2019-2020 Student-Parent Handbook

Bishop Thomas K. Gorman Catholic School
A Top 50 Catholic High School
Tyler, Texas
# TABLE OF CONTENTS

## I. General Information  5-16
- Letter from the Principal  5
- Faculty  6
- Class Bell Schedules  7-8
- Vision Statement  9
- Mission Statement  9
- Educational Pillars  9-10
- School Motto  10
- School Colors  10
- School Mascot  10
- School Prayer  10
- Crusader School Song  10
- Accreditation  10
- Member  10
- Commendations  10
- Awards  11
- Purpose of Handbook  11
- Amendments to Handbook  11
- Philosophy  11
- Prayer, Liturgy and Service  11-12
- Institutional Identity and Congruency  12
- Facilities  12
- Communication  12
- Inquiries, Visits and Admission  12
- Admission Process  13
- Due Process for Admissions  13
- Nondiscrimination  13
- Pick Up and Drop Off  13
- Middle School Pick Up  13-14
- Driver Cell Phone Use Prohibited  14
- Extended Care  14
- Immunization Records  14
- Tuition, Fees, and Other Expenses  14-15
- Financial Aid  16
- Family Service Contributions  16

## II. Academic Guidelines  17-24
- Middle School Curriculum  17
- Gorman Learning Center (GLC)  17
- Julietta Jarvis Learning Center (JLLC)  17
- St. Joseph the Worker Math Lab  17
- M.S. Graduation Requirements  17
- Middle School Grade Advancement  17
- M.S. Extracurricular Activities  17
- High School Curriculum  17-18

### High School Graduation Information  18-19
- Honors, Pre-AP, AP Designation and Dual Credit  18
- High School Course Selection  18
- H.S. Scheduling Process and Changes  18
- High School Schedule Options  18
- High School Grade Advancement  18
- M.S. & H.S. General Academic Policies  19
- Student Evaluation  19
- Grading Scale  19
- Unweighted 4.0 GPA  19
- Honor Rolls  19
- Honors Convocations  19
- National Junior Honor Society  19
- National Honor Society  20
- Graduation Exercises  20
- Guidance and Counseling  20
- Academic Restriction  20
- Semester Exams/Senior Exams Exemption  21
- Homework  21
- Late Work Policy  21
- Summer School  21
- Summer Reading  21
- Permanent Records  21
- Release of Records  21

## Attendance Policy  21-24
- Purpose  21
- Definitions  21-22
- Normal Absences  22
- Departures and Arrivals During the School Day  22
- Remediation of Absences  22
- Saturday School  22
- Prolonged Absences  22-23
- Mass Attendance  23
- School-Activity Absences  23
- Extracurricular Participation  23
- Truancy  23
- Family Trips and Appointments  23
- Illness During School Day  23
- Spiritual Retreats, Prayer and Liturgies  23
- School-Related Trips and Athletic Events  23
- Transportation to School-Related Trips  23
- High School Graduation Distinctions  23
- Salutatorian, Valedictorian and Highest GPA  24
- Academic Integrity Policy  24
- Grade Point Average (GPA) and Class Rank  24
III. Crusader Discipline Code 25-28

- Crusader Expectations 25
- Disciplinary Infractions 25
- School Disciplinary Infraction Plan 26
- Detention 26
- Suspension 26
- Serious Disciplinary Infractions 26-27
- Language 27
- Cell Phone Policy/Electronic Equipment 27
- Gun-Free and Drug-Free School Zone 27
- Substance Abuse 27
- Harassment Policy for Students 27
- Hazing 28
- Threats 28
- Personal Items 28
- Public Displays of Affection 28
- Gum/Food Violations 28
- Skateboards, Roller Blades, Bicycles 28
- Conduct of Parents 28

IV. Uniform & Grooming Guidelines 29-31

- General Dress Code/Uniform Code 29
- Dress Code for Girls 29-30
- Girls’ Grooming Code 30
- Boys’ Grooming Code 30
- Dress Code for Boys 30
- Code for Dress at School Events 31
- Dress/Grooming Code 31
- Modified Dress Day 31
- Free Dress Day 31

V. Other Educational Guidelines 32-35

- Bad Weather Days 32
- Cafeteria 32
- Food and Drink 32
- Emergency Drills 32
- Facility Care & Maintenance 32
- School Vehicle Use 32
- Gyms 32
- Holy Family Library 32
- Notary Services 33
- School Lockers 33
- Gym Lockers 33
- School Phone Use 33
- Medications 33
- Student Accidents During School Day 33
- Human Sexuality 33
- Christian Service Hours 34
- Motor Vehicles/Parking Lots 34
- Substance Abuse Testing 34
- Breathalyzer Testing 35
- Student Residence 35

VI. Computer Use Guidelines 36-38

- Downloading and Loading of Software 36
- Internet Use 36
- Privacy and Safety 36
- Laptops 36
- Laptop Rules 36-37
- Consequences of Policy Violation(s) 37
- Copyright 37
- Laptop Care 37
- Disciplinary Action 37-38

VII. Gorman Extracurricular Activities 38-39

- Purpose of Extracurricular Activities 38
- Student Clubs and Organizations 38
- TAPPS/PSIA Goals 38
- Student Responsibility 38
- Student-Athletic Period Policy 38
- Athletic Participation Requirements 39
- Competition Day Dress Code 39
- Letter Jackets 39
- Athletic Signing Ceremony 39
- State Championship Ring 39

VIII. Chaperones/ Moderators 39

IX. Challenged Material 40

X. Grievance Procedures 41-42

- Purpose of Grievance Policy 41
- Nondiscrimination 41
- Processing Grievances 41-42

Signature Pages 43-48

- School Verification Form 43-44
- Computer Use Guidelines Form 45-46
- Counseling Informed Consent Form 47-48
LETTER FROM THE PRINCIPAL

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

We are so grateful to each of you for your support of Bishop Thomas K. Gorman Catholic School. We are here to serve our students; to lead them to growth in knowledge and virtue. The goal of each member of our Bishop Gorman staff is to help students grow in maturity, and to graduate with the educational and personal wisdom to make strong choices in their future.

Bishop T. K. Gorman Catholic School has always emphasized a strong education, and the results of the combined efforts of our staff and students have resulted in many accolades. We have been named to the Catholic Education Honor Roll each year from 2005 to the present; the 2001 and 2002 TAAPS Overall 3A State Championship; the 1999, 2000, and 2002 State Championship in Academics; the 2014 PSIA Statewide Academic Championship; the 2017 PSIA One Act Play State Championship, as well as many other extracurricular and sports accomplishments.

At Bishop T. K. Gorman, we allow the gospel message to lead our path. Students are given opportunities to grow and develop intellectually, physically, and emotionally. On top of this, we strive to help students grow in their morality and their spirituality. Each student, as an individual, will experience personal growth, facilitated by a supporting staff that will provide them with a challenging education to prepare them to pursue their goals.

Most importantly, the staff of Bishop Gorman will love our students the way Christ loves us. We will love, holding them accountable so that they can grow to become strong young adults when they leave our campus. We seek opportunities to aid students in reaching the pinnacle of their abilities.

“We love because He first loved us.” - 1 John 4: 19

Sincerely,

Zachary R. Allen
Principal
2019-2020 BISHOP GORMAN FACULTY

Mrs. Elizabeth Alexander  
Media Specialist  
BA, University of Dallas  
ealexander@bishopgorman.net

Mrs. Tina Beason  
Fine Arts Department  
BM, Baylor University  
tbeason@bishopgorman.net

Mrs. Lisa Breedlove  
Math Department  
BS, Texas A&M University  
brbreedlove@bishopgorman.net

Mrs. Amanda Carney  
Theology Department  
BA, University of Dallas  
amcarney@bishopgorman.net

Ms. Angela Carney  
Science Department  
BS, University of Texas at Tyler  
ancarney@bishopgorman.net

Mrs. Cathleen Carney  
Math Department  
BS, University of Texas at Tyler  
ccarney@bishopgorman.net

Mrs. Judy Carney  
Theology Department  
BA, University of Dallas  
carney@bishopgorman.net

Mrs. Kaye Fackrell  
Science Department  
BS, Southwest Texas State  
kfackrell@bishopgorman.net

Mrs. Dana Fergerson  
English Department  
BS, University of Texas at Tyler  
dfergerson@bishopgorman.net

Mr. Jon Froelich  
Assistant Principal – Discipline, Institutional Advancement  
BS, University of Kansas  
jfroelich@bishopgorman.net

Mrs. Renee Froelich  
Gorman Learning Center  
BA, Coastal Carolina University  
rfroelich@bishopgorman.net

Mr. Howard Galletly  
Fine Arts Department  
BM, University of North Texas  
hgalletly@bishopgorman.net

Mrs. Annabelle Geer  
Fine Arts Department  
BFA, California State University  
aggeer@bishopgorman.net

Mr. Larry Glosson  
Social Studies Department  
BS, University of Texas at Tyler  
lsglosson@bishopgorman.net

Mr. Steve Hancock  
Science Department  
BS, University of the South  
shancock@bishopgorman.net

Ms. Christine Harris  
Counselor  
MA, University of Texas at Tyler  
charis@bishopgorman.net

Mr. Michael Johnston  
Theology Department  
BA, Pontifical College Josephinum  
mjohnston@bishopgorman.net

Ms. Pam Konon  
Science Department  
BS, University of Texas at El Paso  
pkonon@bishopgorman.net

Fr. Hank Lanik  
President  
BBA, Southwest Texas State Univ.  
blanik@bishopgorman.net

Mrs. Suzanne Liles  
Fine Arts Department  
BME, Oral Roberts University  
sliles@bishopgorman.net

Mr. Brady McCoy  
Social Studies Department  
BA, University of Texas at Tyler  
bmccoy@bishopgorman.net

Mr. Kevin Murray  
Gorman Learning Center  
BBA, University of Texas at Tyler  
kmurray@bishopgorman.net

Mrs. Amber Prestidge  
Academic and College Advising  
BA, University of Texas at Tyler  
aprestidge@bishopgorman.net

Mrs. Heather Roberts  
Academic and College Advising  
MA, Our Lady of the Lake University  
hroberts@bishopgorman.net

Mrs. Mary Schick  
Assistant Principal – Operations, BS, University of Akron  
mschick@bishopgorman.net

Ms. Marlena Schuricht  
Fine Arts Department  
BA, Southern Methodist University  
mschuricht@bishopgorman.net

Mr. Mason Smith  
Physical Education Department  
BA, University of Texas at Tyler/Candidate 2020  
mmsmith@bishopgorman.net

Dr. Gregg Stewart  
English Department  
BBA, University of Dallas  
gstewart@bishopgorman.net

Mrs. Anne Stone  
Foreign Language Department  
BA, University of Texas at Dallas  
astone@bishopgorman.net

Mr. Eric Ware  
Fine Arts Department  
BS, University of Texas at Tyler  
eware@bishopgorman.net

Mr. Erik Waters  
Science Department  
MA, Univ. of Texas at Tyler  
ewaters@bishopgorman.net

Mrs. Leticia Whitaker  
Foreign Language Department  
BA, Pan American University  
bletitcia@bishopgorman.net

Denotes Department Chair
# Bell Schedule for 2019-20 School Year

## Class Bell Schedules

### 2019-2020

#### Regular Schedule (Mondays, Tuesdays and Fridays)

<table>
<thead>
<tr>
<th>Period</th>
<th>6th/7th/8th</th>
<th>9th/10th</th>
<th>11th/12th</th>
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<td>8:10-9:10</td>
<td>8:10-9:10</td>
<td>8:10-9:10</td>
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<tr>
<td>3</td>
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<tr>
<td>Lunch</td>
<td>11:30-11:55</td>
<td>12:35-1:00</td>
<td>12:05-12:30</td>
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<tr>
<td>4</td>
<td>1:05-2:30</td>
<td>1:05-2:30</td>
<td>1:05-2:30</td>
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<tr>
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<td>2:35-3:30</td>
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#### Regular Schedule (Thursdays)

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<tbody>
<tr>
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<td>8:10-9:00</td>
<td>8:10-9:00</td>
<td>8:10-9:00</td>
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<tr>
<td>Clubs/Assembly</td>
<td>9:05-9:45</td>
<td>9:05-9:45</td>
<td>9:05-9:45</td>
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<tr>
<td>3</td>
<td>11:15-11:30 / 12:00-1:05</td>
<td>11:15-12:40</td>
<td>11:15-12:00 / 12:30-1:05</td>
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<tr>
<td>Lunch</td>
<td>11:30-11:55</td>
<td>12:40-1:05</td>
<td>12:00-12:25</td>
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<tr>
<td>4</td>
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#### Mass Schedule (Faculty Meeting)

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<td>8:10-9:35</td>
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<tr>
<td>Lunch</td>
<td>11:30-11:55</td>
<td>12:35-1:00</td>
<td>12:05-12:30</td>
</tr>
<tr>
<td>3</td>
<td>11:00-11:30 / 12:00-1:00</td>
<td>11:00-12:35</td>
<td>11:00-12:05 / 12:35-1:00</td>
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<tr>
<td>4</td>
<td>1:05-2:30</td>
<td>1:05-2:30</td>
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#### Early Release Schedule (12:20 Dismissal)

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<td>8:10-9:30</td>
</tr>
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<td>4</td>
<td>11:00-12:20</td>
<td>11:00-12:20</td>
<td>11:00-12:20</td>
</tr>
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</table>
### Regular Exam Schedule (12:20 Dismissal)

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

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<th>11th/12th</th>
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<tbody>
<tr>
<td>Exam</td>
<td>8:10-9:30</td>
<td>8:10-9:30</td>
<td>8:10-9:30</td>
</tr>
<tr>
<td>Exam</td>
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<td>11:00-12:20</td>
<td>11:00-12:20</td>
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### Delayed Start Schedule (10:00 am Start)

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<th>11th/12th</th>
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<td>10:00-11:10</td>
<td>10:00-11:10</td>
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<td>11:15-12:30</td>
<td>11:15-12:00/12:30-1:05</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00-11:25</td>
<td>12:30-12:55</td>
<td>12:00-12:25</td>
</tr>
<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>2:35-3:30</td>
<td>2:35-3:30</td>
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### Early Release Special Schedule (First Days of School)

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<tr>
<td>3</td>
<td>10:15-11:15</td>
<td>10:15-11:15</td>
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### Mass Schedule Special (non-Wednesday full day)

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<th>11th/12th</th>
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<tbody>
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<td>8:10-9:35</td>
<td>8:10-9:35</td>
<td>8:10-9:35</td>
</tr>
<tr>
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<td>12:35-1:00</td>
<td>12:05-12:30</td>
</tr>
<tr>
<td>3</td>
<td>11:30-1:00</td>
<td>11:00-12:35</td>
<td>11:00-12:05/12:35-1:00</td>
</tr>
<tr>
<td>4</td>
<td>1:05-2:30</td>
<td>1:05-2:30</td>
<td>1:05-2:30</td>
</tr>
<tr>
<td>5</td>
<td>2:35-3:30</td>
<td>2:35-3:30</td>
<td>2:35-3:30</td>
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</table>
“In order that the Catholic school and the Catholic teachers may truly make their irreplaceable contribution to the Church and to the world, the goal of Catholic education itself must be crystal clear. Beloved sons and daughters of the Catholic Church, brothers and sisters in the faith: Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others” – Message of John Paul II to the National Catholic Educational Association of the United States, April 16, 1979

VISION STATEMENT

Bishop T. K. Gorman Catholic School is a welcoming Christian community of faithful learners dedicated to the education and formation of the total person according to the Gospel of Jesus Christ and the fullness of truth as taught by the Magisterium of the Catholic Church. Through providing an authentically Catholic education which builds upon the primary role of parents as the first teachers of their children, the school promotes the formation of virtue, values, character, self-discipline, and holiness in a challenging academic environment with a college preparatory curriculum. As an ecclesial community, the school fosters a Catholic culture on campus where students, faculty and staff are dedicated to living, learning and serving as Christians.

MISSION STATEMENT

The mission of Bishop T. K. Gorman Catholic School is to participate in the educational ministry of the Catholic Church. Our goal is to promote the ongoing formation of the Christian person through evangelization, catechesis, and academic instruction. This is all aimed toward the development of the individual’s spiritual, moral, intellectual, emotional, social, cultural, and physical maturity.

EDUCATIONAL PILLARS OF BISHOP T.K. GORMAN CATHOLIC SCHOOL

Happiness and Holiness
The Greek word translated into English as blessed in the Sermon on the Mount can also be translated as happy. The New Testament and the early Church fathers emphasize this vocation to beatitude or happiness. A Catholic Education guides the student along this path to blessing and happiness by helping them to grow in holiness. “The Beatitudes respond to the natural desire for happiness. This desire is of divine origin: God has placed it in the human heart in order to draw man to the One who alone can fulfill it” (Catechism of the Catholic Church, # 1718, hereinafter CCC):

Truth
To what Pope Benedict XVI called a “dictatorship of relativism”, we affirm that Truth exists and can be known. It is written on the human heart, revealed to human reason in the Natural Law and fully revealed in Jesus Christ. “Man tends by nature toward the truth. He is obliged to honor and bear witness to it: "It is in accordance with their dignity that all men, because they are persons ... both impelled by their nature and bound by a moral obligation to seek the truth, especially religious truth. They are also bound to adhere to the truth once they come to know it and direct their whole lives in accordance with the demands of truth." (CCC #2467)

Knowledge
“Since all Christians have become by rebirth of water and the Holy Spirit a new creature, so that they should be called and should be children of God, they have a right to a Christian education. A Christian education does not merely strive for the maturing of a human person as just now described, but has as its principal purpose this goal: that the baptized, while they are gradually introduced the knowledge of the mystery of salvation, become ever more aware of the gift of Faith they have received, and that they learn in addition how to worship God the Father in spirit and truth (cf. John 4:23) especially in liturgical action, and be conformed in their personal lives according to the new man created in justice and holiness of truth (Eph. 4:22-24 (Gravissimum Educationis, On Christian of Education, 1965)

Grace
Our justification comes from the grace of God. Grace is favor, the free and undeserved help that God gives us to respond to his call to become children of God, adoptive sons, partakers of the divine nature and of eternal life. (CCC #1996)
Grace is a participation in the life of God. It introduces us into the intimacy of Trinitarian life: by Baptism the Christian participates in the grace of Christ, the Head of his Body. As an "adopted son" he can henceforth call God "Father," in union with the only Son. He receives the life of the Spirit who breathes charity into him and who forms the Church. (CCC #1997)
Charity (Love)
Charity is the theological virtue by which we love God above all things for his own sake, and our neighbor as ourselves for the love of God. Jesus makes charity the new commandment. By loving his own "to the end," he makes manifest the Father's love which he receives. By loving one another, the disciples imitate the love of Jesus which they themselves receive. Whence Jesus says: "As the Father has loved me, so have I loved you; abide in my love." And again: "This is my commandment, that you love one another as I have loved you." (CCC #1822,1823)

Service
When he had washed their feet, and taken his garments, and resumed his place, he said to them, "Do you know what I have done to you? You call me Teacher and Lord; and you are right, for so I am. If I then, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet. For I have given you an example, that you also should do as I have done to you. Truly, truly, I say to you, a servant is not greater than his master; nor is he who is sent greater than he who sent him. If you know these things, blessed are you if you do them." (John 13:12-17)

"The duty of making oneself a neighbor to others and actively serving them becomes even more urgent when it involves the disadvantaged, in whatever area this may be." (Catechism of the Catholic Church, 2016 pg. 469)

SCHOOL MOTTO
Seek Wisdom through Truth and Charity

SCHOOL COLORS
Green and White

SCHOOL MASCOT
Crusader

SCHOOL PRAYER
St. Michael the Archangel, defend us in battle
Be our protection against the wickedness and the snares of the Devil.
May God rebuke him we humbly pray;
and do Thou, O Prince of the Heavenly Host,
by the Power of God, cast into hell Satan and all the evil spirits,
who prowl through the world seeking the ruin of souls. Amen.

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 of Bishops Education Department (TCCB ED), renewed May 2019
Southern Association of Colleges and Schools (SACS), December 2012

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

COMMENDATIONS
AWARDS

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

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.

PHILOSOPHY
The Catholic School is not a private School with a church affiliation. It is a Catholic School. In his letter to the Romans, the Apostle Paul calls all Christians to a “…renewal of their minds”. (Romans 12:2) This renewal of the mind is the essence of Catholic education. It affirms that there is a constitutive connection between truth, freedom, education and the ability to form an authentically human and just culture. This commitment to truth characterizes the entire Catholic educational mission. Any explanation of our religious and educational philosophy includes three major areas:

**FAITH**
As a Catholic faith community, Bishop T. K. Gorman Catholic School infuses the teachings of Jesus Christ into all areas of student life and academic instruction. We are committed to the full teaching of the Catholic Church as set forth in the Sacred Scripture, the Catholic Catechism and the teaching of the Magisterium of the Catholic Church. We accept students who reflect a diversity of religious, ethnic, racial, and socio-economic backgrounds who respect our vision and mission. We are all created in the Image of God and are both gifted and called to share our gifts with others.

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

**ENVIRONMENT**
Bishop T. K. Gorman Catholic School is an integral component of our Catholic co-educational community which prepares young people in the Tyler and surrounding areas for post-secondary education. Our school community is an extension of the Catholic Church and a continuation of the tradition of excellence, which begins at St. Gregory Cathedral School. We welcome young persons of every faith, race, and ethnic background who agree with the vision, mission and goals of the school. We believe that a healthy, wholesome, and mature relationship with God is essential for the development of the total person. We encourage students to strive for personal excellence and continual growth in academic work and spiritual maturity, and continued growth in all areas of life.

**PRAYER, LITURGY and SERVICE**
“Be it known to all who enter here that Christ is the reason for Bishop Gorman Catholic School. He is the unseen but ever-present teacher in its classrooms. He is the model of its faculty, and He is the inspiration of its students.”

The Catholic School, like the Church of which she is a cell, find its strength, spiritual nourishment and power in the Eucharist, the source and summit of Catholic worship and life. As the Catholic Catechism teaches:

The Eucharist is “the source and summit of the Christian life.” “The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch.”

“The Eucharist is the efficacious sign and sublime cause of that communion in the divine life and that unity of the People of God by

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b See, e.g. Veritatis Splendor, by Pope Saint John Paul II for a synthesis of the Churches teaching on both the capacity to not only grasp its existence but live in it.
which the Church is kept in being. It is the culmination both of God's action sanctifying the world in Christ and of the worship men offer to Christ and through him to the Father in the Holy Spirit."

Finally, by the Eucharistic celebration we already unite ourselves with the heavenly liturgy and anticipate eternal life, when God will be all in all. In brief, the Eucharist is the sum and summary of our faith: "Our way of thinking is attuned to the Eucharist, and the Eucharist in turn confirms our way of thinking." (CCC #1324-1327)

Catechesis, instruction in the Catholic faith, and spiritual maturity is an important objective at Bishop Gorman Catholic School. Through formal Theology classes students deepen their knowledge of the Christian faith and the teaching of the Catholic Church. But Catholic education exists to put students in touch with the source of all Truth and Beauty, who is the living Trinitarian God, revealed in Jesus Christ.

Bishop Gorman believes in the importance of daily prayer. Each day includes a student-led morning prayer and the Pledge of Allegiance over the intercom. Mass is celebrated weekly; all students are required to attend. The Sacrament of Reconciliation is made available to all students on a weekly basis. Additional prayer services are offered throughout the year such as Stations of the Cross during Lent. Bishop Gorman, in conjunction with the Theology Department, provides retreats for every grade, vocation activities as well as service opportunities.

The 11th grade class participates in a Christian Service Immersion Project (CSI). 11th grade students form cohorts and provide services and aid to communities that they have identified as needing additional support. The aim of this learning experience is for students to identify an issue of social concern, then formulate an action plan response. Students will have an intense, meaningful, unpaid service experience addressing that need, then they will analyze and report about that experience through a Gospel perspective.

Bishop Gorman recognizes and welcomes students of all religious traditions. Teachings at the school, however, adhere to authentic Roman Catholic teaching and practice in fidelity to the Magisterium of the Catholic Church.

INSTITUTIONAL IDENTITY AND CONGRUENCY
Students are prohibited from using the school name or school logo in any inappropriate, slanderous, or unethical manner. Representations of the school, including but not limited to banners, posters, and attire – including that sponsored by clubs, sports, and organizations – must be in congruency with the school’s guidelines and must be approved in the design stage by the Director of Communications.

FACILITIES
Bishop Gorman 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 Sts. Peter and Paul Chapel, completed in 2011, is utilized. The Brodnax Family Crusader Center was completed in the spring of 2018. The Cooperative Learning Center was added in the summer of 2018 and extensive cafeteria renovation in the spring of 2019.

Housed in the facilities are a 10,000 volume Holy Family Library, 170 Windows computers throughout the school, 300 Chromebooks, classroom projectors, document cameras, 18 computer Mac lab, a 32-station library computer lab, the Chapel of Divine Mercy, two gymnasiums with performance areas, 32 classrooms and laboratories, two kitchens, a Fine Arts wing, administrative and faculty offices, two conference rooms, Business Office, Julietta Jarvis Learning Center, Gorman Learning Center, and a dining hall. Completing these facilities are the St. Peter and Paul Chapel, a football stadium, a football practice field, baseball and softball fields, tennis courts, an eight-lane track, a weight and conditioning facility, batting cages, locker rooms, maintenance buildings, and the Master’s Garden.

The Gorman asbestos management plan and re-inspection reports are on file in the school’s administrative office and are available for review.

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

Conference times are set aside each semester for parent(s)/guardian(s) and students to meet with teachers. Parent/guardians are asked to take advantage of this opportunity by registering online through the “Meet the Teacher” program.

INQUIRIES, VISITS, AND ADMISSION
Bishop Gorman 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, standardized test scores, registration form, and registration fee are required to initiate the admission process.
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 Gorman
   e. Student’s discipline record
   f. Other family members who currently attend or have attended Bishop Gorman
   g. Timeliness of application and payment of required fees
   h. HSPT High School Placement Test

All students who are new to Bishop Gorman or seeking re-admission may be admitted on Academic or Disciplinary Probation for one full grading period (a minimum of nine 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 Gorman does not discriminate on the basis of sex, race, color, or national origin, in addition the school does not discriminate against students on the basis of disability in compliance with section 504 of the Rehabilitation Act of 1973 (29 USC Section 794) in the admission of students, employment of personnel, administration of educational policies, athletics, or other school programs.

PICK UP AND DROP OFF
High school students are allowed to enter the buildings in the morning on school days at 7:15 a.m. Middle School students should not be dropped off at school before 7:30 a.m. No supervision of students is provided before 7:30 a.m. Drop off is on the west side of the Milam Joseph Center for middle school students. Middle School students should report directly to the cafeteria between 7:30 a.m. and 8:00 a.m. Students must be picked up by 5:00 p.m.

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

- Parent(s)/guardian(s) must park in the MS parking lot. The Pick-Up Area and lines should be kept clear of vehicles.
- Parent(s)/guardian(s) are to wait in the parking area, not in the pickup line, until their student communicates or the student is visibly ready to leave the Waiting Area.
- Parent(s)/guardian(s) should exit the parking area and enter the line in Pick-Up Area once their student is ready. The Pick-Up Area is located in front of the middle school gym entrance.
- Parent(s)/guardian(s) should encourage their student to enter the vehicle quickly to avoid congestion in the Pick-Up Area. Students must enter the vehicle from the curb. No one should ever exit a car into the parking area.
- Parent(s)/guardian(s) who enter the Pick-Up Area before their student is ready will be asked to circle around back into the MS parking lot.
- Parent(s)/guardian(s) may use the MS crosswalk to pick-up their student, but all students must be accompanied by an adult when using the crosswalk.

Students should be picked up within fifteen minutes of the end school or within fifteen minutes of the end of their extracurricular activity. Unsupervised Middle School students after this time will be sent to Extended Care program at the parent(s)/guardian(s)’ expense.
DRIVER CELL PHONE USE PROHIBITED
Cell phone use by the driver is prohibited on the school campus in any moving vehicle.

EXTENDED CARE
Bishop Gorman offers an Extended Care program for families with students in Bishop Gorman Middle School. Parent(s)/guardian(s) may contract with the Extended Care program for their children. Middle school students who are not picked up within fifteen minutes after the final bell must report to Extended Care at the parent(s)/guardian(s)’ expense and may be subject to disciplinary action if found unsupervised.

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

TUITION, FEES, AND OTHER EXPENSES
It is the responsibility of the Tyler Catholic School Board to set annual tuition and fees. The annual tuition does not completely cover the true cost of educating a student at our schools. Parent(s)/guardian(s) may choose one of several methods for paying tuition:

1. In full by July 1
2. Semester payments (July 1 and January 1)
3. Eleven (11) monthly payments (July 1 - May 1). All eleven (11) monthly tuition payments are due on the first day of each month
4. Automatic payment plan in which tuition is drafted out of account on the fifth day of each month.

Families applying for Catholic parishioner rates must be active, contributing parishioners residing in a parish of the West Central Deanery.

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 Gorman Business Office. All families are required to fulfill the entire year's contract.
Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following: (1) a student will not be permitted to attend class if a tuition payment is sixty days past due; (2) no student will be admitted to school in August - nor transcript, report cards, or diplomas issued - until current and previous financial obligations have been met and all registration fees for the school year have been paid; (3) no transcripts, report cards, or diplomas will be issued until all fines, fees and tuition have been paid in full.

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

### 2019-2020 TUITION AND FEES

<table>
<thead>
<tr>
<th>School</th>
<th>Parishioner Student</th>
<th>Non-Parishioner Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop Gorman Middle School</td>
<td>$10,550.00</td>
<td>$11,050.00</td>
</tr>
<tr>
<td>Bishop Gorman High School</td>
<td>$11,400.00</td>
<td>$11,900.00</td>
</tr>
</tbody>
</table>

- Registration Fee (through February 28, 2020) $300
- Registration Fee (after February 28, 2020) $600
- International Student Annual Fee $3,000

Volunteer Hour Fee (if 10 hours of service have not been performed by March 31, 2020) $250.00 due May 1, 2020.

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

- Tuition and fees for each enrolling family and student are described in the Tuition Contract signed as a condition for enrollment in the School. By signing the Tuition Contract, the enrolling family understands and agrees to undertake the full tuition obligation described (the “Tuition Obligation”) and the School agrees to enroll the student(s) for the entire academic year.
- The enrolling family may cancel the Tuition Contract any time on or before June 1 of the academic year by providing written notice to the school. In the event of cancellation before June 1, the Tuition Contract is terminated and the enrolling family is released from any Tuition Obligation but is not entitled to any refund of registration fees paid.
- After June 1 of the academic year, in the event the enrolling family desires to withdraw a student(s) from the School (an “Early Withdrawal”), the enrolling family agrees to notify the School in writing of the Early Withdrawal and intended withdrawal date.
- Early Withdrawal for just cause* must be approved by the Principal. The enrolling family will remain obligated for all Tuition Obligation amounts for the period of student(s) enrollment and the Prorated Withdrawal Amount for the period of the academic year following withdrawal, which will be due and payable to the School within thirty days of the date of voluntary withdrawal of student(s).
  *Just cause would include, but is not limited to a significant move, serious change in family circumstance or financial situation.
- The prorated withdrawal amount is will be based on the date of withdrawal.
- The Tuition Contract and Tuition Obligation and any enrollment obligation are subject to termination at any time.
- The enrolling family understands and agrees that student(s) will not be permitted to begin the academic year prior to bringing any applicable prior balances due to the School up to date, including any accrued late fees. The enrolling family agrees that failure to pay Tuition Obligations or other charges as described will constitute a default of the Tuition Contract.

In the event of default, the School will attempt to work with the enrolling family to resolve the default. If an agreeable resolution cannot be found, the School reserves the right, in its sole discretion, to impose any or all of the following remedies: withhold report card or student transcripts; refuse to issue diploma; refuse to enroll the student in the School for the next academic year; seek collection of tuition and other charges in court and recover all related costs and expenses, including reasonable attorney’s fees; and, in extreme cases, dismiss the student from the School.
**FINANCIAL AID**

Bishop Gorman 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 Gorman Council. Families who apply for financial aid must complete the form provided through FACTS as early in the spring as possible and comply with specific deadlines and requirements. Students must be registered before filing for financial aid.

**FAMILY SERVICE CONTRIBUTIONS**

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

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

Volunteer forms are available at the school. A letter is sent in the spring to families who have not completed their volunteer hours. The time for the service hours to accumulate will end on March 31. **Families must meet the deadline established by the school or be billed $250.** Each family is asked to indicate its interest for volunteer service in the following areas: office help, maintenance, campus cleanup, library, athletic program, fund-raising, concessions, etc.

The PTO is our organization for parents/guardians and faculty. It provides a forum for discussion, activities to enhance our school operation and environment, and scholarships for our students. Through fund-raising efforts, the Booster Club is able to support athletic activities and provide support services to the school community. The efforts and accomplishments of each organization benefit Bishop Gorman. Our service organizations depend on parent/guardian participation.
MIDDLE SCHOOL CURRICULUM

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

Middle School Course Offerings

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

GORMAN LEARNING CENTER (GLC)
Middle School students who have been diagnosed with learning differences will be considered for enrollment in the GLC. Entry into GLC is based on any disability that affects academic performance.

JULIETTA JARVIS LEARNING CENTER (JJLC)
Entry into the JJLC program is based on a diagnosis of dyslexia.

ST. JOSEPH THE WORKER MATH LAB
The Math lab is available to all students before school beginning at 7:30 and again after school beginning at 4:00 until 5:30.

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

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

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

HIGH SCHOOL CURRICULUM

HIGH SCHOOL GRADUATION INFORMATION
Bishop Gorman offers two choices of diplomas.

<table>
<thead>
<tr>
<th>Areas of Study</th>
<th>Foundational Diploma</th>
<th>Distinguished Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology**</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>English</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Mathematics***</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Lab Sciences</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>World History/Geography</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>American History II</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Govt./Economics (½ each)</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Elective</td>
<td>3.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Senior Project</td>
<td>0.5</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL CREDITS*          | 28                   | 30                   |
HONORS, PRE-AP, AND ADVANCED PLACEMENT (AP) COURSE DESIGNATION AND DUAL CREDIT

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

HIGH SCHOOL SCHEDULING PROCESS AND CHANGES

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

HIGH SCHOOL SCHEDULE OPTIONS

**9th Grade**
- English I, Honors, Pre-AP
- Human Geography
- Algebra I, Pre-AP Geometry
- Physics
- Physical Education
- Fine Arts Elective
- Language Elective

**10th Grade**
- English II, Honors, Pre-AP
- World History, AP
- Geometry, Pre-AP Algebra II
- Biology, Pre-AP
- Physical Education
- Fine Arts or other Elective
- Language Elective

**11th Grade**
- English III, Honors, AP
- Modern US History
- Math Models, Algebra II, Pre-AP Algebra II, Integrated Mathematics, Pre-Calculus, Pre-AP
- Chemistry, Pre-AP
- Physical Education
- Fine Arts or other Elective
- Language Elective

**12th Grade**
- English IV, Honors, AP
- Government/Economics
- Algebra II, Pre-Calculus, Pre-AP Calculus
- AP Calculus
- Quantitative Reasoning
- Science Elective
- Physical Education
- Fine Arts, Language or other Elective
- Language Elective
- Senior Quest Project

Health is a requirement and is incorporated through Theology and other classes in 8th through 11th grade or an online component. Dual Credit options are available through UT Tyler and vary by year.

**Elective options include:**
- Fine Arts Electives: Band, Honors Band, Choir, Honors Choir, Art, AP Studio Art, Photography, Drama, Strings, Honors
- Science Electives: AP Biology, AP Chemistry, Honors Anatomy & Physiology, AP Physics, Oceanography
- English Electives: Honors World Literature
- Other: Computer Science, AP Computer Science, Psychology, AP or Dual Credit Psychology

HIGH SCHOOL GRADE ADVANCEMENT

Students must pass all subjects to advance to the next grade level. Final grades are an average of the two semester grades. Students with a final grade of 69 or below in any core courses must remediate those classes during the summer in order for the student to advance to the next grade level. Students who fail a course for the year must remediate in summer school or through a program approved by the school counselor. Any student who fails three or more courses may not be eligible to return to Bishop Gorman the following school year.
STUDENT EVALUATION
Both the high school and middle school utilize four (quarter) grading term periods. Grades are available to students and parent(s)/guardian(s). Parent(s)/guardian(s) are encouraged to contact teachers if they have any questions about the academic progress of their child. Report cards are issued at the conclusion of each grading term and are sent electronically or by post following the end of each grading term. Parent/guardian conferences are scheduled twice each year. Parent(s)/guardian(s) and students are strongly encouraged to participate in these conferences.

GRADING SCALE
The following scale is used at Bishop Gorman:

- A: 90 - 100
- B: 80 - 89
- C: 70 - 79
- F: Below 70

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

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

- 4.0: 90-100
- 3.0: 80-89
- 2.0: 70-79
- 0.0: 0-69

HONOR ROLLS
Two honor roll levels may be achieved at Bishop Gorman:

1. Principal's Honor Roll: a minimum average of 94 with no grade below 90.
2. Honor Roll: A minimum average of an 88 with no grade below 85.
   a. Both honor rolls are based on a simple average.
   b. Grades for honor rolls are not rounded.

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

NATIONAL JUNIOR HONOR SOCIETY (NJHS)
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. Transfer students who are members of another NJHS Chapter will transfer their membership so long as they meet the designated standards. Students with membership in NJHS must meet all of the following minimum requirements:

1. A cumulative grade point average of 90. Grade point averages are not rounded for eligibility.
2. No more than three (3) poor decisions/missing assignments, disciplinary and attendance reports are evaluated.
3. Have attended Bishop Gorman Middle School for at least one semester.
4. Be in the seventh or eighth grade.
5. Complete and submit the Student Activity Information form to the sponsor by the due date. (This is not an application and does not guarantee selection.)
NATIONAL HONOR SOCIETY (NHS)
The Veritas Chapter of the National Honor Society is a means of promoting high academic standards in high school students by honoring students who excel in academics, leadership, character, and service. Membership is an honor bestowed and a commitment. The purpose of the NHS is to generate enthusiasm for scholarship, to encourage a desire to render service, to boost leadership, and to cultivate character as well as to promote the engendering of honor and integrity at all times as a Bishop Gorman Crusader.

Students who are eligible for consideration are selected by a five member NHS Faculty Council appointed by the Principal. In order to be eligible and to retain status, students must maintain outstanding scholarship, leadership, character, and service by meeting the following minimal standards. The NHS student must:

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

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

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

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

GUIDANCE AND COUNSELING
Bishop Gorman offers individual guidance and counseling services. The school strives to assist students in developing and utilizing their abilities. The following are some of the services offered:

1. Guidance and preparation for standardized testing
2. Interpretation of standardized test results to students and parent(s)/guardian(s)
3. Spiritual, academic and personal direction
4. College and career guidance
5. Assistance in college and career application and selection process
6. Scheduling of college representatives
7. Assistance with scholarship applications
8. Mental health and wellness

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

Academic restriction consequences include, but are not limited to:

1. Students who are on academic restriction may not ride in school vehicles to competition or games, may not sit with the team during games or competition, and may not wear any part of the issued athletic uniform.
2. Students who are on academic restriction may not attend practices or participate in any extracurricular activities following the close of the school day.
3. Students who are on academic restriction may be assigned to an academic study hall for the period of their ineligibility.
4. Students will develop a plan for academic improvement with either the Assistant Principal, School Counselor or Grade Level Team.
SEMESTER EXAMS/SENIOR EXAMS EXEMPTION

Comprehensive assessments are required in all high school subjects. The semester exam grade counts one-fifth (1/5) of the semester grade in high school (each nine-week grade counts 2/5). Students need to be present for semester exams. Students are to remain in the exam(s) for the duration of the scheduled exam time.

Semester exams are required for grades 9 through 12. Seniors who have an A average (94 or higher) and no more than three (3) absences or tardies per semester may be considered for exemption for second semester exams. The teacher will have sole discretion in granting the exemption. Any student who receives a detention during the year is no longer eligible for exam exemptions for that semester. Teachers may choose to add further qualifications to this list.

HOMEWORK

Homework is an extension of the school's curriculum, which enriches the educational experience. Homework is an essential component in a student's education. Homework can take many different forms, including, but not limited to, written work, exercises, review of notes, study time, reading material from books or other materials, or projects. Parent(s)/guardian(s) or siblings may help guide students in homework, but, fundamentally, homework is independent work; students should complete homework on their own. Students who spend excessive amounts of time in one subject area should contact the teacher or have their parent(s)/guardian(s) set up a teacher conference.

LATE WORK POLICY

Students who fail to submit required homework on the specified due date for a class will earn a grade of 85% (less corrections) if submitted by the following class period. Failure to submit the work the following class period will earn a zero (0) for the assignment.

Teachers will accommodate exceptions to the late-work policy as needed (e.g. due to absence) or as specified for students with documented learning difference approved by the Director of the Gorman Learning Center.

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 Gorman. Students may choose to take summer course work for their own enrichment. All remedial summer school courses must be pre-approved through the Director of Academics and Counseling office.

SUMMER READING

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. All students are expected to complete summer reading assignments by the deadlines posted on the school website.

PERMANENT RECORDS

Permanent Records are kept of all students who attend Bishop Gorman. A Permanent Record consists of semester grade records for classes taken as well as standardized testing results. These records may not be removed from the office by any person. In compliance with the Buckley Amendment (Family Educational Rights and Privacy Act) students over the age of 18 and parent(s)/guardian(s) (both custodial and non-custodial) of students under the age of 18 have a right to view the student records or obtain facsimiles of school records for the reasonable cost of copying. Transcripts will be submitted 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.

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 Gorman will only release school records with authorization under the following conditions:

1. Transcripts will be submitted 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 and other school records will be released to a receiving school provided all financial, school obligations, and exit criteria have been met.
3. Transcripts will be released upon receipt of a court order or subpoena.
4. Information from the health record may be released in an emergency.

ATTENDANCE POLICY

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

2. **Definitions:**
   a. **Normal Absence.** Absences are recorded for each course in which the student is enrolled, not by school day. Teachers are responsible for correctly recording each student’s presence or absence from class using the appropriate absence code. A student who is present for less than half of the class block will be marked absent for the entire class. There are no excused normal absences at Bishop Gorman. All students are allotted a maximum of five (5) absences in each course each semester. Normal absences are recorded with an ‘A’ code in RenWeb.
   b. **School-Activity Absence.** Absences for school-related activities do not count toward a student’s allotment of absences for the semester. School-related absences from class are recorded using the ‘SA’ code in RenWeb.
c. **Failure due to Absence.** When a student exceeds five (5) absences in a course, then the student will be placed in a Failure due to Absence status for that course. The student’s report card grade for the affected course(s) will be replaced with a ‘FA’ code, the student may be assigned to Saturday School, and credit for the course may be denied until appropriate remediation has been completed prior to the end of the semester.

d. **Remediated Absence.** A remediated absence replaces a normal absence when a student completes the remediation process described below or completes Saturday School. The affected course teacher will replace a normal absence ‘A’ code with a remediated absence ‘RA’ code, thereby reducing the absence count for the student.

e. **Tardy.** Arriving 1 to 20 minutes after the bell to begin class. After 20 minutes, a student will be marked absent.

3. **Normal Absences:**

a. **Unplanned Absence.** Unplanned absences include absences due to illness, family emergencies, and emergent appointments with less than 24 hours’ notice. Unplanned absences still count toward a student’s semester allotment of absences. The parent/guardian must notify the school by a phone call prior to 9:00 AM that the student will be absent. **Email notifications must be accompanied by a phone call.** The school staff may verify the absence with a parent/guardian by email or phone call back. In the case of an appointment, the school must be provided with written proof of the appointment signed by the official with whom the appointment was held. Without proper notification, the school staff will assume that the student is truant.

b. **Planned Absence.** Planned absences include absences due to scheduled appointments with more than 24 hours’ notice, family events or travel, and college visits. The parent/guardian must notify the school and the affected course teachers by email no later than one school day in advance of the planned absence. Teachers can be contacted via their school email, through RenWeb email, or by Grade Level Team email, e.g. 10th@bishopgorman.net. The school staff may verify the absence by email or phone call back.

c. **Make-up of Coursework missed due to Absence.** All students are responsible for completing all coursework, homework, or assessments missed due to any absence. For an unplanned absence, the student should notify the affected course teacher by email as soon as practicable and request guidance on assignments that will be missed. For an unplanned absence, affected course teachers will grant the student one class day grace for each class day absent in order to complete missed assignments. For planned absences, including School-Activity absences, the student must notify the affected course teacher at least one class day in advance of the planned absence, in person or by email, and request guidance on assignments that will be missed. The student may be held responsible to submit homework due and/or complete assessments scheduled on the absence day prior to departing on a planned absence. A student who is absent is expected to be prepared for class upon return. A student who fails to communicate and coordinate with the affected course teachers will have a late-work penalty applied to coursework missed due to absence.

4. **Departures and Arrivals During the School Day:**

a. **Late Arrival to School.** A student who arrives on campus after the start of the school day is considered tardy to school. High school students must sign in on the arrival/departure log in the office and obtain a late-admit pass before reporting to class. Middle school students must have a parent/guardian sign them in on the arrival/departure log and obtain a late-admit pass before reporting to class. A student who arrives late to school due to a scheduled appointment must provide written proof of the appointment signed by the official with whom the appointment was held.

b. **Departure During the School Day.** A student will be released to depart the campus during the school day when one of the following criteria is met:

   i. **A parent/guardian notifies the school office by phone or written and signed request, and a follow-up email.** The school staff will verify an email request with a phone call back when necessary.

   ii. **A parent/guardian personally signs the student out for release on the arrival/departure log in the office.** Students who drive themselves to school and have a parent/guardian’s permission to leave school during the school day must still sign out on departure on the arrival/departure log in the office. A student who leaves the school campus without proper authorization and without being properly signed out is considered to be truant from school.

5. **Remediation of Absences:** Bishop Gorman allows students the opportunity to remediate absences from class. The student is responsible for scheduling an absence remediation time with the course teacher. The course teacher is expected to be available for absence remediation at a reasonable time. The course teacher is not required to provide more than one remediation opportunity per school day. The time requirement to fulfill one absence remediation is left to the course teacher’s discretion, but will usually be at least 30 minutes for each class missed. Absence remediation is a time requirement and does not free the student from the responsibility to complete any coursework missed due to absence from class, even if that work requires an extended time for absence remediation, e.g. completing a missed science lab assignment. When the student has met the remediation requirement to the satisfaction of the course teacher, then the teacher will change the absence “A” record code for that student to a “RA” remediated absence code for each class absence that has been remediated. A student will earn 1 (one) absence for a total of 3 (three) tardies within one class.

6. **Saturday School:** A student who is in a Failure Due to Absence (FA) status in any course may be assigned to Saturday School or other such absence remediation as designated by the School Attendance Administrator. Saturday School may be conducted on the Bishop Gorman campus as needed and arranged by the Attendance Administrator. Each Saturday School session will convene for a three hour session determined by the Saturday School administrator. During Saturday School session, students may be assigned coursework provided by the teacher(s) of the course(s) in which the student has FA status. A student who fails to show for a Saturday School session may be given an Internal Suspension by the Director of Students on the first day back to school after the Saturday School session.

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

8. **Mass Attendance:** Mass is the central unifying event each week in a Bishop Gorman education. Therefore, all students are required to attend and expected to participate in the weekly Mass, usually celebrated on Wednesday. Parents and guardians are invited to attend. Parents, guardians, and students should avoid making appointments that require a student to be absent from Mass. Attendance at Mass may be recorded and Grade Level Teams may encourage students to avoid excessive absences from the weekly Mass. More than two (2) absences from Mass during each semester will be considered as excessive absences.

9. **School-Activity Absences:** School-Activity absences include all planned school activities that require students to miss class, such as athletic, fine arts, and academic competitions, class trips, course field trips that extend beyond the course class meeting time, class retreats, and special school events that involve small groups of students. Course teachers are generally notified in advance of these activities and may be provided with a roster of participants; however, it is still the responsibility of the student to notify the affected course teacher in advance and coordinate with the teacher for the completion of any coursework missed during the School-Activity absence.

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

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

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

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

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

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

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

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

**SCHOOL-RELATED TRIPS AND ATHLETIC EVENTS**
Bishop Gorman 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. Every effort must be made to not hold a school-related activity on Sunday. Middle school students participating in extracurricular activities must return from competition before 10:00 p.m. All students are expected to participate and must have written parental permission on file. All students in a particular group or class are eligible to attend academic field trips. Overnight and special field trip permission forms must be notarized. Students on school-sponsored academic or enrichment trips are expected to adhere to guidelines and rules in the Student-Parent Handbook as well as those provided by the trip moderator. Students who misbehave on any school-related trip may be required to return to campus at the parent(s)/guardian(s)’ expense.

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

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

- Summa Cum Laude: 98 – 100 Cumulative average
- Magna Cum Laude: 96.5 – 97.999 Cumulative average
- Cum Laude: 94 – 96.4999 Cumulative average
SALUTATORIAN, VALEDICTORIAN AND HIGHEST GPA DESIGNATION
The valedictorian and salutatorian honors will be awarded to the two students with the highest and second highest weighted cumulative average for classes in the junior year and senior year through the third quarter at Bishop Gorman. To be considered for valedictorian and salutatorian, a student must have completed his/her entire junior and senior years at Bishop Gorman and be free of any Academic Dishonesty incidents during those years. The State of Texas Highest Grade Point Average designation shall be awarded to the graduating senior with the highest weighted GPA for high school courses taken in grades 9-12 at Bishop Gorman; the student must have attended Bishop Gorman for his or her complete high school education.

ACADEMIC INTEGRITY POLICY
As a community of faithful learners, Bishop Gorman upholds academic integrity and the Honor Statement as foundational to the mission and appropriate conduct within the school setting. The fundamental trust that work presented in a class as one’s own is vital in the teaching/learning process. Moreover, this trust is central to a college preparatory Catholic education. Violations of academic integrity may affect academic recognitions and distinctions.

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

GRADE POINT AVERAGE (GPA) AND CLASS RANK
Bishop Gorman does not rank students except for internal purposes of identifying academic honors such as Valedictorian/Salutatorian and Top 10%. Top 10% is based on a weighted cumulative grade average of all high school level courses taken at Bishop Gorman while enrollment in grades 10-12 with the exception of pass/fail classes such as P.E. and/or athletics. (Eleventh and twelfth grade Honor level classes – excluding Pre-AP Algebra II -- taken at Bishop Gorman prior to the junior year will also be considered in determining valedictorian/salutatorian distinction). A five percent (5%) increase in the numerical grade will be added to the qualifying points on the transcript for all AP classes. A two and a half percent (2.5%) increase in the numerical grade will be added to the qualifying points on the transcript for all Pre-AP, Honors and Dual Credit courses. These distinctions will be added at the end of the course prior to determining Cumulative Average. The student must pass the course to qualify for the additional points.
A Crusader always strives to represent the best of what Bishop Gorman’s community exemplifies. A Crusader is self-disciplined and respectful of all the members of the community. He or she realizes that there can be no positive growth and learning in an environment which lacks either respect or discipline.

A Crusader, therefore, has:
1. Respect for God
2. Respect for others
3. Respect for self
4. Respect for the school
5. Respect for life
6. Respect for learning

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

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

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

DISCIPLINARY INFRACTIONS
The following actions are considered infractions of the Bishop Thomas K. Gorman Catholic School Codes of Behavior and Discipline and will result in a classroom detention or a Disciplinary Referral to the Dean of Discipline. Infractions include, but are not limited to:

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

1. Verbal warning – Recoded in RenWeb
2. Classroom detention - at teacher’s discretion – Recorded in RenWeb
3. Disciplinary Referral to the Assistant Principal over Discipline - Assignment of one-hour detention – Recorded in RenWeb
6. Conference with Parent/Guardian, student and Dean of Students. Possible assignment of on or off-campus suspension.
7. Referral to Principal. The student and his or her parents/guardians will meet with the Dean of Students and the Principal to determine the student’s future at Bishop Thomas K. Gorman Catholic School.

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

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

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

DETENTION

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

A teacher, at his or her discretion, may give a classroom detention or a Disciplinary Referral for disciplinary infractions. Classroom detentions may be assigned for the day of the infraction or the following day at 7:30 am, during break or after school. More than 3 cumulative classroom detentions and/or any Disciplinary Referrals warranting the involvement of the Dean of Students will result in before school or after school detentions ranging from one hour to three hours depending on the severity of the infraction and the number of Disciplinary Referrals the student has previously received. Extracurricular activities, practice, or a game will not be considered as an excuse for missing detention or shorten the amount of time of the detention session.

Parent(s)/guardian(s) of middle school students must sign their children out at the detention location. Middle School students who are not picked up by the appropriate time will be escorted to the Extended Day Program at the expense of the parent(s)/guardian(s).

Roll will be taken promptly for the designated time of the detention session. Students arriving after the designated time will not be admitted, will be considered to have missed the assigned detention, and will receive additional disciplinary actions, most probably suspension. Students who fail to appear at a Friday detention and/or who receive multiple Disciplinary Referrals during the semester will be required to serve a Saturday detention. Saturday detentions will be a minimum of three hours and a maximum of five hours.

SUSPENSION

Suspended students may not be on the school premises or participate in any school-sponsored activity. Suspended students are expected to keep up with academic work covered in their absence. Upon their return to class, students should have completed the work missed during a suspension.

SERIOUS DISCIPLINARY INFRACTIONS

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

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

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

CELL PHONE POLICY/ELECTRONIC EQUIPMENT
Cell phones or electronic devices may be used by middle school students before entering the school building in the morning and after school only. High school students may use their cell phones ONLY before school and after school or during their scheduled lunch period. Cell phones may never be used as a “hotspot” to access the Internet during school hours. Students may only use their Apple watches as a time device. No other electronic equipment is permitted during the school day. Possessing any devices that cause distractions, such as but not limited to, laser pointers and noise makers are subject to serious disciplinary action. Teachers reserve the right to have students turn in their phones and other electronic devices during class to ensure academic integrity.

Any violation of this policy or misuse of the cell phone or electronic equipment will result in confiscation of the device and a detention will be issued. The school retains the right to scrutinize the contents of the confiscated cell phone or electronic equipment. All confiscated cell phones may only be retrieved by a parent/guardian from the Dean of Students. Violation of this policy will result in disciplinary action. Second and subsequent violations will result in more serious disciplinary action.

Parents/guardians are encouraged to contact their child(ren) through the school or at permitted times only. If a student needs to use a phone, he/she may use the phone in the main office with permission. We ask parents to please refrain from texting students during academic instructional time.

GUN-FREE AND DRUG-FREE SCHOOL ZONE
In cooperation with State authorities, Bishop Gorman 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 Gorman 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, including marijuana, drug paraphernalia, inhalants, tobacco products, over-the-counter or prescription drugs is strictly forbidden. Students, who violate these precepts, are subject to disciplinary action which may include expulsion. Parents and guardians are especially encouraged to join with the school in support of these moral beliefs and civil laws for their child's moral and physical well-being.

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

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

A student who believes that he or she has been subjected to harassment or bullying as defined above shall bring the matter to the attention of the Principal, Assistant Principal, Dean of Students or the Counselor. Harassment penalties may include, but not be limited to: apologies, detentions, suspensions, or expulsions. All families are accorded due process.
HAZING
Bishop Gorman has no tolerance for hazing of any kind on or off campus. Hazing includes the singling out of any individual or group of students for intimidation or harassment.

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

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

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

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

SKATEBOARDS, ROLLER BLADES, SKATE SCOOTERS AND BICYCLES
Skateboards, skate scooters, and roller blades are not allowed on campus at any time. Bicycles may be ridden to school, but are not to be ridden on the sidewalks, in the buildings, or in any other unsafe manner. Bicycles are transportation vehicles and generally are required to be used in accordance with the same safety and legal guidelines as motor vehicles. Exceptions to this policy may occur during supervised physical education activities.

CONDUCT OF PARENTS
Bishop Gorman is a partner with the parents in the education and spiritual formation of their children. Parental cooperation is therefore essential. If, in the opinion of the administration parent behavior seriously interferes with this mission or reflects negatively on the school they may require parents to withdraw their children and sever the relationship with the school.
GENERAL DRESS CODE/UNIFORM CODE
Bishop Gorman’s school uniform provider is Flynn O’Hara.
In order to be in uniform compliance, all students must adhere to the following uniform requirements from the time they enter the building in the morning until after exiting their last class. “Dress Uniform” will be required to be worn on all Mass Days and other special days throughout the school year, “Regular Uniform” may be worn on all other days.

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

DRESS CODE FOR GIRLS

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
<th>Regular Uniform Type</th>
<th>Length</th>
<th>Mass Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>White</td>
<td>Knit shirt with approved logos* (see below)</td>
<td>Appropriate size</td>
<td>White Oxford, long-sleeve or short-sleeve</td>
</tr>
<tr>
<td></td>
<td>Hunter Green</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undershirt</td>
<td>Solid White</td>
<td></td>
<td>Solid white or nude</td>
<td></td>
</tr>
<tr>
<td>Tie</td>
<td>Khaki</td>
<td>Pleated in the front and back</td>
<td>No shorter than 2” above the knee cap in the front and the knee crease in the back</td>
<td>Flynn O’Hara brand plaid pleated in the front and back, No shorter than 2” above the knee cap in the front and the knee crease in the back</td>
</tr>
<tr>
<td>Skirt</td>
<td>Flynn O’Hara Plaid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td>Flynn O’Hara brand light brown khaki</td>
<td>Walking Shorts</td>
<td>No shorter than 2” above the knee cap in the front and the knee crease in the back</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Pants/Capris</td>
<td>Flynn O’Hara brand light brown khaki</td>
<td></td>
<td></td>
<td>Not permitted</td>
</tr>
<tr>
<td>Belt</td>
<td>Brown, black, or tan</td>
<td>1-1 ½ inch width with small buckle</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td>No neon colors</td>
<td>Ankle, crew, knee high, athletic</td>
<td>See below**</td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td>Closed-toe only*** No slippers, Uggs, boots or moccasins</td>
<td>Black, brown or tan loafer (Ex. Sperrys)</td>
<td>Approved outerwear, or letter jacket (HS only)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

***Shoes: All shoes must have a back, closed-toe, and surround the foot for safety reasons. No slippers or moccasins. Heels are not to exceed two inches. When wearing the regular uniform, students may wear athletic shoes, deck shoes or flats (i.e. Sperrys, TOMS, BOBS), loafers, or boots (only with pants).
Skirts and shorts need to be purchased with the foresight that girls may grow during the year. Skirts and shorts may not be shorter than 2 inches above the knee cap.

**GIRLS’ GROOMING CODE:**
1. Light makeup is allowed in grades 7-12. Makeup should not be a distraction (including nail polish). Makeup may not be worn in grade 6.
2. Hairstyles should be neat and clean and may not be distracting in style or color. Subtle highlights and natural accents are permitted provided only natural hair colors are used.
3. No more than two earrings per earlobe and cartilage piercing is not permitted.
4. Excessive jewelry is not permitted.

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

**DRESS CODE FOR BOYS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
<th>Regular Uniform Type</th>
<th>Length</th>
<th>Mass Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>White Hunter Green</td>
<td>Knit shirt with approved logos*</td>
<td>Appropriate size, long-sleeve or short-sleeve</td>
<td>White Oxford, long-sleeve or short-sleeve</td>
</tr>
<tr>
<td>Undershirt</td>
<td>Solid White</td>
<td></td>
<td></td>
<td>Solid white</td>
</tr>
<tr>
<td>Tie</td>
<td></td>
<td></td>
<td>Flynn O’Hara striped tie or Ambassador tie for members</td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td>Flynn O’Hara brand light brown khaki</td>
<td>Walking Shorts (Cargo shorts not permitted)</td>
<td>Knee-length</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Pants</td>
<td>Flynn O’Hara brand light brown khaki,</td>
<td></td>
<td>Black dress pants</td>
<td></td>
</tr>
<tr>
<td>Belt</td>
<td>Brown, black, or tan</td>
<td>1-1 ½ inch width with small buckle</td>
<td>Brown or black</td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td>No neon colors</td>
<td>Ankle, crew, athletic</td>
<td>Black, white or gray socks</td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td></td>
<td>Athletic shoes Sperry, Loafers Boots (with pants only)</td>
<td>Black or brown dress shoes</td>
<td></td>
</tr>
<tr>
<td>Cold Weather Wear</td>
<td>Only items approved by Bishop Gorman through the Director of Communications</td>
<td>Sweatshirt, Fleece Cardigan, Letter Jacket (HS only)</td>
<td>Approved fleece, cardigan, vest, or letter jacket only</td>
<td></td>
</tr>
</tbody>
</table>

*Shirts: All knit shirts may have only the following official emblem:
Bishop Thomas K. Gorman Catholic School (with the white or green cross in the middle)
White shirts require forest green thread; forest green shirts require white thread.
CODE FOR DRESS AT SCHOOL EVENTS AND EXTRACURRICULAR ACTIVITIES
Students in attendance at school events outside of the school day must wear appropriate attire that maintains Christian modesty as representatives of Bishop Gorman in the wider community. In keeping with the Bishop Gorman dress code, if a student is considered to be dressed inappropriately, including, but not limited to: visible midriffs, cleavage, undergarments, tattoos, body piercings other than the earlobe, inappropriate length of shorts or skirts, he or she will be asked to change. A student may be restricted from attendance but may return to the event once he or she has changed into appropriate attire.

DRESS/GROOMING CODE
Students not in compliance with the dress/ grooming code may earn a detention. Parent(s)/guardian(s) of students out of compliance with the dress/ grooming code may be required to bring appropriate attire to the school campus. Escalating consequences may result for continued non-compliance.

Some days throughout the year students are provided non-uniform dress days. On these days’ students must abide by the following guidelines:

MODIFIED DRESS DAY
1. Shirts must have sleeves
2. Jeans may be worn provided they have no holes and are the appropriate size for the person wearing them.
3. Spandex, leggings, tights or other formfitting clothing cannot be worn.
4. Sandals are not allowed
5. All writing and logos on t-shirts must be appropriate
6. Girls’ skirts or shorts may be no shorter than 2 inches above knee cap (including slits on a dress/skirt)
7. Shirts need to be tucked in and a belt is required.

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

BAD WEATHER DAYS
Announcements of closings will be made on KLTV (Channel 7) and KTBB (AM 600) as well as the Gorman website www.bishopgorman.net, Gorman’s Facebook and Twitter pages. Bishop Gorman will usually follow the closing and delayed openings of TISD.

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

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

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

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

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

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

HOLY FAMILY LIBRARY
The library is open from 7:30 a.m. to 4:30 p.m. during regular school days and open for thirty more minutes after classes on early release days. Please note that the library is open on Wednesdays until 4:00 p.m. for high school students only. Middle school students must report to Extended Care fifteen minutes after the final bell on Wednesday. The library is a place for reading, quiet study, and research. A pass written by a teacher or office staff during class time is required when students report to the library. Students may check out regular library materials for a loan period of three (3) weeks, and may 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 day for overnight check-outs or campus materials will be charged. A weekly notice will also be issued to borrowers regarding their late materials. An additional charge of $1.00 may be added to a borrower’s account on a weekly basis if the library records are not cleared three days after the third notice; parent(s)/guardian(s) will be notified. Electronic resources are available 24/7 to meet students’ research needs.

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

The library subscribes to the Accelerated Reader program to promote reading. Participating readers will have the opportunity to challenge themselves and earn rewards through this program. Parents/guardians and teachers are welcome to participate in Accelerated Reader.

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

SCHOOL LOCKERS
Bishop Gorman assigns lockers for student use. Students should use only their assigned lockers. The school retains all rights to access lockers at any time and retain the property. No personal locks may be used to secure a locker.

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
Students may be allowed to use the school phones with permission of the 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. No “over-the-counter” medication, such as Tylenol/Advil may be dispensed to any student unless directed by a licensed physician with proper directions for distribution. No student is to keep any medications of any kind in his/her possession at any time unless approved by a school administrator.
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. 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 an injury during the school day:
1. The school will cautiously provide first aid.
2. The school will attempt to notify the parent(s)/guardian(s) or emergency contact by phone.
3. The school will call for an ambulance in case of a serious emergency. The school will attempt to contact parents or guardians before the student is transported. A staff member may accompany the student to the hospital.

HUMAN SEXUALITY
Bishop Gorman believes that marriage is a sacrament between a man and a woman, and that all sexual activity should only take place within the context of marriage. The school advocates sexual abstinence according to the teachings of the Roman Catholic Church. Bishop Gorman values life to the extent that students who find themselves in stages of life expectancy are welcomed and supported, but may be limited in involvement of school activities.
CHRISTIAN SERVICE HOURS
All Christians are called to serve God and to serve others, especially those who are less fortunate. In response to this call to Christian Service, Bishop Gorman 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 (covered through CSI project)
- **Seniors** – 40 hours of Christian service

Students should seek approval in advance from their grade level Theology teacher for agencies not listed in the Christian Service packet for service hours. Students and parent(s)/guardian(s) should refer to the Christian Service packet for program details and required forms. The Christian Service packet can be accessed through the school website. Students must complete all Christian Service hours before a diploma is awarded.

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

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

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

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

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

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

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

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

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

1. The student and parent(s)/guardian(s) will be notified by the Principal 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 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 attending Bishop Gorman, dances and other school-related events are subject to an alcohol breathalyzer test. Inebriation is considered a serious disciplinary infraction and will result in disciplinary action and possible restriction from attendance at future extracurricular events.

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

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

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

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

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

STUDENT GUESTS
A Guest Request form must be completed by a Gorman student and submitted to the Dean of Discipline for high school students and middle school students 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. Students may be allowed to invite recent high school graduates with approval from the Assistant Principal. All requests may not be approved.
3. Middle school students may only invite other middle school students.
4. Students are responsible for the behavior and dress of their guests while on the Gorman campus or at any Gorman function.
5. Exceptions may be made for family members.

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

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

Downloading and Loading of Software

- All installed software must be a legally licensed. Additional software installations must be approved by the IT staff.
- The School reserves the right to remove any installed software that impedes the educational purpose of the laptop program.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material may be recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he or she is to notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- Do not use Google documents, email, chat, social media or any other platform to write slanderous, harmful or other damaging statements or stories about anyone.

Privacy and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- Bishop Gorman respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use or harassment is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day. Including logging website access, newsgroup access, emails, bandwidth, and network use.

Laptops

- Students are required to adhere to all provisions and conditions set forth in the Responsible Use Policy. (See the Responsible Use Policy on the school website.) Any violation of this policy will result in disciplinary action including the loss of laptop privileges. Students are to report any known violations of this policy to appropriate administrative staff members.
- All infractions of the Laptop Rules and the Responsible Use Policy will result in limitations imposed on the student’s laptop use. Bishop Gorman Catholic School takes no responsibility for violations conducted on school computers and laptops and/or materials stored on computers, laptops, or the network.

Laptop Rules

- No unattended laptops.
- No laptops in the Cafeteria during lunch periods.
- No laptop bag without a school-issued ID
- No loaner provided for issued laptops left at home
- No markings or stickers on the laptop itself
- No inappropriate screen savers and/or backgrounds
- No rough handling of laptops
- No unauthorized emailing class (Unauthorized email does not involve school or school- related activities and is a distraction to study.)
• No game-playing during the school day
• No i-chatting and/or Internet shopping during the school day
• No watching movies during the school day
• No sharing of music over the school network
• No using proxies or hotspots to blocked sites
• No using emails of an abusive or harassing nature—no cyberbullying or provocative texting
• No mass emails regarding lost personal items, book sales, personal business, uniform sales, etc.
• No loaning/borrowing of another student’s or teacher’s laptop.
• Stickers or writing on laptop cases is prohibited unless you have purchased a case from school. Each case costs $30 and can be purchased through the Technology Director.
• No using emails of an abusive or harassing nature.
• No cyberbullying or provocative texting.
• N.B. damaged or stolen laptops will require an incident report signed by a parent and submitted to the IT department before a loaner is issued.
• Students are required to charge laptops before arriving at school. A fee will be assessed for laptops charged during school hours.

Consequences for laptop violations

• Unattended laptops will be taken to the Principal’s office where they may be retrieved by the student and a demerit will be issued.
• A demerit will be issued for any and all computer use infractions. Multiple demerits could result in the following actions being taken:
  • Loss of laptop privileges* for a specified period of time and communication with parents
  • Loss of laptop privileges* for a specified period of time and a meeting with the parents
  • Loss of laptop and suspension

  *Loss of laptop privileges includes, but is not limited to, the loss of mail, browsers, and applications.

Copyright

• Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
• Data, programs, hardware, software, and other material including material protected by copyright may not be transmitted or disclosed.

Laptop Care

• DO NOT leave the laptop in your car.
• DO NOT eat or drink near a laptop.
• Shutdown the laptop at the end of each day.
• Report problems to IT staff immediately.
• Make routine backups of your data, especially your personal data.
• No stickers or writing on laptops.
• Charge the laptop every night. A fee will be assessed for charging when on campus.
• NO ONE is to use your laptop except YOU!
• Use the power adapter as often as you can.

Disciplinary Action

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violation of this policy will result in disciplinary action and could result in the loss of laptop privileges and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Bishop Gorman takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the network.

Infractions of this policy will result in limitations imposed on the student’s computer use or disciplinary action.

Reporting incidents of harassment or bullying is the responsibility of not only those who are victimized by the behavior but also anyone who witnesses the behavior. If such inappropriate behavior occurs, it should be reported to an adult who will document the incident and take appropriate action. Depending upon the frequency and severity of the conduct, intervention will be used to remediate the impact on the victim and the educational climate. Strategies will be employed to change the behavior of the person responsible for the unacceptable behavior. The intervention may include counseling, correction, discipline and referral to law
enforcement in the most extreme cases. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The ultimate goal is for members of the community to transfer the ideals expressed in this policy into their daily lives both on and off campus.

Every high school student and parent/guardian must agree to and sign below to be issued a MacBook. There is space below for multiple signatures.

VII. GORMAN EXTRACURRICULAR ACTIVITIES

PURPOSE AND PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES
Extracurricular activities at Bishop Gorman 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 Gorman makes its presence known in the greater community.

STUDENT CLUBS AND ORGANIZATIONS
Bishop Gorman supports the development of the whole person through student clubs and organizations as well as involvement in community events and internships. Bishop Gorman encourages students to foster their own interests and talents through participation in or development of campus extracurricular activities. Any student interested in founding a new club should first procure an appropriate school sponsor and then meet with the Assistant Principal for approval.

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

STUDENT RESPONSIBILITY
Students are responsible for submitting and picking up assignments (See Attendance Policy) for 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 Gorman and will uphold the high standards of the school.

STUDENT-ATHLETIC PERIOD POLICY

Attendance
Attendance for P.E. is mandatory for any student in grades 9-11.

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

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

Game Day Eligibility
Game day workouts will be at the discretion of the coach. Student-athletes must be in classes all day to be eligible to participate in any athletic event unless early dismissal is required for travel to the athletic event or for documented medical appointments or to attend funeral services.

Injury Policy
All students in P.E. class must report to the P.E. teacher for attendance. Any student requiring treatment by the athletic trainer will be provided a pass by their P.E. teacher. The athletic trainer will determine when the student can return to full participation.
ATHLETIC PARTICIPATION REQUIREMENTS
Prior to participating in any activity, a student must meet all TAPPS and Bishop Gorman eligibility requirements. The following forms must be on file in the office:
1. Parent(s)/guardian(s) Approval for Athletics
2. Proof of Insurance
3. Pre-participation Physical Evaluation-Medical History
4. TAPPS Forms (High School)
A student cannot participate in after school activities until all paperwork has been submitted.

COMPETITION DAY DRESS CODE
Students’ competition day attire must be approved by the Athletic Director or Dean of Students
1. Only approved current team t-shirts or competition uniforms may be worn.
2. All current year team t-shirts and competition uniforms need to be tucked in to uniform pants, shorts and skirts.
3. Waistline must be visible.
4. Boys - white undershirts must be worn.
5. Boys - belts must be worn.

LETTER JACKETS
A student can earn a varsity letter or certificate of participation through involvement in all TAPPS-sponsored competitions (fine arts, academic, and athletic). The coach, moderator, or sponsor will award those to students who earn them.
A student-athlete must compete at the varsity level and must be listed on the varsity roster the entire season to receive a letter.
Letter jackets will be ordered twice annually. Directions for ordering the letter jacket will be provided by the Athletic Director.
Letter jackets for Bishop Gorman may not be independently ordered by students.

ATHLETIC SIGNING CEREMONY
Participation in Bishop Gorman Athletic Signing Ceremonies is a public recognition by the school that a student has chosen a particular college or university to continue his/her studies and athletic endeavors. After a senior’s college choice is finalized and he/she has completed the process, the Athletic Scholarship Coordinator will organize a public signing.

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

VIII. CHAPERONE/MODERATOR GUIDELINES

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

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

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

Procedure for Reconsideration of Challenged Materials

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

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

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

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

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

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

7. The review committee shall include the Principal, the librarian or the chairman of the English department, two parents or guardians, and one teacher. A student may be selected to join the committee, depending on the nature of the complaint and availability of an appropriate candidate. The Principal is the facilitator of the group. The challenged resource shall remain on the shelf or in use during the reconsideration process.

   a. The complainant (and his/her parents or guardians if he/she is a student) will be invited to attend part of the meeting of the review committee to give oral testimony. Other community members may be included in giving oral testimony before the review committee.

   b. The review committee shall take the following steps:

      i. Read, view, or listen to the resource in its entirety.
      ii. Review the complaint filed, the school’s selection policy, and general acceptance of the resource using authoritative sources and reviews in the discipline.
      iii. Form recommendations by weighing the faults and instructional values of the material as a whole, rather than upon passages or segments taken out of context.
      iv. Review the work within the global context of education in the mission of Bishop Gorman 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 Bishop Gorman.
DIocese of Tyler Catholic Schools Grievance Process

Purpose of Grievance Policy
A “grievance” is a complaint based on any alleged violation, or any inequitable application of a non-disciplinary policy.

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

All disciplinary actions/decisions will be resolved at the local school level. The decision of the administration is final except in the case of expulsion. In the case of expulsion, the decision can be appealed to the Superintendent whose purview is limited to determining whether or not the school followed local policy. The Superintendent’s decision is final.

There exists in the Diocese specialized policies, guidelines and procedures to cover certain types of complaints that may occur in schools (for example, Sexual Harassment, Equal Opportunity, etc.) This policy is not intended to replace any such specialized polices, guidelines or procedures but rather provide direction in how to deal with student, employee or parent grievances.

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

Processing Grievances

Process of conciliation through Christian charity:

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

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.
1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.
2. If the immediate authoritative person is not the Principal, all parties must meet with the Principal before the grievance is brought to the next level.
3. If a satisfactory decision is not reached, or if the Principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

Level One – Superintendent

If a satisfactory solution has not been reached during Local Reconciliation, the following procedure is to be used:
1. The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant’s last meeting with the principal. This complaint must state the specific policy in question and the alleged violation.
2. The President will arrange a meeting of three members of the Advisory Board and the Superintendent within five (5) business days following receipt of the written statement. This meeting will first determine if the complaint meets the criteria required by the grievance policy. If it is determined that it does not meet the criteria, both parties will be notified and this will end the process. This decision may not be appealed.
3. If the decision is that the complaint meets the criteria of the policy, the committee will then meet with both parties and attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial. The Board’s purview is limited to determining whether or not the school followed diocesan and local policy.
4. If a resolution is not reached informally, the committee will review all the information presented and notify both parties of the decision with five (5) business days of the appeal hearing.
5. If a satisfactory solution is not reached, the grievant will notify the Principal and President 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.

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, or any inequitable application of a non-disciplinary policy.

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

All disciplinary actions/decisions will be resolved at the local school level. The decision of the administration is final except in the case of expulsion. In the case of expulsion, the decision can be appealed to the Superintendent whose purview is limited to determining whether or not the school followed local policy. The Superintendent’s decision is final.

There exists in the Diocese specialized policies, guidelines and procedures to cover certain types of complaints that may occur in schools (for example, Sexual Harassment, Equal Opportunity, etc.) This policy is not intended to replace any such specialized polices, guidelines or procedures but rather provide direction in how to deal with student, employee or parent grievances.

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

Processing Grievances

Process of conciliation through Christian charity:

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

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.
1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.
2. If the immediate authoritative person is not the Principal, all parties must meet with the Principal before the grievance is brought to the next level.
3. If a satisfactory decision is not reached, or if the Principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

Level One – Superintendent

If a satisfactory solution has not been reached during Local Reconciliation, the following procedure is to be used:
1. The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant’s last meeting with the principal. This complaint must state the specific policy in question and the alleged violation.
2. The President will arrange a meeting of three members of the Advisory Board and the Superintendent within five (5) business days following receipt of the written statement. This meeting will first determine if the complaint meets the criteria required by the grievance policy. If it is determined that it does not meet the criteria, both parties will be notified and this will end the process. This decision may not be appealed.
3. If the decision is that the complaint meets the criteria of the policy, the committee will then meet with both parties and attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial. The Board’s purview is limited to determining whether or not the school followed diocesan and local policy.
4. If a resolution is not reached informally, the committee will review all the information presented and notify both parties of the decision with five (5) business days of the appeal hearing.
5. If a satisfactory solution is not reached, the grievant will notify the Principal and President of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.
**Level Two – Special Committee called by the Bishop**

If a satisfactory decision has 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 Advisory Board’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 seven (7) days before the scheduled hearing.
5. The Principal will be notified at least seven (7) 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/half 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 and their purview is limited to determining whether or not the school followed diocesan and local policy.
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) days.

The decision of the Bishop is final.

Approved by:  
Bishop Joseph Strickland  
March 8, 2018
School Verification Form

Student-Parent Handbook

Directions: Please take time to review this Student-Parent Handbook. Be sure that you understand completely and that you accept fully the spirit of the contents. After you have read and discussed these policies and rules, please remove this page, sign it and return to the Assistant Principal before the due date.

We have read, understand and intend to comply with the rules and regulations as outlined in the 2019-2020 Bishop Gorman Student-Parent Handbook. All students within a family will sign using one form.

__________________________________________  ____________________________________________  ________
Student Signature  Parent/Guardian Signature  Date

__________________________________________
Student Signature

__________________________________________
Student Signature

__________________________________________
Student Signature

Safe Environment Program

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

__________________________________________  ____________________________________________  ________
Student Signature  Parent/Guardian Signature  Date

__________________________________________
Student Signature

__________________________________________
Student Signature

__________________________________________
Student Signature

Authorization for Photo Release

We hereby grant permission for Bishop Gorman and/or the Diocese of Tyler to publish and print our child's name and/or likeness on the Bishop Gorman website on the internet and/or the World Wide Web or in school publications. We hereby further release, indemnify and hold harmless Bishop Gorman, 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
Computer Use Guidelines Form

Middle School Computer Use Guidelines

We understand, accept, and agree to the rules and regulations set forth by Bishop Gorman Catholic School in regard to the use of the computer system provided by the school to all middle school students. We realize that the primary purpose of the Bishop Gorman computer system is for educational purposes only. We realize that the use of the Bishop Gorman computer system is a privilege granted by the school and not a right. We accept that inappropriate computer use may lead to penalties, including but not limited to the revoking of computer system access, disciplinary action by the school as is deemed fit and/or legal action by the school and/or a third party. We further agree to refrain from inappropriate games, jokes or sites that do not uphold the philosophy of the Catholic Church and Bishop Gorman Catholic School as stated in the Student-Parent Handbook. We further agree that we will not participate in any Chat Room, Google Doc, blog or other activity on the school’s computers that are inappropriate or contrary to the philosophy of the Catholic Church and Bishop Gorman Catholic School. 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, inappropriate or contrary to the philosophy of the Catholic Church and Bishop Catholic School. We understand that only school assigned email accounts will be used on the Bishop Gorman computer system.

High School MacBook Use Guidelines

Students are required to adhere to all provisions and conditions set forth in the Responsible Use Policy. (See the Responsible Use Policy on the school website.) Any violation of this policy will result in disciplinary action including the loss of laptop privileges. Students are to report any known violations of this policy to appropriate administrative staff members. All infractions of the Laptop Rules and the Responsible Use Policy will result in limitations imposed on the student’s laptop use. Bishop Gorman Catholic School takes no responsibility for violations conducted on school computers and laptops and/or materials stored on computers, laptops, or the network.

Laptop Rules

No laptops in the Cafeteria during lunch periods. No watching movies during the school day
No laptop bag without a school-issued ID No sharing of music over the school network
No loaner provided for issued laptops left at home No using proxies or hotspots to blocked sites
No markings or stickers on the laptop itself No using emails of an abusive or harassing nature
No inappropriate screen savers and/or backgrounds No cyberbullying or provocative texting
No inappropriate screen savers and/or backgrounds No rough handling of laptops
No game-playing during the school day
No i-chatting and/or Internet shopping during the school day
No using emails of an abusive or harassing nature
No loaning/borrowing of another student’s or teacher’s laptop
No mass emails regarding lost personal items, book sales, personal business, uniform sales, etc.
No unauthorized emailing during class (Unauthorized email does not involve school or school-related activities and is a distraction to study.)
Damaged or stolen laptops will require an incident report signed by a parent and submitted to the IT department before a loaner is issued.
Stickers or writing on laptop cases is prohibited unless you have purchased a case from school. Each case costs $30 and can be purchased through the Technology Director.
Students are required to charge laptops before arriving at school.

Student Signature

Parent/Guardian Signature

Date
Counseling Informed Consent Form  
Bishop Gorman Catholic School  
2019-2020 School Year

Introduction
Bishop Gorman Catholic School has as its primary goal the ongoing formation of the total person according to the Gospel. As part of fulfilling this goal, the school recognizes the importance of supporting students in achieving healthy mental, social, and emotional development. The counseling program at Bishop Gorman aims to contribute to achieving this goal by offering counseling services to students. Parents/guardians or school staff may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better understand the world in which they live and make more effective choices that help them live more functional lives. There is no cost for counseling services provided at Bishop Gorman.

Background
Bishop Gorman’s counselor is Ms. Christine Harris, who has an M.A. in Clinical Mental Health Counseling, and is a Licensed Professional Counselor Intern (LPC-Intern) supervised by Nicole Grant, LPC-Supervisor. Ms. Harris joined the Bishop Gorman staff in the fall of 2018. Prior to this, she worked in community mental health, specializing in working with adolescents.

Provisions of Services
It is the policy of Bishop Gorman to obtain parent/guardian written permission for a student to engage in counseling services. Depending on student needs and as appropriate, services may include intake assessment, crisis intervention, short-term individual counseling, group counseling, and referrals as needed. The counselor will agree to meet with a student for individual counseling a maximum of three sessions during an academic year. After three individual sessions, the counselor will provide the student with referrals to counselors in the community as needed.

These services are not intended as a substitute for intensive psychological counseling, diagnosis, or medication, which are not the responsibility of the school. It is the responsibility of the parent/guardian to determine whether additional or different services are necessary and whether to seek them for their child.

Benefits/Risks
There may be both risks and benefits associated with participation in counseling. Counseling may improve a student’s ability to relate with others, provide a clearer understanding of himself/herself, promote the development of values and goals, and strengthen a student’s ability to deal with everyday stress. Counseling may also lead to unanticipated feelings and change, which might have an unexpected impact on a student and his/her relationships.

Confidentiality
In order to build trust with a student, the counselor will keep information confidential with some possible exceptions. The counselor may share information with parents/guardians, the student’s teacher, and/or administrators or school personnel who work with the student on a need to know basis, so that we may better assist the student as a team. The counselor may also share non-identifying information regarding a student with the counselor’s LPC-Supervisor for supervision purposes.

The counselor is legally and ethically required to share information with parents or others in certain circumstances including: 1) suspicion or disclosure of abuse or neglect to a child, elderly person, or vulnerable person, 2) presenting a serious danger to self or another person, or 3) a court subpoena. The counselor will make the student aware of these limits to confidentiality and will inform the student when sharing information with others. If a parent/guardian would like the counselor to share information regarding their child with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, the parent/guardian will need to sign an additional release of information form.

Contact
Parents/guardians are entitled to ask questions and receive information about methods or techniques used by the counselor. Parents/guardians may also contact the counselor to ask questions and/or provide information regarding their child, related to their engagement in counseling services at Bishop Gorman.

Ms. Harris may be contacted by school phone or email:
Phone: (903) 579-9458, Ext. 458
Email: charris@bishopgorman.net
Counseling Informed Consent Form
Bishop Gorman Catholic School
2019-2020 School Year

I, __________________________, am the legal parent/guardian of the below listed student(s). I have read, understand, and agree to the terms of the Counseling Informed Consent.

*Please list the names and grades of all of your enrolled students and check YES or NO to indicate the consent choice for each individual student:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>YES</th>
<th>NO</th>
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YES - I give permission for my child to receive individual and/or group counseling services while attending Bishop Gorman Catholic School. I understand that I may withdraw my consent at any time by signing and dating a written note requesting termination of counseling services.

NO - I choose to decline counseling services for my child at this time. I request counseling services at a later date if needed.

Custodial Parent/Guardian Signature_________________________________________ Date____________

Phone: Daytime phone _____________________________ Cell phone______________________________

Email__________________________________________________________________________________