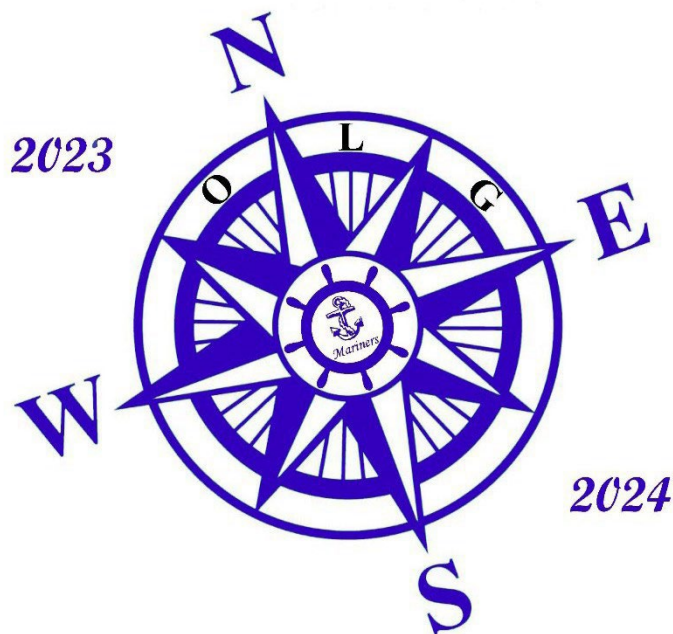


# Our Lady of the Gulf Catholic School



*What is Your Education Destination?*

## 2023-2024 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*

301 S. San Antonio St. • Port Lavaca, Texas 77979  
(361) 552-6140 • Fax (361) 552-7485

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 (Franciscan Sisters of Christ the Light). A lot of wonderful memories have been made since 1996, 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.

While we have many memories and accomplishments over the 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

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

## Section I

### Admission Policy

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 begins in the spring. (OLG will accept rolling admissions on a case-by-case basis) 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 1-1-23 to 6-1-23 establishes tithing status for the 2023-24 school year).
2. Tuition amounts are set by the School Advisory Council (SAC). Full tuition is due regardless of daily class attendance. Each family is to 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 (number of payment options may be limited if enrolling late). 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. concession stand at games, 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 to (or are currently) 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 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 and FACTS. You 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.** 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 the 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 Policy

- 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 is, also, 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 as well as athletics for grades 5 through 8.
- 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 – 8 are sent out to parents halfway through each grading period.

**F. Parent - Teacher Conferences:** Conferences will be scheduled during the first quarter to discuss each 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 parents and teachers 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 any 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.
4. Students need to complete academic requirements (participation in core subject classes, any assigned testing) in order to participate in extra-curricular/co-curricular activities.

**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 the following: Religion, Social Studies, Science, Mathematics, and Language Arts. The three components of Language Arts (Reading, Grammar/Writing and Spelling/Vocabulary) are assessed 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 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. Permitting 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. Failure to meet the conditions will result in a student not being promoted.

- 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 Policy

*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 unexcused. Parents should petition the school when unusual circumstances require foreseen absences. In all cases, absences must be explained in writing by the parents upon the student's return to school.

**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 schoolwork, 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.

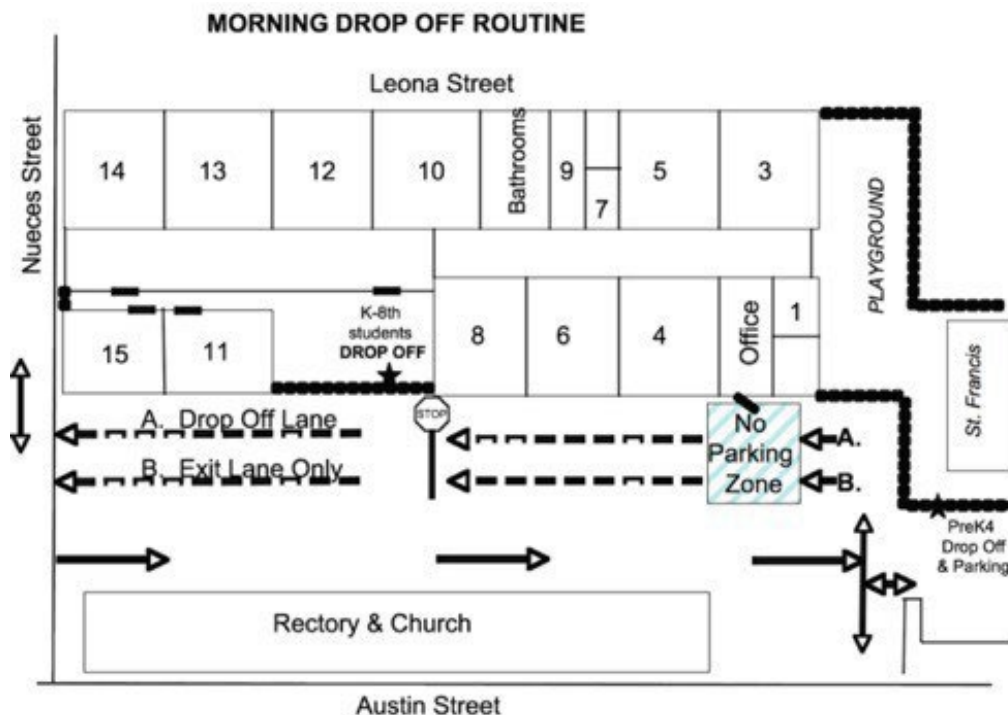
7. Student absence for **personal illness exceeding 3 (three) days** requires a **note from a physician** or health clinic in order to return to school.
8. For COVID related issues, please reference Section V.B and Appendix G of this policy manual. **Students are expected to sit out 5 days for COVID, which will not count against the student.**
9. 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.
10. **Students absent for more than ½ day are not eligible for Extracurricular activities on that day (as participant or spectator).**

**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 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 policy 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 parents' participation in the Attendance Committee procedure is mandatory. The student's participation is determined by the committee and would also be dependent upon the age and maturity of the student.
6. The Attendance Committee is not a meeting to solve additional student problems such as attitude or other discipline problems. It is also not a meeting to address a 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 may still require the child to be retained.

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

1. School begins at 7:55 A.M. and dismisses at 3:45 P.M. for grades K – 8 and 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 \$3/day and will be **held at the main school building**. Students participating in the Breakfast Program may be brought into the school office from 7:00am - 7:30am.
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 Pre-K4 volunteer.
  - b. K – 8 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.
  - d. **DO NOT STOP & DROP OFF STUDENTS AT THE OFFICE DOOR AFTER 7:30 AM. The school office will be closed from 7:30am - 7:55am.** It will reopen at 7:55am to accept students that are tardy.



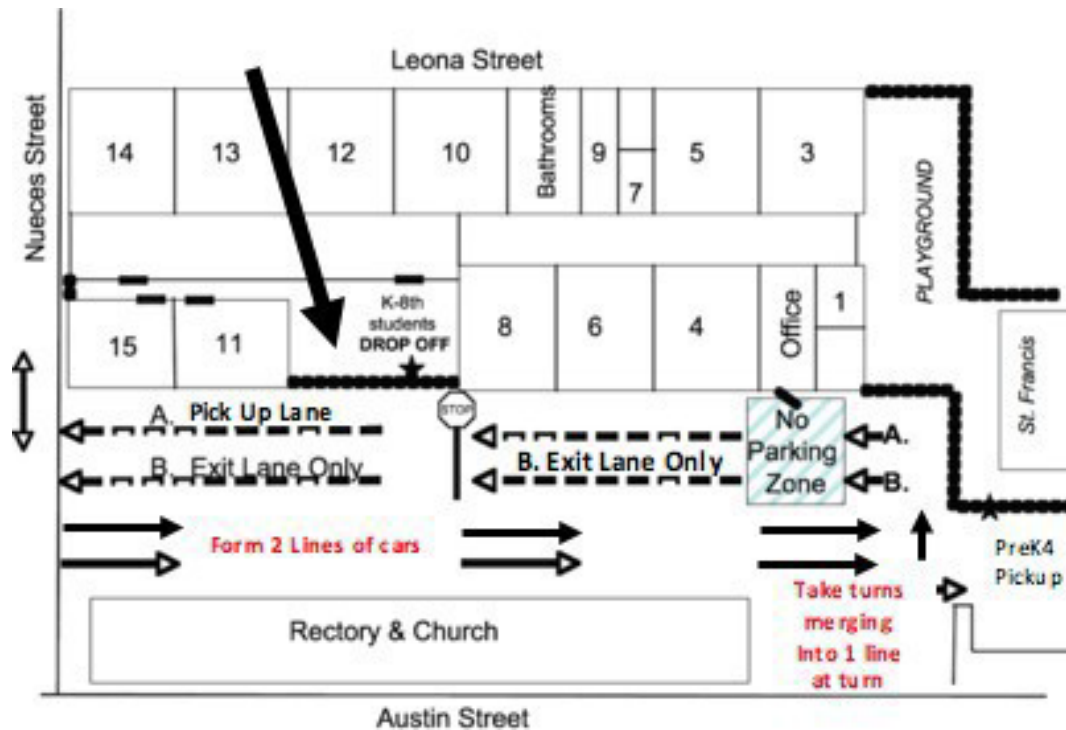
**Diagram 1: Morning Drop-off Route**



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

1. Pre-K4 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 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. K5 – 8 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. Pre-K students will be dismissed from St. Jude Hall. 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 by 3:30pm, the student will be sent to the office. After 3:30pm, the office is closed, and students will be dismissed through the normal pick-up procedures.
7. If there is a change in the **driver** who normally comes to pick up a student, please call the school and let the front office know. That information will be passed on to the appropriate teacher on dismissal duty 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 placard in your front window.
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 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.
10. 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.
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. Please try to schedule a student's appointments with your student's class schedule in mind to minimize missed classes.
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 offers after-school care for its students until 5:30 pm each day. There will be homework assistance provided in addition to a snack which will be provided. After School Care for K – 8 students begins at 4:00 pm. (PreK ASC time begins at 3:30pm unless they are being dismissed with older siblings. 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 and will NOT be charged for ASC.**
2. **The OLG ASC program will cost \$5.00/day and billed through FACTS.**
3. Parents/guardians need to **pick up students by 5:30 pm. Parents should park at the school office and ring the doorbell. Your student will be brought to this door.**
4. 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 parents and the YMCA ahead of time as it is a completely separate program from our school.
5. Students who participate in other **OLG sponsored after-school activities** (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.
6. 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 the 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.

## Section IV

### Discipline/Behavior Policy

- 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. 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 with compassion, and talking and praying with the children are always the first steps.

- B. **Elementary School Conduct System (PreK - 4):** The homeroom teachers for Grades PreK – 4 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:

#### **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 – 4 will remain, and students will not return to green until the next day.

#### **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).

#### **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. Grades 1 - 4 students will miss their whole break at the next recess.

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

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

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

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

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

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:** A 10-point deduction on that assignment to be turn in by the next day's class.
3. **Rule #2:** 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. **Rule #3:** Loss of merit free-dress day. Breaking #3 consistently will result in a mark for Rule #4.
5. Violations of **Rule #4** show lack of self-control and/or poor judgment and include (but not limited to) the following:
  - Disrespect or defiance to staff (not following instructions or ignoring instructions)
  - Horseplay or disrespect to another student (including name-calling, foul language, teasing, etc.). Should be assessed if it falls under bullying. (see Safety/Security Policy)
  - Disrespect to self by putting oneself down or physically hurting self.

Three marks against Rule 4 result in a detention notice home to the parents to inform them of the day/time of detention (normally 2 days later (e.g. notice on Mon for Detention on Wed) to arrange transportation) and reasons. Each additional mark earned during a marking period (4+) will earn another detention. 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.

Detention may be given at any stage at the principal's discretion for exceptional cases. Conference with parents is an option (and often recommended) at every stage to help correct behavior.

**Detention(s) MUST be served prior to participating in any extracurricular/co-curricular activity. This includes all sports, clubs, bells, pageants, etc.**

**Detention will be held after school for a minimum of 30 min (may increase based on type/number of offense)**

**D. Suspensions:**

1. Persistent unacceptable behavior will result in disciplinary probation, which lasts as long as the principal decides. If necessary, this may result in an in-school suspension (substitute teacher(s) 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 suspension 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.

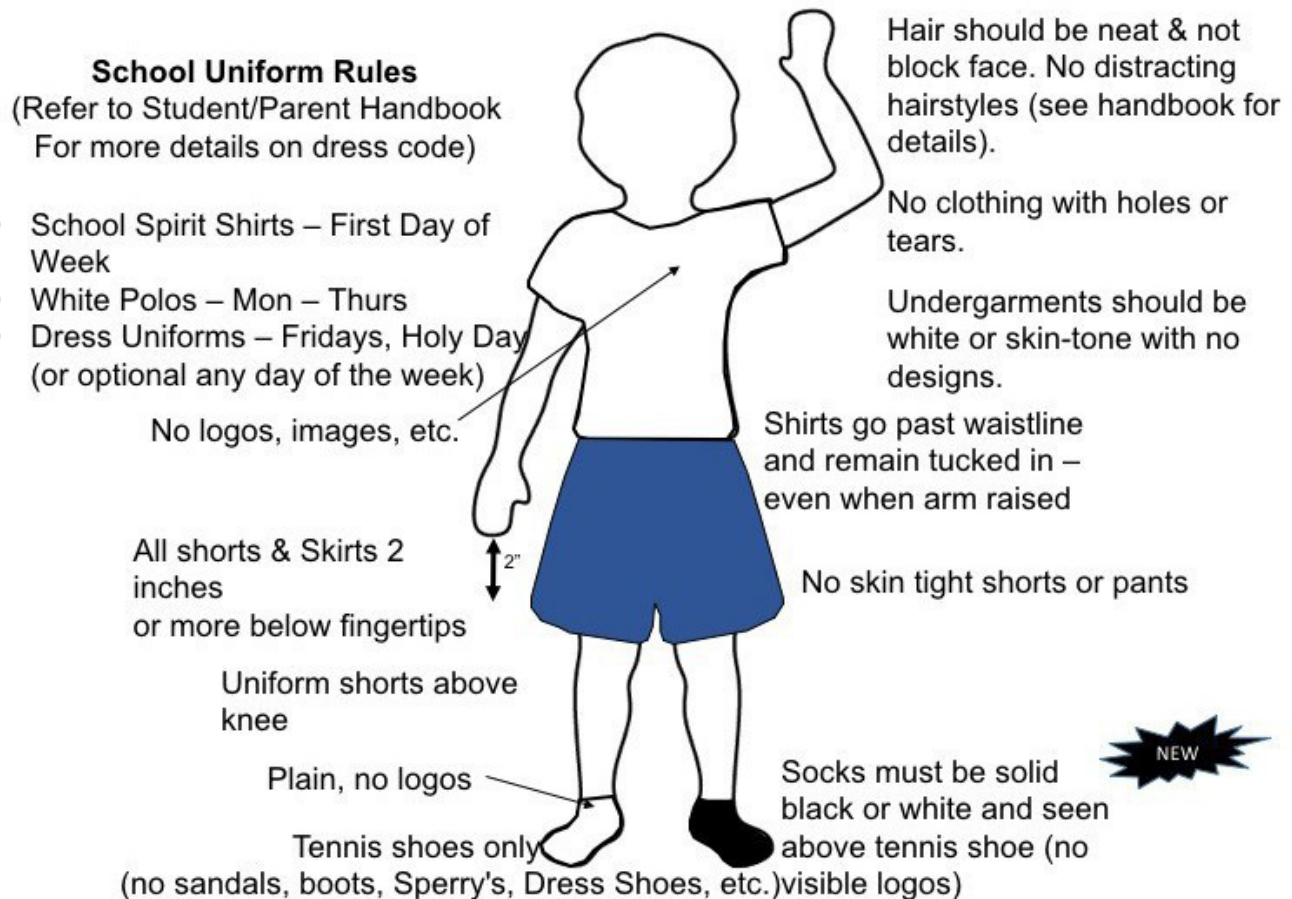
**F. Corporal Punishment:** There is NO corporal punishment administered at Our Lady of the Gulf Catholic School in accordance with diocesan policies.

**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.





## ***UNIFORM RULES & GUIDELINES***

Monday – “Standard Uniform” Or 1 <sup>st</sup> day of school for that week (ex: Monday a Holiday)	<ul style="list-style-type: none"> <li>• OLG gray T-Shirt</li> <li>• or Church/School approved T-Shirt</li> <li>• or White Polo Shirt</li> <li>• Navy: Skorts, Shorts, Pants (see below)</li> </ul>
Tuesday – “Standard Uniform”	<ul style="list-style-type: none"> <li>• White Polo Shirt</li> <li>• Navy: Skorts, Shorts, Pants (see below)</li> </ul>
Wednesday – “Standard Uniform”	<ul style="list-style-type: none"> <li>• White Polo Shirt</li> <li>• Navy: Skorts, Shorts, Pants (see below)</li> </ul>
Thursday – “Standard Uniform”	<ul style="list-style-type: none"> <li>• White Polo Shirt</li> <li>• Navy: Skorts, Shorts, Pants (see below)</li> </ul>
Friday - DRESS UNIFORM!	<p><b><u>Boys:</u></b></p> <ul style="list-style-type: none"> <li>• White <u>button</u> down shirt (no polo)</li> <li>• Navy Pants (no shorts)</li> <li>• Tie</li> </ul> <p>*****</p> <p><b><u>Girls:</u></b></p> <p>PK – 5<sup>th</sup>:</p> <ul style="list-style-type: none"> <li>• White “Peter Pan” Blouse or polo</li> <li>• Navy Jumper <u>only</u> (no skirts/skorts)</li> </ul> <p>6<sup>th</sup> – 8<sup>th</sup>:</p> <ul style="list-style-type: none"> <li>• White “Dress” Blouse (NO polo)</li> <li>• Skirt (no skorts or jumper)</li> <li>• Tie</li> </ul>

*The above information is “Weekly Dress” unless specified otherwise (Blue Folder, School Messenger, Etc.) Please refer to “Uniform Information Sheet” or school website for more detailed information.*

**Navy Pants/Shorts:** Plain with button/zipper. NO: Cargo or Drawstring. Inside Adjust & Pleat allowed.

**Shoes:** Always Tennis Shoes (including Free Dress days). No Sandals, Boots, Slip-ons, Etc.

**Socks:** Plain white or black, NO: logos, ruffles or any other color on them. Must be seen (no “no show”)

**Free Dress Passes:** May NOT be used for First Friday, Holy Days or Special Events (days when dress uniform is mandatory)

**Field Trips:** Always OLG Gray T-Shirt unless specified otherwise on the Field Trip note.

### **Rule of thumb:**

- When in doubt, wear daily uniform and bring or send other.
- If you are not sure if your child earned “Free Dress” pass, wear uniform (specified above) and send free dress clothes just in case.

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.
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 when arms extended at side and should not go below the knee. Shorts and pants must not be skintight.
6. Appropriate tennis shoes (court shoe or "sneaker") 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. \*\*\*This means no slip-ons (e.g. Sperrys, Hey Dudes, etc), sandals, etc)\*\*\*
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. Hair:
    - Boys' hair must be cut above the eyebrows, ears, and bottom of collars.
    - 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.
  - e. 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.
- f. No pins/brooches should be worn on shirts or jackets without special permission from the homeroom teacher and/or administration.
  - g. All hair colors must be natural and non-distracting. Ombre style hair color is not allowed, even if both colors are natural colors.
  - h. 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 (including grey school t-shirts). **No markings or patterns of any kind are acceptable on undergarments. If patterned/colored undergarments are worn, parents will be required to bring a change of clothing or the student may 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 brought in. If not, a tie will be given to the child and the parents will be 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. Fingernail 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. Grades 6-8 have P.E. together and dressing out in P.E. clothes is **REQUIRED** P.E. clothes include solid blue/black/gray shorts (no print), OLG grey T-shirts, tennis shoes, and white/black socks. **PE shorts may be purchased through the school for grades 6-8 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:** Photos, captions, or other “posts” on a student’s or parent’s social media account that depict the school, the faculty, other students, or the parish in a defamatory manner, or attempt to defame, may result in disciplinary action up to expulsion from OLG.
- J. **Texting:** Students should at no time be involved in texting or other online communication during the course of the school day since electronic devices are prohibited. Students involved in texting at school face the possibility of detention, suspension and/or expulsion depending on the nature and extent of the offense. This includes chatting on a school provided laptop/electronic device in class or school hours.
- K. **Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices which negatively impact the learning environment at school face suspension and/or expulsion. In accordance with the law, the law enforcement will be notified and students and parents may face legal repercussions as well.
- L. **Cafeteria Guidelines**
1. 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 (i.e., do not go into the kitchen to get it yourself).

## Section V

### Health Programs

#### A. Medication:

It is the policy of this school in accordance with the American Medical Association and the Texas Catholic Conference of Bishops - Education Department that school personnel may not give medication of any kind without required documentation from a medical professional.

1. If medication is needed 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 for bringing the medication to the office (where it will be kept in a locked cabinet or drawer), 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. 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. If two inhalers are provided, the second inhaler must be kept in the school office in case of an emergency.
  - e. 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.
  - f. Only the parent, guardian, or a medical professional may administer nebulizer treatments for a student during the school day.
  - g. Sunscreen/sunblock will be handled in a similar manner to cough drops.
  - h. "Bug" spray cannot be applied by school personnel. If a parent wishes their student to wear bug spray, the parent must apply it themselves. Like other medications, bug spray cannot be kept by the student.
2. 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 and is determined to be ill, parents will be notified to pick up their student.
2. Illness Outside of School (or carryover from school)
  - a. If a student has a fever of 100.4F (38C), they must be fever-free for at least 24 hours WITHOUT having to use fever-reducing medicine (Tylenol, Motrin, etc)
  - b. Parents should check with their doctors concerning eye and ear infections, rashes, sore throats, or persistent coughs before sending the children to school.
  - c. 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 can take it into consideration when evaluating if a student may need to be sent home for having these symptoms or worsening symptoms.
3. COVID (See also Appendix G)

**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. School Emergencies: (See Safety/Security Policy)**

**I. 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.

**J. 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 September 2022, 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 suspected 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 2022 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.

**K. 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.

**L. 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.

**M. 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 their students meet with a counselor to address a personal family need.



## Section VI

### General Information

#### A. 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/badge prior to admission to the school. Visitors wishing to have lunch with their student, birthday party, volunteer, go on a field trip, be a class mother/father, or other role interacting with any students must first be Safe Environment approved. All visitors at the school for other reasons without student interaction (e.g. meeting with teacher) who are not Safe Environment approved must be escorted by school personnel (who are SE approved) while on school grounds. Disruption of classes is not permitted.

Since being Safe Environment approved is so often necessary, we encourage **all** of our parents to go through the process as soon as possible as they will likely need it at some point. The process is online, short (60-90 minutes), and can be stopped and resumed throughout if you cannot complete in one session.

**(See Instructions in Appendix F for how to become Safe Environment approved)**

#### B. Communications:

1. All notices, announcements, and miscellaneous materials that need to go home will be sent home on Mondays in the Blue Folders (and/or the school's messaging system). Parents are asked to be sure that they have checked the Blue 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.

**C. 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.

**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 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:
  - a. PreK4: 2:30 – 3:00pm (normal school days)
  - b. K5 – 4: 3:00 – 3:30pm (normal school days)
  - c. 5 – 8: 3:00 – 3:30pm (Fridays ONLY; Excluding First Fridays)
3. Please coordinate with the Homeroom Teacher at least 3 days in advance so he/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 meet the above requirements.
4. Only cupcakes of special cookie and a juice box/water bottle should be provided at these parties. No cakes, pizzas, 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. **Space is limited and all visitors for the party must be Safe Environment approved and will be required to check in and go through the Front Office for Check-in and 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 is 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-G.
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 B for more information pertaining to these types of trips and the chaperone and non-chaperone parent requirements.**
3. **A student's participation in field trips is dependent on their required school documentation and financial status being up to date. Please see section I.E.5 for details. Students' 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 is required.
  - 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 parents 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).**
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. The 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 students' 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. Those joining for lunch must be Safe Environment Trained.

- 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. Water bottle filling stations have replaced the use of water fountains in the school. Students (PK-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.

## 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 times agreed upon between SAC, the principal, and pastor 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. Office Manager:** The school secretary is responsible for handling administrative correspondence and reports to and assists 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.3 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.



## 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 or volunteering in any capacity in the school must complete the process. This involves filling out an online application. A criminal background check is triggered by online application information and is received by the diocese. The applicant then completes the required module(s) in VIRTUS (those still current with the previous CPC workshop does not need to complete VIRTUS until time to renew) 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.

# APPENDIX A

## Our Lady of the Gulf Catholic School 2023 – 2024 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, Hey Dudes, 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

### 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)
<p>Parents are invited to accompany their children on public field trips (especially grades PreK4 – 3<sup>rd</sup>), if they are Safe Environment Trained.</p> <p>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.</p>	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 is 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: \_\_\_\_\_

**Before** completing **Protecting God's Children** training, all participants **must** first register with **VIRTUS Online**.

Please register by **going** to:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37417](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37417)



Or you can also go to [www.virtus.org](http://www.virtus.org) and click on 'First-Time Registrant' and select Victoria from the dropdown list.

**Create** a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID.

Click **Continue** to proceed.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.  
 Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.  
 We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

[Important note about selecting passwords](#)

**Provide** all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Date of Birth, Driver's License and State, ID's, and any additional names.

**(Note: Do not click the back button or your registration will be lost.)**

Click **Continue** to proceed.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Conf'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

Driver's License / State ID / Meticula / Passport / Mexico ID:

State of Issue:

**Your** selected location(s) and role(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations and roles.

Otherwise, if your list of locations is complete, select **NO**.

**You have chosen following locations and roles:**

Demo Parish (Victoria)

• Volunteer ☒

**Are you associated with any other locations?**



All registrants must please read the **Code of Ethics**.

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Diocese of Victoria, TX

Code of Conduct

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☐ I hereby represent that I have read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last)\*:

Today's Date\*:

[Continue](#)

All registrants must please read the **Declarations**.

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Diocese of Victoria, TX

Declarations

The Catholic Diocese of Victoria appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements below.

- I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.
- I hereby authorize the Catholic Diocese of Victoria to conduct a personal and professional background check for the purposes of my application at the Catholic Diocese of Victoria. The Catholic Diocese of Victoria may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Catholic Diocese of Victoria's contact with the individuals for purposes of employment or volunteer

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☐ I hereby represent that I have read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)\*:

Today's Date\*:

[Continue](#)

Please answer **Yes or No** to the questions presented, and provide explanations as needed.

*Have you ever been accused of or arrested for physically, sexually or emotionally abusing a child or an adult?*

*Have you changed your last name in the past 5 years?*

*At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?*

*Does your position require the transportation of articles, children, youth or adults on the behalf of the parish/school? If yes, an additional driving history may be performed.*

Click **Continue** to proceed.

Have you ever been accused of or arrested for physically, sexually or emotionally abusing a child or an adult?  
☐ Yes  
☐ No  
 If yes, please explain:

Have you changed your last name in the past 5 years?  
☐ Yes  
☐ No  
 If yes, please list any previous names:

At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?  
☐ Yes  
☐ No  
 If yes, please list in which states you have lived:

Does your position require the transportation of articles, children, youth or adults on the behalf of the parish/school? If yes, an additional driving history may be performed.  
☐ Yes  
☐ No  
 If yes, describe your position:

☐ I declare that the statements on this form are true and correct.  
 Full Name (first, middle, and last):  (John D. Smith)  
 Today's Date:  (mm/dd/yyyy)

All registrants must please read the document **Authorization**.

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Diocese of Victoria, TX  
**Authorization**

**FCRA Authorization to Obtain a Criminal Background Check**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the Diocese of Victoria to conduct a comprehensive review of my background through a consumer report to be generated for employment or volunteer ministry.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report will be provided to me. The Diocese of Victoria completes a criminal background check on all volunteers and employees. A credit report inquiry is not a part of the normal background check process. Should a credit report inquiry be necessary for your position, you will be notified and authorization will be obtained prior to performing the inquiry.

Problems viewing PDF? [Click Here](#)

☐ I hereby represent that I have read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.  
 Full Name (first, middle and last):  (John D. Smith)  
 Today's Date:  (mm/dd/yyyy)

Please select the online training to access.

Click **Continue** to proceed.

Please select the session you wish to attend

☐ Protecting God's Children for Adults (Online Training)

☐ Protecting God's Children for Adults (Online Training in Spanish)



Click on [You have 1 online module assigned](#), and then click on the green circle to begin the Online Training

Upon completion, the last screen will allow you to print a certificate, and you can always log back into your account and access the certificate.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you!


## Current Training



[You have 1 online module assigned](#)

## Online Training Modules

To begin your online training, please click the title of your assigned training:

 [Protecting God's Children® Online Awareness Session 4.0](#)  
Assigned: 06/12/2023  
Due: 06/26/2023

 Past due

 Due date approaching

 Assigned

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

## **Appendix D**

### **Behavior Identification Tool**

#### **Classroom Behavior - Treatment of Others**

As members of the Our Lady of the Gulf Catholic School community, students are expected to acknowledge the dignity of and demonstrate respect for themselves, fellow students, the integrity and atmosphere of the classroom environment, faculty and staff, and for the mission of Our Lady of the Gulf Catholic School. These behaviors are not just a request; they are critical components of the curriculum and are given appropriate consideration in student evaluation. These expectations are nonnegotiable and are worthy of acknowledgment and intervention by members of the faculty and staff. Continuous patterns of disrespect will result in a meeting with the principal and may result in suspension or dismissal. To communicate our position on different types of behavior, we provide these descriptions of behavior types to create shared language for problem solving and conflict resolution. In addition to the outcomes listed below, a student's actions **may also fall under OLG's Disciplinary Policy and have additional consequences**. This list serves as a tool to recognize, understand, and mitigate the occurrences and their effects, as well as serve to help prevent occurrences from escalating to a more serious nature.

#### **Peer Conflict**

Conflict between and among peers is a natural part of growing up. Students will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things or act out toward their peers.

If it's peer conflict, you will be aware that these students:

- usually choose to associate or hang out together;
- have equal power (similar age, size, social status, etc.);
- are equally upset;
- are both interested in the outcome; and
- will be able to work things out with adult help (after calming down).

Adults can respond by helping the students talk it out and see each other's perspective. This is often referred to as "conflict resolution".

#### **Mean Behavior**

Students may try out behaviors to assert themselves, sometimes saying or doing mean things such as making fun of others, using a hurtful name, taking something without permission, excluding a student, or agitating individuals in lines or other forced proximity. If it is mean behavior, usually:

- it is not planned and seems to happen spontaneously or by chance;
- it may be aimed at any student nearby;
- the student being mean may feel bad when an adult points out the behavior and effects.

When faculty or staff see mean behavior, they will not ignore it. Faculty and staff will quickly, firmly and respectfully stop the behavior, let students know that their actions are hurtful, and redirect students to more positive or neutral behavior. This quick response and intervention stops students from developing a pattern of negative behavior as their way of interacting with peers, and prevents the behavior from escalating into bullying.

## **Bullying**

Often the previous categories are misidentified as bullying. Bullying is a serious behavior that has three key features: (all three must be present for the situation to be considered bullying):

- Power imbalance — One student clearly has power over the other (s), which may be due to age, size, social status, and so on.
- Intention to harm — The purpose of the bullying behavior is to harm or hurt other (s) – it's intended to be mean and is clearly not accidental.
- Repeated over time – bullying behavior continues over time and gets worse with repetition. There is a real or implied threat that the behavior will not stop, and in fact will become even more serious.

The effect on the student who is being bullied is increased fear, apprehension, and distress. Often by the time adults find out about what is happening, the student has tried many ways to stop the bullying behavior but cannot do so on their own. Adults must address the bullying behavior and ensure the safety of the student who has been targeted.

When schools respond to bullying, staff will also help the student who has been bullying others to take responsibility for their actions and change their behavior. They will monitor the situation to ensure the bullying stops and will support the student who has been targeted to regain confidence and a sense of safety.

# BULLYING CHECKLIST

FOR SCHOOLS

## PLEASE READ BEFORE USING CHECKLIST

To determine whether an act is bullying or cyberbullying by law, proceed down the checklist and provide a checkmark for each true statement. If any identified section does not receive at least one checkmark, then the act is not considered bullying by state law.

SB 179, "David's Law" expanded authority to school districts, allowing public and charter schools to address cyberbullying off-campus and outside of school-related or school-sponsored activities based on specific criteria. In order to address this legislative change, this checklist may help parents, educators, and administrators determine if a student at their school has been bullied according to the legislative definition. Please follow the conditional 'yes/no' logic for the questions regarding the use of electronic communication devices in possible bullying scenarios.

### Did the act occur outside of a school-sponsored or school-related activity?

*(This is an important distinction, as David's Law expands a school district's authority to include cyberbullying incidents that occur off campus and outside a school-sponsored or school-related activity, as long as it meets one of the below criteria.)*

Yes

### Did the act interfere with a student's educational opportunities; or substantially disrupt the orderly operation of a classroom, school, or school-sponsored/related activity?

No

According to law, if the act **DID NOT** meet the criteria above, it is not under the school district's authority.

## is it Bullying?

Was it a single significant act? ☐

Was it a pattern of acts? ☐

By one or more students directed at another student that **exploits an imbalance of power** ☐

Through physical contact ☐

Using verbal expression ☐

Using written expression ☐

Using electronic means ☐

Physically harms a student or damages their property ☐

Creates reasonable fear of harm to student or damage to their property ☐

**Is sufficiently severe, persistent, or pervasive enough that the action or threat creates:**

Intimidating educational environment ☐

Threatening educational environment ☐

Abusive educational environment ☐

Materially and substantially disrupts the educational process or operation of school ☐

Infringes on rights of victim at school ☐

### Was the act committed by using any type of electronic communication device?

Yes

*(i.e. Cellular or other phone, computer, camera, e-mail, text or instant messaging, social media app, Internet website, Internet communication tool)*

No

On school property ☐

At a school-sponsored or school-related activity (on or off campus) ☐

On school bus or vehicle used to transport students ☐

## Yes, it's Bullying

*(Cyberbullying is bullying)*

## Appendix E

### Our Lady of the Gulf Catholic School

#### Campus Safety and Security Operations

Safety is the condition of being protected from danger, risk, physical or psychological injury, or unwanted coercive change. Security operations are the actions we take on a daily basis to keep the students, teachers, faculty and staff safe from reasonably determined risks inherent to and emergent of the acts required to operate a Catholic School in today's world and beyond.

Security Operations at OLG are built on layers of protection. These layers place physical barriers between our students and potential threats that create time and space for prepared responses or suitable reactions. They facilitate the recognition of emerging threats to trigger notification as soon as possible. They generate rapid execution of prepared responses that save lives in the event of a threat incident, natural or manmade disaster.

#### **Preparedness.**

We work diligently to take every preparatory action possible to create a safe and supportive environment for our students to learn and grow.

That task requires that we all work to build our individual and collective capacity in preparation for any act, event, or condition that would be reasonably expected to occur, or whose likelihood, however low, would create directly or indirectly, danger, risk, physical or psychological injury, or unwanted coercive change.

The Principal, in conjunction with the Pastor, has the responsibility to organize the effort to establish and maintain the safety and security of Students, Faculty, Staff, and visitors on our campus or at venues contracted for use for school activities. However, safety and security is the responsibility of every member of our school community.

#### **Reporting Concerns**

School safety is a shared responsibility. Although your student may have fears about reporting school safety concerns, **it is important to have conversations with your student about the importance of reporting.** During these conversations, you can alleviate their fears and concerns by talking about the truth behind each fear. Students are often resistant to reporting peer incidents for the following reasons:

- **They fear retaliation.** Who is reporting is kept confidential and only shared with those specifically required to know (e.g. law enforcement who may need to arrange to ask

follow-up questions)

- **They do not want to be labeled “a snitch.”** It is not “snitching” when you are asking for help for yourself or for others. Asking for help saves lives. Intervention takes place when it is needed, and it provides much-needed help and resources to those who need it. Tell your student that they may be the only person who can help, and the only way they can help is by telling someone.
- **They falsely believe that reporting is betraying a friend’s trust.** Teach your student to never promise confidentiality. If someone wants them to promise not to tell, you can teach them to say, “I can’t promise you that I won’t tell anyone because I don’t know what you are going to tell me. I care about you, and if you tell me that you may hurt yourself or someone else, I have to tell someone because I care about you.” Teach your student that they may be the only person who can help them, and they can help them by telling someone. **They may save their life or someone else’s life by telling.**
- **They think someone else already has reported or will report it.** The right thing to do is report it anyway. They will never know whether someone else has or will. Even if a peer says they have reported it, they may just be saying that.
- **They do not believe anything will be done about it.** There are procedures and laws in place to investigate reports. Sometimes it may appear like nothing is being done, but that is because school staff must abide by privacy rules. They did their part by reporting it.
- **They do not believe it is their responsibility to report it. “It’s not my problem.”** School safety and school climate is everyone’s responsibility. They may be the only person who can provide intervention before it is too late.

Students and adults must be educated and empowered to report concerning, dangerous behaviors so that prevention and intervention efforts can be utilized when they are needed.

Speak with your student about the importance of reporting all student safety concerns. If they see or hear something that concerns them, makes them feel unsafe, or that is dangerous, they need to say something.

### **Standard Response Protocol -**

**Stop the Bleed** - OLG works in conjunction with community agencies to make the Department of Defense’s STOP-THE\_BLEED training available to our faculty and staff.





#### **INFORMATION FOR PARENTS AND GUARDIANS**

Our Lady of the Gulf Catholic School utilizes the “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol (formatted in age-appropriate levels for our different grades).



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

## COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

**"In Your Classroom or Area"**

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

**"Get Inside. Lock outside doors"**

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

**"Locks, Lights, Out of Sight"**

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

**"To a Location"**

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

**"State Hazard and Safety Strategy"**

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.







# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**“Get Inside. Lock outside doors”**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

## SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

## WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



## WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

**“Locks, Lights, Out of Sight”**



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

## SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

## SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

## WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

## CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



# Appendix F

## Visitor Management Procedures

Safety and security are essential elements of daily operations at Our Lady of the Gulf Catholic School. Students, faculty, staff, and visitors to our campus are expected to follow our established safety and security protocols without exception. Securing our grounds and buildings requires an approach specific to the characteristics of our campus and that is built on the cooperation and participation of our school community members in our security protocols.

Monitoring entrance to campus grounds and interaction with students during the school day is one area that we ask for your help. We ask that you abide by our visitor management policies when you come to campus. Knowing that members of our school community will not enter campus anywhere other than our main office allows us to identify potential breaches of our security protocols and react to them quickly.

This begins with the screening of our employees and of any visitors to campus during academic hours of operation. Any visitor to campus during academic hours of operation must enter campus through the administration office to present a valid form of Government issued identification and be screened through the Raptor Visitor Management System. Visitors will be provided a visitor badge and lanyard to be worn at all times on campus. Visitor Identification will be held in the front office until completion of the visit and the return of the badge and lanyard.

Every parent has a right to interact with their student at the time of their choosing. They do not, however, have a right of access to other people's students. To facilitate this right, we can call students to the office to meet with parents any time during academic hours. We ask that everyone comply with campus security protocols for the benefit of everyone on campus.

Violations of this policy may result changes to future access to campus or events,

*Texas Education Code Section 38.022 - School Visitor*

# Appendix G

## COVID-19/Other Pandemic Protocols

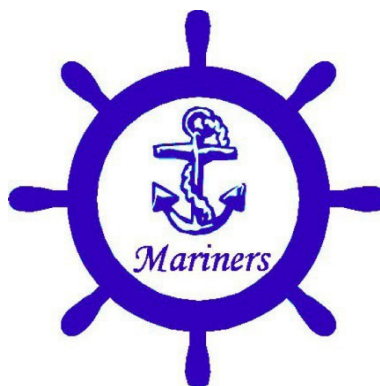
In addition to following OLG's basic Illness Policy, families should seek the advice from your family's physician as well as consult the latest CDC Recommendations if they feel they or their student has been exposed and/or someone in the immediate household has tested positive for COVID-19 or has symptoms. The following can be a helpful guide to reinforce these basic tenets:

<b>MITIGATION</b>	<p>Parents and guardians are asked to monitor their child for symptoms of infectious illness.</p> <p>Students and staff that are sick should not attend school.</p>	<p>Teachers and staff will provide ongoing age-appropriate education for students to reinforce healthy habits such as hand hygiene and respiratory etiquette.</p>	<p>Schools will promote a healthy environment via:</p> <ul style="list-style-type: none"><li>• Regular cleaning of high touch surfaces</li><li>• Improved ventilation to the extent possible</li></ul>
<b>RESPONSE</b>	<p>If your child tests positive for COVID-19, please notify the school office as soon as possible.</p> <p>Schools are obligated to report COVID cases amongst students and staff to the local health department.</p>	<p>Students and staff that test positive for COVID-19 must refrain from attending school.</p> <p>He or she may return after completing 5 days, if fever-free and symptoms have improved. Contact the school office to determine the appropriate return date.</p>	

These guidelines are subject to change based on community or campus level transmission rates and/or guidance changes from the health department or Diocese.

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## HANDBOOK ACKNOWLEDGEMENT FORM



Dear Parents and Student(s):

Please review carefully this edition of the OUR LADY OF THE GULF CATHOLIC SCHOOL STUDENT & PARENT HANDBOOK, sign the statement below, and return this form to the School Office. This form must be completed and on file in order to allow your son or daughter to attend courses at Our Lady of the Gulf Catholic School. All OLG families are asked to sign this form.

**Please PRINT Student's FULL NAME:** \_\_\_\_\_

I/we have read the entire contents of the Student & Parent Handbook, including the school's policy on alcohol and drugs, and agree to abide by the rules, regulations, and policies of Our Lady of the Gulf Catholic School. Further, it is my understanding that I/my student places at risk my/their attendance at OLG if I/they do not abide by the letter and spirit of the guidelines and policies.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date