

# Our Lady of the Gulf Catholic School



## 2022-2023

### Student & Parent Handbook

301 S. San Antonio Street  
Port Lavaca, Texas 77979  
(361) 552-6140 ext. 6 \* (361) 552-7485 Fax  
[WWW.OLGMARINERS.ORG](http://WWW.OLGMARINERS.ORG)

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# *Our Lady of the Gulf Catholic School*

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Dear Parents,

Our Lady of the Gulf Catholic School opened its doors on August 14, 1996 under the leadership of Fr. Dan Morales and the School Sisters of St. Francis. A lot of wonderful memories have been made over the past 26 years and a lot of changes have occurred on our campus. But the mission of our school remains the same. We are a Catholic educational community providing opportunity for growth in the Light of Christ!

As faculty members, it is a mission worthy of dedicating our time and talents. As parents, it is a mission worthy of entrusting your children. It is a mission that has led students to understand and follow the Mariner Way: A way of reverence to God, self, and others.

So while we have many memories and accomplishments over the past 26 years to celebrate, we also look forward to the memories we have yet to make, and the future accomplishments that are today's hopes and dreams for our students.

Thank you for choosing to be a part of the Mariner Family!

Your servants in Christ,

THE OLG FACULTY

## About This Handbook

Every institution needs certain rules and policies, and in this respect, Our Lady of the Gulf is no different. No doubt, this handbook will need to be revised from time to time, but it should never become so unwieldy that it confuses rather than helps. It is for you—the parents and students of Our Lady of the Gulf Catholic School.

When a student begins a new school year, there is always some apprehension. No one likes to enter into a new situation without knowing exactly what to expect; therefore, this handbook has been prepared for that reason—that you and your child may have an understanding of what is required to be a part of Our Lady of the Gulf Catholic School. The gift of a Catholic education to your child is priceless; your decision to entrust them to us is a commission we do not take lightly. Each of us here is dedicated to providing a learning experience rich in spirituality and the highest form of academic excellence.

This publication is far from exhaustive, and there will undoubtedly be questions and issues which are not directly addressed within these pages. If at any time you have any questions at all, please ask. The pastor, principal, faculty, and staff all have the same desire: to make your child's years at Our Lady of the Gulf Catholic School as happy, fruitful, and educationally rewarding as possible. Also, Our Lady of the Gulf reserves the right to amend these policies at any time. Parents will be informed of such amendments when they occur.

Our Lady of the Gulf Catholic School does not discriminate on the basis of race, color, sex, or national/ethnic origin in its educational programs, activities, or employment policies.



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# **OUR LADY OF THE GULF CATHOLIC SCHOOL**

## **Mission Statement**

We are a Catholic educational community providing opportunity for growth in the Light of Christ.

## **Philosophy**

Students are challenged spiritually, morally, socially, intellectually, and physically to develop their greatest potential. This is accomplished through total daily immersion in Catholic Christianity, an innovative curriculum, and a progressive technological program. Our Lady of the Gulf embraces the call to be a community characterized by individuals who recognize the value of the human soul.

## **Goals**

- a. Each child will develop knowledge, skills, habits, and a willingness to serve, which will allow him/her to live a Christ-centered life.
- b. Each child will emulate Christian values as modeled by our faculty and staff and will be given opportunities to make responsible choices.
- c. Each child will learn to appreciate the richness and variety of our cultural heritage.
- d. Each child will develop deductive reasoning, critical and creative thinking skills, and communication skills needed to succeed academically.
- e. Each child will be challenged to develop a positive physical and mental attitude that promotes an understanding and appreciation that we are made in the Image of God.
- f. We will maintain a highly qualified faculty dedicated to obtaining the above goals.

# SECTION I

## ADMISSION POLICIES

**A. Nondiscriminatory Policy:** Our Lady of the Gulf Catholic School admits students of any race, religion, color, and ethnic origin to all rights, privileges, programs, and activities made available at the school. The school does not discriminate on the basis of race, religion, color, or ethnic origin in the administration of its educational and admission policies or other programs. Since Our Lady of the Gulf Catholic School is owned by the Diocese of Victoria and supported by the Parish of Our Lady of the Gulf, the school retains the right to permit members of the parish to register first.

**B. Admission:** A child must be four (4) years of age on or before September 1<sup>st</sup> to be admitted into Pre-Kindergarten for four year olds (Pre-K4). A child must be five (5) years of age on or before September 1<sup>st</sup> to be admitted into Kindergarten (K5). A child must be six (6) years of age on or before September 1<sup>st</sup> to be admitted into the First Grade. The admission of a student who wishes to transfer from another school is determined after the needs of the student are discussed between the parents and the principal, and the reasons are verified by the school from which the student wishes to transfer. Our school reserves the right to perform testing to determine the academic ability of a student and to accept or deny a student based on the school's ability to support the student's academic and behavioral needs. **Students will be admitted to classes based on these priorities in this order:**

1. Current students
2. Teacher/Staff children not currently enrolled
3. Siblings of current students
4. All other qualified applicants based on date of application & payment of registration

**C. Admission of Transfer Students**

1. The admission of a student who wishes to transfer from another school is determined after the needs of the student are discussed with the parents and the principal, and the reasons are verified by the school from which the student wishes to transfer.
2. Students who wish to transfer from another school are admitted on a probationary basis for nine (9) weeks. If the student does not show a willingness to accept the conduct and academic requirements of the school, she/he will not be allowed to remain.

**D. Registration:** Registration of new students and re-registration of students presently enrolled takes place in the spring. For new students, upon administrative approval, a certificate of birth, a record of immunization, and, if applicable, a certificate of Baptism are required at the time of registration. The fee of \$125 is paid at the time of registration. It covers part of the cost of the books, the student's insurance, and the cost of the annual standardized tests. The principal retains the authority to accept or refuse admittance of any individual as a student of OLG or to place a new student on probation. The decision is based upon diocesan policies for admittance, information received at the time the application is made, and the ability of the school to meet the needs of the individual. The probationary period is typically nine (9) weeks, which can be extended at the discretion of administration.

1. Parishioner families who qualify for the tithing rate for tuition are those who are registered parishioners of OLG or one of the associated mission churches and who have contributed a minimum \$300 from January 1 - June 1 of the current year (preceding the next school year to be invoiced). After June 1st, the tithing status that is set for a family will not be adjusted until the following year (e.g. tithing from 1-1-22 to 6-1-22 establishes tithing status for the 2022-23 school year).
2. Tuition amounts are set by the School Advisory Council (SAC). Tuition is tracked by family via the oldest sibling attending the school. Full tuition is due regardless of daily class attendance. Each family should register for FACTS when they turn in their registration fee. Families will have options for paying tuition including 1 time payment, or 10 or 12 month paying options. Families will also be able to choose preferred payment dates. Changes can be made as needed through the FACTS program. Please contact FACTS with all billing questions.
3. The cost of educating a student at OLG Catholic School far exceeds the actual price of tuition. The difference must be made up through parish subsidy, fundraising activities, and endowments. Thus, in addition to monetary fees, **each OLG Catholic School family is required to provide a minimum of ten (10) adult service hours per semester**. These service hours will be tracked in the school office, and routine updates will be provided to parents. Examples of how service hours may be provided include:
  - a. H.S.A. Projects (e.g. school floats, parish/school festivals, etc.);
  - b. Attendance at H.S.A. Meetings (=1 hour per meeting/family regardless of number of adults that attend);
  - c. Assistance to school/church office (e.g. making copies, laminating, etc.);
  - d. Assistance with special building projects or maintenance;
  - e. Assistance to school hygiene coordinator;
  - f. Assistance with special academic projects (e.g. Science Fairs, PSIA preparation, etc.);
  - g. Assistance to homeroom teachers (e.g. bulletin boards, preparation for special projects, etc. – classroom parties are not included).
  - h. Assistance with the Parish CCD or A.C.T.S. programs. Because adult service hours also help to ensure parental involvement in their child's education, a maximum of 5 hours per semester toward CCD or A.C.T.S. may be claimed as



service hours toward the school.

#### **E. Tuition & Lunch Payment Delinquency Policy**

1. Parents who expect or are experiencing financial difficulties in meeting tuition payment obligations should contact the principal immediately to discuss tuition payment plans.
2. The School Advisory Council directs the principal, in consultation with the pastor, to adjust tuition payment obligations on a per case basis via the Student Tuition Assistance Program.
3. Student's tuition invoices are sent out through the FACTS program.
4. **Student Lunches are \$4.50 (includes milk) & adult lunches are \$4.50.** OLG does **not** participate in the federal government Free/Reduced Lunch Program. Each student served lunch at St. Jude has a **lunch account** in PowerSchool. This year, you will have two ways to pay for school lunches:
  - **Option #1: Pay in advance at the school office** and PowerSchool will deduct from your student's lunch account as meals are purchased. You can monitor PowerSchool to determine when it is time to add more money to your child's account. (Note: Each student has a separate lunch account even if they are in the same family.)
  - **Option #2: Pay via FACTS.** Every 2 weeks, lunch accounts that show a negative balance (aka money is due) will have this amount sent over to the families FACTS account and the PowerSchool lunch balance will be cleared. **Outstanding balances will be due within 10 days of billing date.** If you opt to have incidentals paid automatically within FACTS, your lunch bill will be paid automatically every two weeks.
5. **Students with tuition or lunch accounts over one month past due will not be allowed to participate in any field trips** and could be suspended until full payment has been received.
6. Lunch balances must be paid in full no later than the first Friday in June.

## Section II

### ACADEMIC POLICIES

- A. School Curriculum:** The curriculum followed at OLG School is the one adopted by the Texas Catholic Conference Education Department (T.C.C.B.-E.D.) and approved by the Texas Education Agency (T.E.A.). In addition to the core academic classes of Math, Language Arts, Social Studies, Science and Religion, Our Lady of the Gulf Catholic School offers fine arts, band/music, Spanish, technology, and library to grades Pre-K 4 through 8<sup>th</sup> and athletics for upper grades.
- B. Technology:** We now have a 1:1 environment in which each student is assigned a device to access online resources and technology is integrated into the core classes. Use of these devices is a privilege and an opportunity for students to develop technology skills that will serve them now and into the future. We provide filtering and tracking software to ensure student safety; however no software works perfectly and the school and diocese do not have control of what is on the Internet. Parents and guardians are asked to take seriously their roles as authorities of the ethical and legal conduct of their children. The students are to follow the Acceptable Use Policy provided and explained by their teacher at the beginning of the year.
- C. Google Apps for Education:** All students are assigned a Google account within the Google Apps for Education Internet domain purchased and owned by the school and is intended for educational use. Teachers use Google Apps for lessons, assignments, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. A consent form must be signed by the student and their parent/guardian to utilize Google Apps for Education. Please see the consent form in the appendix of this manual for more specific information about rules pertaining to Google Apps for Education.
- D. Homework:**
1. The amount of homework assigned depends on the grade level of the student. For example, Pre-K4 does not routinely have homework assignments, but parents are encouraged to read daily with their children. Reading, which is essential for all subjects, is absolutely vital to a child's academic development and should be done daily at home for all students. Parents should help to provide an atmosphere conducive to study. Please do not ever do a child's homework for him/her. This is always detrimental to the child. Reasonable help and suggestions can be given without actually doing the assignment.
  2. If homework is missing without a very good reason, the student can be given a "0" (zero) and must make up for the missing work.
  3. Upon returning to school from any absence, students are to make immediate contact with the teachers to make up for missed work. Under normal circumstances, all work

of this nature must be completed and given to the teachers **within 2 (two) days**. For extended absences of 3 (three) or more days, students or parents need to make special arrangements with the teachers for makeup work.

**E. Progress Reports:** Progress Reports for grades 2<sup>nd</sup> – 8<sup>th</sup> are sent out to parents halfway through each grading period.

**F. Parent - Teacher Conferences:** Conferences will be scheduled during the first quarter to discuss student's strengths and areas for improvement. If a teacher has had the student previously and already has developed a working relationship with the parent(s), this meeting may take place in the form of a phone call or via email. Parents and teachers are encouraged to arrange additional conferences throughout the school year as necessary. The purpose of these conferences is to enable both parent and teacher to help the student. Parents are asked to respect teachers' preparation time before school each day and may call the school office to arrange a teleconference or virtual meeting during the teacher's conference period, or make an after school appointment between 4pm to 5pm.

**G. No Pass, No Play:**

1. Students engaged in all activities sponsored by OLG follow a "no pass, no play" regulation. Grades in the core subjects will be assessed by the teachers each Monday of the week of an activity to determine eligibility for that week.
2. A minimum of 70% in all core subjects must be in effect with no disciplinary problems outstanding.
3. Students absent on the day of an activity are ineligible to participate in that activity.

**H. Report Cards:**

1. Report Cards are distributed every 9 weeks.
2. The grading scale for **PreK4 & Kindergarten** is as follows:  
Academic, Personal, and Social Development  
S = Progressing Satisfactorily  
N = Needs more time to develop this area  
(Items not marked were not evaluated during the grading period.)
3. The grading scale for **Grade 1 and Ancillaries (1st - 8th)** are as follows:  
Marking Code  
E = Excellent Progress  
G = Good Progress  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

4. The grading scale for **Core** subjects in **Grades 2 - 8** is as follows:

Marking Code

100 - 94 = Excellent Achievement  
93 - 85 = High Achievement  
84 - 75 = Average Achievement  
74 - 70 = Low Achievement  
69 - 0 = Unsatisfactory

5. Conduct Code for All Grades

S = Satisfactory                      U = Unsatisfactory  
N = Needs Improvement

**I. Academic Honor Roll (Grades 2-8):**

1. "A" Honor Roll: Requires a 94 - 100 average in each core subject with no grade below 70 in any subject and no "U's" on the report card.
2. "A-B" Honor Roll: Requires a 85 or above average in each core subject, with an "A" in at least one core subject, no grade below 70 in any subject and no "U's" on the report card.
3. Core subjects include: religion, social studies, science, mathematics and language arts. The three components of Language Arts (Reading, Grammar/Writing and Spelling/Vocabulary) are accessed as follows:
  - They are averaged to determine A or A-B Honor Roll.
  - If any *individual* Language Arts component is below 85, students are not eligible for A or A-B Honor Roll that Quarter.

**J. Regulations for Promotion:**

1. A student who has made satisfactory progress at one grade level will be promoted to the next grade. Satisfactory progress is defined as follows:
  - a. Students in Grade 1 must have at least a final average of "**S**" in religion, mathematics, and reading/phonics in order to be considered for promotion to the Grade 2.
  - b. Students in Grades 2-3 shall earn a final average of 70 in each major subject in order to be promoted to the next grade. The major subjects for these grades are religion, reading, English and mathematics.
  - c. Students in Grades 4-8 shall earn a final average of 70 in each major subject in order to be promoted to the next grade. The major subjects in Grades 4-8 are religion, reading, English grammar/writing, spelling/vocabulary, mathematics, social studies, and science.
  - d. Because reading and mathematics are the basis for all other learning, a student who fails these two subjects shall not be considered for promotion to the next grade.
2. The promotion or retention of a student is based on the degree of achievement of the specific objectives of the grade or course. A student who has not achieved satisfactorily in a grade or subject should repeat the subject or grade as recommended by the teacher and/or administration. Students who fail two major

subjects, provided that both subjects are not in the areas of reading and mathematics, may be considered for promotion on the condition that they receive approved remedial instruction during the summer with documentation of passing grades. Additional diagnostic testing by the school may be used to help determine promotion.

3. To permit a student to continue to the next level without the necessary preparation is an injustice to him or her, to the other students, to the teacher, and to the standards of the school. There may be cases in which ability, effort, interest, and other factors may be weighed. In such cases, the principal's decision will be final.
4. Parents shall be informed of possible non-promotion at the beginning of the second semester or as soon as this becomes evident.
5. If the student is promoted conditionally, the parents shall make provisions for the student to remove the condition. These provisions are to be approved by the principal and certified documentation must follow. Additional diagnostic testing may be used by the school to help determine if the conditions for promotion have been met.

**K. Textbooks:** Students are required to have a book bag or backpack for their books and supplies. Parents will be financially responsible for any school textbooks and/or library books that are returned to the school damaged.

**L. Eligibility for Algebra I:** Those entering 8<sup>th</sup> grade with an average of 90 or above in 7<sup>th</sup> grade math will be eligible to take Algebra I in 8<sup>th</sup> grade. Students with less than a 90 average will be enrolled in Pre-Algebra. Probationary assignment to Algebra I may be granted by the principal based on what is deemed academically best for the student.

## SECTION III

### ATTENDANCE POLICIES

*The following attendance policies apply to grades K5 – 8<sup>th</sup>. Pre-K4 attendance is addressed on an individual basis. However, parents of Pre-K 4 students are asked to contact the teacher or school office should their child be absent for any reason. Normal PreK4 school hours are from 7:55 am to 3:00 pm.*

**A. Attendance:** Attendance at school is a state law. Accordingly, students are expected to attend school unless there are valid reasons for absence. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unlawful detention by the parents and are unexcused. Parents should petition the school when unusual circumstances require foreseen absences. In all cases, absences must be explained in writing by the parent upon the student's return to school.

**Note: Students in Remote Learning see Appendix B**

**B. Absences:**

1. **If your child is going to be absent for any reason**, please call the school as soon as possible. If your child is unaccounted for by 10:00 am, the office may call the parent's work and home numbers for information. Attendance is taken twice daily.
2. **Excused Absences** are classified as follows:
  - a. Personal illness (a physician's note is required if more than three days are missed in a row)
  - b. Serious illness or death in the immediate family
  - c. Emergency medical or dental attention
  - d. Participation in school sponsored activities
  - e. Absences approved in advance with the Principal
  - f. Absences due to an illness related quarantine see Appendix B
3. **Examples of Unexcused Absences** are as follows:
  - a. Truancy – absent without parent or school consent (truancy requires parent conference)
  - b. Suspension (requires parent conference)
  - c. Missing your ride or oversleeping
  - d. Reasons not approved in advance with the Principal (e.g. tournaments, trips)
  - e. Preparations for parties, shopping, hair appointments
  - f. Studying for tests, doing other school work, or leaving school before set departure time for school trips or functions.

4. A student with a documented **appointment with a healthcare professional** who returns to school that same day and is present at least 5.5 hours will not be counted absent and a reasonable amount of time to make up work will be given.
5. The parent(s) of a child with **three (3) or more unexcused absences** (three days or parts of days) in a grading period may be invited to a conference with the administration.
6. A student shall be given credit for a class only if the student has been in attendance 90% of the days the class is offered. The parent(s) of a child with **more than 10% days absent** in a semester shall be notified in writing and must meet with the School Attendance Committee.
7. When a student's absence for **personal illness exceeds 3 (three) days**, a **statement from a physician** or health clinic verifying the student's condition and the student's ability to return to school is required.
8. For COVID related issues, please reference Section V - Part O of this policy manual.
9. Students are expected to be present and punctual for all classes. Students are considered absent for the morning session if they leave before or arrive after **10:00 A.M.** Students who leave before or arrive after **1:30 P.M.** are considered absent for the afternoon session. Students being sent home due to illness will be kept in the nurse's station until a parent or guardian arrives and will be considered absent from class even though they are still on school property. On Early Out days, students leaving school after 12:00 noon will not be counted absent.

### **C. School Attendance Committee:**

1. Parents of students who miss more than 10% of a semester or are in danger of failing due to high absenteeism will be required to meet with the School Attendance Committee. Students who miss more than 10% of a semester are not in compliance with the law and may not receive credit for the semester. The School Attendance Committee is designed to evaluate high absentee situations and determine if a variance to the regulation should be recommended.
2. The School Attendance Committee is made up of three school faculty members, not including the student's homeroom teacher.
3. The Attendance Committee's job is to review the individual student's academic situation with input from the student's teachers and parents and to recommend what steps are needed to help a student catch up after high absenteeism. The Principal must then determine if a variance to this school's attendance policy should and can be made for the student's individual case.
4. The action plan may include items like tutorials, summer school, Saturday school, etc. These actions may come at a financial cost to the parents. It may also require additional

parent involvement to ensure all missed work is completed, etc.

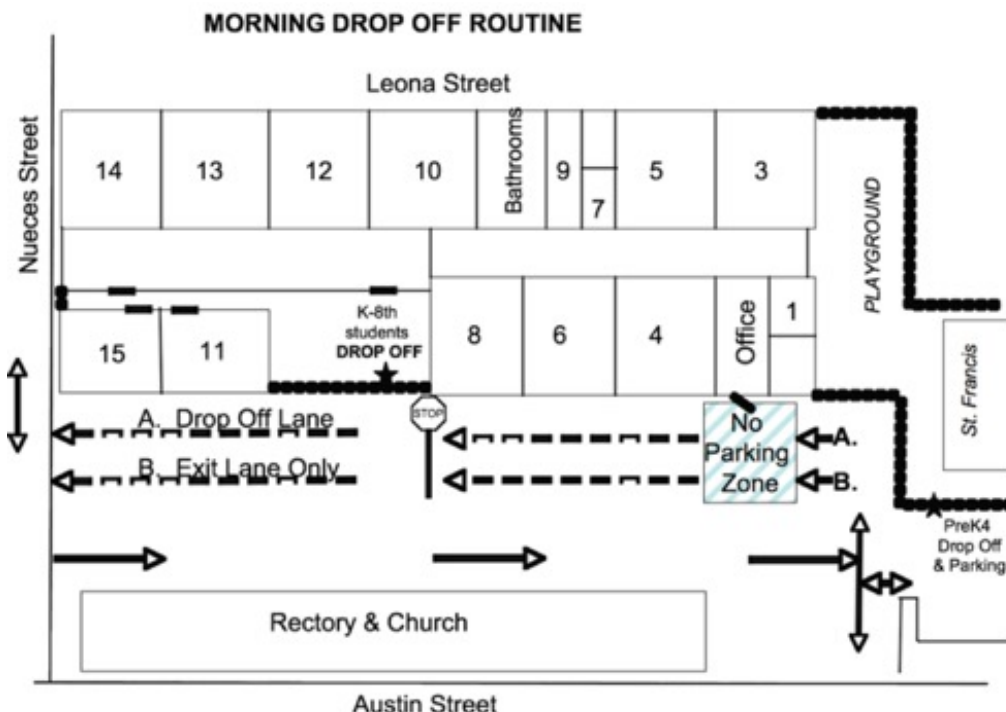
5. The parent's participation in the Attendance Committee procedure is mandatory. The student's participation is determined by the committee and depends upon the age and maturity of the student. For example, a kindergartener would not be asked to attend such a committee meeting. An 8<sup>th</sup> grader would probably be asked to attend but may be asked to leave if the committee feels the need to discuss with the parent(s) alone.
6. The Attendance Committee is not meeting to solve additional student problems such as attitude, bad behavior in class, or other discipline problems. It is also not meeting to address student's learning problems that are not related to the class time missed. However, these items may need to be considered when determining whether the missed days can be made up successfully.
7. The committee's recommendations must be approved by the principal prior to being implemented. The Attendance Committee's action plan does not override other policies such as failing classes, discipline issues, etc. which in the end may require the child to be retained even though the action plan was followed.



#### D. Morning Drop-off Routine:

1. School begins at 7:55 A.M. and dismisses at 3:45 P.M. for grades K - 8. School dismisses at 3:00 P.M. for Pre-K4.
2. Students participating in the Breakfast Program may be dropped off at the school office from 7:00am to 7:30am. The cost is \$2/day and will be **held at the main school building**. Students participating in the Breakfast Program may be brought in to the school office from 7:00am - 7:30am. They will follow the required screening procedure prior to proceeding into the school and will be seated (socially distanced) with breakfast brought to them by the Breakfast Program personnel.
3. Never drop off a student before 7:00am at the school office. Ensure the school office is officially open. Leaving a child unattended outside of school could have serious consequences.
4. Students arriving between 7:30 A.M. and 7:55 A.M.:
  - a. Pre-K4 parents will park in the St. Francis parking lot and walk their students to the St. Francis porch. The students will then be escorted into the classroom by OLG personnel or an approved volunteer.
  - b. K – 8<sup>th</sup> grade students are dropped off at the drop-off point shown in the diagram below and proceed to their homerooms.
  - c. Always drop off students inside the school parking lot (as shown in Diagram 1), never from Nueces Street.
    - 1) Students proceed to lockers (K-4th) and classroom.
    - 2) Students' access to main bathrooms prior to announcements will be monitored by school personnel to avoid overcrowding and ensure all cleaning protocols are followed.
  - d. **DO NOT STOP & DROP OFF STUDENTS AT THE OFFICE DOOR AFTER 7:30 AM.** Please note that the school office is not a drop-off location from 7:30am - 7:55am. Because of the extra manpower required for screening, the school office will be closed from 7:30am - 7:55am. It will reopen at 7:55am to screen and accept students that are tardy.

Diagram 1: Morning Drop-off Route

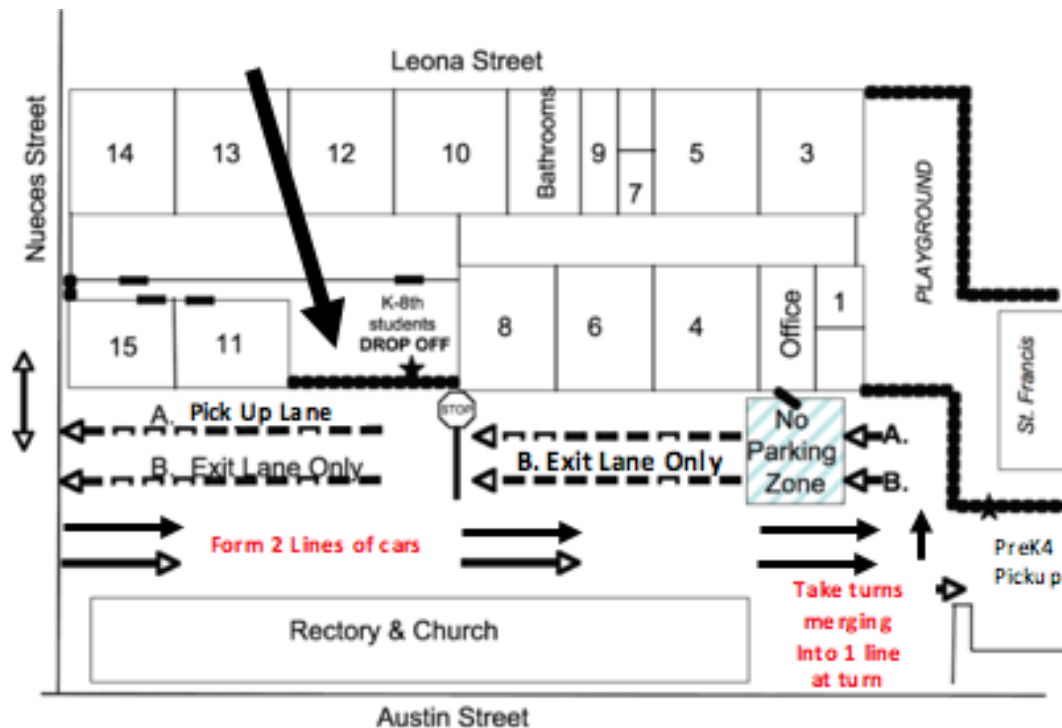


### **End of School Day Routine:**

1. Pre-K 4 students may be picked up from the front door of St. Jude Hall between 3:00pm and 3:30pm. Parents should park, walk up to the glass door, and students will be brought to you by school personnel. Students that are not picked up by 3:30pm, will be transferred to the OLG After School Care. Please reference Section III-J for more details on After School Care. Parents wishing to have their Pre-K4 child only attend the morning session should **pick up their child between 11:45am and Noon**. Parents are to go through the front office to have their child signed out. (Please note that all tuition fees remain the same for half or the whole day.)
2. K5 – 8<sup>th</sup> grade students are dismissed at 3:45pm, and arrangements should be made by parents to pick them up at this time unless they are scheduled for an after school activity (e.g. tutorials, athletics, etc.) or are enrolled in the After School Care Program.
3. Students will be dismissed from their homerooms via the drop-off/pickup gate.
4. Students remaining on the school grounds **past 4:00pm** will be taken to the After School Care Program. Please reference Section III-J for more details.
5. All K5 – 8<sup>th</sup> grade students are normally dismissed from the main campus pick-up location shown in Diagram 2. Teachers and assistants will watch for the appropriate cars and escort elementary student(s) out when their ride arrives. Pre-K students will be dismissed from St. Francis Hall or the playground. Pre-K students who remain at school after 3:30 will be entered into the OLG After School Care program.
6. If a parent parks and comes into the school office to pick up his/her child at 3:45pm, the student will be sent to the office. To minimize traffic and noise in the hallways during dismissal and keep faculty focused on a safe dismissal process, visitors will not be allowed to go into the hallway of the main building to meet with teachers or collect their students between 3:45pm and 4:00pm.
7. If there is a change in the **driver** who normally comes to pick up a student, please call the office and let the secretary know. She will give that information to the appropriate teacher who will watch for the alternate driver. School personnel may ask for identification prior to releasing a student if they do not recognize the driver. Please have your name card in your window; it is most visible on a turned down eyeshade.
8. **Never leave a running car unattended to go into the school or leave any unattended vehicle in the traffic flow for any reason.**
9. **Please show courtesy to the other parents by refraining from walking up to the dismissal gate just to collect your student.** This blocks the flow of traffic for those parents who have been waiting their turn in line to collect their children and increases the possibility of an accident as pedestrians mix with moving vehicles. **If you wish to escort your child to the car, park your car and enter through the school office.**

10. **Students will be called down AFTER 3:45 if they are picked up through the office.**  
The **preferred method** is to dismiss students through the pickup lane.
11. The traffic flow will be as the map indicates.

**Diagram 2: Afternoon Dismissal Route**



**F. Entering the Parking Lot:** All drivers picking up students must enter the school from Nueces St. on the side closest to church. (See Diagram 2) Drivers will queue up inside the parking lot as shown. Students will only be released to cars in lanes closest to school and will not be allowed to cross the parking lot to a car in line on the opposite side closest to the church.

**G. Tardiness:**

1. Students are expected to be in school on time. A student who arrives after 7:55 A.M. for the morning session or after 12:15 P.M. for the afternoon session is considered tardy.
2. If your child must arrive after 7:55 A.M. for any reason, please take them to the office and sign them in.
3. You will be notified if your child has excessive tardies, and a conference may be arranged. Three (3) unexcused tardies make a student ineligible for perfect attendance. Excused and unexcused tardies follow the same guidelines as those for absences (Section III-B).

**H. Early Dismissals:**

1. After arriving at school, no student may leave the school premises without proper permission from the principal or teacher. Students are required to bring a note from a parent or guardian (or a phone call will suffice) to request early dismissal for health

care or any cause acceptable to the teacher or principal. This should be rare. Please try to schedule doctor or dental appointments with your child's class scheduling in mind. Missed classes disrupt a child's continuous learning.

2. All students leaving the school campus early (excluding travel with school-sponsored events) must be signed out in the office to be dismissed. The secretary will call the classroom to have the child sent to the office.
3. School is dismissed at 1:00 P.M. for Grades K – 8 and at Noon for Pre-K4 **on the first Friday of each month** (unless otherwise indicated on your school calendar) for faculty meetings. Please be sure your child has a ride.

#### **I. Before School/Breakfast Program**

1. Students participating in the Breakfast Program may be dropped off at the school office from 7:00am to 7:30am. They will be seated and breakfast will be brought to them by the Breakfast Program personnel.
2. Never drop off a student before 7am, and ensure the school office is officially open prior to leaving your student. All students dropped off at school between 7:00am - 7:30am will be included in the breakfast program and charged accordingly.
3. The cost of the Breakfast program is \$3:00/day regardless of when the student is dropped off or whether the student eats breakfast.
4. Breakfast will be served from 7:00am – 7:25am. Students will be sent to class at 7:30am.

#### **J. After School Program (ASC)**

1. OLG will be offering after school care until 5:30 pm each day. There will be homework assistance provided in addition to a snack which will be provided. The cost will be \$2.00 from 4:00 p.m. and \$6.00 from 4:30 p.m. to 5:30 p.m.
2. PreK ASC time begins at 3:30pm. Students will be transferred to the main campus building at this time. PreK students with older siblings may be dismissed from the main building when their sibling(s) are picked up via the K – 8 pick-up process occurring between 3:45pm – 4:00pm.
3. **The OLG ASC program will cost \$3.00/day payable to the OLG School and billed through FACTS as needed.**
4. **Parents/guardians picking up students between 4:00pm and 4:30pm, should park at the school office and ring the doorbell. Your student will be brought to this door. From 4:30pm to 5:30pm students will be picked up at Jude Hall.**
5. The OLG ASC Program is open until 5:30pm each school day. Parents who do not pick up their student(s) by 5:30pm will be given one warning. After this, parents will be charged \$1/minute for each student left in the ASC program. If you anticipate that it will be difficult for you to pick up your child by 5:30pm, please make other

arrangements for after school care for your child. One option is for them to go at dismissal time to the YMCA via their transportation. This must be set up between the parent and the YMCA ahead of time as it is a completely separate program from our school.

6. Students who participate in other **OLG sponsored after school activities** like Athletics, Bell Choir, tutorials, academic practices, school clubs, etc. will also not be charged any ASC fees but must be picked up at the end of these activities.
7. On **Early Out Days** (days on which school ends at 1:00pm), the after school care program will end at 1:30 pm. OLG will inform the YMCA of early out days, so that they can plan accordingly for OLG students in their program.

**K. Bad Weather Days:** In the event of bad weather, our school will follow Calhoun County Independent School District's (CCISD) decisions on whether school should be canceled. Thus, parents should listen to local news programs for any announcements about school closings due to weather. Parents should also monitor our school website for updates about school closing and reopening due to bad weather.

**L. Student Drop Off for Special Functions:** Parents/Guardians should never drop off a student at a special function (either on-campus or off-campus, e.g. field trip, parades, athletic events) without ensuring school personnel are on-site, aware of the student's presence, and accept supervision of the student. If you arrive prior to the designated drop-off time, the parent/guardian should remain with the student until the designated time and all the above requirements have been met (see III.D.3).

## SECTION IV

### DISCIPLINE/BEHAVIOR POLICIES

- A. Classroom Discipline Policies:** The discipline within each classroom and at all school-related activities conforms to the general disciplinary expectations of Our Lady of the Gulf School, and each teacher is responsible for its clear explanation and implementation. If a discipline problem arises which cannot be resolved in the classroom, the student can be sent to the office. This is, however, not done on a regular basis. The teacher is the primary disciplinarian and enforces the chosen classroom plan.

We always expect the very best from our students. The guidelines indicated are to make sure that no student or class is kept from learning/achieving because of the poor choices or bad judgment of others. Discipline is always given lovingly and with compassion, and talking and praying with the children are always the first steps.

- B. Elementary School Conduct System (PreK - 4th):** The homeroom teachers for Grades PreK4 – 4<sup>th</sup> have designed a standardized color-coded behavior system that will be communicated daily to parents via the student's daily home communication page (e.g. weekly calendar, front of homework notebook, etc.) as follows:

#### **1. Green – Start of Each Day, Good Behavior**

- a. Because of their younger age, students in K5 who go up to Yellow may be allowed to return to green during the same day if their good behavior warrants it.
- b. The changes in colors for students in grade 1<sup>st</sup> – 4<sup>th</sup> will remain, and students will not return to green until the next day.

#### **1. Yellow – 1<sup>st</sup> Consequence for behavior issues**

- a. Parents are informed of the reason for the color change on the daily communication page.
- b. Students will miss 5 minutes of their next recess (it might carry over to the next day or later in the week depending on the grade and the timing of the infraction).

#### **2. Orange – 2<sup>nd</sup> Consequence for continuing behavior issues**

- a. Parents are informed of the reason for the color change on the daily communication page.
- b. K5 students will miss an additional 5 minutes of their next recess break.
- c. 1<sup>st</sup> & 2<sup>nd</sup> grade students will miss their whole break at the next recess.
- d. 3<sup>rd</sup> & 4<sup>th</sup> grade students will receive lunch isolation at the next lunch period.

#### **3. Red – 3<sup>rd</sup> Consequence for uncorrected behavior issues**

- a. Visit to the Principal Office.
- b. Principal will determine the appropriate path forward and communicate with the parents as needed.

- 4. Merit Free Dress Day** can be earned quarterly (once every 9 weeks) for grades K5 – 4<sup>th</sup>. The homeroom teachers determine how a student in that grade can earn the Merit Free

Dress Day and when the Merit Free Dress Day will occur each quarter.

**C. Middle School Conduct System (5th - 8th):**

1. Students in grades fifth through eighth will utilize a **Weekly Class Conduct Tracking Form** to ensure the following 4 basic rules are followed:
  1. Turn in Completed Assignments on Time
  2. Be on Time to Class with All Supplies
  3. Follow the Dress Code
  4. Respect Self, Classmates, and Teachers (this includes following the teachers' instructions and avoiding horseplay)Each time a student breaks one of the above rules, the teacher will mark the violation on the tracking form by the student's name. A new form is started on Thursdays and ends on Wednesdays.
2. Rules 1, 2 & 3 are reviewed each day at the Close of Business in the homeroom. For **Rule 1**, if one mark is earned, a 10 point deduction on that assignment.
3. **Rule #2** involves organization – usually centering on the student's backpack. If a student gets 3 marks in a week for running late and/or not having supplies, he/she will be issued a shopping list to replace what has been borrowed.
4. If **Rule #3** is broken, the student will lose his/her merit free-dress day. If rule #3 is broken consistently, a student will earn a mark for Rule #4.
5. Violations of **Rule #4** show lack of self control and poor judgment and include, but are not limited to, the following:
  - Disrespect or defiance to a staff member (not following instructions or ignoring instructions)
  - Horseplay or disrespect to another student(s) (including name-calling, foul language of any kind, teasing, intimidation, etc.)
  - Disrespect to self by putting self down or physically hurting self.

Three marks against Rule 4 results in a detention note home to the parents to inform them of the day/time and reasons. Each additional mark earned during a marking period (4+) will earn another detention to be served at the next P.E. period. If 6 marks are earned within one weekly marking period, the student will be sent to the Principal's Office. Earning 6 marks in less than 5 days shows a **severe** lack of self control and/or very poor judgment, and the principal and parents will need to get involved.

Automatic detention may be given at the discretion of the teacher or principal for exceptional cases.

**D. Suspensions:**

1. Persistent unacceptable behavior will result in a disciplinary probation, which lasts as long as the principal decides. If necessary, this may result in an in-school suspension (substitute teacher may be hired at expense of parents).
2. Further difficulties may merit a one (1) day out-of-school suspension followed by a three (3) day in-school suspension. Misbehavior following the suspensions may result in expulsion.
3. Assignments are sent home during the suspension and are due upon return, and an

automatic 10% is deducted from each assignment. **Tests missed during this time will be rescheduled and will also receive a 10% deduction automatically.**

**E. Extreme Behavior Problems:**

1. In matters of a very serious nature, the principal reserves the right to determine the appropriate consequences.
2. In matters of discipline, or in the case of unsatisfactory work, it is the policy of the pastor, principal, and faculty to work in collaboration with students and parents so that problems may be resolved before becoming serious.

**F. Corporal Punishment:** There is NO corporal punishment administered at Our Lady of the Gulf Catholic School in accordance with diocesan policies.

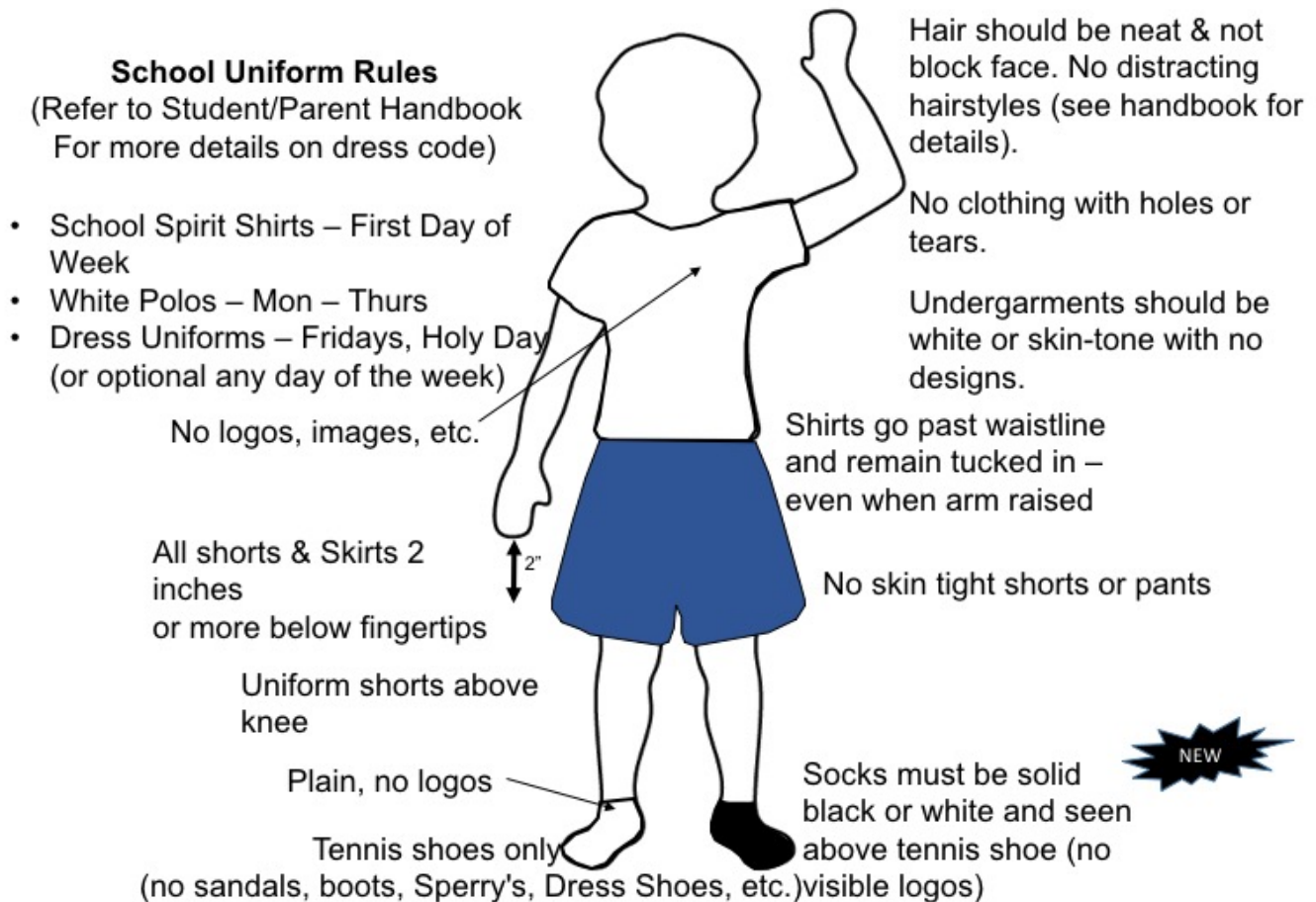
**G. Playground and Gym Rules:**

1. Because playground facilities can be utilized by all teachers for their students, a standard set of basic rules shall apply to all students utilizing the playgrounds and their equipment.
  - a. Follow directions of supervisors, which are present at all times.
  - b. Stay in designated areas.
  - c. No fighting, rough-playing, teasing, name-calling, or throwing of objects other than authorized playground equipment designed to be thrown.
  - d. Use all equipment properly, and return all equipment to its proper location after use.
  - e. Cease play and line up quietly when instructed to do so by the supervisor.
  - f. Dodgeball is not permitted at Our Lady of the Gulf Catholic School.
2. Parents/students may be held liable for intentional destruction of playground equipment.



## H. Personal Appearance Policy:

1. The diagram below is meant to help students and parents avoid errors in following the dress code policy. Additional details are then given below.



2. Cleanliness and neatness are very important and are seen as complementary to a student's behavioral requirements.
3. Our dress code provides a standard look for all students, eliminating the daily peer pressure associated with individual dress. It also allows teachers to see the student, not their "outfit" when they teach a class and provides a formal school atmosphere that encourages learning. Please reference the School Uniform Information sheet in the school office or at the back of this handbook.
4. According to the policy of the School Advisory Council, the required uniform, daily or dress, must be worn at all times. If the required uniform is not worn, the student is to be sent home until the proper uniform is obtained. **PLEASE LABEL ALL UNIFORM ITEMS WITH INDELIBLE INK!!!**
5. Uniform suppliers' information is available at the school office. Boys' and girls' walking shorts and girls' skirts should be two inches below the fingertips and should not go below the knee. Shorts and pants must not be skin tight.

6. Appropriate tennis shoes must be worn. This is a safety issue for students first. The heel may not be higher than one inch. The top of the shoe must not be more than 2 inches above the inside heel bone.
7. White or black socks are required. Students must wear socks/stockings at all times for hygiene reasons. To make it easy for teachers to ensure socks are worn correctly, socks must be visible above the shoe line (even with high tops). **Students not wearing the correct socks will be given the correct socks to wear and charged \$2 by the office as supplies are available.** In cold weather, tights or leggings may be worn under skirts but these must be navy, black or white. Socks are required with leggings. Tights, since they cover the entire foot, do not require socks.
8. Only navy blue sweaters or jackets with no writing (except official Mariner logo) are allowed to be worn in the classroom. No hoods are allowed to be worn on heads inside any building. Any other jackets, sweaters, or coats worn outside for recess or PE may not have any graphics or writings contrary to the school's philosophy and Christian values. Non-uniform jackets will only be allowed to be worn outside during cold weather. Jackets worn outside during warm weather (>80 degrees) must follow the blue jacket dress code. At the teacher's discretion, students may be required to remove their jackets, especially in warm weather. Students bringing non-uniform jackets to school will need to put them into their lockers until they are going outside the building.
9. Any hairstyle, jewelry, nail polish, etc. which, in the judgment of the administration or homeroom teacher, interferes with or disrupts the maintenance of a learning atmosphere is unacceptable. This includes but is not limited to the following:
  - a. Girls may wear post earrings only. Hoops or dangles will be collected until the end of the day.
  - b. Boys may not wear earrings of any type.
  - c. Makeup of any type is not to be worn at school.
  - d. So as to see students' faces and to ensure a uniform look, boys' hair must be cut above the eyebrows, ears, and bottom of collars.
  - e. Girls' hair should not hide their face in any way, and it should not be a distraction to them during school (playing with hair, chewing on it, etc.); otherwise it must be pulled back.
  - f. Girls may wear clear/natural colored nail polish only, and the nail bed needs to be visible (through the polish). Students wearing colored nail polish will be required to remove it with non-acetone based nail polish remover provided by the school.
  - g. No pins/brooches should be worn on shirts or jackets without special permission from the homeroom teacher and/or administration.
  - h. All hair colors must be natural and non-distracting. Ombre style hair color is not allowed, even if both colors are natural colors.
  - i. Hair styles cannot be distracting. Shapes shaved into the scalp or abnormal parts in the hair, mohawks, etc. are considered distracting and are not allowed.
10. Necklaces, crosses, scapulars or religious medals should be worn inside the shirt or blouse and must be below the collar line. Bracelets and other articles around the wrists and ankles are limited to 3 total and should not be distracting.

11. Polo shirts must be tucked into shorts/pants. Middle school girls' dress uniform shirts are designed not to tuck into their skirts. If their back or stomach shows when they raise their arms up, they need to wear a white undershirt that is tucked into their skirts to ensure they are adequately covered at all times.
12. If a student's shirt does not remain tucked in during normal school activities (excluding P.E.), he/she needs to wear a belt to help keep his/her shirt tucked into the pants/shorts. A navy blue, black, or dark brown belt should be worn if required to ensure a student's pants are worn correctly. Simple buckles only, and no decoration on the belt allowed.
13. Only solid white undershirts (no markings of any kind) may be worn under a student's uniform. This applies even to Mondays when the gray school t-shirts may be worn. **No markings or patterns of any kind are acceptable on undergarments. If a student wears patterned/colored undergarments, the parents will be required to bring a change of clothing or the student may be required to stay in isolation that day and/or could be sent home.**
14. Dress Uniform Day is every Friday and on Holy Days of Obligation. If a student is missing a tie, the parent will be called to see if the tie can be provided. If not, a tie will be given to the child and the parents billed for each tie.
15. There will be a Free Dress Day designated approximately once a month for students who merit this through classroom discipline policies. Students with unexcused tardies, unexcused absences, detentions, or other difficulties, as determined by the homeroom teacher, will not be eligible. Free dress always means fun but appropriate clothing. Students and parents will be informed when a Free Dress Day is going to happen and if the student is eligible. **If a student is not sure whether he/she has earned free dress, the student should wear the required uniform for that day and bring a change of clothes just in case. The student's homeroom teacher, not the school office, determines whether a student has earned free dress.** Tennis shoes and socks must still be worn. Finger nail polish must still be clear/natural colored with nail beds visible.
16. Approved school t-shirts can be worn on Mondays, or the first day of the week. These must be tucked into shorts/pants.
17. Sixth, seventh, and eighth grades have P.E. together and dressing out is **REQUIRED** by the P.E. program. P.E. clothes include solid blue/black/gray shorts (no print), OLG gray t-shirts, tennis shoes, and white/black socks. **PE shorts may be purchased through the school for 6th-8th grades PE classes and all OLG athletic activities.** On cold weather days, students may wear solid blue/black/gray (no print) sweats over their shorts.

I. **Social Media:** At all times, engagement in social media such as, but not limited to, Instagram, Twitter, etc. may result in disciplinary actions or suspension/expulsion from the school if the student's posts, or guardian's posts, include defamatory comments regarding the school, the faculty, other students, the parish, or the Christian faith.

J. **Cafeteria Guidelines**

1. All personnel working/attending OLG are screened prior to coming on campus.
2. All food handlers wear hairnets/caps the entire time they are in the kitchen or handing out meals that are not in a closed container.
3. No one is allowed in the kitchen unless they are there to prepare/serve food or to inspect the facility. School faculty utilize the microwave that is located on the side serving counter so that they do not have to enter the kitchen. Students are not allowed to use a microwave for lunch due to safety and timing constraints. If someone needs something from the kitchen, they should ask the kitchen personnel to provide it (e.g. do not go into the kitchen to get ice, etc.).

## SECTION V

### HEALTH & SAFETY PROGRAMS

#### A. Medication:

1. It is the policy of this school in accordance with the American Medical Association and the Texas Catholic Conference Education Department that school personnel may not give medication of any kind without required documentation from a medical professional.
2. If medication is needed in order for a student to be able to remain in class, the following procedures must be followed:
  - a. A medication permit form must be completed by a doctor and returned to the school office.
  - b. The parent is responsible to bring the medication to the office, and to pick up the child's unused medication. All medication must be in the original container and have a prescription label attached.
  - c. Antibiotics **WILL NOT** be given by school personnel. If a parent feels that the antibiotic must be given during the school day, the parent may come to the school office and administer it to the child. You may sign in and the child will be called to the office.
  - d. Medications must be kept in a locked cabinet or drawer in the school office.
  - e. It is highly preferred that inhalers be kept in the office only. Students whose doctors provide written instructions to school requiring students to carry an inhaler may do so. Students may not carry two inhalers. The second inhaler must be kept in the school office in case of an emergency.
  - f. Cough drops require a written note requesting that your child be administered cough drops during the school day from the school office. Please include the child's full name and date on the note. This note will be good for the entire school year, unless an end date is provided. Cough drops must be in their original packaging. These are to be brought to the office with the note. Cough drops will then be given to a student, one at a time as needed. All cough drops will be locked up in the school medicine cabinet. Only the cough drops provided for a student will be given to that specific student. Parents with siblings may fill out one permission slip and designate all siblings, by name, for a single package of cough drops.
  - g. Only the parent, guardian, or a medical professional may administer nebulizer treatments for a student during the school day.
3. Any medication found in a student's possession (including inhalers without labels and all over-the-counter drugs) will be confiscated and the parents notified. Students in possession of such medications may be subject to suspension or expulsion.

**B. Illness:**

1. Illness During School Day

- a. If a student is sent to the office with COVID like symptoms, the student will be isolated in a specially designated isolation sick room and the student's parents will be contacted. **The parents must pick up the student as quickly as possible but within no more than 45 minutes.** For this reason, parents are asked to provide 4 contact numbers for individuals that their child(ren) can be released to in case of illness.
- b. Symptoms at home, the parent should contact the child's Primary Care Physician (PCP) to determine the appropriate course of action. If the PCP requires the child to be COVID tested or quarantined, the parent should give the PCP the school's fax/email information so that the PCP can provide information directly to the school as to when the student will be allowed to return to campus.

1. Parents should check with their doctors concerning eye and ear infections, rashes, sore throats, or persistent coughs before sending the children to school.
2. If a child has symptoms that are similar to COVID but have been determined by a doctor to not be COVID related (e.g. seasonal allergies), the parent should request the PCP to send this diagnosis to the school via fax/email so that school personnel are aware of this situation and do not send the student home for having these symptoms.

**C. Scoliosis Testing:** Students in grades 5 and 8 will be checked for scoliosis each year.

**D. Special Health Needs:** Parents are asked to inform the school if students have particular health needs. Any special medical need or physical condition which limits a student from normal activity, including P.E. participation, requires a parent's note for a maximum excused interval of 3 days. More than 3 days exclusion requires a physician's note with a specific time frame given. Physician letters should be updated as a change occurs and at the beginning of a new school year.

**E. Basic First Aid:** Minor injuries are treated by washing the abrasion, providing an ice pack if necessary, and/or applying a band-aid. Parents are called in the event of any injury of a more serious nature.

**F. Injuries:** Accidents in the school building or on the school grounds during any school activity should be reported to the teacher on duty and to the principal or, if the principal is unavailable, the designated person-in-charge or the personnel in the school office. If the injury is a cause for concern, a parent will be notified and an incident report filled out. If the student needs immediate medical attention and the parent cannot be reached, the physician and those persons on the emergency form will be contacted and 9-1-1 may be called.

**G. Substance Abuse:** No student shall possess, use, or be under the influence of any controlled substance or dangerous drug on or off school premises, or at a school-related activity, function or event.

## **H. Acquired Immune Deficiency Syndrome (AIDS):**

1. Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HIV which attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses which debilitate the body, resulting in a substantially high mortality rate within three years of diagnosis. The spread of the virus occurs through exchange of body fluids (blood, blood by-products, or other body fluids) between individuals. **NO EVIDENCE EXISTS TO INDICATE THE SPREAD OF THE VIRUS THROUGH CASUAL CONTACT.**
2. Recognition of a student or employee who is HIV positive or has been diagnosed with AIDS is **NOT** reason alone for exclusion from school. Each person should be given the respect of being given an evaluation as an individual case, and exclusion from the school environment should only be based upon the person's physical limitations, psychosocial activity patterns, and the opinion of a panel of responsible persons designated by the Superintendent of Schools. In the case of a student, the panel shall be comprised of the student's parents, the school's physician, the student's physician, and the principal of the school. The Superintendent may appoint additional persons if he/she deems it appropriate and necessary. In case of an employee, the panel shall be comprised of the school's physician, the employee's physician, the principal of the school, and a representative of the Superintendent's office.
3. If a student has been diagnosed as having AIDS and has any of the following conditions, he/she will be excluded from attending school:
  - a. Vomiting
  - b. Lack of toilet training
  - c. Tendency to bite
  - d. Open sores
  - e. Other medical conditions conducive to spreading the virus

## **I. School Emergencies:**

1. School Emergency Codes are posted in each room, and routine drills are held to ensure proper procedures are followed in the event of a real emergency. The school codes are as follows:
  - a. Fire/Evacuation = red
  - b. Security = yellow
  - c. Missing Child = brown
  - d. Tornado Watch = white watch
  - e. Tornado Warning = white warning – shelter in place
  - f. Hazardous Material Release – External = orange – shelter in place
  - g. Bomb Threat = black
  - h. Health = blue
  - i. All clear = green

2. When a code is announced via the phone/intercom system or verbally, the students will go to their assigned place in silence and as quickly as possible without running. They are to remain there until the “all-clear” signal is given.
3. In the event of a bad weather “warning” or other emergency requiring isolation from the outside, students will shelter in place at designated areas on the campus.
4. For parents’ and students’ safety, parents are asked not to try to pick up their students when a weather “warning” has been issued by the public authorities. Students are safer inside the school building than they would be in a car. Parents will be invited to wait out the storm/warning inside the building, rather than stay in their vehicle.

**J. Student Accident Insurance:**

1. All students are covered under the Student Accident Insurance plan provided by Student Assurance Services, Inc. through the Office of Catholic Schools within our diocese. This insurance coverage is included in the registration fee. This coverage starts August 1<sup>st</sup> of each school year and no school-sponsored athletic events (including practices) or field trips for students may occur prior to this date or after June 30<sup>th</sup> of the same school year.
2. The Student Accident Insurance is a medical insurance policy that will provide benefits for accidental bodily injury incurred while:
  - a. Attending regular school sessions;
  - b. Participating in or attending school-sponsored and supervised extracurricular activities;
  - c. Participating in school-sponsored and supervised interscholastic sports;
  - d. Traveling directly to and from school for regular school sessions; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.
3. This plan is secondary to all other valid coverage. You must file a claim with your other coverage first. This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.
4. A Student Assurance Services, Inc. brochure with additional information pertaining to the standard policy and information on extending the program to 24-hour coverage for your student for an additional cost to the parent is available at the school office.

**K. Annual Notification of the Asbestos Management Plan**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), enacted in 1986, all schools, public or private, are required to have an inspection of all buildings for asbestos-containing building materials (ACBM), by accredited asbestos-trained personnel. All Catholic School facilities of the Diocese of Victoria were inspected in April 2009, including Our Lady of the Gulf Catholic School. Our Lady of the Gulf Catholic School was inspected for ACBM by personnel from EFI Global (EFI), an environmental consulting firm located in Houston, Texas. EFI is accredited and licensed by the Texas Department of State Health Services (TDSHS) to perform asbestos condition assessments of all suspect and identified ACBM. Building materials at Our Lady of the Gulf Catholic School were observed to be in undamaged condition and/or present



minimal hazards, if any, to building occupants. Periodic surveillance is also conducted semi-annually by Our Lady of the Gulf Catholic School personnel.

AHERA requires that this annual notification be posted or distributed to parents, staff, faculty, PTA, etc. indicating the AHERA Asbestos Management Plan will be available for review upon request. The 2009 AHERA Re-inspection report and the AHERA Asbestos Management Plan are on file in the administrative offices. Federal law considers the Asbestos Management Plan a “permanent archive” and may not be removed from the premises at any time. However, these records are available for review, upon request, at any time during normal school hours.

**L. School Wellness Program**

The school Wellness Committee sets and oversees the goals of the OLG Wellness program. The committee includes the school nurse, athletic director, principal, cafeteria manager, and after school care coordinator. The goals of the program are as follows:

- a. Students and their families will receive nutrition education that fosters healthy eating behaviors and lifestyles.
- b. Nutrition education will be a school wide program involving Physical Education, Social Studies, Science, and Religion curriculums.
- c. Before and After School programs will be continued that support the wellness program.
- d. Incorporate mental and emotional health programs to our students and their families through a school counselor that is a Licensed Professional Counselor.
- e. The Wellness Committee will ensure these goals are met in their areas and meet as needed to discuss any concerns. They will also meet at the end of each year to report on progress and determine goals for next year.

**M. Immunization Requirements**

Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

**N. Counseling/Guidance Program**

OLG Catholic School has the services of a Licensed Professional Counselor for student guidance purposes. Students may visit the counselor to resolve student conflicts occasionally, but for routine visits, parental consent will be obtained. Parents may also request for their students to meet with a counselor to address a personal family need.

**O. COVID-19 Protocols: See Appendix B**

## SECTION VI

### GENERAL INFORMATION

#### A. **Communications:**

1. All notices, announcements, and miscellaneous materials that need to go home will be sent home on Mondays in the Blue Folders. Parents are asked to be sure that they have checked the folders, read/signed the materials, and returned the folders on Tuesday morning with any papers/fees, etc. to be returned inside.
2. To receive general daily school information, cafeteria menu, special announcements, etc. between 5 P.M. and 8 A.M., please go to the school website [www.olgmariners.org](http://www.olgmariners.org). Special announcements for emergency closings due to weather, etc. will also be given on the school phone system by calling 361.552.6140 X6. SchoolMessenger announcements will also be sent out to those guardians who have registered.
3. Permission for students to use the phone is limited to emergencies. Forgotten homework or lunches are not in this category.
4. **Students may NOT have cell phones at school or during school hours, during school events (e.g. Christmas pageant, athletic competitions) or on field trips.** If there is an unusual circumstance in which a student will need a cell phone before or after school, the student must give his/her phone to the school office before reporting for school and may pick it up after school. This should not be a daily occurrence. If a student routinely brings a cell phone to school, the parents will be required to meet with the principal. If a student brings a phone to an after hours school practice/event that they are participating in (not just observing), they are to submit the phone to the OLG faculty member in charge upon arrival.

#### B. **Forgotten/Lost Items:**

1. If your child has left something at home and you notice it, please drop it off at the school office; students are responsible for checking in the office to see if anything was dropped off for them.
2. Please remember to label all items. Lost and found items are kept at the school office. Items not claimed will go to charity at the end of the school year.

#### C. **Toys:** Students should not bring toys or electronic devices to school without the teacher's permission.

**D. Birthday Parties:**

1. Students should not pass out birthday or other invitations on the school premises unless all classmates or all boys/all girls are invited. Please go through your homeroom teacher for all such activities.
2. **Parents may host a small birthday party for their child within their homeroom at the following times by coordinating with the homeroom teacher.**
  - **PreK4 - 2:30 - 3:00pm - normal school days**
  - **K5 - 4<sup>th</sup> - 3:00 - 3:30pm - normal school days**
  - **5<sup>th</sup> - 8<sup>th</sup> - 3:00 - 3:30pm FRIDAYS only (excluding First Fridays)**
  - **Birthday parties may NOT be held during lunch.**
3. Please coordinate with the Homeroom Teacher at least 3 days in advance so she can plan. Parties will not be able to be held on school days that have special events or early outs. Parents may also host parties for students with *summer birthdays* during the school year on a day agreed upon with the homeroom teacher and meeting above requirements.
4. Only cupcakes or a special cookie and a juice box/water bottle should be provided at these parties. No cakes, pizza's, chips, dips, fruit, etc. Gift bags may be given out to all students in the class. Only the student's homeroom may participate in the party.
5. Please limit the number of family members that attend this in-classroom party as space is limited and all visitors will be required to check in and go through the RAPTOR screening.

**E. Facility Liability Coverage:** All facilities in which sport activities take place must have adequate liability coverage. This requirement also applies to physical activities such as swim parties. Liability information must be provided to the school administration before permission will be given for such school sponsored events on private property.

**F. Transportation to Field Trips, Academic, or Athletic Events:**

1. Whenever possible, school or parish vehicles will be used for transportation of students on school-sponsored trips.
2. No alcoholic beverages are ever allowed on these trips.
3. When a private passenger vehicle is used, a "Driver Information Sheet" must be filled out and verified. A copy of the driver's license must also be kept on file. The following requirements apply:
  - a. The driver must comply with all parts of the diocesan transportation policy.
  - b. Any non-school/parish vehicle must comply with the diocesan policy, including insurance coverage.
  - c. Copies of itinerary, driving route, and driver responsibilities are given to the driver.
  - d. Drivers and passengers must wear seat belts while the vehicle is in motion.
  - e. Emergency cards are with the driver in each vehicle for each trip.
  - f. At least two (2) adult chaperones must be in the car if a student is present.

**G. Field Trips:**

1. Trips should be related to the curriculum. They are planned by the classroom teachers with the approval of the principal. Appropriate and legal transportation will be arranged as described above in Section VI-F.

2. OLG Catholic School strives to make all field trips academically meaningful either through the educational programs enhanced and/or rewarded. **Logistically, there are two types of field trips: Open Field Trips and Closed Field Trips. Please see Appendix A for more information pertaining to these types of trips and the chaperone and non-chaperone parent requirements.**
3. **Student's participation on field trips is dependent on their required school documentation and financial status being up-to-date. Please see sections VI.H.5 and I.E.6 for details. Student's behavior at school will also be a determining factor in their ability to go on field trips.**
4. Since the school is responsible for the students while on a school sponsored trip, the following is required:
  - a. Orderly conduct
  - b. Proper attire (as directed by the teacher for each trip)
  - c. Proper respect and cooperation with the driver, teacher, guides, and other adults in charge. All misconduct on the trip is to be reported to the administration by the chaperone(s).
  - d. Written permission for each field trip as described in Section VI-H.
  - e. All chaperones must comply with the Diocese of Victoria's Safe Environment policies and be approved by the Diocese to be a certified volunteer for our school. Only Safe Environment trained persons are allowed to chaperone or attend any field trip.
4. **Unplanned, non-emergency stops are not allowed** (e.g. to a restaurant) by school or private vehicles transporting students to and from a school-sponsored event. Parents will be informed of any planned stops in writing or via a phone call prior to students leaving for an event.

#### **H. Permission Forms & Other Forms Requiring Parent Signatures:**

1. Documented permission must accompany supervising personnel on all school-sponsored trips.
2. **The preferred way to distribute and receive guardian permission for a field trip is via an on-line permission slip form which will be sent to the guardian either via a text or email link.** This link can then be accessed by smartphone or computer and completed by the guardian. If necessary, a permission slip may be sent home in paper form or obtained at the school office. It must then be signed and returned to school or faxed to school. The paper forms may also be scanned into the computer and sent by email, **but a phone call or simple email will not suffice (it must have the permission slip verbiage).**
3. The following information will be provided on permission forms:
  - a. The date and general timing of the event
  - b. The nature/purpose of the event

- c. The location of the event and any planned additional stops (if any)
  - d. Transportation method to the event
  - e. Cost to cover fees and travel
4. Field Trip Fees: Any fees associated with a field trip will be billed to the student's FACTS Account. The parent may then pay on-line or make the payment in the school office.
  5. For athletic events that are the same in purpose (e.g. all basketball games) and transportation method, a single permission slip may be utilized which provides a list of the dates and locations of each game. Changes in dates, locations, or transportation methods will be provided to parents in writing or via a phone call from the school (if time is limited) prior to students leaving for the event that has changed.
  6. Student's participation in field trips is also dependent upon the completion and return of informational and acknowledgement documents to the school office. These documents include, but are not limited to, the following list:
    - Student Records – birth certificates, report cards, shot records, etc.
    - Student/Parent Handbook acknowledgement
    - Authorization Form for News Releases & Website
    - Application for Free/Reduced Lunch (regardless of need)
    - Home Language Survey & Emergency Medical Form
    - Tuition Agreement Form

#### **I. Mass:**

1. Beginning each day with the celebration of the Eucharist is the most important part of our day. We are privileged to be able to offer this to our students.
2. Mass begins at **8:05** each day, but the schedule may be altered on Holy Days and First Friday as requested by the church office.
3. **Students are expected to sit with their homeroom class during Mass (unless they are serving or singing in the choir loft). Parents should notify the administration if there is a special occasion on which parents wish to have their student sit with them during Mass.** Parents are asked not to sit with the class to avoid distractions.
4. The children have the opportunity to celebrate the sacrament of Reconciliation regularly. There is also an opportunity for Eucharistic Adoration each First Friday of the month.
5. Students plan and participate in devotional practices during the different liturgical seasons of the year.

#### **J. Lunch Program/Cafeteria:**

1. Meals are provided for the price of \$4.50 per student. Milk is included in the cost of the meal. Seconds (if available) may be purchased for \$2.00 for the entrée, and non-potato sides are free if available.

2. Milk may be purchased separately for \$0.75.
3. Potato Side for \$1.00; vegetables and fruit are free.
4. Applications for reduced lunches are extended to all students, and eligibility is determined annually. No child will be discriminated against because of race, age, color, national origin, religion, disability, political belief, or gender. Cost of the reduced lunch is \$2.00, and adult lunches (reserve ahead) are served at a price of \$4.50.
5. There are two ways to pay for school lunches:  
**Option #1: Pay in advance at the school office**, and PowerSchool will deduct from your student's lunch account as meals are purchased. You can monitor PowerSchool to determine when it is time to add more money to your child's account. (Note: Each student has a separate lunch account even if they are in the same family.)  
  
**Option #2: Pay via FACTS.** Every 2 weeks, lunch accounts that show a negative balance (aka money is due) will have this amount sent over to the families FACTS account and the PowerSchool lunch balance will be cleared. Parents then have 10 working days to pay for their students' lunch bills via FACTS. If you opt to have incidentals paid automatically within FACTS, your lunch bill will be paid automatically every two weeks!
6. Students may not leave the school campus during lunchtime.

**7. Parents are allowed to bring lunches from outside of school and/or join their child for lunch per the following guidelines:**

- a. **Parents** must inform school by 9am that they will be bringing lunch for their student. Students will not be allowed to call parents for lunch as this interrupts class time. If a student does not have lunch and we do not receive a call from the parent by 9am, we will order lunch from the cafeteria for the student to ensure everyone has something to eat for lunch.
- b. Lunch should be **dropped off at the school office at least 10 minutes prior** to the student's lunch time and **labeled clearly** with the student's name to ensure the student picks up his/her lunch on the way to the cafeteria.
- c. For safety reasons (allergies, food quality control, etc.), **parents may only bring lunches for their child only and students are not allowed to share lunches**. (e.g. Parents cannot drop off pizza for the entire class or invite certain students to eat with them and their child.)
- d. If a parent needs another parent to drop off a school lunch for them, this is acceptable as long as the parent of that child contacts the school office by 9am and informs them of their approval for this to occur.
- e. Parents must Inform the school they are eating with their student that day to ensure we have adequate spacing in the cafeteria for them. Visitors and their students will sit separately from the child's class. Parents may also order a lunch for themselves (by 9am) if they are planning to eat from the cafeteria menu. Visitors must keep to the lunch schedule below so as to not interrupt

student's academic minutes.

- f. All lunch visitors must sign in and out at the school office.
- g. No lunch visitors on rainy days when lunch is served in the main school building. All parents are encouraged to be Safe Environment Trained. All non-Safe Environment Trained visitors are required to sit apart from the class at a specially designated area.

**K. P.E./Recess Facilities:** P.E. & recess activities will be held under adult supervision at the following locations: St. Jude Area, playground at the main school building and the gym facility. Communication between the school office and supervision at any of the playground areas will be maintained by cell phone, school intercom system, and/or radio.

**L. Personal Property:** School personnel reserve the right to search any student's locker, backpack, or other personal belongings at any time for any reason.

**M. Water Bottles:** We encourage students to drink water. Due to the prior COVID situation water bottle filling stations have replaced the use of water fountains in the school. Students (K-8th) should have water bottles in the classroom that are see-through and spill proof (no metal bottles). Only water is allowed in these bottles. PreK4 students will be provided water utilizing disposable cups.

## SECTION VII

### LOCAL ORGANIZATION

**A. Pastor:** The pastor is the spiritual leader of the parish faith community and the school community within the parish. As spiritual leader, the pastor is involved in sacramental programs and worship experiences for the students and their parents and works to develop, nourish, strengthen, and support the faith community among the school staff, students, and parents. As spiritual leader of the parish and the School Advisory Council, the pastor provides guidance and direction in developing policies and programs for the growth of the Christian educational community.

**B. The School Advisory Council (SAC):**

1. The parish School Advisory Council is the policy-making body for the school. This Council implements the policies of the Diocesan School Advisory Council and establishes additional policies that are compatible with the school's philosophy, enabling the school to reach its goals.
2. Membership on the Council includes six members who serve either a one year, two year or three year term. The pastor, principal, and an H.S.A. liaison are ex-officio members. To be an Advisory Council member is to accept a mission and to bring to that mission one's talents, wisdom, experience, faith life, and good will. It also implies a willingness to accept and an eagerness to seek information, training, and spiritual formation.
3. The School Advisory Council meets at 6:45 A.M. once a month. These are open meetings and the schedule is posted in the school on-line calendar.
4. Anyone wishing to address the Advisory Council must notify the chairperson, in writing, at least seven (7) days before the meeting and state the nature of the request. (In an emergency, forty-eight (48) hours is acceptable.) The chairperson, the pastor, and the principal will approve or reject the request and set the time limit and the nature of the presentation. No final action may be taken on any matter presented until the meeting following the presentation.

**C. Principal:** The principal is the chief administrator and instructional leader of the school. In this capacity, the principal is responsible for implementing the school policies which have been established by the School Advisory Council in accord with diocesan policies, developing the instructional and spiritual programs in collaboration with the members of the faculty, and overseeing the general operation of the school. In addition to the principal, the school may have an assistant principal.



- D. Teachers:** The teachers are accountable to the principal and the parents for providing suitable learning experiences that are in accordance with the philosophy of the school. The main responsibilities of the teachers include the religious and academic instruction of the students, the evaluation and grading of scholastic activity, the maintenance and promotion of discipline, and the implementation of the requirements of the T.C.C.E.D. (Texas Catholic Conference Education Department, which is approved by the Texas Education Agency), the Diocesan School Office, and Our Lady of the Gulf Catholic School. We believe that maintaining a highly qualified, professional faculty, dedicated to the philosophy of our school, is necessary for Catholic education.
- E. Home/School Association (H.S.A.):** The purpose of the H.S.A. is to assist parents and teachers to grow spiritually, to become better informed educationally, to be united in the philosophy and activity of the school, and to actively promote spiritual and educational ideas in home and school life.
- F. Secretary:** The school secretary is responsible for handling administrative correspondence and reports and to assist the principal in any way. The school secretary is responsible for handling administrative correspondence, greeting and coordination of school visitors, coordinating field trips, overseeing the tuition and lunch account billings, maintaining student and financial records, ordering of materials and supplies, tracking student and faculty attendance and assisting with the diocesan insurance programs.
- G. Teachers' Aides:** Teacher aides work under the direct supervision of the classroom teachers in those subject areas where help is most needed.
- H. Hygiene Coordinator and Custodian(s):** The custodian(s) are responsible for the maintenance and cleanliness of the entire physical plant. The Hygiene Coordinator coordinates all cleaning activities, orders all cleaning and hygiene supplies, and works to promote a healthy and safe environment by inspecting the school routinely.
- I. Room Mothers and Fathers:** The room mothers and fathers assist the teachers with certain activities during the year, especially the classroom parties. They must be Safe Environment trained.
- J. Volunteers:** Volunteers are one of our most valuable resources (please reference Section I – D for volunteer hour requirements). The diocese now requires all volunteers to register with the diocese (done through Our Lady of the Gulf), consent to a background check, and sign the Volunteer's Code of Conduct, which will remain on file. Volunteers are also asked to read and sign off on the OLG student/parent handbook and/or the faculty and safety handbooks depending on the nature of their volunteer services.
- K. Visitors:** All visitors must access the school through the school office and have a legal form of ID that will be processed through the Raptor system and given a visitor sticker prior to admission to the school. Safe environment approved personnel (faculty or volunteer) must escort all non-safe environment approved visitors while on school grounds. Disruption of classes is not permitted.

## SECTION VIII

### DIOCESAN PROCEDURES

- A. Grievance Procedure:** Although the Diocese of Victoria endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally such matters can be resolved informally by a parent or guardian meeting with the teacher to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, they may schedule a conference with the principal, followed by the pastor, and finally the local School Advisory Council. If the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school-related policy, only then may the parent or guardian institute a formal grievance. A formal grievance must be in writing and must be received within five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the diocese's current appeals/grievance procedure for further details. Also, please note that the current policy replaces all previous policies and statements regarding institution and processing of formal grievances within the Catholic schools of the Diocese of Victoria.
- B. Safe Environment:** All employees and volunteers who work with students must be approved through the diocesan Safe Environment program. This program is now implemented in every diocese in the country to help protect our children and make sure they are safe from all kinds of abuse. All bishops, priests, religious, parents, relatives, and others interested in working in any capacity in the school must complete the process. This involves filling out an online application. A criminal background check is triggered by the online information and information is received by the diocese. The applicant then attends both a Safe Environment workshop (scheduled four times a year in the diocese) and reviews the Code of Pastoral Conduct with school personnel. No one who has not been through Safe Environment will be able to work with the children in conformity with the permanent commitment of the Victoria diocese.



*Creating and Maintaining a  
Safe Environment for Youth*

*Diocese of Victoria*

# ***How to Protect Children from Child Abuse***

## ***A Parents Guide***

***Provided to you by:  
The Office of Safe Environment  
Diocese of Victoria  
1505 E. Mesquite  
Victoria, Texas 77901  
361-573-0828  
[www.victoriadiocese.org](http://www.victoriadiocese.org)***



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Diocese of Victoria

## **HOW TO PROTECT CHILDREN FROM**

### **CHILD ABUSE**

*We are all deeply concerned about the general welfare of our children. There are many challenges that confront today's youth and child abuse is one of these. Child abuse is a fact in our society and a matter of great concern for most parents. Fortunately, child abuse is preventable and parents can help their children master prevention strategies.*

#### *The "3 R's"*

*Three underlying principles to effective youth protection strategies:*

- 1. Recognize. The child needs to be able to recognize the situations that may result in abuse.*
- 2. Resist. The child needs to be able to assert the right to resist the abuser.*
- 3. Report. The child needs to be able to tell an adult when he or she has encountered abuse and to feel confident that the adult will take actions to prevent further abuse.*

#### **Recognize Situations**

Traditionally, children have been told of the risks associated with strangers. As we have come to learn, child abuse is committed most often by a family member or person who is known to the child, often in a position of authority over the child. Therefore, if we teach only to be wary of strangers, we are not protecting our children as completely as we must. Children and youth need to understand that they have a right to refuse adults or persons in authority (i.e. baby-sitters, teachers, aunts, uncles) when they are touched on the private parts of their body or in ways which make them feel uncomfortable or frightened. The exercises in this booklet will help to prepare your child to identify situations requiring caution.

## ***Resist the Abuser***

Interviews with child molesters document that when children resist advances made by the molester, the molester will usually abandon further attempts with that child. A relatively low incidence of child molestation involves the use of physical force. Children need to be trained to say "NO" or "yell" and get away when inappropriately approached by anyone-friend, relative, or stranger.

### ***Tell an Adult***

Children and youth need to be taught to tell their parents, teacher, or other trusted adult whenever they encounter questionable situations or attempted abuse. Since adults do not always listen when a child talks to them, the child needs to be told to keep on telling until someone listens.

Sometimes, a child may not be able to talk about what has happened, but will communicate in other ways. For example, the child may go out of the way to avoid being alone with a particular person, such as a babysitter. This is a kind of communication to which parents need to be sensitive as it may be an indicator of abuse.

## ***When a Child Discloses Abuse***

If your child becomes a victim of abuse, your initial reaction can be very important in helping him or her through the ordeal. The following guidelines may help you:

- ❖ Don't panic or overreact to the information disclosed by your child.
- ❖ Don't criticize your child or claim that your child misunderstood what happened.
- ❖ Do respect your child's privacy and take your child to a place where the two of you can talk without interruptions or distractions.
- ❖ Do reassure your child that you believe him or her that he or she is not to blame for what happened. Tell the child that you appreciate being told about it and that you will help make sure it will not happen again.
- ❖ Do report the incident to the police or Child Protective Services, and encourage your child to tell the proper authorities what happened. Try to avoid repeated interviews, which can be very stressful for the child.
- ❖ Do consult your pediatrician or other child abuse authority about the need for counseling to assist your child.

Finally, if abuse happens to your child, do not blame yourself or your child. Individuals who victimize children are not readily identifiable; they come from all walks of life and all socioeconomic levels. Often, they present a nice image-they may even go to church and be active in the community. The molester is skilled at manipulating children, often by giving a child excessive attention, gifts, and money. Most abuse occurs in situations in which the child knows and trusts the adult.

## ***Teach Your Child to Be Assertive***

It is important that your child understands the right to react assertively when faced with a situation he or she perceives as dangerous. When teaching your child self protection skills, make it clear that although some of the basic strategies involved seem to contradict the sort of behavior you normally expect of your child, these strategies apply to a situation that is not normal. When feeling threatened, your child must feel free to exercise the right to:

- ❖ trust his or her instincts or feelings.
- ❖ say "no" to unwanted touching or affection, say "no" to an adult's inappropriate demands and requests.
- ❖ withhold information that could jeopardize his or her safety
- ❖ refuse gifts; be rude or unhelpful if the situation warrants. Run, scream, and make a scene.
- ❖ physically fight off unwanted advances
- ❖ ask for help.

**It's important to remember that these are protective strategies designed to give youth the power to protect themselves.**

The following exercises will help to clarify when it is appropriate to apply these strategies.

### ***Exercise 1: What If...***

In this exercise the parent sets up situations that the child should recognize as potentially dangerous. Once the parent describes a situation, the child tells what he or she would do if ever confronted in such a way. Suggested actions are listed with each situation.

### ***Situations and Suggested Actions for Each***

1. What if you are home alone and the telephone rings; a voice on the other end asks if your parents are home. What do you do?
  - a. Tell the caller your parents are busy and cannot come to the phone.
  - b. Take a message and the phone number of the caller.
  - c. If the message needs an immediate response, call your parents.
  - d. Do not tell the caller you are home alone.

2. What if an older child hangs around your school and tries to give pills to younger students. What do you do?

- a. Tell your teacher.
- b. Tell your parents even if you told the teacher.
- c. Stay away from the person with the pills.

3. What if you are home alone (or with your brother or sister) and someone knocks on the door and asks to read the electric meter. This person is not wearing a uniform or identification. What do you do? (Alternate situation: If the person were wearing a uniform, would the responses be different? Probably not.)

- a. Keep the front door or screen door locked.
- b. Do not open the door to anyone without permission from a parent.
- c. Tell the person to come back later when your parents can come to the door. Do not let the person know your parents are away.
- d. Use the telephone to call a neighbor and ask for assistance.

4. What if someone comes to you and says that your parent is sick and you must go with him or her. What would you do?

- a. If at school, go to the principal or your teacher for assistance and verification.
- b. If at home or somewhere else, call the emergency number-parent's employer, neighbor, close relative-for assistance and verification.
- c. Do not go anywhere without verification from someone in authority whom you have been told to trust.

5. What if you are in a public restroom and someone tries to touch you. What do you do?

- a. Yell "STOP THAT" as loudly as you can.
- b. Run out of the room as quickly as possible.
- c. Tell your parents, a police officer, security guard, or other adult what happened.

6. What if you are walking to school in the rain. A car stops and the driver asks if you want a ride. What do you do?

- a. Stay away from the car. You do not need to go close to the car to answer.
- b. Unless you have your parent's permission to ride with the person, say "No, thank you." If the driver persists, say "No!"
- c. Tell your teacher when you get to school and tell your parents when you get home.

7. What if you are playing on the playground and an adult comes up to you and asks you to help find his or her lost puppy. What do you do?

- a. If you do not know the person, stay away and go directly home.
- b. Even if you know the person, do not help. Adults should ask other adults for help. Before you assist, you must get your parent's permission.
- c. Tell your parents what happened.

8. What if you are walking down the street and someone comes up to you and wants to take your picture. The person asks you to come to his or her house. What do you do?

- a. Stay away from the person and say in a loud voice, "No, I don't want my picture taken!"
- b. Do not ever go into anyone else's house without your parent's permission.
- c. Tell your parents about the person.

9. What if an older child you know invites you to play a game, and to pretend that he or she is the doctor and you are the patient. This child tells you to take off your clothes so that the "doctor" can examine the "patient" What do you do?

- a. Keep your clothes on.
- b. If he or she persists, yell and get away.
- c. Tell your parents.

### ***What-If Exercises for Older Children***

1. What if you get on a bus by yourself and a person sits down next to you and puts a hand on your thigh. What do you do?

- a. State in a clear, loud, firm voice, "No. Take your hand off"
- b. Move to the front of the bus near the driver.
- c. Tell the driver and tell your parents when you get home.

2. What if, while collecting on your paper route, a customer offers you a beer, puts his or her arm around you, and says you have a fine body. What do you do?

- a. Tell the customer, "I don't like that, take your arm off me" and get away.
- b. Tell your parents when you get home.

3. What if a family friend offers you a ride home and, instead of taking you home, drives down a dead end street, parks, and starts rubbing your leg.

- a. Tell the person "NO! STOP!" in a firm, loud voice.
- b. Get out of the car, go to the nearest telephone (if you are too far away to walk home), and call your parents. Always carry enough money to make a phone call, or a cell phone.
- c. Tell your parents what happened.



4. What if you are babysitting for a couple that your family does not know well and the couple returns home late at night. While driving you home, your employer makes suggestions that make you feel uncomfortable. What do you do?
- a. Refuse to comply. Ignore the driver.
  - b. If the driver stops the car and makes inappropriate advances, say "NO", get out, go to the nearest phone, and call your parents or the police department. Again, always carry enough money to make a phone call, or carry a cell phone.
  - c. Do not babysit for these people again. It is much safer to babysit for people known to you or your family.
  - d. Tell your parents what happened.

### ***Exercise 2: My Safety Notebook***

This exercise will help your child be prepared to avoid situations that could lead to abuse or molestation. The safety notebook can be a loose-leaf notebook or pages fastened together with staples for which your child has made an original cover.

The safety notebook provides a place where your child can list emergency telephone numbers, including parents' work numbers and a neighbor or friend's number to be contacted when parents are unavailable. In addition, your child can list the safety rules that you have discussed together. Encourage your child to decorate each page with pictures and drawings that illustrate some of the rules. He or she may also want to list other kinds of safety guidelines, such as rules for bicycle safety.

"My Safety Notebook" is intended to be a fun activity for getting across some serious concerns. It is a personalized reference that can reassure your child in how to respond when confronted by a potentially dangerous situation.

### ***Exercise 3: Child Abuse and Values***

While we teach children the core values of respect, kindness and helpfulness, we must make it very clear that no child is expected to place himself/herself in potentially perilous situations. In addition to teaching and modeling the values children need to be prepared to recognize and avoid potentially dangerous situations. A few reminders:

- A. If a teacher, coach, or other youth leader ever asks a child to do something he thinks is bad, the child has the right to say "No!" and tell his parents.
- B. Sometimes people who really do not need help will ask for it in order to create an opportunity for abuse. Children should be aware of the rules of safety so that they can recognize situations to be wary of; for example:
  - 1) It is one thing to stand on the sidewalk away from a car to give directions, and something else to get in the car and go with the person to show the way to go. A child should never get into a car without his parent's permission.
  - 2) It may be okay for a child to help a person when there are other people around, but he should never go into another's house unless he has permission from his parents.

- 3) The child may be taught to be obedient, but a child does not have to obey an adult when that person tells him to do something that the child feels is wrong or that makes the child feel uncomfortable. In these situations, the child should talk with his parent or another trusted adult about his concerns.

#### ***Exercise 4: Family Meeting***

The most important step a parent can take to protect his or her child from abuse is to establish an atmosphere of open communication in the home. A child must feel comfortable in bringing to his or her parent any sensitive problems or relating experiences in which someone approached the child in an inappropriate manner or in a way that made the child feel uncomfortable. Studies have demonstrated that more than half of all incidents of child abuse are never reported because the victims are too afraid or too confused to report their experiences.

It is important that your children be allowed to talk freely about their likes and dislikes, their friends, and their true feelings. One way to create open communication is through family meetings at which safety issues can be addressed by the entire family. (The "What If . . ." exercises could be done in the context of a family meeting, as could the development of the safety rules for "My Safety Notebook")

Modified, with permission, from How to Protect Your Children from Child Abuse and Drug Abuse. A Parent's Guide, Boy Scouts of America.

As we address the basic rules for child safety, it is important to stress that traditional cautions about "strangers" are not sufficient to protect our children. Child abusers are usually known to the child. Therefore, a more appropriate protection strategy is based upon teaching children to recognize harmful situations or actions. Discuss the following safety rules with your child:

- If you are in a public place and get separated from your parent (or authorized guardian), do not wander around looking for him or her. Go to a police officer, a checkout counter, the security office, or the lost-and-found area and quickly tell that you have been separated from your parents and need help.
- You should not get into a car or go anywhere with any person unless you have your parent's permission.
- If someone follows you on foot or in a car, stay away from him or her. You do not need to go near the car to talk to the person inside.
- Adults and older youth who are not in your family and who need help (such as finding an address or locating a lost pet) should not ask children for help; they should ask other adults.
- You should use the buddy system and never go anywhere alone.
- Always ask your parent's permission to go somewhere, especially in to someone else's home.
- Never hitchhike.
- Never ride with anyone unless you have your parent's permission.

- No one should ask you to keep a special secret. If this happens, tell your parents or teacher.
- If someone wants to take your picture, tell your parents or teacher.
- No one has the right to touch you on the private parts of your body (parts which would be covered by a bathing suit,) nor should you touch anyone else in those areas. Your body is special and private.
- You have the right to say "No!" to someone who tries to take you somewhere, touches you, or makes you feel uncomfortable in any way.

These are some simple safety rules that can be approached in the same non-frightening manner in which you tell your child not to play with fire. They emphasize situations common to many child molestation cases.

## ***Computers and Child Abuse***



If your child is alone with his computer - do not assume he is safe. Cyberspace can be dangerous. If your child uses a computer and talks on a network or bulletin board your child can be at risk of child abuse.

It is possible and often very easy for children to access pornographic pictures and stories on their computer. They can even download and print this material. Exposure to pornography is inappropriate for children of any age and can be harmful to their development.

Abusers are using the computer to reach children and make friends with them. When a child begins to feel comfortable with this new friend they may forget that their computer "buddy " is really a stranger. Abusers are very good at making friends with young children. While most computer users are trustworthy people, you cannot be certain who is on the information highway with your child.

You can prevent child abuse by computer if you caution your child not to give out any personal information over the network (such as full name or address). Tell them not to answer any personal questions about themselves. Instruct your child to inform you if someone requests personal information or makes comments that leave your child with uncomfortable feelings.

Know your child's friends, even their email ones. If your child is going to meet someone face to face that they first met through a computer network - check it out. Go with your child. Be aware and supervise just as you would if they were meeting any other stranger.

Consider placing your home computer in a central location, such as the kitchen or family room so that the screen is openly visible. This aids in direct supervision of computer usage as well as deters a child from accessing inappropriate material.



Consider also limiting the amount of time your children and teenagers are allowed to spend solely with the computer. Psychologists warn us that children who spend excessive time with computer or video games may have increased difficulty in relationships with other persons. Pediatricians caution us that excessive sedentary time at computer and video based activities contributes to health and learning problems.

A word about reporting



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If you know or suspect that abuse has resulted from computer contact, you should immediately report it to your local police department. Because more than one geographical area may be involved, federal law enforcement authorities may also be contacted by the police. This new type of abuse requires special attention. Working together we can keep our kids safe.

***Report Abuse or Neglect of children, the elderly, or people with disabilities.***

**1-800-252-5400**

- Child abuse and neglect are against the law in Texas, and so is failure to report it.\*
- If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

### ***What is Abuse?***

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

### ***What is Neglect?***

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

### ***How do I make a report?***

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information

secured.

3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.

4. Give the agency person any information you have about the relationship between the child and the suspected abuser.

5. Please provide at least the following information in your report.

- Name, age, and address of the child
- Brief description of the child
- Current injuries, medical problems, or behavioral problems
- Parents names and names of siblings in the home

***Will the person know I've reported him or her?***

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

***What if I'm not sure?***

If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you on whether the signs you have observed are abuse.

# APPENDIX A

Our Lady of the Gulf Catholic School 2022 - 2023 Uniform Information

## Suppliers:

**FRENCH TOAST** <http://www.frenchtoast.com/>

(Online and at various stores)

**LAND'S END** - (Phone & On-line orders only) 1.800.963.4816

Preferred School Number: **9001-1419-0**

[www.landsend.com/school](http://www.landsend.com/school)

**AMAZON.COM** (on-line - please remember to utilize AmazonSmile and support our school!)

**WAL-MART** - (In-Store Order & On-line orders)

<http://www.walmart.com/cp/School-Uniforms/607360>

## ACADEMY

You might also find uniforms at many different stores. Follow these guidelines in purchasing uniforms, to avoid problems. Dickies has some products that are able to be used for our uniforms.

Items	Grades	Availability			
		Lands End	Academy	Wal-Mart	French Toast
<b>Standard Uniforms</b>					
White Knit Short Sleeve - No pockets - White/clear buttons	ALL	X	X	X	X
White Knit Long Sleeve - No pockets - White/clear buttons	ALL	X	X	X	X
Shorts – Navy - 2" below finger-tips and above the knee - No Cargo shorts, No tight fitted shorts - No decoration (cuff is preferred for girls)	ALL	X	X	X Boys shorts only	X
Skorts – Navy - 2" below finger-tips and above the knee	ALL	X	X	X	X
Pants – Navy - No low rise - No Cargo pants, No tight fitted pants	ALL	X	X	X	X
<b>Ladies Dress Uniforms</b>					
Navy Blue Jumper - Solid color - No decoration (buckles, bows) - Blue buttons allowed - Hem must be 2" below finger tips	PreK4 – 5 <sup>th</sup>	X	X	X	X
Peter Pan Blouse - White - No colored piping - Clear/white Buttons	PreK4 – 5 <sup>th</sup>	X	X	X	X

- School Polo shirt is also allowed					
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Skirt – Navy, - No Skorts allowed - Fully pleated or front pleats only	6 <sup>th</sup> – 8 <sup>th</sup>	X	X	X	X
- Women's or girl's fitted Oxford Blouse - Darts - Clear Buttons - Designed to be worn not tucked in	6 <sup>th</sup> -- 8 <sup>th</sup>	X	X	X	X
Tie – Navy	6 <sup>th</sup> – 8 <sup>th</sup>	Navy ties available through school office			
<b>Gentlemen Dress Uniforms</b>					
Pants – Navy - Same as Standard Uniform Pants	ALL	X	X	X	X
Oxford Button Down - Short or Long Sleeve - White/Clear buttons - Pockets optional (1 or 2)	ALL	X	X	X	X
Tie – Navy - Clip on, Zip-tie or Regular - Navy ties available in the school office	ALL				
OLG Gray School Shirt is required for field trips and other school activities. These are available in the school office.	ALL				

Navy Belt (optional)

- If pants fit correctly, belt is optional
- Navy only, plain buckle

Socks: - Solid white or Solid Black - Socks must be visible above shoe - No logos or markings of any kind	Tights: - Solid Navy, White or Black only Leggings - Solid Navy, White or Black only

**Shoes:** Tennis Shoes ONLY (Sneakers, Athletic shoes, Keds, etc.)

- Must wrap around heel
- No Boots, Sandals, Loafers, or Sperrys
- No heel above 1 1/2 inch
- Must have a soft sole
- No more than 2 inches above the inner ankle bone
- Must lace or have Velcro, No slip ons
- These shoes are necessary standard equipment for the Gym/Playground and are to be worn the entire day. Also required on Free Dress Days.

**Jackets:** Solid Navy

Only solid Navy blue Jackets are allowed to be worn in the classroom. All other jackets are to be placed in school lockers. Navy School Jackets bought through Lands End may have school logos embroidered on them.

**No** school logo may be embroidered on standard or dress uniform shirts.

Approved school logos may be embroidered on navy school ties (boys or girls).

# APPENDIX B

## Absences:

### ➤ None required at this time

- Students in Remote Learning mode due to illness or quarantine, are not considered present in school per TEA ruling in June 2021. A student will still be considered absent if not on campus.
- Absences due to an illness related quarantine diagnosed by a doctor (Fax/email from doctor office should be sent directly to school indicating the allowable date of return.

## Protocols For COVID:

### ➤ None required at this time

- the student exhibiting COVID like symptoms has siblings in the school, these students will also be brought to the specially designated isolation sick room and must be sent home at the same time.
- d. If the student exhibiting COVID like symptoms carpool with another student(s), this student(s) must also be sent home.
- e. When a student(s) is sent home with COVID symptoms, the following card will be given to the parents:
- 3. Following information is given to the parent on a card:
  - a. You student demonstrated the following symptoms while at school:
    - i. Fever higher than 100.4 (actual temperature will be given)
    - ii. Cough
    - iii. Shortness of breath or difficulty breathing
    - iv. Fatigue
    - v. Muscle or body aches
    - vi. Headache
    - vii. New loss of taste or smell
    - viii. Sore throat
    - ix. Congestion or runny nose
    - x. Nausea or vomiting
    - xi. Diarrhea
  - b. Step 1: Go straight home.



c. Step 2: Contact your primary care physician (PCP) and inform him/her of the situation.

d. Step 3: Follow your PCP's instructions about quarantine, testing and treatment. Provide PCP with the school **fax number (361.552.7485)** and ask the PCP office to fax school the date that your student(s) may return to school.

If you have COVID-19 questions involving the school, please email them to [COVIDInfo@olgmariners.org](mailto:COVIDInfo@olgmariners.org)



## Our Lady of the Gulf Catholic School Field Trip Policy

OLG Catholic School strives to make all field trips academically meaningful either through the educational programs enhanced and/or rewarded.

Logistically there are two types of field trips:

Open Field Trips	Closed Field Trips
Public Locations - Examples: Museums, Zoos, Aquariums, County Fair grounds (during fair week), NASA	Private/Semi-Private Locations - Examples: Marine Center, Ag in the Classroom, Convents, Churches, Retreat centers, Theaters/Plays (especially put on for students)
Parents are invited to accompany their children on public field trips (especially grades PreK4 – 3 <sup>rd</sup> ), if they are Safe Environment Trained.  No siblings (or children under 18 years of age) are allowed on field trips. Siblings over 18 years of age must be Safe Environment trained.	Students, teachers & chaperones only are invited to attend these field trips unless there is a special family oriented learning outcome.

### Chaperone Requirements:

- Safe Environment Trained
- Selected chaperones for each field trip approved by office
- Are required to stay the entire length of the trip
  - No leaving field trip early
  - Once students are on bus for return trip, non-teacher chaperones may be excused IF there are the proper number of bus chaperones per the transportation policy
- Duties of a Non-Teacher Chaperone
  - Keep group assigned to him/her together & safe (top priority)
  - May stop unsafe or unacceptable behavior
  - May not *determine* discipline for a student (e.g. have him/her sit out, give a verbal reprimand to individual or groups of students – except to stop unsafe situations). If discipline needs to be addressed, a school faculty member should address the situation.
  - May *enforce* the discipline/rules & consequences that are put in place for students by a faculty member.
  - Chaperones are a point of contact for parents & faculty members. Thus they should have a copy of all contact numbers. If a non-chaperone parent needs to reach a faculty member, etc. they may go to the chaperone and ask them to contact the required person. They should not give out faculty member personal cell numbers to other parents.

### **Non-Chaperone Parent agreement for attending a school sponsored field trip:**

- I understand that all adult participants must be Safe Environment trained. To become a safe environment trained, please contact the school.
- I understand that I may not temporarily take my student away from the group without informing the chaperone over that group (e.g. to go to the bathroom).
- I understand that all students are to stay with the group and be engaged with the planned activities. If I want to take my child away from the group, I must sign my child out and return any badges that are associated with the field trip. By doing so, I will be officially checking my child out of school for the day and it will be assumed that my child will not return to the school that day.
- I understand that the designated chaperone is responsible for the logistics, adherence to the rules and safety of the group and I will support the chaperone as needed to ensure safety of the students at all times.
- I understand that only school faculty may determine consequences for any student infractions of the rules.
- I understand that I may not check out any children, other than my own, without written approval from the legal guardian of that child. This should be done prior to the day of the field trip if possible.
- I understand that the chaperone is responsible for staying in contact with other chaperones/school personnel. If I have a question or need to contact one of these, I will go to the chaperone over my group first as the primary point of contact for my group.

Safety the top priority of all field trips, followed by academic learning and fun! To ensure these objectives are met, I agree to the above statements and acknowledge them with my signature below:

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_