2016-2017 Student-Parent Handbook

Bishop T. K. Gorman Catholic School
A Top 50 Catholic High School
Tyler, Texas
Bishop T. K. Gorman
Catholic School

STUDENT-PARENT HANDBOOK

2016 - 2017

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Celebrating Over 50 Years in the Tradition of Catholic Excellence
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LETTER FROM THE PRINCIPAL

Dear Parent(s)/Guardian(s) and Students:

Welcome to the 2016-2017 school year, our school’s fifty-eighth. Since 1958, Bishop T. K. Gorman Catholic School (formerly Tyler Catholic High) has been serving the Catholic educational needs of the Tyler and Smith County people.

The education of students morally, ethically, and spiritually is the number one priority of Bishop T. K. Gorman Catholic School. The faculty, staff, and school boards are all committed to making sure that the gospel message is alive at Gorman. Students are given an opportunity to grow and develop intellectually, physically, and emotionally as well as morally and spiritually. The ultimate process of learning and maturing, though, takes place within each student. It is the task of the educator as well as the Parent/Guardian to ensure and nurture this growth.


The school recognizes the need for order and discipline in the formation of responsible Christians; therefore, policies and rules have been established to create an atmosphere of respect for all members of the Gorman community.

A high value is placed on self-direction, personal responsibility, and self-discipline as a means for developing the self. All members of the Bishop T. K. Gorman Catholic School community are expected to reflect the ideals and standards of the school, both on and off campus.

God bless you in the year.

Sincerely,

James P. Franz
Principal
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BISHOP T. K. GORMAN CATHOLIC SCHOOL VISION STATEMENT
Bishop T. K. Gorman Catholic School is a welcoming community of faithful learners dedicated to the continued formation of the total person according to the Gospel. Through this Catholic tradition, supported by parental involvement, the school promotes values, character, and self-discipline. A challenging academic environment with a college preparatory curriculum enables each student to become a contributing member of society.

MISSION STATEMENT
The mission of Bishop T. K. Gorman Catholic School is the fulfillment of the educational ministry of the Catholic Church, and has as its primary goal the ongoing formation of the Christian person. It aims at the development of the individual's moral, intellectual, social, cultural, and physical endowments.

SCHOOL MOTTO
Seek Wisdom Through Truth and Charity

SCHOOL COLORS
Green and White

CRUSADER SCHOOL SONG
We are the Crusaders
Best in the land.
We are the Crusaders
With God's guiding hand.
We pledge thee our allegiance,
The green and white our fame.
So on, Gorman Crusaders,
Bring honor to your name.

ACCREDITATION
Texas Catholic Conference Education Department (TCCED), renewed September, 2009
Southern Association of Colleges and Schools (SACS), December 2012, renewed December, 2013

MEMBER
The National Catholic Education Association
Texas Association of Private and Parochial Schools (TAPPS)
Private School Interscholastic Association (PSIA)
Tyler Area Private Schools Athletic Conference (TAPSAC)

COMMENDATIONS

AWARDS

PURPOSE OF THIS HANDBOOK
In order for any community to function well, certain policies and rules are necessary and essential. This handbook contains those policies and rules for the school community. Please read them carefully. Questions should be directed to the appropriate person. School rules are necessary to promote a safe learning environment, help the school run efficiently, and to protect the rights of all students. Every rule has a reason for being and should be followed consistently. Students are accountable for their behavior during the school day and while attending or participating in all school activities. Each person, individually and collectively, has a responsibility to create an atmosphere of respect on and off campus. Rules are part of life and practicing observance of school rules as students will prepare students for being respectful of rules as adults.

AMENDMENTS TO THE STUDENT-PARENT HANDBOOK
The school reserves the right to amend this Student-Parent Handbook during the school year if needed. The school will notify families in writing of any amendments.
STUDENT BILL OF RIGHTS
We, the people of Bishop T. K. Gorman Catholic School, believe in the rights of every student to expect:
1. Love, guidance, understanding, encouragement, and respect from parent(s)/guardian(s) and teachers
2. Conditions which promote good mental, physical, and social growth
3. An education which aids in the development of individual abilities in order to become a productive member of society
4. An opportunity for recreation and involvement in a wide range of activities
5. An environment that reflects trust and mutual concern for others
6. An opportunity for a strong moral and religious development
7. Constructive discipline that reflects fairness and consistency
8. Teachers to be responsible adults and to set good Christian examples
9. An opportunity to express one's opinions and defend one's actions

STUDENT PLEDGE
To my school, my parent(s)/guardian(s), and myself, I pledge to:
1. Honor and give due respect to parent(s)/guardian(s), elders, teachers, administrators, and other students
2. Take care of my body, mind, and spirit
3. Come to school every day ready to learn
4. Improve myself through education in preparation for the future
5. Be responsible enough to seek help and to perform my work to the best of my ability
6. Be honest with myself and others in what I say and do
7. Treat others as I wish to be treated while respecting the rights, opinions, beliefs, and feelings of others
8. Mature in character and ability
9. Set a good example for the benefit of myself and others
10. Obey the guidelines of society and school in order to preserve and support our democratic government
11. Preserve and protect our environment and resource
12. Promote school spirit
13. Contribute to the upkeep of our school

PHILOSOPHY
Any explanation of our religious and educational philosophy includes three major areas:

FAITH
As a Catholic faith community, Bishop T. K. Gorman Catholic School infuses the teachings of Jesus Christ in all areas of student life. We are committed to the theology of peace and justice, and actively seek students who reflect a diversity of ethnic, racial, and socio-economic backgrounds. We are all gifted by God and are called by God to share our gifts with others.

ACADEMIC EXCELLENCE
Through a challenging curriculum, Bishop T. K. Gorman Catholic School prepares students with skills necessary for success in college programs, vocational training, and career fields. The college preparatory program prepares students to succeed in major universities and colleges. A variety of spiritual, service, athletic, and artistic activities coupled with a clear sense of expectations enhance the overall development of the student. Gorman recognizes a successful student as one who develops the skills, insight, knowledge, and strong personal character necessary to make informed and correct decisions as a mature Christian.

ENVIRONMENT
Bishop T. K. Gorman Catholic School is an integral component of our Catholic co-educational community which prepares young people in the Tyler and surrounding areas for post-secondary education. Our school community is an extension of the Catholic Church and a continuation of the tradition of excellence, which begins at St. Gregory Catholic Elementary School. We welcome young persons of every faith, race, and ethnic background who are in agreement with the goals of the school. We believe that a healthy, wholesome, and mature relationship with God is essential for the development of the total person. Academic performance, social involvement, coping skills, and personal development are also essential for a successful life and career after high school. We encourage students to strive for personal excellence and continual growth in academic work and in all areas of life.
INSTITUTIONAL IDENTITY AND CONGRUENCY
Students are prohibited from using the school name or school logo in any inappropriate, slanderous, or unethical manner. Bishop Gorman presentation in the public builds school spirit. Representations of the school, including but not limited to banners, posters, and attire – including that sponsored by clubs, sports, and organizations – must be in congruency with the school’s guidelines and must be approved in the design stage by the Director of Communications.

FACILITIES
Bishop T. K. Gorman Catholic School is located in Tyler, Texas, on a 30-acre campus situated on the East Southeast branch of Loop 323. The high school building was constructed in 1957 and opened on September 2, 1958. By 1982, the Cameron Building (Middle School building) and the Milam J. Joseph Community Center (Middle School Gym) were added to this campus. A Fine Arts classroom addition was completed in 2003 and the Sts. Peter and Paul Chapel in 2011.

Housed in the facilities are a 10,000 volume Holy Family Library, 170 networked work stations throughout the school, 26 in-ceiling projectors, four servers, sixteen document cameras, a 26-station computer lab, a 25-station library computer lab, a school chapel, two gymnasiums with performance areas, 32 classrooms and laboratories, two kitchens, a Fine Arts wing, administrative and faculty offices, two conference rooms, the Business Office, Julietta Jarvis Learning Center, and a dining hall. Completing these facilities are a St. Peter and Paul Chapel, football stadium, a soccer field, a football practice field, baseball and softball fields, tennis courts, an eight-lane track, a field house which contains a weight and conditioning facility, batting cages, locker rooms, a maintenance building, and a Master’s Garden.

Bishop Gorman is periodically inspected for asbestos; the school building contains some asbestos-containing materials. The materials are distributed in various locations including floor tiles, pipe insulations and boiler room, and are not readily accessible to students. The asbestos found is monitored on a regular basis to ensure that it remains contained in good conditions. The Gorman asbestos management plan and re-inspection reports are on file in the school’s administrative office and are available for review.

COMMUNICATION
Communication between the school and parent(s)/guardian(s) is essential. Letters, emails, newsletters, calendars, website, e-mail, and RenWeb are the primary means of informing parent(s)/guardian(s) of upcoming events, school news, grading, and other important information. The most expedient and preferred form of communication between teachers and parent(s)/guardian(s) is e-mail. The school website is located at www.bishopgorman.net.

Conference times are set aside each semester for parent(s)/guardian(s) and students to meet with teachers. Parent/guardians are asked to take advantage of this opportunity by promptly returning the conference request form.

PRAYER AND LITURGY
Bishop T. K. Gorman Catholic School believes in the importance of daily prayer. Each day begins with a student-led prayer and the Pledge of Allegiance over the intercom. In addition, classes and school functions incorporate prayer. Mass is celebrated weekly; all students are required to attend. Additional prayer services are offered before school. Bishop T. K. Gorman Catholic School recognizes students of many faith traditions and strongly encourages them to practice their faith. Teachings at the school, however, adhere to authentic Roman Catholic philosophy.

INQUIRIES, VISITS, AND ADMISSION
Bishop T. K. Gorman Catholic School welcomes inquiries and visits to our campus. Since the school operates a closed campus, visitors must register in the office.

ADMISSION PROCESS
When a prospective student requests to be considered for admission or re-admission, the following procedures are followed:
1. Recent transcripts for current school year, report cards, and registration form are required to initiate the admission process. (The transcript should include all standardized test scores.)
2. Applicants will have admission interviews.
3. The school will use the following criteria in making admissions decisions:
   a. Current school record
   b. Standardized testing
   c. Student’s academic potential
   d. Motivation to attend Bishop T. K. Gorman Catholic School
   e. Student’s discipline record
   f. Other family members who currently attend or have attended Bishop T. K. Gorman Catholic School
   g. Timeliness of application and payment of required fees

*All students who are new to Bishop T. K. Gorman Catholic School or seeking re-admission may be admitted on Academic or Disciplinary Probation for two full grading periods (a minimum of twelve weeks). Any serious violation of the Academic or Disciplinary Codes will be subject to an immediate review by the Administrative Team and the student may then receive an extension of the probationary period or dismissal.

**If a student is granted admission, and at a later date it becomes known that information was inaccurate or withheld, the student will be subject to immediate dismissal.

DUE PROCESS FOR ADMISSIONS
Students are accorded due process in all admission decisions. Appeals should be made to the Principal. The Principal is the final authority in all admissions decisions.
Nondiscrimination
Bishop T. K. Gorman Catholic School does not discriminate on the basis of gender, race, color, or national origin, in addition the school does not discriminate against students on the basis of disability in compliance with section 504 of the Rehabilitation Act of 1973 (29 USC Section 794) in the admission of students, employment of personnel, administration of educational policies, athletics, or other school programs.

Pick Up And Drop Off
High school students are allowed to enter the buildings in the morning on school days at 7:15 a.m. Middle School students should not be dropped off at school before 7:30 a.m. No supervision of students is provided before 7:30 a.m. Drop off is on the west side of the Milam Joseph Center. Middle School students should report directly to the cafeteria between 7:30 a.m. and 8:00 a.m.

Driver Cell Phone Use Prohibited
Cell phone use by the driver is prohibited on the school campus in any moving vehicle.

Middle School Pick Up
Middle schools students must be picked up on the Middle School side of the campus or walked to other parking areas by a parent, guardian, or high school sibling. Please follow the steps below in order to safely pick up your student from the MS parking area:

- Parent(s)/guardian(s) must park in the MS parking lot. The Pick-Up Area and lines should be kept clear of vehicles.
- Parent(s)/guardian(s) are to wait until their student communicates or the student is visibly ready to leave the Waiting Area.
- Parent(s)/guardian(s) should exit the parking area and enter the line in Pick-Up Area once their student is ready. The Pick-Up Area is located in front of the middle school entrance.
- Parent(s)/guardian(s) should encourage their student to enter the vehicle quickly to avoid congestion in the Pick-Up Area. Students must enter the vehicle from the curb.
- Parent(s)/guardian(s) who enter the Pick-Up Area before their student is ready will be asked to circle around back into the MS parking lot.
- Parent(s)/guardian(s) may use the MS crosswalk to pick-up their student, but all students must be accompanied by an adult when using the crosswalk.

Students should be picked up within fifteen minutes of the end school or within fifteen minutes of the end of their extracurricular activity. Unsupervised Middle School students after this time will be sent to Extended Care program at the parent(s)/guardian(s)’ expense.
EXTENDED CARE
Bishop T. K. Gorman Catholic School offers an Extended Care program for families with students in St. Gregory Catholic Elementary School and Bishop T. K. Gorman Catholic Middle School. Parent(s)/guardian(s) may contract with the Extended Care program for their children. Middle school students who are not picked up within fifteen minutes after the final bell must report to Extended Care at the parent(s)/guardian(s)’ expense and may be subject to disciplinary action if found unsupervised.

IMMUNIZATION RECORDS
By Texas State Law, a student must be up-to-date with immunizations and provide the school with verification.

TUITION, FEES, AND OTHER EXPENSES
It is the responsibility of the Bishop T. K. Gorman Catholic School Board to set annual tuition and fees. The annual tuition does not completely cover the true cost of educating a student at our schools. Parent(s)/guardian(s) may choose one of several methods for paying tuition: (1) in full by July 1; (2) semester payments (July 1 and January 1); or (3) eleven (11) monthly payments (July 1 - May 1). All eleven (11) monthly tuition payments are due on the first day of each month; or (4) Automatic payment plan in which tuition is drafted out of account on the fifth day of each month.

Payments received after the fifteenth will be assessed a $25.00 late fee. There will be a $25.00 fee for all returned checks. Questions regarding tuition payment should be directed to the Bishop T. K. Gorman Catholic School Business Office. All families are required to fulfill the entire year's contract.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following: (1) a student will not be permitted to attend class if a tuition payment is sixty days past due; (2) no student will be admitted to school in August - nor transcript, report cards, or diplomas issued - until current and previous financial obligations have been met and all registration fees for the school year have been paid; (3) no transcripts, report cards, or diplomas will be issued until all library fines, textbook charges, parking fines, gum/food fines, restitution for damages to school property, cafeteria charges, senior graduation fees, tuition, or administrative costs have been paid in full.

Other expenses and fees which parent(s)/guardian(s) may expect to bear are as follows: class activities, athletic trips, bus fees, paperback books used in classes, bus transportation from St. Gregory to Bishop T. K. Gorman Catholic School, uniforms, P.E. uniforms (to be purchased through uniform vendor); lost or damaged textbook fees, and bus transportation on trips.

2016-2017 TUITION AND FEES

<table>
<thead>
<tr>
<th>School</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop T. K. Gorman Regional Catholic Middle School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parishioner Student</td>
<td>$845.45</td>
<td>$ 9,300.00</td>
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<tr>
<td>Non-Parishioner Student</td>
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<tr>
<td>Bishop T. K. Gorman Regional Catholic School</td>
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<tr>
<td>Parishioner Student</td>
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<td>Non Parishioner Student</td>
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<td>$10,500.00</td>
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<td>Registration Fee (through February 29, 2016)</td>
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<tr>
<td>Registration Fee (after February 29, 2016)</td>
<td>$600.00</td>
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<tr>
<td>Volunteer Hour Fee ( if 10 hours of service have not been performed by March 31, 2017)</td>
<td>$250.00 due May 1, 2017</td>
<td></td>
</tr>
</tbody>
</table>

Monthly tuition payments are due in eleven (11) installments beginning July 1, 2016. Those families applying for Catholic parishioner rates must be active, contributing parishioners residing in a parish of the West Central Deanery.

A 10% discount is given for the 3rd or more child(ren).

- Tuition and fees for each enrolling family and student are described in the Tuition Contract signed as a condition for enrollment in the School. By signing the Tuition Contract, the enrolling family understands and agrees to undertake the full tuition obligation described (the “Tuition Obligation”) and the School agrees to enroll the student(s) for the entire academic year.
- The enrolling family may cancel the Tuition Contract any time on or before July 1 of the academic year by providing written notice to the school. In the event of cancellation before July 1, the Tuition Contract is terminated and the enrolling family is released from any Tuition Obligation but is not entitled to any refund of registration fees paid.
- After July 1 of the academic year, in the event the enrolling family desires to withdraw a student(s) from the School (a “Early Withdrawal”), the enrolling family agrees to notify the School in writing of the Early Withdrawal and intended withdrawal date.
• In the event of Early Withdrawal, the enrolling family will remain obligated for all Tuition Obligation amounts for the period of student(s) enrollment and the Prorated Withdrawal Amount (defined below) for the period of the academic year following withdrawal, which will be due and payable to the School within thirty days of the date of voluntary withdrawal of student(s).

• The Prorated Withdrawal Amount is one-half of the enrolling family’s remaining Tuition Obligation after withdrawal, calculated by dividing the number of days remaining in the academic year as of the date of student withdrawal by the number of total days in the applicable academic year multiplied with the total Tuition Obligation. For example, if the enrolling family has no outstanding Tuition Obligation for the period of student enrollment and on the date of student withdrawal 90 days remain in a 180-day academic year, and the obligor’s tuition obligation totals $10,000 for the academic year, the Prorated Withdrawal Amount will be calculated, 90/180 = 0.5 x $10,000 = $5,000 x 50% = $2,500, due within 30 days following the date of withdrawal. In the event the enrolling family pre-paid their Tuition Obligation, the School will issue a refund within thirty days an amount equal to one half of the remaining Tuition Obligation calculated in similar manner. Enrolling families, by signing the Tuition Contract, incur the full Tuition Obligation for the full academic year and acknowledge the School incurs expense for the full academic year upon enrolling students; however, the School recognizes there are circumstances both within and outside of the control of enrolling families and provides for the Prorated Withdrawal Amount in consideration of the equities for enrolling families who determine to withdraw a student during the academic year for any reason.

• The Tuition Contract and Tuition Obligation and any enrollment obligation are subject to termination at any time at the sole discretion of School for any reason or no reason, including but not limited to the expulsion of a student for disciplinary or other reasons or in the event the School determines it cannot provide the resources to meet all of the special or exceptional needs of some student and is required to dismiss the student.

• The enrolling family understands and agrees that student(s) will not be permitted to begin the academic year prior to bringing any applicable prior balances due to the School up to date, including any accrued late fees. The enrolling family agrees that failure to pay Tuition Obligations or other charges as described will constitute a default of the Tuition Contract. In the event of default, the School will attempt to work with the enrolling family to resolve the default. If an agreeable resolution cannot be found, the School reserves the right, in its sole discretion, to impose any or all of the following remedies: withhold report card or student transcripts; refuse to issue diploma; refuse to enroll the student in the School for the next academic year; seek collection of tuition and other charges in court and recover all related costs and expenses, including reasonable attorney’s fees; and, in extreme cases, dismiss the student from the School.

FINANCIAL AID
Bishop T. K. Gorman Catholic School makes every attempt possible to keep tuition at a manageable rate for families. Operating a quality school, however, requires financial resources to cover the costs of salaries, textbooks, curriculum, and many other educational expenses. Tuition is the predominant source of income for the school system. Limited financial aid is awarded to qualifying families by the Financial Aid Committee of the Bishop T. K. Gorman Catholic School Council. Families who apply for financial aid must complete the form provided by Private School Aid Service (PSAS) as early in the spring as possible and comply with specific deadlines and requirements. Students must be registered before filing for financial aid.

FAMILY SERVICE CONTRIBUTIONS
One of many concerns for our school is to keep costs down whenever possible. As with many other private schools, our school is dependent upon the generosity, good will, and volunteer efforts of so many of our parent(s)/guardian(s). Most families respond to our needs in a loving, family-oriented fashion.

To assure that the tasks of volunteering are evenly distributed among our families, Bishop T. K. Gorman Catholic School has adopted the following policy: Each family in our school community will be expected to perform a minimum of ten (10) hours of service to the school during the school year. If a family chooses not to perform the ten hours of service, the family will be billed at the rate of $25.00 per hour, or a total of $250.00.

Volunteer forms are available at the school. A letter is sent in the spring to families who have not completed their volunteer hours. The time for the service hours to accumulate will begin on April 1 and continue to March 31. Families must meet the deadline established by the school or be billed $250. Each family is asked to indicate its interest for volunteer service in the following areas: office help, tutoring, maintenance, Keep Gorman Beautiful (KGB), library, lunchroom, athletic program, fund-raising, concessions, clinic, teacher aides, etc. Several service organizations depend upon parents'/guardians’ interest and enthusiasm. The PTO is our organization for parents/guardians and faculty. It provides a forum for discussion, activities to enhance our school operation and environment, and scholarships for our students. Through fund-raising efforts, the Booster Club is able to support athletic activities and provide support services to the school community. The efforts and accomplishments of each organization benefit Bishop T. K. Gorman Catholic School.
# Class Bell Schedules

## Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>6th</th>
<th>7th/8th</th>
<th>9th/10th</th>
<th>11th/12th</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>8:10-9:05</td>
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<td>8:10-9:00</td>
<td>8:10-9:00</td>
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<tr>
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<td>8:10-9:05</td>
<td>8:10-9:00</td>
<td>8:10-9:00</td>
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<tr>
<td>Advisory</td>
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<td>11:05-11:30</td>
<td>11:05-12:30</td>
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<tr>
<td>Lunch</td>
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<td>11:30-11:53</td>
<td>12:30-12:55</td>
<td>12:00-12:23</td>
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<td>1:00-2:25</td>
<td>1:00-2:25</td>
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<tr>
<td>5</td>
<td>2:30-3:30</td>
<td>2:30-3:30</td>
<td>2:30-3:30</td>
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## Mass Schedule (Faculty Meeting)

<table>
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<th>6th</th>
<th>7th/8th</th>
<th>9th/10th</th>
<th>11th/12th</th>
</tr>
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<tbody>
<tr>
<td>Advisory</td>
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<td>10:45-11:10</td>
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<td>1:10-2:30</td>
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## Early Release Schedule

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<tr>
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<th>7th/8th</th>
<th>9th/10th</th>
<th>11th/12th</th>
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<tbody>
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<td>2</td>
<td>8:10-9:30</td>
<td>8:10-9:30</td>
<td>8:10-9:30</td>
<td>8:10-9:30</td>
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<tr>
<td>4</td>
<td>11:00-12:20</td>
<td>11:00-12:20</td>
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## Regular Exam Schedule

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<th>7th/8th</th>
<th>9th/10th</th>
<th>11th/12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
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<td>8:10-10:00</td>
<td>8:10-10:00</td>
<td>8:10-10:00</td>
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<tr>
<td>Break</td>
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<td>10:00-10:25</td>
<td>10:00-10:25</td>
<td>10:00-10:25</td>
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<tr>
<td>Exam</td>
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<td>10:30-12:20</td>
<td>10:30-12:20</td>
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## Mass Exam Schedule

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<th>7th/8th</th>
<th>9th/10th</th>
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<td>8:10-9:30</td>
<td>8:10-9:30</td>
<td>8:10-9:30</td>
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<tr>
<td>Exam</td>
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### Delayed Start Schedule (10:00 am)

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<tbody>
<tr>
<td>2</td>
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<td>10:00-11:00</td>
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<td>3</td>
<td>11:30-12:55</td>
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<td>12:05-12:25</td>
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</tr>
<tr>
<td>Lunch</td>
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<td>4</td>
<td>1:00-2:25</td>
<td>1:00-2:25</td>
<td>1:00-2:25</td>
<td>1:00-2:25</td>
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<td>2:30-3:30</td>
<td>2:30-3:30</td>
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### Early Release Special Schedule (First Days of School)

<table>
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### Activity Schedule

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<th>7th/8th</th>
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<tbody>
<tr>
<td>1</td>
<td>8:10-9:05</td>
<td>8:10-9:05</td>
<td>8:10-9:05</td>
<td>8:10-9:05</td>
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<tr>
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<td>2:05-3:00</td>
<td>2:05-3:00</td>
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<tr>
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### Mass Schedule Special (non-Wednesday full day)

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</thead>
<tbody>
<tr>
<td>Advisory</td>
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<td>10:45-11:10</td>
<td>10:45-11:10</td>
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<td>2:35-3:30</td>
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<td>2:35-3:30</td>
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</tbody>
</table>
II. ACADEMIC GUIDELINES

MIDDLE SCHOOL CURRICULUM

The middle school offers a comprehensive academic program in grades six through eight. Core courses include Theology, Language Arts, Math, Science, Social Studies, and Physical Education. This curriculum is enriched with courses in Spanish, XLR8, Choral or Instrumental Music, and Art, all of which encourage the individual development of our students. Students are also instructed in other important skill areas such as social development, computer skills, study and organizational skills, leadership development, library research and organization.

Middle School Course Offerings

<table>
<thead>
<tr>
<th>6th Grade</th>
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<th>8th Grade</th>
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<tbody>
<tr>
<td>Theology</td>
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<tr>
<td>Language Arts 6</td>
<td>Language Arts 7</td>
<td>Language Arts 8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Pre-Algebra</td>
<td>Pre-AP Algebra I / Algebra</td>
</tr>
<tr>
<td>Physical Science</td>
<td>Life Science</td>
<td>Earth Science</td>
</tr>
<tr>
<td>World History</td>
<td>Texas History</td>
<td>American History I</td>
</tr>
<tr>
<td>Physical Education</td>
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<td>Physical Education</td>
</tr>
<tr>
<td>Reading</td>
<td>MPSA</td>
<td>XLR8</td>
</tr>
<tr>
<td>Fine Arts Exploratory</td>
<td>Fine Arts – Band/Art/Choir/Strings</td>
<td>Fine Arts - Band/Art/Choir/Strings</td>
</tr>
<tr>
<td>Spanish 6/JJLC</td>
<td>Spanish 7/JJLC</td>
<td>Spanish 8/JJLC</td>
</tr>
</tbody>
</table>

JULIETTA JARVIS LEARNING CENTER (JJLC)

Middle School students who have diagnosed learning differences will be considered for enrollment in the JJLC.

MIDDLE SCHOOL GRADUATION PARTICIPATION REQUIREMENTS

Graduation is a public acknowledgment of successfully completing the required curriculum. Only students who have met all academic and disciplinary expectations will be allowed to participate in graduation exercises.

MIDDLE SCHOOL GRADE ADVANCEMENT

Students must pass all subjects to advance to the next grade level. Any courses with a final grade of 69 or below must remediate during the summer in order for the student to advance to the next grade level. Final grades are based on the average of two semesters.

MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES

Students in the middle school are afforded the opportunity to participate in extracurricular academic, athletic and artistic activities throughout the school year. Bishop T. K. Gorman Catholic Middle School students participate in the PSIA competition, Chess Club, school musical, and the Academic Fair. Seventh and eighth grade boys may compete in football, basketball, soccer, baseball, track, tennis, and cross country. Seventh and eighth grade girls may compete in volleyball, softball, basketball, soccer, track, tennis, pep squad, cross country, and wrestling. Sixth grade boys may compete in baseball, track and tennis. Sixth grade may compete in softball, track and tennis.

HIGH SCHOOL CURRICULUM

HIGH SCHOOL GRADUATION INFORMATION

Bishop T. K. Gorman Catholic School offers three choices of diplomas. Students must complete all Christian Service hours before a diploma is awarded.

<table>
<thead>
<tr>
<th>Areas of Study</th>
<th>Regular Diploma</th>
<th>Recommended Diploma</th>
<th>Distinguished Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology**</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>English</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Mathematics***</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Lab Sciences</td>
<td>3.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>World History/Geography</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>American History II</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Govt/Economics (½ each)</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>0.0</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Elective</td>
<td>5.0</td>
<td>3.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Senior Capstone</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>29</strong></td>
<td><strong>30</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

*Graduation credits apply only towards classes taken in 9-12. Transfer credit for specific classes will be accepted.
**Transfer students will not be required to make up credits for theology classes for years not in attendance at Gorman.
***Students taking high school level classes in middle school must still complete four years of mathematics during grades 9 - 12.

JULIETTA JARVIS LEARNING CENTER (JJLC)

High school students who have diagnosed learning differences will be considered for enrollment in the JJLC.
HONORS, PRE-AP, AND ADVANCED PLACEMENT (AP) COURSE DESIGNATION

AP courses are those with the greatest academic rigor. Honors courses, Pre-AP and AP courses are defined as those courses having specific criteria for entry of motivated students; a definite scope and sequence that reflects the nature of the subject; a differentiated curriculum that includes wider range and greater depth of subject matter; a more rigorous curriculum; provision for creative, productive thinking; a stress on cognitive concepts and processes; collaborative learning opportunities; and independent guided research. Students will only receive an AP distinction for AP classes if the AP exam is taken. AP designation on the transcript requires students to take the respective AP exam.

HIGH SCHOOL COURSE SELECTION

Students should consider carefully the course of study they choose. The high school course selection is a predominant factor in college admissions. Parent(s)/guardian(s) are strongly encouraged to be active in the course selection process. Final approval for a student's schedule rests with the school counselor after consultation with the student, teachers involved, and parent(s)/guardian(s). Students must complete the required credits during their high school tenure (grades 9-12).

The school reserves the right to withdraw a course offering if a sufficient number of students do not register for the course or if unexpected staff or enrollment changes occur.

HIGH SCHOOL SCHEDULING PROCESS AND CHANGES

Students and parents or guardians are able to make scheduling priority requests through counselor meetings each spring. English, math and science placement is determined by current year teacher recommendations. All honors (H, PAP, AP) courses require teacher recommendation and a minimum grade expectation.

HIGH SCHOOL SCHEDULE OPTIONS

<table>
<thead>
<tr>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology I</td>
<td>Theology II</td>
<td>Theology III</td>
<td>Theology IV</td>
</tr>
<tr>
<td>English I, Honors, Pre-AP</td>
<td>English II, Honors, Pre-AP</td>
<td>English III, Honors, AP Eng</td>
<td>English IV, Honors, AP</td>
</tr>
<tr>
<td>Algebra I, Pre AP Geometry</td>
<td>Geometry, Pre AP Algebra II</td>
<td>Math Models, Algebra II</td>
<td>Algebra II, Pre-Cal., AP Cal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre AP Algebra II, Pre-Calculus,</td>
<td>AP Statistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Integrated Mathematics,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-AP Pre-Calculus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-AP Calculus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biology I, Pre-AP Biology I.</td>
<td>Chemistry I, Pre-AP Chem. I</td>
<td>Science Elective</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>Fine Arts Elective</td>
<td>Fine Arts Elective</td>
<td>Fine Arts Elective</td>
</tr>
<tr>
<td>Language Elective</td>
<td>Language Elective</td>
<td>Language Elective</td>
<td>Senior Capstone</td>
</tr>
</tbody>
</table>

*All students must take Health at some point in their high school curriculum.

**ELECTIVE options include:**

- Fine Arts Electives: Band, Honors Band, Choir, Honors Choir, Art, AP Studio Art, Drama, Strings
- Science Electives: AP Biology, AP Chemistry, Honors Anatomy & Physiology, Honors Physics, Oceanography
- English Electives: Honors Yearbook, Honors World Literature

HIGH SCHOOL GRADE ADVANCEMENT

Students must pass all subjects to advance to the next grade level. Final grades are an average of the two semester grades. Students with a final grade of 69 or below in any core courses must remediate those classes during the summer in order for the student to advance to the next grade level. Students who fail a course for the year must remediate, in summer school or through a program approved by the school counselor, the semester(s) failed. Any student who fails three or more courses may not be eligible to return to Bishop T. K. Gorman Catholic School the following school year.
MIDDLE SCHOOL AND HIGH SCHOOL
GENERAL ACADEMIC POLICIES

STUDENT EVALUATION
Both the high school and middle school utilize six grading term periods. Grades are available to students and parent(s)/guardian(s). Parent(s)/guardian(s) are encouraged to contact teachers if they have any questions about the academic progress of their child. Report cards are issued at the conclusion of each grading term and will be sent electronically or by post following the end of each grading term. Parent/guardian conferences are scheduled twice each year. Parent(s)/guardian(s) and students are strongly encouraged to participate in these conferences.

GRADING SCALE
The following scale is used at Bishop T. K. Gorman Catholic School:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 - 100</td>
</tr>
<tr>
<td>B</td>
<td>85 - 93</td>
</tr>
<tr>
<td>C</td>
<td>76 - 84</td>
</tr>
<tr>
<td>D</td>
<td>70 - 75</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

Advanced Placement (AP) courses earn a five percent (5%) increase of the numeric grade and Honors and Pre-AP classes earn a two and a half percent (2.5%) increase for cumulative average and GPA purposes only as reflected on the transcript. Physical Education grades are pass/fail and not used in the honor roll calculations.

UNWEIGHTED 4.0 GPA
There are particular occasions when colleges/universities request an unweighted GPA. The following scale is used at Bishop T. K. Gorman Catholic School:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>94-100</td>
</tr>
<tr>
<td>3.5</td>
<td>90-93</td>
</tr>
<tr>
<td>3.0</td>
<td>85-89</td>
</tr>
<tr>
<td>2.5</td>
<td>80-84</td>
</tr>
<tr>
<td>2.0</td>
<td>76-79</td>
</tr>
<tr>
<td>1.0</td>
<td>70-75</td>
</tr>
<tr>
<td>0.0</td>
<td>0-69</td>
</tr>
</tbody>
</table>

HONOR ROLLS
Two honor roll levels may be achieved at Bishop T. K. Gorman Catholic School:
1. Principal's Honor Roll: a minimum average of 94 with no grade below 90.
2. Honor Roll: A minimum average of an 88 with no grade below 85.
   a. Both honor rolls are based on a simple average.
   b. Grades for honor rolls are not rounded.

HONORS CONVOCATIONS
Middle School and High School Honors Convocations recognize student achievements periodically.

NATIONAL JUNIOR HONOR SOCIETY
The Saint Thomas Aquinas Chapter of the National Junior Honor Society is a means of promoting high academic standards in middle school students by honoring students who excel in academics, leadership, character, and service.

Membership is not a privilege earned, but an honor bestowed. The National Constitution allows each school to determine its own minimum academic requirement. Students must have a minimum cumulative grade point average of at least a 90. Grade point averages are not rounded for eligibility. The following are the minimum requirements for Bishop T. K. Gorman Middle School, all of which must be met:
1. Students must have a cumulative grade point average of 90. Grade point averages are not rounded for eligibility.
2. Poor decisions/missing assignments (3), disciplinary and attendance reports are evaluated.
3. Students must have attended Bishop T. K. Gorman Middle School for a least one semester.
4. Students must be in the seventh or eighth grade.
5. Complete and turn in the Student Activity Information form by the due date to the appropriate sponsor. (This is not an application and does not guarantee selection.)
6. Transfer students who are members of another NJHS Chapter will transfer their membership so long as they meet the designated standards.

NATIONAL HONOR SOCIETY
Membership in the Bishop T. K. Gorman Catholic School’s Veritas Chapter of the National Honor Society is both a privilege and a commitment. The purpose of the NHS is to generate enthusiasm for scholarship, to encourage a desire to render service, to boost leadership, and to cultivate character as well as promote the engendering of honor and integrity as a Bishop Gorman Crusader at all times.
Students who are eligible for consideration are selected by a five member NHS Faculty Council appointed by the Principal. In order to be eligible and retain status, students must maintain outstanding scholarship, leadership, character, and service by meeting the following minimal standards. The NHS student must:

1. Attend Bishop T. K. Gorman Catholic School for at least one full year prior to membership and be a current junior or senior.
2. Establish a minimum cumulative grade point average of 90 during his/her tenure at Bishop Gorman High School. Note: Grade point averages are not rounded for eligibility.
3. Exhibit a drive toward “Honor Roll” status by obtaining no minimum semester grade lower than an 85. Note: The minimum semester grade established for Pre-AP, AP, or Honors courses is 80.
4. Demonstrate strong academic qualities by remaining free from academic ineligibility or failure of any course during a grading period.
5. Prove a commitment to service by maintaining up-to-date Bishop Gorman Christian Service requirements.
6. Make evident strong character and leadership qualities by remaining free from serious or recurring detentions, cheating incidents, or negative behavioral reports.
7. Complete and submit all NHS requirements including service, documentation, forms, or contracts by the set deadlines. Note: All deadlines in writing will be strictly enforced.
8. Operate under all guidelines and fulfill all responsibilities incurred by membership into the NHS.

Transfer students who were members of NHS at their previous schools are considered for automatic selection into the Bishop T. K. Gorman Catholic School Veritas Chapter provided Bishop Gorman academic standards are met. Furthermore, membership in the National Junior Honor Society does not guarantee membership in the National Honor Society.

Once membership is attained, all members’ status will be monitored by the NHS adviser and Faculty Council on a regular basis. Failure to maintain minimal standards in scholarship, character, leadership, or service will result in notification of probationary status. During the probationary period, the NHS member will have a specifically designated amount of time in which to correct the deficiencies or be forwarded into the dismissal process. Cheating Incidents or any Serious Disciplinary Infractions will automatically trigger dismissal hearings by the Faculty Council. Once lost, NHS membership cannot be regained.

GRADUATION EXERCISES
Graduation is the most significant celebration of accomplishment at Bishop Thomas K. Gorman High School. It reflects the accomplishments of students, parents/guardians, as well as the faculty/staff. Graduation exercises are public celebrations that reflect the dignity and reverence of the school. They include Baccalaureate Mass, Senior Honors Convocation, and Commencement. Policies and protocols, including attire, determined by the administration and communicated to the students, parents/guardians, and faculty/staff are to be followed by all. Failure to comply with established policies and protocols could risk normal completion of the school.

GUIDANCE AND COUNSELING
Bishop T. K. Gorman Catholic School offers individual guidance and counseling services. The school strives to assist students in developing and utilizing their abilities. The following are some of the services offered:
1. Guidance and preparation for standardized testing
2. Interpretation of standardized test results to students and parent(s)/guardian(s)
3. Academic and personal counseling
4. College and career guidance
5. Assistance in college and career application and selection process
6. Scheduling of college representatives
7. Assistance with scholarship applications

ACADEMIC RESTRICTION
Bishop T. K. Gorman Catholic School believes in the development of the whole person. Students who do not place emphasis on their academic studies, as evident through one failure in middle school and more than one failure in high school on their report card, will be on academic restriction. Bishop T. K. Gorman Catholic School’s academic eligibility reflects guidelines established by the Texas Association of Private and Parochial Schools (TAPPS).

Academic restriction consequences include, but are not limited to:
1. Students who are on academic restriction may not ride in school vehicles to competition or games, may not sit with the team during games or competition, and may not wear any part of the issued athletic uniform.
2. Students who are on academic restriction may not attend practices or participate in any extracurricular activities following the close of the school day.
3. Students who are on academic restriction may be assigned to an academic study hall for the period of their ineligibility.
4. Students will develop a plan for academic improvement with either the Director Student Services or the Middle School Coordinator.
5. The Assistant Principal will make the determination of eligibility.

SEMESTER EXAMS
Comprehensive assessments are required in all high school subjects. The semester exam grade counts one-seventh (1/7) of the semester grade in high school (each six-week grade counts 2/7). Students need to be present for semester exams.
HOMEWORK
Homework is an extension of the school's curriculum, which enriches the educational experience. Homework is an essential component in a student's education. Homework can take many different forms, including, but not limited to, written work, exercises, review of notes, study time, reading material from books or other materials, or projects. Parent(s)/guardian(s) or siblings may help guide students in homework, but, fundamentally, homework is independent work; students should complete homework on their own. Students who spend excessive amounts of time in one subject area need to see the teacher or have their parent(s)/guardian(s) set up a teacher conference.

LATE WORK POLICY
Middle School students who fail to submit required homework on the specified due date for a class will be required to attend a mandatory one hour study session to complete the missing assignment. The mandatory study session must be attended the afternoon following the missed assignment. A grade of 85% (less corrections) will be assessed. Failure to report to the study session will result in a zero (0) for the assignment. High School late work policies are published in teacher classroom expectations.

SUMMER SCHOOL
Grades earned during summer school will be entered on the student's transcript but will not average into the GPA unless the course is taken at Bishop T. K. Gorman Catholic School. Students may choose to take summer course work for their own enrichment. Gorman's Director of College Advising. All remedial summer school courses must be pre-approved through the Guidance and Counselor's office.

SUMMER READING
The English Department envisions summer reading as a means for students to become lifelong readers, to develop a love of reading, to draw moral life lessons, to mature as effective, independent readers, and to gain experience with a variety of texts. All students are expected to complete summer reading assignments by the deadlines posted on the school website.

PERMANENT RECORDS
Permanent Records are kept of all students who attend Bishop T. K. Gorman Catholic School. A Permanent Record consists of semester grade records for classes taken as well as standardized testing results. These records may not be removed from the office by any person. In compliance with the Buckley Amendment (Family Educational Rights and Privacy Act) students over the age of 18 and parent(s)/guardian(s) (both custodial and non-custodial) of students under the age of 18 have a right to view the student records or obtain facsimiles of school records for the reasonable cost of copying, provided financial accounts are current and Release of Information forms are signed. Parent(s)/guardian(s) and students must give the school minimally forty-eight business hours notice for copies of these records. Teachers and other school personnel, who have legitimate educational interest in a student's record, will have access to the permanent record.

RELEASE OF RECORDS
Bishop T. K. Gorman Catholic School will only release school records with authorization under the following conditions:
1. Transcripts will be mailed to colleges and universities to which the student has applied and for which requests have been made for such information. Final transcripts will not be released until all financial and exit criteria have been met.
2. Exit transcripts will be provided to a receiving school provided all financial and school obligations have been met.
3. Transcripts will be released upon receipt of a court order or subpoena.
4. Information from the health record may be released in an emergency.

ATTENDANCE POLICY
1. Purpose
   Student success is directly linked to strong attendance. Students should attend all classes every day. Following the requirements of Section 25.092 of the Texas Education Code, Bishop T K Gorman Catholic School has established this attendance policy to ensure students meet the minimum requirements for class attendance in order to obtain credit for the courses in which they are enrolled. Students who fail to meet the minimum attendance requirements may be denied transcript credit for the affected course(s) and may have a diploma withheld until appropriate remediation measures have been successfully completed.

2. Definitions
   a. Normal Absence.
      Absences are recorded in each block in which a student is enrolled, not by school day. A student who is present for less than half of the class block will be marked absent for the entire class. There are no excused normal absences at Bishop Gorman. All students are allotted a maximum of five (5) absences in each course each semester. Normal absences are recorded with an ‘A’ code in RenWeb.
   b. School-Sponsored-Activity Absence.
      Absences for school-related activities do not count toward a student’s allotment of absences for the semester. School-sponsored-activity absences from class are recorded using the ‘SA’ code in RenWeb.
   c. Failure due to Absence.
      When a student exceeds five (5) absences in a course, then the student will receive a Failure due to Absence status for that course. The student’s report card grade for the affected course(s) will be replaced with a ‘FA’ code, the student may be assigned to Saturday School, and credit for the course may be denied until appropriate remediation has been completed prior to the end of the semester.
   d. Remediated Absence.
      A remediated absence replaces a normal absence when a student completes the remediation process described below or completes Saturday School. The affected course teacher will replace a normal absence ‘A’ code with a remediated absence ‘RA’ code, thereby reducing the absence count for the student.
3. Normal and School-Sponsored-Activity Absences
   a. Unplanned Absence. Unplanned absences include absences due to illness, family emergencies, and emergent appointments with less than 24 hours’ notice. Unplanned absences still count toward a student’s semester allotment of absences. The parent/guardian must notify the school by phone call prior to 9:00 AM that the student will be absent. Email notifications must be accompanied by a phone call. The school staff may verify the absence. In the case of an appointment, the school must be provided with written proof of the appointment signed by the official with whom the appointment was held. Without proper notification, the school staff will assume that the student is truant.
   b. Planned Absence. Planned absences include absences due to scheduled appointments with more than 24 hours’ notice, family events or travel, and college visits. The parent/guardian must notify the school and the affected course teachers by email not later than one school day in advance of the planned absence. Teachers can be contacted via their school email, through RenWeb email, or by Grade Level Team email, e.g. 10th@bishopgorman.net. The school staff may verify the absence by email or phone callback.
   c. Make-up of Coursework Missed Due to Absence. Students are responsible for completing all classwork, homework, or assessments missed due to any absence. For an unplanned absence, the student should notify the affected course teacher by email as soon as practicable and request guidance on assignments that will be missed. For an unplanned absence the student will have one class day grace for each class day missed in order to complete missed assignments. For planned absences, including school-sponsored-activity absences, the student must notify the affected course teacher at least one class day in advance of the planned absence, in person or by email, and request guidance on assignments that will be missed. The student may be held responsible to submit homework due and/or complete assessments scheduled on the absence day prior to departing on a planned absence. A student who is absent is expected to be prepared for class upon return. A student who fails to communicate and coordinate with the affected course teachers will have a late-work penalty applied to coursework missed due to absence.

4. Departures and Arrivals During the School Day
   a. Late Arrival to School. A student who arrives on campus after the start of the school day is considered tardy to school and may incur the discipline procedure associated with the Tardy Policy. Students who drive themselves to school must sign in on the arrival/departure log in the office and obtain a late-admit pass before reporting to class. A student who arrives late to school due to a scheduled appointment must provide written proof of the appointment signed by the official with whom the appointment was held.
   b. Late Arrival Senior Privilege. Senior students who have completed the Physical Education requirement for graduation may report to school at 9:00 AM every day except Wednesday. This late arrival privilege does not apply on regular Wednesday Mass days or on Early Release or Exam Day schedules. All Seniors must report to school by 8:10 AM on Wednesday Mass Schedule days.
      i. Senior athletes participating with an in-season team will attend athletic training sessions held during the GW1 block.
      ii. The Late Arrival privilege may be revoked under the following circumstances:
         1. A Failure due to Absence (FA) status in any course.
         2. Excessive tardies: more than three (3) in any course.
         3. Excessive discipline issues.
         4. A failing Term or Semester grade in any course.
         5. A low grade in any course which the Grade Level Team determines to place the student at a risk for graduation.
         6. Failure to report to an assigned GW1 study hall.
         7. Tardy to school on a Wednesday Mass day.
      iii. A Senior student who has had their Late Arrival privilege revoked must report to an assigned member of the Senior Grade Level Team for GW1 morning study hall. A student who fails to report to GW1 morning study hall when assigned will be considered truant and subject to disciplinary consequences for truancy as assigned by the Director of Discipline.
      iv. A Senior student exercising his/her Late Arrival privilege must sign in on the arrival/departure log in the office immediately upon arrival to school. A student who fails to sign the log upon arrival will be considered tardy to school. Students who choose to arrive at school prior to 9:00 AM on Monday, Tuesday, Thursday or Friday must sign in on the arrival/departure log and report to the designated Senior Grade Level Team teacher for accountability during GW1. Students may not wander around the campus without permission during the GW1 block.
   c. Departure During the School Day. A student will be released to depart the campus during the school day when one of the following criteria is met:
      i. A parent/guardian notifies the school office by phone or written and signed request. The school staff will verify an email request with a phone callback.
      ii. A parent/guardian personally signs the student out for release on the arrival/departure log in the office. Students who drive themselves to school and have a parent/guardian’s permission to leave school during the school day must sign out on the log in the office when leaving. A student who leaves the school campus without proper authorization and without being properly signed out is considered to be truant from school.

5. Remediation of Absences
   Bishop Gorman allows students the opportunity to remediate absences from class. The student is responsible for scheduling an absence remediation time with the course teacher. The course teacher is not required to provide more than one remediation opportunity per school day. The time requirement to fulfill one absence remediation is left to the course teacher’s discretion. Absence remediation is a time requirement and does not free the student from the responsibility to complete any coursework missed due to absence from class, even if that work
requires an extended time for absence remediation, e.g. completing a missed science lab assignment. When the student has met the remediation requirement to the satisfaction of the course teacher, then the teacher will make the appropriate change in RenWeb for each class absence that has been remediated.

6. **Saturday School**  
A student who is in a Failure Due to Absence (FA) status in any course may be assigned to Saturday School. Saturday School will be conducted on the Bishop Gorman campus episodically during the regular school year. Each Saturday School session will last three hours, usually beginning at 8:30 AM. During Saturday School session, students will be assigned coursework provided by the teacher(s) of the course(s) in which the student has FA status. A student who completes a Saturday School session will be granted a total of three (3) remediated absences that can be applied to any course or courses in which the student has FA status.

   a. A student who arrives late to the Saturday School session will not be allowed to complete the session, will be assigned a disciplinary detention with the Attendance Administrator, and will be assigned to repeat Saturday School at the next scheduled session. The Saturday School session instructor will notify the student’s Grade Level Team, the Attendance Administrator, and the Discipline Coordinator of the student’s tardiness.

   b. A student who fails to show for a Saturday School session will face serious discipline repercussions which may include Saturday detention, internal or external suspension.

7. **Prolonged Absences**  
A prolonged absence is defined as more than three (3) consecutive absences from any course. Prolonged absences can have a detrimental impact on a student’s academic success. Prolonged absences due to planned family events or travel should be avoided. It is the legal responsibility of the parent/guardian to ensure that a student is in attendance every school day. Prolonged absences due to unplanned illness or family emergencies require proactive communication and cooperation between the student, parents, course teachers and the Grade Level Team to ensure that coursework requirements are fulfilled.

8. **Mass Attendance**  
Mass is the central unifying component each week in a Bishop Gorman education. All students are expected and encouraged to attend and participate in the weekly Mass, usually celebrated on Wednesday from 9:40-11:00 AM. Parents and guardians are invited to attend. Parents, guardians, and students should avoid making appointments that require a student to be absent from Mass. Attendance at Mass may be recorded and Grade Level Teams may encourage students to avoid excessive absences from the weekly Mass. More than two (2) absences from Mass during each semester will be considered as excessive absence. Students may be encouraged to remediate any absence from the weekly Mass by attending one of the morning Mass celebrations held each day at 7:30 AM except on Wednesdays.

9. **School-Sponsored-Activity Absences**  
School-sponsored-activity absences include all planned school activities that require students to miss class, such as athletic, fine arts, and academic competitions, class trips, course field trips that extend beyond the course class meeting time, class retreats, and special school events that involve small groups of students. It is the responsibility of the student to notify the affected course teacher in advance and coordinate with the teacher for the completion of any coursework missed during the School Activity absence.

10. **Extracurricular Participation**  
In order to be granted a school-sponsored-activity absence from a course, a student must have satisfactory academic, discipline, and attendance records. A student who does not have a satisfactory academic, discipline, or attendance record may be restricted from participation in a school sponsored event. A student must be present for the entire school day in order to participate in any school-sponsored event on that day.

11. **Truancy**  
Truancy is defined as the failure of a student to be in attendance at school and in class without parental permission. Truancy includes leaving the Bishop Gorman campus during the school day without permission from a parent/guardian and without following the check-out procedure defined above under Departure During the School Day. Truancy includes being absent from class, on or off campus, without permission from a Bishop Gorman administrator. Truancy is a discipline offense and will be handled in accordance with the Bishop Gorman discipline policy.

**FAMILY TRIPS AND APPOINTMENTS**
Family vacations and trips should be planned around the school calendar. In addition, medical or other appointments should be scheduled outside of school hours. See the attendance policy.

**ILLNESS DURING SCHOOL DAY**
If a student becomes ill during the school day, he/she should report to the office. The parent or guardian will be called and the student will be sent to the clinic. A student’s stay in the clinic is limited. Parents or guardians are responsible for picking up ill students.

Students are discouraged from attending school when there is a danger of spreading disease. The following guidelines should be observed:

1. Student should be free of fever for twenty-four hours.
2. Student should be free of vomiting for twenty-four hours.

At the discretion of the administration, a child suspected of having a contagious illness may be required to present a doctor’s note before returning to school.

**SPIRITUAL RETREATS, PRAYER, AND LITURGIES**
All students are expected to attend spiritual retreats, Masses, and liturgies as part of the school’s educational program.

**SCHOOL-RELATED ACADEMIC TRIPS**
Bishop T. K. Gorman Catholic School provides a limited number of academic field trips that are scheduled as part of the instructional school day; in addition, the school sponsors enrichment trips outside of the school day. All students are expected to participate and must have written parental permission on file. All students in a particular group or class are eligible to attend academic field trips. Overnight and special field trip permission forms must be notarized. Students on school-sponsored academic or enrichment trips are
expected to adhere to guidelines and rules in the Student-Parent Handbook and those provided by the trip moderator. Students who misbehave on any school-related trip may be required to return to campus at the parent(s)/guardian(s)’ expense.

TRANSPORTATION TO SCHOOL-RELATED TRIPS
All students must use school transportation to and from all school-related functions. Students will be released only to their parents or guardians as listed in RenWeb (or immediate family members) from an off-campus school-related function with the permission of the school supervisor. Students who fail to comply may lose their participation privileges.

HIGH SCHOOL GRADUATION DISTINCTIONS
High School Graduation Distinctions, which are reflected on the final transcript, are:

- Summa Cum Laude 98 – 100 GPA
- Magna Cum Laude 96.5 – 97.999 GPA
- Cum Laude 94 – 96.4999 GPA

SALUTATORIAN, VALEDICTORIAN AND HIGHEST GPA DESIGNATION
The valedictorian and salutatorian honors will be awarded to the two students with the highest and second highest weighted GPAs for classes in the junior and senior years at Bishop T. K. Gorman Catholic School. (Eleventh and twelfth grade Honor level classes -- excluding Pre-AP Algebra II -- taken at Bishop T. K. Gorman Catholic School prior to the junior year will also be considered in determining valedictorian/salutatorian distinction). To be considered for valedictorian and salutatorian, a student must have completed his/her entire junior and senior years at Bishop T. K. Gorman Catholic School and be free of any Academic Dishonesty incidents during those years. The State of Texas Highest Grade Point Average designation shall be awarded to the graduating senior with the highest weighted GPA for high school courses taken in grades 9-12 at Bishop T. K. Gorman Catholic School; the student must have attended Bishop Gorman for his or her complete high school education.

ACADEMIC INTEGRITY POLICY
As a community of faithful learners, Bishop T. K. Gorman Catholic School upholds academic integrity and the Honor Statement as foundational to the mission and appropriate conduct within the school setting. The fundamental trust that work presented in a class as one’s own is vital in the teaching/ learning process. Moreover, this trust is central to a college preparatory Catholic education. Violations of academic integrity may affect academic recognitions and distinctions.

Violations of Academic Integrity include:

- Unauthorized copying from, viewing or using another’s work
- Using any materials or resources that are not authorized by the teacher for use during an examination
- Collaborating during an examination with any other person by giving or receiving information without specific permission of the teacher
- Facilitating or aiding in any act of academic dishonesty
- Collaborating on laboratory work, take-home examinations, homework or other assigned work when instructed to work independently
- Submitting, without specific permission of the teacher, work that has been previously offered by the same student for credit in another course
- Falsification of attendance and/or participation
- Plagiarizing, that is, the offering of one’s own work, the words, ideas, or arguments of another person or using the work of another without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another (in print, electronic, or any other medium) are reproduced without acknowledgment and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is not sufficient to provide a citation if the words of another have been reproduced – this also requires quotation marks. It is the responsibility of all Bishop Gorman students to understand the methods of proper attribution and to apply those principles in all assignments submitted.
- Improper use of electronic devices

GRADE POINT AVERAGE (GPA) AND CLASS RANK
Bishop T.K. Gorman Catholic School does not rank students except internal purposes of identifying academic honors such Valedictorian/Salutatorian and top 10%. This rank is based on an accumulative grade point average of all high school level courses taken at Bishop T.K. Gorman Catholic School while enrolled in grades 9-12 with the exception of P.E. and/or athletics. A five percent (5%) increase in the numerical grade will be added to the qualifying points on the transcript for all AP classes. A two and a half percent (2.5%) increase in the numerical grade will be added to the qualifying points on the transcript for all Pre-AP and Honors courses. These distinctions will be added at the end of the course prior to determining GPA. The student must pass the course to qualify for the additional qualifying points.
“Listen to advice and accept discipline, and at the end you will be counted among the wise.” Proverbs 19:20

A Crusader always strives to represent the best of what Bishop T. K. Gorman Catholic School’s community exemplifies. A Crusader is self-disciplined and respectful of all the members of the community. He or she realizes that there can be no positive growth and learning in an environment which lacks either respect or discipline.

A Crusader, therefore, has:

1. Respect for God
2. Respect for others
3. Respect for self
4. Respect for the school
5. Respect for life
6. Respect for learning

CRUSADER EXPECTATIONS

There are many ways that these elements of respect will be evidenced in the daily life of a Crusader, therefore:

1. A Crusader is always respectful in his or her interactions in the classroom, hallways, at Mass, and at extracurricular activities with classmates, faculty, staff, administration, members of the Clergy, parents/guardians, visitors, students from other schools, and members the wider community.
2. A Crusader complies with all school rules and regulations, and will respectfully respond when he or she is notified by a member of the faculty, staff, administration, or members of the Clergy when they may not be in compliance with the rules and expectations of the Bishop Thomas K. Gorman school system.
3. A Crusader cares for the Bishop Thomas K. Gorman campus, facilities, and school vehicles and buses, refusing to litter, vandalize, or degrade the campus, facilities or school vehicles and buses in any way.
4. A Crusader is an active participant, to the fullest level allowed by virtue of his or her own traditions, in the faith life of the Gorman community.
5. A Crusader always displays an attitude of good sportsmanship and healthy competition.
6. A Crusader is always a good citizen of the United States, following its laws and participating in the observances of respect for its flag and other institutions.
7. A Crusader adheres to the Bishop Thomas K. Gorman dress and grooming codes, instilling pride in one’s school, in one’s self, and as a sign of respect for the members of the Bishop Gorman community that students interact with each day.
8. A Crusader shows a respect for learning by being on time for class with all supplies and remains on task in the classroom, understanding that school work is done on school time and socializing on his/her own time.

A student who does not live up to the high standards of being a Crusader will be reminded of his or her responsibilities and expectations in several ways, as detailed in the following paragraphs.

DISCIPLINARY INFRACTIONS

The following actions are considered infractions of the Bishop Thomas K. Gorman Catholic School Codes of Behavior and Discipline and may result in a Disciplinary Infraction Report (Middle School only), classroom detention or a Disciplinary Referral to the Director of Discipline. Infractions include, but are not limited to:

1. Disrespect i.e. talking back to teachers, direct disobedience, disregard for authority
2. Talking, sleeping, or chewing gum before, during, or after Mass
3. Unexcused tardiness
4. Violation of the Grooming and Uniform Codes
5. Possession of food or drinks outside of the cafeteria without permission
6. Actions that disrupt the class or interfere with the learning process in the classroom
7. Public displays of affection
MIDDLE SCHOOL DISCIPLINARY INFRACTION PLAN

Level 1
Disciplinary Infraction Report issued
Disciplinary Infraction Report issued = advisor meeting
Disciplinary Infraction Report issued = classroom detention

Level 2
Disciplinary Infraction Report issued = classroom detention
Disciplinary Infraction Report issued = classroom detention
Disciplinary Infraction Report issued = team meeting and one hour after school detention

Level 3
Detention issued = one hour after school detention*
Detention issued = one hour after school detention*
Detention issued = Student, advisor, Middle School Director, parent/guardian meeting and one hour after school detention*

Level 4
Detention issued = two hour Friday detention*
Detention issued = Discipline Committee meeting with student and parent/guardian and three hour Saturday detention*

Level 5
Detention issued = one day in-school suspension*
Detention issued = one day out-of-school suspension*
Detention issued = two day out-of-school suspension*
Detention issued = three day out-of-school suspension*

Level 6
Detention issued = conference with student, parent/guardian and Principal

*not eligible to participate in extracurricular activities on the day(s) the detention or suspension is served.

HIGH SCHOOL DISCIPLINARY INFRACTION PLAN

1. Verbal warning to student
2. Classroom detention (at the teacher’s discretion) or Disciplinary Referral to Director of Discipline and assignment of a one hour detention
3. Conference with Team and Student after three detentions in a semester. Assignment of extended Friday detention.
5. Referral to Discipline Committee. Possible assignment of on or off-campus suspension.
6. Referral to Principal. The student and his or her parents/guardians will meet with the Director of Discipline and the Principal to determine the student’s future at Bishop Thomas K. Gorman Catholic School.

The assignment of multiple detentions, discipline conferences and referrals for all students may result in the following, but is not limited to:

1. Behavioral contract
2. Community service hours
3. Two-hour Friday detentions and/or three-hour to five-hour Saturday detentions
4. Revocation of privileges (driving, extracurricular activity attendance, break, lunch with peers, late arrival)
5. On-Campus and/or Off-Campus Suspension
6. Expulsion

DETENTION

Detention is a disciplinary tool intended to allow the student to reflect on his or her decisions by spending additional time at school. Students may receive a detention for failures to live up to the standards and expectations of a Bishop Gorman Crusader.

A teacher, at his or her discretion, may give a classroom detention or a Disciplinary Referral for disciplinary infractions. Classroom detentions may be assigned for the day of the infraction or the following day at 7:30 am, during break or after school. More than 3 cumulative classroom detentions and/or any Disciplinary Referrals warranting the involvement of the Director of Discipline will result in before school or after school detentions ranging from one hour to three hours depending on the severity of the infraction. The number of Detention or Detention Committee meetings the student has previously received. Detentions assigned by the Disciplinary Coordinators will be held on Tuesdays, Thursdays, Fridays, and Saturdays depending on the infraction(s). Extracurricular activities, practice, or a game will not be considered as an excuse for missing detention or shorten the amount of time of the detention session. Parent(s)/guardian(s) of middle school students must sign their children out at the detention location. Middle School students who are not picked up by the appropriate time will be escorted to the Extended Day Program at the expense of the parent(s)/guardian(s).

Roll will be taken promptly for the designated time of the detention session. Students arriving after the designated time will not be admitted, will be considered to have missed the assigned detention, and will receive additional disciplinary actions, most probably suspension. Students who fail to appear at a Friday detention and/or who receive multiple Disciplinary Referrals during the semester will be required to serve a Saturday detention. Saturday detentions will be a minimum of three hours and a maximum of five hours.
**SUSPENSION**
Suspension may be used as a time to allow the school to gather information and discern outcome or as a punitive measure. Suspended students may not be on the school premises or participate in any school-sponsored activity. Suspended students are expected to keep up with academic work covered in their absence. Upon their return to class, students should have completed the work missed during a suspension.

**SERIOUS DISCIPLINARY INFRACTIONS**
The following actions are serious infractions of the Bishop T. K. Gorman Catholic School Discipline Code. These infractions and will be directly referred to the Director of Discipline and may result in suspension and a subsequent expulsion. Expulsion is the most extreme penalty the school can impose on a student. Only the Principal of the school can expel a student. Reasons for suspension and expulsion include, but are not limited to:

1. Defiance of authority
2. Verbal or physical assault
3. Hazing, serious harassment, or bullying
4. Stealing
5. Vandalism, either on or off the campus (Students and/or parent(s)/guardian(s) are required to pay for all damages)
6. Possession, use or sale of illegal weapons, including (but not limited to): knives, firearms, and combustibles
7. Possession, use or sale of tobacco, alcohol, drugs, mind-altering substances, electronic cigarettes or other inhalants
8. Continued attitudinal or behavioral problems
9. Conduct damaging the reputation of the school
10. Truancy
11. Offensive behavior not in line with that of a Catholic school student
12. Possessing school keys
13. Moral turpitude
14. Intimate or lewd behavior
15. Improper use of electronic media, including but not limited to sexting, intimidating or harmful comments, improper photography, assuming an on-line alias, and cell phone use in restrooms or locker rooms
16. Making false fire alarms, false emergency calls, or improper use of emergency equipment
17. Visible tattoos or body piercings on campus or at school related events
18. Improper or unsafe use of a vehicle on campus or at a school event
19. Possession, abuse, or sale of prescription drugs
20. Non-compliance with the school’s drug testing procedure
21. Violation of civil law
22. Defamatory statements, threats, or inappropriate comments made on or off campus, including through the use of social media, against Gorman students, faculty, staff, administration, the school community, or students from other schools. Social media includes, but is not limited to: text messages, Twitter, Vine, SnapChat, Yik Yak, Kik, Instagram and Facebook
23. Unauthorized use of school name or logos
24. Internet/intranet/computer system misuse or abuse (see guidelines on pages 27 and 28)
25. Curfew violations

**TARDY POLICY**
Any student who is not seated in the classroom by the starting bell is tardy. Students are expected to be on time and must report directly to the office to sign in and receive an admit slip to class. Tardiness is never acceptable and is considered an academic and discipline issue that. Three tardies in a class will result in disciplinary action.

**LANGUAGE**
All language use at Bishop Gorman shall be respectful in nature. Profanity is forbidden during school and in all school events and is considered a serious disciplinary infraction.

**CELL PHONE POLICY/ELECTRONIC EQUIPMENT**
Cell phones or electronic communication devices may be used by middle school students before entering the school in the morning and after school only. High school students may use cell phones during the school day outside of scheduled academic instruction or school sponsored development. Cell phones may not be used in the restrooms, locker rooms, at Mass or during forums. Students using cell phones or other electronic equipment at any time in the restrooms or locker rooms or possessing any electronic devices that cause distractions such as laser pointers and noise makers are subject to serious disciplinary action. When permitted by a teacher, electronic devices may be used appropriately as an academic tool. Headphones are only allowed for use in the school as an aid to the instructor and may not be used for personal use. Teachers reserve the right to have students turn in their phones and other electronic devices during class to ensure academic integrity.

Any violation of this policy or misuse of the cell phone or electronic equipment will result in confiscation of the device and a detention will be issued. The school retains the right to scrutinize the contents of the confiscated cell phone or electronic equipment. All confiscated cell phones may only be retrieved by a parent/guardian from the Discipline Coordinators. Escalating disciplinary actions will result in additional offenses.

Students are encouraged to use their phones respectfully and only at appropriate times and should refrain from using the phone while eating or talking with peers or adults or when an adult is speaking. Parents/guardians are encouraged to reinforce these social guidelines and are also encouraged to contact their child(ren) through the school or at permitted times only. Please refrain from texting students during class.
GUN-FREE AND DRUG-FREE SCHOOL ZONE
In cooperation with state authorities, Bishop T. K. Gorman Catholic School will enforce the "Gun Free and Drug Free Zones" policy which prohibits the possession, use and/or sale of weapons and/or drugs, or look-alike weapons and/or look-alike drugs, within 100 feet of school property. Any person in violation of this policy is subject to arrest by the police and expulsion by the school.

SUBSTANCE ABUSE
Bishop T. K. Gorman Catholic School believes that all students should behave in accord with Christian values and civil law. In particular, the possession, sale or misuse of alcoholic beverages, drugs, drug paraphernalia, inhalants, tobacco products, over-the-counter or prescription drugs is strictly forbidden. Students, who violate these precepts, are subject to disciplinary action which may include expulsion. Parents and guardians are especially encouraged to join with the school in support of these moral beliefs and civil laws for their child's moral and physical well-being.

HARASSMENT POLICY FOR STUDENTS
Students shall not engage in conduct constituting harassment towards their peers, faculty, employees, or other members of the school community on or off campus. Harassment can result in severe disciplinary action including dismissal. Harassment is defined as conduct or other offensive treatment having the effect of creating an intimidating, hostile, or otherwise offensive environment or of interfering with the performance or promotion of the individual.

Electronic harassment is the use of information and communication technologies to support hostile behavior by an individual or group that is intended to hurt or degrade others. This includes the use of all social networking sites and electronic messaging.

A student who believes that he or she has been subjected to harassment or bullying as defined above shall bring the matter to the attention of the Principal, Assistant Principal, Director of Discipline or the Guidance Counselor. Harassment penalties may include, but not be limited to, apologies, detentions, suspensions, or expulsions. All families are accorded due process.

HAZING
Bishop T. K. Gorman Catholic School has no tolerance for hazing of any kind on or off campus. Hazing includes the singling out of any individual or group of students for intimidation or harassment.

THREATS
Threats to do harm are serious violations of the discipline code. Threats made seriously or in jest may result in detention, suspension, or expulsion.

PERSONAL ITEMS
Students should not bring excessive amounts of money or other items of value to school. Gorman is not responsible for personal valuables or money on the school campus. Personal items that are not able to be located should be reported to the Discipline Coordinators.

PUBLIC DISPLAYS OF AFFECTION
Student behavior should always be reflective of a Catholic School student. Public displays of affection during the school day or at school-sponsored events are never appropriate, and could result in serious disciplinary action.

GUM/FOOD VIOLATIONS
Students may not have food or any drink (excluding water) outside of the cafeteria unless the food/drink is part of a classroom assignment. Gum is allowed on campus but a teacher reserves the right to ask students to dispose of gum while in his/her classroom. Gum is never appropriate in the Chapel or during Mass.

SKATEBOARDS, ROLLER BLADES, SKATE SCOOTERS AND BICYCLES
Skateboards, skate scooters, and roller blades are not allowed on campus at any time. Bicycles may be ridden to school, but are not to be ridden on the sidewalks, in the buildings, or in any other unsafe manner. Bicycles are transportation vehicles and generally are required to be used in accordance with the same safety and legal guidelines as motor vehicles. Exceptions to this policy may occur during supervised physical education activities.
**GENERAL DRESS CODE/UNIFORM CODE**
Bishop Gorman’s school uniform provider is Academy Uniforms.
In order to be in uniform compliance, all students must adhere to the following uniform requirements from the time they enter the building in the morning until after exiting their last class. “Dress Uniform” will be required to be worn on all Mass Days and other special days throughout the school year. “Regular Uniform” may be worn on all other days.

1. Shirt tails are to be tucked in at all times.
2. No sandals, back-less, or open-toe shoes are to be worn at any time.
3. Undershirts must be white and should contain no graphics or words; undergarments may not be visible.
4. Shorts, slacks, and skirts are to be worn at waist level.
5. Belts are to be worn inside the loops and remain at waist level.
6. Hats are not permitted in the school building at any time.
7. All dress uniform shirts are to be buttoned at the top-button and worn with a white or nude undershirt (boys and girls).
8. The uniform tie will be worn all day on dress uniform day, secured at the neck/top-button and of proper length.
9. Students are not to wear sweaters around their waist.
10. The wearing of spirit t-shirts, athletic shirts/jerseys must be approved in advance by the Director of Discipline and the Athletic Director through the sponsor/coach. Only students who are competing that day are allowed to wear the approved shirt/jersey. All shirts and jerseys must remain tucked in and a belt must be worn (boys) or the waistband visible (girls).
11. Visible tattoos or body piercings on campus or at school-related events are not permitted and are considered serious disciplinary infractions.
12. Coats or non-Gorman jackets/sweaters or other outerwear may not be worn during the academic day.
13. Hooded sweatshirts (“hoodies”) and crew neck sweatshirts are not allowed to be worn at Mass or during Honors Convocations. Only Bishop Gorman approved fleeces, sweaters, vests, or letter jackets are allowed.
14. All school and athletic wear must be approved by the Director of Communications.
15. Hairstyles should be neat and clean and may not be distracting in style or color. Subtle highlights and natural accents are permitted provided only natural hair colors are used. No logos or designs may be cut or shaved into the hair.

**DRESS CODE FOR GIRLS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
<th>Regular Uniform Type</th>
<th>Length</th>
<th>Mass Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>White Hunter Green</td>
<td>Knit shirt with approved logos*</td>
<td>Appropriate size</td>
<td>White Oxford, long-sleeve or short-sleeve</td>
</tr>
<tr>
<td>Undershirt</td>
<td>Solid White</td>
<td></td>
<td></td>
<td>Solid white or nude</td>
</tr>
<tr>
<td>Tie</td>
<td>Khaki</td>
<td>Pleated in the front and back</td>
<td>No shorter than 2” above the knee cap in the front and the knee crease in the back</td>
<td>Academy brand plaid pleated in the front and back, No shorter than 2” above the knee cap in the front and the knee crease in the back</td>
</tr>
<tr>
<td>Skirt</td>
<td>Academy Plaid</td>
<td>Walking Shorts</td>
<td>No shorter than 2” above the knee cap in the front and the knee crease in the back</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Shorts</td>
<td>Academy brand light brown khaki</td>
<td>1-1 ½ inch width with small buckle</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Belt</td>
<td>Brown, black, or tan</td>
<td></td>
<td>See below**</td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td>No neon colors</td>
<td>Ankle, crew, knee highs, athletic</td>
<td>Approved fleece, cardigan, vest, or letter jacket only</td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td>Closed-toe only***</td>
<td></td>
<td>Black, brown, or tan closed-toe dress shoes</td>
<td></td>
</tr>
<tr>
<td>Cold Weather Wear</td>
<td><strong>Only items approved by Bishop T. K. Gorman Catholic School through the Director of Communications</strong></td>
<td>Sweatshirt, Fleece, Cardigan, Letter Jacket (HS only)</td>
<td>Approved fleece, cardigan, vest, or letter jacket only</td>
<td></td>
</tr>
</tbody>
</table>

*Shirts: All knit shirts may have only the following official emblem for the 2016-2017 school year: Bishop Thomas K. Gorman Catholic School (with the white or green cross in the middle)
White shirts require forest green thread; forest green shirts require white thread.

**Socks/Tights:** On dress uniform days, ladies may wear white, gray, black, or navy socks or knee highs. Navy, black, or nude tights or pantyhose may be worn (no footless tights).

***Shoes:** All shoes must have a back, closed-toe, and surround the foot for safety reasons. No slippers or moccasins. Heels are not to exceed two inches. When wearing the regular uniform, students may wear athletic shoes, deck shoes or flats (i.e. Sperrys, TOMS), loafers, or boots (only with pants).

Skirts and shorts need to be purchased with the foresight that girls may grow during the year. Skirts and shorts may not be shorter than 2 inches above the knee cap in the front or 2 inches above the knee crease in the back.
GIRLS’ GROOMING CODE:
1. Light makeup is allowed in grades 7-12. Makeup should not be a distraction (including nail polish). Makeup may not be worn in grade 6.
2. Hairstyles should be neat and clean and may not be distracting in style or color. Subtle highlights and natural accents are permitted provided only natural hair colors are used.
3. Earrings are to be small and unobtrusive (no larger than the size of a quarter), no more than two per earlobe and cartilage piercing is not permitted.
4. Excessive jewelry is not permitted.

BOYS’ GROOMING CODE
1. A student’s hair must be neat, clean, well-groomed and may not be distracting in style or color. Hair must be above the eyebrows, over the ear and above the collar when straightened.
2. Boys must be clean-shaven at all times. Students having facial hair will be sent to the office to shave with a disposable razor and shaving gel. The school will not be held responsible for minor shaving cuts or allergic reactions to shaving materials.
3. Sideburns may not extend beyond the middle of the ear.
4. Earrings are not permitted on campus or at any school-related event.

DRESS CODE FOR BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Regular Uniform Type</th>
<th>Length</th>
<th>Mass Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>White Hunter Green</td>
<td>Knit shirt with approved logos*</td>
<td>White Oxford, long-sleeve or short-sleeve</td>
</tr>
<tr>
<td>Undershirt</td>
<td>Solid White</td>
<td></td>
<td>Solid white</td>
</tr>
<tr>
<td>Tie</td>
<td>Academy brand stripped tie or Ambassador tie</td>
<td></td>
<td>Academy brand stripped tie or Ambassador tie</td>
</tr>
<tr>
<td>Shorts</td>
<td>Academy brand light brown khaki</td>
<td>Walking Shorts (Cargo shorts not permitted)</td>
<td>Knee-length</td>
</tr>
<tr>
<td>Pants</td>
<td>Academy brand light brown khaki</td>
<td></td>
<td>Black dress pants (this is the last year for navy pants)</td>
</tr>
<tr>
<td>Belt</td>
<td>Brown, black, or tan</td>
<td>1-1 1/2 inch width with small buckle</td>
<td>Brown or black</td>
</tr>
<tr>
<td>Socks</td>
<td>No neon colors</td>
<td>Ankle, crew, athletic</td>
<td>Black, white or gray socks</td>
</tr>
<tr>
<td>Shoes</td>
<td></td>
<td>Athletic shoes Sperrys, Loafers, Boots (with pants only)</td>
<td>Black, brown, or tan dress shoes only</td>
</tr>
<tr>
<td>Cold Weather Wear</td>
<td>Only items approved by Bishop T. K. Gorman Catholic School through the Director of Communications</td>
<td>Sweatsuit, Fleece Cardigan, Letter Jacket (HS only)</td>
<td>Approved fleece, cardigan, vest, or letter jacket only</td>
</tr>
</tbody>
</table>

*Shirts: All knit shirts may have only the following official emblem for the 2016-2017 school year: Bishop Thomas K. Gorman Catholic School (with the white or green cross in the middle) White shirts require forest green thread; forest green shirts require white thread.

CODE FOR DRESS AT SCHOOL EVENTS AND EXTRACURRICULAR ACTIVITIES
Students in attendance at school events outside of the school day must wear appropriate attire that maintains Christian modesty as representatives of Bishop Gorman in the wider community. In keeping with the Bishop Gorman dress code, if a student considered to be dressed inappropriately, including, but not limited to: visibility of midriffs, cleavage, undergarments, tattoos, body piercings other than the earlobe, inappropriate length of shorts or skirts) he or she will be asked to change. A student may be restricted from attendance but may return to the event once he or she has changed into appropriate attire.
DRESS/GROOMING CODE
Students not in compliance with dress/grooming code are given a detention. Parent(s)/guardian(s) of students out of compliance with the dress/grooming code may be required to bring appropriate attire to the school campus.

MODIFIED DRESS DAY
Some days throughout the year students might be given an optional dress code. On these days students must abide by the following guidelines:

1. Shirts must have sleeves
2. Jeans may be worn provided they have no holes, are worn with belts, and are the appropriate size for the person wearing them
3. Spandex, leggings, tights or other formfitting items may be worn, but cannot be worn as the outer garment such as in place of pants or jeans. If these or similar skintight items are worn, they must be covered by shorts and/or a skirt or shirt that is no more than 3 inches above the top of the knee cap.
4. All shirts must be tucked in with belt or waistband visible
5. Sandals are not allowed
6. All writing and logos on t-shirts must be appropriate
7. Girls’ skirts or shorts may be no shorter than 2 inches above knee cap in the front and 2 inches above the knee crease in the back (including slits on a dress/skirt)
V. OTHER EDUCATIONAL GUIDELINES

BAD WEATHER DAYS
Announcements of closings will be made on KLTV (Channel 7) and KTBB (AM 600) as well as the Gorman website www.bishopgorman.net, Gorman’s Facebook and Twitter pages. Bishop T. K. Gorman Catholic School will usually follow the closing and delayed openings of TISD.

CAFETERIA
The school cafeteria serves snacks, breakfasts and lunches on regular school days. Food and drink are not allowed outside of the cafeteria: the only exception is bottled water in some locations. Middle School students must remain in the cafeteria during lunch periods. Attention should be given to maintaining the cleanliness of the dining room.

FOOD AND DRINK
Food or drink items brought from home and stored in lockers must be sealed and may not be left overnight.

EMERGENCY DRILLS
Emergency drills at regular intervals are required by law and are an important safety precaution. Posted escape routes and procedural information are located in each classroom. Students should follow teachers’ directions regarding emergency routes during an emergency procedure. Students should remain silent and cooperative through all drills and emergency procedures.

FACILITY CARE AND MAINTENANCE
Students should take pride in their school and are expected to help maintain the buildings and grounds. Litter should be placed in trash receptacles. Buildings and furnishings should be orderly at all times. Maintenance problems should be reported immediately to the office. Damage to school property, including graffiti, is considered a serious disciplinary infraction. Graffiti is a specific form of vandalism using aerosol paint, an indelible marker, or an engraving device to write or draw on someone else’s property without permission. As with criminal mischief, the penalties vary according to the amount of damage, including the cost of removal, but graffiti can quickly become a serious charge. A student is held financially responsible for any damage he/she causes to school property. No unauthorized posters are permitted.

SCHOOL VEHICLE USE
Students being transported in school vehicles must remain seated with the seat belt fastened at all times. The driver of the vehicle is in charge of all students in the vehicle. Students are responsible for good conduct under the supervision of the driver. A student is held financially responsible for damage he/she does to the vehicles. Students should not enter or exit through the rear door of the vehicle.

GYMS
Students must obey all gymnasium rules. Students are not permitted in the gyms, locker rooms, field house, or weight rooms without faculty or staff supervision.

HOLY FAMILY LIBRARY
The library is open from 7:30 a.m. to 4:00 p.m. during regular school days and open for thirty more minutes after classes on early release days. Please note that the library is open on Wednesdays until 4:00 p.m. for high school students only. Middle school students must report to Extended Care fifteen minutes after the final bell on Wednesday. The library is a place for reading, quiet study, and research. A pass written by a teacher or office staff during class time is required when students report to the library. Students may check out regular library materials for a loan period of three (3) weeks, and can renew them for another three weeks when items are not reserved by others. A grace period of five days will be allowed for all borrowers to return or renew late materials without being charged fines. A fine of ten (10) cents per school day for regular books and twenty-five (25) cents per class block for overnight check-outs or campus materials will be charged. A weekly notice will also be issued to borrowers regarding their late materials. An additional charge of $1.00 may be added to a borrower’s account on a weekly basis if the library records are not cleared three days after the third notice; parent(s)/guardian(s) will be notified. Electronic resources are available 24/7 to meet students’ research needs.

Computer use in the library is a privilege and is reserved for educational purposes only. Students must sign in and follow agreements specified in the Computer Use Guidelines. Internet use may be monitored and timed. Priority is given to a scheduled class rather than individual users.

The library subscribes to the Accelerated Reader program to promote reading. Readers enjoy great incentives and success with their participation. Adults are also welcome to participate.

To learn more about the library services, please visit the library page at www.bishopgorman.net/academics/library.
NOTARY SERVICES
Many forms, especially for overnight trips, must be notarized. Notary services at the school are provided for school documents only as a courtesy to parent(s)/guardian(s), faculty, and staff. This service is offered for school documents only. Documents notarized at the school must be signed in front of the notary with required identification.

SCHOOL LOCKERS
Bishop T. K. Gorman Catholic School assigns lockers for student use. Students should use only their assigned lockers. Changes in locker assignments should be cleared through the Assistant Principal. The school retains all rights to access lockers at any time and retain the property.

Students are responsible for keeping their lockers clean and neat, both inside and outside. Students may be asked to remove any locker decorations that are considered inappropriate. Students should not use adhesives (glue, tape, sticky tack). Magnets are recommended. Students should not slam or jam locker doors shut. Students are held responsible for damage to individual lockers. Locker doors should close easily and remain closed. Locker damage or maintenance problems should be reported to the office. Bags too large to put in lockers must be placed on shelves located in the hallway. Food should not be kept in lockers overnight. Students are also cautioned not to keep money or valuables in lockers. Taking any article out of another student's locker without permission will be considered stealing.

GYM LOCKERS
Gym lockers and locks will be provided to students who submit a request to their teacher/coach for the school year. No personal locks may be used to secure a locker in the gym locker rooms.

SCHOOL PHONE USE
High school students may be allowed to use the school phones during lunch and advisories with permission of office staff. Middle school students may only use the school phones before or after school except for a medical emergency at which time they must have permission from the front office staff.

MEDICATIONS
Student medications should preferably be taken at home. When a student must take medication at school, he/she must follow the procedures below.

All medication must meet the following requirements:
1. Only medications prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel.
2. The school must be in receipt of a written request from the parent/legal guardian to administer medication.
3. Each student’s medication must be in properly labeled containers with the following information:
   a. Student’s name
   b. Physician/dentist name
   c. Date
   d. Dosage
   e. Directions for administration
   f. Duration that medication is to be given
4. No “over-the-counter” medication, such as Tylenol/Advil may be dispensed to any student unless prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions.
5. No student is to keep any medications of any kind in his/her possession at any time unless approved by a school Administrator.
6. The “Physician/Parent Request for Administration of Medicine or Special Procedure by School Personnel” form must be completed, signed, and returned to the office along with the properly labeled medication.

STUDENT ACCIDENTS DURING SCHOOL DAY
In the event an accident occurs and a student sustains any form of an injury during the school day:
1. The school will cautiously provide first aid.
2. The school will attempt to notify the parent(s)/guardian(s) or emergency contact by phone.
3. The school will call for an ambulance in case of a serious emergency. The school will attempt to contact parents or guardians before the student is transported. A staff member may accompany the student to the hospital.

HUMAN SEXUALITY
Bishop T. K. Gorman Catholic School believes that marriage is a sacrament and that all sexual activity should only take place within the context of marriage. The school advocates sexual abstinence according to the teachings of the Roman Catholic Church. Bishop T. K. Gorman Catholic School values life to the extent that students who find themselves in stages of life expectancy are welcomed and supported, but may be limited in involvement of school activities.
CHRISTIAN SERVICE HOURS
All Christians are called to serve God and to serve others, especially those who are less fortunate. In response to this call to Christian Service, Bishop T. K. Gorman Catholic School expects the following of each high school student:

- Freshmen – 20 hours of Christian service
- Sophomores – 25 hours of Christian service
- Juniors – 40 hours of Christian service
- Seniors – 40 hours of Christian service

Students should seek approval from the Director of Christian Service Hours in advance for service hours. Students and parent(s)/guardian(s) should refer to the Christian Service packet for program details and required forms. The packet will be distributed during regular theology classes.

MOTOR VEHICLES/PARKING LOTS
Driving and parking a vehicle on the Bishop T. K. Gorman Catholic School campus is a privilege granted by the school. Motor vehicles must be operated in accordance with Texas State laws which include a valid driver’s license, license plate, and liability insurance. Vehicles must be operated in a responsible manner. The campus speed limit is 5 mph at all times. Car stereos must maintain a low volume on campus. Drivers in moving vehicles should not be on cell phones.

Any student vehicle parked on the Gorman campus must be registered in the office and must exhibit a Bishop T. K. Gorman Catholic School numbered parking tag. A parking space will be assigned upon the purchase of a parking tag. The tag must be visible at all times during the school day.

The student parking areas are located along the north and east sides of the high school gym. Driveways and fire lanes must remain clear at all times for emergency vehicles. Parking in front of the school is reserved for visitors. A student must park in his or her assigned parking space only. Vehicles may be towed at the owner’s expense for parking violations.

Once on the school campus, a student must have a pass from the office to access his or her vehicle before the end of the school day. Items of value should not be left in plain sight in a parked vehicle. The school is not responsible for any loss or damage to any vehicle parked on campus. Bishop T. K. Gorman Catholic School reserves the right to search any vehicle parked on school property. Students should not loiter in the parking lots.

Students who operate a vehicle in an unsafe manner or fail to follow published driving rules and regulations for parking and/or operating a motor vehicle on campus may forfeit their privilege of operating or parking on the school campus. The school parking lots and streets are the property of the school. Parent(s)/guardian(s) and students are prohibited from parking in faculty designated parking spaces or other clearly designated parking spaces until after 4:10 p.m.

SUBSTANCE ABUSE TESTING
Bishop T. K. Gorman Catholic School understands the serious, long-term effects of substance abuse. Addictive behaviors are usually established early in life.

Gorman randomly drug tests students in grades 9-12 through hair screening. The hair tests indicate use of illegal drugs – including marijuana, cocaine, and others – used in the past ninety days. Testing process is as follows:

1. Random selection of students for hair testing. Randomness is assured through the assignment each year of a unique identification code for each student by the Principal. The Drug Testing Director selects a series of student codes for testing; these are subsequently matched with a student’s name through the Principal’s office. Once drawn for testing, student codes are returned to the pool and may be drawn again in the same year.
2. Notice to parents or guardians sent at least one week prior to testing date, outlining procedures and policies.
3. Hair testing is performed in the school clinic on the day assigned. A small sample of hair is cut from the student’s head (about 100 strands) by the Gorman Drug Testing agent.
4. Submission of the hair sample to the testing company.
5. Results viewed by the Principal are reported by unique student code – not the student’s name – over a secure internet connection.

Should a student test positive for illegal drugs through hair testing, the following process is implemented:

1. The student and parent(s)/guardian(s) will be notified by the Principal himself to establish a time for a meeting with the Chaplain and the Principal in an off-campus setting. The meeting includes:
   a. Review of drug testing and validity of results
   b. Review of the dangers of substance abuse
   c. Prevention and treatment options for substance abuse including counseling options provided by the community, community service agencies and private practices
2. Retesting of a student after ninety days. Testing positive a second time or on any subsequent random drug test will result in a request for withdrawal from the school. Failure to withdraw will mean an automatic expulsion.
BREATHEALYZER ALCOHOL TESTING
All students attending Bishop T. K. Gorman Catholic School, dances and other school-related events are subject to an alcohol breathalyzer test. Inebriation is considered a serious disciplinary infraction and will result in disciplinary action and possible restriction from attendance at future extracurricular events.

STUDENT RESIDENCE
A Bishop T. K. Gorman Catholic School student is expected to live at home with his/her parent or guardian. If a situation arises whereby a student has other living accommodations, the Principal must be notified by the parent or guardian.

LIQUID PAPER
Students are not permitted to bring liquid paper or permanent markers to school.

BOOKS/BOOKBAGS/ATHLETIC BAGS
No book bags, books, or athletic bags are to be left on the hallway floors. Classroom aisles need to be kept free of books, book bags or athletic bags. Bags too large to fit in lockers must be placed on shelves located in hallways.

SCHOOL-SPONSORED ACTIVITIES
Groups planning special activities, including dances, must have permission from a faculty sponsor and the Director of Student Services. Planning must be approved well in advance of the event.

STUDENT GUIDELINES AT SCHOOL ACTIVITIES
These guidelines must be followed by those in attendance:
1. Students must remain in designated areas during the activity.
2. Students must cooperate and exhibit good behavior.
3. Students must dress appropriately for each function.
4. The sponsoring organization is responsible for clean-up.
5. Sponsors’ requests should be adhered to and respected.
6. Students who leave a school activity may not be allowed to return.

STUDENT GUESTS
A Guest Request form must be completed by a Gorman student and submitted to the Assistant Principal for approval at least 24 hours prior to the activity/visit.

Student Guests
1. One guest may be invited.
2. High school students may only invite other high school students verified with a current valid student identification card.
3. Middle school students may only invite other middle school students.
4. Students are responsible for the behavior and dress of their guests while on the Gorman campus or at any Gorman function.
5. Exceptions may be made for family members.

VISITORS
All visitors to the school must:
1. Sign in at the front office
2. Wear a “Visitor” name tag, clearly visible, at all times
3. Obey all school rules and guidelines
4. Dress in a manner consistent with school dress regulations

The school reserves the right to refuse any visitor access to the school.
VI. COMPUTER USE GUIDELINES

COMPUTER USE GUIDELINES
Bishop T. K. Gorman Catholic School provides student access to the school’s Computer Network, Internet, and Intranet (a.k.a. Computer System) for educational purposes only.

PURPOSE
1. The Computer System has been created for an educational purpose. The term "educational purpose" includes classroom, career development and other teacher-monitored activities.
2. Bishop T. K. Gorman Catholic School has the right to place restrictions on the material accessed or posted through the system. Students are expected to follow the policies identified in this student-parent handbook, and applicable State and Federal laws.
3. Students are prohibited from using the Computer System:
   a. As a public access service or public forum
   b. For commercial purposes - advertising, providing, or purchasing products or services

INTERNET ACCESS
All students must complete a Computer Use agreement signed by their parents or guardians prior to receiving access (see last page of handbook). This should be done annually before the end of the first week of school.

COMPUTER ACCESS
Every student is issued a computer network account. It is the student’s responsibility to choose a secure password and to keep the password private. If the student believes his/her password has been compromised, he/she need to change it or contact the Technology Coordinator to have his/her password changed.

UNACCEPTABLE USES
The following are unacceptable uses of the computer system. This list is exclusive and provides only a sampling of possible violations.
1. Student Safety:
   a. Posting personal contact information about themselves or other people. Personal contact information includes the student’s family address, telephone, school address, work address, etc.
   b. Meeting with someone they have met online
   Students must promptly disclose to their teacher, or other school employee, any message the student receives that is inappropriate or makes the student feel uncomfortable.
2. Illegal Activities: Students are restricted from the following actions
   a. Attempting to gain unauthorized access to the Bishop T. K. Gorman Catholic School Computer System, or any other computer system through the school Computer System, or go beyond the student’s authorized access. This includes attempting to access another person’s files, misrepresenting oneself, or modifying or eliminating in any way the school’s intranet, extranet, or website.
   b. Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or other means.
   c. Using the Computer System to participate in any other illegal act, i.e. coordinating the sale or purchase of drugs or alcohol, threatening the safety of a person, etc.
3. System Security:
   a. Network accounts and passwords are to be used only by the authorized owner of the account for the authorized purpose. Students should never reveal their own passwords or log onto the school system using someone else’s identification or password.
   b. Students must immediately notify a teacher or the Technology Coordinator if they have identified a possible security problem.
4. Inappropriate Language:
   Restrictions against inappropriate language apply to public and private messages, as well as material posted on web pages. Students are restricted from the following behaviors:
   a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
   b. Personal attacks, including prejudicial or discriminatory attacks
   c. Harassing another person – persistently acting in a manner that distresses or annoys another person knowingly or recklessly posting false or defamatory information about a person or organization
5. Cyber bullying - Harassing another person
   a. Acting in a manner that distresses or annoys another person knowingly
   b. Posting false or defamatory information about a person or organization
   c. Impersonating another person or creating false identities
6. Students are prohibited from the following:
   a. Re-posting a message that was sent to them privately, without permission of the sender
   b. Posting private information about another person
   c. Posting anonymous messages
   d. Posting chain letters or engaging in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright:
   a. Students are prohibited from plagiarizing works that they find on the Computer System. Plagiarism is taking the ideas and/or writings of others and presenting them as one’s own.
   b. Students must respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. Students who are unsure about the use of a work should confer with a teacher/administrator.
   c. Students are prohibited from using the school name or school logo in any inappropriate, slanderous, or unethical manner.

8. Access to Inappropriate Material
   a. Students are restricted from using the Computer System to access material that is profane or obscene, i.e. pornography, which advocates illegal acts, violence or discrimination towards other people.
   b. Students who mistakenly access inappropriate information should immediately tell the student’s teacher or other school employee. This will protect students against claims that they have intentionally violated this policy.
   c. Student internet usage is monitored and traceable to the student by their computer network account. Students should never allow anyone to use their account to access computers on the school network. Students are held accountable for all actions conducted using their computer network account.

9. Proxy Servers: Use of proxy servers to bypass web filtering

COMPUTER SYSTEM MAINTENANCE AND REPAIR
1. All maintenance or repair of hardware and software is to be performed/coordinated only by the Bishop T. K. Gorman Catholic School Technology Coordinator.
2. Unauthorized tampering of hardware/software will be construed as vandalism.

CONSEQUENCES OF POLICY VIOLATION(S)
This list indicates some penalties that may be imposed for offenses, but in no way is the list exhaustive of possible punitive action.

- Loss of computer privileges at Gorman
- A parent/guardian conference
- Detention
- Criminal prosecution
- Expulsion
- Other consequences

Bishop T. K. Gorman Catholic School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Computer System.

LIMITATION OF LIABILITY
Bishop T. K. Gorman Catholic School expresses no guarantee that the functions or services provided by or through the Computer System will be flawless. The school will not be responsible for any damages, including but not limited to, loss of data or interruptions of service, the quality of the information obtained through or stored on the system, nor any financial obligations occurring through the unauthorized use of the system.

SOCIAL NETWORKING
Online social networking by teens is a popular activity away from school. Teens and parent(s)/guardian(s) should understand that the personal information they post may interfere with their acceptance to college, application for scholarship, or finding employment. In some cases, photos and comments about inappropriate student behavior off-campus may lead to disciplinary action at school. Parents and guardians are strongly encouraged to monitor all Internet use by their child and to be aware of and educate their child about the latest technological dangers, e.g., inappropriate posting, cyberbullying, gaming addiction, Internet addiction, sexting, sexual predators and so forth.
SCHOOL SOCIAL NETWORKING POLICY
Bishop Gorman uses social media to communicate and connect with alumni, parent(s)/guardian(s), students and the community through various school facilitated Facebook and Twitter accounts about athletics, events and news. The school has not pursued its use for curricular, classroom or other educational applications.

Students and parent(s)/guardian(s) are encouraged to use other approved methods to communicate classroom matters such as RenWeb, email, phone, school website, virtual classrooms, Google Apps or any other school facilitated service or software the school implements in the future rather than the current popular social network or a teacher’s personal email account.

SOCIAL NETWORKING USE AT SCHOOL
Bishop Gorman realizes the important opportunities that social media has to offer in education and society at large. Through experience, the school has determined social media access during school hours is more of a distraction than an educational opportunity. Therefore, high school students may access social media websites on campus before or after school hours only and middle school students are denied access at all times.

The Gorman network policy is enforced through web filtering and its integration with user network accounts. Consequently, users accessing the internet through the wireless infrastructure without a network user account are considered guests and therefore assigned a stricter filtering policy without social media access.
PURPOSE AND PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES
Extracurricular activities at Bishop T. K. Gorman Catholic School will provide students an opportunity to gain a greater awareness of himself/herself and his/her potential for Christian growth. A student will learn respect for others through fair and ethically based competition. He/she will learn “good sportsmanship,” which requires the development of such qualities as, self-control, self-discipline, respect, cooperation, and fairness.

The aim of the extracurricular programs is to give students the opportunity to develop self-expression as well as positive personal qualities such as courage, self-confidence and resourcefulness. In relation to the school community, these programs foster a wholesome school spirit, create an atmosphere of unity and fellowship within the school, and stimulate support for an interest in the entire school program.

These programs are one of the principle means by which Bishop T. K. Gorman Catholic School makes its presence known in the greater community.

TAPPS/PSIA GOALS
The goal of student participation in TAPPS (High School) and PSIA (Middle School) is to foster peer group interaction, emotional maturity and self-confidence within a peer group.

STUDENT RESPONSIBILITY
Students are responsible for submitting and picking up assignments in a timely fashion prior to any missed classes and for making up all assignments which are missed due to activity participation.

Students are responsible for helping to maintain the cleanliness and neatness of the performance or pre-performance facilities used at home and away events. Each student will conduct himself/herself as a representative of Bishop T. K. Gorman Catholic School and will uphold the high standards of the school.

STUDENT-ATHLETE BLOCK POLICY
Attendance
Attendance for P. E. is mandatory for any student in grades 9-11.

In keeping with the remediation policy of Bishop Gorman, if a student athlete has more than 5 absences (excused or unexcused) during a semester, the athlete will be ineligible for competition until the absences are remediated.

Participation in training sessions at an off-campus site does not constitute a school workout and will not be used in place of the athletic block.

Game Day Eligibility
Game day workouts will be at the discretion of the coach. Student-athletes must be in classes from the beginning of first block until the end of fifth block to be eligible to participate in any athletic event unless early dismissal is required for travel to the athletic event.

Injury Policy
All students in P. E. class must report to the P. E. teacher for attendance. Any student requiring treatment by the athletic trainer will be provided a pass by their P. E. teacher. The athletic trainer will determine when the student can return to full participation.

ATHLETIC PARTICIPATION REQUIREMENTS
Prior to participating in any activity, a student must meet all TAPPS and Bishop Gorman eligibility requirements. The following forms must be on file in the office:
1. Parent(s)/guardian(s) Approval for Athletics
2. Proof of Insurance
3. Pre-participation Physical Evaluation-Medical History
4. TAPPS Forms (High School)

A student cannot participate in after school activities until all paperwork has been submitted.

COMPETITION DAY DRESS CODE
Students’ competition day attire must be approved by the Athletic Director or Director of Discipline.
1. Only approved current team t-shirts or competition uniforms may be worn.
2. All current year team t-shirts and competition uniforms need to be tucked in to uniform pants, shorts and skirts.
3. Waistline must be visible.
4. Boys - white undershirts must be worn.
5. Boys - belts must be worn.
LETTER JACKETS
A student can earn a varsity letter or certificate of participation through involvement in all TAPPS-sponsored competitions (fine arts, academic, and athletic). The coach, moderator, or sponsor will award those to students who earn them.

A student-athlete must compete at the varsity level and must be listed on the varsity roster the entire season to receive a letter. Students who do not participate at the varsity level will receive a certificate of participation. Team managers and athletic trainers will receive a letter for the first sport of participation and certificate for other sports within the same school year.

Students who earn two consecutive varsity letters in the same sport, or a combination of six letters and certificates (one of which must be a varsity letter) and are in good standing with Bishop T. K. Gorman Catholic School will be notified by the Athletic Director of their outstanding accomplishments and receive a Bishop Gorman patch with one sport insert. Letter jackets will be ordered twice annually. Directions for ordering the Letter Jacket will be provided by the Athletic Director.

Letter jackets for Bishop T. K. Gorman Catholic School may not be independently ordered by students.

TRANSPORTATION TO EXTRACURRICULAR ACTIVITIES
All students must use school transportation to and from all extracurricular functions. Students may be released to their parent(s)/guardian(s) or guardians from an off-campus school function with the permission of the school supervisor. Students who fail to comply may lose their participation privileges. Middle school students participating in extracurricular activities must return from competition before 10:00 p.m.

ATHLETIC SIGNING CEREMONY
Participation in Bishop T. K. Gorman Catholic School Athletic Signing Ceremonies is a public recognition by the school that a student has chosen a particular college or university to continue his/her studies and athletic endeavors. After a senior's college choice is finalized and he/she has completed the process, the Athletic Scholarship Coordinator will organize a public signing.

STATE CHAMPIONSHIP RING
When a high school team wins a TAPPS state championship, individual participants will be given an opportunity to purchase a state championship ring at their own expense.

VIII. CHAPERONE/ MODERATOR GUIDELINES

CHAPERONES/MODERATORS
Chaperones and moderators are necessary for supervising class trips, dances, grade level trips, extracurricular events and other school activities.

Chaperones and moderators must be adults (age 25 minimally), be approved by the school administration, be willing to adhere to the school's philosophy and to enforce school rules and expectations. All chaperones and moderators must minimally have completed the Diocese of Tyler Ethics and Integrity Awareness training. Not everyone who volunteers to chaperone may be selected.

Individuals interested in participating or chaperoning a trip or activity should contact the school office well in advance of the activity.
IX. CHALLENGED MATERIALS

Procedure For Reconsideration Of Challenged Materials

1. When a parent, guardian or student has concerns about materials selected for the library or classroom instruction, the school personnel involved will be informed of the concerns. Efforts should be made by both parties to resolve the matter at this level amicably and expeditiously.

2. If the matter cannot be resolved, the Principal shall hold a conference with the party questioning the material(s). The school’s selection policy should be reviewed. The chairman of the English department or the librarian may be present at the conference.

3. If all parties cannot reach agreement, the complainant is informed of the procedure for reconsideration of library resources or classroom instructional material.

4. The complainant shall be requested to submit a written “Request for Reconsideration of Library Resources or Classroom Instructional Material.” This form is available in the library or online. The form must be completed in its entirety and will be submitted to the Principal.

5. The affected school personnel shall be informed of the complainant: librarian, teacher, Director of Student Services, chairman of the English department, and others as necessary.

6. A review committee appointed by the Principal will consider the complaint.

7. The review committee shall include the Principal, the librarian or the chairman of the English department, two parents or guardians, and one teacher. A student may be selected to join the committee, depending on the nature of the complaint and availability of an appropriate candidate. The Principal is the facilitator of the group. The challenged resource shall remain on the shelf or in use during the reconsideration process.
   a. The complainant (and his/her parents or guardians if he/she is a student) will be invited to attend part of the meeting of the review committee to give oral testimony. Other community members may be included in giving oral testimony before the review committee.
   b. The review committee shall take the following steps:
      i. Read, view, or listen to the resource in its entirety.
      ii. Review the complaint filed, the school’s selection policy, and general acceptance of the resource using authoritative sources and reviews in the discipline.
      iii. Form recommendations by weighing the faults and instructional values of the material as a whole, rather than upon passages or segments taken out of context.
      iv. Review the work within the global context of education in the mission of Bishop T. K. Gorman Catholic School and the Catholic Church.
      v. Make a recommendation concerning the resource to the Principal within two weeks from the date of the “final committee meeting.”
         i. The recommendation shall be one of the following:
            a. Remove the resource from public use
            b. Retain the resource for restricted use
            c. Retain the resource for general use
            d. Other disposition

8. The Principal shall inform the complainant of the recommendation of the review committee and the Principal’s subsequent decision.

9. If the committee chooses to retain the resource, the complainant’s recourse is to appeal the decision following the Grievance Process for Bishop T. K. Gorman Catholic School.
DIOCESE OF TYLER CATHOLIC SCHOOLS GRIEVANCE PROCESS

PURPOSE OF GRIEVANCE POLICY
A “grievance” is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local or Diocesan level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

NONDISCRIMINATION
No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the faculty, staff, school administration or the agents of the school against any person because of participation in the grievance procedure.

PROCESSING GRIEVANCES:
Process of conciliation through Christian charity:

Local Reconciliation
Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority (such as teacher, coach, or moderator).

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.
2. If the immediate authoritative person is not the Principal, all parties must meet with the Principal before the grievance is brought to the next level.
3. If a satisfactory decision is not reached, or if the Principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

Level One - Gorman Board of Directors
If a satisfactory solution has not been reached during Local Reconciliation, the following procedure is to be used:

1. The aggrieved party shall submit a complaint in writing to the President of the Gorman Board of Directors within ten (10) business days following the grievant’s last meeting with the principal.
2. The Board President will arrange a meeting of three members of the Board of Directors within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial. The Board’s purview is limited to determining whether or not the school followed diocesan and local policy.
3. The Board of Directors President will review all the information presented and notify both parties of the decision within five (5) business days of the appeal hearing.
4. If a satisfactory solution is not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.

Level Two - Superintendent
If a satisfactory solution has not been reached during Level One, the following procedure is to be used:

1. The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant’s last meeting with the Board of Directors.
2. The Superintendent will arrange a meeting within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.
3. If a satisfactory solution is not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.
4. Within ten (10) business days of receipt of the grievant’s letter, the Superintendent will arrange a meeting with the grievant.
5. The Principal will be instructed to give the Superintendent all documentation relating to the matter.
6. The grievant will have the opportunity to explain, defend, or refute the documentation presented by the Principal.
7. The Superintendent will review all the information presented and notify both parties of the decision within ten (10) business days of the appeal hearing.

X. GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS
**Level Three – Diocesan Schools Appeals Board**

If a satisfactory decision has not been reached at Level Two, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop’s Curia, one will be a teacher (from another school system in the diocese) and one will be a Principal (from another school system in the diocese). The chairperson will be the Curia representative.

1. The grievant shall have five (5) business days, after receiving the Superintendent’s decision, to appeal to the Diocesan Schools Appeals Board.
2. The notice of appeal is sent in writing to the Superintendent.
3. The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.
4. The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.
5. The Principal will be notified at least ten (10) days before the scheduled hearing.
6. Both parties will be heard on the same day, but at separate times.
7. The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.
8. At the hearing, each party will have a maximum of one (1) hour to present their position to the board.
9. The Principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.
10. The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.
11. The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.
12. The Diocesan Schools Appeals Board will deliberate in private.
13. The decision will be the result of a simple majority vote.
14. The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the Principal within five (5) business days from the date the hearing was held.
Student-Parent Handbook
Directions: Please take time to review this Student-Parent Handbook. Be sure that you understand completely and that you accept fully the spirit of the contents. After you have read and discussed these policies and rules, please remove this page, sign it and return to the Assistant Principal before the due date.

We have read, understand and intend to comply with the rules and regulations as outlined in the 2016-2017 Bishop T. K. Gorman Catholic School Student-Parent Handbook.

Student Signature  Parent/Guardian Signature  Date

Safe Environment Program
We understand that all students in Bishop T. K. Gorman Catholic School receive instruction which constitutes a Safe Environment Program as required by the Diocese of Tyler and the United States Conference of Catholic Bishops. This instruction includes preventative tactics to protect students from pedophilic advances or unwarranted sexual advances. We understand the school will provide additional resources if we request them.

Student Signature  Parent/Guardian Signature  Date

Computer Use Guidelines
We understand, accept and agree to the rules in the use of the computer system through the computers at Bishop T. K. Gorman Catholic School. We realize that the primary purpose of the Gorman computer system is educational and that as a result it will be used only for educational purposes. Secondly, we realize that the use of the Gorman computer system is a privilege granted by Bishop T. K. Gorman Catholic School, not a right. Further, we accept that inappropriate behavior may lead to penalties, including but not limited to the revoking of computer system access, discipline action by the school as it may deem fit and/or legal action by the school and/or third party. We further agree to refrain from inappropriate games or jokes in according to the philosophy of the Roman Catholic Church and of Bishop T. K. Gorman Catholic School Student-Parent Handbook on the school’s computers. We further agree that we will not participate in any Chat Room or blog activities or other activities on the school’s computers contrary to or inappropriate according the philosophy of the Roman Catholic Church and of Bishop T. K. Gorman Catholic School. Thirdly, we agree not to use the school’s computers to participate in the transfer of material that is criminal, subversive, treasonous, defamatory, or invasive of privacy or contrary to, or inappropriate, according to the philosophy of the Roman Catholic Church and of Bishop T. K. Gorman Catholic School.

Student Signature  Parent/Guardian Signature  Date

Authorization For Photo Release
We hereby grant permission for Bishop T. K. Gorman Catholic School and/or the Diocese of Tyler to publish and print our child's name and/or likeness on the Bishop T. K. Gorman Catholic School website on the internet and/or the World Wide Web or in school publications. We hereby further release, indemnify and hold harmless Bishop T. K. Gorman Catholic School, the Diocese of Tyler, the directors, officers, agents, pastors, employees, and insurers from any and all claims and /or damages on behalf of ourselves and our child arising from the publication of our child's name, photograph, or likeness on video or print used by the school or in school publications. This agreement shall remain in force and in effect at all times.

Parent/Guardian Signature  Date