

2019-2020 BGMPS Parent/Student Handbook

DIOCESE OF CORPUS CHRISTI

THE PHILOSOPHY OF CATHOLIC EDUCATION

The ministry of Catholic education in general is the fulfillment of the educational mission of the Catholic Church and has its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be open to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others

Important Disclosures

Parent Agreement

- a. **Discipline:** Students remain BGMPS students at all times. A student will be held accountable for behavior that is detrimental to the reputation of BGMPS, and may be disciplined by school officials. Parents also have a responsibility to BGMPS and will be expected to maintain a cooperative relationship with the school and its employees. If parents fail to support this relationship, their child may be removed from the school. Every student and parent will be held accountable for any disorderly conduct in school, on the school grounds, or at any school function. Parents understand that if they are unable or unwilling to adhere to discipline and/or additional policies set forth by the administration their child may be removed from BGMPS. See pages 13-21 for the entire Discipline program.
- b. **Tuition Assistance:** Any family receiving tuition assistance will forfeit all said assistance if a delinquency of 30 days occurs. They will be required to pay full tuition for the remainder of the school year. The family will be asked to keep the child at home until the balance is paid in full.
- c. **All students entering BGMPS for the first time will be accepted on a probationary basis for the first academic quarter. A student may be dismissed at any time during the probationary period.**
- d. **Amendments to the Handbook may occur throughout the school year. Please see the school website (www.bgmeps.org) for the updated Handbook.**

On behalf of the Bishop Garriga Middle Preparatory School community, I extend to you a heartfelt welcome to our fine school.

We at BGMPS are committed to working in partnership with you to help form your child to become the person God expects her/him to be. We do this by providing your child with a superior Faith based education.

First, your child receives teachings in Catholic Doctrine on a daily basis. This is to help teach her/him more about our Catholic faith and help them develop a personal relationship with the Person of Jesus Christ. Throughout the school year, the school provides your child with various traditions of the Catholic Church, such as Adoration in the presence of the Blessed Sacrament, the Living Rosary, and the Living Stations of the Cross, to name a few.

Secondly, your child is provided an excellent academic program. The teachers work diligently to help your child understand concepts taught and help them become successful in their academic endeavors. The teachers are child centered and do all they can to make sure your child is experiencing academic successes on a daily basis.

Thirdly, BGMPS provides an excellent extracurricular program. Ten sports and ten clubs are offered for your child to consider participation. Some of these are:

- Football
- Baseball
- Softball
- Swimming
- Basketball
- Student Council
- Chess
- Yearbook
- Art
- Coding

We at BGMPS are a welcoming, family community. We make sure your child is loved, supported, and safe.

We look forward to the opportunity to work with your child. We pray this will be a fantastic school year for all of us.

God bless.

[Mr. René Gonzalez - Principal](#)

History of Bishop Garriga Middle Preparatory School

Bishop Garriga Middle Preparatory School was initially established as a Junior High school located at the Corpus Christi Minor Seminary during the 1983-1984 school years.

During the 1986-1987 school year, Bishop Rene H. Gracida made the decision to move the Junior High to a nearby elementary school, thus allowing it to establish its own identity. In 1988-1989, the Junior High School moved to a four-acre allotment next door to the Corpus Christi Minor Seminary.

The enrollment of the school doubled during each of its first three years as a separate institution, with the actual classrooms being housed in three portable buildings. In the spring of 1991, the school staff petitioned the Diocesan Board of Education to change the format of the school to a middle school concept, both in philosophy and practice, in order to better serve the needs of the community of students being served. As a result, the sixth grade was added for the 1991-1992 school year, and the name of the school was changed to Bishop Garriga Middle School. Additionally, a new classroom/office building was constructed and dedicated during that school year, and now serves as the cornerstone for the campus.

In the fall of 1997, Bishop Garriga Middle School obtained the nearby facilities consisting of the John Paul II Library, the gymnasium, the cafeteria and use of the Chapel. The swimming pool, tennis courts, track and softball/baseball fields helped to facilitate and enrich the physical education program and extracurricular activities of the school.

In the spring of 2006, the school petitioned the Diocesan Advisory Council permission to modify the name of the school by adding the word preparatory. Permission was granted and the name of the school was modified to Bishop Garriga Middle Preparatory School. During the 2007-2008 school year, four portable buildings were added to accommodate the number of students being served. In the spring of 2008, the John G. and Marie Stella Kenedy Center for Social and Cultural Activities/Gymnasium was built. This addition helped to enhance the Wellness program and enabled the school community to plan and host additional activities to meet the needs of the growing population.

In the fall of 2011, a new permanent addition was built, housing seven state-of-the-art classrooms and administrative offices.

Bishop Garriga Middle Preparatory School families are attracted to the community because of the broad programs offered to develop caring, responsible, and accountable adolescents and preparing them for holiness and success.

I. Introduction

1. Mission Statement

Our mission at Bishop Garriga Middle Preparatory School is to prepare students for this life and the next by integrating Gospel Values, Catholic Doctrine, and Catholic traditions into their academic experiences and daily lives.

2. Vision Statement

Guided by the Catholic faith, our students will excel academically, lead socially, and exemplify the teachings of Jesus Christ.

Goal: Recognizing that each child is unique, the school seeks to provide conditions by which each child's individual needs are met whereby he can fulfill his maximum potential.

Objectives: To achieve this goal, the school sets forth the following objectives:

1. To teach religion as a way of life by developing a knowledge and understanding of the Catholic faith and a personal relationship with Jesus Christ as evidenced by attitude and practice.
2. To use Jesus as our model teacher/student in facilitating a Christian wholeness in each person and Christian unity among all.
3. To provide a curriculum that challenges each student to develop his/her intellectual talents and unique qualities.
4. To develop school spirit, civic pride, good sportsmanship, and leadership qualities through co-curriculum programs and activities.
5. To provide an understanding of the importance of physical and mental health in one's life by developing healthy attitudes regarding human sexuality, nutrition, and chemical substances, as well as the development of health maintenance skills.
6. To promote creativity and aesthetic values through music, literature, and art.
7. To use state-of-the-art technology to understand and appreciate cultural diversity within the local, national, and global communities.
8. To reinforce family values by encouraging inner-discipline, respect, and responsible choices while promoting the dignity of all.

3. Accreditation

Bishop Garriga Middle Preparatory School is dually accredited by the Texas Catholic Conference of Bishops Education Department, under the auspices of the Texas Education Association, and AdvancEd. The school holds membership in the National Catholic Education Association and National Middle School Association.

4. School Personnel

Office of Catholic Schools:

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|-----------------------------------|-------------------------------|
| ● Dr. Rosemary Henry | Superintendent |
| ● Mrs. Nannette Quintanilla-Hatch | Associate Superintendent |
| ● Mrs. April Esparza | Health Services Administrator |
| ● Mrs. Monica Maldonado | Director of Technology |
| ● Mrs. Norma Martinez | Administrative Assistant |

Administration:

- | | |
|------------------------|------------------------|
| ● Mr. René Gonzalez | Principal |
| ● Mr. Michael Derocher | Dean of Students, Math |
| ● Mr. Jack Tanny | Athletic Director |

Faculty:

- | | |
|---------------------------|---------------------------------------|
| ● Ms. Jennifer Barrientes | Language Arts, Social Studies |
| ● Mr. Ashton Benavidez | PE, Football, Basketball, Track Coach |
| ● Ms. Molly Demel | Math, Science |

- Mrs. Lisa Hernandez Math, Language Arts
- Mrs. Thelma Higgins Computer, Science
- Mrs. Divina LeGrange Theology, Art
- Ms. Alexa Mora Theology
- Mrs. Alejandra Ochoa Language Arts, Spanish
- Ms. Caitlin Riley Social Studies
- Mrs. Lisa Whitmire Language Arts

Staff:

- Mr. Joe Bonilla Counselor, Science
- Ms. Savannah Borrego Financial Office
- Ms. Carol Enloe Secretary/Health Coordinator
- Mrs. Bruni Flores Secretary
- Ms. Adelaida Huerta Custodian
- Mrs. Janelle Logue Financial Office
- Ms. Patricia Munoz Custodian
- Mr. Alex Rodriguez Plant Manager

II. Admissions, Attendance, and General Information

1. Admission Policy

Bishop Garriga Middle Preparatory School exists primarily for Catholic students of any sex, race, color, nationality, and ethnic origin; and secondarily for students of other denominations of any sex, race, color, nationality, and ethnic origin who choose to come to Bishop Garriga Middle Preparatory School. Bishop Garriga Middle Preparatory School is open to students in the sixth, seventh, and eighth grades.

Applicants should note that all students are required to enroll in Religious Studies each year and attend all Catholic religious services planned for the student body. Key consideration for admission centers on the willingness of parents and students to accept, support, and contribute to achieving the school's mission. Parents must understand that their children's enrollment in Catholic schools is a privilege, not a right. Parents and students must adhere to the standards and expectations of the Catholic school as stated in this Handbook. Failure to comply with these policies and regulations is grounds for removal from the school.

The latest that a student may enroll in the 6th or 7th grades is at the beginning of the 4th quarter. Students wanting to enroll in the eighth grade must register and be present for the complete 3rd and 4th quarters, unless otherwise approved by the Principal.

Parents/Guardians must sign and return to the school the Parent/Student Policies Agreement Form within the time limit given. If the parent/guardian refuses to sign and return to the school the acknowledgement page in the Handbook, their child(ren)'s enrollment in the school may be terminated.

As the primary educators of their children, parents/guardians must model Christian witness by attitude and example when engaged in any and all school transactions. If a parent/guardian demonstrates inappropriate conduct towards school officials/personnel and/or another parent, their child(ren)'s enrollment in school is subject to immediate termination.

BGMPS may provide minor accommodations for students, as long as appropriate documentation from an educational diagnostician or educational psychologist is provided to the school and the school is able to provide said accommodations. Even with accommodations provided, if the student is not successful academically, the school has the right to withdraw the student at any time during the school year.

Application to Bishop Garriga Middle Preparatory School includes:

- Placement Test at BGMPS

- Interview with the parents by an administrator.
- Required registration materials turned in to office including evidence of capability and/or achievement in academics, (e.g., final report card and achievement test results), discipline report, attendance report, immunization records, Birth certificate, Baptism & First Eucharist certificates, PTO Family Fundraising Commitment form, FACTS Tuition Payment form, three Emergency cards, Photo Release form, Technology agreement form
- Financial Contract
- Complete financial clearance from previously attended Catholic school (if applicable)

Admission of Home-Schooled Children

In the case of children who have been homeschooled and who are seeking admission into a Catholic school, proper documentation must be submitted to the school for the purposes of evaluation and placement, including but not limited to:

- Portfolio of student's work
- Report cards
- Recommendation from previous schools
- Homeschool Curriculum used with child

In addition, standardized testing or other testing measures as determined by the school may be required prior to admission. If required and not available at the time of application, the school or another agency approved by the school will administer the test at parental expense.

The school retains the right to place the student in the grade or courses as deemed appropriate.

Registration

Pre-registration is held in early in the Spring semester upon which time a non-refundable registration fee is due. Service fees are due in May. Any required school records/forms that have not been submitted to the front office, will prevent the new or returning student from being allowed to attend school. When student records are incomplete, the registration of the student is not considered final. Note: Any information withheld during the interview and/or registration process may be grounds for dismissal.

2. Attendance

The Texas Education Agency has adopted a 90 Percent Rule. This rule states that students must attend class for 90 percent of the time it is offered in a given school year in order for students to receive credit for the class. Likewise, students must attend school for 90 percent of the time it is in session in a given school year. Catholic schools in the Diocese of Corpus Christi, for accreditation purposes, follow the 90 Percent Rule. Situations in which students do not meet the 90 Percent Rule in regards to attendance of class and school will be reviewed by the school administration. A determination will be made as to whether the student will be retained or allowed to re-enroll in the school. Students should arrive to school each day on time and ready to learn. A student is absent for one whole day when he/she has not been in school for at least two hours in the morning and two hours in the afternoon. Families show support for the instructional day when they schedule medical or dental appointments outside of school hours. Five unexcused absences will be allowed each semester. **Five tardies equals one unexcused absence.**

A. Absences

Absences must be accounted for and it is the responsibility of the parent to inform the school office during the same day of the child's absence. **Every absence requires a written excuse signed by a parent or guardian upon the return of the student to school. A written medical excuse from a doctor is needed for absences longer than three days.** All absences are reflected on the student's report card as days the student is not present at school. When the student misses part of a day, she/he reports to the office for an admission slip before reporting to class. Students need to have been present for at least two hours in the morning and two hours in the afternoon in order to participate in after-school activities or sports on any given day.

B. Tardies

Students must be in the main building by 8:00 a.m. Students will be marked tardy after the 8:05 a.m. bell rings. Please note: a \$25 fine will result on every fourth unexcused tardy per academic quarter. Students tardy are required to get an admission slip from the office before going to class. A tardy is excused at the discretion of the Principal and must be accompanied by a note from home or a parent call to the office. Five days of tardiness is equivalent to one unexcused absence. During the school day, a student is tardy if (s)he is not at his/her assigned place when the bell rings for that class period to begin. Students detained by a teacher in a class must bring a signed excuse from that teacher to the next class.

C. Absence/Homework

Assignments or tests missed because of an absence must be made up according to the days missed. Students will have one day for each day absent to make up the work.

Students or parents may call the school to request homework if it is determined that the student will have a prolonged absence. If the student is absent only one day, work will be provided by the teachers when the student returns to school. Students and parents are solely responsible for getting missed assignments. Students are encouraged to have a homework buddy who can be contacted in case of an absence in order to obtain the assignments. Students will receive a zero in the work missed for an unexcused absence.

D. Missing Assignments/Late Work

6th grade

Fall Semester: 5% off per day for missing/late work; student will receive 0 after 3 days
Spring Semester: 10% off per day for missing/late work; student will receive 0 after 3 days

7th grade

Fall Semester: 10% off per day for missing/late work; student will receive 0 after 3 days
Spring Semester: 15% off per day for missing/late work; student will receive 0 after 3 days

8th grade

Both Semesters: 15% off per day for missing/late work; student will receive 0 after 3 days

3. School Hours

The school office is open daily from 7:30 a.m. to 4:00 p.m. Students will be marked tardy after the 8:05 a.m. bell rings. Dismissal is at 3:30 p.m. At 3:45 p.m. all remaining students will report to extended day, which is available until 6:00 p.m. daily, including Early Dismissal Days. Parents must sign their child out from extended day with the extended day personnel. Faculty and members of the administration are available for conferences by appointment. Parent/guardian conferences pertaining to a child enrolled in the school will be held with the legal custodial parent/guardian only.

4. Communication

Weekly Newsletter

A weekly newsletter will be emailed home every weekend. Paper copies are available in the front office.

Website

Please visit the school's website at bgmps.org for updates and information about school news.

School Marquis

Announcements and reminders are placed on the marquis near the entrance of the school.

5. Parental Visits

Parents are always welcome at Bishop Garriga Middle Preparatory School and must sign in at the front office when on campus. Parents who volunteer their services must complete a volunteer application. As

per diocesan policy, all school volunteers must undergo a Criminal Background Check and attend a Creating and Maintaining a Safe Environment (CMSE) class.

6. Release of Students

In order to leave school early for any reason, the student must come to the school office before the first class period with a note from a parent/guardian stating the reason and time of departure. It is the responsibility of the student to obtain any homework or missed assignments. Parents must sign in and out at the office when leaving and returning to the campus. Children will only be released to parents unless otherwise stated in the emergency card or a written note is turned in to the office. Custody papers and other legal documents must be provided to the school.

7. Withdrawal of Student

If a student finds it necessary to discontinue attending Bishop Garriga Middle Preparatory School, he/she and a parent must personally withdraw at the office. It is necessary that the school be notified in advance so that records and withdrawal notices can be drawn up. No transcripts of credits or grades will be sent to the student's next school until the parent has obtained a statement of clearance of all financial obligations, which includes but is not limited to service hours not fulfilled, fundraising commitment, and the returning of textbooks, library books, and other school materials.

8. Health

The mission of Catholic Schools in the Diocese of Corpus Christi includes a commitment to the physical, mental, emotional and spiritual health of students. Parents, administrators, health coordinators, health screeners and teachers share the responsibility.

Parents or guardians have the ultimate responsibility for the health of a student. Illnesses and injuries, which occur during school hours and which require specialized attention will be referred directly to the parent or guardian.

The Principal is accountable for compliance with local, state and federal health regulations.

The school health coordinator and screeners are persons appointed by the Principal to assist in implementing health programs in the school. They are trained and certified as appropriate.

Teachers are responsible for observing students and referring suspicious symptoms to the Principal. The school counselor is available for intervention and education.

The Diocesan School Health Administrator is responsible for training, consulting, and supervising all school health programs.

Health Records

Emergency Card – An Emergency Card must be completed and signed annually by the parent/guardian. The card contains emergency information and a release to obtain emergency medical care if necessary.

Cumulative Health Record – This document contains immunization history, pertinent health information and results of all school screenings. It is retained at the school year to year and is forwarded when the student changes schools.

Medication Log - A flow chart recording each dose of each medication administered to the student by school personnel is needed. Request for administration of medication signed by a parent must be on file in order for medication to be administered by school personnel.

Illness and Injury Log - A daily record of health related incidents and illnesses occurring at school is required. It includes complaint, assessment information, treatment, if any, and disposition.

Head Injury Sheet - Notification to a parent/guardian when child has sustained any head injury at school will be made.

Accident Report - A record, retained in the school, of the circumstances attending any incident occurring in the school for which professional medical care is required must be completed.

State Reports of School Screening Activities – These documents are completed and sent to the Texas Department of Health annually.

Immunizations – All shot records must be up-to-date. A student will not be allowed in school if any of the state required immunizations have not been administered. (There will be no exceptions to this diocesan regulation.)

Health Services

Emergencies: There are full time staff currently certified in CPR and full time staff currently certified in Standard First Aid. Emergency response reference materials are readily available in the school for all personnel.

Illness: The health coordinator assesses the student's condition including temperature, appearance, demeanor and complaint and acts accordingly based on the student's condition and health guidelines. In some instances of suspected communicable conditions (listed in the School Health Manual), students must be excluded from school in accordance with state law.

Vision and Hearing Screening: Students in grades K-4, K-5, 1,3,5,7 and 9 are screened annually by Texas Department of Health certified screeners and are referred as necessary for further professional evaluation.

Spinal Screening: Students in grades 4, 6 and 9 are screened annually by Texas Department of Health certified screeners and are referred as necessary for further professional evaluation.

Dental Screening: This screening is performed in all grades at the discretion of the Principal.

Medication Administration: Whenever possible, medication should be administered at home before or after school hours. For cases where in-school administration of medicine is necessary a strict diocesan policy is in effect and requires that a "Request for In-School Administration of Medication" form be completed and signed by parent/guardian for each medication to be administered. The Principal or his/her designee may administer the medication according to diocesan policy. The medication must be kept in a locked cabinet (or refrigerator) in the school. Students are not permitted to have medication, including non-prescription, such as Tylenol, cough drops, Midol, etc. on their person at school.

Chronic Disease or Disability: Nursing assessment, consultation and intervention are provided by the Diocesan School Health Administrator as appropriate upon referral by the Principal.

Environmental Health

Schools and grounds are monitored regularly for compliance with health and safety regulations including classroom environment, air quality, and equipment status and toxic agents.

Bloodborne Pathogens

Catholic Schools comply with federal OSHA bloodborne pathogens standards. A copy of the Diocesan Bloodborne Pathogens Exposure Control Plan is available for review in the office of the Principal.

Youth Protection

In compliance with Texas statutes (Ch. 261, TX Family Code) and regulations, Catholic schools' personnel are mandated reporters of suspected or disclosed child abuse and neglect, and attend in-service education on the prevention and recognition of child abuse and neglect.

Asbestos Hazard Emergency Response Act

This school complies with all local, state, and federal regulations regarding asbestos containing building materials in the school buildings. Inspection reports, abatement activities reports and management plans are available for public review in the office of the Principal.

9. School Safety

Safety is one our Diocese's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

School code: 1821

- a) Phone: 855-740-7235
- b) Text: Text your tip to 855-740-7235

- c) Email: 1821@alert1.us
- d) Web: <http://1821.alert1.us> or <http://bgmps-tx.safeschoolsalert.com>

III. Academics

1. Curriculum

The curriculum encompasses all the learning experiences that are planned, guided, and sponsored by the school. The individual student, the student’s needs, abilities, interests, and emerging self-image, are the core around which the curriculum is built. Within this total curriculum is a course of studies that includes:

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Math	Math	Math
General Science	Life Science	Physical Science
Language Arts	Language Arts	Language Arts
Literature	Literature	Spanish I
World Geography	Texas History	U.S. History
Theology	Theology	Theology
P.E.	P.E.	P.E.
STREAM/Art	STREAM/Art	STREAM/Art

- Advanced Placement courses are available in: Math, Science, Language Arts, Social Studies
- High School credit is offered in Algebra I and Spanish I
- There are four nine-week reporting periods
- Achievement tests are taken in the Spring

2. Religion Program

Religious Observances

In conformity with its educational aims, Bishop Garriga Middle Preparatory School invites the students to a greater understanding and appreciation of their faith by offering religious worship, instruction, and guidance in the following ways:

- Each day begins with school-wide prayer. Each class begins with a prayer. Students attend religion classes daily as a part of the curriculum.
- Weekly Mass, reconciliation, prayer services, and retreats are made available.

Appropriate observances and Catholic traditions are planned during the liturgical year (May Crowning, Stations of the Cross, Living Rosary, Adoration of the Blessed Sacrament, etc.).

3. Service Program

A service program is part of the Religion class. Students will be required to complete the following minimum number of service hours per academic quarter:

6th grade	6 hours per quarter = 24 hours in the year
7th grade	7 hours per quarter = 28 hours in the year
8th grade	8 hours per quarter = 32 hours in the year

These hours must be divided into equal parts for each 9 wks’ period to serve in the home, parish, school, and community.

4. Grading and Reporting

Bishop Garriga Middle Preparatory School operates on a two-semester system, which is divided into 4 nine-week grading periods. Report cards are issued to the students the first, second, and third nine weeks’ periods. End-of-the-year report cards are mailed.

Progress reports are sent to parents/guardians midway through each nine-week academic period. Progress reports must be signed and sent back to school the following day.

Students take the following exams:

- 1st Quarter – End-of-quarter exam = 10% of quarter grade
- 2nd Quarter – Midterm Exam (will include 1st quarter materials taught) = 20% of quarter grade
- 3rd Quarter – End-of-quarter exam = 10% of quarter grade
- 4th Quarter – Final Exam (will include 3rd quarter materials taught) = 20% of quarter grade

Students will not be able to take end-of quarter, midterm, and final exams if parents have not met their financial obligations to the school.

Letter grade equivalents:

A	90-100
B	80-89
C	70-79
F	69 and below

Conduct:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Students will receive recognition for President's Honor Roll for final grades of 90 or above in all subjects. Students will receive recognition for Principal's Honor Roll for final grades of 90 or above in all subject areas and 80 or above in 3 or fewer subject areas.

Any student who fails one or two courses for the academic year will need to enroll in summer school and pass with a grade of 70 or higher in order to be promoted to the next grade level. Any student who fails 3 or more courses for the academic year will be retained in the current grade level.

Summer school takes place Monday-Thursday during the month of June. The cost is \$300 for Math (half can be paid on the first day of Summer school with the remaining balance paid by the final day of Summer school). There is a \$100 fee for any failed subject other than Math that requires a self-study packet. Dress code is jean day guidelines, BGMPs shirt tucked in, standard blue jeans with black/brown belt, closed-toe tennis shoes. Summer school students must attain a 100% attendance record in order to receive credit. The student must make up the time missed if absent more than once.

Eighth Grade Awards

Valedictorian and salutatorian are recognized at the 8th grade End-of-Year Mass.

High School Credit

Eighth graders are eligible to earn credit in Algebra I and Spanish I that can transfer for high school credit. The course must be passed for the year and the final exam must be passed in order to receive credit.

5. Field Trips / Excursions

Policies and Standards

Bishop Garriga Middle Preparatory School sponsors field trips in order to provide opportunities for the students to pursue special interests, to enhance classroom experiences, and to develop special talents. Since the school sponsors these trips, it is the school's responsibility to see that the purpose of each trip is accomplished.

Each student who participates will be expected to follow guidelines for that particular trip. School uniforms will be worn for school trips unless excused by the Principal. Participation in these activities will depend on the overall Christian maturity and behavior of each individual. Field trips are a privilege, not a right. The Principal reserves the right to withhold a field trip privilege from a student. A student will not be allowed to participate in a field trip if s/he is failing more than one class or if s/he has received more than one referral during the three weeks preceding the field trip.

Field Trips and Class Trips

Field trips are learning experiences, which are part of the curriculum. They enable students to see and do things in conjunction with their learning, which would not be possible within the limits of the classroom. They take place during the school day.

Class trips are planned to provide occasions for classmates to be together for educational and community building activities. They contribute to the education of the whole child and give the students the opportunity to get to know one another better and appreciate one another's various gifts and interests. Parents are expected to recognize the value of these trips for their children and to do all they can to make it possible for them to take part. It is, however, also the parents' right to refuse to allow their child to participate in a field or class trip. Students unable to attend will be assigned work equivalent to the amount, which would be done on the number of school days missed. This must be completed with parental supervision.

School codes of behavior apply to all school-sponsored activities whether on or off campus. The Principal will designate appropriate dress for all trips.

Field trips and class trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements, or for non-payment of the field trip fee to the teacher.

Students will not be allowed to attend trips without the appropriate signed diocesan permission slips. Telephone calls or hand written parent notes will not be accepted in lieu of proper forms.

Family members are not permitted to go on field trips without prior administrative approval.

6. Extracurricular Activities

Athletics

In order to maintain a high level of academic achievement and to make students accountable for the academic work they produce in each of their classes, the following expectations will be adhered to by all students who choose to participate in the athletic programs offered by Bishop Garriga Middle Preparatory School.

Students will be allowed to participate in athletic events, including scheduled and extra practices, offered at Bishop Garriga Middle Preparatory School and St. John Paul II High school if they meet the following criteria:

- * A student athlete will maintain Christ-like behavior in her/his dealings with fellow students, teachers, support staff, and administrators especially in the manner in which s/he conducts her/himself in the classroom and other areas of the campus.
- * A student athlete will maintain an attitude that demonstrates a positive spirit and goodwill towards others.
- * A student athlete will treat her/his person, fellow students, teachers, support staff, and administrators with respect and dignity.
- * A student athlete will participate in all scheduled practices and extra practices as assigned by the sport's Head Coach.
- * A student athlete, regardless of her/his talent and ability, will not be allowed to participate in a scheduled game of the sport for which s/he is a member if s/he does not attend scheduled and extra practices for that sport.
- * A student athlete will be passing all of her/his academic subjects with at grade average of at least 70.
- * If, at the time Progress Reports and Report Cards are issued, a student athlete has a grade average below 70 in any of her/his academic subjects, s/he will be expected to:
 - after school, report to the teacher whose class s/he is failing to receive a 30 minute tutorial and/or assistance with the subject area concepts which s/he is failing.

- after the tutorial session, s/he will report to the sport of which s/he is a member and will be expected to participate in the practice sessions of her/his sport.
- s/he will not be allowed to participate in the scheduled game(s) for 2 weeks after both Progress Reports and Report Cards are issued. If, after the 2 week period, the student is failing any subject area, s/he will not be eligible to participate until s/he is passing all classes. Although the student athlete will not participate in the scheduled game(s), s/he will be expected to be present at all scheduled games, seated with the other team members, and suited-out in the proper team uniform.

If a student athlete chooses not to comply with any of the expectations and directives as stated above, s/he will be removed from the sport's team.

<u>Sports/Athletics</u>			
Baseball	Football	Softball	Track
Basketball	Soccer	Swimming	Volleyball

Extra-curricular activities and clubs *list may change*

Altar Servers	Martial Arts
3H - Happy, Holy, Healthy	MATHCOUNTS
Cheer	National Junior Honor Society
Choir	Student Council
Debate	Yearbook

The “no pass, no play” policy applies to all extra-curricular activities. Club sponsors may choose not to meet in December or May due to preparation for midterm/final exams.

7. Internet and Technology Use

All students and parents are required to sign the Acceptable Use Policy for Technology before using the school computers.

IV. Discipline

1. Courtesy Code

All of the rules in this handbook (especially those concerning behavior) are applicable when wearing the student uniform in the neighborhood, around the school, at extracurricular activities, or whenever the student is identifiable as a member of the Bishop Garriga Middle School community.

The greatest courtesy must be extended toward faculty and other adult personnel of the school, fellow students, and visitors.

Courtesy Code:

- Students should display school spirit by taking pride in their appearance and by being courteous to teachers, staff, and one another.
- Students should always demonstrate good sportsmanship as a player and/or spectator at all school events.
- Students should always be polite and respectful toward their teachers.
- Students should honor their parents by exhibiting appropriate behavior.
- Students should respect their peers, treating them with dignity, courtesy, and friendship.

Conduct toward Teachers and Staff:

- Students should always address staff members and teachers as adults, using the respective proper title (Miss, Mrs., Mr., Dr., Sister, Father, Brother, etc.).

- Students should say “Yes, (title)” and “No, (title)” to answer a question and avoid responses like “Yep,” “Nope,” or “Uh-huh.”
- Students should say “Thank you, (title)” every time a staff member or teacher helps them.
- Students should say “Excuse me” or “Pardon me” when one doesn’t understand something and want an adult to repeat something and avoid saying “What?” or “Huh?”
- Students should stand and greet officials or other dignitaries (i.e. Bishops, Priests, Superintendent and other official visitors).

DISCIPLINE FORMATION POLICY FOR STUDENTS

The Student Discipline Formation Policy of Bishop Garriga Middle Preparatory School fosters the total Christian formation of each student through the nourishment of religious values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators.

There are times and places in which the negative behavior of students affects Bishop Garriga Middle Preparatory School that must be addressed to maintain a safe environment conducive to academic progress and spiritual growth. Parents are invited and expected to support Bishop Garriga Middle Preparatory School in regards to the behavior policy of our school.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student’s misbehavior.

Consequences to all disruptions/discipline problems shall be applicable to all students during all periods of time in school, which includes participating in or going to/from any activity sponsored by the school and/or while under the supervision and direction of any teacher, principal, staff member, coach, or other authority of the school.

Discipline Formation in the Classroom

To ensure proper communication and consistency among students, faculty, administration, and parents, a school wide discipline formation policy has been established. Listed below is the discipline plan of each classroom. The steps below may be given verbally by the teacher or by placing the student’s name on the board. **They are to be used for infractions that fall within steps 1-3 on the disciplinary ladder. Steps 4-10 are an immediate referral to the administration. Discretionary infractions may be determined by the teacher with administration consultation.**

Level 1: Warning

Level 2: Student/teacher meeting

Level 3: Parent contact (by email or phone)

Level 4: Referral to the administration

Administrative Disciplinary Formation Ladder

To ensure fair practice regarding disciplinary matters include the following actions:

1. The teacher submits a referral form to the administration.
2. The administrator investigates the matter.
3. The administrator interviews and explains the referral and provides the student with an opportunity to explain the case from his or her perspective.
4. The administrator provides the student with consequences based on the discipline code. The administrator has the discretion to provide additional consequences as need based on the severity of the infraction.

- The Principal has the final say on all disciplinary consequences.

Administrative Disciplinary Formation Ladder Consequences

Described below are possible consequences of violations of the discipline formation policy of Bishop Garriga Middle Preparatory School.

After-School Detention: When an after-school detention is issued; it will be served on an assigned date during after-school. The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled. Students will be given a written assignment to complete during the detention. The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments. If the student skips an after-school detention, he/she will receive an additional detention. No student will be exempt from detention unless he/she has a doctor’s appointment. A note must be provided to the Dean of Students from the doctor or dentist for the student to be excused, in which case the detention will be scheduled for the next available date.

In-School Suspension (ISS): When placed on ISS, a student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher. All classwork, tests, and assignments must be completed while in ISS. Any homework assignments due on the date the student is on ISS should be turned in to the administrator before first period begins. The student must turn in all other completed assignments or tests at the end of the day to the administrator. Students on ISS will not be granted additional days for tests or other assignments once allowed to attend class as usual. **While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.**

Out-of-School Suspension (OSS): When placed on OSS, a student is prohibited from entering the school campus. For attendance purposes, OSS will be counted as an unexcused absence. While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and upon returning to school a conference with the parents and the student will be scheduled by the administrator.

EXPULSION: Expulsion occurs when a student is asked to leave Bishop Garriga Middle Preparatory School.

Discipline Formation Code

- | | |
|---------------------------------------------------------------------------------------------------------|-----------|
| 1. Unauthorized use of cell phone/ electronic device | Step 1-4 |
| 2. Gum and/or candy | Step 1 |
| 3. Tardy to class (see attendance policy) | Step 1 |
| 4. Leaving class without permission | Step 1-6 |
| 5. Dress code violation (see dress code policy) | Step 1 |
| 6. Public display of affection | Step 1-10 |
| 7. Improper behavior in the cafeteria | Step 1-10 |
| 8. Improper behavior at Mass, assemblies or other school activities
(possible removal or isolation) | Step 1-10 |
| 9. Misbehavior on a school bus | Step 1-10 |
| 10. Horseplay | Step 1-6 |
| 11. Disrupting instructional time | Step 1-6 |
| 12. Defacing or otherwise injuring property belonging to the school
(student to provide restitution) | Step 4-6 |
| 13. Defacing or otherwise injuring property belonging to another student | |

or faculty member (student to provide restitution)	Step 2-6
14. Disrespectful behavior to faculty or staff members	Step 1-6
15. Truancy and/or skipping class	Step 4
16. Leaving campus without permission (may be reported to police)	Step 7
17. Gambling or possession of gambling devices	Step 3-7
18. Defiance of authority	Step 1-9
19. Hurting another student	Step 4-10
20. Harassment, intimidation, or threatening of other student, faculty, or staff members)	Step 4-9
21. Use or possession of unauthorized items (i.e. lasers)	Step 2-4
22. Sexual harassment	Step 4-9
23. Assault and/or fighting (may be reported to police)	Step 7-10
24. Use, sale, or possession of tobacco or tobacco-related product Including electronic cigarettes (may be reported to police)	Step 6
25. Using forged or altered documents (i.e. report cards, progress Reports, parent notes, hall passes, other students' lunch numbers, etc.)	Step 4
26. Campus disturbance	Step 3-9
27. Stealing (student to provide restitution)	Step 4-9
28. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 4-9
29. Possession or dissemination of inappropriate messages or images, including but not limited to electronic forms of communication. (may be reported to police)	Step 4-10
30. Use or possession of dangerous objects	Step 7-10
31. Use, sale, possession, or being under the influence of alcohol or alcohol-related products (may be reported to police)	Step 10
32. Use, sale, possession, or being under the influence of drugs or drug paraphernalia (may be reported to police)	Step 10
33. Possession of firearms and/or weapons (may be reported to police)	Step 10
34. Bomb threat (may be reported to police)	Step 10
35. Other misbehavior as determined by the administration	Step 1-10

Discipline Formation Ladder

- **Step 1: After-School Detention-----One (1) day**
 - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
 - Students will be given a written assignment to complete during the detention.
 - The use of cell phones or other electronics devices is prohibited and students will not be permitted to work on homework or other assignments.
 - Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
 - The student is still eligible to participate in extracurricular activities while not in detention.
- **Step 2: After-School Detention-----Two (2) days**
 - Parent/guardian will be contacted by phone or email.
 - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
 - Students will be given a written assignment to complete during the detention.
 - The use of cell phones or other electronic devices is prohibited and students will not be permitted to work on homework or other assignments.

- Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
 - The student is still eligible to participate in extracurricular activities while not in detention.
- **Step 3: After-School Detention ----- Three (3) days**
 - The student is still eligible to participate in extracurricular activities while not in detention.
 - Parent/guardian will be contacted by phone or email.
 - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
 - The use of cell phones or other electronic devices is prohibited and students will not be permitted to work on homework or other assignments.
 - Failure to report to detention as assigned will result in the student being placed on step 4 of the discipline ladder.
 - The student is still eligible to participate in extracurricular activities while not in detention.
- **Step 4: In-School Suspension (ISS)----One (1) day**
 - Parent/guardian will be contacted by phone or email.
 - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
 - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.
- **Step 5: In-School Suspension (ISS)----Two (2) days**
 - Parent/guardian will be contacted by phone or email.
 - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
 - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.
- **Step 6: In-School Suspension (ISS)----Three (3) days**
 - Parent/guardian will be contacted by phone or email.
 - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
 - The student on ISS is prohibited from participating in/attending any school-sponsored activity.
- **Step 7: Out-of-School Suspension (OSS)-----One (1) day**
 - Parent/guardian will be contacted by phone or email.
 - The student is prohibited from entering the school campus at any time during his/her suspension and will receive a zero on all work missed.
 - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
 - The parent/guardian should meet with an administrator before the student returns to school following his/her suspension.
- **Step 8: Out-of-School Suspension (OSS)-----Three (3) days**
 - Parent/guardian will be contacted by phone or email.
 - The student is prohibited from entering the school campus at any time during his/her suspension and will receive a zero on all work missed.
 - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
 - The parent/guardian should meet with an administrator before the student returns to school following his/her suspension.
- **Step 9: Out-of-School Suspension (OSS)-----Five (5) days**
 - Parent/guardian will be contacted by phone or email.
 - The student is prohibited from entering the school campus at any time during his/her suspension and will receive a zero on all work missed.

- While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
- The parent/guardian should meet with an administrator before the student returns to school following his/her suspension
- **Step 10: Out-of-School Suspension/Investigation (OSS)----Ten (10) days**
 - Parent/guardian will be contacted by phone.
 - On this step the student **may be recommended for immediate expulsion** by the administration, or the administration may use this time to discern and collaborate with the Diocesan Office of Catholic Schools regarding action to be taken.
 - If the student is not immediately expelled, they are prohibited from entering the school campus at any time during his/her suspension. If expelled, the student is prohibited from returning to Bishop Garriga Middle Preparatory School.
 - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and will receive a zero on all work missed.
 - If a student returns to school after being placed on step 10, he/she will be placed on an individualized behavior plan signed by the parent/guardian, the student and the administration.

Repeat offenses: The student may be escalated to the next higher step of the discipline ladder after the second placement on any one step at the discretion of the administration.

In addition, the numerical value on the discipline step ladder equals the number of demerits earned by the student. Once a student receives a sum of 12 demerits in any given year, the student’s ongoing attendance at the school will be discerned by the administration, even if no one infraction is deemed severe enough for expulsion. A student may be recommended for expulsion at any time the administration feels that the student’s actions warrant such recommendation.

A student may enter the discipline ladder at any step, depending upon the nature of the offense. Failure to complete the punishment as designated may result in escalation to the next step in the ladder.

Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student’s misbehavior.

Uniform Violations

Students out of uniform will be sent to the office to call their parents to help them get in the proper uniform. Violations of the uniform policy follows the discipline ladder that can be found in the *Discipline Formation Policy For Students* section of this handbook. The consequences are as follows:

First Violation:	Warning
Second Violation:	One After School Detention
Third Violation:	Two After School Detentions
Fourth Violation:	Half Day In-School Suspension
Fifth Violation:	Full Day In-School Suspension
Sixth Violation:	Three Days – In-School Suspension
Seventh Violation:	Three Days – Out-of-School Suspension
Eighth Violation:	Administrative Discretion

Students will begin each new academic year with zero violations.

2. Cyber-communication

Any cyber-communication i.e. Facebook, Twitter, Instagram, texting, email, etc. of a student, whether on-campus or off-campus, that affects the learning environment in a negative way will result in disciplinary action, up to and including suspension or expulsion.

3. Truancy

Students are to remain on school grounds until picked up by their parents/guardians. They may not leave the school grounds to go to the store, etc. and come back. This policy also applies to lunch and any after school activities. Leaving school grounds without expressed permission at any time will result in disciplinary action including suspension without make-up work or expulsion.

4. Harassment and Bullying

Catholic schools in the Diocese of Corpus Christi do not condone harassment of any kind. Students are to be treated with dignity and respect. Harassment in any form, including bullying and cyberbullying, is prohibited. Bullying, which is a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against another person. For bullying to occur there must be an imbalance of power, intent to harm, and repetition of the type of act.

Types of bullying can include, but are not limited to:

- Verbal bullying
- Physical bullying
- Bullying through lies and false rumors
- Being threatened or forced to do things by students who bully
- Having money or other things taken or damaged by students who bully
- Cyber bullying (via cell phone or any other electronic media)
- Racial bullying
- Sexual bullying

Whether occurring within or outside of the school, if bullying jeopardizes the safe environment of the school, the student can be subject to the full range of disciplinary consequences, including expulsion.

5. Student-on-Student Sexual Harassment

In accordance with Catholic Church teaching regarding the dignity of each individual and in promotion of the values of modesty and chastity, Catholic Schools in the Diocese of Corpus Christi expressly prohibit sexual harassment between students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. BGMPS will provide:

1. classroom education in dignity, respect, modesty, esteem, communications, healthy relationships, and related topics in Grades 6-8;
2. orientation of all teaching staff to recognition and reporting of student-on-student sexual harassment;

Sexual harassment is a serious offense, which in all cases, warrants immediate disciplinary action. Students determined by the school administration to be in violation of this policy are subject to immediate disciplinary action, which may include suspension or expulsion, at the discretion of the administration. Expulsion resulting from this policy is to be reported to the Office of Catholic Schools.

6. Gang Related Activity

Gangs and gang-related activities, symbols and paraphernalia will be cause for suspension and/or expulsion.

Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
4. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activity.
5. Students may be suspended and/or withdrawn as already outlined in the school discipline policies.
6. Parents/students will be held liable and financially responsible for all forms of vandalism.
7. Any occurrence of gang activity will be reported to the Office of Catholic Schools.

Extreme care will be taken to protect the identity of a student who reports any gang activity at the school.

7. Dress Code

We are committed to establishing an atmosphere that promotes excellence in education. Student dress sets the attitude and climate for the school. When influences of dress are eliminated, students become attentive to the process of education and learning. Standard dress will be required of all BGMPS students as follows:

Girls:

Navy blue skirt or Khaki skirt (**must be purchased at [Athletic Outfitters](#)**)

Skirt length must be at the knee (or lower) and must be worn at the waist

White knee high socks (with skirt)

P.E. Shorts must be worn underneath the skirt at all times – no other shorts may be worn

Black leather dress shoes, ex. tie-ups, ballet flats, Mary Janes

Navy blue or Khaki uniform dress pants (**must be purchased at [Athletic Outfitters](#)**) & navy blue or white tights will be allowed November – March (navy blue skirt still required on Mass days)

Natural or French manicures

Girls may have one piercing per ear lobe and wear one pair of earrings only, which must not exceed a nickel in diameter and must be worn on both of the ear lobes only. No hoop or dangling earrings are allowed. No other body piercing is permitted.

Hair clips and ponytail holders must match hair color. Hair ribbons, bows, bands, etc. must be school colors (blue, gold, white) and must be of reasonable size.

Use of makeup is not permitted.

Boys:

Navy blue or Khaki uniform dress pants (**must be purchased at [Athletic Outfitters](#)**)

Black leather belt must be worn with pants

Pants must be worn at the waist

Plain black or navy blue crew socks – ankle and no-show socks are not permitted

All-black leather dress shoes

Earrings, chains, and other jewelry are not permitted.

No facial hair is allowed.

Hair must not touch the top of the shirt collar or cover the eyes and must be trimmed entirely around the ear.

Girls and Boys:

Navy blue or white short-sleeve polo shirt with embroidered school logo (**must be purchased at [Mira's](#)**)

Plain white undershirt or gray BGMPS PE shirt worn under polos

School Spirit T-shirt (**must be purchased at [Mira's](#)**)

White dress shirt with embroidered school logo (for Mass days) (**must be purchased at [Mira's](#)**)

Plain white undershirt worn under Mass dress shirt

Solid navy blue tie (for Mass days) (**must be purchased at BGMPS**)

Black leather belt must be worn with pants

BG Jacket, Windbreaker, Sweater can be purchased at [Mira's](#)

Plain navy blue knit sweaters and jackets (no logo, no hood) can be purchased at most dept. stores.

Jackets, Coats, Hoodies, etc. remain in students' locker during the school day.

Plain white or navy long-sleeve t-shirt/thermal may be worn under the school polo.

Necklaces must be religious & simple; only one may be worn. Bracelets must be simple; only one allowed and must not have an inappropriate message.

Boat shoes, canvas shoes, sandals, boots are not permitted.

Hair is to be neatly groomed for school. Any extreme hairdo and/or color will not be allowed. Natural hair colors only.

Backpacks can be any size and color(s) as long as there are no inappropriate words, images, logos, or gestures. They may include rolling wheels.

P.E.:

Primarily White or Primarily Black Tennis Shoes permitted – no neon colors or flashy Tennis shoes

BGMPS T-shirt and shorts (**must be purchased at [Mira's](#)**)

Uniform Days:

Monday, Tuesday, Wednesday: BGMPS polo shirt, navy blue or khaki pants (boys), navy blue or khaki skirt (girls)

Thursday (Mass Day): White dress shirt (with school logo) with navy blue tie, navy blue skirt (girls), navy blue pants for boys

Friday (Spirit Day): Any BGMPS Spirit t-shirt with navy blue or khaki pants (boys), navy blue or khaki skirt (girls). *Standard regular fit blue jeans may be worn every Friday for a \$2.00 charge. Students who wear blue jeans must wear a black or brown belt, any color closed-toe Tennis/Boat shoes, and crew or knee-high socks. No skinny jeans, super skinny jeans, jeggings, etc. are permitted. Blue Jean Day is optional.

If a student fails to follow the dress code, he or she will receive a Uniform Infraction Form and consequences. Students who are not in uniform dress code compliance will not be permitted in class. Dress code checks will be conducted regularly to ensure compliance. Families who refuse to comply with the uniform regulations will be asked to withdraw their child(ren) from BGMPS.

Additional Dress Code

Styles of hair and dress not directly covered by these rules are subject to review and regulation. The basic standard is whether a reasonable person would find hair or dress style distracting.

School attire must be worn for all school functions unless otherwise stated by sponsors of a particular event.

It is recommended that students do not bring expensive personal items to school. The school will not be responsible for any lost items. If a student has to remove jewelry for P.E. please refrain from wearing it altogether.

V. Finance

Only students who have been cleared by the financial office will be able to take end-of-quarter, mid-term, and final exams, and receive their report cards.

Clearance in the financial office will include, but will not be limited to: tuition payments, fundraising, service hours, textbook, library book overdue fines, cafeteria balance, and any other outstanding debt.

1. Tuition Fees

Tuition is an annual fee paid in eleven installments starting in July and ending in May. Tuition is due to FACTS. If tuition is not paid on a timely manner, FACTS will assess a late fee. During the months of December and May, payments made after the 10th of the month must be with a money order or in cash. Checks will not be accepted.

Any family who has 2 (two) returned checks will be placed on a cash only status. If a family's tuition account is in arrears by 30 days, the family will be required to meet with the Principal in order to make arrangements to become current with tuition payments; this may include the student not being allowed to return to school until the account is current. In addition, the administration may request that the student withdraw from the school. If financial hardships occur please contact the Financial Office.

2. Tuition Assistance

Any family receiving tuition assistance will forfeit all said assistance if they are 30 days delinquent in tuition payments. The family will be required to pay full tuition for the remainder of the school year. In addition, the administration may request that the student withdraw from the school.

3. Returned Checks

Returned checks will not be automatically re-deposited. Cash or money order must be submitted to cover the returned check. If checks are not taken care of in the required amount of time, they will be turned over to the state attorney for criminal prosecution. Parents may be additionally liable for all court costs, service charges, attorney fees and any bank fees that are incurred.

4. Morning and After-School Care

Morning Care is provided free of charge to all parents from 6:30 a.m.-7:55 a.m. Morning Care is held in the main building of the school. Students who are not picked up by 4:00 p.m. will be sent to after school care, which is held in the St. Pius X Portable; fees will apply. Please refer to the After-School Care contract for monthly fees, drop-in fees, etc. Students must be signed out by their parent/guardian.

5. Parents' Fundraising and Service

In an effort to keep tuition fees as low as possible, every family must assume the responsibility of contributing to fundraising efforts and service hours to Bishop Garriga Middle Preparatory School. Each family is required to fund raise at least \$400.00 (of profit to the school) along with twenty (20) service hours. This amount is in addition to all other tuition, registration, and miscellaneous charges.

- Those families who choose to pay full tuition are to fundraise \$400.00 of profit to the school and volunteer at least 20 service hours. One half of the fundraising and service hours must be completed by December 10, 2019 and the second half must be completed by April 10, 2020. If they are not completed by the due date, the hours will be added to the tuition account at the rate of \$10.00 per incomplete hour.
- Those families who pay full tuition may choose to pay \$550.00 annual payment prior to the beginning of the school year. If they pay this amount, families will not have to fundraise or complete service hours.
- Those families who are on tuition assistance must fundraise at least \$575.00 of profit to the school for families receiving financial assistance. In accordance to the BGMPS PTO Family Fundraising Commitment, families receiving tuition assistance volunteer a minimum of 25 hours. One half of the fundraising and service hours must be completed by December 10, 2019 and the second half must be completed by April 10, 2020. If they are not completed by the due date, the hours will be added to the tuition account at the rate of \$10.00 per incomplete hour.

Please understand that if you choose to assist in fundraising there are several fundraisers that will count toward your fundraising commitment. Half of the total sales of each of these fundraisers will be deducted from your mandatory total, unless otherwise stated. Any additional fundraisers or functions that are sponsored by clubs or sports organizations are strictly voluntary and will not count toward your fundraising commitment.

VI. Special Services

1. Guardianship of Children

If there is a ruling on custodial rights of a parent, please provide the school office with a certified copy of the custody decree. It will be placed in your child's file in the front office.

2. Cafeteria

The cafeteria at St. John Paul II High School is provided as a dining area for lunch. Students may bring sack lunches or buy meals in the cafeteria. Parents are encouraged to monitor their child's lunch account frequently. Money added to the account usually takes 24 hours to register. If a student does not have a lunch, a cheese sandwich will be provided. A microwave is provided in the cafeteria. Fast food meals and sodas are not allowed. In the spirit of awareness of world hunger and poverty, we at BGMPs insist that students eat the food they buy or bring for lunch. After the students have eaten, they will pick up after themselves. Good manners and appropriate behavior are to be observed at all times. BGMPs support staff will dismiss students from the table.

3. Library

The St. John Paul II Library provides students, faculty, staff, and parents with multiple sources for the encouragement of reading and development of research and information literacy skills. Through print and electronic resources, BGMPs students learn about effective use of the contemporary library. The library is open from 8:30 a.m.– 4:00 p.m. Monday through Friday. Reference materials may not be checked out. A student owing library fines or misplacing library materials will not receive his/her quarterly grades or report cards. Notices of lost or overdue materials are sent to the students throughout the school year.

4. Lost and Found

Students are responsible for their own property and rented school material. Articles left in classrooms are collected and taken to the Lost and Found basket in the Nurse's office. Whenever any article is misplaced, students should check the Lost and Found. Unclaimed books will be re-shelved after each nine-week period. Other unclaimed items will be given to the needy.

5. Use of the Telephone

Students may use the telephone during school hours only in case of emergency. The staff will assist the student in making the necessary calls. Students may not receive phone calls during school hours except in the case of an emergency.

**Cell phones and all other electronic devices are collected by the homeroom teachers in the morning and returned to them at the end of the day. If a student's electronic device is confiscated during the school day, the parent/guardian will need to pick up the device in the Dean of Students' office. **

6. Delivery of Items to School

Delivery of flowers, balloons, cupcakes, etc. is not permitted. If such items are delivered, they will remain in the school office until school is dismissed. School employees will not be permitted to take items to the classroom.

VII. Facilities and Services

1. Care of the School

Each student is expected to cooperate in the general maintenance of school property. The school building and equipment are available as a result of significant expense on the part of many. It is essential that property be preserved and maintained as well as possible. Reasonable wear and tear is expected, but damage as a result of carelessness or boisterous behavior must be avoided. All instances of defacing

school property, including graffiti on books or equipment, will be deferred to parents/guardians to cover the cost of damages. Appropriate disciplinary action will follow.

A. Neatness and order should prevail in the classroom at all times. Waste paper baskets are provided in each classroom for the disposal of trash. Whiteboard markers and erasers are provided for classroom use in instruction, not for student abuse. Bulletin boards throughout the school provide instruction, decoration, and information; therefore students may not abuse or remove materials from bulletin boards.

B. Textbooks are issued on a rental basis. Some courses will include a workbook, which is property of the student. Language Arts teachers will notify students of novels to be purchased for class. Book checks will be conducted periodically. Students with books damaged or lost will pay a replacement cost for each textbook (cost varies).

2. Fire Drills

A fire drill will be conducted monthly. A sign indicating the exit to be used is posted in each room. Students should observe silence and exit the building as quickly as possible. The last person to leave the room should close, but not lock the door. Students should move away from all buildings and keep all driveways and roadways clear.

3. Tornado Drills

Tornado Drill procedures are posted in each room. Practices are held regularly during the school year.

4. Crisis Management

The school has a crisis management plan in place. A copy of the plan may be found in the Principal's office.

5. Severe Weather

In case of severe weather conditions, parents should listen to [KLUX 89.5 FM](#) and/or local radio/TV broadcasts to learn of school closings and re-openings. Generally, Bishop Garriga Middle Preparatory School will follow the plan of Corpus Christi Independent School District. Parents will be notified of days scheduled to make up any lost days.

VIII. Parent's Role in Education

Parents are the primary educators of their children. As such, they exercise the right and duty to motivate the child's search for education and growth. Their choice of Bishop Garriga Middle Preparatory School involves their commitment to forming their child as a Christian person and assisting their child in recognizing God as the greatest good in their life.

Positive example is the strongest teacher. Therefore, parents are to be aware of the effects on their child regarding their personal relationship with God and the Church. Ideals taught for forty-five minutes a day in school are not well rooted in the child unless nurtured by the example of good Catholic living at home. Commitment to Sunday Mass and the sacramental life, to Christian morality, and to an honest personal relationship with God cannot merely be talked about. It must be seen in those the child loves most.

1. Parent-Teacher Organization (PTO)

Every parent is required to be a member of the parent organization of the school and to take an active part in the organization. Several meetings and special projects are held throughout the school year. Notices will be sent home to parents periodically via email and newsletter.

The purpose of this organization shall be to promote the welfare of children at the home and school, to raise the standards of home life, to bring into closer relationship the cooperation in the training of the

child, to develop such united efforts between the educators and parents as shall secure for each child the highest advantage in spiritual, physical, and educational development.

2. Parent Appeal

The Diocese of Corpus Christi recognizes the right of parents to appeal school decisions affecting their child(ren). When such an appeal is necessary, the Diocesan Grievance Procedure must be used.

The process used at Bishop Garriga Middle Preparatory School regarding a parent grievance is as follows:

- If the grievance is with a **teacher**, the parent must first meet with the teacher to attempt to resolve the issue. If the issue is not resolved, the parent will meet with the teacher and Dean of Students to attempt to resolve the issue. If the issue is still not resolved, the parent will meet with the teacher, Dean of Students, and Principal to attempt to resolve the issue. If still not resolve the parent will meet with the President of the campus, the Principal, and the Dean of Students. The decision made that this meeting will be final.
- If the grievance is with a **staff member**, the parent must first meet with the staff member to attempt to resolve the issue. If the issue is not resolved, the parent will meet with the staff member and Dean of Students to attempt to resolve the issue. If the issue is still not resolved, the parent will meet with the staff member, Dean of Students, and Principal to attempt to resolve the issue. If still not resolved, the parent will meet with the President of the campus, the Principal, and the Dean of Students. The decision made at this meeting will be final.
- If the grievance is with the **Principal**, the parent must first meet with the Principal to attempt to resolve the issue. If the issue is not resolved, the parent will meet with the President of the campus and Principal to attempt to resolve the issue. The decision made at this meeting will be final.

IX. School's Right to Amend

The school administration retains the right to amend the Handbook for just cause. While every effort is made to ensure the accuracy of information contained in this Handbook, Bishop Garriga Middle Preparatory School reserves the right to make changes at any time without prior notice.

Bishop Garriga Middle Preparatory School Parent/Student Policies Agreement Form

1. We, the administration, faculty, and staff of Bishop Garriga Middle Preparatory School, welcome you to our school community, which is firmly committed to providing a Catholic education for your child(ren). We agree, therefore:

- a. That the Superintendent of the Catholic Schools is the ex-officio chief administrative officer of the school, who carries out the policies of the Diocesan Office of Catholic Schools and, on points not covered by Diocesan policy, determines policies appropriate to the needs of the school.
- b. That the Principal of the campus is responsible for all aspects of the operation of the school.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore:

- a. To participate at Saturday/Sunday Liturgy each week and to participate in parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.
- b. To participate in the religion program and related activities in order to make the teaching of religion a reality in the lives of our child(ren).
- c. To encourage our children to learn by providing the environment (space and time) suitable for home study.

- d. To abide by all school and diocesan policies and regulations and to positively accept all disciplinary action, including withdrawal of our children, for non-compliance with these policies and regulations.
- e. To communicate respectfully with all personnel at all times and to communicate to our child(ren) our support of school personnel and policies.
- f. To promptly complete and return all forms and records necessary to comply with school, diocesan, and state regulations.
- g. To participate in school activities.

3. We understand that tuition and fees cover only a part of the total cost of educating our child(ren). We agree, therefore:

- a. To make regular and prompt payment of tuition/fees; pay applicable late payment fees; and accept that my child(ren) may be excluded from school at any point that tuition becomes more than 30 days in arrears.
- b. To fulfill service obligations.
- c. To participate in the fundraising program.
- d. To abide by the decision of the Principal, should circumstances lead us to request exemption for all or part of our obligations.

Revised: August 2019

Acceptance of Parent/Student Handbook

Our family has read the 2019-2020 Bishop Garriga Middle Preparatory School Parent/Student Handbook. We are aware of, understand, and agree to adhere to the policies and procedures stated in them. We understand that this agreement includes any changes of policy published in the newsletters and monthly calendar.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under this agreement. Our signatures below indicate our commitment to fulfill our obligations according to this agreement.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Print student names and grades:

Student's Name _____ Grade _____

Student's Name _____ Grade _____