

Our Lady of Good Counsel

University Model Co-Op

~ POLICIES & PROCEDURES HANDBOOK ~

Our Lady of Good Counsel University Model Co-Op aims to assist home educators by providing a faithfully Catholic, university-model, academic learning environment for 6th-12th grades. It offers the opportunity for like-minded people to further their shared religious beliefs and purpose while allowing our tweens and teens to form a solid community. Whenever space is an issue, college-preparatory classes will be given preference over electives. Parents share the cost of Tutors with other families. Our Co-op does not intend to replace, undermine or challenge the authority or responsibility of the parents. Members of the Co-op put themselves under the patronage of Our Lady of Good Counsel. Tutors and committee members must be practicing Catholics, who place themselves under the legitimate authority of the Holy Father and the Magisterium of the Catholic Church. All member families must understand and agree that the co-op will operate according to the teachings of the Catholic Church. A more detailed Faith Statement, which all OLGc participants must agree to, may be found on the OLGc website and includes the Creed, a Statement on Marriage, Gender, & Sexuality, and the Conformity agreement. In addition, member parents and children are responsible for knowing and abiding by the following guidelines:

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GENERAL POLICIES

- Everyone in the Co-op will be required to **wear a visible name tag** while on-site. Official name tags will be used to identify Co-op members and this will serve as a pass to be admitted into the building as the doors are normally locked to outsiders or closely monitored. Between co-op days, nametas must be stored in students' designated pocket at the front entrance.
- The Emergency and non-emergency phone number for parents to reach their children while at Co-op will be through the Front Desk volunteer.
- **To make service hours changes or report an assigned adult absence, contact the Volunteer Coordinator. The volunteer schedule will be posted on the OLGC Yahoo Group.**
- **OLGC should be contacted in case of any student absences. To report a student absence, contact Amy DeLaTorre. Student's tutors should also be notified before class.**
- Food will be stored or eaten only in designated areas.
- Lost and found items will be placed in the OLGC Lost & Found storage cabinet. Please **label everything** you bring (including coolers, lunch bags, textbooks) and please check the lost and found periodically.
- Advertisements, surveys, printed materials or official OLGC documentation may not be distributed without permission from the Planning Coordinator.
- Please remember that while we are leasing the facilities, we need to take care of the facilities at all times. Please help us to do this by picking up any trash that you may see and reminding others to treat the furniture or facilities with care.
- New families that wish to enroll in the Co-op must participate in an informal interview to see if the family and this Co-op are a good fit. It is recommended that the family has homeschooled for at least 12 months.
- **The Our Lady of Good Counsel Co-op is run by a Steering Committee and each member family in one capacity or another.** Parents volunteer for duties related to the smooth running of the Co-op. Students will also be expected to participate in the smooth running of the Co-op.

TUITION POLICY

- **Tuition consists of 1) a Co-op Enrollment Fee, 2) course fees, 3) course supply fees where applicable, and 4) course lab fees where applicable.**
- A Non-Refundable Enrollment Fee per student for the whole year is due at the time of Registration. Enrollment Fees are used to cover the costs of operating the Co-op, including but not limited to supplies, Tutor background checks, insurance, building rental, utilities, and a parish donation for the use of the facility.
- Also due at the time of Registration are course supply/lab fees and the course downpayment.
- The Steering Committee will make all efforts possible to keep co-op costs minimal. For this reason, member families may be asked to contribute basic supplies (such as disinfectant wipes, tissue, etc), print their documents from online rather than receiving printed copies, etc. Member families are encouraged at all times to solicit sponsorships for the co-op! This is the most effective method for keeping the costs minimal for all involved.
- **Course costs are listed in the Bios and Course Descriptions document.** All classes are for the full year unless otherwise noted. **Some classes may have one-time supply and/or lab fees**, which must be paid at the time of Registration.
- Registration must be completed on or by the Registration deadline in order to avoid additional costs. The Non-Refundable Enrollment Fee **for the year** is due at Registration. The Enrollment Fee increases as the Parent Meeting nears. The fee schedule is available online. *Join early!*

Two Payment Plan Options:

For both options below, the Enrollment Fee, Supply/Lab fee, and Course Downpayment are due at Registration.

1. Remaining full course payment due at Parent Orientation. Discounted rate available for this option.

OR

2. Second Tuition Payment (*one-sixth of course fees*) is due by 3:00pm at Orientation
Third Tuition Payment (*one-sixth of course fees*) is due by 3:00pm on the last class day in Sept
Fourth Tuition Payment (*one-sixth of course fees*) is due by 3:00pm on the last class day in Oct
Fifth Tuition Payment (*one-sixth of course fees*) is due by 3:00pm on the class day before Thanksgiving
Sixth Tuition Payment (*one-sixth of course fees*) is due by 3:00pm on the last class day in Feb
For specific dates, see the Schedule at the end of this document.

- A late fee of \$5 per week will be charged for late payments to each Tutor, beginning at 3:00pm on the Tuesday after the due date (that is a one week grace period). However, no more than \$20 extra will be charged per Tutor for each payment period.
- Course fees are made payable by Check or Cash to the Tutor (NOT to OLGC) via the large “pay envelopes” which are provided by the Co-op. **When paying by Cash, place your payment in a small envelope with Student’s Name, Subject, Tutor, and Payment Amount on the outside of the envelope** and place it into the large Tutor “pay envelope” that are provided. When paying by Check, include the Student’s First Name and Subject in the Memo.
- Please register for classes carefully. Our tutors are making a commitment to teach your children for the full year, and you are asked to make the same **full year** commitment. Given how inexpensive the Co-op is for parents in general, it is entirely just that parents have the same responsibility as the teachers. Parents are responsible for choosing classes that will work for them and their children. If for some reason, the classes seem to be less than ideal, the teachers still are financially counting on a class of a certain size for the year. Additionally, persevering through a difficult class prepares the students for the academic responsibilities of college as well as life in general, and the students’ intellect and character will benefit from sticking through until the end of the year. Therefore, students will not be allowed to freely drop a class after the 7th week of class, and parents of students who drop a class will be responsible for paying part or all of the remaining tuition. For details, please see the add/drop portion of this document.
- Please keep your family budget in mind when registering for classes. Unexpected financial hardships can be discussed with the Steering Committee. Please do this as soon as the situation arises, rather than later.

ACADEMIC POLICIES

- Since the Co-op meets only once per week, it is imperative that students take seriously the obligation to complete all assignments for each class before class begins. Parents remain the primary educators and are expected to stay involved and assist with the course topics and materials at home as much as possible. The tutors will post assignments every week via Schoology by Wednesday at 9 AM. Homework can be challenging, but not oppressive. To help the students pace themselves, Tutors are encouraged to divide work into Wednesday, Thursday, Friday, and Monday, and assignments, if possible. It may even mean a student has weekend work, which is quite normal for a high school student. That is a sacrifice that you may have to make to finish in 32 weeks at the Co-op, versus doing the class at home and going into the summer, or taking the standard 36 weeks to finish as public schools do.
- If a student is unable to attend class or unable to complete an assignment for any reason, the student or parent should contact the Tutor as soon as possible via Schoology or email to explain what your expectations are for your student in the class. If a parent would like to speak to the teacher directly, a phone or in-person appointment should be set up only via email or Schoology. A Tutor should notify parents promptly when a student is not doing well in a class.

- If a student must be absent, it is that student's responsibility to acquire, from another fellow student, any missed assignments, notes, and/or class work.
- Should a student wish to register for a class above his/her age level, three stipulations must be met: 1) room must be available in the class after Registration day, 2) the parent must acquire approval from the tutor, and 3) the tutor may want to conduct an interview or may request samples of previous work from the student. The tutor is the final decision maker.
- For students with physical, emotional, mental, or behavioral issues that affect their academic performance, it is important that the parent communicate the necessary information to the Tutors so that appropriate modifications can be made where possible. The information should be provided on the medical forms due at registration; this information is available to the Tutors, unless otherwise designated. However, each Tutor should be notified individually by the parent. Each Tutor's suggested accommodations may differ. Note that students usually have the option to audit a class, if desired.
- Students are expected to complete all assignments in the timeline provided by the Tutor. Should a student fail to complete or turn in assignments regularly, he/she may be required to attend a conference with the parent, Tutor, and Steering Committee. Academic probation is a possible consequence.

The grading scale is as follows:

A+	98-100	B+	87-89	C+	77-79	D+	67-69
A	94-97	B	84-86	C	74-76	D	64-66
A-	90-93	B-	80-83	C-	70-73	D-	60-63
						F	Below 60

ADD/DROP POLICY

- **Drop Policy:** By registering your student for a course, you have agreed to have your child take this class and pay all course, supply, and lab fees for this class. While it may be deemed necessary to drop a class, it is NOT Co-op policy for Tutors to return or refund any fees owed prior to dropping a class. If the parent has paid in full, it is up to the Tutor's discretion to refund any fees. Additionally, based on the date of dropping a class, the parent will be responsible for part or all of the remaining tuition due for the year. *See chart below.*

Only a parent may initiate the procedure for a student to drop a class.

<u>Time Frame</u>	<u>Consequence</u>
If a parent has a student drop a class before 3:00pm on Monday of the 3rd week of class then: <i>(See Steps for Dropping. Notification of Tutor and Registrar must be completed by this time.)</i>	Enrollment Fee, two-sixths of course fees, supply fees, and lab fees must have been paid to the Tutor and are forfeited.
If a parent has a student drop a class after the above deadline but before 3:00pm on Monday of the 7th week of class then:	Enrollment Fee, three-sixths of course fees, supply fees, and lab fees must have been paid to the Tutor and are forfeited.
If a parent has a student drop a class after 3:00pm on Monday of the 7th week of class :	Full year's tuition must be paid to the Tutor. This may be paid in full at the time of dropping, parent may continue to follow the payment plans listed in the Tuition policy, or the parent and Tutor may agree to an alternative plan.

- **Note:** Parents, please make your decisions in regard to dropping a class carefully. Financial obligations incurred due to dropping are expected to be paid. Alternate payment schedules may be negotiated with the Tutor, and the Steering Committee may have some suggestions in cases of extreme hardship. If a family is unwilling to pay the Tutor the required amount, the parents will need to meet with members of Steering Committee to work out a solution. Ramifications may include not being able to enroll in Our Lady of Good Counsel in subsequent years until **all** fees are paid.
- **Add Policy:** Students may add any class at the approval of the Tutor if there is room in the class. The parent will need to negotiate with the Tutor how much prior tuition and supply fees should be paid. It should be recognized that a Tutor will do additional work with a student who is joining a class late, and parents should expect to reimburse the Tutor a fair amount for the work needed to help the student perform well in the class that has been added. The Registrar should be notified of the agreement. If there is difficulty in determining a just amount, the Steering Committee will make the final decision. Once added to a class the parent will be responsible for all ongoing tuition payments.

STEPS FOR ADDING OR DROPPING A CLASS:

1. Contact the Registrar by direct email or by phone. Registrar will send an email verifying all details.
2. If applicable, pay any balance due to the Tutor or agree to the proposed payment plan.
3. The Registrar will update the student's schedule, add or delete student from class rosters, and send a confirmation email to all involved. If a refund is due, the Registrar will notify the Financial Coordinator.

ILLNESS POLICY

- The following are signs and symptoms that should alert you to the possibility of a contagious disease. Please consult your child's physician as appropriate, and **do not bring your child to Co-op until an infectious cause has been ruled out.**
 - 1) A fever over 100 F on the ear thermometer, under the arm, oral, or rectal.
 - 2) Any type of rash or questionable bumps, and/or red spots. (Contagious infections frequently first manifest themselves as rashes in children. Many of these infections are viral and a physician can estimate an appropriate quarantine time. In addition, rashes due to bacterial infection should be treated with appropriate antibiotics to lessen disease severity, prevent spread, and prevent further complications)
 - 3) Green/Yellow/Brown Mucus coming out of the nose, mouth, or eyes. (As with rashes, allergies, viruses, or bacteria can cause nasal and conjunctive discharge. The viral contagions are easily spread by children and therefore should be quarantined quickly. For conjunctivitis and bacterial causes of discharge, at least 24 hours of antibiotics should be given prior to return to school. For viral infections, resolution of symptoms is generally when the child is no longer contagious.)
 - 4) Uncontrollable coughing with or without congestion. (Coughing is often the sign of infection, asthma, or allergies. If coughing is persistent, appropriate medication should be prescribed/recommended to alleviate the symptoms.)
 - 5) Loose stool or diarrhea more than once in a day. (The child should not come back to class until they have gone 24 hours without diarrhea. As long as the child has diarrhea they should be considered contagious).
 - 6) Vomiting or stomach flu of any kind. (The child should not come back to class until they have gone 24 hours without vomiting. As long as the child is vomiting, they should be considered contagious). Please do not bring your child to co-op if he or she exhibits any of these symptoms. If you bring your child with these symptoms, you will be called to pick him or her up.
- Please remember these policies are set in place to **protect the overall health of all of the children and families in our Co-op.** If you bring your child to class sick, you risk infecting not only the teachers that provide academic instruction for your child, but also the other children in our program, as well as their families, possibly making them miss work or school, birthdays, and other important social occasions. The 'Golden Rule' applies here as much as anywhere else

-- if you would not want your child exposed to any of the symptoms that he or she has, others would not want their children exposed, either.--Thank you for keeping your sick child home and keeping our Co-op as healthy as possible.

IMPORTANT

- ❖ It is the parent's responsibility to inform the Front Desk Volunteer and Tutor(s) if your student will be absent.
- ❖ If your child requires any medication, inform the Front Desk Volunteer personally.
- ❖ Tutors are not required to make up classes that a student misses. Students should make an effort to contact others in the class to find out what was covered and ask the Tutor what should be done, if there is a question.

ALLERGIES

- If your child has a peanut or other life threatening allergy, please inform the Front Desk Volunteer and Steering Committee, so that guidelines can be made for snacks/lunches. This information should also be provided on the Medical forms due at registration. This will be on a year to year basis, depending on the student body, but it is the parent's ultimate responsibility to oversee this concern.

WEATHER POLICY

- If the weather is bad enough for schools in the area to close, we will also be closed. If the Fort Worth ISD schools close or delay, OLGK will do the same. If they do NOT close or delay, OLGK may still opt to do so. The Steering Committee will post the updated information onto the Yahoo Group (not Schoology) by 7:00 AM, but try to listen to the news or check for school closings in the Fort Worth area via the internet at: <http://www.fwisd.org/pages/FWISD>

DRESS AND GROOMING CODE

It is important to note that students will be attending Mass at the Cathedral on each class day. In addition, adhering to a dress code can raise students' expectations of themselves. When dressed neatly and seriously, students tend to behave in more serious, calm, polite, and/or attentive manners creating a better learning environment for all present. Dress codes have also been known to help raise the confidence level of the students.

- Clothing should be both modest and professional, not worn to become *sensational or the topic of conversation*. We are here to learn and ultimately, to save our souls. Outfits do not need to distract us. If outfits are not satisfactory, we could resort to a uniform. The adults on duty can use their discretion about whether or not an outfit or hair style is eye-popping or in keeping with the code. Questions on the dress and grooming code may be referred to the Student Coordinator. The gravity of a particular dress code violation is reflected in the discipline section of this document. Clothing worn must be in conformance with one's biological sex.

All Females, grade 1 and up:

- *Minimum* length for skirts and dresses is to the knee without leggings/tights –OR- 2 inches above the knee if dark/opaque leggings are worn. These should not be form fitting or of a clingy fabric. There should not be slits that extend above 3 inches from below the knee. No slits at all would be best, as these just attract undue attention.
- Modest dress slacks should not be “too casual” in style (such as cargo pants, etc). If acceptable slacks are still form-fitting at the top, the shirt should come at least to the thigh. No jeans, skinny-pants, or jeggings. Opaque, dark leggings may be worn under a skirt, dress, or nice top of proper length (to at least 2” above knee). Dress/uniform-style shorts may be worn during summer weather.
- Tops must not reveal cleavage. Short sleeves are the minimum. Backs and full shoulders are to be covered. Tops should not be tight, form-fitting, made of see-through lace anywhere, sheer, sleeveless, or exposing the midriff (when reaching up or bending over); no writing or advertisements. When layering, outer layers must stay in place so under layers do not show. No tight-fitting clothes as the outer layer in the torso area.

- Sandals must have a strap on the back or be dressy sandals. Heeled shoes must be lower than 1½ inches. No flip-flops.

All Males, grade 1 and up:

- Slacks or dress pants with a belt. No jeans or skinny pants. However, dress/uniform-style shorts with a belt may be worn during summer weather.
- Polo or button-down shirts with collars, no writing or advertisements.
- Shirts should be tucked in.
- Closed-toed dark shoes should be worn. No flip flops.
- Hats may not be worn in the classroom nor during Mass.

Every day is a dress code check day. Dress properly. Remember, obedience is better than sacrifice.

PARENT POLICIES

- **No unsupervised children under Grade 7.** If children under Gr. 7 are not in class, **an adult (e.g., mom or friend of mom) must be in charge and directly supervising them.**
- While at Co-op, all registered children must be engaged in their registered activity, with approved trips to the restroom as an exception, of course.
- Non-enrolled visitors must check in at the front desk and after getting permission to visit, must wear a Visitor's tag.
- Students are to be supervised by safe environment certified adults at all times.
- Classes are held on Tuesdays. Please be prompt in picking up your child. High school students who drive should not loiter in the parking lot.
- If for some extenuating circumstance a student must be dropped off any earlier than 10 minutes before a class or be picked up later than 10 minutes after a class or Mass, the Jenny Pfang must be informed and the student should wait at the front desk area.
- **NO STUDENT IS ALLOWED OUTSIDE THE BUILDING WITHOUT OFFICIAL ADULT SUPERVISION.** Nor may a student leave to get food or drinks at the local establishments during the school day without a parent's written permission as well as checking in with the front desk.
- The Co-op is not a babysitting service. Negligence may result in dismissal from the Co-op.
- If a parent wants to sit in on any classes, he should ask permission of the Tutor Coordinator first. Please do not go directly to the Tutor. The Tutor Coordinator will speak with the Tutor.
- Due to the layout of the facilities and in keeping with the Safe Environment regulations, students will not be allowed to individually visit the church outside of regular Mass time unless accompanied by his/her own parent (who is not on volunteer duty at that time). As such, during regular Mass time, all students currently on campus will be required to attend Mass.
- All parents must complete, upon registration, Medical forms as required by the Diocese of Fort Worth. All information on the Medical forms will remain confidential but is available to the Steering Committee and Front Desk Volunteer in case of emergency.
- Parent must keep all contact details, especially best methods of communication, current with the Registrar.
- **For complaints, concerns, or suggestions, please contact the Registrar.**
- **All parents must join the OLGC-FW Yahoo Group upon receiving the invitation via email. This board is the primary communication for general co-op information** such as announcements, policy changes, reminders, special events, etc. Communication among the OLGC members is encouraged on the board, but please limit all posts to co-op related topics only. Note that the Yahoo Group is NOT the method of communication for Tutors and students to converse about course material; **course matter should be restricted to Schoology.**

STUDENT RULES OF CONDUCT

- Students will be expected to show proper respect for adult authority at all times, in front of them, as well as behind their backs. Instructors and staff should be addressed with Father, Dr., Mr., Mrs., or Miss along with the last name.
- Students must wear a name tag while at Co-op, where it can be seen. If a student does not have his name tag, he must have a new one made at the front desk. This will cost \$2 each time.
- At all times, students must be in class, study hall, Mass, lunch, supervised outdoor activity or with a parent who is actively supervising the student.
- Students should use the restroom between classes and before or after Mass, *not during classes or during Mass*, if at all possible. Restrooms used must conform to one's biological sex.
- Students are to be aware that excessive talking or any other disruptive behavior in the classroom or hallways will be dealt with according to the outlined disciplinary procedures. Repeated violations of the rules of conduct could result in suspension or expulsion from the program and all class fees must be paid according to the tuition payment schedule on page 2.
- Students will be expected to be respectful of other students and their property. When damage is accidental or otherwise, one ought to face up to the problem, apologize and offer to make up for or repair the damage.
- Disrespectful and bad attitudes of students will not be tolerated at Co-op.
- Inappropriate language, conversations, and boy-girl situations are not acceptable. Absolutely no intimate, sexual contact. Hall noise is very disruptive to classes. Necessary front desk conversations should be done in quiet voices.
- Approved card and board games are allowed during Lunch period, but not during Study Hall.
- Pranks are not allowed.
- Each person is responsible for cleaning up after himself in the classrooms and lunch room.
- Food and drink are restricted to designated areas. Birthdays must not be celebrated during Co-op **classroom** hours. Gum is not allowed in the classrooms or anywhere in the buildings at any time.
- **ELECTRONICS:**
 - Students are not to bring electronic equipment (iPods, laptops, cell phones, game boys, etc.) without written parental permission or for specific current course assignments. If parental permission is granted, electronic devices may ONLY be used for school (co-op or homeschool) purposes, even during Study Hall. Only one student per device will be allowed.
 - If it is for specific current course assignments, such as presentations due that day, the device may only be used during that course period inside that course classroom.
 - Outside of these stipulations, electronic devices should be left in the car or at the front desk during Co-op hours.
 - A phone should be turned off and left alone during school hours. A fine will be given if any of these devices are used without permission. To use a phone for a good reason, ask an adult on duty and stay where they can see you while speaking on the phone.
 - If a student has an on-line class that meets during Co-op hours, the Steering Committee should be asked prior to the start of the semester about possible exceptions to using a computer on campus.
 - OLGK volunteers, committee members, and tutors are NOT responsible for Internet safety and will NOT be monitoring device use. It is the parents' responsibility to ensure proper restrictions and safety controls are installed on all devices.

DISCIPLINARY ACTION POLICY

Being a member of the Co-op is a privilege. Committee members, Donors, Tutors, and Parents are generously giving of their time and resources to enable this Co-op to take place.

Therefore, violations will result in the following:

Violations regarding the dress code, cell phone use, use of other electronic devices

- 1st time \$2 fine and an email to the parents
- 2nd time \$5 fine and email
- 3rd time and more \$10 fine and email
- The student must pay this fine before the next week's class or they will not be admitted to class.

Disobedience, behavioral infractions, modesty violations and inappropriate touching

- 1st time-Committee notified and correspondence with parent, if by email then parent must respond
- 2nd time-Written documentation and meeting with the Committee, student, parent, and teacher; Contract drafted and approved with possible probation period
- 3rd time-student is expelled for the remainder of the year
- The family must still pay the Tutors for the semester tuition according to the tuition payment schedule

Unexcused skipping of class.

- 1st time-there will be an immediate phone call to the parent any time a student is missing from class-safety is first; we want to know where each student is and why he/she is not there. Skipping class is a safety and liability issue.
- 2nd time-if a second unexcused absence occurs, expulsion with no reimbursement of fees; all class fees must be paid according to the tuition payment schedule on page 2.
- At the discretion of the Steering Committee, some offenses can result in immediate dismissal from the Co-op, with no refund of tuition or fees. The Committee reserves the right to make final decisions.

REQUIREMENTS OF PARENTS TO WORK SERVICE HOURS

Families are required to volunteer in some capacity. There is no opt-out option available and specific job requests or schedules may not be granted even though all efforts will be made to do so. The required number of hours or days for volunteering will depend on the size of the co-op (the number of registered families). In addition, the volunteer jobs available may change. Currently, the rotating volunteer jobs include, but are not limited to, classroom assistants, study hall monitors, hall monitor, and front desk monitor. Mass and Lunch monitoring as well as end-of-day clean-up would be included within these jobs. Tutors who also have students at OLGC are not required to fulfill volunteer roles in addition to their tutoring, but are welcome to do so.

Co-op policies and procedures are ascertained based upon a majority vote of the active Steering Committee. Therefore, in addition to the rotating volunteer jobs, OLGC must have volunteers serve on the Steering Committee. Committee members serve on a yearly basis beginning at the time when the following year's plans are beginning to be established. To be on the Steering Committee, a parent may make the request to the current Steering Committee. The roles of the Steering Committee are as follows:

STEERING COMMITTEE ROLES

- Planning Coordinator
 - Parishioner of St. Patrick (or whichever parish hosts the co-op)
 - Coordinates the planning of:
 - Committee meetings
 - Future planning meetings
 - Open Houses
 - Marketing
 - Correspondence from website inquiries
 - Communication with public via bulletin notices, e-blasts, or other "PR" efforts – all communication approved by committee prior to release
 - Upholds and updates the mission statement as needed

- Secretary
 - Meeting minutes (note taking and distribution to the committee)
 - Insurance research, application, and coordination with agent and diocese
 - Tax documentation, if needed (work with Treasurer)
 - Monitor Yahoo Group
 - Post general announcements and updates on Yahoo Group
 - Maintain computer versions of data records for Registrar and Front Desk
 - Work with Registrar to create any forms needed
- Treasurer
 - Handles anything to do with money
 - Tuition payments – collect from parents, distribute to tutors
 - Enrollment fees
 - Financial reporting
 - Secure insurance payment
 - Procure parish donation
 - Bank account maintenance
 - Pay insurance fee, according to Secretary directive
 - Tax documentation, if needed (work with Secretary)
- Registrar
 - All forms needed for class registration, insurance releases, medical releases – make sure to get these posted online as needed
 - Class rosters for the tutors
 - Student schedules for the families
 - Create, distribute, and track all student attendance logs
 - Add/Drop forms and tracking
 - Work with Tutor Coordinator as needed to help meet needs of the tutors and plan the semi-annual Tutor meetings
 - Work with the Planning Coordinator to plan the Open Houses
 - Keep all paperwork updated with the Student/Front Desk Coordinator
 - Receive and handle complaints, concerns, and suggestions from parents
- Website Coordinator
 - Work with the web developer to ensure all content updates are put on website
 - Coordinate planning meetings with committee and web developer for structural website changes and other website needs
- Tutor Coordinator
 - Set the course schedule and room assignments – all assignments or modifications should be communicated with the Steering Committee first and then the parents via the Yahoo Group
 - Work with Steering Committee to ensure tutor availability and approve curriculum for each class offered
 - Work with Registrar to accommodate and assist tutor needs – classroom equipment (via the Facilities coord), guidance for fees, curriculum selection, min/max student levels, etc
 - Help manage situations that arise between tutors and parents
 - Determine the need or general schedule for parent/teacher conferences
 - Progress reports and grade reporting – select and maintain the system that will handle this (i.e. Schoology)
 - Hold mandatory staff and tutor meetings
 - Communicate tutor expectations and policies
 - Summer: Post-registration, plan Parent Orientation for first day of co-op
 - Mid-Fall: October
 - Mid-Year: January
 - End-of-year wrap-up: April or May (?)
- Facilities Coordinator
 - Parishioner of St. Patrick (or whichever parish hosts the co-op)
 - Coordinator with parish office any reservations or equipment needed

- Open and close facilities for every co-op day or other co-op event
- Safe Environment Coordinator
 - Parishioner of St. Patrick (or whichever parish hosts the co-op)
 - Coordinate with parish the current list of participating adults to ensure that each person is properly certified
 - Communicate with and track any parents who need updating
- Volunteer Coordinator
 - Schedule the parents to volunteer at the co-op as needed to meet the Safe Environment standards as well as co-op needs
 - Communicate the schedule with parents, including any updates/changes
 - Be available to rework the schedule due to unexpected absences
 - Track the volunteer hours and communicate with anyone not fulfilling their volunteer obligations
 - Post the volunteer schedule on the Yahoo Group.
- Student/Front Desk Coordinator
 - Be available at co-op on each co-op day
 - Handle all “front desk” issues including the Front Desk setup (forms, tuition envelopes, bins for electronics, student check-in/check-out, etc)
 - Track any student absences
 - Provide copies of any forms turned in that require updating by the Secretary (add/drop, registration, etc)
- Prayer Coordinator
 - Lead opening and closing prayer at all steering committee meetings
 - Coordinate prayer schedule at co-op (opening prayers at beginning of day, Divine Mercy at end of day)
 - Can assign different students or parents to lead each time, etc
 - Ensure spiritual and service-oriented needs of participating families – special intentions, meal plans, etc
 - Ensure the Steering Committee maintains proper focus on the higher purpose and mission of the co-op rather than “just business”
 - Beneficial if the Prayer Coordinator is not emotionally involved in the co-op (does not have a student participating or is not teaching) and therefore provides an objective viewpoint – but this is not required
- ALL ADULTS ON CAMPUS AT ANY TIME ARE TO UPHOLD AND ENFORCE THE STUDENT EXPECTATIONS AS OUTLINED IN THE HANDBOOK
 - Violations of these expectations are to be reported to Student Coordinator (front desk attendant) immediately

DROP-OFF/ PICK-UP POLICY

- Parents may drop off students at the front of the building at the beginning co-op day.
- Upon arrival, each person (adults and students) must sign in the provided log book and wear a provided name badge. Name badges are to be returned to their designated slot before leaving co-op. DO NOT TAKE NAME BAGDES HOME.
- Students coming or leaving at other times must use the front door of the building, and the parent must come inside to get them.
- Parents may pick up students at 3pm at the back of the building through the circular drive.

SAFE ENVIRONMENT

- **Our Lady of Good Counsel University Model Co-op is committed to the safety and protection of the children, youth, and families of the OLGC community.** At least one parent from each member family and any adult who will hold a volunteer role on campus must complete, PRIOR to Orientation, all mandatory steps required to fulfill the Safe Environment Policy of the Diocese of Fort Worth. This includes the following:
 - ✓ Volunteer Application for Ministry

- ✓ Criminal Background Check
- ✓ Safe Environment Training
- ✓ Code of Conduct Agreement Form

● Certification from other organizations and other dioceses do not suffice. Certification MUST be through the Diocese of Fort Worth.

- If this certification has already been completed or upon completion of the certification, proof of certification must be provided to the co-op's Safe Environment Coordinator as early as possible. If previous certification has expired or is about to expire, please contact the Safe Environment Coordinator or go online to fwdioc.org for methods of renewal.
- At all times, whenever involved in any OLCG related activity, all participating must subscribe to the Code of Conduct and Acceptable Behavior Standards Policy of the Diocese of Fort Worth. This includes but is not limited to the following behavior:
 - ✓ Not engage in any interpersonal conduct that is prohibited by law.
 - ✓ Report all suspicion of sexual abuse as required by state law and diocesan policy.
 - ✓ Sustain respectful relationships with all those they serve, avoiding manipulation, sexual harassment and other abuses of the power
 - ✓ Not be alone with a child or young person while providing goods and services to the Diocese.
 - ✓ Use discretion when initiating physical contact, respecting appropriate boundaries
 - ✓ Make a report both to their supervisors and to the Diocese regarding any incident where they became the recipient of sexual gestures or overtures by someone else
 - ✓ Report all observed violations of these Acceptable Behavior Standards to their supervisors and to the Diocese and document what is reported.

More details regarding these behavior standards may be found at fwdioc.org. A full copy of both the Code of Conduct and Behavior Standards Policy may be found at that website.

Regarding the well-being of our community, Our Lady of Good Counsel Co-op subscribes to the mission of the Diocese of Fort Worth: ***Dedicated to ensuring a culture of safe and respectful conduct, enhancing and protecting the dignity and trust of all God's people.***

TUTORS

- Tutors must be practicing Catholics, who place themselves under the legitimate authority of the Holy Father and the Magisterium of the Catholic Church.
- Tutors must be experienced and qualified to teach the applicable subject of the Co-op course(s). They are encouraged to implement the classical liberal arts approach and Socratic method of teaching while optimizing classroom time for group discussion and exploration rather than testing and "busy work".
- They make a commitment to work for the full 32 weeks. They are required to attend a staff meeting, Registration, Orientation in August, and the 32 class days.
- Tutors are expected to sign a commitment form, provide a syllabus, and have curriculum approved prior to the start of the co-op year.
- Tutors determine the fees for their classes and a minimum and maximum enrollment.
- Should a student, who has paid for a course in full, drop that course according to the proper guidelines in this handbook, it is expected that the Tutor refund the payments that would have not yet been owed if the student had chosen the payment plan.
- Tutors will submit a grade for each student at mid-semester and also at the end of each semester. A copy of the semester grade for each student will be sent to the Registrar. Graded tests, papers, and all work will be returned.
- Each Tutor will have a substitute plan in case of ill-health or emergencies - to be discussed with the Tutor Coord.

- Tutors should give the week's assignment orally in class on Tuesday, but also publish assignments to Schoology by 9:00am Wednesday morning. This is ***extremely important*** and should be taken as a serious responsibility. It makes a big difference in the smooth running of the Co-op.
- Parents and Tutors must stay in contact, especially if problems are arising. If necessary, the Tutor Coordinator or Registrar can be contacted, but only after parents and Tutors make an effort to communicate.
- Tutors should aim to answer assignment inquiries within one working day and other co-op related inquiries before the next scheduled class time.
- Tutors may not have their own children who are under the age of 8 in their classroom while they are teaching unless arrangements or exceptions have been approved by the Steering Committee.

Revised July 2016; Handbook Policies & Procedures are subject to change at any time.

Our Lady of Good Counsel
2016-2017 SCHEDULE AND IMPORTANT DATES

YR	DATES	DESCRIPTION	TUITION PAYMENT NOTES
2016	Mar - Aug	Registration (via Mail-In) – Enrollment Fee = \$125/family thru 4/30	
	Mar 12	Open House (in-person registration, meet the Tutors, etc)	
	Apr 20	Open House (in-person registration, meet the Tutors, etc)	
	May 1	Enrollment Fee increases to \$150/family	1 st Tuition Payment Due
	Jul 1	Enrollment Fee increases to \$175/family	
	Aug 16	Orientation (required for students AND parent); Enroll Fee = \$200	2 nd Pymt or Full Amt Due
	23	Week 1	
	30	Week 2	
	Sep 6	Week 3	
	13	Week 4	
	20	Week 5	
	27	Week 6	3 rd Tuition Payment Due
	Oct 4	Week 7	
	11	Week 8	Mid-term Progress Reports
	18	Week 9	
	25	Week 10	4 th Tuition Payment Due
	Nov 1	Week 11	
	8	Week 12	
	15	Week 13	5 th Tuition Payment Due
	22	No co-op – THANKSGIVING	
	29	Week 14	
	Dec 6	Week 15	
	13	Week 16	Semester Progress Reports
	20	No co-op – CHRISTMAS BREAK	
	27	No co-op – CHRISTMAS BREAK	
2017	Jan 3	No co-op – CHRISTMAS BREAK	
	10	Week 17	
	17	Week 18	
	24	Week 19	
	31	Week 20	
	Feb 7	Week 21	
	14	Week 22	
	21	Week 23	
	28	Week 24	6 th Tuition Payment Due Mid-term Progress Reports
	Mar 7	Week 25	
	14	No co-op - SPRING BREAK	
	21	Week 26	
	28	Week 27	
	Apr 4	Week 28	
	11	Week 29	
	18	No co-op – EASTER OCTAVE (-or- Bad Weather Make-Up Day)	
	25	Week 30	
	May 2	Week 31	
	9	Week 32 - LAST DAY OF CO-OP	Final Grades / Reports
	16	Bad Weather Make-Up Day	

