

# OUR LADY OF THE GULF SCHOOL ADVISORY COUNCIL POLICY MANUAL

## Table of Contents

Topic	Policy	Page
Faculty/Staff Tuition Break	3500.OLG.1	2
Parishioner/Non-Parishioner Tuition	3500.OLG.2	3
Tuition Payment Plan	3500.OLG.3	4
Tuition Payment Delinquency Policy	3500.OLG.4	5
Tuition Assistance Policy	3500.OLG.5	6
In-School Volunteer Guidelines	4112.OLG	7
Teacher Scholarship Program	4200.OLG	8
Faculty/Staff Salary & Compensation	4401.OLG	9
Order of Enrollment for Registration	5110.OLG	11
School Attendance	5112.OLG	13
Questioning of Students by Law Enforcement Officers	5117.OLG	14
Discipline Behavior	5121.OLG	15
Student Uniform Requirements	5122.OLG	16
Classroom Size	6410.OLG	17
Acceptable Use of Computers and Telecommunications	7000.OLG	18

The policies contained in this manual have been reviewed and any revisions approved by Our Lady of the Gulf School Advisory Council on August 3, 2014.

School Advisory Council Chairperson:

\_\_\_\_\_  
Anne Marie Odefey

Pastor:

\_\_\_\_\_  
Father Tommy Chen

Principal:

\_\_\_\_\_  
Theresa Dent

Topic: Faculty/Staff Tuition Break

Criteria:

The following tuition breaks are provided to the faculty/staff of Our Lady of the Gulf Catholic School .

- Fulltime Employees are eligible for a 100% Tuition Break for their children that attend Our Lady of the Gulf Catholic School.
- Part-time Employees (29 hours/ week or less) are eligible for a 50% Tuition Break for their children that attend Our Lady of the Gulf Catholic School

The following tuition breaks are provided to the faculty/staff of Our Lady of the Gulf Catholic Church & Daycare

- Fulltime Employees are eligible for a 50% Tuition Break for their children that attend Our Lady of the Gulf Catholic School.
- Part-time Employees (29 hours/ week or less) are eligible for a 25% Tuition Break for their children that attend Our Lady of the Gulf Catholic School

These tuition breaks are available to employees regardless of their educational background.

Topic: Parishioner/Non-Parishioner Tuition

Criteria:

Our Lady of the Gulf Catholic School maintains a “Parishioner” and a “Non-Parishioner” tuition rate schedule.

To qualify for the Parishioner rate, a family must be registered parishioners of Our Lady of the Gulf parish or one of the associated mission churches and have contributed a minimum \$300 between January 1<sup>st</sup> and August 1<sup>st</sup> of the year prior to the fall semester of the new school year.

Topic: Tuition Payment Plan

Criteria:

Our Lady of the Gulf Catholic School receives tuition payments through the school office, in conjunction with the parish business office, via credit card, electronic fund transfer, checks and cash. All tuition payments are tracked and billed out of the school office.

Total tuition & registration costs may be paid on or before the first day of school.

Tuition may be paid over a 10 month period with cash/check via monthly payments sent to the school office by the first school day of each month.

Tuition may be paid by automatic withdrawal from a credit card or checking account on the first Friday of each month. Parents are responsible for having adequate funds to cover these automatic withdrawals and must contact the school office immediately if their account status changes. Parents utilizing automatic withdrawal may pay over a 10 month (August to May) or 12 month (August to July) period.

Full tuition is due regardless of daily class attendance.

Topic: Tuition Payment Delinquency Policy

Criteria:

Whereas approximately 30% of the school's income is based upon tuition, and;

Whereas the school is dependent on a regular cash flow for the timely liquidation of its debts and in order to maintain its currently superior creditworthiness rating, and;

Whereas parents are fully informed of their tuition payment obligations prior to the registration of a student, and;

Whereas failure to pay tuition shifts the burden of financial obligation to other parents and the Parish in general, and;

Whereas this School Advisory Council is fully cognizant of its financial responsibility toward the School, the Parish, and the Diocese;

Be it resolved that Our Lady of the Gulf School Advisory Council adopts the following Tuition Payment Delinquency

1. Parents who expect or are experiencing financial difficulties in meeting tuition payment obligations should contact the principal immediately to discuss tuition payment plans.
2. The School Advisory Council directs the principal, in consultation with the pastor, to adjust tuition payment obligations on a per case basis via the Student Tuition Assistance Program.
3. For manual tuition payments, a \$5 late fee will be charged to a student's account for each monthly payment not received by the Friday following the first school day of the month.
4. Student's tuition invoices are sent out monthly in the Blue Folder or may be viewed on-line via the Student Information System (SIS) account.
5. Student lunch invoices are sent out every two weeks and may also be viewed via the student's SIS account. All student lunch accounts are expected to be kept current (no more than 2 weeks delinquent) or paid in advance.
6. 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.

Topic: Tuition Assistance Policy

Criteria:

The policy addresses the tuition assistance given to families that for various and unique reasons may not otherwise be able to attend Catholic School. Tuition assistance is a gift from the Parish at-large, extending an opportunity to attend Catholic School to those families who seek it.

Because it is seen as a way to evangelize God's Word in our community, tuition assistance is offered to Parish families and also other families, Christian and non-Christian, seeking the full benefits of a Catholic education.

Families with children in grades Kindergarten through 8<sup>th</sup> grade may apply for tuition assistance. Because the OLG PreK4 program is extremely competitive in its rates (due to parish subsidy) compared to other private PreK4 programs, tuition assistance will not be offered to PreK4 families unless older siblings are currently enrolled in, or have graduated from, Our Lady of the Gulf Catholic School. This is to help allow those families that are seeking a long-term relationship with the school to be able to enroll in PreK4 and not be displaced by a family that is seeking the lowest rates for PreK4 that tuition assistance could provide.

Application dates for tuition assistance will be set each year during the calendar and budgeting process. Tuition assistance is reviewed and approved by the principal, pastor and at least one School Advisory Council member.

Tuition assistance is given based on equal consideration of the following:

- 1) Total income of the household which must be documented through tax return documents and additional current pay stubs if needed.
- 2) Total number of adults and children living in the household, which is utilized to determine a standard value of household debt.
- 3) Extenuating circumstances that are provided by the applicant in writing to the tuition assistance review board.

The tuition assistance program is intended to help out families in true financial need but is not intended to completely eliminate the financial obligations of the family. Except in the most extreme cases of need, applicants are expected to pay at least 10% of the stated annual tuition.

The amount of tuition assistance that can be given annually overall is recommended by the School Advisory Council finance committee based on budgetary constraints, and then must be approved by the School Advisory Council.

Topic: In-School Volunteer Guidelines

Criteria:

The School Advisory Council concurs completely with the Diocese of Victoria's Safe Environment policies which include background checks and training of all school employees and volunteers.

In addition to the diocesan policies, we require all volunteers to be subject to the following:

1. Volunteers may become aware, on occasion, of sensitive and/or confidential information. For the privacy of our students, parents, families, faculty and staff, this information must remain confidential at all times.
2. Volunteers should dress in a manner commensurate with a professional, educational atmosphere.
3. All volunteers must agree to follow all school policies and sign the annual agreement to follow the school policies contained in the Student Parent handbook and/or the Faculty handbook based on which handbook is more in alignment with the nature of the volunteer work.

Topic: Teacher Scholarship Program

Criteria:

The purpose of the Teacher Scholarship Program is to promote continuing education of OLG staff members toward college degrees or teaching certificates so as to promote continuous improvement for the educator and the school.

Teacher must have work for continuously for OLG Catholic School for a minimum of **two (2) years**.

The Degree being sought must be in education and have a direct impact on the educator's current position at the school or a future position at the school as designated in his/her growth plan developed with the principal.

The candidate must commit to continuing his/her employment at OLG full time after the degree has been completed with **one year for every year the school provided for the candidate's education**. The possibility of the candidate not being able to fulfill this commitment must be considered in the application process.

The candidate must commit to fulfilling the degree requirements and obtaining the degree stated within a pre-determined timeframe. Continuation of a scholarship will be based on a timeline for graduation given initially and evaluated each semester/quarter.

Coverage will be exclusive to tuition and textbooks.

Continuation of a scholarship will be based on passing grades as designated by the college's policies.

For each educational college course taken, the scholarship recipient will present to the staff key learning's to promote continuous improvement in the school.

A candidate must work a minimum of **twenty (20) hours per week** to qualify for assistance.

Scholarship Committee Members include:

- ◆ 1 School Advisory Member
- ◆ Pastor
- ◆ Principal

Topic: Faculty/Staff Salary & Compensation

Criteria:

This policy is for setting salaries/stipends for all faculty and staff that supports the annual budget. The school Faculty/Staff Salary & Compensation Package is prepared based on school needs and resources, not on individuals, so as ensure no discrimination takes place via payments for services.

Teachers shall be paid a salary according to the salary schedule recommended by the School Advisory Council and approved by the Pastor. Staff salaries will be a ratio of the Teacher Salary Scale depending on the job requirements. These ratios will be included in the Teacher Salary Scale information, which will be reviewed and approved by the School Advisory Council annually through the budget development cycle.

Moving from one salary scale to another:

- When an employee goes from one salary scale to another (e.g. an aide gets a degree and becomes a teacher) he/she will move to the start of the new salary scale. Years of service for previous experience will be considered as described below.

Years of Service Credit:

- Teacher transferring into Our Lady of the Gulf Catholic School from another Catholic school will be given one (1) salary step credit for each year taught within the other Catholic school(s).
- Teachers transferring into Our Lady of the Gulf Catholic School from another non-Catholic school (public or accredited private school) will be given one (1) salary step credit for each year taught up to seven (7) years. No more than seven (7) salary step credits will be given for years taught at other non-Catholic schools.
- Teachers transferring in from other professions (e.g. industry/business professionals) with valid teacher certificates (or on a deficiency plan to obtain them), may receive credit for years of teaching service for each year out in business/industry if that position was related to the topics the person will be teaching. One (1) salary step credit may be given for every three (3) years of other professional service if the position held provided skills that are directly related to the teaching position to be obtained. No more than seven (7) salary step credits will be given for years of service within another profession.
- Teacher Aides/Specialist at Our Lady of the Gulf Catholic School that become qualified teachers and transfer into teaching may receive one (1) salary step credit for every three (3) years of service as a teacher aide/specialist.

## OUR LADY OF THE GULF SCHOOL ADVISORY COUNCIL POLICY MANUAL

### Stipends:

- Stipends will be utilized to pay for specific part time positions such as Music, Art, Technology Maintenance.
- Stipends will be utilized to account for additional responsibilities/activities such as Athletics, Technology Training, Special Education, Assistant Principal Duties, and Split Classroom Teaching or to fill critical positions.
- All stipends will be included in the Teacher Salary Scale information and approved annually by the School Advisory Council.
- Stipends and specific responsibilities associated with them would be included in teacher contracts as they are applied.

### Benefits

- Insurance, Pension, FICA, etc. will also be included in the Teacher/Staff compensation package per Diocesan guidelines.

### Timing

- The School Advisory Council will review and approve Salary and Compensation Package which includes the Teacher Salary Scale annually as part of the Budget Review and Approval process.

Topic: Order of Enrollment

Criteria:

The follow protocols will be utilizing when registering students for the upcoming school year. They are listed in order of when enrollment will be considered.

**1. Children of Faculty**

- A. To ensure that all incoming/new hire faculty to the school can also have their own child in our school, children of faculty are given first priority but this policy does not apply to grandchildren of faculty.
- B. Potential incoming faculty children will still be given diagnostics which will be reviewed with the parents to ensure the school can meet the students' needs prior to offering an invitation to enroll in our school.
- C. If a faculty member hires in and his/her child would be entering a class that already has 16 students enrolled, a variance could be given to have 17 students in that class.

**2. Returning Families**

- A. Applies to current students and siblings of current students.
- B. Early Registration is designated by the school calendar (usually starting at the beginning of Catholic School week and lasting approximately one month).
- C. \$100 Registration Fee is charged per student if registered before the Early Registration period expires (saving \$25/student).
- D. All new students (siblings) in K5-8<sup>th</sup> will be given diagnostics which are review with parents prior to formal enrollment.
- E. All new PreK4 students (siblings) will be given readiness diagnostics in April/May. Any student not ready to begin PreK4 based on these diagnostics will have registration refunded.

**3. Mariner Day Care**

- A. Applies to OLG Daycare PreK3 students going into PreK4.
- B. Early Registration is designated by the school calendar (usually starting at the beginning of Catholic School week and lasting approximately one month).
- C. \$100 Registration Fee is charged per student if registered before the Early Registration period expires (saving \$25/student).
- D. All new PreK4 students (siblings) will be given readiness diagnostics in April/May. Any student not ready to begin PreK4 based on these diagnostics will have registration refunded.

**4. Open Enrollment**

- A. Begins Day after Early Enrollment ends as designated by the school calendar.
- B. Children of Mariner Alumni will be given priority during Open Enrollment as soon as their registration paperwork is received, and as class space allows, with the normal interview process followed.
- C. All other registration paperwork will be considered with interview/diagnostics performed in the order they are received.
- D. Once an “offer of acceptance” to our school has been made to a new student, the family has 5 working days to accept the offer and pay the registration fee. This includes children of Mariner Alumni.
- E. A \$125 Registration Fee is charge per student for all new students and students registering during Open Enrollment.
- F. Once a student’s registration fee has been paid (per the above process), they cannot be unenrolled due to class size.

Topic: School Attendance

Criteria:

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 **10% or more absences** in a semester shall be notified in writing and must meet with the School Attendance Committee.

1. The School Attendance Committee is made up of three school faculty members not including the student's homeroom teacher.
2. The Attendance Committee's job is to review the individual student's academic situation with input from the student's teachers and parents and 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.
3. The action plan may include items like tutorials, summer 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.
4. The parent's participation in the Attendance Committee procedure is mandatory. The student's participation is determined by the committee and depends upon the age and maturity of the student.

When a student's absence for **personal illness exceeds 3 (three) days**, a **statement from a physician** or health clinic verifying the student's condition and the student's ability to return to school is required.

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.

Topic: Questioning of Students by Law Enforcement Officers

Criteria:

1. The Principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The Principal ordinarily shall take reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the Principal considers to be a valid objection to the notification, parents will not be notified.
3. The Principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the Principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

Topic: Discipline Behavior

Criteria:

Discipline within each classroom conforms to the general disciplinary expectations of Our Lady of the Gulf Catholic School, and each teacher is responsible for its clear explanation and implementation in the classroom.

If a disciplinary problem arises which cannot be resolved within the classroom, the student may be given detention.

- Detentions are served during school or after school but should not interfere with any core classes if possible.
- Students who miss class work while serving a detention are required to make-up the work missed. If the missed work is not made-up, the student will receive a grade of "0" for all work missed.
- Students receiving more than three (3) detentions during any one (1) nine (9) week grading period will automatically receive a conduct grade of "U" for that nine week grading period.
- Upon receipt of the third (3<sup>rd</sup>) detention during any one (1) nine (9) week grading period, a parent conference will be arranged between the Teacher/Principal, the parents, and the student.
- Persistence in unacceptable behavior will result, progressively, in a one (1) day out-of-school suspension, to be followed by a three (3) day out-of-school suspension if necessary and at the discretion of the Principal, ultimately expulsion.

There is no corporal punishment administered at Our Lady of the Gulf Catholic School. In the case of a severe problem with a student, a conference will be arranged with the parents/guardians, the teacher, the Principal and, if necessary, the Pastor. This may result in either an "in-school" or "out of school" suspension or (as a last resort) expulsion.

In matters of discipline, or in the case of any unsatisfactory work, it is the policy of the Pastor, Principal, Faculty and Staff to work in collaboration with students and parents so that problems may be resolved before becoming serious.

Topic: Student Uniform Requirements

Criteria:

Uniforms will be worn by students at Our Lady of the Gulf Catholic School to promote the community atmosphere of the school and focus on learning.

All uniforms shall be purchased by the uniform supplier determined by the Principal. A supplier is selected to ensure uniformity and quality of the items worn by students.

There will be two types of uniforms worn at school as follows:

1. Standard Uniform
2. Dress Uniform

The principal designates the wearing of dress or standard uniforms. The Principal may also designate when school t-shirts may be worn and free-dress days for students.

The Parent /Student handbook contains requirements pertaining to the components of the standard and dress uniforms along with allowable jewelry, make-up, hair, jackets, and sweaters, etc. so that a clean, uniform appearance is maintained throughout the school by all students.

Topic: Classroom Size

Criteria:

The maximum number of students per classroom for grades pre-kindergarten 4 year olds, kindergarten and first will be 18 students. Classroom aides will be assigned as needed (per the determination of the principal) to ensure instructional quality and that all TCCED guidelines are met. After the maximum number of 18 students for these grades it met, a waiting list will be started. See policy 5110.OLG for details on the enrollment process.

The maximum number of students per classroom for grades 2<sup>nd</sup> through 8<sup>th</sup> is 16 students. After the maximum number of 16 students for these grades it met, a waiting list will be started. An exception to this maximum number of 16 will be allowed if the incoming class had up to 18 students enrolled the previous year and all these students re-enroll for the next year. No new students will be added to any 2<sup>nd</sup> -8<sup>th</sup> grade classes if the number is 16 or higher. A waiting list will be established for students enrolling after this limit has been met by a classroom. See policy 5110.OLG for details on the enrollment process.

The school principal may exceed the above limits only after a consultation with the School Advisory Council if there are extenuating circumstances.

**OUR LADY OF THE GULF SCHOOL ADVISORY COUNCIL POLICY MANUAL**

Topic: Acceptable Use of Computers and Telecommunications

Criteria:

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school community. Network and Internet access is provided to further the legitimate educational goals of this school. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside the school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of the school.

All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of the resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Appropriate or acceptable educational uses of the resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.
- Listservs and newsgroups may be used to gain access to current information on local, state, national and world events.

Examples of inappropriate or unacceptable use of the resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet.

Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. Copyright Laws is prohibited. As with all forms of communications, E-mail or other network resources may not be

## OUR LADY OF THE GULF SCHOOL ADVISORY COUNCIL POLICY MANUAL

used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail message of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in the policy shall prohibit the school operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

Access to the school's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompanying that privilege. School users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are

## OUR LADY OF THE GULF SCHOOL ADVISORY COUNCIL POLICY MANUAL

confidential as a matter of law should not be communicated over the E-mail.

- The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks which were purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement may result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Our Lady of the Gulf Catholic School regarding inappropriate use of the technology or telecommunication resources or revocation is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.