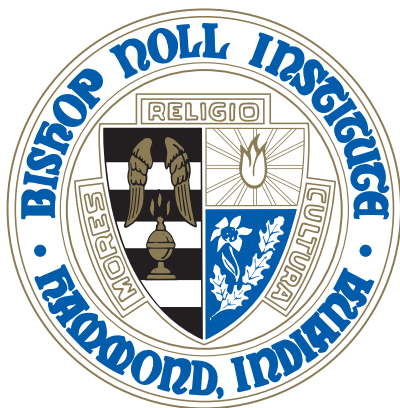


**BISHOP
NOLL
INSTITUTE**



Mission Statement

Bishop Noll Institute is a Catholic, Diocesan, co-educational, college preparatory school serving students in grades 7 through 12. Founded in 1921, BNI is committed to excellence in preparing young adults of diverse backgrounds to think critically and become confident, sensitive, Christian leaders capable of adapting and contributing to the world community. Student development occurs within a process of formation in the Gospel of Jesus Christ as proclaimed in the Catholic Church and a challenging academic curriculum calling each student to his or her highest potential.

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.*

ACKNOWLEDGMENT

The administration and faculty of Bishop Noll Institute wish to express their thanks to Bishop Dale J. Melczek 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 the Athletic Association 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.

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.

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.

*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.*

I. 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.

II. ALL SCHOOLS WILL HAVE THE SAME 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.

III. HISTORY

A little over 80 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 year.

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 year. Thirteen Sisters arrived, led by Sister Marie Genevra, Central's first superior and dean of girls.

At the beginning of the 1934-35 school year, 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 fieldhouse, 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 year. 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, Scott D. Fech was appointed principal.

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 80 years and 20,000 graduates later, it remains one of the finest centers of Catholic education in Northwest Indiana.

IV. FOUNDATION

Office of Institutional Advancement

The Bishop Noll Institute Foundation was incorporated in the State of Indiana in October 1978. The purpose of this organization is to carry out development/fund raising activities; to distribute funds to Bishop Noll Institute for its operation and to distribute scholarship funds per directions of donors and as agreed to with Bishop Noll Institute.

V. CURRICULUM

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.

A. DEPARTMENTS

Performing and Visual Arts	Science
Foreign Languages	Social Studies
Mathematics	Business/Computers
Physical Education/Health	English
Theology	

B. 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. The total number of credits (49.00) must include two majors and two minors. A major is three years (6 credits) in the same subject area; a minor is two years (4 credits) in the same subject area. All students must pass the Graduation Qualifying Exam (ISTEP) and the required service hours.

Course Requirements, Regular Diploma

- English 8 credits (4 years)
- Social Studies 6 credits (3 years)
 - World History 2 credits
 - United States History 2 Credits
 - United States Government 1 Credit
 - and
 - Economics, Psychology, or Sociology 1 Credit
- Theology 8 Credits (4 years)
- Mathematics 4 Credits (2 years)
 - Two credits must be completed in a full year course.
- Science (Biology 1 and 1 other) 4 Credits (2 years)
- Health and Safety 1 Credit (1 semester)
- Physical Education 1 Credit (2 semesters)
- Beginning Speech 1 Credit (1 semester)
- Freshman Seminar 1 Credit (1semester)

Additional elective credits for a total of 49 to graduate.

PLEASE NOTE: Beginning with the Class of 2011, this diploma is no longer and option.

Course Requirements, State of Indiana CORE 40 Diploma

- English 8 credits (4 years)
- Social Studies 6 credits (3 years)
 - World History 2 credits
 - United States History 2 Credits
 - United States Government 1 Credit
 - and
 - Economics 1 Credit
- Theology 8 Credits (4 years)
- Mathematics 6 Credits (3 years)
Credits must include at least 3 of the following: Algebra, Geometry, Algebra II, Pre-Calculus, Calculus
- Science (Biology 1 and 2 other) 6 Credits (3 years)
- Health 1 Credit (1 semester)
- Physical Education 1 Credit (2 semesters)
- Beginning Speech 1 Credit (1 semester)
- Freshman Seminar 1 Credit (1 semester)

Eight additional credits are selected from the above courses or in Foreign Languages, Performing and Visual Arts, Computer Applications, or Careers.

Total of required credits to graduate is 49.

Course Requirements, Academic Honors Diploma

- English 8 credits (4 years)
- Social Studies 6 credits (3 years)
 - World History 2 credits
 - United States History 2 Credits
 - United States Government 1 Credit
 - and
 - Economics 1 Credit
- Theology 8 Credits (4 years)
- Mathematics 8 Credits (4 years)
Credits must include at least 4 of the following: Algebra, Geometry, Algebra II, Pre-Calculus, Calculus
- Science (Biology 1 and 2 other) 6 Credits (3 years)
- Foreign Languages 6 or 8 Credits (3 or 4 years) in one language, or 2 Credits (2 years) in one language and 2 in another
- Health 1 Credit (1 semester)

- Fine Arts 2 Credits
- Physical Education 1 Credit (2 semesters)
- Beginning Speech 1 Credit (1 semester)
- Freshman Seminar 1 Credit (1 semester)

Total of required credits to graduate is 49.

Only courses in which a C or above is earned may count towards the Academic Honors Diploma. Students must have a grade point average of B or above (3.0) to earn this diploma. The policy of Bishop Noll Institute is that a student cannot retake a course for the sole purpose of raising the grade point average.

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

For transfer students, additional information on graduation requirements is available from a counselor in Student Services at Bishop Noll Institute. If a student transfers in with a grade of PASS, that grade will convert to a grade of C

C. RETREATS

To enhance the faith life and spirituality of Bishop Noll Institute, the students will participate in a retreat during each academic year. **The participation of the student in a yearly retreat is a requirement for graduation.** If the student is ill and unable to participate in the class retreat offered by the Department of Campus Ministry, he or she must then select a suitable substitute to fulfill this requirement. Alternatives include, but are not limited to, T.E.C. (Teens Encounter Christ), World Youth Day, T.A.P.T. (Teens Are People Too) and community service. Any cost from the retreat alternatives will be incurred by the student. To cover retreat expenses, such as supplies, pop, guest speakers, etc., a reasonable fee will be mandated for each retreat to be paid by the student, on the day of the retreat.

D. SUMMER SCHOOL

BNI operates a summer school program for the benefit of its student body. The program consists of make-up courses for students who fail classes during the regular school year. Semester failures must be made-up during the summer *immediately* following the failure. **Work**

and/or vacations are not excuses for failing to attend summer school.

E. HONOR ROLL DETERMINATION

Summa Cum Laude – 4.0 G.P.A. and above

Magna Cum Laude – 3.5 G.P.A. to 3.999

A student who has a D or F grade does not qualify for this honor roll. A student who receives an unsatisfactory application comment does not qualify for either the Magna or Summa honor roll.

Cum Laude – 2.999 G.P.A. to 3.499. Any grade below a C would automatically eliminate a student from this honor roll.

F. GRADE SCALE

Diocesan Grading Scale

A+	=	100	C+	=	84 – 83
A	=	99 – 95	C	=	82 – 79
A-	=	94 – 93	C-	=	78 – 77
B+	=	92 – 91	D+	=	76 – 75
B	=	90 – 87	D	=	74 – 72
B-	=	86 – 85	D-	=	71 – 70
			F	=	69 and below

G. WEIGHTED GRADES

Grades are weighted according to the following systems – 4.00 and 5.00. The rationale for this is as follows:

4.0 System: 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 4.00 system. *(Note: The majority of courses offered at B.N.I. are weighted on the 4.00 system.)* Quality point values on the 4.00 system are as follows:

A = 4.0 B = 3.00 C = 2.00 D = 1.00 F = 0.00

All Courses not listed as a 5.00 system course are considered 4.00 system courses.

5.0 System: Course which 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 5.00 system. Admission to such courses is selective and requires

that students have attained a high school level of mastery to meet the prerequisites. Quality points values on the 5.00 system are as follows:

A = 5.00 B = 4.00 C = 3.00 D = 2.00 F = 0.00

5.00 System Courses

Advanced Algebra 2 – 351	All AP Courses
Algebra 151	Geometry 254
Advanced Pre-Calculus 357	English 331, 431
Spanish 4	French 4
Physics	Advanced Theatre Arts

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

COURSE WITHDRAWAL

Students may drop a course with no penalty during the first two weeks of the first semester for year-long 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.

H. ADVANCED PLACEMENT 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. A fee, payable by the student, may be required to take this test.

I. TRANSCRIPT OF CREDITS

Requests for transcripts to colleges are made through the Student Services Office. *Transcripts are never released directly to a student or parent.* Students can expect to allow no fewer than five working

days for the processing of the transcript request. There is no fee for the first transcript. Additional requests incur a transcription fee of three dollars. There is a \$3.00 for each transcript. Transcripts will not be released until all the student's financial obligations to Bishop Noll have been satisfied.

J. ACADEMIC PROGRESS REPORTS

An Academic Progress Report is distributed to each student mid-way in each grading period. The report lists the grade that is being earned by the student for each class that he/she is enrolled in at the time the report is issued. This report is issued to inform parents of their child's academic progress during the school year. Academic Progress Reports are not the official grade. Parents are urged to contact teachers about their child's grade at any time during the semester.

K. 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.

L. ACADEMIC PROBATION

If a student is failing two or more subjects at the end of the quarter, he or she will be placed on academic probation until the end of the next grading period. **Students accepted on appeal are placed on academic contract. If at the end of the probationary period, the student is still failing two or more courses, she/he will be issued an academic contract or be subject to withdrawal for poor academic performance.**

Extracurricular activities may be limited for students on academic probation. A list of students on probation will be distributed to all faculty members at the end of each quarter. It is the responsibility of the faculty moderator to be aware of any student on academic probation to be sure academic progress is being made. A student on academic probation will be issued a bi-monthly progress report by Student Services. This report must be signed by the parent/guardian and returned.

M. ACADEMIC DISHONESTY

Students should aspire to learn and to achieve honestly. Their work and achievement should be the result of their own efforts. Cheating or attempted cheating will not be tolerated in any form: copying

homework from another student or allowing another student to copy one's own work; looking at another's paper during a test or quiz; plagiarism (i.e./copying directly, using partial wording, or using another's original ideas without documentation); providing another student with test answers; providing another student with written work; gaining an unfair advantage in any dishonest manner. Loss of credit for the written assignment and a grade of zero "O" for tests, quizzes, or exams, will be automatic. Faculty will notify the Dean of Students and the Dean of Academics as well as parents concerning the academic dishonesty and the offense will be entered on the student's academic and disciplinary record. Repeated offenses may result in the student going before the Faculty Discipline Hearing Board which may result in expulsion.

N. SERVICE LEARNING

As a Catholic school it is important for students to see the positive role that service to others can have in their lives. All students are required to complete 10 hours of service each year they are in attendance at Bishop Noll Institute. Students are individually responsible for arranging service hours. Any student who does not fulfill the service requirement will be required to return to school during the summer to complete their service hours to the school. Any senior or 8th grader who does not complete their service component will not be allowed to participate in graduation activities.

VI. PUPIL PERSONNEL SERVICES

The counselors are available for those seeking assistance with their 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

Philosophy and Objectives

The Department of Student Services 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 Student Services are:

1. to promote personal counseling to students;

2. to promote assistance in academic planning and achievement;
3. to provide needed information and assistance to enable students to make responsible career choices;
4. to provide a variety of appraisal techniques (test, inventories, etc.) to foster self-awareness;
5. to provide up-to-date college and financial aid information;
6. to consult with parents, faculty, deans and administration on issues affecting the individual student and the entire BNI community;
7. to initiate and follow through on referrals made to other supportive community services.

Organization

The Student Services Office is directly responsible to the Administration and cooperates with the faculty in promoting the welfare of the B. N. I. community. Students are randomly 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 Student Services

Students who desire to see a counselor are to leave their names at the Student Services Office. Counselors will then set up these appointments, as well as all other appointments for students, on school interview Request Slips. Interview Request Slips, if possible, will be delivered to the students during homeroom. At the beginning of the class period, the students will show the interview Request Slip to the subject teacher and ask to be excused. Teachers are asked to approve the students' time out of class by signing the interview Request Slip. 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 state the reason on the request slip and send the student aide with the Interview Slip to Student Services. The appointment will then be rescheduled. This procedure is important; otherwise, the counselor is left waiting for someone who does not show up.

After the interview, the counselor will sign the Interview Request Slip stating the time the student left Student Services. The student will then return to class, giving the teacher the Interview Request Slip.

B. LIBRARY/MEDIA CENTER

Using the Library

Students are welcome to use the Media Center before and after school. During school hours, students must have a pass from a faculty member to come to the library. Student may use the library during lunch hour if they have received a pass from the library staff or cafeteria proctor. No personal e-mail, chat rooms, or games will be permitted on Media Center computers.

Circulation of Materials

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 and Vertical File materials are loaned for two weeks and may be renewed. Circulating encyclopedias and the College Videos are loaned for three days. No magazines may be taken from the library, but students may have material copied by the library staff. Copies are \$.15. The fine for overdue books is \$.05 a **calendar day**. Students are responsible for the materials they borrow.

Acceptable Use Policy

1. Acceptable use – the purpose of the Internet is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. 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: copyrighted material, threatening, pornographic or obscene material, or material protected by trade. Use for commercial activities is generally not acceptable. Bishop Noll Institute does not accept responsibility for a user's participation in activities involving money.
2. Privileges – the use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty, or staff of Bishop Noll may request that a student's use of the Internet and any other school computer equipment be denied for a least one full calendar year.

Any student wishing to use the Internet must have:

1. an acceptable use policy signed by his/her parents on file in the Media Center.
2. completed a period of classroom instruction which will include rules governing the use of the Internet at Bishop Noll.
3. an Internet driver's license which is issued by the Media Center after the classroom teacher states that instruction has been completed.

Any student who violates the acceptable use policy will no longer be able to use the computer services in the Media Center and may be subject to further disciplinary action.

The Library has computers available for students to use. Each computer has a word-processing program, as well as other programs. One of the computers has the *Social Issue Resource Series* on CD-ROM. Students should bring a 3.5" disk with them if they wish to download papers or information. Students are not permitted to play computer games during school. Finally, and perhaps more important, students are encouraged to ask the Library Staff for help.

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 Student Service Office. In most 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 Student 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 \$5.00 deposit is required to obtain an Elevator Key. The money is refunded upon returning of the key. A doctor's permission slip is required to obtain a key. Keys are obtained from the receptionist in the main office.

VII. ATTENDANCE

A. ABSENCES

Attendance rules and policies at Bishop Noll Institute are made for the benefit of the student. Regular attendance contributes to success in school. 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. Punctual attendance is expected at Bishop Noll. It is with this framework in mind that the following policies and procedures have been adopted by Bishop Noll Institute.

A student is limited to a total of eight (8) days absence per semester, including vacations. Each day absent counts as one (1) towards the total of eight (8). The ONLY EXEMPT absences are for the following reasons:

1. Personal illness if the student submits a statement from the doctor upon the...DAY OF RETURN TO SCHOOL to validate the absence.
2. Medical Excuse – Hospital stay, etc.
3. School sponsored events
4. All court appearances
5. Funeral – family member – immediate family, grandparents
6. Officially representing the school

NO OTHER absences are exempt and count towards the maximum of eight (8) days absence allowed each semester, including vacations. Vacations should **NOT** be scheduled during the school year. Attendance at summer school may be the only remedy for excessive absences during a regular term. For up to eight (8) absences, it is the student's responsibility to request missed work from their teachers. ALL EXEMPT absences also allow the student to request and complete missed work from their teachers.

B. APPOINTMENTS AND EARLY DISMISSALS

In recognition of the importance of classroom attendance, all medical, dental, and orthodontic appointments should be made during vacation, and non-school hours such as Saturdays. Appointments made during school hours and early dismissals of any kind will be considered absences and counted towards the eight (8) days absences allowed. **Four (4) hours absence is considered a full day.** These are recorded as unexcused absences. The Indiana school code 20-8.1-3-17 is very specific with regards to attendance.

When a student requires an early dismissal from school, a parental note must be brought to the attendance office by 8:00 a.m. The note is to contain the reason for and the time of the dismissal. In addition, a parental call to the attendance office by 9:00 a.m. is required to verify the early dismissal. If the above requirements are not met, the student will be denied the early dismissal.

C. UNEXCUSED ABSENCES

An absence is considered unexcused for the following reasons:

1. Truancy
2. Suspension (*see page 24)
3. Time missed for disciplinary reason
4. No parental contact on the day of absence
5. No parental note upon return to school
6. Excessive absence

With an UNEXCUSED absence, work missed IS NOT made up. Assignments due are given no credit but tests, projects or other work that SIGNIFICANTLY impacts the student's grade may be made up. A zero is recorded for that day's in class participation. In the event no grade is obtainable for the day of the absence, a zero equivalent to at least the value of a quiz is averaged into the student's quarter grade.

D. SCHOOL PROCEDURES CONCERNING CONSEQUENCES OF ABSENCES

After six (6) absences during a semester the parent will be sent a letter to be signed and returned to the Dean. The parent will be informed that all absences after the eight (8) absences will be considered an UNEXCUSED ABSENCE (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. Breaking the contract may result in the required withdrawal of the student from Bishop Noll Institute.

When a student accumulates a total number of absences greater than 10% of the total number of scheduled days for a class, the administration will convoke a conference with teachers, parents and the guidance counselor to decide if credit can be given for a course. (The student will remain in class and a contract will be written.) Attendance at summer school may be the only remedy for excessive absences during a regular term. Summer school could be mandated and required for either graduation or for class credit if 10% of the class time is missed by the student and is NOT under medical circumstances. This

contract serves as a warning to parents that their student is in serious credit circumstances.

E. 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.

F. FIELD TRIPS – STUDENT’S RESPONSIBILITIES

1. 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.
2. If a test is given on the day of the field trip, prior arrangements must be made with the teacher for taking that test.

G. PROCEDURES TO FOLLOW WHEN AN ABSENCE OCCURS

1. Parental Responsibility:
 - a. Parents are expected to assume the responsibility of reporting the nature of the student’s absence by phone to the school switchboard by 8:00 a.m. A “toll call” is not sufficient reason for failure to report an absence. Failure of a parent to call in explanation of the absence will result in issuance of an UNEXCUSED absence to the student.
 - b. Parents are expected to write a note explaining an absence. The student must present this note to the Attendance Office **the day of his/her return to school**. Failure to present this note will result in issuance of an UNEXCUSED absence to the student.
2. Student’s Responsibility
Students should REPORT to the Attendance Office prior to 7:55 a.m. with a parent note explaining absence. If this note is NOT received, the absence will be UNEXCUSED. It is not the job of the Attendance Office to call the students out of class to bring in the parent’s note, nor is it the job of the Attendance Office to recall the parent for the note.

Tardiness

Our school day begins at 8:00 a.m. with Homeroom. A student is tardy if not in the classroom when the tone signal rings unless he/she has an admit from an Administrative Assistant, teacher, the Main Office, or a guidance counselor.

A school is responsible for the students developing a sense of self-management. Demanding on-time attendance for class is directed toward that goal. Punctuality is the duty and responsibility of each student. The student should allow ample time for transportation and weather conditions to reach school on schedule.

When tardy to school a student must report to the Attendance Office for a tardy slip to class. No tardy student may be admitted without a pass. Students are also expected to be on time for all classes and scheduled activities during the school day.

DISREGARD OF TARDINESS REGULATIONS WILL BE TREATED IN THE FOLLOWING MANNER:

1. **Tardy to School:** (per semester period as administered by the attendance office)

- | | |
|---------------|---|
| third tardy: | detention |
| fourth tardy: | a letter taken home to parents by student and detention |
| fifth tardy: | conference with parent and the Dean to set up an attendance contract. |

2. **Tardy to Class:** (per semester – teacher responsible to keep accurate records; this excludes the first period teacher). Tardy is defined as arriving after the bell has rung. Students may not leave a class to which they are tardy in an attempt to solicit an admit. All tardies will be reported to the Attendance Office on the day of tardy by the teacher.

- | | |
|--------|---|
| one: | teacher warning |
| two: | mandatory detention |
| three: | parental contact made via phone or conference |

Truancy

Truancy – being somewhere other than where a teacher directs or where the student's class schedule calls for without proper

authorization after the student has once arrived at school, and/or being absent from the school for an invalid reason or without parent knowledge. This includes the parking lot or car during the scheduled school day, **including the lunch period**. No work of any kind may be made up for truancy. Zeros will be added when necessary.

Truant students will be dealt with in the following manner:

First Truancy:	letter, phone call home, and detention
Second Truancy:	parent/student/dean conference, a detention, disciplinary probation
Third Truancy:	suspension until a parent conference is held with the administration to discuss the continued enrollment of the student at BNI.

This procedure is cumulative over the entire four years of a student's attendance at BNI.

VIII. DISCIPLINE

Students and their parents should understand that rules of conduct are designed to provide for the good order indispensable in the pursuit of academic excellence and for the high moral tone expected at Bishop Noll Institute.

Discipline is a continuous process which enables the members of the Bishop Noll Institute Community to respect one another and their environment in the interest of maintaining a Christian, educational atmosphere.

Teachers have the authority to demand proper demeanor of students in the classroom and on the school grounds and are to hold students accountable for violation of any school rules. Students also are accountable for acts committed on the way to and from school or for actions outside of school that reflect discredit to the image, reputation and sense of mission of Bishop Noll Institute.

There are three areas within the school community that are particularly important. First, it is paramount that students respect one another. Second, it is crucial that students respect teachers and staff. Finally, it is extremely important that Bishop Noll Institute be a safe place for all students, faculty and staff.

Violations of any of these three principles must result in a punishment that will help the student internalize these principles into daily life at Bishop Noll Institute.

The Dean is in charge of any discipline problems arising within the school community.

The Dean is concerned with students who have given indication of problems by reason of their irregular attendance, tardies, or improper behavior, in the hope that these students can be properly directed before they bring greater harm to themselves.

Ethical Standards

1. BNI places great emphasis on the building of character and the development of a personal moral code.
2. Students are expected to be honest in their dealings with others and to respect the rights of others.
3. Verbal or dignity abuse, harassment or in any way not respecting the rights of others is not tolerated and is subject to disciplinary action including withdrawal from BNI.

Types of Punishment

1. Expulsion

The student who does not accept or conform to the basic philosophy of BNI deviated from the purpose of this institution and thereby forfeits his/her privilege of attending BNI.

All matters of dismissal from BNI are ultimately the decision of the Principal.

The following are possible reasons for meeting with the Faculty Discipline Hearing Board or for the expulsion of a student:

1. Written, verbal and/or physical abuse of a member of the faculty, staff, or student body.
2. Possession* and/or use of illegal substances or paraphernalia
3. Possession* of weapons
4. Possession* and/or use of fireworks
5. Indecent behavior

6. Causing or attempting to cause substantial damage to school property or other's personal property
7. Stealing or attempting to steal
8. Setting false fire alarms
9. Gang Activity (see Gang Policy)

***POSSESSION** means either on the student, in his/her personal effects, in his/her locker, or in his/her car.

Student who are expelled or asked to withdraw must surrender their Bishop Noll I.D. card and may not attend any event or participate in any activity after the withdrawal date, which includes but is not limited to Homecoming, Turnabout, Prom, school banquets, athletic events, theatre, graduation, etc.

2. Suspension

Suspension is a disciplinary measure, which temporarily withdraws from a student the privilege of attending school, and attending or participating in any and all school related activities, including athletics. The suspended student is not allowed on school property until the suspension has been lifted.

All suspensions are issued by the Administration.

All suspensions require a parent/administrator conference before the student may be readmitted to school.

Students who have been suspended are only able to make up tests and assignment that **SIGNIFICANTLY** impact their grades that were due during the time missed. It is the student's responsibility to see each teacher for make-up work. Also, if a student is suspended for one day, she/he has one day to make-up the work. If suspended for two days, she/he has two days to make-up work etc..

Note: Sponsors of athletic and every other extra and co-curricular activity are not permitted to let any student on suspension attend or participate in any school-related activity or event.

Students who have incurred two or more suspensions from school during a given semester will be ineligible to hold or run for a school, class, or club office and may not represent the school in any extracurricular activity, including athletics, during the semester when the disciplinary action is in force.

3. Disciplinary Probation

Disciplinary Probation is a period of time, usually a semester, when a student is given probation due to his/her past behavior. During the time of disciplinary probation a student **MAY NOT PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES** nor may the student hold or run for a class or club office, including athletics.

4. Classroom Suspension (Being Sent from Class)

A teacher has the right to remove a student who is a serious behavior problem for a single class period. The student who is asked to leave the classroom by her/her teacher **MUST** report immediately to the Office of the Dean. The student will spend the rest of the classroom period in the Dean's Office. A detention will be issued by the teacher. A parent conference may be required to resolve the issue.

5. Fighting

If in the judgment of school personnel, students are engaged in fighting or in actions which are preliminary to fighting (i.e. pushing, shoving, tripping, slapping – on school grounds or at school sponsored activities), these students may be subject to 3-10 (Indiana School code 20-8.1-5-4) days suspension, referral to the Faculty Discipline Hearing Board, and/or possible expulsion. In cases where it is obvious one party is clearly the aggressor, that person alone will be disciplined.

6. Gum

Gum is not permitted in the school building during the school day.

7. Food or Drink

All food and drink must be consumed in the cafeteria.

A. DETENTIONS

A school is responsible for the student developing a sense of self-discipline. Detentions are given in the hope that the student will learn that unacceptable behavior will not be tolerated either here at BNI or in the outside world into which the student will eventually graduate. The purpose of a detention is to serve as a corrective measure.

A **Detention** is given for a significant violation of a school rule. These include lack of respect for faculty, staff, students, and school

environment. Teachers may enforce normal rules of conduct and behavior in their classroom as they see fit. It is expected that all members of the BNI Community will live by its rules.

Detention is a period of time when the student is required to attend school outside of regular school hours for any infraction or unacceptable student behavior. Detentions are designed to discipline a student.

All detentions are held twice a month on Thursday from at 3:15-4:45 p.m. The student must serve the detention the next scheduled Thursday following the infraction.

Detention is a time of absolute silence. If a student talks during detention she/he will be assigned an additional detention.

A student serving a detention must be in full uniform. This policy will be strictly enforced. If a student arrives out of uniform, she/he will not be admitted and may be assigned an additional detention.

Normally, there are NO EXCUSES accepted for failing to serve detention – INCLUDING WORK. Arrangements for transportation are the student's responsibility.

FAILURE TO SERVE A DETENTION WILL BE CONSIDERED A TRUANCY. A student/parent conference is then held with the Dean.

Detentions are given for the following:

1. disrespect to teachers, staff members, other students, or property
2. 3rd tardy to school
3. truancy
4. three (3) tardies to class
5. smoking (1st violation)
6. dress code violations

When a student has received the equivalent of three (3) detentions, a letter will be sent to the parents, for their signature, informing them of the seriousness of the situation and listing all detentions. Parents must make an appointment to discuss this matter with the Dean.

B. FACULTY DISCIPLINE HEARING BOARD

1. Purpose

The purpose of the Faculty Discipline Hearing Board is to uphold and support the necessary disciplinary code of Bishop Noll Institute while protecting the rights and person of the individual student.

The Faculty Discipline Hearing Board shall consist of the Dean and four members of the faculty of BNI appointed by the principal. The committee is chaired by the Dean of Students for high school students and the Dean of Prep Academy for Prep Academy students.

The Principal has the discretion of asking any student to withdraw or to expel any student. The parents of such a student have the right to ask for a hearing and to appeal the Principal's decision.

2. Discipline Hearings

With the accumulation of six (6) behavior detentions, the student with his/her parents will be subject to a hearing before the Faculty Discipline Hearing Board. The student will also appear before the Board as a consequence for accumulating excessive tardies to school or class. Students may be brought before the Board for any serious or repeated infractions.

3. Discipline Contracts

Discipline Contracts are issued subsequent to a student's appearance before the Discipline Board or when a student is involved in a serious disciplinary infraction. Contracts specify the conditions under which a student may remain at Bishop Noll.

C. SMOKING

Not only for reasons of the danger it presents to one's health, but also for reasons of fire safety, students are absolutely forbidden to smoke or possess cigarettes, cigarette lighter, matches, cigar, chewing tobacco, snuff, etc. on school property, on school buses, or at school functions. State laws dictate much of the policy in this regard and compel the school to treat the violation of the no smoking ordinances as a serious violation.

Any student who is apprehended for violating the smoke ordinances* (possession is a violation) will be reported to the Dean. *Chewing tobacco or using snuff is considered a violation of the smoking ordinance and will be treated as such.

A violation of the smoking ordinance will be handled as follows:

1. First violation: parental notification, detention, and a letter to be signed by a parent and returned to the Dean. This letter is kept in the student's file until graduation.
2. Second violation: A parent conference with the Dean and a Disciplinary Contract is issued.

D. MIND ALTERING SUBSTANCES, LOOK-ALIKE DRUGS AND CONTERFEIT DRUGS

The use of illegal drugs by our students is clearly inappropriate and potentially destructive to them, their families, and the Bishop Noll Institute Community. Any student who gives evidence of having been drinking an alcoholic beverage or using any illegal substances, or is in possession of either of these or of any paraphernalia pertaining to these while attending class or any school sponsored activity shall be suspended. This suspension lasts until the school receives the results of a drug screening. The administration will ask the student to submit to a drug/alcohol screening and evaluation paid for by the parents. The evaluation is returned to the administration and an administrative decision is made.

Depending on the nature of the violation, the administration may ask the student to immediately withdraw, be expelled or enter drug counseling.

In addition, (A) no student may provide, by sale or otherwise, any substance which she/he represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. (B) no student may possess or use any substance which the student has reason to believe is, or which has been represented to her/him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. (C) Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.

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 procedure 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, dismissal will be seriously considered as an option when knowledge of such is brought to the attention of the Administration.

F. GANG AND GANG ACTIVITY

Philosophy

By this policy, our school community's response to the problem of gang affiliation, membership, and activity reflects "certain basic values and principles – commitment to justice, respect for life and human dignity, concern for safety and community, recognition of personal moral responsibility and the rule of law". [USCC, A statement of the Committee on Social Development and World Peace, Community and Crime. P.2]

Purpose

The Bishop Noll community recognizes that the presence of gangs and gang activities in its midst could create a substantial disruption in school and school activities. To uphold Bishop Noll's Catholic foundation and its expressed and lived Christian values, this policy's intent is to prohibit divisiveness within the school community.

Definition

The Bishop Noll community recognizes that membership in a gang in and of itself is not a violation of any law in Indiana; however, it is a violation to be involved in "Criminal Gang" activity (as defines by I.C. Code 35-45-9.1). a gang is defined in this policy as two or more persons who are perceived as a distinct group by others, or who perceive themselves as a distinct group, and who prompt a negative response within the Bishop Noll community. A gang is organized, has leadership, and has as its purpose the commission of illegal acts.

Policy

No student on or about school property or at any school activity shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign drawing, graffiti, tattoos, colors, or other things which may be viewed as evidence of membership or affiliation in any gang;

2. commit any act or omission, or use any speech, either verbal or nonverbal (gesture, handshakes, drawings, graffiti, or written communications, etc.) showing affiliation in a gang;
3. use any speech or commit any act or omission in furtherance of the interest of any gang activity, including but not limited to:
 - a. soliciting others for membership in any gang;
 - b. threatening or intimidating others;
 - c. committing any other illegal act or other violation of school policies;
 - d. inciting other students to act with physical violence upon any other person;
 - e. causing or inciting other students to cause damage to any school property.

Students who violate the provisions of this policy are subject to one or more of the following: suspension, appearance before the Discipline Hearing Board, and/or expulsion from school.

IX. UNIFORM REGULATIONS GRADES 9-12

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

A. BOYS DRESS CODE

The boys' uniform consists of

- Heather blue, gray or **khaki** slacks worn waist high (hemmed and worn with a belt)
- White, collared dress shirts (long sleeve or short sleeve)
- V-neck long sleeve sweater (burgundy/upper level and navy/lower level)
- V-neck sweater vest (burgundy/upper level and navy/lower level)
- White BNI monogrammed turtleneck
- School tie (burgundy/upper level and navy/lower level)
- Dress shoes (black, gray, brown, or navy only), either tie or loafer style or predominantly black gym shoes
- Navy, gray, black, or white socks

- Optional BNI shorts worn waist high with a belt, polo shirt, socks, athletic shoes

B. GIRLS DRESS CODE

The girls' uniform consists of

- BNI plaid skirt (all four years)
- Heather blue, gray or **khaki** slacks worn waist high (hemmed and worn with a belt)
- White, collared dress blouse (long sleeve or short sleeve)
- V-neck long sleeve sweater (burgundy/upper level and navy/lower level)
- V-neck sweater vest (burgundy/upper level and navy/lower level)
- White BNI monogrammed turtleneck
- School tie (burgundy/upper level and navy/lower level)
- Dress shoes (black, gray, brown, or navy only), either tie or loafer style or predominantly black gym shoes
- Navy, gray, burgundy, or white socks
- Pantyhose (plain with no patterns) in flesh tones, gray, burgundy, navy, or white
- Optional BNI shorts worn waist high with a belt, socks and athletic shoes

GRADES 7-8

C. BOYS DRESS CODE

- **Khaki** slacks worn waist-high with a belt
- Prep Academy Polo Shirt
- Prep Academy Sweater may be worn during appropriate weather.
- Dress shoes (black, gray, brown, or navy only), either tie or loafer style or predominantly black gym shoes
- Socks
- Summer Uniform: **Khaki** shorts worn waist-high with a belt, socks and athletic shoes

D. GIRLS DRESS CODE

- **Khaki** slacks worn waist-high with a belt
- **Khaki** skirt
- Prep Academy Polo Shirt
- Prep Academy Sweater may be worn during appropriate weather.

- Dress shoes (black, gray, brown, or navy only), either tie or loafer style or predominantly black shoes
- Socks/knee socks
- Summer Uniform: **Khaki** shorts worn waist-high with a belt, socks and athletic shoes

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 available
 - b. Ties tied properly and must cover collar button
 - c. Skirts at modest length
 - d. Socks which cover the ankle
 - e. Shoe laces must be tied
 - f. No unauthorized pins or décor on sweaters
 - g. All shirts and blouses tucked in
 - h. No wallet chains
2. Long underwear, leg warmers, leggings, and thigh hi's are not to be worn with skirts.
3. Black soled gym shoes may not be worn on the small gym floor at any time.
4. Any other deviation from proper uniform attire must be cleared by the Attendance Office. A note from a doctor or parent is required.
5. Boys/girls may wear a total of four modest sized earrings. All jewelry must be in good taste and not contrary to a Christian life. No other visible piercings are allowed at Bishop Noll Institute.
6. Boys/Girls hair should be neat and well groomed. Boy's facial hair must also be trimmed and neat. Fad coloring and styles will not be allowed. Boys' hair may not be an extreme length.
7. Coats and jackets are to be in lockers for the entire day. At no time is a coat to be brought to the classroom, including last period.
8. Book bags are to be left in the locker prior to the student's first class of the day.

9. No attire that is associated with street gangs will be allowed in the building, on school grounds or at school events.
10. Hats **may not** be worn at anytime for any reason in the school during the school day or at school events.
11. Dress or casual (loafer, lace, leather, leather-like) shoes are worn. Athletic shoes which are predominantly white in color and which do not cause controversy may be worn with the summer uniform. Soles are to be made of materials that do not leave black marks. Socks or stocking which cover the ankle are worn at all times.
12. All uniform pants, sweaters, summer shorts and polos must be purchased through Dennis Uniform.
13. **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/mutilated in any way.**

F. WARRIOR WEAR DAYS

Students are allowed to come to school in BNI attire. This includes sweatshirts, polos, 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 the summer uniform is acceptable.

G. JEANS' DAY CODE

1. Jeans of any color, cargo pants, running pants, jean skirts
2. Sweatshirts, T-Shirts, Polo Shirts, plain or with appropriate athletic college, or school writing.
3. Socks must be worn
4. GYM shoes must be properly laced.
5. All clothes should be clean with no holes.
6. No ill fitting clothing that is too tight or too baggy.
7. All shirts must be long enough to be tucked in.
8. Jean shorts may be worn during the time the summer uniform is acceptable.
9. All of the above are at the discretion of the Dean of Students.

If a student is in violation of the dress code on Warrior Wear day/or a jeans' day, the homeroom teacher will notify the Attendance Office. A Noll t-shirt will be worn for the rest of the day.

H. BALLOONS, CANDY BAGS, AND BOUQUETS POLICY

For students' safety on stairs and in the hall as well as for proper classroom decorum, the following policies will be followed concerning the possession and the delivery of balloons, candy, bouquets, and gifts:

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. All items will be kept in the Main Office during the ceremony.
6. All posters must be removed at the end of the school day.

I. PUBLIC DISPLAYS OF AFFECTION

Bishop Noll expects its student to act in a dignified Christian manner. Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable. The only display of affection that is acceptable is hand holding.

J. SEXUAL HARRASSMENT

It is the policy of Bishop Noll to maintain a learning and working environment that is free from sexual, racial and ethnic harassment. If after an investigation of the complaint of misconduct, the complaint has been found to have merit as harassment, a record of the situation will be entered into the student's disciplinary file and appropriate disciplinary action will be taken. If, after the initial investigation the harassment continues, the student will go before the Disciplinary Board and/or may be asked to withdraw from Bishop Noll Institute. Threatening, harassing, or intimidating any student (s) shall be considered misconduct. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning

environment. Parents will be called in to speak to the dean concerning this behavior. If this behavior is found to endanger another person, this could become a legal issue and Bishop Noll would turn the situation over to the proper authority. All reports shall be kept confidential and shall be investigated as soon as possible. Depending upon the circumstances the student may be expelled. Victims are encouraged to report these incidents immediately to a teacher, a counselor and also to the administration. Victims who experience harassment in any form should begin documenting, in writing, dates, places, times and possible witness to what happened in order to assist the evaluation process.

X. FEES AND TUITION

A. TUITION PAYMENT

The tuition is paid according to one of three options. They are as follows: Option #1: prepaid single payment (\$100 discount applies); Option #2: four payments; Option #3: ten payments. Payment is made directly to the school's cashier. Students cannot be admitted to class unless the financial obligations have been satisfied. The school regrets that is unable to extend credit to those unable to meet their financial obligations. Final exams will not be recorded and grades will not be issued until all financial obligations are met.

B. 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. No account can be beyond 60 days past due. 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, Lock-Ins etc.) if tuition is not current.

C. TUITION

• HIGH SCHOOL

Tuition for active members of parishes in the Diocese of Gary is \$5,800 per year. Tuition for students not affiliated with a parish of the Catholic Diocese of Gary is \$6,700 per year. These tuition rates are subject to change.

• PREP ACADEMY

Tuition for active members of parishes in the Diocese of Gary is \$3,800 per year. Tuition for students not affiliated with a parish of the

Catholic Diocese of Gary is \$4,300 per year. These tuition rates are subject to change.

D. PAYMENT PLAN OPTIONS

Option #1: Full year tuition payment on or before August 1, 2007. A \$100.00 discount will apply when payment is made in full.

Option #2: 4 Quarterly Payments of:

DIOCESAN: HS: \$1,450 PREP: \$950

NON-DIOCESAN: HS: \$1,675 PREP: \$1,075

1st Payment due on or before **August 21, 2007**

2nd Payment due on or before **October 21, 2007**

3rd Payment due on or before **January 21, 2008**

4th Payment due on or before **March 21, 2008**

Option #3: 10 Monthly Payments of:

DIOCESAN: HS: \$580 PREP: \$380

NON-DIOCESAN HS: \$670 PREP: \$430

Beginning on **July 1st, 11th, or 21st 2007** and ending **April 1st, 11th, or 21st, 2008**

Payments can be made by check, cash, cashiers check, money order, VISA, MasterCard. **Payments not made by the due date chosen will be charged a \$10.00 per week late fee (starting day after the due date). It is the policy of Bishop Noll Institute not to accept post-dates checks.**

Students who voluntarily withdraw from BNI and students who are asked to withdraw from BNI may be entitled to a partial tuition refund. Registration is never refundable. Tuition refunds will be made as follows: a student will be charged a pro-rated amount per day 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. No first semester tuition refunds will be made after November 1st. No second semester tuition refunds will be made after April 1st.

E. FAMILY DISCOUNT

A \$200 discount to tuition will apply to the second child of the same family currently enrolled at BNI. The third, fourth etc. currently enrolled child will receive free tuition.

F. REGISTRATION FEE

As a condition of registration, a \$195.00 fee shall be paid annually for each family attending BNI. Families who pay the registration fee after March 31st will be charged a fee of \$225.00. The registration includes scheduling, report cards, permanent records, mailing labels, postage, student insurance, all course fees, counseling services, attendance services, health services, school newspaper. The registration fee must be paid in May for currently enrolled students. The registration is not refundable except when a family moves out of the area.

G. NSF CHECKS

After two NSF checks, payment may only be made by cash, cashiers check, credit card, or money order. \$20.00 NSF fee will be charged for each violation.

H. GRADUATION FEE

Seniors and 8th Graders are assessed a \$200 graduation fee. This fee includes cap and gown, ten graduation announcements, one hundred name cards, one 8" X 10" photo, diploma and cover, miniature diploma and other expenses involved with graduation. This fee must be paid by graduating seniors with the final tuition payment by the due date indicated on the invoice received of the current school year.

I. TECHNOLOGY FEE

All high school students will be assessed \$100 per year to cover the cost of updating and maintaining hardware and software, including paper and ink.

J. COURSE FEES

Courses such as Art, Science, yearbook, Newspaper and others as needed, may charge additional fees for materials/supplies.

K. SUPPORT FOR FUNDRAISING

To keep tuition at an affordable level for the larger common denominator of our students, parents and students are required to participate in the school's annual fundraising events. Parents or students who refuse to participate will be obligated to pay the full amount of what it will cost the school to educate the student for the school year. The average cost to the school is considerably more than the annual tuition rate.

We feel that participation in these fundraisers is evidence of cooperation and willingness to assist the school in meeting its financial

obligations. If there is evidence that either student or parent is unwilling to cooperate in these endeavors, the student will be charged the actual cost for his/her education. Each student will be responsible for participating in fundraising \$330.00.

L. WORK STUDY

Limited work-study positions are available during the school year. Each student assigned to a position must complete 133 hours (limit) at \$5.15 per hour towards their tuition. Student workers are determined by financial need. These work-study assignments are only valid for the current school year.

M. ATHLETIC FEE

Students who participate in any sport, will be required to pay a \$125.00 fee regardless of the number of sports they play.

XI. GENERAL INFORMATION

A. BUILDING HOURS

Students will not be allowed into the building before 7:00 a.m. on class days and will be expected to be out of the building by 3:30 p.m. unless participating in a practice or meeting associated with an extracurricular activity. The classroom area of the building will be open from 7:45 a.m. to 3:15 p.m.

B. CHANGE OF ADDRESS, PHONE NUMBER, ETC.

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. 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 B. N. I. before any records can be sent to the transferring school. Transcripts will not be sent, until all financial obligations are met and Bishop Noll I.D.'s returned.

D. CAFETERIA

The cafeteria is open to all students in the morning and during the lunch periods. During their assigned lunch periods, students must report to and remain in the cafeteria. They have the option of bringing a lunch from home, purchasing a light lunch from the concession stand, 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 B. N. I. 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.

E. 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.

F. 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 the cafeteria.
2. All waste materials must be properly disposed of; a student caught intentionally littering will be disciplined.

G. 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 overloaded. Obligations at home, church, and in the community should be considered in making decision 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 21 years of age. 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.

H. HALL PASSES

Students in the corridors during class periods must carry their planner with a signature from the issuing teacher. Unauthorized students in the corridors during class periods without a faculty hall pass will be disciplined.

I. IDENTIFICATION CARDS

Students will be expected to wear their identification cards at all times during school. 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.

J. LITIGATION

If there is a disagreement or dispute between parent/guardian and the school on a policy matter and/or disciplinary matter, and the parent/guardian seeks civil litigation in the matter, the student in question will not be allowed to attend school until the civil decision has

been made. Thus the school cannot be accused of being prejudicial toward the student during litigation.

K. LOCKERS

Since B.N. I. is 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.

L. PARKING

In cases where it is necessary for the student to drive a car to school, it is essential that he/she respect the following guidelines:

1. Observe safe-driving rules at all times.
2. All traffic is to enter from the southeast entrance of the main parking area and move consistently northwest exiting through the two exits bounded by White Oak Avenue.
3. Park only in designated parking places.
 - a. Never park along the front or back of the building marked with a red curb since this area is reserved for buses and emergency situations.
 - b. All persons parking in the lot are expected to park between the yellow lines, one place per car. The parking places marked with white lines are for teachers and staff cars. (These areas are the parking places nearest building.)
 - c. Students are not permitted to park in St. Margaret Mary's parking lot.
4. Students may not remain in their cars or in the parking lot before class in the morning, nor may they go to their cars during the school day without express permission – in the form of written pass – from the administration. Students accompanied by an adult.
5. Students must register their car with the Dean and pay \$6.00 for a parking permit.

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 P.L. 121-1989.

M. CELLULAR TELEPHONES AND ELECTRONIC DEVICES

In order to maintain an atmosphere conducive to the academic and social life of the community, the possession and use of electronic devices are prohibited on the school premises. Cell phones may not be activated during school hours. Cell phones must remain in the student's locker throughout the school day. Students may not use or activate any cellular communication device, pocket pager, text messaging or similar electronic paging device while in the school building or any school property, during regular school hours. Pagers and cell phones may not be worn throughout the school day. If caught, the device could be confiscated for the remainder of the school year. Portable music players and earphones must be put away upon entering the building in the morning.

Cell phones, MP3 players, Ipods, Playstation games, are not allowed on during the school day. These electronic devices must be kept in the student's school locker during the school day. No exceptions are to be made. No cell phones are to be in any classroom. Cell phones may NOT be used during the school day. All phone calls must be made from the main, nurse, or attendance office. Parents who want to contact their student need to call the school and ask for the attendance office and a message from the parent will be sent to the student after class.

N. 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.

O. STUDENT COUNCIL

1. Elections

Candidates for Student Council and/or class office must follow the requirements found in the School Policy and the Student Council Constitution specifically:

- a. Candidates must have a cumulative C average.
- b. Candidates must not be on disciplinary probation.
- c. Students elected to a Student Council or Class offer must maintain a good academic standing and not at any time incur a disciplinary probation.

2. Activities

Any student will not be permitted to attend a student council sponsored activity unless she/he has a valid BNI card.

3. 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.

P. STUDENT SHADOWS

Student shadows must present a letter from their principal stating they are students in good standing and have permission to visit Noll. This letter must be presented to the Administration at least five days prior to the scheduled visit by the BNI student arranging the visit. Also, to prevent embarrassment, visitors should be informed of our dress guidelines before coming to Noll. Other student visitors must make prior arrangement 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.

Parent and Student Verification

We have received and reviewed the Bishop Noll Institute handbook for the 2006-2007 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.

Student Signature

Date

Parent/Guardian Signature

Date

Consent and Release for Photographs, Films and Videotapes

As parents/guardians of _____, 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. This release is valid for one year upon signing.

Parent/Guardian Signature

Date

This form must be returned to the homeroom teacher on or before September 2, 2007.