

2011-2012 Student-Parent Handbook

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

Bishop T. K. Gorman
Regional Catholic School



STUDENT-PARENT HANDBOOK

2011 - 2012

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Celebrating Over 50 years in the Tradition of Catholic Excellence

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LETTER FROM THE PRINCIPAL

Dear Parents and Students:

Welcome to the 2011-2012 school year, our school's fifty-third. Since 1958, Bishop T. K. Gorman Regional 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 Regional 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 to ensure and nurture this growth.

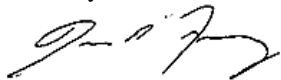
Bishop T. K. Gorman Regional Catholic School has many acclaims, including being named a *Top 50 U.S. Catholic High School in 2005, 2006, 2007, 2008 and 2009 and 2010*; the 2001 and 2002 TAPPS Overall 3A *State Championship*; the 1999, 2000, and 2002 *State Championship in Academics* as well as many other extracurricular and sports accomplishments.

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 Regional 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

2011 - 2012 FACULTY

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* Denotes Department Chair

I. GENERAL INFORMATION

BISHOP T. K. GORMAN REGIONAL CATHOLIC SCHOOL VISION STATEMENT

The Tyler Catholic School System 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 Regional 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

SCHOOL MASCOT

Crusader

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), renewed February, 2008

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

A Top 50 Catholic High School, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011
A United States Department of Education Blue Ribbon School of Excellence, 1998

AWARDS

TAPPS 3A Overall State Champion – 2001, 2002

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 our 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 of us, 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 Regional Catholic School, believe in the rights of every student to expect:

1. Love, guidance, understanding, encouragement, and respect from parents 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 parents, and myself, I pledge to:

1. Honor and give due respect to parents, 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 Regional 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 Regional 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 Regional 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.

FACILITIES

Bishop T. K. Gorman Regional 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 Bishop T. K. Gorman Regional Catholic School Business Office, 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, a 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.

COMMUNICATION

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

Conference times are set aside each semester for parents and students to meet with teachers. Parents are asked to take advantage of this opportunity by promptly returning the conference request form.

PRAYER AND LITURGY

Bishop T. K. Gorman Regional 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 Regional 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 Regional 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 Regional Catholic School
 - e. Family's religion
 - f. Student's discipline record
 - o Other family members who currently attend or have attended Bishop T. K. Gorman Regional Catholic School
 - g. Timeliness of application and payment of required fees

*All students who are new to Bishop T. K. Gorman Regional 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 Regional 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 never be dropped off at school before 7:30 a.m. No supervision of students is provided before 7:30 a.m. Drop off and pick up will be at the west side of the Milam Joseph Center. Middle School students should report directly to the Middle School gym between 7:30 a.m. and 8:10 a.m. Cell phone use by the driver is prohibited on the school campus in any moving vehicle.

Middle School students must be picked up on the middle school side of the campus. Students should be picked up within fifteen minutes of the end of the school day or within fifteen minutes of the end of their extracurricular activity. Students involved in extracurricular activities should report to that activity promptly after school.

Middle School waiting areas are supervised fifteen minutes after the final school bell; in addition extracurricular activities are supervised up to fifteen minutes after the activity concludes. Unsupervised Middle School students after this time will be sent to Extended Care Program at the parents' expense.

IMMUNIZATION RECORDS

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

EXTENDED CARE

Bishop T. K. Gorman Regional 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. Parents may contract with the Extended Care program for their children. Elementary students and middle school students who are not picked up within fifteen minutes after the final bell must report to Extended Care at the parents' expense and may be subject to a disciplinary punishment if found unsupervised.

TUITION, FEES, AND OTHER EXPENSES

It is the responsibility of the Bishop T. K. Gorman Regional 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. Parents may choose one of several methods for paying tuition: (1) in full by July 15; (2) semester payments (July 15 and January 15); 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 Regional Catholic School Office at (903) 561-3165. 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 parents may expect to bear are as follows: class activities, athletic trips, senior graduation fees, bus fees, paperback books used in classes, bus transportation from St. Gregory to Bishop T. K. Gorman Regional Catholic School, uniforms, P.E. uniforms (to be purchased through uniform vendor); lost or damaged textbook fees, and bus transportation on trips.

FINANCIAL AID

Bishop T. K. Gorman Regional 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 Regional 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.

2011-2012 TUITION AND FEES

	Monthly	Annual
Bishop T. K. Gorman Regional Catholic Middle School		
Parishioner Student	\$690.00	\$7,590.00
Non-Parishioner Student	\$828.00	\$9,108.00
Bishop T. K. Gorman Regional Catholic High School		
Parishioner Student	\$743.00	\$8,173.00
Non Parishioner Student	\$900.00	\$9,900.00

Registration Fee (through February 28, 2011) \$200.00 (family maximum = \$ 600)

Registration Fee (after February 28, 2011) \$400.00 (family maximum = \$1,200)

Monthly tuition payments are due in eleven (11) installments beginning July 1, 2011. Those families applying for Catholic parishioner rates must be active, contributing parishioners residing in a parish of the West Central Deanery.

A twenty-percent (20%) discount is given to the fourth and fifth child

A fifty-percent (50%) discount is given to the sixth and above child

****ADD PARENT VOLUNTEER HOURS**

SCHEDULES

Regular Schedule:

Period	6th	7th/8th	9th/10th	11th/12th
1	8:20-9:47	8:20-9:47	8:20-9:47	8:20-9:47
Advisory	9:51-10:15	9:51-10:15	9:51-10:15	9:51-10:15
2	10:18-11:13 11:44-12:16	10:18-11:45	10:18-11:45	10:18-11:45
Lunch	11:13-11:40	11:45-12:16	12:43-1:10	12:16-12:43
3	12:21-1:48	12:21-1:48	11:50-12:43 1:17-1:48	11:50-12:16 12:47-1:48
4	1:53-3:20	1:53-3:20	1:53-3:20	1:53-3:20

Mass Schedule:

Period	6th	7th/8th	9th/10th	11th/12th
1	8:20-9:33	8:20-9:33	8:20-9:33	8:20-9:33
MASS	9:45-10:50	9:45-10:50	9:45-10:50	9:45-10:50
2	11:28-12:40	11:00-11:35 12:05-12:40	11:00-12:12	11:00-12:12
Lunch	11:00-11:35	11:35-12:02	12:40-1:06	12:12-12:40
3	12:45-2:00	12:45-2:00	12:17-12:40 1:10-2:00	12:45-2:00
4	2:05-3:20	2:05-3:20	2:05-3:20	2:05-3:20

Faculty Meeting Schedule (2:20 Dismissal):

Period	6th	7th/8th	9th/10th	11th/12th
1	8:20-9:36	8:20-9:36	8:20-9:36	8:20-9:36
Advisory	9:40-9:54	9:40-9:54	9:40-9:54	9:40-9:54
2	9:57-11:13	9:57-11:13	9:57-11:13	9:57-11:13
Lunch	11:13-11:38	11:38-12:05	12:34-1:00	12:05-12:32
3	11:43-1:00	11:18-11:38 12:08-1:00	11:18-12:34	11:18-12:05 12:35-1:00
4	1:05-2:20	1:05-2:20	1:05-2:20	1:05-2:20

Early Release Schedule (12:20 Dismissal):

Period	6th – 12th
1	8:20-9:15
2	9:20-10:15
3	10:20-11:20
4	11:25-12:20

EXAM SCHEDULES

The exam schedules are posted on the school web site prior to exams.

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, Computers, 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, study habits, leadership development, library usage and organization.

Middle School Course Offerings

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Theology/Foreign Language/GLC	Theology	Theology
Language Arts 6	Language Arts 7	Language Arts 8
Reading	Pre-Algebra	Pre-AP Algebra I / Algebra I
Mathematics	Life Science	Earth Science
Physical Science	Texas History	American History I
World History	Physical Education	Physical Education
Physical Education	Computer Basics/Spanish 7/GLC	XLR8/Spanish/GLC
Fine Arts Exploratory	Fine Arts – Band/Art/Choir	Fine Arts- Band/Art/Choir

BISHOP T. K. GORMAN REGIONAL CATHOLIC SCHOOL LEARNING CENTER (GLC)

Middle School students who have diagnosed learning differences or have the recommendation of the grade level team of teachers will be allowed to enroll in the Gorman Learning Center. Students in the Gorman Learning Center participate in a summer enrichment program.

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 (7, 8 only), and artistic activities throughout the school year. Bishop T. K. Gorman Regional Catholic Middle School students participate in the PSIA competition, math competitions, State Fair competitions, school musical, and the Academic Fair. Seventh and eighth grade boys may compete in football, basketball, soccer, baseball, track, and cross country. Girls may compete in volleyball, softball, basketball, soccer, track, tennis, and cross country.

HIGH SCHOOL CURRICULUM

HIGH SCHOOL GRADUATION INFORMATION

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

<u>Areas of Study</u>	<u>Regular Diploma</u>	<u>Recommended Diploma</u>	<u>Distinguished Diploma</u>
Theology**	4.0	4.0	4.0
English	4.0	4.0	4.0
Mathematics***	4.0	4.0	4.0
Lab Sciences	3.0	4.0	4.0
World History/Geography	2.0	2.0	2.0
American History II	1.0	1.0	1.0
Govt/Economics (½ each)	1.0	1.0	1.0
Fine Arts	1.0	1.0	1.0
Physical Education	1.5	1.5	1.5
Foreign Language	0.0	2.0	3.0
Health	0.5	0.5	0.5
Speech	0.5	0.5	0.5
Elective	5.0	3.0	2.0
Senior Capstone	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
TOTAL CREDITS	28	29	29

*Graduation credits apply only towards classes taken in 9-12.

**Transfer students will not be required to make up credits for theology classes for years not in attendance at Gorman.

***Students taking Algebra I as an eighth grader must still complete four years of mathematics during grades 9 - 12.

BISHOP T. K. GORMAN REGIONAL CATHOLIC SCHOOL LEARNING CENTER (GLC)

High school students who have diagnosed learning differences or have the recommendation of the grade level team of teachers will be allowed to enroll in the Bishop T. K. Gorman Regional Catholic School Learning Center. Students in the Gorman Learning Center are encouraged to participate in a summer enrichment program.

HONORS, PRE-AP, AND ADVANCED PLACEMENT (AP) COURSE DESIGNATION

Pre-AP and 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. AP designation on the transcript requires students to take the respective AP test.

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. Parents 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 parents. Students must be enrolled in seven academic courses each semester. 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 RenWeb each spring. English, math and science placement is determined by current year teacher recommendations. All honors (H, PAP, AP) courses require teacher recommendation. All Honors courses require teacher recommendation and a minimum grade expectation. Students will only receive an AP distinction for AP classes if the AP test is taken.

HIGH SCHOOL SCHEDULE OPTIONS

9th Grade	10th Grade	11th Grade	12th Grade
Theology I	Theology II	Theology III	Theology IV
English I, Hon., Pre-AP	English II, Honors, Pre-AP	English III, Hon., AP Eng	English IV, Honors, AP
Am. Hist. II	W. Hist./Geog. I	W. Hist./Geog. II	Gov./Econ.
Algebra I, Honors Geometry	Geometry, Honors Algebra II	Math Models, Algebra II, Honors Algebra II, Pre-Calculus, Honors Pre-Calculus, Pre-AP Calculus	Algebra II, Pre-Cal., AP Cal., AP Statistics
Physics	Biology I, Pre-AP Biology I,	Chemistry I, Pre-AP Chem. I	Science Elective
Physical Education	Physical Education	Physical Education	Physical Education
Fine Arts Elective	Fine Arts Elective	Fine Arts Elective	Fine Arts Elective
Language Elective	Language Elective	Language Elective	Language Elective
			Senior Capstone

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

****Elective options include:**

Language Electives: Spanish I, Spanish II, Pre-AP Spanish III, AP Spanish IV, Latin I, Latin II, Latin III, Mandarin

Fine Arts Electives: Band, Honors Band, Choir, Honors Choir, Art, AP Studio Art, Fine Arts Exploratory

Technology Development

Science Electives: AP Biology, AP Chemistry, Honors Anatomy & Physiology, Physics

English Electives: Fundamentals of Journalism, Honors Yearbook, Honors World Literature

HIGH SCHOOL GRADE ADVANCEMENT

Students must pass all subjects to advance to the next grade level. 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. Final grades are an average of the two semester grades. Students who fail a course for the year must remediate the semester(s) failed.

MIDDLE SCHOOL AND HIGH SCHOOL GENERAL ACADEMIC POLICIES

STUDENT EVALUATION

Both the high school and middle school utilize a six-week marking period. RenWeb grades are available to students and parents, updated weekly. Parents/guardians 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 six-week grading period and will be sent electronically or by post following the end of each marking period. Parent conferences are scheduled twice each year. Parents/guardians and students are strongly encouraged to participate in these conferences.

GRADING SCALE

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

A	-	94 - 100
B	-	85 - 93
C	-	76 - 84
D	-	70 - 75
F	-	Below 70

Honors, Pre-AP, and AP courses receive a five (5%) increase of the numeric grade for cumulative GPA purposes only.

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 Regional Catholic School:

4.0	94-100
3.5	90-93
3.0	85-89
2.5	80-84
2.0	76-79
1.0	70-75
0.0	0-69

HONOR ROLLS

Two honor roll levels may be achieved at Bishop T. K. Gorman Regional 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.
 - c. Physical Education grades are not used in the honor roll calculations.

HONORS CONVOCATIONS

Middle School Honors Convocations honor student achievements periodically. High School Honors Convocations honor student achievements for each semester (fall and spring).

GUIDANCE AND COUNSELING

Bishop T. K. Gorman Regional 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. Career and Academic Guidance
2. Guidance and preparation for standardized testing
3. Interpretation of standardized test results to students and parents
4. Personal and family counseling

In addition, the College Advising office provides the following services:

5. College and vocational selection
6. Assistance in college applications
7. Scheduling of college representatives
8. Assistance in obtaining information regarding scholarships

ACADEMIC RESTRICTION

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

If a student is failing in more than one subject, he/she will be declared on academic restriction. 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 are assigned to an academic study hall during the morning advisory for the period of their ineligibility.

Students may be released from academic study hall if they are passing all of their classes at the time when progress reports are issued for the next six-week grading period.

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). Semester exams are optional in middle school grades and are not a disparate component of the semester grade.

HOMEWORK

Homework is a part of the school's curriculum and enriches the educational experience. Homework is an essential and graded 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. Parents 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 parents set up a teacher conference. Students may be given models of assigned homework, and then given time in class to begin their homework assignments.

MISSED CLASS GUIDELINES

A student must make up the work missed. Ultimately, it is the student's responsibility to see teachers about assignments. Homework assignments should be requested via teacher e-mail, when possible.

1. Planned absences: A student is responsible for contacting his or her teachers in advance of his/her planned absence. A student must complete designated assignments according to the teacher's timeline. A student who is absent is expected to be prepared on his/her return to class.
2. Unplanned absences: A student who is absent is responsible for making arrangements to complete any work missed. The due date shall be a minimum of one class day grace for each class day absent, not to exceed the restrictions for incomplete work. A student who is absent is expected to be prepared on his/her return to class.

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 Regional Catholic School. Students may choose to take summer course work for their own enrichment. Gorman's Director of Guidance Counseling must pre-approve all remedial summer school courses.

SUMMER READING

All students are expected to complete summer reading assignments by the deadlines posted each summer. The English Department envisions summer reading as a means for students to become life-long 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.

PERMANENT RECORDS

Permanent Records are kept for all students who attend Bishop T. K. Gorman Regional 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 parents (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. Parents and students must give the school minimally forty-eight 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 Regional Catholic School will not release school records without authorization except in these instances:

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 emergencies when a student is critically ill or immediate care is needed.

ATTENDANCE POLICY

If a student is absent for any reason, a phone call or e-mail must be made to the school by the parent or guardian by 9:00 a.m. (correspondence will be confirmed by office staff). Unexcused absences will be referred to the Director of Discipline.

Students should attend all classes every day. Credit for courses may be withheld for students with excessive absences (more than five per semester) or students with unexcused absences. In such cases, a grade of FA (failure due to absences) will be recorded. Grade advancement and diploma may be withheld pending completion of the attendance reimbursement plan. Students should not exceed more than five absences per semester. Three tardies equals an absence.

DEPARTURE FROM SCHOOL DURING THE DAY

Students will be released during the school day when one of the following criteria is met:

1. A parent/guardian provides the school with a written or electronic request for release.
2. A parent/guardian must personally sign out the student for release, unless the student is of driving age.

TARDY POLICY

Any student who arrives after the 8:20 a.m. 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. Three tardies equal one absence. Tardiness is never acceptable and is considered a discipline issue.

PERFECT ATTENDANCE

The school defines "Perfect Attendance" as present for the entire school day on all school days, no tardies and no absences for any reason during the entire school year unless the student is attending a school-sponsored event.

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.

EXTRACURRICULAR PARTICIPATION

The school offers many extracurricular options for students. Students are encouraged to participate in these extracurricular activities to the extent they do not hinder academic progress. Parents of students involved in extracurricular activities should pick up or arrange transportation for their student in a timely manner following the activity.

Students may be permitted school-excused absences for participation in school-sponsored athletic, academic, or extracurricular events. Student participants must have satisfactory scholastic, conduct, and attendance records; student participants who do not maintain satisfactory academic, disciplinary, or attendance records may not be allowed to attend. Student must be present for the entire school day in order to participate in any school-sponsored event on that day.

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 Regional 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. Academically ineligible students will not be denied the opportunity to participate in an academic field trip. 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 parents' 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 from an off-campus school-related function with the permission of the school supervisor. Students who fail to comply may lose their participation privileges.

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.

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 up 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 up for eligibility.
2. Poor decisions/missing assignment, detention 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. Transfer students who are members of another NJHS Chapter will transfer their membership so long as they meet the designated standards.
6. 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.)

NATIONAL HONOR SOCIETY

Selection for the Bishop T. K. Gorman Regional Catholic High School Chapter of the National Honor Society is an honor and a privilege. The purpose of the National Honor Society is to recognize those students who excel in academics, service, leadership, and character. All criteria are used as a basis for selection and retention of NHS status.

Students who are eligible for consideration are selected by a five member faculty council appointed by the Principal. In order to be eligible, a student must:

1. Have attended Bishop T. K. Gorman Regional Catholic High School for at least one full semester.
2. Have a minimum cumulative grade point average of 90 from his/her freshman year. Grade point averages are not rounded up for eligibility.
3. Demonstrate strong academic qualities by remaining free from academic ineligibility or failure of any course during a grading period.
4. Demonstrate strong character and leadership qualities by remaining free from serious or recurring detentions, cheating incidents, or negative behavioral reports.
5. Be a sophomore, junior, or senior.
6. 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.)
7. Be willing to participate 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 Regional Catholic High School Chapter provided Gorman academic standards are met. Furthermore, membership in the National Junior Honor Society does not guarantee membership in the National Honor Society.

HIGH SCHOOL GRADUATION DISTINCTIONS

High School Graduation Distinctions are:

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

SALUTATORIAN AND VALEDICTORIAN

The valedictorian and salutatorian honors will be awarded to the two students with the highest and second highest weighted GPAs for the junior and senior years at Bishop T. K. Gorman Regional Catholic High School. To be considered for valedictorian and salutatorian, a student must have completed his/her entire junior and senior years at Bishop T. K. Gorman Regional Catholic High School.

HONESTY AND INTEGRITY

Responsible Crusaders are honest, trustworthy, and fair in their daily lives. Student grades should reflect a student's ability to master the subject matter as well as demonstrate that mastery through various appropriate forms. Any attempt to gain an unfair academic advantage for one's self or others or to claim someone else's work as one's own is a serious violation of the school's academic philosophy. Students who are found cheating will suffer both academic and disciplinary consequences. Once the teacher has written a description of the incident, the student may make a written response.

First Offense: The school considers a first offense to be a serious mistake in judgment on the student's part. The student will be given a form to take home, issued a Saturday detention to serve, and may not receive credit for the assignment.

Second Offense: The school considers a second offense to be indicative of a developing habit. The student will earn a zero for the work and will serve a day of in-school suspension.

Third Offense: The school considers a third offense to be indicative of a serious habitual problem. The student will earn a zero for the work, be suspended, and required to appear before the Discipline Council. The Discipline Council may recommend expulsion for this violation.

This policy indicates the minimum penalties imposed for each offense; more serious consequences (i.e. expulsion or suspension) may ensue based on the seriousness of the offense.

GRADE POINT AVERAGE (GPA) AND CLASS RANK

Bishop T. K. Gorman Regional Catholic School does not rank students except for the internal purpose use such as: identifying Valedictorian, Salutatorian, and the top ten percent (10%). This rank is based on an accumulative grade point average of all high school courses taken at Bishop T. K. Gorman Regional Catholic School 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 Honors, Pre-AP, and AP courses at the end of the course prior to determining GPA. A student must be passing the course to qualify for the five percent (5%) increase.

PHYSICAL EDUCATION

Middle School uniform shirts and shorts are to be purchased from the designated uniform vendor. Athletic socks are to be worn. Athletic footwear is mandatory. A note from a parent is required to excuse a student from Physical Education for one-class period. A physician's note is necessary to excuse a student from Physical Education for two or more days for medical reasons. Physical education credit is dependent on active participation.

EARLY RELEASE FROM ATHLETICS

Junior and senior students who have completed the Physical Education requirement, who are academically eligible and who do not wish to participate in the Athletic/Physical Education program may apply for early release during the athletic block. An Early Release form can be obtained in the office and must be submitted and approved prior to the start of each six-week period or a student will be considered truant. Early release is offered for students in 11 and 12 grades. **Students must sign out in the front office and leave campus immediately.**

III. CRUSADER DISCIPLINE CODE

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

There are many ways that these elements of respect will be evidenced in the daily life of a Crusader. For example:

1. A Crusader is always respectful in his or her interactions with faculty, staff, administration, parents, visitors, other students, and members of the wider community.
2. A Crusader complies with all school rules and regulations, and always strives to be an active, productive member of his or her classes.
3. A Crusader cares for the Gorman campus, refusing to litter or degrade the campus in any way.
4. A Crusader always strives to represent the best of what Bishop T. K. Gorman Regional Catholic School's community exemplifies.
5. 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.
6. A Crusader always displays an attitude of good sportsmanship and healthy competition.
7. 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.
8. A Crusader adheres to a code of cleanliness, which includes dress and grooming and instilling pride in one's school and self-respect.

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

MIDDLE SCHOOL CRUSADER EXPECTATIONS

All middle school students will receive a Middle School Crusader Planner that contains additional specific procedures, expectations, and guidelines. Middle school advisors have established three standards to create a learning environment so that middle school students can develop self-respect, respect for others, and a true sense of justice as a Christian community.

STANDARDS

1. Be prepared --- On time with supplies
2. Be respectful --- Of people and property
3. Be on task --- School work on school time, socializing on own time

ESCALATING CONSEQUENCES MAY INCLUDE

1. Verbal warning to student
2. Poor Decision Reports (pink slip)
3. Team/student conference (after three Poor Decision Reports)
4. Parent/team/student conference (may include contract)
5. Director of Discipline/parent/team/student conference
6. Referral to the Principal
7. The student and his/her parent or guardian will meet with the Director of Discipline and the Principal to determine the student's future at Bishop T. K. Gorman Regional Catholic School.

Serious infractions of the Discipline Code will result in students referred directly/immediately to the Director of Discipline.

BISHOP T. K. GORMAN REGIONAL CATHOLIC SCHOOL CLASSROOM DISCIPLINE

Classroom discipline is the responsibility of the teacher. A teacher may give a personal classroom detention monitored by the classroom teacher or a school detention for problems arising from student behavior in the classroom. Such a detention is a method of maintaining classroom control and discipline, or part of the management plan of the teacher. (Persistence in unacceptable behavior or more serious forms of unacceptable behavior will be handled through the Director of Discipline.)

School discipline matters will be referred to the grade level team.

SERIOUS DISCIPLINARY INFRACTIONS

The following actions are serious infractions of the Bishop T. K. Gorman Regional Catholic School discipline code, 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 expulsion include, but are not limited to:

1. Defiance of authority
2. Fighting
3. Hazing, serious harassment, or bullying
4. Stealing
5. Vandalism, either on or off the campus (Students and/or parents 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, or 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 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. Tattoos or body piercing
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 or threats made on or off campus against Gorman students, faculty, or staff
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

ELECTRONIC EQUIPMENT

Students are **not** allowed to have in use or visible: pagers, cellular telephones, CD players, MP3 players, i-Pods, video games, headphones, or other electronic communication devices on campus or at school functions at any time during the school day unless a teacher has specifically allowed as part of the instructional program; the school day begins when the student enters the building and ends when the final bell rings. Students are not allowed to possess lasers of any kind. Students may use laptops, electronic dictionaries, electronic cameras, video cameras, and PDAs for educational purposes only with approval from each classroom teacher and Director of Discipline. Any violation of this policy or misuse of electronic equipment will result in the immediate confiscation of the equipment and possible loss of future privileges. The school retains the right to scrutinize the contents of confiscated electronic devices. All confiscated equipment will be returned to the parent after the first offense and never returned to the student or parent after the second offense. In addition, students using cell phones or other electronic technology at any time in restrooms or locker rooms are subject to suspension and more serious disciplinary procedures.

DETENTION

Students may receive a detention for failures to live up to the Crusader ideal. The process for reporting a detention is the use of two-part detention slips, one part of which is given to the student as a formal notice of detention. Exemptions to detention must be cleared with the Director of Discipline prior to the detention.

Detentions begin maximally ten minutes after the dismissal bell (usually 3:30). Roll will be taken promptly at the beginning of the detention session. Students arriving after the designated time will not be admitted and will be considered to have missed detention.

If a student misses an assigned detention, the student will receive an additional Friday detention (the Friday detention will be held for 75 minutes following the dismissal of school). Students who miss either of the subsequent detentions will receive a Saturday detention. Missing the Saturday detention or being late to Saturday detention is grounds for suspension until the student, his/her parents, and the Director of Discipline meet. Students involved in extracurricular activities must serve detentions before going to the activity; this may result in missed competitions, practices, and trips.

Parents 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.

MULTIPLE DETENTIONS IN A SEMESTER

Penalties for multiple detentions in a semester include, but are not limited to:

1. Loss of advisory
2. Parent/Student meetings
3. Contract
4. Grade-level team meetings
5. Community service
6. Additional detention or Saturday detentions
7. In-school suspension
8. Expulsion

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.

THREATS

Threats to do harm to one's self or to another person or to the school are serious violations of the discipline code. Threats made seriously or in jest may result in detention, suspension, or expulsion.

ATTENDANCE POLICY ENFORCEMENT

Students should be present everyday, all day, in every class. Penalties for poor attendance include, but are not limited to:

1. Morning tutorials
2. Grade reduction
3. Loss of Capstone privileges
4. Loss of credit

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.

Online harassment is the use of information and communication technologies to support hostile behavior by an individual or group that is intended to harm others. This includes the use of social networking sites and instant messaging such as: Facebook, Twitter, MySpace, AIM, and Google Talk.

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, 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 Regional 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.

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 detentions, suspension, or expulsion.

FOOD VIOLATIONS

Students should not have food or drink outside of the cafeteria unless the food or drink is a part of a classroom assignment. The only exception is bottled water in some locations. Gum is allowed on campus but teachers reserve the right to ask students to dispose of gum at the teacher's discretion.

MISSING ITEMS

Students who have missing items must report the items missing to the Director of Discipline.

VALUABLES ON CAMPUS

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.

GUN-FREE AND DRUG-FREE SCHOOL ZONE

In cooperation with state authorities, Bishop T. K. Gorman Regional 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 Regional 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.

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.

IV. UNIFORM AND GROOMING GUIDELINES

GENERAL DRESS CODE/UNIFORM CODE

Dress uniform will be required to be worn on all Mass Days and other special days throughout the school year. 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.**

1. No insignias are permitted
2. No sandals or open-toed shoes are to be worn at any time
3. Undershirts must be white and should contain no graphics or words
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 top button and ties secured at neck
8. Shirt tails are to be tucked in at all times
9. Patterned hosiery, tights, and socks are not permitted
10. Students are not to wear sweaters around their waist
11. The wearing of special class spirit t-shirts or athletic shirts in lieu of the regular uniform must be approved in advance
12. The uniform tie should be proper length and will be worn all day on dress uniform day
13. No tattoos or body writing is allowed. Tattoos are considered a serious disciplinary infraction.

DRESS CODE FOR GIRLS

Optional Uniform

Brown Khaki or navy skirts*

White, yellow, or forest green knit shirt, long or short sleeve

Yellow Oxford cloth shirt

Brown Khaki or navy slacks with belt loops and pleats

Plaid, navy, or brown khaki walking shorts*

with belt loops must be within two inches above the knee

Shoes: flats, loafers, saddle oxfords, athletic shoes, topsiders

or boots inside slacks

Solid brown or black belt

Hair bows to complement uniform

Yellow, white, gray, or navy socks

Dress Uniform

Plaid skirt*

Yellow Oxford shirt

Plaid tie

Yellow, white, gray, or navy socks

Navy or natural pantyhose/tights

Solid-colored black, brown, white, or navy dress shoes, flats or loafers

Cold Weather Wear

Official Bishop T. K. Gorman Regional Catholic School...

Windbreaker

Hoodie

Polar Fleece Jacket

Cardigan Sweater

Letter Jacket (High School)

On *regular* school days, ladies may wear navy, black, gray, brown, nude, or white-footed tights. Students may choose to wear footless tights (ankle length), however, coordinated socks must be worn to resemble a continuous stocking look. The *dress* uniform code remains the same - ladies may wear navy or natural-colored tights or pantyhose.

Uniform Guidelines:

* Skirts and shorts need to be purchased with the foresight that girls may grow during the year. Skirts and shorts must be less than two inches above the top of the kneecap in the front and less than two inches above the knee crease in the back.

All knit shirts must have **Bishop Gorman Catholic School** embroidered on the front of the shirt (left chest). White and yellow shirts require dark green thread; forest green shirts require white thread.

Shirts must be proper fitting, clean and tucked in with the belt or skirt waistband visible. When wearing dress uniform, the top button on the shirt must be buttoned and the tie adjusted properly.

All shoes must have a back, closed-toe, and surround the foot for safety reasons. Heels are not to exceed two inches.

Solid white T-shirts can be worn under shirts.

GIRLS' GROOMING CODE:

1. Light make-up is allowed in grades 8-12. Make-up should not be a distraction (including nail polish). Make-up (including nail polish) may not be worn in grades 6 and 7.
2. Hairstyles should be neat and clean. No distracting hairstyles. 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 ear. No other body piercing is permitted. Extra body piercing is considered a serious disciplinary infraction.
4. Excessive jewelry is not permitted. No more than two bracelets allowed per arm.
5. The uniform should be neat, in good condition, and of proper size.

DRESS CODE FOR BOYS

Optional Uniform

White, yellow, or forest green knit shirt, long or short sleeve
White Oxford cloth dress shirt
Brown khaki or navy slacks
Brown khaki or navy walking shorts, must be
 within one to two inches above the knee
Brown or black belt with small buckle
Shoes: athletic shoes, loafers, or boots under slacks

Dress Uniform

White Oxford dress shirt, long or short sleeve
Navy slacks
Plaid tie or Gorman tie
Black, white, or navy socks
Black or brown dress shoes or loafers
Brown or black belt with small buckle

Cold Weather Wear

Official Bishop T. K. Gorman Regional Catholic School...
 Windbreaker
 Hoodie
 Polar Fleece Jacket
 Cardigan Sweater
 Letter Jacket (High School)

Uniform Guidelines

Shirts, slacks, and pants should be purchased with the foresight that boys grow during the year. All knit shirts must have **Bishop Gorman Catholic School** embroidered on the front of the shirt (left chest). White and yellow shirts require dark green thread; forest green shirts require white thread.

Shirt must be proper fitting, clean, and tucked in with the belt visible. When wearing dress uniform, the top button on the shirt must be buttoned and the tie must be neat, in good condition, and of proper size.

Solid white t-shirt can be worn under uniform shirts.

All shoes must have a back, toe and surround the foot and for safety reasons.

Slacks and walking shorts must be worn at the waist.

BOYS' GROOMING CODE

1. No facial hair. Sideburns must not extend past the end of the ear (male students will be given a razor and asked to shave if in violation of this grooming code).
2. Hairstyles must be neat and clean. Hair may not extend beyond the collar of the shirt, below the eyebrows, or past the bottom of the ear. Ponytails or designs cut into hair are not permitted. No distracting hairstyles.
3. Dyed hair is not permitted along with any other type of chemical processing.
4. Excessive jewelry is not permitted.
5. No body ornamentation is allowed. This includes, but not limited to earrings, body piercing, or nail polish. Body ornamentation is considered a Serious Disciplinary Infraction.
6. The uniform should be neat and in good condition, and of proper size.

CODE FOR DRESS AT SCHOOL EVENTS

Students in attendance at school events outside of the school day must wear attire that maintains Christian modesty. Midriffs, cleavage, or undergarments should not be visible. Students and guests must adhere to attire regulations at student dances. Students not in compliance with dress guidelines may be restricted from attendance.

DRESS/GROOMING CODE

Students not in compliance with dress/ grooming code are given a detention. Parents of students out of compliance with the dress/ grooming code may be required to bring appropriate attire to the school campus. Students may be withheld from class for dress or grooming code violations.

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. No spandex, stretch pants or tight pants.
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 need to be no more than two inches above the kneecap in front and from the knee crease in the back. The top of the slit on skirts with slits must meet the two inch regulation.

V. OTHER EDUCATIONAL GUIDELINES

BAD WEATHER DAYS

Announcements of closings will be made on television stations KLTV (Channel 7) and KTBB (AM 600) as well as the Gorman website www.tkgorman.net. Bishop T. K. Gorman Regional Catholic School will usually follow the closing and delayed openings of TISD.

CAFETERIA

The school cafeteria serves hot lunches and snacks daily. Food and drink are not allowed outside of the cafeteria; the only exception is bottled water in some locations. 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 and fire 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. Damage or maintenance problems should be reported immediately to the office. All posters and signs should be displayed on bulletin boards. No unauthorized posters are permitted. A student is held financially responsible for any damage he/she causes to school property.

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 may not enter or exit through the rear door.

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.

LIBRARY

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 will be added to a borrower's account on a weekly basis if the library records are not cleared three days after the third notice; parents/guardians will be notified.

Computer use in the library is a privilege and is reserved for educational use 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.

LOGO

Students are prohibited from using the school name or school logo in any inappropriate, slanderous, or unethical manner.

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 parents, 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 Regional Catholic School assigns lockers for student use. Students should use only their assigned lockers. Changes in locker assignments should be cleared through the advisory/grade level teacher. 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 only 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 Middle School Director or 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.
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 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.

SEXUAL PROMISCUITY

Bishop T. K. Gorman Regional 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. Students who violate these beliefs may be subject to restrictions or disciplinary actions which may lead to expulsion from the school.

CHRISTIAN SERVICE

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 Regional 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 and parents 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 Regional 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 while on campus.

Any vehicle parked on the Gorman campus by a student at Gorman must be registered in the office and must exhibit a Bishop T. K. Gorman Regional Catholic School numbered parking tag. Students will have ten working days upon the start of school to place the parking tag in the vehicles. A parking space will be assigned upon the purchase of a parking tag.

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. No student vehicles may be parked at the field house until after 4:00 p.m. 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 Regional 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.

GORMAN SUBSTANCE ABUSE TESTING

Bishop T. K. Gorman Regional 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 parents 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.

BREATHALYZER ALCOHOL TESTING

All students entering and leaving Bishop T. K. Gorman Regional Catholic High School dances and sock hops are subject to an alcohol breathalyzer test administered by a security officer. Students testing positive for alcohol will be detained by the on-site police officer and the school administrator in charge of the dance until a parent or guardian arrives to assume responsibility.

STUDENT RESIDENCE

A Bishop T. K. Gorman Regional 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 bookbags, books, or athletic bags are to be left in the hallway floors. Classroom aisles should be kept free of books, bookbags 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 faculty sponsors, the Director of Student Services, and the Director of Discipline. Planning must be approved well in advance of the event. Teacher and administrator chaperones are required.

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 Director of Discipline 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.

HOTSHOTS WEBSITE

The Gorman PTO Hotshot photo website is a website offered to parents and families in the Gorman community to purchase photos. The website is password protected. Each year a password is distributed to parents/guardians. Viewing pictures on the website requires opening an account, which can only be done using the password. Students pictured on the website are never identified by name. If a photo of a child is posted that parents or guardians do not want on the site, the parent or guardian may request that it be removed from the gallery by contacting the school. Gorman Hotshot Photographs are the property of the Gorman PTO.

VI. COMPUTER USE GUIDELINES

COMPUTER USE GUIDELINES

Bishop T. K. Gorman Regional 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 Regional 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
 - c. To participate in non-educational chat rooms, messaging, blogs, or political lobbying

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 their password has been compromised, they need to change it or contact the Technology Coordinator to have their 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 onlineStudents 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 Regional 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
 - a. Use of proxy servers to bypass web filtering
10. Visions Classroom Management Software
 - b. Disabling the Visions software management software in anyway.

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 Regional 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 conference
- Detention
- Criminal prosecution
- Expulsion
- Other consequences

Bishop T. K. Gorman Regional 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 Regional 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. Millions of teenagers across the nation have posted personal information about themselves and their friends on these open-community internet blog sites. Teens and parents should understand that the personal information they post is a smorgasbord for online sexual predators along with a shadow resume that 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 trouble at school. Students should be aware that whatever they post online is public information, not private. Parents and guardians are strongly encouraged to monitor all internet use by their child.

VII. GORMAN EXTRACURRICULAR ACTIVITIES

PURPOSE AND PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES

Extracurricular activities at Bishop T. K. Gorman Regional 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 Regional Catholic School makes its presence known in the greater community.

TAPPS/ PSIA GOAL

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 Regional Catholic School and will uphold the high standards of the school.

ATHLETIC ELIGIBILITY

Prior to participating in any activity, a student must meet all eligibility requirements and have the following forms on file in the office:

1. Parental Approval for Athletics
2. Proof of Insurance
3. Pre-participation Physical Evaluation-Medical History
4. TAPPS Forms

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

COMPETITION DRESS CODE ON COMPETITION DAYS

Students’ competition day attire must be approved by the Athletic Director or Principal. On athletic competition days students may be allowed to wear team attire – with shirts tucked in – approved by the Athletic Director. All athletes will travel to competition dressed in Gorman school uniforms or athletic team attire.

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 Regional Catholic School will be notified by the Athletic Director of their outstanding accomplishments and receive a T.K.G. 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 Regional Catholic High 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 parents 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.

ATHLETIC SIGNING CEREMONY

Participation in Bishop T. K. Gorman Regional 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. Students who are on the state participation roster will be given an opportunity to purchase a state championship ring at their own expense.

VIII. CHAPERONE GUIDELINES

CHAPERONES

Chaperones are necessary for supervising class trips, dances, grade level trips, and extracurricular events.

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

Chaperones for dances and trips must follow the written guidelines provided by the moderator; they must also have completed the Diocese of Tyler Ethics and Integrity Basic Training video. Chaperones for over-night class trips must have completed the chaperone orientation and the Diocese of Tyler Ethics and Integrity basic (3-hour) training prior to the trip.

Parents or guardians 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 or guardian 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 expediently.
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 Media Center 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 opinions by weighing the faults and 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 the Tyler Catholic School System 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”.
 1. 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 the TCSS.

X. GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS

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 which 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, the grievant 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- Superintendent

If a satisfactory solution was 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 Superintendent within ten (10) business days following the grievant’s last meeting with the principal.
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 was 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 with ten (10) business days of the appeal hearing.

Level Two – Diocesan Schools Appeals Board

If a satisfactory decision was not been reached at Level One, 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.

(Print Student Name)

(Year of Graduation)

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 Director of Discipline before the due date.

We have read, understand and intend to comply with the rules and regulations as outlined in the **2011-2012** Bishop T. K. Gorman Regional Catholic School Student-Parent Handbook.

Student Signature

Parent Signature

Date

Safe Environment Program

We understand that all students in Bishop T. K. Gorman Regional 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 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 Regional 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 Regional 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 Regional Catholic School (A philosophy set forth in the Bishop T. K. Gorman Regional 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 Regional 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 Regional Catholic School.

Student Signature

Parent Signature

Date

Authorization For Photo Release

We hereby grant permission for Bishop T. K. Gorman Regional 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 Regional 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 Regional 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