

## **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

**Revised: January 2011**

# **I. Introduction**

## **1. Philosophy**

Bishop Garriga Middle Preparatory School is committed to the continuous formation of the Christian person and focuses on the ability to respond to the needs of the whole person by preparing them for holiness and success.

## **2. Mission Statement**

As the Catholic educating community at Bishop Garriga Middle Preparatory School, our mission is to form the whole child by integrating Gospel values into daily life affecting spiritual, academic, social, psychological, and physical growth.

**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 God 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.
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 community.
8. To reinforce family values by encouraging inner-discipline, respect, and responsible choices while promoting the dignity of all.

## **2. History of the 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. Garcia, 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 '91 – 92 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 extra curricular activities.

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 years four portable buildings were added to accommodate the number of students being served. In the spring of 2008, the John G. and Stella Kenedy Center for Social and Cultural Activities 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.

We are proud to be working with John Paul II High School in our continued commitment to Catholic School Education and the formation of our youth

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

## **3. Accreditation**

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

## **4. School Personnel**

Catholic Schools' Office:

- Mr. Rene Gonzalez Superintendent
- Ms. Anna Lozano Associate Superintendent
- Mrs. Nannette Quintanilla-Hatch Associate Superintendent

Administration:

- Father Peter Marsalek      President
- Mr. Mario Vasquez      Principal
- Ms. Marta Freeman      Dean of Student Affairs

Faculty:

- Ana Garcia      Science
- Joe Smejkal      Science, Math
- Mrs. Divina LeGrange      Religion, Art
- Mrs. Delia Rosenbaum      Religion, Drama
- Mr. Michael Derocher      Math, PreAlgebra, Math Counts, Math Chair
- Mrs. Delia Esparza      Math, Pre Algebra, History
- Mr. Matthew Hylton      History
- Ms. Marta Freeman      Language Arts, Literature, English Chair
- Ms. Erin Brennan      Language Arts, Speech Communications
- Mrs. Lien Crum      Language Arts, Literature, Computer Applications
- Ms. Laura Wilczek      Literature, Violin
- Mrs. Nancy Rios      Spanish
- Frank Baczy III      Physical Education; Wellness, Athletic Director
- TBA      Guitar

Staff:

- Mrs. Gloria Barrera      Receptionist/Health Coordinator
- Mrs. Dora Garcia      Technology
- Mrs. Divina LeGrange      Campus Minister
- Mrs. Janelle Logue      Accounts Payable
- Mrs. Lucy Perez      Cafeteria
- Mr. Eloy Perez      Maintenance
- TBA      Chaplain

**II. Admissions, Attendance, and General Information**

**1. Admission Policy**

Bishop Garriga Middle Preparatory School exists primarily for the Catholic students of any sex, race, color, nationality, and ethnic origin; and secondarily for the 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 to attend all Catholic religious services planned for the student body. Key consideration for admission centers on the willingness of parents and students to accept, to support, and to 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 6<sup>th</sup> or 7<sup>th</sup> grades is at the beginning of the 4<sup>th</sup> quarter. Students wanting to enroll in the eighth grade must register and be present for the complete 3<sup>rd</sup> and 4<sup>th</sup> quarters.

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 can 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 and /or another parent, their child(ren)'s enrollment in school is subject to immediate termination.

When dealing with students with special needs, our Catholic schools may provide minor modifications for the students. Due to the lack of appropriate funds, resources, and materials, our Catholic schools are not legally required to provide substantial modifications for students with special needs.

Application to Bishop Garriga Middle Preparatory School includes:

- Interview with the parents and students by an administrator.
- Required registration materials turned in to office including evidence of capability and/or achievement in academics, (e.g., report cards and objective test results), discipline report, Attendance report.
- Recommendations from the previous school are required.

#### **Admission of Home-Schooled Children**

In the case of children who have been home-schooled 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:

- Portfolio of student's work
- Report cards
- Recommendation from previous schools
- Home School 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 deemed appropriate.

#### **Registration**

Pre-registration is held in February upon which time a non-refundable registration fee is due. Service fees are due in May. Final registration is in June.

## **2. Attendance**

State law requires school attendance; therefore, schools must keep accurate and complete attendance records on each child.

Frequent absences also impede the learning process. Therefore, only five unexcused absences will be allowed each nine weeks' period.

At Bishop Garriga Middle Preparatory School each student is allowed to miss only five (5) class periods per class in a nine- (9) week period. Upon the sixth (6<sup>th</sup>) absence, the student receives an "F" for that class. These absences exclude school-sponsored activities and those absences waived by the principal for prolonged illnesses (medical excuse required) or for other justifiable reasons.

## **3. Absences**

Absences must be accounted for and it is the responsibility of the parent to inform the school. If a student is absent, the office should be notified by the parent between 7:30 and 8:30 a.m. **Every absence likewise requires a written excuse signed by a parent or guardian upon the return of the student to 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 five class periods in order to participate in after-school activities or sports on any given day.

### **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 their homework if it is 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. The homework buddy system works by the students getting phone numbers from their buddies, so when they are absent they are able to call their buddies for their homework for the day(s).

Students will receive a "0" in the work missed for an unexcused absence.

## **4. School Hours**

The school office is open daily from 7:30 a.m. to 5:30 p.m. Students must be in school at 8:15 Assembly will be at 8:20am. Students will be marked tardy at 8:21 a.m. Classes start at 8:30am. Students are dismissed at 3:55 p.m. Faculty and members of the administration are available for conferences by appointment. Please call the school office at 851-0853.

### **Tardiness**

Students tardy are required to get an admission slip from the office before going to their first class. During the school day, a student is tardy if he/she is not at his/her assigned place when the bell rings for that class period. Students detained by a teacher in a class must bring a signed excuse from that teacher to the next class. Students will receive an incident report for each unexcused tardy.

### **Schedule**

Class begins with the signal bell. Students are to be in their desks with the necessary books and supplies for that particular class.

## **5. Communication**

### **Newsletter**

Newsletters will be sent home as a means of communicating news about the school.

### **Monthly Calendar**

A monthly calendar will be sent home informing the school community about the events that will take place during the month.

### **Monthly Cafeteria Menu**

A copy of the cafeteria menu will be available. Changes in the menu can be made depending on the availability of the food items.

### **Website**

Please visit the school's website at [www.bgmps.org](http://www.bgmps.org) for updates and information about the school news.

### **School Marquis**

Announcements and reminders are placed on the marquis at the entrance of the school or by the flagpole inside the school campus.

## **6. Parental Visits**

Parents are always welcome at Bishop Garriga Middle Preparatory School and should sign in at the front office when on campus.

Parents who volunteer their services must complete a volunteer application. As per diocesan directives all school volunteers must undergo a Criminal Background Check and attend a Creating and Maintaining a Safe Environment class.

## **7. 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 or 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. Parents are urged not to make appointments, dental or doctor, during school hours. Children will only be released to parents unless otherwise stated in the emergency card or a written note is turned in the office. Time away from school is considered an absence.

## **8. Withdrawal of Student**

If a student finds it necessary to discontinue attending Bishop Garriga Middle Preparatory School, he/she and a parent must personally check out 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 until the student has obtained a statement of clearance of all financial obligations, which include but is not limited to the returning of rented books and other school materials.

## **9. 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.

School health coordinators 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. School counselors are 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 a parent or guardian. It 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 are required. It includes complaint, assessment information, treatment, if any, and disposition.

**Head Injury Sheet** - Notification to a parent or 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 is completed.

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

## **Health Services**

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

**Illness:** A staff member 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" 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, and students are not permitted to have medication 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.

## **Ahera 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.

### 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:

Core:	Religion Math Algebra	Language Arts Social Studies Pre-Algebra	Science Spanish	Keyboarding Physical Education
Electives:	Communications (Speech) Computer Applications Math Counts	Drama Guitar Art	Fitness/Wellness Violin Dance	

#### 2. Religion Program

##### Religious Observances

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

A Priest and a Campus Minister are available during regular school hours.

Each day begins and ends with a school-wide prayer and each class begins and ends with a prayer. Students attend religion classes daily as a part of their curriculum.

The Blessed Sacrament is reserved in the Immaculate Mary chapel; the students may visit the chapel upon request. Opportunities for weekly Mass, Prayer Services, and Liturgical Celebration and for the reception of the Sacrament of Reconciliation are available. A prayer room is available on campus for students or personnel to congregate for prayer or meditation.

Appropriate observances are planned during the liturgical year. An annual day of reflection is provided for the school community within each grade level.

#### 3. Service Program

A service program is part of the Religion Class. Students will be required to complete the following minimum number of hours per nine weeks' period:

6 <sup>th</sup> grade	6 hrs. Per 9 wks	24 hrs in the year
7 <sup>th</sup> grade	7 hrs. Per 9 wks	28 hrs in the year
8 <sup>th</sup> grade	8 hrs. Per 9 wks	32 hrs 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' period. End of the year report cards are mailed.

Progress reports are sent to parent's midway through each nine-week period. Progress reports must be signed and sent back to school the following day.

<u>Letter grade equivalents</u>	A	90-100	<u>Conduct</u>	S	Satisfactory
	B	80-89		I	Improvement Needed
	C	70-79		U	Unsatisfactory
	F	69 and below			

#### **Eighth Grade Awards**

To be considered for the Top Ten Award at the end of the school year, eighth graders should have been enrolled in the eighth grade no later than 1<sup>st</sup> week of the present school year.

#### **High School Credits**

**Eighth grade graduates are eligible to earn 3 credits that can transfer for high school credit. These are:**

- **Algebra I**      **1 credit** (A test for credit needs to be passed at the end of the course.)
- **Spanish I**      **1 credit** (A test for credit needs to be passed at the end of the course.)
- **Keyboarding**    **½ credit**
- **Speech Comm.** **½ 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 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 to 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 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.

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

An athletic program is provided for the students who wish to participate in extra-curricular team sports. However, the program should in no way interfere with the academic progress of the student. It is the responsibility of the parents as well as the faculty to see that this goal is achieved. The following steps are taken to insure that the development of the whole person is accomplished.

In order to remain on a team, the student must have administrative approval based on behavior and academic effort and achievement. This decision will be made in consultation with teachers. Tracking the athlete's grades begins with the first progress report. Any athlete not achieving his/her potential or failing a class will be put on probation for two weeks. During in and out of town games, students must conduct themselves in a well-mannered fashion. Disruptive and unsportsmanlike conduct is prohibited.

The sports/athletics available are:

Cross Country	Golf	Baseball
Volleyball	Soccer	Basketball
Track	Cheerleading	Tennis
Basketball	Swimming	Softball

The extra-curricular activities provided are:

- National Jr. Honor Society (7<sup>th</sup> & 8<sup>th</sup> grades; 6<sup>th</sup> grade in the spring)
- Literary Society
- Spanish Club
- Marian Club
- Student Council
- Chess Club
- Choir
- Science Club
- Beta Club
- Yearbook
- Journalism
- Advanced Guitar

## **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. Finance

Financial clearance from the office is required in order to receive report cards for each 9 wks' Period. Only students who have been cleared by the financial office will take mid-term exams and final exams.

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

### 1. Tuition Fees

Tuition is an annual fee paid in eleven equal installments starting in July and ending in May. Tuition is due to **Smart Tuition**. If tuition is not paid on a timely manner, Smart **Tuition will assess a \$30.00 late fee**. During the months of December and May, payments made after the 10<sup>th</sup> of the month must be in a money order or in cash.

Any family who has 2 (two) returned checks will be requested to be on a cash only status. If a family's tuition account is in arrears by 20 days, the family will be required to meet with the principal in order to make arrangements to become current with tuition payments. **If financial hardships occur please contact Principal or Financial Office.**

### 2. 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.

### 3. After School Charge

This service is provided free of charge to all parents from 7:30am - 8:40am and 4:15pm – 5:30pm. Students that are picked up after 5:30pm will be charged \$5.00 per minute. Students must be signed out.

### 4. Parents' Fundraising and Service

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

- Choose to fundraise \$400.00 of profit to the school and volunteer at least 20 service hours. One half of the fundraising and hours must be completed by December 10, 2009 and the second half must be completed by May 10, 2010. If they are not completed by the due date, the hours will be added to your account at the rate of \$10.00 per incomplete hour.
- Choose to pay \$550.00 annual payment at final registration - no sales and no volunteer hours are required.
- Choose to fundraise at least \$575.00 of profit to the school because your child is receiving financial assistance. **In accordance to the BGMPS PTO Family Fundraising Commitment you need to volunteer a minimum of 25 hours. One half of the fundraising and hours must be completed by December 10, 2010 and the second half must be completed by May 10, 2011.** If they are not completed by the due date, the hours will be added to your account at the rate of \$10.00 per incomplete hour.

Please understand that if you choose to assist in fund raising 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 are strictly voluntary and will not count toward your fund raising commitment.

## V. Discipline

### 1. Code of Discipline

Discipline is an important goal of Catholic schools. While it does not appear as a subject, discipline underlies that whole educational structure and it is the training that develops self-control, a Christian character, orderliness, and efficiency. It is the key to moral development, good conduct, and consideration and respect for other people.

Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions. Students will comply with rules of conduct established by teachers to maintain discipline and order in their classrooms. Each teacher informs his/her class of discipline policies at the beginning of the year. Parents must accept the responsibility for helping their children develop self-control and assist by cooperating fully with school policies and supporting the administration and faculty in this educative task.

The school aims at motivating students to develop Christian values and an environment conducive to learning. Faculty and staff will enforce the code of discipline when a student's behavior threatens the student's own safety and/or the safety of others.

**A child who consistently refuses to cooperate is clearly showing that she/he is not profiting from the good the school has to offer. She/he is creating an unfair situation for both teachers and well-intentioned classmates without deriving any personal benefit for her/himself. Under these circumstances, the school reserves the right of probation, suspension, expulsion, or the recommendation for transfer of students unable to profit from Bishop Garriga Middle Preparatory School's educational program.**

Disciplinary Incident Reports will be issued to students who do not follow the school/classroom policies.

Every discipline referral will be reviewed, analyzed and appropriate action will be taken on an individual basis.

The following disciplinary actions may be taken by the principal or the Dean of Discipline as deemed appropriate, but not limited to:

1. Student conference
2. Parent conference
3. Saturday School
4. Removal from extracurricular activities
5. Suspension
6. Expulsion

### *School Wide Mischievous Offenses*

- Being in an area without permission
- Dress code (specifically addressed: shoes, pants, skirts, jewelry, grooming, and socks)
- Electronics  
Off task behavior
- Chewing gum/eating in class
- Tardiness (either to school or to class).
- Littering
- Showing affection – examples include kissing, holding hands, or hugging.
- Arguing with other students.

### *School – Wide Serious Offenses*

- Fighting
- Weapons
- Disorderly conduct / creating a disturbance.
- Bullying
- Cheating
- Kissing
- Blatantly out of Dress Code
- Plagiarism
- Profanity
- Skipping – not reporting to class during the school day
- Gang activity
- Possession or distribution of drugs or alcohol.
- Possession or distribution of pornographic materials
- Disrespect to school personnel
- Defacing school property
- Verbal, physical, or sexual assault or battery.

### *Discipline Procedures*

The following procedures will be followed when an offense takes place:

1. A teacher will give a warning for mischievous offenses. Three mischievous offenses will result in a referral.
2. When a student is issued a referral, that teacher will fill out referral, sign referral, and keep copy of it, and make parent contact within 24 hours of incident. The student will be responsible for delivering his/her referral to the Dean.
3. If further referrals are issued for offenses, the Dean and /or Principal will Handle further additional parent contacts.

## *Conduct System*

- I. Each student starts with a grade of 100 in conduct.
- II. As offenses accumulate, consequences with points will be deducted from the conduct grade.
- III. Any student whose conduct grade drops below 60 may receive an **automatic recommendation for withdrawal**.
- IV. **All withdrawal recommendation will be made to Principal. The Principal will review all the evidence and make the final decision regarding the withdrawal of the student. The withdrawal of a student will be approved by the President of the School and the Office of Catholic Schools.**

### **Serious Offenses that will require an Automatic Recommended Withdrawal**

- a. **Weapons**
- b. **Drugs**
- c. **Alcohol**
- d. **Unwarranted Violent Attacks that cause bodily injury**
- e. **Where the parent is unable or unwilling to support the school in policy or procedure.**

### **Offenses that will require other recommendations**

- a. **Disrespect to School Faculty or Staff-Recommended Suspension or Saturday School**
- b. **After a student receives a 3<sup>rd</sup> detention, he/she will be assigned to Saturday School. The Principal will make the final decision regarding the consequence that will be assigned to the student.**
- c. **The fee for attending Saturday School is \$25.00. This fee will be assessed Each time a particular student is assigned Saturday School as a consequence.**
- d. **After a particular student has served Saturday School for a 2<sup>nd</sup> time, he/she will receive a suspension.**

(Decisions for the type of consequence that will be assigned to a student regarding above mentioned offenses will be at the discretion of the Principal. This will be based on the seriousness of the offense)

*Consequences with points to be deducted*

- a. Teacher Detention – 2 points
  - b. Detention – 4 points
  - c. Saturday School – 8 points
  - d. Suspension – 10 points
- III. Dean of Students will address additional parent contacts.
  - IV. Parent/ Teacher conferences must take place at the request of parent. The Dean and /or Principal will schedule Parent/Teacher conferences to discuss redirection of behavior when his/her conduct grade drops to an 80 and/or a 65.
  - V. All parent/teacher conferences will take place during a teacher's planning period. If parents are unable to meet during that time, the Principal will arrange for the conference to take place during the teacher's contract working hours. (30 minutes before school starts and 30 minutes after school ends).

*Recommendations for Suspension/Withdrawal of Students*

All recommendations for suspension of students will be closely considered by the Principal before any implementation of this consequence.

The withdrawal of a student will be implemented by the Principal, with approval given by the President of the School and the Office of Catholic Schools.

After a student receives a 3<sup>rd</sup> detention, he/she will be assigned a Saturday School. The Principal will make the final decision regarding the consequence that will be assigned to the student.

The fee for attending a Saturday School is \$25.00. This fee will be assessed each time a particular students is assigned Saturday School as a consequence.

After a particular student has served Saturday School for a 2<sup>nd</sup> time, he/she will receive a suspension.

*Rewards*

- a. Students who maintain a conduct grade of 90 or above will receive special recognition once a month as a reward for their conduct.
- b. Each student will be awarded four points for each week that they do not receive a referral. No student is to exceed a conduct grade of 100.

### **3. Truancy**

Students are to remain on school grounds until picked up by their parents. They may not leave the school grounds to go to the store, etc. and come back. This policy applies to lunch and any after school activities. Leaving school grounds without expressed permission at any time will result in a 1 to 5 day suspension without make-up work, or expulsion.

### **4. Student on Student Harassment**

In accordance with Catholic Church teaching regarding the dignity of each individual and in promotion of the values of modesty and chastity. The Diocese of Corpus Christi Schools expressly prohibits 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. Catholic schools will act to prevent and curtail incidents of student-on-student sexual harassment by:

1. Classroom education in dignity, respect, modesty, esteem, communications, healthy relationships, and related topics in grades K-12;
2. Orientation of all teaching staff to recognition and reporting of student-on-student sexual harassment;
3. Effective consequences for offenders.

Sexual harassment is a serious offense, which in all cases warrants immediate disciplinary action. Students determined by the administrator of the school to be in violation of this policy are subject to immediate disciplinary actions, which may include suspension or expulsion, at the discretion of the administrator.

Student on student harassment includes, but is not limited to name calling, bullying, picking fights with, etc. Since harassment is now a crime, all situations will be taken seriously; therefore, disciplinary action, such as suspension or expulsion will result in such behavior.

### **5. 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 expelled 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 Director of Counseling Services.

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

## **6. Dress Code**

We are committed to establish an atmosphere that promotes an excellence in education. Student dress Often 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 Skirt

White crew socks

Skirts' length should not be more than 2 inches above the knee.

Skirt must be worn at the waist. The waist band must be seen.

Navy blue Parker pants will be allowed November- March

**Earrings not to exceed a nickel in diameter.**

**Necklace must be religious & simple. Only one may be worn.**

**Bracelets only one and no messages on them.**

### **Boys:**

Navy Pants.

Pants must be worn at the waist

Black belt - Belt must be seen.

White crew socks

### **Girls and Boys:**

Short sleeved, white polo knit shirts with embroidered logo

T-shirts and Polo shirts must be tucked in

Black leather dress shoes (No black tennis shoes.)

(No sandals or boots are permitted.)

(Heels must not be higher than 1 inch.)

BGMPS Sweatshirt

WWJD T-Shirt

Spirit T-Shirt

### **PE:**

All White Tennis shoes

BGMPS T-shirt and shorts

BGMPS Sweats

### **Uniform Days: Girls wear navy skirt; boys wear navy pants.**

Monday:..... WWJD T-shirt and white tennis shoes

Tuesday:..... Spirit T-shirt and white tennis shoes

Wednesday:... White polo shirt and black shoes

Thursday:..... White polo shirt and black shoes

Friday:..... White polo shirt and black shoes

**If a student fails to follow the dress code, they will receive a Discipline Incident Report.**

## **Additional Dress Code**

Hair is to be neatly groomed for school. Any extreme hairdo and color will not be allowed.

Boys may not wear the hair that touches the top of the shirt collar or covering the eyes.

Boys' hair must be trimmed around the ear.

Use of makeup is not permitted.

Girls may wear one pair of earrings. They must be worn on both of the ear lobes **only**.

No body piercing, other than earlobes, permitted.

Boys may not wear earrings.

Heavy or thick chains/jewelry is not permitted.

No beards or mustaches are allowed.

Styles of hair and dress not directly covered by these rules are subject to review and regulation.

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.

## **Free Dress Days**

Jeans: Must be to the waist. They must be regular fit.

Pants: A belt must be worn. Baggy jeans, hip hugger, low rise, with loops, cargo, and carpenter jeans are not permitted.

Shirts: Must have sleeves, worn tucked in the pants, and must not be low cut.

Shoes: Tennis shoes or covered toe shoes (ankle socks must be worn): no flip flops

Skirts: At least two inches above the knee.

**Shorts cannot be worn. Students who do not follow the dress code will be sent home and receive a "0" on any class work missed.**

## **VI. Special Services**

### **1. Guardianship of Children**

If there is a ruling on custodial rights of a parent, please inform the school office. Copies of divorce papers or court orders may be required in certain circumstances.

### **2. Cafeteria**

The cafeteria is provided as a dining area. Students may bring sack lunches or buy meals in the cafeteria. A microwave is not provided in the cafeteria. Fast food meals are not allowed. In a spirit of awareness of world hunger and poverty, we at Bishop Garriga 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. A faculty member will dismiss students from the table.

### **3. Library**

The 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, Bishop Garriga students learn about effective use of the contemporary library. The library is open from 8:30 a.m.– 4:30 p.m. Monday through Friday.

Reference materials may not be checked out. A student owing library fines or misplacing 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 school 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 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 telephones are collected by the homeroom teachers in the morning and returned at the end of the day.

#### **6. Delivery of Items to School**

Delivery of flowers, balloons, etc. is not permitted. If such items are delivered, they will remain in the school office until after school.

### **VII. Facilities and Services**

#### **1. Care of the school**

Each student is expected to cooperate in the general maintenance of the 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, since repair and replacement costs are exorbitant. Reasonable wear and tear is expected, but damage as a result of carelessness or boisterous behavior must be avoided. All instances of mutilation of school property or equipment will be deferred to parents to cover the cost of damages. Appropriate disciplinary action will follow. This will include graffiti on books and school property.

- 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. Chalk 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 take materials off of them.
- B. Textbooks are issued on a rental basis. Some courses will include a workbook, which is property of the student. All textbooks are to be covered at all times. Violation of this rule will result in a Discipline Incident Report slip. At the end of each quarter, there will be a textbook check. Those students with books damaged or lost will pay fines and/or replacement cost of the book.

#### **2. Fire Drills**

A fire drill will be held 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, local radio/TV broadcasts to learn of the school's closing and re-opening. 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 in helping their child in recognizing God as the greatest good in their life.

Good example is the strongest teacher. Therefore, parents are to be aware of the effect of their personal relationships with God and the Church community on their child. Ideals taught for forty minutes a day in school is 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.

Once parents have chosen Bishop Garriga Middle Preparatory School as the partner in their child's education, they must be loyal to that partnership. In this phase of growth, the student must receive consistent support from both faculty and parents to develop his/her moral, intellectual, social, cultural and physical endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partners in assisting to help the student become the best person possible. It is important to remember that no good purpose is served when the parents allow themselves to be caught in the middle between student and teacher or between child and the other parent. To divide authority between home and school or within home will teach the child nothing, but disrespect for all authority. If a school incident occurs, the parents' first step is to investigate the complete story with the teacher or administrator before judgment is passed. A good relationship of mutual respect between parents and teachers will greatly benefit the growth of the child.

During these middle school years, students are eager to grow up. In their enthusiasm for newfound interest, learning goals may be replaced in the student's list of priorities by social and emotional interest. As this natural growth process occurs, the student needs his/her parents to understand and very often, continue to provide the discipline that he/she can only see as a block to their growing desire for freedom. It is at this time the parents must be firm in insisting in the students' responsibility for grades earned. It takes consistent effort at home as well as school to teach students that they are accountable for homework, long-term assignments, major tests, and any assignments missed while absent.

The strongest argument for a student to put forth effort is the effort the parents put forth: getting the student to school on time, writing truthful excuses when a student is absent, allowing absences only for serious reasons, requiring early bedtime on school nights, and becoming involved in the parents' organization. The value parents place on education and learning is one of many values they pass on to their children.

If a student does not learn now that she/he must accept the consequences of choices made at home and at school, then a harder lesson may lie ahead. Sometimes parents must choose between the student's

discipline and their own convenience, between loving with an open hand and keeping their child dependent, between developing self-respect and encouraging timidity. Loving parents will make the best choice—not the easy one.

### **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 and a \$35.00 membership fee will be assessed per family. Several meetings and special projects are held throughout the school year. Notices will be sent home to parents periodically.

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 education.

### **2. Parent Appeal**

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

Before initiating a formal appeal, parents are encouraged to dialogue with the person against whom they hold a grievance. Particularly in the case of teachers, parents should attempt to present their point of view first to the teacher concerned. If the grievance is against the principal, the case should be discussed with him/her. When conflicts are resolved through dialogue in an attitude of mutual Christian respect, the greatest beneficiary will be the child.

When the attempt made at dialogue does not result in a resolution of the problem, the case may be formally appealed using the Diocesan Grievance Procedure.

### **IX. School's Right to Amend**

The Administration and/or the school retain 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, staff and (PTO and School Advisory Board) of Bishop Garriga Middle Preparatory School, welcome you to our school community which is firmly committed to providing a Catholic education for your children. 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 Advisory Board and, on points not covered by Diocesan policy, determines policies appropriate to the needs of the school.
- b. That the President of the campus is responsible for all aspects of the operation of the school.
- c. That the principal is responsible for the immediate direction and supervision of the school program.

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 Sunday/Saturday 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 children.
- 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 children. 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 20 days in arrears.
- b. To fulfill service obligations.
- d. To participate in the fundraising program.
- c. To abide by the decision of the principal, should circumstances lead us to request exemption for all or part of our obligations.

ACCEPTANCE

Our family has received and read the Bishop Garriga Middle Preparatory School Parent/Student Handbook. We are aware of, understand, and agree to follow 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 \_\_\_\_\_

**Revised: January 2011**