission to start a Catholic high school in the Hammond-East Chicago, Indiana area. Reverend Father Lauer, then pastor of St. Mary's Church, East Chicago, offered two classrooms for the Sisters' use as temporary quarters until a permanent edifice could be built. Accordingly, on September 16, 1921, Catholic Central High School opened its doors for the first time to an enrollment of 40 students.

In May 1922, ground was broken for a new school to be built on land purchased on White Oak Avenue between Hoffman Street and Chicago Avenue. Because of delays in the completion of the school and because of a soaring enrollment at St. Mary's parochial grade school, five temporary structures were hurriedly erected on the southwest corner of the school grounds. Though tarpaper-covered and quite primitive, these served as classrooms for the 1922-23 school years.

Finally, on September 9, 1923, the completed left wing was dedicated. A field Mass celebrated on a makeshift altar highlighted this occasion. The outdoor Mass, witnessed by 5,000 participants, was the first of its kind in the United States.

Under the leadership of Father P. J. Schmid, appointed in 1922, Catholic Central was enlarged in the following 10 years to include a gymnasium, convent and rectory.

The year 1933 brought changes in administration and faculty to Catholic Central. Overcrowded with a growing enrollment that numbered 300 students and plagued financially by the Depression, Central was made a diocesan project of Bishop John F. Noll, newly appointed bishop of the Diocese of Fort Wayne.

Also in 1933, Father Alfred J. Junk was appointed to Central's faculty. Father Junk was destined to dedicate the 24 remaining years of his life to the school.

Bishop Noll requested the services of the Sister of the Holy Cross of Notre Dame, Indiana, for the 1933-34 school years. Thirteen Sisters arrived, led by Sister Marie Genevra, Central's first superior and dean of girls.

At the beginning of the 1934-35 school years, Reverend H. James Conway replaces Father Schmid as director. Under Father Conway, Central experienced many firsts. The first homecoming parade, designed to welcome back returning alumni, occurred in the fall of 1934. The first school yearbook, named after Father Jacques Marquette, appeared in 1935. A school newspaper, the High-Lite, was published for the first time in October 1937, a grotto to Our Lady of the Immaculate Conception was constructed; it was dedicated on December 12, five days after Pearl Harbor.

The ensuing war caused a drop in senior enrollment due to enlistments. Freshman enrollment, however, rose to 173 in 1942, the largest number until then.

In 1946, a two-story building was added to relieve overcrowding. This building added 16 classrooms to the Catholic Central complex.

The following year, 25 years after the dedication of the original school building, Catholic Central was renamed in honor of Bishop Noll, chief benefactor of the school. Noll High School progressed scholastically to be included in the National Honor Society in 1948. In 1949, the Student Council was formed to give students a voice in deciding school policy.

A tremendous increase in enrollment for the 1954-55 academic years necessitated the use of two classrooms at St. Joseph's Parish in Hammond. That year, a new wing was built to give Noll six more rooms.

In 1957, Father Junk, then principal, passed away. The duties of principal were then divided between Father Frank A. Seimetz and Sister Cecile Marie.

In January 1962, fire broke out in the field house, destroying biology labs, English, religion and study classrooms, along with gym facilities. Luckily, classes were not in session that day because of unseasonable cold weather. Firemen from East Chicago and Hammond fought the sub-zero temperatures for several hours to extinguish the blaze. Damage was estimated at \$500,000.

Almost immediately, work was begun on an ultramodern building complex that would include an auditorium, boys' and girls' gymnasiums and a three-story classroom building. Over 43 million had been pledged for the project by 34 parishes throughout the Calumet Region.

In September 1962, the Christian Brothers, worldwide order founded in 1682 by St. John the Baptist De LaSalle, took over the administration of the school. They appointed Brother I. Conrad as superintendent. Five other Brothers joined the Noll faculty at this time.

The new building was dedicated in 1963, with Bishop Andrew G. Grutka laying the cornerstone of the new Bishop Noll Institute.

In 1967, Brother L. Paul assumed the duties of superintendent. With Brother L. Paul's departure, Monsignor F. Melevage temporarily took over the position until Brother Edmund Bruce succeeded him in September 1968. In 1969, the Christian Brothers left Noll; Father George M. Vrabely subsequently became principal. Father Patrick J. Connolly served as principal from 1976 through 1985. Father Edward J. Moszur was appointed principal in July 1985. After two years, he was named Director of Bishop Noll Institute effective with the 1987-88 school years. In the spring of 1990, Fr. Moszur retired as director and Dr. John Shields assumed complete responsibility as Chief Executive Officer of the school. Dr. Shields continued until his appointment as superintendent of schools for the Gary Diocese in June 1992. Assistant Principal Suzan LaPeer was named to succeed Dr. Shields as the first lay woman principal. Sister Diane Marie Collins, a Franciscan sister of Chicago, became principal in 1999. In 2002, Mr. Scott D. Fech, (BNI '85) was appointed principal. In 2008, Mrs. Colleen McCoy Cejka was appointed principal. Mr. Craig S. Stafford was appointed principal in 2013.

Many teachers and students have contributed much to the growth of Bishop Noll, though it would be difficult to list them all. The school has come a long way from its beginning as a

six-room schoolhouse to the 96- room complex it is today. Over 90 years and 20,000 graduates later, it remains one of the finest centers of Catholic education in Northwest Indiana.

School Colors – Navy and Gold

School Mascot – Warriors

School Song (Football)

When Bishop Noll goes marching down that line
We're going to win that game another time.
And for the Blue and Gold we'll fight, fight, fight.
And for the Blue and Gold we'll fight with all our might.
Oh, yes, we'll fight, fight, fight for every yard.
We'll hit that line; we'll hit that line.
We'll bury our opponents 'neath the score,
'neath the score.
We'll fight, fight, fight.

School Song (Basketball)

When Bishop Noll goes dribbling down that floor
We're going to do our best to raise that score.
And for the Blue and Gold we'll fight, fight, fight.
And for the Blue and Gold we'll fight with all our might.
Oh, yes, we'll fight, fight, fight in every gym;
We'll hit that rim; we'll sink it in.
We'll bury our opponents 'neath the score,
'neath the score.
We'll fight, fight, fight.

MISSION STATEMENT

Bishop Noll Institute is a welcoming Catholic family committed to creating a transformative learning environment which fosters innovative, critical, and creative disciples who live their faith through action.

ACKNOWLEDGMENT

The administration and faculty of Bishop Noll Institute wish to express thanks to Bishop Robert J. McClory and to all the reverend pastors and associates for their interest, encouragement and support of Bishop Noll Institute. Gratitude and appreciation are also due to the officers and members of the Bishop Noll School Board, Parents' Club and booster clubs for their devoted activities on behalf of the school. Finally, we express our warm appreciation to the parents and families of our students for the sacrifices they have made for the Catholic education of their sons and daughters.

Be it known... Jesus Christ
is the Reason for this School.
He is the unseen Teacher.

He is the Model of its Faculty.
He is the Inspiration
of its Students.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Bishop Noll Institute admits student without regard to their race, color, sex, or national or ethnic origin to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. Bishop Noll Institute does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its educational policies, admissions policies, and athletic and other school- administered programs. Qualified persons are not subject to discrimination on the basis of disability.

OFFICIAL SCHOOL INSIGNIA

As shown on the title page of this handbook, on the stationery of the school and on official school documents you will notice the school seal. Adopted as the official insignia of Bishop Noll Institute, the crest combines portions from the shields of Bishop Noll High School, of Catholic Central, of the Diocese of Gary as well as an emblematic symbol of The Most Reverend John F. Noll, D.D., L.L.D., Archbishop of Fort Wayne and the founder of the school.

The combination:

Left –

The four black and three silver heraldic bars, resembling ingots of steel, signify the origin and principle industry of the Steel City of Gary. Seven bars have been chosen advisedly that the means of Grace, the Seven Sacraments, administered in the Diocese might be symbolized.

The golden angel wings devote the dedication of the Cathedral of the Holy Angels. Between these wings is a golden sensor emitting the prayerful smoke of incense. Angels are particularly precious as Guardian Angels, and their feast is celebrated on October 2, the patronal feast of the Cathedral of the Diocese of Gary.

Upper right –

The light of communication and knowledge is emblematic of the objective of the school and Archbishop Noll, promoter of the Catholic Press and of the school.

Lower Right –

The stalk of lily resting on oak leaves symbolizes purity and development of mind. This is taken from the seal of the former Bishop Noll High School and Catholic Central.

BNI SCHOOL PHILOSOPHY

CATHOLIC – Its immediate purpose is education, understood in larger than purely academic terms. BNI seeks to contact young persons at a critical moment in their religious development, and uses this to help them explore their religious experiences in an environment where Catholic values are understood and experienced.

AN EDUCATIONAL CENTER – It strives to become a center of academic excellence through the pursuit of each student's intellectual development to the full measure of his or her God-given

talents. The aim is not simply to get a store of information or to prepare for a job, though these are important in themselves. The ultimate aim is that of full growth of the person, which leads to action – action, especially, that is suffused with the spirit and presence of Jesus Christ, the Man – for others. This goal of action, based on sound understanding and enlivened by contemplation, urges students to self-discipline and initiative, to integrity and accuracy.

Students learn to evaluate and integrate the many experiences they have through the family, the Church, work, media, entertainment and leisure.

COMMUNITY – BNI encourages community by fostering all the human qualities that are necessary for developing it: openness, caring, trust, valuing each person, willingness to serve. In this spirit each person is expected to: (1) exert a positive influence on the school’s environment; (2) work in harmony with others; (3) be tolerant of the views of others; and, (4) be more eager to find solutions than to criticize. The school community should be created and formed in ways, which lay on ALL its members’ responsibility for the whole – a responsibility of each member to make one another belong. Therefore, BNI is a community that aims at unique fusion of Christian living and academic goals. In this spirit, the administrators, faculty, students and parents should have common academic purposes, but should also experience an opportunity to share in a community built to Christ. The joys, sorrows, problems and victories of one member of the community should be those of all the members as they work, play, pray, and celebrate the Eucharist together.

OFFICE OF ADVANCEMENT

The Office of Advancement at Bishop Noll Institute is the school leader for alumni relations, marketing and fundraising. The Advancement Office seeks to connect with alumni, families of current students, and friends of the school through events, newsletters and information about current activities at Bishop Noll. The Advancement Office also works to raise financial support for the school through an annual appeal as well as many fundraising events. Funds raised through the Office of Advancement serve to bridge the gap between tuition charged, and the actual cost of educating students at Bishop Noll. These funds also provide scholarships, need-based financial assistance to many students, and the continuing improvements of our building and school as a whole.

II. ADMISSION / ENROLLMENT

A. LOTTERY PROCESS POLICY

If Bishop Noll Institute were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that Bishop Noll Institute can successfully accommodate, then Bishop Noll Institute would conduct a random lottery drawing of eligible Choice Scholarship students who meet admission standards for Bishop Noll Institute at a public meeting.

Priority for admissions is as follows:

1. Returning students
2. Siblings of current students and alumni, legacies and children of employees of the Diocese of Gary

3. Students who are registered at one of the Catholic parishes of the Diocese of Gary
4. Students who attend one of the Catholic schools in the Diocese of Gary
5. Students who are registered at one of the Catholic parishes outside the Diocese of Gary
6. All other students.

B. CHANGE OF ADDRESS, PHONE NUMBER, OR EMAIL

Parents are asked to instruct students to report any changes of address, phone number and parent's work number as these changes occur. These changes should be reported to the Main Office.

C. FEES AND TUITION

TUITION COVID-19 POLICY

In case of an extended learning period related to any public health and safety, or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

TUITION PAYMENT

The tuition is paid according to one of three options. They are as follows: Option #1: prepaid single payment; Option #2: two payments; Option #3: ten payments. Payment schedules will be selected at <https://online.factsmgmt.com> Payments are made through the link or from <https://www.bishopnoll.org/> homepage (click on renweb in the top menu). All payments are due the 15th of each billing month (first payment is August, 15, 2022) regardless of the plan chosen. FACTS assesses a \$50 fee to families that do not choose automatic ACH plans.

Students cannot be admitted to class unless the financial obligations have been satisfied. The school regrets that it is unable to extend credit to those unable to meet their financial obligations. Final exams will not be recorded and grades and/or transcripts will not be issued until all financial obligations are met.

TUITION EXCLUSION DAYS

From time to time, students whose tuition is not current will be excluded from class. BNI relies on timely tuition payments to cover the many expenses associated with education. Parents will be notified of these days well in advance (2nd or 3rd Tuesday of every month, starting in September). All accounts over 30 days will receive notices the week prior. Please do not send your child to school on these days unless you are able to make your tuition current. Students may be prevented from participating in school-related activities (i.e. Graduation, Homecoming, Prom, Athletic Activities, Lock-Ins etc.) if tuition is not current.

HIGH SCHOOL TUITION

Tuition for active members of parishes in the Diocese of Gary is \$9490 per year for 9th, 10th, 11th and 12th grades. Annual parish certificates must be turned into the main office in order to receive the diocesan discount. Tuition for students not affiliated with a parish of the Catholic

Diocese of Gary is \$9990 per year for 9th, 10th, 11th and 12th grades. These tuition rates are subject to change.

PAYMENT PLAN OPTIONS

Option #1: Full year tuition payment on or before August 15, 2022. A \$200.00 discount will apply when payment is made in full.

Option #2: 2 Semester Payments of:

DIOCESAN:	9th-12th:	\$4,745
NON-DIOCESAN:	9th-12th:	\$4,995
1st Payment due on or before August 15, 2022		
2nd Payment due on or before January 15, 2023		

Only families in good standing may choose this payment option.

Option #3: 10 Monthly Payments of:

Month	Tuition Rate	Diocesan Rate*
Aug. 15	\$999	\$949
Sept. 15	\$999	\$949
Oct. 15	\$999	\$949
Nov. 15	\$999	\$949
Dec. 15	\$999	\$949
Jan. 15	\$999	\$949
Feb. 15	\$999	\$949
Mar. 15	\$999	\$949
Apr. 15	\$999	\$949
May. 15	\$999	\$949

TEXTBOOKS ARE INCLUDED IN TUITION

*Must be an active parishioner at a Catholic Church in the Diocese of Gary to qualify for this discount

PAYMENTS:

- Visit <https://online.factsmgmt.com> and select payment schedule
- Use above link or visit from <https://www.bishopnoll.org/> and click on renweb (credit/debit/ACH)

WITHDRAWING

Students who voluntarily withdraw from BNI and students who are asked to withdraw from BNI will owe tuition up to and including the quarter during which the student exits. Registration is never refundable. Tuition calculations will be made as follows: a student will be charged while officially enrolled at BNI up to and including the day on which the official withdrawal form is signed by the student and the parent or guardian. The withdrawal form must then be filed with the Main Office. **Refunds will only be considered for families who prepay annually or bi-annually. No first semester tuition refunds will be made for withdrawals during the second quarter. No second semester tuition refunds will be made for withdrawals during**

the fourth quarter. Transcripts will not be released until all financial obligations have been met.

FAMILY DISCOUNT

A \$500 discount will be given to each sibling for families with 2 children in the high school for a total family discount of \$1000. Families with three or more siblings currently enrolled in the high school will have the following discounted tuition rates: \$1,935 per month for 10 months (or \$1,833 with the Diocesan Discount). Families receiving discounted tuition are still responsible for fees, including the fundraising fee.

REGISTRATION FEE

As a condition of registration, each returning family will pay a \$250 fee to be paid annually. All new families will also be charged the rate of \$250. The registration includes scheduling, report cards, permanent records, mailing labels, postage, student insurance, counseling services, attendance services, health services, school newspaper. The registration fee must be paid in May for currently enrolled students. Scholarships and aid do not cover this fee.

GRADUATION FEE

Seniors are assessed a \$200 graduation fee. This fee includes cap and gown, ten graduation announcements, name cards, one 8" X 10" photo, diploma and cover, miniature diploma and other expenses involved with graduation. This fee along with your remaining balance must be paid in full by graduating seniors before receiving their cap and gown. In order for Seniors to attend Prom, the tuition balance **must** be paid in full.

RETREAT FEE

The total cost of a student's four retreats at Bishop Noll is \$100.00 each year, which is included in tuition. Please note, once a student has been assigned to a retreat any change request will be assessed \$50.00. Only under special circumstances, approved by the Campus Minister, will the fee be waived.

Retreats are a crucial part of a student's faith formation at Bishop Noll. These off-campus, overnight trips help students get beyond usual routines of school and social life. Their peers and adult leaders challenge them to reflect on their lives by looking at themselves and their relationships, with others and with God. Retreats add depth to what students feel, learn, and experience every day at Bishop Noll and give them a faith foundation in Christ to build on for the rest of their lives.

TECHNOLOGY FEE

All students will be assessed \$250 (now due in July) per year to cover the cost of updating and maintaining hardware and software, including paper and ink. This fee must be paid in full prior to orientation and the first of school. Scholarships and aid do not cover this expense. Student accounts will incur the replacement cost of an iPad if lost, stolen or damaged beyond repair. Accounts will be charged an additional fee per incident for repairs beyond our technology department. Please see acceptable use policy for i-Pads.

COURSE FEES

Courses such as Art, Yearbook, Newspaper and others as needed, may charge additional fees for materials/supplies. AP and Dual Credit courses may have additional fees for testing and/or college enrollment.

ATHLETIC FEE

Students who participate in any sport will be required to pay a fee of \$150.00 per sport. Participation in a second sport will include an additional fee of \$150 and a third an additional \$150. Band, Cheer, and Dance are included in these fees. If a student is on the roster for the first game, they will be charged the fee.

SUPPORT FOR FUNDRAISING

To keep tuition at an affordable level for the whole of the student body, parents and students are asked to participate in the school's annual fundraising events. Parents or students who choose not to participate will be obligated to pay the full amount of \$400. The average cost to the school is considerably more than the annual tuition rate.

SCRIP Fundraising

Families can accumulate money toward tuition or fundraising fee by using the school SCRIP program by which gift cards for numerous retailers (Strack's, Speedway Gas, Kohl's, Amazon, WalMart, and many more) are purchased through school. A percentage of each gift card purchase goes to the school, and another percentage goes toward your tuition. Each retailer offers a different percentage. Visit www.shopwithscrip.com and enroll with school code to see a list of retailers and to take advantage of this opportunity. Please email: tuition@bishopnoll.org to receive the code.

STUDENT FEE SCHEDULE

July 15	\$10 Parent Club Fee*
July 15	\$250 Technology Fee*
May 15	\$255 Service Hours Fee or 15 hours per family*
Nov. 29	\$400 Fundraiser Fee or the option to sell 40 - \$10 raffle tickets*
Varies	\$150 Athletic Fee per sport, billed each season
Per Semester	\$275 Bus Fee per semester
May 15	\$200 12th Grade Graduation Fee

WORK STUDY

Limited work-study positions are available during the school year. Student workers are determined by financial need. Work-study assignments are only valid for the current school year.

D. FAMILY SERVICE HOURS

Traditionally each guardian is responsible for providing 15 hours of service to Bishop Noll throughout the year. These hours can be completed in many ways through working various events or donating items for school events approved by the administration (such as fish fries or school service days). It is the responsibility of the family to obtain a receipt for the hours worked at each particular event. A parent or guardian may designate an adult family member to complete the family service hours. Volunteers working in the school during the school day must

be Virtus trained. If hours are not completed by April 30th, payment of \$255 is due May 1st. Guidelines will be posted in the main office. Please call the receptionist to schedule hours.

III. ACADEMICS / CURRICULUM

A. ACADEMIC INTEGRITY AND GRADING DURING EXTENDED VIRTUAL LEARNING (COVID-19)

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended virtual learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Please see the section on [Academic Dishonesty](#). Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended virtual learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any extended virtual learning period.

B. ACADEMIC EXPECTATIONS

Bishop Noll Institute is a co-educational Catholic high school operated by the Bishop and people of the Diocese of Gary, Indiana, with a faculty of priests and laity. The school is open to all students who wish to develop fully the talents God has given them to use for His greater honor and glory.

C. HOMEWORK

Students are given home assignments on a regular, daily basis. These assignments will vary in length, but on an average a student should expect one-half hour to three-quarters of an hour each night in each subject. The student should, therefore, expect to spend about three hours each day on homework assignments. It is important for all students to have regular access to the internet for school work. If internet/ printers are not available at home, the student is responsible for finding such sources through BNI, libraries, and even going to a friend's home. Not having a home access to internet/printer does not negate the students' responsibility to get class work in on time. It is the responsibility of the student to get any assignments missed from their teachers. In case of extended illness of three or more continuous school days, the parent may call the guidance office to make arrangements to pick up homework assignments. Please allow the guidance office two days to obtain assignments from teachers.

D. GRADUATION REQUIREMENTS

The State of Indiana dictates some credit requirements and the school some others. This still leaves about one-third of the requirements to electives chosen by the student. In order to graduate from Bishop Noll, students must accumulate 49 credits. Students must also pass the Graduation Qualifying Exam, which consists of End of Course Assessments in Algebra 1 and English 10. The required number of service hours must also be completed.

Course Requirements, CORE 40 Diploma

- English 8 Credits (4 years)
- Social Studies 6 Credits (3 years)
*Credits must include World History, US History, Government & Economics
- Theology 8 Credits (4 years)
- Mathematics 6 Credits (3 years)
*Credits must include the following: Algebra I, Geometry & Algebra II
- Science 6 Credits (3 years)
*Credits must include Biology, either Chemistry, Integrated Chem/Phys or Physics, & 1 other Core 40 Science Course
- Health 1 Credit (1 semester)
- Physical Education 2 Credits (2 semesters)
*Credit may be obtained through participation in sports or Marching Band
- Speech 1 Credit (1 semester)
- Introduction to Engineering Design 2 Credits (1 year)
- World Language 4 Credits (2 years)

Five additional credits are selected from the above areas, or in the areas of Fine Arts, Engineering or Career & Technical Education.

Total of required credits to graduate with a Core 40 Diploma is 49.

Course Requirements, Academic Honors Diploma

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements listed above for the Core 40, and in addition must:
- Earn 2 additional Core 40 Math credits.
- Earn 6-8 World Language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 Fine Arts credits
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better (3.0).
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcript college credits in dual credit courses from the state priority list.
 - C. Earn a combination of the following:
 1. A minimum of 3 verifiable transcript college credits
 2. 2 credits in AP courses and corresponding AP exams
 - D. *Earn a combined score of 1200 or higher on the SAT critical reading and mathematics earn a combined score of 1750 or higher on the SAT critical reading, mathematics, and writing sections and a minimum score of 530 on each)*
 - E. *Earn an ACT composite score of 26 or higher*

Total of required credits to graduate with an Academic Honors Diploma is 51.

The policy of Bishop Noll Institute is that a student cannot retake a course for the sole purpose of raising their grade point average.

The Valedictorian and Salutatorian of the graduating class will be determined by the cumulative grade point average of, up to, and including the students' seventh semester grades. The Valedictorian and Salutatorian must have attended Bishop Noll Institute for four consecutive high school years and must have taken a minimum of seven courses per semester.

Bishop Noll Institute will recognize all seniors who have earned the Summa Cum Laude distinction for the graduating class. This elite group of seniors will represent BNI at various functions and be recognized at graduation. Class rank is only applicable to the Valedictorian and Salutatorian.

For transfer students, additional information on graduation requirements is available from a counselor in the guidance office at Bishop Noll Institute. If a student transfers in with a grade of PASS, that grade will remain a Pass or P on their BNI transcript. Transfer students' grades will be entered as letter grades into the Bishop Noll computer system, and their grade point average will then be calculated through this system. Transfer grades are subject to the policies and procedures in place at Bishop Noll.

E. GRADING SCALE

Diocesan Grading Scale

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	59 and below

F. WEIGHTED GRADES

Grades are weighted according to the following systems – 4.0 and 5.0. The rationale for this is as follows: 4.0 scale: Courses which are offered at the high school level for high school credit and require content mastery that is in accord with the specified grade level expectation are “weighted” on a 4.0 system. (Note: The majority of courses offered at B.N.I. are weighted on the 4.0 scale) Quality point values on the 4.0 scale are as follows:

$$A = 4.0 \quad B = 3.0 \quad C = 2.0 \quad D = 1.0 \quad F = 0.0$$

Any Course not listed as a 5.0 system course is considered a 4.0 system course.

5.0 scale: Courses that are offered at the high school level for high school credit and require content mastery that is above and beyond that which is normally required at the high school level are “weighted” on the 5.0 scale. Admission to such courses is selective and requires that students

have attained a high school level of mastery to meet the prerequisites. Quality point values on the 5.0 scale are as follows:

A = 5.0 B = 4.0 C = 3.0 D = 2.0 F = 0.0

5.0 Scale Courses

Honors Algebra 1	All AP, ACP, & DC Courses	Honors Biology
Honors Algebra 2	Honors English 9	Honors Chemistry
Honors Geometry	Honors English 10	Advanced Theater Arts
Honors Pre-Calculus	Honors English 11	Advanced Studio Art
Honors Chinese IV	Honors French IV	Honors Band

NOTE: “Weighted” courses are not subject to revision during the course of a given school year. Revisions may be considered as course contents and offerings are being considered.

G. ADVANCED PLACEMENT, ACP, AND DUAL CREDIT COURSES

Students enrolling in an advanced placement course will complete a college-level course of study. It is expected that students give full effort to this challenging course. In addition, students must make a commitment to complete the entire course without dropping the course during the year. Students and parents must understand that if a student drops an advanced placement course after the first two weeks of the year, a grade of W/F (withdrawn from course with a failing grade) will be assigned and thus reflected in the student’s GPA. Furthermore, students taking an advanced placement course must realize that they are required to take the advanced placement examination offered by the College Board in the spring semester. ***To receive college credit for the AP course, students must pass the exam with a score of a 3, 4, or 5. It is up to the college's discretion to accept the credit received from the exam.*** A fee, payable by the student, may be required to take this test. Students enrolling in AP courses must sign an enrollment contract prior to the start of the school year.

College credit may be earned through courses offered at Bishop Noll via Indiana University’s Advanced College Project (ACP) or Dual Credit Programs at Purdue Northwest and Ivy Tech (DC). Students enrolled in an ACP or DC course at BNI opt to pay reduced tuition for college courses that transfer to hundreds of colleges across the country. A full listing of accepting institutions and program information can be found at www.acp.indiana.edu. **For all college courses that transfer across the State of Indiana, this information can be found at <https://transferin.net/>.**

Enrollment takes place at the start of each semester. Billing for ACP courses is assessed through Indiana University, and for DC courses through Purdue University, Ivy Tech or Calumet College.

Courses on Indiana’s Priority Course List: TUITION is \$25/credit hour = \$75/course.

ACP Courses offered through Indiana University:
A202 Genres of Literature, W131 Adv. Composition

Courses on Indiana's Priority Course List: TUITION is \$25/credit hour = \$75-\$100/course.
Dual Credit Courses offered through Purdue Northwest or Ivy Tech:
Biology, Chemistry, United States History, U.S. Government

Courses NOT on Indiana's Priority Course List: TUITION is \$105/credit hour = \$315/course.
Dual credit courses offered through Purdue Northwest:
Environmental Science, Music Appreciation

*Tuition assistance is offered through Indiana University (ACP) and Purdue Northwest (DC) for students participating in the Free/Reduced Lunch Program.

H. NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is an organization governed by national standards that local chapters must abide by to remain in good standing. These policies and procedures are described in full detail and can be found on the national website: <http://www.nhs.us>. Individual chapters reserve the right to increase and build upon the foundational national standards. Bishop Noll's Chapter, Maryknoll, along with its advisor and selection committee, use the following standards for member selection:

Scholarship – Students enrolled as second semester sophomores, juniors, and seniors who have a cumulative grade point average of 3.5 or higher and who have not been selected for membership in previous school years meet the scholarship requirement to be considered for membership in the Maryknoll chapter of NHS for a given school year. These students are then eligible for membership consideration on the basis of service, leadership, and character after completing the official NHS Membership Consideration packet and turning it into the NHS adviser by the established deadline.

Service - The student must demonstrate substantial voluntary contributions made to the school and/or community, completed without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership - The student must promote and participate in school activities, contribute their ideas to the school and/or school organizations, and model responsibility as shown through their extracurricular activities.

Character - The student must uphold principles of morality and ethics and demonstrate high standards of honesty, integrity, reliability, concern, and respect for others in and out of the classroom. The selection committee will seek teacher/coach/administrator input regarding the character requirement fulfillment of member candidates. Any incident of academic dishonesty, insubordination, or disciplinary infraction may be cause for candidate rejection or loss of current membership status.

Discipline and Dismissal Procedure - Failure to maintain a 3.5 G.P.A. or any of the other expectations may result in dismissal from membership. If a member loses good standing by failing to maintain excellence in these standards, both the student and parent will be notified of the jeopardized standing. The student's expectations from that point forward will be given in writing (compiled by the chapter advisor) and any violation will result in immediate dismissal. Serious offenses such as disciplinary suspension from school or violation of civil or criminal state and/or federal law may be grounds for immediate dismissal without warning.

NHS Appeals – If a student is not selected for NHS membership and believes that he or she meets all the requirements, there is an appeals process. ***Please Note: It is the responsibility of the student, not the parent(s), to appeal a decision. Parent appeals will not be heard. In order to appeal, the student must present new information to the NHS advisor that he/she believes they may not have been considered or fully understood by the selection committee. If new information is presented, the advisor will schedule a meeting for the appeal to be made by the student to the school administration. The school administration will decide whether or not the selection committee will reconsider the candidate based upon this new information. The selection committee will then take a re-vote, which may or may not result in a change of the original decision. Appeals and revotes may or may not result in the student receiving NHS membership. Only one appeal is allowed per school year.

National Business Honor Society, Quill and Scroll, National Chinese Honor Society, National French Honor Society, and Tri-M Music Society, National Speech and Debate Society, and the International Thespian Society are each governed separately and have their own specific national guidelines for induction and membership.

Annual Dues

Members of the NHS will be subject to annual dues. The advisor and faculty council will determine the amount of the dues annually. Dues will not exceed \$20 per member for each school year.

I. ACADEMIC PROBATION

If a student is failing two or more subjects at the end of the quarter or semester, he or she may be placed on academic probation until the end of the next grading period. The number of credits a student is deficient plays a large role in determining probationary status. Bishop Noll does not allow 5th year seniors and does not encourage acquisition of credits following graduation.

If at the end of the probationary period, the student is still failing two or more courses, he or she may be asked to withdraw for poor academic performance.

If a student does not earn at least 8 credits following their Freshman year, they will be asked to withdraw from Bishop Noll Institute.

Additionally, students must earn at least 22 credits by the end of their Sophomore year, and 36 by the end of their Junior Year or they may be asked to withdraw from Bishop Noll.

Extracurricular activities may be limited for students on academic probation.

J. ACADEMIC DISHONESTY

The students, teachers and administrators of Bishop Noll are committed to the highest standards of honesty and integrity. Their work and achievement should be the result of their own efforts. Cheating, plagiarism or attempted cheating will not be tolerated in any form.

Definition of Academic Dishonesty or Cheating:

Academic dishonesty is an action intended to obtain or assist in obtaining credit for work that is not one's own. Examples of academic dishonesty may include, but not be limited to, the following:

1. Communicating with another student during an examination or quiz;
2. Copying material during an examination or quiz;
3. Allowing a student to copy from one's examination or quiz;
4. Using unauthorized notes or devices;
5. Submitting falsified information for grading purposes;
6. Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
7. Submitting a paper or project which is not the student's work;
8. Copying another person's assignments;
9. Allowing another student to copy one's assignment;
10. Removing examinations or parts of examinations without the knowledge and consent of the teacher;
11. Impersonating a student to assist the student academically;
12. Having another student impersonate the student to assist academically;
13. Stealing or accepting stolen copies of tests or answer keys;
14. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
15. Altering a teacher's grade book;
16. Falsifying information for applications (e.g., college scholarships);
17. Using computers, audio/visual aids and programmable calculators in violation of guidelines established by the teacher;
18. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
19. Unlawfully copying computer software or data created by others;
20. Misusing school computer systems which are used for student, staff or administrative purposes;
21. Any other violation intended to obtain credit for work which is not one's own.

Collaborations:

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Definition of Plagiarism:

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect

(paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the followings:

1. Failing to cite with quotation marks the written words, or symbols of another author;
2. failing to footnote the author and sources of materials used in a composition;
3. failing to cite research materials in a bibliography;
4. failing to name a person quoted in an oral report; In instances when a written cited report is required to be submitted along with the oral report and the student cites properly in the written report but omits citations in the oral report, these errors are considered errors in oral presentation and will be docked according to the assignment rubric and will not be considered a violation of the plagiarism policy
5. Failing to cite an author whose works are paraphrased or summarized;
6. presenting another person’s creative work or ideas as one’s own in essays, poems, music, audio, art, computer programs or other projects;
7. copying or paraphrasing ideas from literary criticism or study aids without documentation.

Consequences:

The above infractions for academic dishonesty and/or plagiarism are to be reported by all teachers. A record of all offenses will be documented in the student information system. The consequences may include, but are not limited to the following:

First offense	Second Offense	Third Offense
No credit given on material in question	No credit given on material in question	No credit given on material in question
1 hour detention	1-2 day out of school suspension	Recommendation for expulsion
Parent notified by teacher	Parent meeting with Assistant Principal & student placed on behavior contract	

K. FINAL EXAMS

Finals are given in every class and are worth 20% of the semester grade. Final exams may consist of projects, presentations, papers, or a variety of test formats and last 90 minutes. During the 1st or 2nd semester of senior year, per teacher discretion, students with an earned semester grade of A going into the final may be exempt from final tests/projects.

L. SUMMER SCHOOL

BNI operates a summer school program for the benefit of its student body. The program consists of courses that allow students to get ahead in their course work and open up their schedule for more electives, as well as select credit recovery courses. Credit recovery/makeup courses from semester failures must be taken at Bishop Noll Institute. If they are not offered, students will petition the administrator to get approval for programs offered through other schools or online.

M. COURSE WITHDRAWAL

Students may drop a course with no penalty during the first two weeks of the first semester for yearlong courses and the first two weeks of a semester-long course. If a student drops a course after the first two weeks of the semester, a grade of W/F (withdrawn from course with a failing grade) will be assigned and thus reflected in the student's GPA. This policy does not include withdrawals initiated by the administration.

N. TRANSCRIPT OF CREDITS

Requests for transcripts to colleges are made through the Guidance Office. Current students can expect to allow **no fewer than five working days for the processing of the transcript request**. There is no fee for the transcripts requested before graduation. Current students must request their transcripts through the Naviance system. Transcripts will not be released until all the student's financial obligations to Bishop Noll have been satisfied.

O. REPORTS OF ACADEMIC PROGRESS

All course grades are updated every other Friday, though many are updated more often. You can monitor your child's progress in every class through RenWeb regularly. Report cards will be made available online at the end of each quarter. Bishop Noll also hosts parent teacher conference night for parents to meet with teachers and discuss student progress and course expectations. See the school calendar for the conference date. Parents can also request conferences with individual teachers as desired.

P. RETREATS

BNI STUDENT RETREATS in 2022-2023

***IMPORTANT: Please note that there are changes still in effect for the BNI retreat program for the 2022-2023 school year due to the ongoing Covid-19 pandemic. The following information is subject to change at any time to maintain the health and safety of our students, staff, and families.*

Retreat Requirements by Grade Level:

Current Seniors: Class of 2023

- *Must have attended the Freshman Retreat in August 2019.
- *Must have attended the El Camino in-class experience in April of 2021 AND submitted the required reflections on Google Classroom.
- *Must have participated in your assigned Junior Retreat during the second semester of 2021-2022.
- *Must attend your assigned Kairos during 2022-2023.

Current Juniors: Class of 2024

- *Must have attended the virtual Freshman Retreat in August 2020.

- *Must have attended THRIVE! mini-Camino Retreat on September 12, 2021, at BNI.
- *Must attend assigned Junior Retreat in 2022-2023.
- *Must attend assigned Kairos during 2023-2024.

Current Sophomores: Class of 2025

- *Must have attended the Freshman Retreat on August 29, 2021, at BNI.
- *Must attend THRIVE! mini-Camino Retreat on September 11, 2022, at BNI.
- *Must attend assigned Junior Retreat in 2023-2024.
- *Must attend assigned Kairos in 2024-2025.

Incoming Freshmen: Class of 2026

- *Must attend the Freshman Retreat on August 28, 2022, at BNI.
- *Must attend assigned Sophomore Retreat in 2023-2024
- *Must attend assigned Junior Retreat in 2024-2025.
- *Must attend assigned Kairos in 2025-2026.

Students are required to participate in one retreat per year as a requirement for graduation from Bishop Noll Institute. All Freshmen and Sophomores will attend a one-day retreat in August or September (see details below). Juniors will be attending an overnight faith retreat, and seniors will attend the 4-day Kairos. Students who miss the retreat they sign up for through BNI Campus Ministry are responsible for making arrangements to attend an equivalent retreat on their own time and at their own expense; ***the replacement retreat must first be approved by the Campus Minister***, or students can request a spot on a later BNI retreat, which will involve additional charges (see **Retreat Fee** information at the end of this section).

Cell phones and other electronic devices (including school-issued iPads) are **not** allowed on retreats; student retreatants must hand over their cell phone/technology before they board the bus to leave school or present a signed note from a parent/guardian stating that the student does not have a cell phone or any other technology in their possession.

All students going on overnight retreats will receive an information packet about two weeks before their scheduled retreat. Students who fail to turn in the permission slip, teacher consent, and emergency contact forms by the listed due date will receive detentions.

Though our retreats are informed by our Catholic tradition, they are also open to people of any faith tradition or none at all. These experiences build on what students learn in our classrooms, do in our sports and clubs, and find community and prayer as part of a complete Catholic education and formation - Mind, Body, and Soul - at Bishop Noll.

We must retreat to move forward. Retreats offer us the time, space, and context to reflect on our lives and grow as children of God:

*The busy pace of our lives often leaves little time for prayer or self-reflection, so we take time to step away from the routine and examine it all.

*Our day-to-day lives take place in the same settings repeatedly, so retreats take us out of our normal environment and bring us to a new and quieter place to help us gain perspective.

*Lunch-table and hallway chatter, texting, or social media posts can be light-hearted and fun but can also exclude serious discussions. On retreat, we try to slow down, trust each other, and forge bonds so that we can share what's really going on with each other and with God, and have a good time along the way.

BNI RETREATS BY GRADE LEVEL FOR 2022-2023

Freshman Retreat: To welcome freshmen to Bishop Noll and get them started on their high-school journeys, the Freshmen Retreat occurs on campus and is led by Bishop Noll upperclassmen. The retreat helps freshmen become more comfortable by building community, confronting the challenges of high school, and becoming part of the Bishop Noll faith community. The day ends in a big Mass, inviting parents and families to share in this new beginning with their freshmen and celebrate our unity in Christ as a Church and a school. Freshmen will continue this spiritual journey throughout the year through a variety of follow-up activities with their retreat small groups and as a class.

The Freshman Retreat is held at Bishop Noll on **Sunday, August 28, 2022**. It is an all-day event starting with registration at 10 AM, and ending at approximately 6:30 PM.

THRIVE! Mini-Camino Sophomore Retreat: *El Camino* is a famous, traditional pilgrimage trail in northern Spain. For over 1000 years, people have walked this 500-mile journey following only a set of yellow arrows painted on rocks, trees, trails, and signs. Without a map, pilgrims reach the great cathedral in Santiago, built on the tomb of St. James. Sophomores will be shown “the way” on this one-day retreat – a simple progression that calls retreatants to reflect on self, others, and God. This helps us gain self-knowledge, strengthen our relationships, and grow closer to God.

The 2022-2023 THRIVE! Mini-Camino Retreat will be held on **Sunday, September 11, 2022**, at Bishop Noll Institute. It will start with registration at 10 AM and end at 6:30 PM.

Junior Retreat: The Junior Retreats are geared toward covering faith-based topics of interest for students. Students will be encouraged to put their love into action in service to others, God, and themselves in a variety of ways. These retreats are held at

[Lindenwood Conference and Retreat Center](#) on the campus of the Poor Handmaids of Jesus Christ (the founders of Bishop Noll Institute) near Plymouth, Indiana.

Fall: Wednesday/Thursday, **September 21-22, 2022**

Winter: Tuesday/Wednesday, **December 6-7, 2022**

Spring: Thursday/Friday, **April 3-4, 2023**

Kairos Senior Retreat: *Kairos*, a Greek word that means “God’s time,” calls seniors to embrace timelessness in this intensive four-day Catholic retreat. Kairos uses personal talks from peer and adult leaders, small- and large-group discussions, periods of silence and reflection, various integrated prayer experiences, and the Sacraments to invite teens to more seriously discover God in all things. The real value of Kairos occurs in living out the values of the retreat in one’s everyday life, so follow-up “Fourth Day Meetings” occur at school to sustain the impact of the retreat for all Kairos alumni. Kairos is held at LaSalle Manor, a retreat center sponsored by the Christian Brothers in Plano, Illinois.

More info at lasallemanor.org

Kairos 25: Tuesday-Friday, **October 11-14, 2022**

Kairos 26: Tuesday-Friday, **March 14-17, 2023**

Kairos 27: Tuesday-Friday, **May 2-5, 2023**

Annual Retreat Fee: Over four years, BNI students experience retreats that require extra facility rentals, lodging, meals/snacks, supplies, bus reservations, and other expenses. All students are charged an annual “Retreat Fee” of \$100, which is included as a part of each student’s tuition and fees. The total cost of a student’s four retreats at Bishop Noll is divided into four equal payments, charged each school year as the “Retreat Fee.” Juniors and Seniors: changing a retreat date for any reason outside of a family emergency will incur a \$50 additional charge for the particular school year for each date change requested.

-created on 5/13/2022

Q. EXTRACURRICULAR ACTIVITIES

Each student is urged to participate in one or more extracurricular activities. We offer athletic, music, drama, and subject-oriented clubs, student council, publications and special interest groups.

If a student should fall behind in his or her schoolwork, extra help and teacher conferences take precedence over any extracurricular activity and it may be suggested that a student limit, to some degree, his or her extracurricular activities. Students under academic and/or disciplinary probation may not participate in any extracurricular activities.

In order to take advantage of extra learning opportunities, a student must plan his or her activity schedule carefully so it is not too over-loaded. Obligations at home, church, and in the community should be considered in making decisions about participation in extracurricular activities. Students are asked to fully inform their parents about each performance.

School activities will be scheduled during the day before Homeroom Period or after school at times convenient to the group and its adviser. No students are to remain after school unless requested or they are participating in activities supervised by a faculty advisor. Only officially recognized school groups may use the school building facilities. Students' guests from outside BNI, who are invited to attend school- sponsored dances, may not be over 20 years of age.

Note: Freshmen and Sophomores are not allowed to attend Prom. All plans for activities and events must be cleared with the respective faculty sponsor(s) before requesting the approval of the administration. Lists of students seeking curricular or co-curricular positions of distinction at BNI, must meet the approval of the administration.

R. CHRISTIAN SERVICE COMPONENT

2022-2023 Student Christian Service Component

***Please note that there are still some changes in effect for the BNI Christian Service program for the 2022-2023 school year due to the COVID-19 pandemic. These policies are subject to change at any time without notice to maintain the health, safety, and educational priorities of our students, staff, and families.*

Introduction:

Christian Service is required for each student each year of their high school career at Bishop Noll Institute. **PLEASE NOTE THAT THE CHRISTIAN SERVICE REQUIREMENT IS FOR STUDENTS, AND IS TOTALLY DIFFERENT THAN THE PARENT SERVICE HOUR REQUIREMENT!**

The major purpose of this requirement is to introduce students to the special call of discipleship experienced through service to others. Students will be given opportunities to serve their neighborhoods, schools, parishes, and other communities in need of Works of Mercy. Students will have ample opportunity to secure service hours. It is important for you to know that students are expected to find their own opportunities. BNI will share opportunities that we are made aware of through outside groups, but that this does not happen on a regular basis. The review of service hours completed will involve providing documentation and reflection of his/her service experiences throughout the school year using the 1-to-1 technology that students have.

The Christian service component does not count as a part of the student's Theology course grade, but it will be posted in his/her Renweb/FACTS account at the end of each

school year, and will become a part of his/her permanent record. Students who do not complete their Christian service hours for the year will be given the opportunity to make up the service, but **ONLY** in that summer immediately following the academic year in question, and only after they have received special permission from the Campus Minister. If the make-up service hours are not completed in that summer, the permanent transcript will never be amended. Specific details about deadlines and extensions are listed at the end of this document.

*All service hours must be completed during the current school year (Monday, June 6, 2022 - Friday, May 12, 2023). Hours **will not be held over** for later years, or cannot be used from previous years.

Christian Service Hour requirements for 2022-2023 by grade level:

Freshmen (Class of 2026) = Complete & record 10 Christian Service Hours in MobileServe

Sophomores (Class of 2025) = Complete & record 12 Christian Service Hours in MobileServe

Juniors (Class of 2024) = Complete & record 16 Christian Service Hours in MobileServe

Seniors (Class of 2023) = Complete & record 20 Christian Service Hours in MobileServe

Three Categories of Christian Service Hour Options:

1) **In-Person Christian Service Hours:** Students may complete in-person service for charitable or non-profit organizations as in the past; you can earn **100%** of your Christian Service hours for these types of organizations. During 2022-2023, all grade levels of students are eligible to complete service for Bishop Noll for Christian Service without special permission; **however, you can only complete up to 50% of your total hours in service to BNI for the current school year.** See Appendix A at the end of this document for more detailed information.

2) **Spiritual Growth Service Hours** give you the opportunity to grow in love and charity by helping out at your church, parish, or at BNI liturgies and retreats. You can complete **up to 50%** of your Christian Service Hours for 2022-2023 with Spiritual Growth Hours.

3) **Family-Neighbor Service Hours** give you the opportunity to serve your family and/or neighbors. You can complete **up to 50%** of your Christian Service Hours for 2022-2023 with Family-Neighbor Hours.

Below are options students may pursue to earn In Person service hours, Spiritual Growth service hours, and/or Family-Neighbor Christian service hours. This is not an exclusive list:

In-Person Christian Service Hours

**See Appendix A at the end of this document for more detailed information!*

Special Circumstances: In-Person Christian Service Hours

***Blood Donation at NHS-sponsored Drives at Bishop Noll:** Students can earn the following amount of Christian Service hours for participating at BNI-sponsored blood drives:

- Pre-register and attempt to donate blood=1 hour
- Complete a full donation=2 hours
- Complete a double donation=3 hours

***Blood Donation at Drives Outside of Bishop Noll:** Students who make blood donations outside of school can earn **2 hours** of Christian Service with a successful donation. You **MUST** follow all documentation rules concerning MobileServe and get the signature and email address of the individual in charge of the blood drive at the time you are participating. You must also Geo-Tag your location in MobileServe before or after leaving the location.

Spiritual Growth Service Hours

Participation in Bishop Noll In-Person Masses or Other Liturgical Opportunities:

***If you are an altar server, usher, lector, or Eucharistic Minister at any in-person Mass in 2022-2023, you will receive 2 hours of service per Mass or event. You must sign up and be selected as an official Mass Minister list for a particular liturgical event, and complete your obligation in order to earn these hours. Miss B must sign off on them on MobileServe at the end of the Mass which you served!!**

*If you participate in organizing or planning any class retreats during 2022-2023, you can earn up to 5 Christian Service hours per retreat on which you lead/minister. Again, everything must be entered into MobileServe to receive credit, and the Campus Minister must sign off on the hours before they will be counted.

Participation in Parish Masses, Church Services, or Other Liturgical Opportunities OUTSIDE of Bishop Noll:

*If you are an altar server, usher, lector, or Eucharistic Minister at any in-person Mass in 2022-2023 at your local parish, you will receive 2 hours of service per Mass served. Your parish priest or another parish staff member **MUST** sign off on the hours in MobileServe. You must also provide his/her correct email address in the entry.

*If you are serving your church on Sundays with any ministry (music, acolyte, technology, etc.), you will receive 2 hours of service for helping at Sunday service. Your church minister or another parish staff member **MUST** sign off on the hours in MobileServe. You must also provide his/her correct email address in the entry.

*If you work as a CCD, RE/FF, or Sunday School teacher or classroom aide, or work at a Vacation Bible School during the summer, you will earn 1 hour of Christian Service for every hour you volunteered. For example, working at VBS from 9AM-noon on a random day of the week would equal three hours of service.

*If you are a part of the livestreaming team for your parish or church and **NOT** getting paid to do this activity, you will receive 2 hours of service for each Mass or church service at which you volunteered to livestream.

Family-Neighbor Service Hours

Your family and neighbors still need **you** during these difficult times! These hours give you the opportunity to show love and give charity with the realities of quarantines and social distancing. "Service starts in or near the home," as they say, so use these suggestions to gain service hours with your own family or nearby neighbors in need.

You cannot receive money for any of the activities completed for family or neighbors in order to count them for BNI Christian Service. Here are some ideas of how you might serve your family and/or neighbors. Please follow all proper social distancing and other COVID-19 protocols if you choose to serve someone outside your immediate family. ***You MUST post pictures of the service activity along with your other required MobileServe documentation in order to receive credit for completion:***

- Help your siblings or neighbors with their e-learning assignments or homework. 1 hour of help=1 hour of service.
- Cook and serve meals to your family. 1 hour of prep, serving and clean-up=1 hour of service. Add another 30 minutes (0.5 hour) if you also clean up after the meal. **YOU MUST PROVIDE PHOTOGRAPHS OF YOUR FAMILY ENJOYING THE MEAL YOU MADE, AS WELL AS PHOTOS OF YOU PREPARING IT!**
- General cleaning and disinfecting in your home. 1 hour of cleaning=1 hour of service.
- Do any sort of yard work without pay. 1 hour of of yard work=1 hour of service.
- Any home project for your parents. 1 hour of home project work=1 hour of service.
- Babysit younger siblings/relatives/neighbor kids without pay. 1 hour of babysitting=1 hour of service.
- Cook a meal and safely bring it to your neighbors. 1 hour of prep, serving and clean-up=1 hour of service.

You CANNOT work at a family or other business (auto shop, doctor's office, beauty shop, real estate, restaurant, etc.) AND RECEIVE CHRISTIAN SERVICE CREDIT FOR YOUR WORK, EVEN IF YOU DO NOT GET PAID.

How Do I Log My Christian Service Hours for 2022-2023?

For the fifth year in a row, we will be using the MobileServe app to log completed service hours for verification and recording. The app is already downloaded on your school iPad, and can be easily downloaded for FREE on your personal smartphone for easy use and recording. All you need is your username and password!

If an organization insists on providing a letter of verification for in-person service completed, simply take a photo of that letter and download into the MobileServe app under the appropriate service entry.

All current sophomores, juniors, and seniors should have an active MobileServe account. Incoming students (freshman and transfers) will receive instructions on how to create your MobileServe account in August, 2022. All new students will be emailed instructions in August, 2022, on how to enter Christian Service hours into MobileServe. Every effort will be made by the Campus Minister to meet with grade-level classes as needed to provide instruction and/or answer questions.

Documentation and Deadlines

*All Christian Service Hours **MUST** be **completely** recorded into the individual student's MobileServe account in the MobileServe app found on all school-issued iPads, and easily downloaded (free of charge) onto a student's personal cell phone.

***SENIORS: Your deadline for submitting Christian Service hours for the 2022-2023 school year is Friday, April 21, 2023, at 3:30 PM.**

*The last day that hours can be submitted to MobileServe by freshmen, sophomores, and juniors to count for the 2022-2023 school year is **FRIDAY, MAY 12, 2023, at 3:30 PM. Please note that MobileServe time stamps all entries you create. There are currently no extensions for service completion being granted for 2022-2023.**

Questions About 2022-2023 Christian Service?

Please email the Campus Minister if you have any questions.

Appendix A: In-Person Christian Service Parameters and Ideas

Before attempting or completing in-person Christian service during 2022-2023, please educate yourself on proper health and safety protocols for COVID-19 at the event in which you are serving, and follow them without question or issue!

Christian Service completed directly for Bishop Noll is open to ALL STUDENTS for the 2022-2023 school year, and you can earn up to 50% of your total hours for 2022-2023 through direct service to our school. The only stipulation for earning Christian Service by volunteering in some way for BNI is that the service **MUST** be above and beyond normal expectations for your classes, clubs, extra-curricular, and/or athletic requirements. For example, you CANNOT earn Christian Service hours for being an athletic team manager, selling concessions at the Fall Play if you are a member or Drama Club, competing in Spell Bowl, decorating the halls with Student Council for Spirit Week, or staying after school for homework help. For the 2021-2022 school year, you **can** earn Christian Service hours for being a student leader on a retreat, tutoring your classmates after school, working at the Lenten Fish Frys (if they are held), and/or helping a teacher/administrator/staff member with a specific task. See or contact the Campus Minister if you have any questions on what BNI activities would count for Christian Service in 2022-2023.

*Some examples of school-sponsored activities that currently **WILL NOT** count for the Christian service requirement for students include but are not limited to:

~helping with sports or club camps **IF YOU ARE BEING PAID.**

- ~donations (\$\$, supplies for the school, or food for school events)
- ~school-sponsored events that require the student's participation, such as fundraisers, plays, and dances
- ~club fundraisers and events (this includes selling tickets or concessions for any school events, bake sales, etc.)

***CHRISTIAN SERVICE CANNOT BE COMPLETED FOR A BUSINESS WHERE THE WORK TIES DIRECTLY INTO THE BUSINESS'S OPERATIONS.** So, for example, you cannot file paperwork for a law office, sweep hair at a beauty shop, fix cars for an auto mechanic, do yard work for a relative's landscaping business, clean tables at a restaurant, etc. Exception: your parents' dental practice volunteers at a charitable community event, or some other similar activity. Please note these lists do not include all possible examples or situations.

****IF YOU HAVE ANY QUESTIONS ABOUT WHETHER OR NOT SOMETHING COUNTS FOR CHRISTIAN SERVICE, SEE THE CAMPUS MINISTER IN ROOM 219 WELL BEFORE THE TURN-IN DEADLINES OF FRIDAY, APRIL 21 (SENIORS) OR MAY 12 (FRESHMEN-JUNIORS) OF 2023!**

POSSIBLE IN-PERSON CHRISTIAN SERVICE HOUR OPPORTUNITIES

*When completing service, students should follow the Catholic Church's **CORPORAL WORKS OF MERCY** and **SPIRITUAL WORKS OF MERCY**:

CORPORAL: Feed the hungry, give water to the thirsty, clothe the naked, shelter the homeless, visit the sick, help the imprisoned, and bury the dead.

SPIRITUAL: Instruct the ignorant, counsel the doubtful, help the sinner, bear patiently those who wrong others, forgive offenses, console the afflicted, pray for the living and the dead.

Based on the above listings, here are some possible opportunities for Christian service hours. This is not a complete list; there are many more unlisted opportunities that can be explored. Ask Miss Bolakowski in Room 219 well before the deadline if you think of something not on the following list!

-Parish/Elementary School Opportunities:

- *Religious Education helper/teacher
- *Parish events or fundraisers (carnivals, pancake breakfasts, etc.)
- *Volunteer tutoring at an elementary school

*Helping at elementary school events/fundraising

-Community Service/Charitable Organizations Opportunities:

*Organize a fundraiser, document it, and donate the proceeds to charity

*Volunteer REGULARLY for a charitable organization:

- ~Catholic Charities
- ~Boys' and Girls' Clubs
- ~Meals on Wheels
- ~Sojourner Truth House
- ~local hospital or nursing home
- ~local soup kitchen or food pantry
- ~Knight of Columbus events or activities
- ~Missionary organizations
- ~Mission Trips
- ~Habitat for Humanity
- ~local humane society
- ~Red Cross
- ~Other charitable organizations not on this list

-Neighborhood Service Opportunities:

Take a look around your neighborhood. Is there anyone who lives nearby that might need some special help? Volunteer in any of the following ways (NO MONEY should be accepted for this work):

- *Adopt a person with special needs (elderly, single parent family), and...
- *Take care of the yard: snow removal, rake leaves, cut grass
- *Help with shopping errands
- *Take them to church when needed
- *Visit and become a companion/friend
- *Babysit (again, for **no pay**)
- *See the Family-Neighbor Service Section for further details.

-created on July 7, 2021

-updated on May 13, 2022

S. BNI PARENT EXPECTATIONS

Bishop Noll Institute is grateful to have supportive and involved parents. Our parents recognize that in order for our children to succeed in school, teachers, students, and parents need to work together to equip our students with the necessary skills to be successful as an adult.

We appreciate our parents' involvement and sacrifice and encourage you to continue to participate fully and interact daily with your child's education.

The goal of this policy is to serve as a reminder of our expected code of conduct from our parents and visitors when interacting with or conversing with Bishop Noll Institute faculty and/or staff, and to general public as a parent of a Bishop Noll student.

Parents of Bishop Noll Institute students are expected to:

- Due to Covid-19 – Parents are expected to follow ALL doctor guidance in regards to a positive Covid test. If parents do not follow these or CDC guidelines, students will be subject to suspension and/or up to expulsion.
- Recognize that the education of each student is a joint responsibility of the parent, student and school community.
- Respect all members of the school community and be a good example with their own speech and behavior. Set a good example for children at all times.
- Refrain from using abusive language or behavior towards any staff member.
- Become familiar with school policies and help their children better understand them.
- Build good relationships with teachers and communicate appropriately with them to better the education of their child.
- Keep an open line of communication with the school on events that may affect student conduct or performance.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful resolution to the issue.
- Help students find a productive place to study and ensure that homework is completed in a timely manner
- Contact the educator directly that you may have questions for or issue with
- Set an appointment time to meet with the staff member either before or after school or when the teacher is on prep. Please don't just show up to school expecting or demanding to see school personnel. Chain of Command should be as follows:
 - Take your concern to the person closest to the situation
 - Present your concern to the next level (I.E. School Administration or Athletic Director)
- Make arrangements to ensure students arrive at school on time and are picked up after school in a reasonable amount of time.

Parents of Bishop Noll Institute Should NOT:

- Use loud, abusive or profane language towards students or staff
- Display disruptive behavior at school events that interferes with the overall operations of the school or event.
- Threaten staff members or other students.
- Damage or destroy school property.
- Use Facebook or any other Social Network to make rude/offensive comments towards individual staff members or the school in general, or to spread rumors, gossip, or hearsay that negatively impacts the school.
- Use Facebook or any other Social Network to campaign against or fuel outrage against individual staff members, the school, or policies implemented by the school
- Approach a staff member or another child in an intimidating or abusive way.

- Refuse to comply with any reasonable order of an identifiable school official attempting to perform his/her duties.

Should any parent not follow the expected Code of Conduct, they may be asked to leave the school premises. If necessary, school officials may ask the appropriate authorities to remove a parent or even ban the adult from entering school grounds in the future. The administration also reserves the right to withdraw a family from attending Bishop Noll Institute for inappropriate Parent behavior as determined by the administration.

IV. STUDENT SERVICES

The Bishop Noll Student Services Department is available for those seeking assistance with questions regarding their future plans, their courses of study, or any other situation for which they may feel a need for guidance or assistance.

A. Student Services Office

The Student Services Office at Bishop Noll Institute is a vital part of the school community extending various services to its students, faculty and parents. Recognizing the principles of Christianity, the counselors strive to promote Christian values in the BNI community. The aim of Student Services is to aid the students in making decisions and assuming responsibility as well as achieving academic, social and vocational awareness.

The objectives of the Student Services Department are:

- Promote personal counseling to students
- Promote assistance in academic planning and achievement
- Provide needed information and assistance to enable students to make responsible career choices
- Provide a variety of appraisal techniques (test, inventories, etc.) to foster self-awareness
- Provide up-to-date college and financial aid information
- Consult with parents, faculty, and administration on issues affecting the individual student and the entire BNI community
- Initiate and follow through on referrals made to other supportive community services.

The Student Services Department is directly responsible to the Administration, and cooperates with the faculty in promoting the welfare of the BNI community. Students are assigned to counselors for the purpose of attending to various guidance needs; however, students are invited to confer with any member of the counseling staff.

Procedures for students coming to the Student Services Office:

Students who desire to see a counselor are to make appointments with their designated counselor in-person, either before school, after school, or during passing periods, or via email (Email is preferred.). Counselors will then schedule the appointment, as well as all other appointments for students. An email will be sent to the student, and to the teacher that the student has during the requested class period, to confirm the appointment. At the beginning of the class period, the students will show the email to the subject teacher and ask to be excused. Teachers are asked to approve the students' time out of class by responding to the counselor's email. If the student is

absent, or if the teacher does not release the student from class (i.e. because of a test), the teacher will communicate with the Student Services Department, and the counselor will coordinate a different time to meet the student. Counselors will sometimes see students on a walk-in basis depending on the needs of the individual student.

SCHEDULE CHANGE POLICY

Bishop Noll Institute strongly advises students to carefully choose courses during the scheduling process that begins sometime in January. The counselors strive to honor all student scheduling requests, however, there are many times where a change cannot be completed for various reasons. Students are given adequate time to review the course descriptions and ask questions of parents, teachers and counselors before making their course selections for the upcoming year. The master schedule is then created based upon student course requests and students are scheduled into classes. Due to the complex nature of the scheduling process, changes will be granted only for the following reasons:

1. Error(s) made by the school during the scheduling process. This could include putting a student in the wrong course, failure to put a student back in a course that was failed, or allowing a student to advance to the next course having failed a prerequisite course.
2. Medical reasons with documentation.
3. A level change within a given course (CP to Honors, foundations to CP, CP to Foundations). Requests for level changes must be accompanied by a written explanation and signed by the parent, teacher, and department head.
4. Course is needed to fulfill Academic Honors Diploma or Core 40 requirements.
5. Course is needed to meet admission requirements at a college or university.

Schedule change requests for the above reasons will be considered starting two weeks prior to the start of the semester. Changes to a student's course requests may be made until the last day of the previous semester for 2nd semester scheduling, and to the date determined by the Student Services Department for 1st semester scheduling. Normally, this will be two weeks after the student's 1st semester Fall schedule is released by the Administration. This timeline is subject to change.

Note:

Requested course changes cannot be made if the class has reached its class size limit.

Teacher change requests, along with lunch hour change requests, will not be granted.

Elective course changes will not be granted, with the exception of #'s 4 & 5 listed above.

The drop / add period for each semester is the first two days of the semester. Requests are to be made by the end of the school day, on the second day. Requests to drop/add a year-long class

will only be granted after Administrative approval. Changes are made on an individual basis, and are not guaranteed. Students who withdraw from a class after the second week of the semester will receive a grade of “WF” (Withdraw Failure). “WF” is recorded as the semester grade and is computed in the student’s grade point average.

B. LIBRARY MEDIA CENTER

Students are welcome to use the Media Center during posted hours of operation. They may also use the Media Center when accompanied by a member of the faculty. Once they come to the Media Center, they must stay until the bell rings. No personal email, chat rooms, social networking sites or games will be permitted on Media Center computers. The student I. D. serves as a library card. Students must present a Bishop Noll I.D. in order to check out library materials. Books are loaned for two weeks and may be renewed. Circulating encyclopedias and the College Videos are loaned for three days. No magazines or vertical files may be taken from the library, but students may have material copied by the library staff. The cost is .10¢ each. The fine for overdue books is .05¢ a calendar day. Students are responsible for the materials they borrow.

C. HEALTH SERVICES

If a student becomes ill in school, he or she should report this illness to the teacher and request a pass to the Health Services Office. In some cases, the parents will be phoned and requested to take the child home.

Students may not take medication or leave the building because of illness without authorization from the administration. Students are not allowed to carry medication. All medication must be turned in to the Health Services Office. Medication will be taken under administrative supervision.

Nurses will be available at various times in the year to complete the required State health screenings.

D. ELEVATOR KEYS

A doctor’s permission slip is required to obtain an elevator key from the Health Services office. Students are responsible for signing these out each day before school and for returning the key at the end of each day.

E. PREGNANT STUDENTS

As a Christian community it is the school’s responsibility to provide physical, spiritual and emotional support and guidance to a pregnant student and the father of the child, if also a student. The school coordinates and facilitates all policies and procedures governing the maintenance of good health and safety of any pregnant student while attending BNI. These students and their parents will meet with the administration to clarify ethical and moral standards pertaining to the student’s remaining stay at BNI. Failure to comply with the mandates of the pregnancy policy stipulations of defiance towards the ethical and moral position of the school by the mother or the father would constitute grounds for dismissal. In cases of abortions, expulsion will be seriously considered as an option when knowledge of such is brought to the attention of the Administration.

F. STUDENT COUNCIL

- a. Elections: Candidates for Student Council and/or class office must adhere to requirements found in the School Policy, the Student Council Constitution, as well as the following:
 - i. Candidates must have a cumulative C average.
 - ii. Candidates must not be on disciplinary probation.
 - iii. Students elected to a Student Council or Class offer must maintain a good academic standing and not at any time incur a disciplinary probation.
- b. Activities: Any student will not be permitted to attend a student council sponsored activity unless she/he has a valid BNI card.
- c. Homeroom Representative Policy: After being absent twice from a student council general assembly meeting, a homeroom representative must be replaced by another member of that homeroom. The new homeroom representative must attend a general assembly meeting before the members of the homeroom can participate in any further Student Council activity.

G. STUDENT SHADOWS

Student shadows must present a letter from the school administration stating they are students in good standing and have permission to visit Noll. The BNI student arranging the visit must present this letter to the Administration at least five days prior to the scheduled visit. Also, to prevent embarrassment, visitors should be informed of our dress guidelines before coming to Noll. Other student visitors must make prior arrangements for a tour visit to Noll.

After the visit is approved, the form will be given to the receptionist along with a dated visitor's pass. Because of the size and scope of the BNI complex it is essential that all members of the school community conform to these guidelines.

V. ATTENDANCE

A. ATTENDANCE COVID-19 STATEMENT

In the event of an extended learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

B. BISHOP NOLL INSTITUTE COVID-19 ATTENDANCE PROCEDURES

In-Building Attendance Guidelines:

COVID-19 Home Pre-screening Requirements:

- Check your child's temperature. Please keep your child home if their temperature is 100.4 or above.
- Please keep your child home if they have new or unexplained onset of cough, shortness of breath, loss of taste or smell or muscle aches
- If your child has been in contact with anyone who has tested positive for COVID-19 please notify the school nurse and attendance office. They will instruct you on next steps
- If your child has had a fever in the last 24 hours - please keep them home.
If your child is kept home for any of the above reasons, expect a call from the school nurse or administrator who will outline your child's school re-entry plan.

For all students attending school in person:

- All students will enter through Door A - Main Entrance to the school
- School doors will be open at 6:45 AM
 - Students will then report to the cafeteria

How to Report Your Child Off from School:

TEXT: attendance@bishopnoll.org
EMAIL: attendance@bishopnoll.org
CALL: 219-932-9058 ext.1115

- Call offs must be reported to the attendance office by 8:00 a.m.
- Call offs must be reported by the parent using the email or phone number we have on file.
- State reason for absence: **Personal, Appointment, Student Illness, or Family Illness.**
(Please expect a call from the nurse if absent due to student or family illness).
- Parents will receive a midday text confirmation verifying any texted call-offs.
- If you are reporting your student off due to being positive for Covid-19:
 - Your student will need to quarantine for five (5) days from day of positive result
 - You must provide proof of positive test either from clinic or if test is taken at home, photograph of positive test with student ID posted in picture

Early Dismissal Procedure:

- Notify the attendance office by 8:00 a.m. via text, email or call (as outlined in the **How to Report Your Child Off from School section**)
- Students must stop in the attendance office prior to 8:15 to pick up their early dismissal pass.
- When picking up students, parents must come in to sign-out their children.
- Parents must have a valid I.D. at every pick-up. **No exceptions.**

Tardy Procedure:

- A student is considered tardy if he/she is not in his/her homeroom when the 8:00 bell rings.
- Students will enter the building through Door A

1st - 3rd Tardy - Warning

4th - 6th Tardy - 1 hour detention

7th Tardy - Meeting and/or contract with parent/student and School Administration

10th Tardy - Loss of credit for class missed or receive a grade deduction for the affected subjects.

- Students must report directly to their 1st period class. If they arrive at their 1st period class more than five (5) minutes after checking into the attendance office, the student will be considered truant.

Building Closures Due to COVID-19:

- All students will automatically transfer over to Virtual classes in the case of a building closure.
- Attendance procedures will be communicated by the school principal.

Additional Information:

If someone close to the student has been diagnosed with COVID-19 **students are expected to keep up with their school work from home with the use of Google Classroom and emailing teachers for any needed support.**

Students traveling to hotspots outside of the NW Indiana/Chicagoland area must report their travel to the attendance office. If any quarantine time is required upon return, you will be notified.

C. ABSENCES

IC 20-8.1-3-33 states that it shall be unlawful for a parent to fail to ensure that his/her child attends school as required. Attendance rules and policies at Bishop Noll Institute are made for the benefit of the student. There is a high correlation between student attendance and academic performance. Poor attendance directly impacts academic achievement. Missed class work can never be fully made up. We believe attendance is an important part of education, since later life habits can be formed for work and family.

All attendance procedures will be strictly followed. Noncompliance subjects the student to disciplinary action including but not limited to suspension, or expulsion.

A student is limited to a total of five (5) days EXCUSED absences per semester. Each day absent counts as one (1) towards the total of five (5). The following are the list of Excused Absences:

1. Regularly scheduled medical and dental appointments. Please try to schedule during non-school hours if possible. If the appointment is scheduled during school hours, a student is expected to attend school except for the time of the appointment and return to school with a medical excuse from the doctor's/dentist's office
2. A personal illness or injury requiring absence. It should be noted that most medical offices provide forms to be completed by the nurse or the office staff. We require that whenever a student visits a doctor's office, due to illness or injury, that he/she return to school with a not from the office stating the days the student will be/was absent from school
3. Driver's examination (A student is expected to attend school except for the time of the examination)

4. Military examinations (Arrangements must be made in advance and must be verified)
5. Other emergencies and unusual circumstances as approved by the administration prior to absence.

The ONLY EXEMPT absences are for the following reasons:

1. Prolonged personal illness (including hospital stays) - Prolonged is defined as Dr. recommended absence for longer than 5 consecutive days
2. School sponsored events
3. All court appearances
4. Funeral – family member – immediate family, grandparents
5. Officially representing the school
6. Working on precinct election board or assistant to a political candidate or a political party on the date of a general, town, or special election

NO OTHER absences are exempt. Administrative discretion will be applied to all situations.

Vacations should NOT be scheduled during the school year. For all absences, it is the student's responsibility to request missed work from their teachers.

D. UNEXCUSED ABSENCES

An absence is considered unexcused for the following reasons:

1. Truancy;
2. Time missed for disciplinary reason;
3. No parental contact on the day of absence;
4. No parental note upon return to school;
5. Excessive absence; and
6. Family vacation.

All unexcused absences will be addressed by the School Administration. It is the School Administration's discretion to determine consequences or a plan to address attendance issues.

The student will have to consult with the School Administration regarding missed work. A plan will be devised regarding school work. Unexcused absence may cause students to lose credit for daily assignments assigned, completed, or due on the date of the unexcused absence. Any assignment that is reflective of multiple days' worth of work will be allowed to be completed for credit. This includes tests or other major projects. The students may request consideration for credit lost due to an unexcused absence.

Chronic Absence

Senate Enrolled Act (SEA) 338 defines "chronic absenteeism" as a student who is absent 10% or more of the school year for any reason. School year consists of 180 days. Furthermore, SEA 338 defines a "habitual truant" as a student who is absent for 10+ days without excuse or without being absent under a parental request that has been filed with school. As a result of SEA 338, Bishop Noll is required to continuously monitor student attendance, reduce absenteeism and

truancy and report students who are chronically absent or habitually truant to the state, which includes referral to Indiana Department of Child Services and revocation of the driver's permit/license and/or work permit

In addition, students absent for ten consecutive school days may be dropped from enrollment.

Parents of students wishing to return to the school after this ten-day period must make an appointment with the school administration, who will then decide on readmission. All elements of the school's readmission policy as well as any other stipulations will be enforced at the school administration's discretion. Severe illness or injury, necessary major surgery, and other health related conditions may constitute exceptions to this policy, but the school must be notified of these conditions as soon as they become known. Delay in notifying the school may result in the automatic dropping from enrollment.

Lastly, the administration does not support extended vacations during the school year. The "excessive absence" policy may affect a student if they miss school because of family vacation.

E. SCHOOL PROCEDURES CONCERNING CONSEQUENCES OF ABSENCES

After four (4) absences during a semester the parent will be sent a letter to be signed and returned to the School Administration. The parent will be informed that all absences after the five (5) absences will be considered UNEXCUSED ABSENCES (see above). In addition, an attendance contract may be drawn up between the family of the student and Bishop Noll Institute. This contract will detail the conditions under which the student may remain at Bishop Noll. Violating the contract will result in the student being dismissed from Bishop Noll Institute.

EXTRACURRICULAR PARTICIPATION WHEN ABSENT

A student must be present for at least 4 periods of the school day in order to be allowed to practice, compete, perform, or attend any contest, performance or activity that day.

FIELD TRIPS – STUDENT'S RESPONSIBILITIES

The student is responsible for obtaining assignments and missed work. Students must turn in the assignment due on the day of the field trip before leaving. If a test is given on the day of the field trip, prior arrangements must be made with the teacher for taking that test.

CLASSROOM TARDINESS

Students are expected to be on time for all classes and scheduled activities during the school day. A student is tardy if they are not in the classroom when the bell rings unless he/she has an admit slip from an Administrative Assistant, teacher, Main Office, guidance counselor or administrator.

Bishop Noll Institute strives to enable all students to succeed here at BNI and in life. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits and, therefore, can not be condoned. It is the expectation of the school that the student be in the classroom when the bell rings.

All tardies to classes during the day will be handled in the manner described below. A tardy is defined as a student not being in the classroom when the bell begins to ring. If a student is tardy, teachers **MUST** follow the procedures outlined below.

First Tardy	Second Tardy	Third Tardy	Fourth Tardy	Subsequent Tardies
Inform the student of the tardy	Inform the student of the tardy	Inform the student of the third tardy and issue detention	Inform the student of the third tardy and issue two hour detention	Student will be sent to Assistant Principal's office
Warning	Warning	1 hour Detention	2 hour detention	Appropriate disciplinary consequences, which may include in school suspension, out of school suspension, etc.
	Subsequent tardies will result in a referral to the Assistant Principal	Subsequent tardies for that class will result in referral to the Assistant Principal and further discipline	Subsequent tardies for that class will result in referral to the Assistant Principal and further discipline	If the problem continues, the consequences will become stronger and could <u>include revoking the students' driving privileges.</u>

If a student is five (5) or more minutes late to class (for periods 2-7), the absence will be considered unexcused and the student may be considered truant. The teacher should document the unexcused absence and submit the discipline referral to the attendance office. The above tardy policy runs through the end of each semester and will start over at the beginning of the semester.

TRUANCY

Truancy is defined as a student who leaves the school building without prior permission from the administration, who remains in the school building but misses class time without permission or who does not attend school without parent/guardian knowledge and consent. A student who reports to class more than five (5) minutes late (for periods 2-7) will be marked as unexcused and may be considered truant rather than tardy. A student who is truant may face disciplinary action, including an out of school suspension for 1-3 days. On the third truancy from a class or classes

during the school year, a student may have his/her name sent to the BMV and his/her driver's permit/license will be revoked.

VI. DRESS CODE / UNIFORM REGULATIONS

A. UNIFORM PHILOSOPHY

As a Bishop Noll Institute student, you represent all members of the BNI school community -- its administration, faculty and staff, the current student body, your family, and all of Noll's alumni and friends.

The school and team sport uniforms that you wear identify you as a member of this community. Wearing your uniform properly and with pride reflects positively on yourself and all of the BNI community. The school uniform is to be worn in accordance with the following regulations from the time you enter school until the time you leave school.

B. IDENTIFICATION CARDS

Students will be expected to wear their identification cards at all times during school. Student ID must be visible at all times during school hours. Student must have I.D. cards in their possession for all school-sponsored functions. A student must show his card to any teacher or administrator upon request. If any student loses her/her B.N.I. card or defaces it, the student must acquire a duplicate I.D. within 24 hours. The cost for a duplicate I.D. is \$5.00. Student ID's may not be defaced, altered or mutilated in any way. The student ID is school property and must be returned to the school upon request if a student withdraws.

C. DRESS CODE WHEN REPRESENTING SCHOOL

Students representing Bishop Noll Institute at any function including but not limited to workshops, academic competitions, dinners, luncheons, award presentations, field trips etc. Also, students will be in uniform when having a photo taken for the newspapers. If a need arises for a uniform deviation, the sponsoring faculty member must receive permission from the school administration.

Note: Students are required to purchase their uniform pants, sweaters, shorts and polo shirts from Dennis Uniform.

The summer uniform may be worn from the first day of school until November 1st and from May 1st to the last day of school. Depending on the weather, these dates may be adjusted by the administration.

Boys' Uniform Policy

Summer Uniform:

- Navy BNI embroidered polo shirt
- Khaki shorts

Winter Uniform:

- One of four navy sweater options. The options are a vest, quarter zip pullover, v-neck sweater, and/or cardigan.

- Khaki pants
- The dress shirt has the option of white or blue pinstripe.
- Bishop Noll Institute navy tie

Girls' Uniform Policy

Summer Uniform:

- Navy BNI embroidered polo shirt (you may purchase a female cut or male cut shirt).
- Khaki shorts
- Girls may also choose to wear their skirts (instead of shorts) with the navy polo

Winter Uniform:

- One of four navy sweater options. The options are vest, quarter zip pullover, v-neck sweater, and/or cardigan.
- Khaki pants
- The dress shirt has the option of white or blue pinstripe.
- Navy, white, and khaki checked skirt
- Bishop Noll Institute navy tie with new design

In addition to the above uniform guidelines, the following specific dress codes must also be followed

The summer uniform consists of:

- BNI Shorts or Khaki, Dennis Uniform, slacks worn waist high with a belt; hemmed if necessary (no cargo or side pockets)
- A plain white undershirt must be worn under the polo
- White or Black athletic shoes may be worn with the summer uniform.
- Visible socks must be navy, gray, black, or white

D. BOYS DRESS CODE

The boys' uniform consists of:

- Pants must be worn waist high with a belt; hemmed if necessary (no cargo or side pockets)
- Plain white undershirt must be worn under dress shirt
- Dress shoes- Solid black/brown leather or "leather-like" shoes or "low-top" solid OR solid white or black athletic shoes
- Visible socks must be navy, gray, black, or white
- A belt with small buckle must be worn with pants at all times
- High cut shoes/boots; outdoor boots and backless shoes are unacceptable
- During inclement or cold weather if boots are worn to school, students must put on the proper shoes before entering the classroom.

E. GIRLS DRESS CODE

The girls' uniform consists of

- Pants must be worn waist high with a belt; hemmed if necessary (no cargo or side pockets)
- Plain white undershirt must be worn under dress blouse

- Dress shoes – Low or medium heeled, solid black leather or “leather-like” shoes or “low-top” solid or solid white or black athletic shoes
- Visible socks must be navy, gray, burgundy, or white
- Pantyhose (plain with no patterns) in flesh tones, gray, burgundy, navy, or white
- A belt with small buckle must be worn with pants at all times
- High cut shoes/boots, outdoor boots and backless shoes are unacceptable
- During inclement or cold weather if boots are worn to school, students must put on the proper shoes before entering the classroom.

E. UNIFORM CODE CLARIFICATIONS

All decisions concerning what constitutes proper uniform rest with the Administration of Bishop Noll Institute.

1. All uniform items must be properly worn:
 - a. Collar buttons buttoned, (if applicable)
 - b. Ties tied properly and must cover collar button
 - c. Skirts at modest length
 - d. Socks that cover the ankle
 - e. Shoe laces tied
 - f. No unauthorized pins or décor on sweaters
 - g. All shirts and blouses MUST be tucked in. No exceptions!
 - h. No wallet chains

Boys & girls may wear earrings. Earrings MUST be modest in size (not to exceed quarter size). The administration reserves the right to determine what is modest.

Nose rings are not permitted to be worn during school hours

Boys/Girls hair MUST be neat, clean and well groomed. Boys are allowed to have facial hair but they are to be neat and well groomed. The administration reserves the right to determine what is neat and well groomed.

Haircuts and hair color are to be appropriate for school, of natural color and not causing a distraction or undue attention. Letters, symbols, Mohawks, designs cut into hair are unacceptable. The administration reserves the right to determine whether or not a hairstyle is appropriate for school.

Footwear:

- Students are NOT allowed to wear shoes with the back out, sandals, flip- flops, open toe, house shoes, moccasins, or uggs with the school uniform, on Warrior Wear Days or Casual Days.
- Hair – Extremes in accessories, hairstyles, or hair color are not appropriate for a school or work environment; we encourage you to consider carefully and make tasteful judgments. The administration reserves the right to determine what is distasteful.

- Outdoor Clothing – No outdoor wear, including blazers, coats, mufflers, scarves, etc. may be worn or carried during the school day.
- Headwear – All headwear including baseball caps, hats, bandannas, sweatbands or other head coverings must be removed upon entering the building. These items will be confiscated if worn or carried during the school day. Tasteful hair/decorative headbands no wider than 1½ inches may be worn across the crown of the head.
- Jewelry – Other than earrings, ornaments and decorations associated with body piercing (tongue, chin, eyebrow, lip nose, gauges, etc.) are prohibited. Band-aids may not be worn in place of jewelry or to cover body piercing.
- Tattoos – Visible tattoos are not permitted; any pre-existing tattoo must be covered at all time, this includes dress down days and participation in athletic events.
- Bookbags/Totebags/Purses – (large enough to carry a paperback novel) may only be used to transport books to or from school. Note: Any bag brought to school MUST fit inside the student’s locker. “Luggage-style” bags with rollers will not fit and should not be used.
- The student I.D. must be visibly worn at all times during the school day. For security reasons, the student ID may not be altered or mutilated in any way.

Any deviation from proper uniform attire must be cleared by the School Administration and a note from a doctor and/or parent is required.

Any student who does not adhere to uniform regulations is subject to discipline.

Students will have 48 hours from the moment of contact to rectify the situation. If students do not rectify the situation, they will be put on unexcused suspension until the situation is resolved.

G. WARRIOR WEAR DAYS

Students are allowed to come to school in BNI attire or specified days. This includes sweatshirts, polo’s, t-shirts etc. having the Bishop Noll logo, mascot, or team identification imprinted on it. Jeans, slacks, BNI team/logo sweatpants, BNI flannel pants may be worn. BNI shorts may be worn during the time when the summer uniform is acceptable. Students with excessive behavior, attendance, and/or tardiness problems may not be allowed to participate in Warrior Wear day. They MUST to come in full uniform. Students who do not adhere to the Warrior Wear dress policy may have the privilege revoked for the entire year.

H. CASUAL DAY CODE (JEANS’ DAY)

1. Blue jeans, cargo pants and blue jean skirts
2. BNI t-shirt, BNI sweater or BNI athletic team apparel must be worn. Students may also wear appropriate shirts, polos, and sweaters. BNI Hooded sweatshirts may be worn
3. Socks must be worn
4. Athletic shoes must be properly laced.
5. All clothes should be clean with no holes.
6. Clothing may not be too tight (no tights) or baggy.

7. Shirts must cover the mid-section.
8. Blue Jean/ cargo shorts may be worn during the time when the summer uniform is acceptable.
9. The Administration reserves the right to determine what is modest and appropriate. At NO TIME are students allowed to wear clothes with holes, rips, tears on any clothing items including jeans, t-shirts, jackets etc.

If a student is in violation of the dress code on Warrior Wear day/or a jeans' day, the first period teacher will notify the Attendance Office. The student will also be issued a detention. Casual dress privileges for the year may be revoked by the administration if repeated or serious dress violations occur.

I. Professional Dress Day

Boys:

- Collared shirt (either button down dress shirt or polo shirt)
- Dress slacks or khaki pants (no cargo pants)
- Golf shorts (no basketball shorts or cargo shorts)
- Solid color dress shoes

Girls

- Dress blouse or polo (shoulders must be covered, i.e. no spaghetti strap shirts)
- Blouse or polo may not be low cut and must cover midsection
- Slacks, skirts or dress shorts (skirts and shorts must be of respectable length)
- Solid color dress shoes with a modest heel

General

- Clothing must be clean with no holes or tears in them
- No jeans or yoga pants are allowed to be worn
- Athletic shoes, slippers/slides, or crocs may NOT be worn

II. Virtual Learning Dress Code

Students are expected to be dressed in either a warrior wear shirt or the summer uniform polo

VII. BEHAVIOR POLICIES AND PROCEDURES

A. CODE OF CONDUCT

Due to Covid-19 – Students are expected to follow ALL doctor guidance in regards to a positive Covid test. If students do not follow these or CDC guidelines, students will be subject suspension and/or up to expulsion

According to the mission and vision of Bishop Noll Institute that emphasizes deep respect for the human dignity and the value of every individual, each student is to be considerate of the rights' of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, personal responsibility and a Christian attitude. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.

B. CONFERENCES FOR BEHAVIORAL CONCERNS

Conferences to discuss behaviors that affect successful school performance are scheduled by a school administrator and usually include the school administration, the guidance counselor, teachers and parent(s). The use of recording devices during conferences is prohibited. The secretive recording by a student or parent will result in immediate withdraw or expulsion of the student. **Because parent cooperation is essential to successful education and discipline, the administration of Bishop Noll Institute has the right to involuntarily withdraw a student when the parent/guardian of the student acts in ways not helpful to the successful education of the student as determined by the administration. If a member of administration or faculty is not permitted to communicate or meet with a student per a parent's instructions, the student will be withdrawn from the school.**

C. BULLYING, HARASSMENT, AND THREATS

Bishop Noll is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bishop Noll encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, social/relational, and psychological abuse, electronic or written, as provided herein Bishop Noll will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation and/or create an objectively hostile learning environment. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. In accordance with Indiana state law, bullying prevention rules may also be applied regardless of the physical location in which the bullying behavior occurred as long as the actions take place between the students of the same school district. Bullying as defined in state law means overt, repeated acts or gestures, including verbal, written or digital/electronic communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or substantially harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, derogatory name-calling, taunting, making threats, and hazing.

If a student is the target of bullying or any unwanted sexual, gender, religious, racial, ethnic, or physical disability-related conduct or derogatory communications, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated in a timely manner. All threats of any nature will be taken seriously and dealt with accordingly. Threats of disrupting the educational process, administering bodily harm, damaging property, or committing acts of violence will all be dealt with severely. School administrative guidelines are in place stating that a student threatening others or threatening suicide may be required to be professionally evaluated before being allowed to return to school. "I was only kidding" is not a justifiable defense or excuse.

D. ELECTRONIC DEVICES

Students are discouraged from bringing any electronic communication devices to school. The school will **NOT** be responsible for any lost or stolen items. If these devices disrupt the educational process, the student may face disciplinary consequences including detention, suspension or expulsion, and notification of law enforcement authorities.

In addition, if a student violates this policy the device (cell phone, smart watch, ear phones) may be confiscated. Under certain circumstances, the cell phone and/or other devices will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequence that is imposed. **There is to be no unauthorized videotaping, audio recording or photography of any part of the building, students and staff without the prior written consent of Bishop Noll.** This section is not intended to prevent parents or other interested parties from videotaping extra-curricular activities

E. ELECTRONIC DEVICES GUIDELINES & CONSEQUENCES

Personal electronic devices such as cell phones, smart watches and headphones are not permitted to be used during the school day. Students are only allowed to use them before the start of school, during lunch time and once school ends. The following consequences will be imposed if this rule is violated

1st Offense	2nd Offense	3rd Offense
Adult will confiscate the phone and headphones and turn into Assistant Principal	Adult will confiscate the phone and headphones and turn into Assistant Principal	Adult will confiscate the phone and headphones and turn into Assistant Principal
1 hour detention will be issued	2 hour detention will be issued	2 hour detention issued
Student must pick up devices at the end of the day	Student must pick up devices at the end of the day Student will be warned that a 3rd offense will result loss of privilege for 1 week	For the next 5 school days students must turn in personal electronic devices at the start of each school day to Assistant Principal.

F. ELECTRONIC TRANSMISSIONS

“Sexting” or using a cell phone or other electronic communication devices to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggesting while at school or at a school related function is prohibited. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. I.C. 35-42-4-4

G. DISCIPLINARY CONSEQUENCES

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all reasonable courses of action have been tried or considered, the student will be sent to the school administration for further action.

Administrators and teachers document behavior incidents in student files and on Renew when appropriate. When a serious behavior infraction is entered, a consequence is determined and the incident will be reported to the parent(s) via Renew and/or email.

Level-One infractions incur a verbal warning and/or detention as determined by the administration.

Level-One includes, but is not limited to:

1. Classroom Disruption as defined by the classroom teacher
2. Use of cell phone
3. Wearing headphones or earbuds
4. Gum, Food in Class, Spitting
5. Note Writing
6. Teasing, Name Calling
7. Tardy to Class
8. Failure to Follow Directions
9. Lacking Supplies or not having iPad charged
10. Touching other's Property
11. Dress Code Violation/ wearing inappropriate clothing to school
12. Inappropriate physical contact
13. Profanity, Obscenity
14. Using the iPad during class time for anything other than assigned classwork (i.e. watching videos, playing games, etc.)

Level-two infractions incur a 2 hour detention, in-school suspension, and/or an out-of-school suspension.

Level-Two includes, but is not limited to:

1. Repeated Level-One Violation (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Internet Violation
3. In appropriate use of/ or forging a hall pass. Forging or impersonating another person
4. Cheating/Plagiarism on tests/homework (check school wide policy)
5. Endangering the safety of others by fighting, pushing, shoving, tripping and/or throwing any object that might cause bodily harm
6. Open Defiance, Insubordination, or Disrespecting of school staff or employees
7. Entering areas of campus that is off limits to students or without adult supervision
8. Failure to wear facemask (if facemasks are required in building)
9. Leaving the school, class or class assignments without permission from authorized school authority (truancy)

10. Causing trouble at any educational function or school sponsored event
11. False informing/accusations
12. Provoking or encouraging others to fight
13. Possession of Inappropriate Items as determined by Administration or a teacher

Level-Three infractions incur at least multiple day suspension and at the discretion of the Administration, expulsion from Bishop Noll Institute.

Level-Three including, but not limited to:

1. Repeated Level-Two Violation or Continual Level-One Violations (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon
3. Attack on school employees or other students.
4. Threats to school employee or other students or their property
5. Leaving Campus without Permission
6. Bomb Threat or False Fire Alarm
7. Involvement in gangs or displaying gang paraphernalia (symbols, types of clothing, signs, colors, etc.)
8. Endangering the Well-Being of Self and Others
9. Not cooperating in School Evacuation
10. Use or Possession of Drugs and Drug Paraphernalia
11. Use of Possession of Tobacco/Vaping Products (including vaping pen, charger, cartridge and/or matches/lighters)
12. Theft or knowing possessing stolen articles
13. Extortion
14. Harassment: hazing, bullying, harmful pranks, sexual harassment, harassment threats, or intimidation
15. Indecent exposure
16. Careless, unsafe or reckless driving
17. Mutilating, littering, defacing or destroying school property at any time
18. Serious Inappropriate Behavior (as determined by the Administration)

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

Consequences may include, but are not limited to:

H. DETENTION

Detentions are time spent after school fulfilling service to the school. The purpose is to discourage negative behaviors and/or activities, and give back to the school. Three detentions from any level result in an in-school suspension or an out-of-school suspension. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

Detentions will be held Monday-Friday for one hour from 3:15 to 4:15pm.

If a student fails to serve the detention within the 48 hours, the detention will be changed to a two (2) consecutive day (2 hour) detention. If they fail to serve the detention, they will be issued a one (1) day out of school suspension.

Students **MUST** be on time and dressed in full school uniform. Students will meet **IMMEDIATELY** right after school in the Assistant Principal's office and call their parents to inform them of their detention. Students who arrive after 3:15pm will **NOT** be allowed in detention and will have to come the following day **ON TIME**.

Upon arriving for detention students **MUST** turn in their cell phones and ear buds/headphones and sit silently for one (1) hour. Students are not allowed to sleep, watch videos, or play games during detention. Detention proctor will dismiss students at 4:15pm.

I. PROBATION

The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the School Administration, at which point the student may not participate in any school activity or be a member of a Bishop Noll Institute athletic team. If the student's behavior does not improve during this period, the School administration will decide if withdrawal is appropriate.

J. SUSPENSION

Subject to the procedural provisions of the applicable Indiana State Statutes, a student may be suspended by a building principal for a period of not more than ten (10) school days for any conduct constituting grounds for expulsion. In cases where an eLearning day occurs during the suspension time, since eLearning constitutes a school day, the eLearning day counts as a day of suspension. If a student is placed on out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return.

Students will not receive credit for daily work missed but will have the opportunity to make up tests, quizzes and/or projects.

During a behavioral suspension the student is not permitted to participate in extracurricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other Bishop Noll Institute event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

Student will enter into a behavior contract with Bishop Noll indicating any further offenses leading to suspension may result in the student being asked to withdraw from Bishop Noll.

K. EXPULSION

Student behavior that is a continual source of harassment to teachers and/or fellow students, may result in involuntary withdrawal or expulsion from the school. Such a request is made at the discretion of the school administration. Any conduct not consistent with Catholic moral teaching

and the philosophy of Bishop Noll Institute constitutes grounds for possible expulsion. Possession of illegal substances, a weapon or item judged by the administration as posing a threat to the safety of other students, will result in immediate expulsion. The school administration will in all instances be the final arbiter in determining the grounds for expulsion.

Students expelled from Bishop Noll Institute are not permitted to attend any school function, on or off school property, unless readmitted to school or when the expulsion period has expired.

L. INVALIDATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

In accordance with the IC 9-24-2-1, which provides that any student under the age of 18 and who receives a second out of school suspension during a year or an expulsion for disciplinary reasons, will have his/her name sent to the Indiana BMV which will invalidate the student's license or permit until the earliest of the following events:

1. The person becomes 18 years of age
2. The suspension or expulsion is reversed

M. OFF CAMPUS CONDUCT

The administration of Bishop Noll Institute reserves the right to discipline its students for off-campus actions that are in violation of the Code of Conduct and behavioral expectations of students.

N. SEARCHES

Vehicles. Any vehicle parked in the student parking lot is subject to drug dog searches. Any item that is prohibited in the School is also prohibited in the students' vehicles. Should a drug dog discover any prohibited or illegal item, the same disciplinary procedure would apply as if the item were found on the student's person. If a drug dog indicates the possible presence of any material that the dog is trained to detect within a vehicle, then an immediate search of the vehicle can take place. Any student who drives a vehicle to school is deemed to have consented to such search. Upon a drug dog alerting its handler to a student vehicle, a School administrator will request the student to allow a further search of the vehicle. If a minor student refuses to allow such search, School personnel will immediately contact the student's parent or guardian. Illegal items may be seized by School authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Any student who refuses to allow his or her vehicle to be searched shall be considered to be in possession of Prohibited Substances as explained and is subject to discipline as explained above.

Lockers. Lockers issued to students are the property of Bishop Noll Institute and are subject to inspection and/or search and seizure of its contents at any time at the discretion of the administration. Drug dogs will periodically search student lockers, and any prohibited or illegal items found in the student's locker are considered to be in the possession of the student

O. Virtual Learning Behavior Policy

1st violation of remote learning code: This will be considered a Level 1 infraction. Teacher will email/call the student's parents. Teacher will inform the Assistant Principal of the violation so it

can be entered into the Behavior Module in RenWeb. The student will lose participation points for the day.

Level 1 includes, but is not limited to:

- Virtual classroom disruption as defined by classroom teacher
- Teasing, name calling
- Failure to follow directions
- Profanity/Obscenity
- Failure to turn on camera and be visible during video sessions
- Failure to attend scheduled video sessions

2nd violation of remote learning code: This will be considered a Level 2 infraction. Teacher will escalate this to the Assistant Principal, who will call/email home and add behavioral violation to RenWeb. The student may lose participation credit for the duration of e-learning time period (or at the most for the week if it is an extended e-learning timeframe). The student will also be placed on an E-Learning Behavior Contract that will be in effect through the duration of the school year. Out of School Suspension may also be issued when in-person classes resume, as determined by the administration.

Level 2 includes, but is not limited to:

- Repeated Level-One Violation (regardless of whether each violation was previously recorded or incurred previous discipline)
- Forgery
- Cheating
- Making Threats
- Bullying
- Open Defiance, Insubordination, or Disrespecting of school staff or employees
- Plagiarism

3rd violation of remote learning code: Student will incur at least a suspension and at the discretion of the Administration, expulsion from Bishop Noll Institute.

Level 3 includes, but is not limited to:

- Repeated Level-Two Violation or Continual Level-One Violations (regardless of whether each violation was previously recorded or incurred previous discipline)
- Hacking into virtual class sessions
- Sharing login information of virtual classes to students not in said class or to someone outside of Bishop Noll Institute
- Threats to school employee or other students or their property
- Serious Inappropriate Behavior (as determined by the Administration)
- Harassment whether sexual, physical, verbal, cyber, etc.

Using this system and the general disciplinary actions as defined in the Bishop Noll Handbook (pages 35 and 36) for all behavior issues as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

Consequences may include, but are not limited to: Detentions, Probation, Suspensions and Expulsions as defined in the above sections

VIII. Virtual Learning Student Code of Conduct

Although students may not be in the physical school building, they are still participating in a real classroom setting with their teachers, advisors, and fellow students; therefore, appropriate student behavior is required in chat sessions, comments, emails, video conferences, and any other form of digital communications. The following code of conduct addresses student interaction as well as individual actions.

A. Interactions with faculty and staff:

1. Students should address all Bishop Noll faculty and staff members as adult education professionals when speaking or writing to or about them. Students should only address adults using the appropriate title (Mr., Mrs., Ms., Dr., Coach, etc.) and last name. No other form of title is acceptable.
2. All students must use their first and last name as it appears in RenWeb when logging into a Ring Central classroom or any livestream classroom application.
3. Students should communicate with faculty and staff in a polite and respectful tone in all forms of digital conversation (including but not limited to Google Classroom, email, Zoom meetings, Google Hangouts, Facetime). Comments and conversations must be free of profanity, obscenity, threatening language, excess slang, or any other language they would not use in a professional setting.
4. Students may not show or share any graphic, obscene, or otherwise unChristian-like actions or images in any communications with faculty or staff. This is outlined in the [BEHAVIOR POLICIES AND PROCEDURES](#) section
5. Students must only use their Bishop Noll email address when conversing and accessing communication apps, like Zoom or Google Classroom. Students must use a profile picture that is appropriate for an educational environment. Bishop Noll administration reserves the right to determine if a student profile picture is inappropriate. Students with an inappropriate profile picture will be required to update their user profiles.
6. Students must refrain from making unnecessary noises during video conference sessions and should mute their audio until asked to speak. Students should only ask and/or address the content or course material when participating in video conferences, forums, emails, discussion posts, chat sessions, etc.
7. Students should not share content, their screens, or a whiteboard during video conferences or chat sessions. During video conferences, students must have camera turned on and facing their **own face** only. Background virtual setting images must be tasteful.

B. Interactions with students and others:

1. All communications with other students in any video conference, forum, email, discussion post, chat session, etc. (including but not limited to Zoom conferences, Google Hangouts,

Google Meet, Google Classroom), must be polite, courteous and respectful. Students may not use obscene, profane, threatening, or disrespectful language with other students.

2. Students may not show or share any graphic, obscene, or otherwise unChristian-like actions or images in any communications with other students. This is outlined in detail in the [BEHAVIOR POLICIES AND PROCEDURES](#) section

3. Students are required to be present as themselves in all chat sessions and/or video conference meetings. Students may not give login information, passwords, or meeting IDs to anyone else within Bishop Noll or outside of the school. Students or adults may not pose as another student or use their identity during a video conference or chat session. No one but the student may login to a student account to complete coursework on behalf of the student.

4. Students may not enter another class's video conference or chat session without teacher approval.

5. Students must follow the academic honesty policy outlined in the Bishop Noll Technology Responsible Use policy and the student handbook.

C. Appropriate Use of the Internet

All Bishop Noll students must abide by the same rules outlined in the [Technology Responsible Use Policy](#). Any student that violates this policy will be subject to disciplinary action outlined in the E-Learning Behavioral Policy as well as other disciplinary or legal action.

IX. GENERAL INFORMATION

A. BUILDING HOURS

Students will not be allowed into the building before 6:30 a.m. on class days and will be expected to be out of the building by 5:15 p.m. unless participating in a practice or meeting associated with an extracurricular activity. The classroom area of the building will be open from 7:30 a.m. to 3:20 p.m. If students stay after 3:20 p.m., they are expected to stay in the cafeteria under supervision until 5:15 p.m. Parents are responsible for having all unsupervised students out of the building by 5:15 p.m.

B. LOCKERS

As a private school, all lockers remain the sole property of Bishop Noll Institute and as such are subject to inspection at any time at the discretion of the administration.

C. CAFETERIA

The cafeteria is open to all students in the morning and during the lunch periods. Criteria morning hours are 7:15 - 7:50. The cafeteria closes promptly at 7:50 to allow students ample time to get to class on time.

During their assigned lunch periods, students must report to and remain in the cafeteria. They have the option of bringing a lunch from home or purchasing a full meal from the cafeteria

serving area. Eating, drinking, and snacking must be confined to the cafeteria area if sanitary conditions are to prevail throughout the BNI complex. Students and personnel are expected to pick up after themselves when finished in the cafeteria. All paper and uneaten food should be disposed of in a trash container. Trays and dishes should be returned to the designated area. If all adhere to these simple guidelines, the cafeteria will always be an attractive place for all.

No outside food is allowed to be delivered during the school day by parent or food service.

MEAL CHARGE

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and policy for meal charges. Bishop Noll Institute will adhere to the following meal charge policy:

- A. All cafeteria purchases are to be prepaid before meal service begins either by credit or debit card or EFT using the foodservice online payment system, FACTS , or by cash in the school office.
- B. A student may charge up to \$40 in meals, as long as they establish and maintain a good credit history of making payments on their foodservice accounts.
- C. A staff member may charge up to \$40 as long as they establish and maintain a good credit history of making payments on their foodservice accounts.
- D. A student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees or make purchases in the snack bar if they have a negative balance.
- E. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.
- F. Schools may NOT deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
- G. The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. As reflected in the meal charging procedure document.
- H. If food and nutrition services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if s/he continues to abuse this policy, the privilege of charging meals could be refused.
- I. The automated call system will notify parents every Wednesday of any outstanding negative balance in the foodservice account. The foodservice manager will also send home letters each week to parents of students who carry negative balances \$10 and above.
- J. All accounts must be settled at the end of a school year. Letters will be sent home approximately five (5) days before the last day of school to students who have any negative balances. Negative balances of more than \$50 not paid in full thirty (30) days prior to the start of the following school year will force Bishop Noll Institute to take action to collect unpaid funds by means of collection agencies, small claims court, or any

other legal method deemed necessary by the school administration. Under the National School Lunch Program the Food and Nutrition Program is not allowed to write-off debt.

- K. Students who graduate or withdraw from the district and have \$1 or more left in the foodservice account will be notified by mail by the district Food and Nutrition Department office at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within forty-five (45) days the student's foodservice account will be closed and the funds will no longer be available.

Adopted 08/01/17

D. ENVIRONMENT

In order to maintain an atmosphere that is conducive to the health and spirit of the BNI community, it is essential that all students and staff adhere to the following regulations regarding sanitary environment control:

1. All use of food and beverages must be limited to cafeteria.
2. All waste materials must be properly disposed of; a student caught intentionally littering will be disciplined.

E. PARKING

The school reserves the right to legislate or to deprive students of the privilege of driving to school, if their driving endangers the safety of others, is contrary to any local or state regulations, or if it endangers the good name of the school in any way.

Driving Privileges:

Unexcused absences and/or suspensions will jeopardize driving privileges governed by the Indiana Bureau of Motor Vehicles under I.C. 9-24-2-1.

G. COURTESY

Courtesy to fellow students, teachers, school employees, and visitors is a tradition at our school and should be maintained at all times. Students should strive to be considerate of all others, regardless of racial, religious, or economic background. Students are expected to respect and obey the judgment of their teachers who are responsible for them during the school day. Students are to treat all other adult employees of the school with courtesy and follow the requests or directives given by them. This includes custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary actions.

H. HALL PASSES

A written pass is for any exit from the classroom and is given at the discretion of the classroom teacher.

1. Hall passes are used for emergency use and are adequate for a four minute exit.
2. Written passes are required for any exit which may take longer than four minutes.
 - You may not interrupt a class to speak to another student.

- You may not disrupt other classes by shouting, running, or making noise of any kind.
- You may not loiter or visit with others in the halls; take care of your business and return immediately to class
- You may not be in the hall during class periods without a pass issued by the teacher.

I. BALLOONS, CANDY BAGS, AND BOUQUETS POLICY

1. No balloons, candy bags, or bouquets are allowed in any classroom, nor are they to be carried in the halls or on the stairs.
2. Balloons, candy bags, and bouquets are allowed in the cafeteria during the lunch periods only.
3. At times other than the lunch period, balloons, candy bags, and bouquets are to be stored in the Attendance Office and may be picked up after dismissal for the day.
4. No delivery of balloons, candy bags, bouquets, or gifts will be made to the classroom during the day. The recipient of such an item will be notified to pick up the respective item in the Attendance Office after dismissal for the day.
5. No balloons, candy bags, bouquets or gifts will be permitted in the field house for graduation.
6. All posters must be removed at the end of the school day.

J. PUBLIC DISPLAY OF AFFECTION

Bishop Noll Institute expects its students to act in a dignified Christian manner. Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable. Administration reserves the right to determine what is inappropriate.

K. BISHOP NOLL INSTITUTE DANCE GUIDELINES

Bishop Noll Institute hosts dance for the enjoyment of all Bishop Noll students and approved guests. These dances are held to promote camaraderie among the student population. At no time does Bishop Noll Institute promote dating or relationships outside of friendship for all dances. All students are expected to abide by Bishop Noll Institute expectations for behavior and demeanor. Homecoming Dance: The Homecoming Dance is open to all BNI students. A BNI student may bring a non-BNI student to the dance. The visiting student must be a high school student, or enrolled in college, and must be under the age of 21. In order for a BNI student to bring a non-BNI student to a dance, the appropriate guest form must be completed and approved by the School Administration. Winter Dance: The Winter Dance is open to all BNI students.

Prom: Prom is only open to junior and senior BNI students

L. SAFETY DRILL

Fire, tornado and civil defense drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modify instruction, which the situation may dictate. Any disturbance, including talking during emergency drills, will result in detention.

M. WORK STUDY

Limited work-study positions are available during the school year. Student workers are determined by financial need. Work-study assignments are only valid for the current school year.

N. WITHDRAWAL PROCEDURES

Students withdrawing from Bishop Noll Institute should first obtain a Withdrawal Form from the Admissions Office. The form, which includes the reason for leaving, must be completed and signed by both student and parent and returned to BNI before any records can be sent to the transferring school. Transcripts will not be sent, until all financial obligations are met and Bishop Noll property and ID returned.

O. RELEASE FOR PHOTOGRAPHS, FILMS, AND VIDEOTAPES

As parents/guardians I/we give permission for Bishop Noll Institute to photograph my child for curricular and extracurricular purposes such as yearbook, school newspaper, website, press releases, recruitment and marketing materials. We understand that the photographs will be used only for school purposes and will not be sold to any agency, news organization or outside group.

X. ATHLETICS

A. PHILOSOPHY AND PURPOSE

This handbook has been prepared to help parents and students better understand the policies and guidelines of the BNI athletic program. We believe that the mental, physical, and emotional growth of a high school student can be greatly enhanced by participation in a well-developed athletic program. The understanding and support of these rules by parents of our student-athletes is of paramount importance. It must always be remembered that your son/daughter's participation in athletics is a privilege, not a right. Commitment to their sport(s) is essential in attaining excellence and extends beyond the playing arena. Adherence to training rules is a must for the health and safety of our students. Our training rules in no way conflict with IHSA or school policies, and it is believed that they will help our student-athletes attain the goals and objectives that they set for themselves.

B. CIVILITY POLICY

This policy requires mutual respect, civility, and orderly conduct among BNI students, parents, employees and the public. Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting adults as positive role models to the students of this school, as well as to the community, BNI encourages positive communication and will not tolerate volatile or hostile actions and/or abusive language by any student, parent, guardian, employee, or patron (here after known as "person"). Any person who disrupts or threatens to disrupt normal school and/or office operations (either in person or through electronic means); willfully causes property damage; uses offensive language; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to student disciplinary procedures, or if an adult, will be asked to cease

such behavior or directed to leave school property. If any person uses obscenities or speaks in an abusive manner (in person or electronically), the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner. If corrective action is not taken by the person, the employee will verbally notify him/her that the meeting, conference, or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For employees, appropriate disciplinary action will be taken in accord with school agreements. For adults, the Principal, or designee will inform the person that he/she will not be allowed on school property for an amount of time commensurate with the violation of this policy. Verbal harassment or disrespect targeting a student of employee (in person or electronically) on the basis of race, religion, or handicap will not be tolerated. Any person claiming to have experienced such harassment shall follow the same reporting procedures set apart for sexual harassment. Bullying of students, either verbal or physical, shall not be tolerated. Any report of bullying shall be reported to a school administrator and investigated. Student disciplinary procedures shall be enforced. Any employee or student who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to sanctions for misconduct set forth in paragraph 5 of this policy.

C. COMMUNICATION WITH PARENTS

Clear lines of communication should be established between coaches and parents. The Athletic Department will conduct a parents meeting in the fall and winter for parents to attend. Items that will be covered in the meeting with all teams, coaches, and parents present include but are not limited to:

1. Athletic Handbook
2. Physical, Concussion and Heat Forms, Cautionary Statements
3. Parent – Coach Communication
4. NCAA Clearinghouse
5. Doctors Release to Play
6. Sportsmanship
7. Grades, attendance, discipline

Communication is key in order to maintain a successful program. In order to do so, athletes, coaches, and parents should follow proper procedures in chain of command communication. Appropriate concerns to discuss with the coaches should be items such as how to improve the athlete's performance, behavior issues affecting the athlete's performance, or mental & physical treatment of the athlete. Items that are considered inappropriate for discussion are things such as team strategy, play calling, and athlete's playing time. Coaches should not be confronted before, during, or after a contest about any of the previous items. The procedure should be as follows:

- 1st The student-athlete should talk to the coach first about any concerns or issues.
- 2nd the student-athlete and parent should schedule a meeting with the coach at a convenient time for all to discuss concerns.
- 3rd The student-athlete and parent should schedule a meeting with the administration and coach if previous attempts are unfruitful.

D. WARRIOR DAY - BISHOP NOLL ATHLETE - SPORTS JERSEY DAY

Athletes are allowed to wear their sports jersey or team shirt, hoodie, jacket, etc. as long as it is uniform across the entire team as authorized by the school administration. Students must still wear school uniform bottoms. Coaches must make sure that these guidelines are followed.

E. REPORTING INJURIES

Athletes are to report all injuries immediately to their coach, trainer, and when appropriate, the school nurse. Students are expected to follow procedures directed for their rehabilitation and attend practices as their physical condition allows.

F. PHYSICAL EXAMINATION

All student-athletes are required by state law to have a physical exam completed and on file with the Athletic Office *before* practicing/conditioning in any sport. Physical exams are the responsibility of the athlete and his/her family. The trainers and athletic secretary will work together in making sure that the forms are filled out correctly, properly signed, and on file in the Athletic Office prior to the athlete's first participation. Coaches will not allow an athlete to practice/condition without this requirement fulfilled. All athletes must have a physical on file with the Athletic Department prior to *any* summer participation in conditioning, open facilities, weight training etc. Physicals must be dated April 1st and after of the current school year to qualify.

G. PRACTICE

Athletes must have 10 separate days of a full organized practice in that sport under the direct supervision of the high school coaching staff prior to participation in the first inter-scholastic contest. Athletes cannot participate in practice if they have been absent or were not in school for the required 4 hours/classes. Athletes are expected to leave within 30 minutes of the conclusion of practice and will only be supervised for such time unless otherwise arranged with the coaches.

According to the IHSAA, any student properly certified to participate in inter-school activities shall attend regularly scheduled practice sessions to be eligible for inter-school athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student fails to attend regularly scheduled practice sessions, the student shall be required to complete the following prior to participation:

5-10 days missed complete 4 regular practices

More than 10 consecutive complete 6 regular practices

H. ACADEMICS

Grade Checks / Eligibility

Coaches should make every effort to assist their athletes and programs by keeping a watch on their progress and scheduling of courses. Although this is the responsibility of each individual athlete, the Athletic Office will help each Head Coach to monitor these issues. Shortly after the grading period ends, each coach must check the grades and make sure that their athletes do not have any failing grades. **An athlete becomes ineligible if he/she has either 2 D's or one F.** The athlete is not eligible for reinstatement until the following grading period.

I. ABSENCES

A student must be present for at least four (4) full classes during the day in order to be able to participate in athletes, games or practices, that day in question.

J. CITIZENSHIP

It is important that our student-athletes exemplify proper citizenship at all times. An athlete's behavior during the school day, their choice of friends, and the places they frequent can have a negative impact on the athlete's performance. It is hoped that our athletes will make wise choices so that their families, school, and teammates will not be hurt by irresponsible behavior.

K. AWARDS

Specific awards for each sport are determined by the Coach and approved by the administration. Numerals, letters, and trophies are among the awards. Awards are presented at the fall (November), winter (March), spring (May) recognition events.

L. ROSTER

Once the first official practice day is determined in a given sport, the head coach will set a date, normally after one week, on which to make roster reductions, if necessary. This applies as well to the determination of the various levels within the team (i.e. freshman, junior varsity, where applicable). The removal/dismissal/assignment of athletes takes place according to a well-defined and documented policy, known to players and parents in advance. Criteria may include, but are not limited to: athletic skill, knowledge of the game, coaching ability, and compatibility with team objectives, attendance, academics, and adherence to/violation of team policies. Coaches provide the Athletic Office with a copy of this policy prior to the first practice of the season. Upon request, the coach will provide a description of the reasons for a player's removal. Removal from a team roster may take place at any time during the season, including during state tournaments, should the head coach deem this necessary and, as always, in accordance with the stated policy.

M. IHSAA EJECTION FROM CONTEST

Any athlete or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next inter-school contest at that level of competition and all other inter-school contests at any level in the interim, in addition to any other penalties assessed.

N. AGE

IHSAA rule states that a student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for the inter-school athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for inter-school athletic competition in that sport.

O. SPECTATOR CODE OF CONDUCT

All spectators, regardless of their age or affiliation to the school, are expected to illustrate good behavior at any BNI athletic event and away events.

Spectators will:

- Display good sportsmanship at all times.
- Be polite and respectful to those around them.
- Immediately notify the event security if they witness any illegal activity.
- Sit in the assigned seating stated by the host school.
- Follow the re-entry rule once they leave the event.

Spectators will not:

- Harass the officials, coaches, or participants.
- Bring and/or carry any weapons into the event.
- Bring or consume alcohol or illegal substances.
- Enter the playing surface at any time.

If at any time spectators do not follow the Code of Conduct Rules, they will be subject to removal from the facilities.

First removal will result in a 2 game suspension.

Second removal will result in a season-long suspension.

P. ADDITIONAL REGULATIONS

It is the right of any coach in the Athletic Department to add specific rules to his/her program. These rules may not conflict with school policy or with the policies that are set forth in this handbook. Parents are reminded that their involvement in the BNI Athletic Program should always be one of a positive nature. At no time should it be disruptive to the program.

Please review the full Bishop Noll Athletics Handbook at www.bishopnollathletics.org

Technology & iPad Responsible Use Policy

The purpose of the Internet and Bishop Noll's iPad initiative is to enhance and support learning by providing students with the resources and opportunities necessary in today's technology-driven academic setting and allowing the opportunity for collaborative work. The use of the school's Internet connection and technological devices must be in support of education and research and consistent with the philosophy of Bishop Noll Institute.

Student Responsibilities: Students may only use the iPad for educational purposes. They are responsible for maintaining their iPad and keeping it in working condition and prepared for class each day.

All students are responsible for the following:

- Bringing their iPads to school every day. Parents are not allowed to drop off student iPads if they are forgotten at home. Failure to bring an iPad to class may result in loss of credit of work if the device is required for classwork.
- Taking home their iPads and charging them every night. There will not be any charging stations available throughout the day. If a digital assessment is to be given on the iPad in class and a student does not have the required battery life needed, no extensions or alternate deadlines will be given to the student. The teacher reserves the right to give a 0 on the assessment.

- Storing their iPads in a secure, locked locker when not in use—or in another secure place when off campus—including athletic practices/events or other after-school activities.
- Keeping the provided Logitech case on the iPad at all times and free of defacement (no stickers, doodles, graffiti, etc.)
- Caring for the physical upkeep of the iPad. iPad screens should only be cleaned with a soft cloth and the device should not be kept in extreme heat or cold (do not leave in vehicles). If an iPad does break or a screen cracks, you must bring it to the technology department immediately.
 - **Broken devices**
Any device that has been broken will be sent to Apple to be repaired or replaced. The student's family is responsible to pay the AppleCare+ service fee each time a device is broken. Beginning with the class of 2023 and any student who has a 7th generation iPad with a new Logitech rugged case combo, AppleCare+ covers up to two incidents of accidental damage per year without a service fee.
 - **Lost or Stolen iPads**
If an iPad is lost or stolen, the principal, assistant principal, and technology department must be alerted immediately. Lost or stolen iPads that are not located will be remotely wiped. **The student's family is responsible for the replacement fee of \$550.** Bishop Noll Institute is not responsible for any personal files that are lost.
 - The replacement fee of a lost, damaged, or broken **case/keyboard** is \$100.
 - The replacement fee of a lost, damaged, or broken **charging cable** is \$15; the **USB charging port** is \$19.
 - ****Damages to the case/charger will be assessed by the technology department; damages to the iPad will be assessed by Apple****

Acceptable Use: All students must demonstrate ethical, responsible, and legal behavior when using any technology and the school network. All material viewed or websites visited on the internet must demonstrate good taste and Catholic values and uphold the vision of Bishop Noll. In order to maintain a safe and ethical learning place, all students must be responsible for appropriate use of technology and the network. Bishop Noll devices--including the iPads--are subject to routine monitoring by faculty, administrators, and staff. If there is any violation of the responsible use policy and agreement, a student's access to the internet and devices--including the iPads--will be revoked and he or she will be subject to disciplinary action as outlined in the Bishop Noll student handbook. If a violation specifically includes iPad use, the iPad may be confiscated, locked down, wiped, and/or turned over to the appropriate authorities. Please note that the Bishop Noll technology department has full authority over what applications are deemed acceptable for educational and personal use. Personal use apps that interfere with the network's bandwidth, classwork or a student's education may be blocked and/or removed by the technology department at any time.

All students are prohibited from the following:

- Committing academic dishonesty: Using technology to create, share, store, or view information--including homework and assessments--that could be used for cheating is considered academic dishonesty and is not tolerated.
- Accessing inappropriate materials--The use of the school's Internet connection must be in support of education and research and consistent with the philosophy of Bishop Noll Institute. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to the following: copyrighted material; threatening, pornographic or obscene material; material protected by trade.
- Connecting to any networks other than the student network, NollNet, when in the school
- Cyberbullying
- Taking pictures, recording video, or recording audio of other students or teachers without permission. This includes but is not limited to inappropriate, embarrassing or sexually explicit pictures or videos, pictures or videos taken in the rest rooms or locker rooms.
- Partaking in illegal activities--Use for commercial activities is generally not acceptable. Bishop Noll Institute does not accept responsibility for a user's participation in activities involving money.
- Jailbreaking, tampering with an iPad, or attempting to gain unauthorized access to another account (i.e. hacking)--Students may only use accounts assigned to them. Any attempt to hijack anyone else's account or misrepresenting yourself as someone else is prohibited.
- Illegal file sharing--Students may not use the network at BNI to upload or download music, video, or other files not related to school. Use of torrent or other file sharing services is prohibited. BNI will not be responsible for illegal file sharing and will cooperate with the appropriate authorities.

Student and parent/guardian Technology Responsible Use Agreement (Please read)

We have received and reviewed the Bishop Noll Technology Response Use Policy for the **2021-2022** school year and understand that access to technology is being provided to the students for educational purposes only. I agree to use/give my child permission to use the iPad, Bishop Noll student network, and the Internet. We agree to abide by the policies set forth and understand that all final decisions rest with the Bishop Noll Institute administration. Should the student violate the agreement in any way by misusing technology, Bishop Noll's computer network, and/or the Internet, we understand and agree that disciplinary action may be taken and access to Bishop Noll technology may be revoked.

We also agree to hold harmless Bishop Noll Institute against any losses or costs that may result should the student's iPad be confiscated in violation of the policy.

In the case of a lost or stolen iPad, we accept responsibility for the replacement fee of \$550.

MILITARY OPT OUT LETTER (FOR SENIORS ONLY)

This form is to be filled out by seniors only. You only need to fill out this form if you intend to opt out of having your name, addresses and telephone numbers to military recruiters.

The Every Student Succeeds Act (ESSA) requires school districts to release the names, addresses, and telephone listings of high school students to military recruiters upon their request unless the student or his/her parent/legal guardian requests that the student’s contact information not be released. ESSA requires school districts to inform the student and the student’s parent/legal guardian of their right to opt out.

If this form is completed, signed, and returned to the student’s school, the school and school district shall not release the student’s name, address, and telephone listing to military recruiters without prior written consent of the secondary school student or parent/legal guardian.

This form can be completed and signed by EITHER the secondary school student OR the student’s parent/legal guardian.

Student’s Name (Please print) _____
School _____
Date _____

Check the appropriate box:

- As a secondary school student, I am exercising my “opt out” right to direct that my school and school district shall not release my name, address and telephone listing to military recruiters without prior written consent.

I understand that if I do not “opt out” or request to withhold my student information, then information will be released to military recruiters.

Student’s Signature _____
OR

- As a parent/legal guardian of this student, I am exercising my “opt out” right to direct that the student’s school and school district shall not release the student’s name, address, and telephone listing to military recruiters without prior written consent.

I understand that if I do not “opt out” or request to withhold my child’s information, then information will be released to military recruiters.

Parent/Legal Guardian’s Signature _____

Printed Parent/Legal Guardian's Name _____

AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein “parents”) who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church.⁵¹ Among other things, the Catholic Catechism states: “*By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.*” (2393 Catechism of the Catholic Church.)

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated “*Our body itself establishes us in a direct relationship with the environment and with other living beings,*” and that “*learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.*” “*Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.*”

In application of these religious beliefs, students will be limited to using the restroom/locker room matching the student’s biological gender as created, meaning as it would be defined by the student’s chromosomes. This means, for example, that no person with a Y chromosome may enter the girl’s restroom/locker room.

If serious concerns arise as to a student’s and/or parent’s position or action(s) with respect to the tenets of the Catholic faith, then parents will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child (ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child (ren) will be expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with the school administration and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological and/or social situation.

⁵¹The Catechism of the Catholic Church can be found at the website for the United States Catholicm Conference of Bishops: www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/

Bishop Noll Institute Consent and release for photographs, film, video

Dear Parents and Guardians,

In order to celebrate the many accomplishments of our students, Bishop Noll submits press releases to local media and posts items to its Website and social media sites. Student run organizations, such as yearbook and newspaper, may also use these images and stories. At times, local media representatives including but not limited to Big Shoulders Fund are invited to attend Bishop Noll events and classrooms and may photograph/film/interview students. Please complete and sign the consent form below.

As parents/guardians of _____, I/we give permission for Bishop Noll Institute and Big Shoulders Fund to photograph/film/interview my child for curricular and extracurricular purposes such as yearbook, school newspaper, press releases, social media, recruitment and marketing materials. I/we understand that these materials will be used for school purposes and will not be sold to any agency or outside group.

This release is valid for your child's duration of time at Bishop Noll.

Parent/guardian signature

Date

Student and Parent Verification
2022-2023

We have reviewed the Bishop Noll Institute handbook (found on the Bishop Noll website: <https://www.bishopnoll.org/current-families/student-handbook>) for the 2022-2023 school year.

We agree to abide by the policies and procedures set forth within and understand that all final decisions rest with the Bishop Noll Institute administration. We understand and agree that the “school administration” as used throughout this handbook means the Principal or the Principal’s designee. We further agree to accept all notices and communications regarding any matter, including disciplinary matters, via email.

Signing below will acknowledge that you have read and understand the following:

- **Bishop Noll Handbook**
- **Technology User Agreement**
- **Acknowledgement for Student Enrollment**
- **The Bishop Noll Institute Consent and Release for Photographs, Film and Video**

Student Signature

Print Student Name

Date

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Parent/Guardian Email Address