

Our Lady of Lourdes Board of Education Policies

Last revised: June 2017

*Faith Formation Board renamed to Board of Education June 2017

Our Lady of Lourdes Board of Education

100 EDUCATION PHILOSOPHY

- Policy 102 B Name of School

Our Lady of Lourdes Board of Education

Policy 102B

EDUCATION PHILOSOPHY

Name of School

This school is organized and known as Lourdes Catholic School. Located in Scott County Iowa, it operates under the direction of the Diocese of Davenport.

Policy Adopted: November 3, 1988
Policy Revised: October 2004-2005
Policy Revised: December 3, 2009
Policy Revised: November 2017

200 BOARD OF EDUCATION

- Policy 210.1A Board of Education Elections
- Policy 210.1B Terms of Office
- Policy 210.1C Membership
- Policy 210.4A General Powers and Duties
- Policy 210.4B Executive
- Policy 210.4C Election of Officers
- Policy 210.4D Meeting Times
- Policy 210.4E Urgent Board Decisions
- Policy 212A Formulation/Revision/Amendment of Policy
- Policy 213A Board of Education Meeting Format
- Policy 213B Open Forum for Regularly Scheduled Board of Education Meetings

Policy 210.1A

BOARD OF EDUCATION

Board of Education Elections

A) Regular Board of Education elections shall be held each May. The Board President shall appoint a Nominating Committee. The Nominating Committee will review each nomination and present recommendations for membership to the full Board for vote at the May Board of Education Meeting.

B) Notices of this election and request for nominations will be placed in the Our Lady of Lourdes Sunday bulletin and weekly LCS administrator reports for three weeks prior to the election.

C) The Chairman of the Policy and Procedure Committee or the Board President shall accept nominations and present the slate of candidates for consideration.

D) The Policy and Procedures Committee or other Board designated person(s) shall contact all nominees and confirm their desire to run for a position on the Board.

E) A board alternate will be asked to fill any mid-year board vacancies. If needed, additional vacancies will be filled as determined by the executive committee of the board, subject to a majority vote. Alternate members or appointed members will serve the duration of the vacated term. If a Board position needs to be filled after the school year has started, the Alternate will be asked if he/she would like to finish that Board position term. If not, or if there are additional positions to be filled, an immediate notice of the vacant position(s) and request for nominations would be placed in the Our Lady of Lourdes Sunday bulletin and LCS weekly administrator's report every week until filled.

Policy Adopted: November 3, 1988

Policy Revised: January 10, 2013

Policy Revised: December 2016

Policy 210.1B
BOARD OF EDUCATION

Term of Office

All elected members will serve a term of three years. Terms of members shall overlap so that not more than one third of the members' terms expire at the same time.

- A. No member may serve more than two consecutive terms.
- B. The term begins with the first regularly scheduled board meeting following the election.

Policy Adopted: November 3, 1988
Policy Revised: October 2004-2005
Policy Revised: February 4, 2010
Policy Revised: February 21, 2013
Policy Revised: December 2016

Our Lady of Lourdes Board of Education

Policy 210.1C
BOARD OF EDUCATION

Membership

The Board of Education will consist of the following:

- *Pastor of Our Lady of Lourdes Parish (OLOL)

- *Eleven elected members representing all children attending educational programming, and

- *One representative from OLOL pastoral council

Any OLOL Parish member 18 years or older or any parent/guardian of a child attending Lourdes Catholic School (LCS) is allowed to serve as a Board member.

Ex-officio members will consist of the following:

- *Administrator of LCS

- *President of LCS Home and School Association

- *Teacher representative from LCS

- *LCS Athletic Director

- *OLOL Business Manager

- *OLOL Director of Faith Formation

- *OLOL Coordinator of Youth Ministry

- *Representative from Assumption High School

- *Representative from St. John Vianney Parish

Policy Adopted: November 3, 1988
Policy Revised: October 2004-2005
Policy Revised: February 4, 2010
Policy Revised: February 21, 2013
Policy Revised: December 2016

Policy 210.4A

BOARD OF EDUCATION

General Powers and Duties

The members of the Board of Education will make rules for its own governance, and that of the teachers and students, with the approval of the Superintendent of the Diocese, and aid in the enforcement of these rules, and require the performance of duties of said persons imposed by the law, and the rules of the Diocese of Davenport.

LEGISLATIVE

The Board of Education represents the people of Our Lady of Lourdes Parish, St. John Vianney Parish, and Our Lady of Lourdes School and will function as a policy making board.

APPRAISAL

Appraisal is the function which attempts, through careful examination and study of facts and conditions, to determine the efficiency of the operations of the school, not only in dollars and cents, but in the desirable values of our Catholic faith as the result of instruction based upon our Catholic philosophy of education.

Policy Adopted: November 3, 1988

Policy Revised: March 5, 1992

Policy Revised: June 1, 2006-2007

Policy Revised: April 4, 2013

Policy Revised: January 2017

Policy 210.4B
BOARD OF EDUCATION

Executive

The Executive Committee of the Board of Education will consist of the pastor of Our Lady of Lourdes, President, Vice President, and Secretary of the Board of Education. This Committee will delegate to the Administrator the authority for carrying out the policies, plans, and administrative details necessary to ensure that all phases formulated by the Board are made effective in the operation of the school.

President

The President of the Board of Education is responsible to preside at all meetings. If unable to attend, the Vice President will assume the responsibility of the President at the Board of Education meeting.

Vice President

The Vice President of the Board of Education will be responsible to assume leadership when the President is unable to attend meetings.

Secretary

The Secretary of the Board of Education will prepare and keep a complete record of all proceedings of each meeting of the Board of Education. Once approved by the Board, copies of the complete record will be provided by the Secretary to the school office for posting on the school website.

Policy Adopted: November 3, 1988

Policy Revised: October 2004-2005

Policy Revised: January 7, 2010

Policy Revised: April 6, 2013

Policy Revised: January 2017

Policy 210.4C

BOARD OF EDUCATION

Election of officers

The Board of Education President, Vice President, and Secretary will be elected in accordance with the Our Lady of Lourdes Constitution. The timing of the election, voting eligibility, and eligibility for the officers is addressed in that document.

The current President of the Board of Education will appoint one of the outgoing voting members to preside over the elections. Elections for each office will be conducted at the May meeting and are to occur separately and in succession; first for President, second for Vice President, and then for Secretary. The ballot for each office will be written and confidential. Absentee ballots will be allowed. The President will designate two non-voting members to tally the results.

The elections are by written ballot with all voting members of the Board, not including newly elected members, being eligible except in the case where a voting member has already held the office being voted on for two consecutive years. The voting members of the Board may not remove their names from consideration before the first ballot is cast. If an individual is elected who prefers not to assume that role for the next year, they can then withdraw their name from consideration and a second ballot will be cast.

If one elected member of the Board of Education receives a majority of the total votes cast, the election will stand. If one voting member of the Board of Education does not receive a majority of votes, the name of the two nominees with the greatest number of votes will be presented for a second ballot.

The newly elected officers will begin serving at the conclusion of the May meeting.

Policy Adopted: June 2, 1994

Policy Revised: June 1, 2006-2007

Policy Revised: April 6, 2013

Policy Revised: January 2017

Policy 210.4D

BOARD OF EDUCATION

Meeting Times

Board of Education meeting dates for the upcoming academic year will be determined in May by the LCS Administrator and the Board of Education President.

Policy Adopted: November 3, 1988

Policy Revised: October 2004-2005

Policy Revised: October 1, 2009

Policy Revised: November 18, 2010

Policy Revised: April 6, 2013

Policy Reviewed: December 2016

Policy 210.4E

BOARD OF EDUCATION

Urgent Board Decisions

Urgent Board decisions can be made via phone, email or video conferencing so long as all members are notified and a quorum is attained. The urgent Board decision(s) will be captured in the minutes of the next Board meeting.

Policy Adopted: November 5, 2009

Policy Revised: April 6, 2013

Policy Revised: February 2017

Policy 212A
BOARD OF EDUCATION

Formulation/Revision/Amendment of Policy

Recommended new policies, as well as revisions or amendments of existing policies, can be submitted by any Board of Education member and are subject to a first, second and third reading prior to voting. Existing policies are to be reviewed on the following schedule that will allow each section of the handbook to be reviewed at least every five years. If a policy is reviewed and the Board of Education votes to make no revisions, after one reading the policy will be labeled on the bottom as “Policy Reviewed: date reviewed” and no further readings are necessary.

2016-2017

- All 200 Policies
- All 400 Policies

2017-2018

- All 100 Policies
- All 800 Policies

2018-2019

- All 300 Policies
- All 500 Policies

2019-2020

- All 600 Policies
- All 700 Policies

2020-2021

- All 200 Policies

2021-2022

- All 400 Policies

Our Lady of Lourdes Board of Education

2022-2023

- All 100 Policies
- All 800 Policies

2023-2024

- All 300 Policies
- All 500 Policies

Policy Adopted: November 3, 1988

Policy Revised: October 2004-2005

Policy Revised: January 7, 2010

Policy Revised: February 2014

Policy Revised: January 2015

Policy Revised: March 2017

Policy 213A
BOARD OF EDUCATION

Board of Education Meeting Format

Board of Education meetings are open meetings where a gathering of a majority of board members discuss and vote on board, committee and administrative recommendations and on items that establish or amend policy for Lourdes Catholic School.

General Order of Business:

1. Call to Order
2. Opening Prayer
3. Introduction of Guests
4. Approval of Agenda
5. Approval of Minutes
6. Open Forum
7. Information and Reports
8. Action Items from Old Business or New Business
9. Closing Prayer
10. Adjourn Regular Session
11. *Closed Session if needed
12. Re-enter/Adjourn Open Session

*Occasionally issues must be discussed in closed session due to reasons including but not limited to:

- Discussing sensitive matters directly involving a student or group of students.
- Evaluating the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered.
- Discussing proprietary financial information

Our Lady of Lourdes Board of Education

The board may only enter closed session when authorized by the Board of Education President or Pastor.

Topics for Closed Session will appear on the public meeting agenda using only a generic description so as to keep confidential any sensitive information. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting. Records of the request for closed session shall be documented in the Board of Education meeting notes. The board maintains discretion over who may be present during closed session, taking into account the sensitivity of the topic(s) being discussed.

Closed sessions shall have hand-written minutes documented by the board Secretary. The detailed minutes shall be sealed and shall not be public records open to public inspection. Records are maintained in the school office by the Administrator for one calendar year.

If matters discussed in closed session require a vote, the Board of Education must reconvene in Open Meeting format to vote on matters discussed in closed session. The outcome of the vote is documented by the Board of Education Secretary in the regular meeting minutes.

Policy 213B
BOARD OF EDUCATION

Open Forum for Regularly Scheduled Board of Education Meetings

Open forum is a time to be used to hear questions and/or concerns from the school community. To assure an orderly meeting, the Board of Education will utilize the following procedures for open forum topics:

1. Before addressing the Board of Education, speakers shall identify themselves by name. If the speaker represents a group, the group should also be identified.
2. Comments shall be limited to no more than three minutes per open forum visitor. Time is monitored by the Board Secretary.
3. The speaker will address the Board President or person chairing the meeting. Board members will not comment or ask questions of the speaker.

If further action is needed as a result of the issue brought forth in open forum, the Board of Education President will notify the speaker of the next steps to be taken by the Board of Education. Examples may include, but are not limited to, forming a committee, reporting back to the Board at the next regularly scheduled meeting, or holding a separate meeting with the speaker.

No action will be taken on any issue brought up in Open Forum until a future meeting. Participants will be notified when the issue will appear on a future Board agenda. A record of Open Forum visitors and topics is maintained as part of the Board of Education Meeting Minutes by the Board Secretary.

300 ADMINISTRATION

- Policy 303A Administrator-Contract Period
- Policy 303B Teacher Contracts
- Policy 350.1A Principal Search and Selection
- Policy 360A Contract-Administrator
- Policy 360B (page1 of 2) Staff /Personnel Grievances
- Policy 380A Emergency Closing
- Policy 380B Death of Faculty of Staff Members

Policy 303A

ADMINISTRATION

Contract Period

The contract period for the school year shall be set at twelve (12) months for the LCS Administrator. The contract period will begin on July 1st and will end on June 30th.

Policy Adopted: November 3, 1988
Policy Revised: December 2004-2005
Policy Revised: February 4, 2010
Policy Reviewed: April 2014

Policy 303B

ADMINISTRATION

Contract- Teachers

A contract shall be given to the LCS certified staff who are recommended for rehiring no later than the second Friday in April to be returned to the school office in two weeks.

For teachers holding an Initial Iowa license (at the end of the first and second and third years of probation) and for teachers new to the Davenport Diocese holding a Standard Iowa license (at the end of the first year of probation) the Administrator will make a specific recommendation, in executive session, as to whether to:

1. Extend the contract.
2. Extend the contract with an additional year of probation.
3. Not to extend the contract.

Policy Adopted: November 3, 1988

Policy Revised: December 2004-2005

Policy Revised: February 4, 2010

Policy Reviewed: April 2014

Policy 350.1A

ADMINISTRATION

Principal Search and Selection

The Search/Selection Committee for the Administrator of Lourdes Catholic School will consist of the Pastor, four Board members (including the President), and two teachers (one from grades K-4 and one from grades 5-8) for a total of seven members. Committee members should make every effort to attend all interviews.

The Search/Selection Committee will determine the interview process and be authorized to offer a contract to a qualified candidate, pending Diocesan approval.

Policy Adopted: November 3, 1988

Policy Revised: March 5, 1992

Policy Revised: June 1, 2006-2007

Policy Revised: April 16, 2013

Policy Revised: April 2014

Policy 360A

ADMINISTRATION

Contract Renewal/Non-Renewal

A contract shall be given to the LCS Administrator who is recommended for rehiring by the Board of Education on March 15, to be returned to the Board of Education by April 1st.

Policy Adopted: November 3, 1988
Policy Revised: December 2004-2005
Policy Revised: March 4, 2010
Policy Revised: April 2014

Policy 360B

ADMINISTRATION

Staff/Personnel Grievances

A) An employee of Lourdes Catholic School who has been unable to resolve a complaint with another employee may file a grievance using the following procedure:

LEVEL 1: An employee must discuss with the administrator any grievance within five working days of discovery.

LEVEL 2: If dissatisfied with the outcome of LEVEL 1, or if the administrator has failed to render a decision within five working days, an employee may file a grievance, in writing, with the administrator. The administrator will provide a written response in ten (10) working days.

LEVEL 3: If dissatisfied with the outcome of LEVEL 2, or if the administrator has failed to provide a written response within ten (10) working days, an employee may file a grievance, in writing, with the Chair of the Board of Education (BOE). The Chair and an appointed Personnel Committee will address the grievance at a hearing within thirty (30) days of receiving the written grievance. The Personnel Committee will provide a written response within ten (10) working days of the hearing. Administrators shall begin the grievance policy at LEVEL 3.

LEVEL 4: If dissatisfied with the outcome of Level 3, or if the Personnel Committee has failed to provide a written response within ten (10) working days, an employee may file a written request with the Chair of the BOE for a hearing in front of the entire board in an executive session. The BOE will conduct the hearing within thirty (30) days of receipt of the written request. The BOE will provide a written response, the final response in the grievance process, within ten (10) working days of the hearing.

B) A grievance must involve a situation in which the party complained against has control or can be held accountable.

C) All grievances from LEVEL 2 onward must be in writing. A written grievance should include the nature of the grievance with as many details as possible.

D) If an employee has a grievance with the administrator of the school, the grievance process will start at LEVEL 3.

E) Grievances should NOT be addressed during normal business hours, unless it is impossible to be avoided.

F) Written responses to a grievance will be provided to all parties involved. All documents, communications or records dealing with the grievances will be filed separately from the personnel files of the participants.

G) A grievance may be withdrawn at any level without prejudice or record.

H) The entire grievance process must be concluded within six (6) months of the initial filing.

Policy Adopted: November 3, 1988

Policy Revised: February 2013

Policy Revised: April 2014

Policy 380A

ADMINISTRATION

Emergency Closing

During a time of inclement weather LCS may follow the same schedule as the Bettendorf Public School System (keeping in mind LCS students who rely on Bettendorf busing). The LCS Administrator shall have the authority to close the school because of other emergency conditions for the length of time the emergency exists. The LCS Administrator shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision to close. The Diocesan Superintendent of Schools is to be contacted when school is dismissed for circumstances other than inclement weather.

Policy Adopted: November 3, 1988
Policy Revised: November 2004-2005
Policy Revised: May 6, 2010
Policy Revised: April 2014

Policy 380B

ADMINISTRATION

Death of a Faculty or Staff Member

In the event of a death of any faculty or staff member (current or former), the school may close at the discretion of the Administrator to allow faculty, staff, and students to attend the services.

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2006-2007

Policy Revised: April 6, 2013

Policy Revised: April 2014

400 STAFF PERSONNEL

- Policy 402 Job Descriptions
- Policy 403 Qualifications
- Policy 412A School Calendar
- Policy 414A Letter of Intent- Staff
- Policy 461 Cell Phone/ Electronic Devices Policy – Teachers and Staff

Policy 402

STAFF PERSONNEL

Job Descriptions

Lourdes Catholic School (LCS) strives to develop and maintain job descriptions for all positions serving LCS. Job descriptions will be developed by the LCS Administrator in conjunction with the Our Lady of Lourdes (OLOL) Human Resources representative/Business Manager, and maintained by the OLOL Human Resources representative/Business Manager. The job descriptions will serve to explain expectations of the position and communicate what an employee of that position can expect.

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2006-2007

Policy Revised: April 6, 2013

Policy Revised: June 2017 (renumbered from 402B)

Policy 403

STAFF PERSONNEL

Qualifications

Detailed guidance can be found in the Diocese of Davenport Board of Education Policy 403: Staff Personnel - Screening. In addition,

Selection of Certified and Non-Certified staff personnel shall additionally be based on:

- Training and certifications
- Special skills (Non-Certified Staff Only)
- Demonstrated professional competency
- Personal philosophy of educational goals and objectives
- Suitability for the position

Job openings will first be posted internally for qualified internal candidates to be considered.

Policy Adopted: November 3, 1988

Policy Revised: December 2004-2005

Policy Revised: March 4, 2010

Policy Revised: November 2014

Policy Revised: June 2017 (renumbered from 402A)

Our Lady of Lourdes Board of Education

Policy 412A

STAFF PERSONNEL

School Calendar

The administrator of Lourdes Catholic School shall develop an official calendar to be recommended to Board of Education for approval and adoption.

The Board of Education has the authority to amend the school calendar in the best interests of Lourdes Catholic School.

Policy Adopted: November 3, 1988

Policy Revised: January 10, 2013

Policy Reviewed: February 2017

Our Lady of Lourdes Board of Education

Policy 414A

STAFF PERSONNEL

Letter of Intent - Staff

A letter of intent to indicate desire for continued employment for the following school year shall be given by the Administrator to all staff the first week of February, to be returned to the Administrator by the third Friday of February.

Policy Adopted: November 3, 1988

Policy Revised: December 2004-2005

Policy Revised: June 3, 2010

Policy Reviewed: September 2014

Policy Revised: April 2017

Policy 461

STAFF PERSONNEL

Cell Phone/Electronic Device Policy - Teachers and Staff

Personal electronic devices, including cell phones, may not be used during school instructional time or during other school duties as assigned, unless a school emergency arises or a School Administrator has approved such use. This includes taking photographs, texting, emailing, etc. Cell phones may be carried as a means to communicate should an emergency arise.

Detailed guidance can be found in the Diocese of Davenport Board of Education Policy 461: Staff Personnel - Electronic Communications and Social Media.

Policy Adopted: September 23, 2010

Policy Revised: April 6, 2013

Policy Revised: June 2017 (renumbered from 410A)

500 STUDENT PERSONNEL

- Policy 500A Dress Code
- Policy 501A Admissions
- Policy 501B Transferring Students
- Policy 506.1B Suspension/ Expulsion
- Policy 506.1C Student Due Process
- Policy 510.3 Class Size
- Policy 520A Over The Counter Medications
- Policy 540A Use of Tobacco, Alcohol and Controlled Substances
- Policy 540B Cell Phone/ Electronic Devices Policy- Students
- Policy 551A Illness/ Injury
- Policy 562A Examination of Student Records

*Please refer to DBE 430 for Policy & Procedures

Our Lady of Lourdes Board of Education

Policy 500A

STUDENT PERSONNEL

Dress Code

LCS shall have a dress code. The dress code shall be selected and enforced by the Administrator.

Policy Adopted: November 3, 1988

Policy Revised: January, 2004-2005

Policy Revised: May 6, 2010

Policy Reviewed: October, 2014

Policy 501A

STUDENT PERSONNEL

Admissions

Lourdes Catholic School is open to all Catholic students in Preschool through 8th grade. Non-Catholic students are admitted as long as class size does not exceed limits set by the Board of Education.

Should a prospective student who is perceived to have needs beyond those of the general education classroom, the LCS Administrator shall make the decision regarding admission on a case-by-case basis. Students and parents/guardians must agree to an interview and agree to disclose paperwork from the previous school. No admission decision will set precedent regarding potential future enrollment decisions.

Transferring students will be admitted to LCS according to Policy 501 B

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2006-2007

Policy Revised: January 20, 2011

Policy Revised: January 2015

Policy 501B

STUDENT PERSONNEL

Transferring Students

Students requesting transfer into LCS will be considered on a case-by-case basis. Pertinent factors affecting admissions include current class size, academic and/or behavior history and special needs requirements. All registration paperwork must be completed and fees paid before conditional admission is considered complete. Decisions made concerning the admission will include input from the LCS Administrator, teachers, parents/guardians and student.

Students transferring in from an area school district may be admitted on a conditional basis, with the determination of admission status to be reviewed within four (4) weeks from the student's first day of class.

Policy Adopted: October 5, 1995

Policy Revised: June 1, 2005-2006

Policy Revised: December 16, 2010

Policy Revised: December 2014

Policy 506.1B
STUDENT PERSONNEL

Suspension/Expulsion

Suspensions and/or expulsions may be imposed by the Administrator for any of the following causes:

- Possession, sale, distribution, purchase, or use of tobacco products, alcoholic beverages, or any controlled substance as defined by Section 204.101, subsection 6 of the Code of Iowa, firearms, or weapons designed to do bodily harm.
- Theft (degree of seriousness to be determined by the Administrator).
- Possession, sale, distribution or purchase of pornographic literature and/or use of such objects.
- Immoral acts of behavior.
- Damaging, defacing or destroying property.
- Threats/ Acts of physical and or verbal violence.
- Violation of school rules and regulations.
- Accumulation of minor offenses.
- Insubordination.

Discipline procedures will be formulated by the Administrator with the advice and consent of the Board of Education.

Please refer to Diocesan policy 430 for Bullying and Harassment Policy and Procedures.

Policy Adopted: May 2, 1992
Policy Revised: June 1, 2005-2006
Policy Revised: June 9, 2011
Policy Reviewed: November, 2014

Policy 506.1C

STUDENT PERSONNEL

Student Due Process

LCS shall have a due process procedure.

If a student has been identified having a repeated or serious behavior problem, his/her teacher will contact the student's parent(s) to report each behavior incident. The teachers will be asked to document further behavior problem(s). If the behavior problem(s) persist, a meeting of all teachers involved with the student will be held to discuss a solution with the parents(s).

If the behavior continues to deteriorate, the Administrator shall determine if the student is to be excluded from activities and/or suspended from school. Expulsion, if recommended by the Administrator, shall be acted upon by the Board of Education.

Parents shall be notified of the Administrator's intent to go to the Board of Education. Parents shall be informed of their right to appeal to the Board of Education.

Policy Adopted: April 10, 1980

Policy Revised: June 1, 2005-2006

Policy Revised: June 9, 2011

Policy Revised: January 2015

Policy 510.3

STUDENT PERSONNEL

Class Size

Lourdes Catholic School understands the importance of the educational needs of its students for their academic, behavioral, social and spiritual development. The determination of class size will take the following considerations (in no particular order of importance):

- a. Age, curriculum, achievement and grade level
- b. Nature of instructional program
- c. Number of adults available to assist the program, including professional aides and certified instructors
- d. State regulations and school credentials needed to maintain accreditation
- e. Instructor credentials, skills, experience and administrative recommendations
- f. Financial needs of Lourdes Catholic School to remain a viable institution

The recommended maximum number of students per class per grade is:

- K-1: 25 students
- 2-5: 26 students
- 6-8: 28 students

Note: The above guidelines are recommendations, not requirements. The Administrator will determine if additional full or part time staffing is required, based on factors such as class size and instructional need. Recommendation for additional staffing will be presented by the Administrator to the Executive Committee of the Board of Education for consideration. If the Executive Committee approves the recommendation, it will then be presented to the full Board of Education for approval.

Policy Adopted: January 2015

Policy Revised: October 2017

Policy 520A

STUDENT PERSONNEL

Over-The-Counter Medication

Lourdes Catholic School offers an option for parents to authorize the school to administer some over-the-counter (OTC) medications to students as needed/requested in the 5th through 8th grades. Authorization is given with the Permission to Administer Over-the-Counter Medication form completed by the parent/guardian for each individual student which is kept on file at the school office. The Permission form indicates the dosage of OTC medications the school keeps in stock. If a child needs a different dosage than what is kept in stock such medication should be labeled and brought to the school office in the original manufacturer packaging with the completed Permission form.

Policy Adopted: January 20, 2011

Policy Reviewed: November, 2014

Our Lady of Lourdes Board of Education

Policy 540 A

STUDENT PERSONNEL

Use of Tobacco, Alcohol, and Controlled Substances

Student use or possession, sale, distribution, purchase or use of tobacco products, alcoholic beverages, e-cigarettes, look-alike drugs, or any controlled substance shall be prohibited. The Board of Education upon the recommendation of the Administrator may suspend or expel any student for any violation.

Policy Adopted: June 2, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: June 9, 2011

Policy Revised: March 2015

Policy 540B

STUDENT PERSONNEL

Cell Phone/Electronic Device Policy - Students

Cell phones/electronic devices are not permitted unless a teacher gives permission based on need for specific educational purposes. Phones and devices may not be used to take photographs or record video. If a student is discovered to have a cell phone/electronic device in his or her possession without express teacher permission, it will be taken and kept in the school office until the end of the school day. The student may retrieve it after dismissal. If the device is taken a second time, it will remain in the school office until the student's parent or guardian comes to pick it up.

Policy Adopted: September 23, 2010

Policy Revised: November 2014

Policy 551A

STUDENT PERSONNEL

Illness/Injury Procedures

Students who become ill or are injured at school will be given first aid. Whenever possible, parents will be notified by phone and instructions will be requested. When the parent cannot be reached, the emergency contact person will be notified. In case of an emergency, the EMS may be notified, possibly resulting in the student being transported to the hospital or physician's office.

In the event a student needs to take a prescribed medication during school hours, please refer to the Diocese of Davenport Policy 520-Student Medication Administration as well as the LCS Student Handbook.

The Board of Education assumes no responsibility for medical treatment of students.

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: December 16, 2010

Policy Revised: February 2015

Our Lady of Lourdes Board of Education

Policy 562A

STUDENT PERSONNEL

Examination of Student Records

Any and all examination of student records must take place in the presence of the Administrator or a designee.

Please refer to Diocesan Policy 562.

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: December 16, 2010

Policy Reviewed: January 2015

600 EDUCATION PROGRAMS

- Policy 601B Preschool Policies
- Policy 606A K-12 Curriculum: Outside Classes
- Policy 610.2A Elementary Curriculum
- Policy 612.3A School Improvement Advisory Committee
- Policy 612.5A In-Service
- Policy 612.5B Faculty Meetings
- Policy 615A Internet Policy
- Policy 615B Internet Safety and Acceptable Use – Students
- Policy 615C Internet Safety and Acceptable Use- Teachers
- Policy 680A Hot Lunch Program

Policy 601B

EDUCATIONAL PROGRAMS

Preschool/Pre K Policies

TUITION

The Board of Education shall review tuition for Lourdes Preschool at least every two years. The review shall include (five) area preschools of the same caliber as Lourdes Preschool/Pre K

HEALTH

Lourdes Preschool/ Pre K will adhere to all health policies under the direction of the Board of Health, i.e., immunization cards, emergency health forms, etc.

AIDE

An aide may be provided to meet the department of education requirements.

INFORMATION/HOME VISIT/REGISTRATION

The preschool/Pre K staff shall be responsible for information, home visits, and registrations.

REVENUES AND EXPENDITURES

Revenues and expenditures shall be incorporated in the Lourdes Catholic School budget.

PROGRAM

The program shall consist of three, four and five year old children.

Policy Adopted: November 3, 1988

Policy Revised: December 16, 2011

Policy Revised: December 2015

Policy 606A

EDUCATIONAL PROGRAMS

K-12 Curriculum: Outside Classes

All Lourdes Catholic School students are required to begin school at the morning tardy bell and remain at Our Lady of Lourdes School until the dismissal bell. Outside classes are not permitted to be taken during the above stated hours unless offered by Assumption High School. An exception to this policy would be students receiving special services in another school setting. The administrator must approve all outside classes.

Policy Adopted: February 5, 2007

Policy Revised: January 12, 2012

Policy Revised: December 2015

Our Lady of Lourdes Board of Education

Policy 610.2A

EDUCATIONAL PROGRAMS

K-8 Curriculum

The K-8 curriculum shall follow the standards and benchmarks from the Department of Education, State of Iowa, and the Diocese of Davenport.

Curriculum shall include grade level instruction in the following:

- Religion/Human Relations education
- Reading/Language Arts
- Mathematics
- Science
- Social Studies/Current Events
- Physical/Health/Wellness education
- Music/Instrumental Instruction
- Art education
- Technology

Specific instruction in the above subject areas is designed for each grade level.

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: December 4, 2008

Policy Revised: May 2014

Policy Reviewed: October 2015

Policy 612.3A

EDUCATIONAL PROGRAMS

School Improvement Advisory Committee

- 1) The LCS School Improvement Advisory Committee (SIAC) in accordance with Iowa State Law will have the following members:
 - LCS Administrator
 - Two (2) LCS Teachers
 - Board of Education Members
 - LCS Home and School members
 - LCS parents
 - OLOL parish community members and
 - LCS student council president (as need-determined by committee members).

- 2) The SIAC will be appointed by the Executive Committee of the Board of Education and approved by majority vote.
- 3) Members of the SIAC will serve a one year term and may be reappointed indefinitely.
- 4) The purpose of the SIAC shall be to study any issue deemed appropriate by the Board of Education.
- 5) It is recommended that the LCS Administrator be appointed as chairperson of the committee.
- 6) It is recommended that the SIAC meet 2-6 times annually.

Policy Adopted: February 5, 2007

Policy Revised: January 12, 2012

Policy Reviewed: October 2015

Policy 612.5A

EDUCATIONAL PROGRAMS

In-Service- Personnel

In-service training will be provided.

1. The LCS Administrator shall conduct appropriate in-service training to all LCS faculty and staff.
2. In-service training will be conducted at least once a quarter during the school year.

Policy Adopted: November 3, 1988

Policy Revised: January, 2004-2005

Policy Revised: June 3, 2010

Policy Reviewed: January 2015

Policy Reviewed: October 2015

Policy 612.5B

EDUCATIONAL PROGRAMS

Faculty Meetings

1. Faculty meetings will be held as needed by the LCS Administrator.
2. The Administrator will determine which faculty and staff members are required to attend each meeting.

Policy Adopted: November 3, 1988

Policy Revised: December 2004-2005

Policy Revised: March 4, 2010

Policy Revised: April 2015

Policy Reviewed: December 2015

Policy 615.A

EDUCATIONAL PROGRAMS

Internet Safety and Acceptable Use Policy

The Diocese of Davenport and Lourdes Catholic School recognize and promote the increasing availability of Internet access in schools and parishes throughout the diocese. The Internet is an electronic highway connecting thousands of computers all over the world with access to electronic mail, public domain software, discussion groups, libraries of information, and other forms of direct electronic communication. The vast amount of information contained in the Internet will allow students and staff opportunities to access educational information, news, the World Wide Web and its search tools as well as the resources of university libraries and the Library of Congress.

The use of this system comes with a corresponding responsibility. Along with the inherent freedom of the Internet comes the possibility of accessing material that is not consistent with the Catholic faith. Although precautions should be taken to restrict access to controversial materials, such access may still be possible.

To safeguard the Internet and its users the Diocese and Lourdes Catholic School require that students follow these rules:

1. Transmission or intended reception of any material in violation of any national, state, or local regulation is prohibited. This includes, but is not limited to:
 - copyrighted material
 - threatening or obscene material
 - material protected by trade secret

Use for commercial activities, product advertisement, or political lobbying is prohibited.

Intended transmission or reception of material that would tend to violate the moral teaching of the Catholic Church or be scandalous to the Church is also prohibited.

2. The Diocese requires the use of filtering software or services on all school computers with access to the Internet. When minors are using the Internet, access to visual depictions must be blocked or filtered if they are:
 - a. obscene, as that term is defined in section 1460 of title 18, United States Code
 - b. child pornography, as that term is defined in 2256 of title 18, United States Code
 - c. harmful to minors

Schools cannot disable the filters when minors are using them, even with parental or teacher permission and supervision.

Schools must monitor student use of the Internet in school.

Our Lady of Lourdes Board of Education

3. Appropriate language shall be used while respecting the rights of others. Messages shall not contain profanity, obscene or sexually explicit pictures or comments, or expressions of bigotry or hatred.
4. In general, it is advised that personal identification information should not be made public over the Internet. Personal identification information, including addresses and phone numbers, should never be given out over the Internet. Illegal activities may be reported to law enforcement.
5. Unauthorized access, including so-called "hacking" and other unlawful activities online are prohibited. Attempts to disrupt the use of the network by destroying data of another user or of the network are prohibited. Attempts to use system administrator access rights or another user's account without written permission from the school are prohibited. Any user identified as a security risk may be denied access to the Internet. Students are not allowed to change the configuration of the school computers.
6. All computers should continuously run anti-virus software while in operation. Any information downloaded from the Internet should be scanned for viruses before use.
7. The Diocese of Davenport and Lourdes make no warranties of any kind, whether expressed or implied, for Internet service including loss of data, delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained is at the operator's risk.
8. Students will not be allowed to use personal accounts from home or send or receive e-mail from a home account while at school. Students will not be allowed to use chatrooms, instant messaging, and other forms of direct electronic communication, except for those provided directly by the school for educational purposes.
9. Internet information is assumed to be private property but is not guaranteed to be confidential. Viewing of Internet information is considered a public act at school.
10. Because the information on the Internet is so widespread and constantly changing, it is impossible to predict everything students might locate. Even with teacher supervision, a student may encounter inappropriate information. Students will be instructed on the appropriate use of the Internet, including how to immediately back out of objectionable areas. Students intentionally accessing such information, encouraging others to do so, or failing to immediately back out of accidental encounters will be subject to the consequences listed in the Acceptable Use Policy.
11. All equipment should be transported and used in a manner that minimizes the chance of damage to that equipment. This includes carrying a laptop with the lid fully closed and using a laptop only when it is placed flat on a desk.
12. Students may be assessed a repair fee for damages to computer equipment.

Our Lady of Lourdes Board of Education

13. Students will receive education about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

In addition to the above, users will be expected to abide by the following code of conduct:

1. Users must cite all quotes, references, sources, etc. in any report.
2. Users should understand that e-mail and Internet information is not guaranteed to be private or confidential. Messages should be sent and Internet content viewed accordingly.
3. Users should respect the rights of others and only remain on the system long enough to get needed information.
4. Users accessing Internet services that have a cost will be responsible for payment of those costs.
5. Users should only be accessing Internet sites and content as related to the educational objectives for which access is deemed appropriate and relevant.

All students and their parent/guardian must sign the Signature Page of the Acceptable Use Policy for students to have Internet access. By signing this form, the parent/guardian and student agree to abide by the Acceptable Use Policy and understand the consequences of its violation. Parents/guardians have the option of revoking their consent at any time.

VIOLATIONS-CONSEQUENCES & NOTIFICATIONS

Students who violate this policy shall be subject to the following:

For the first offense, a verbal and written warning will be issued to the student on the prescribed form. For all subsequent offenses, the student will lose computer and/or Internet access for a period of time. Depending on the nature and severity of the offense, the suspension of computer privileges could include the remainder of the school year, or the student could face other consequences in accordance with the Discipline Policy. The Technology Coordinator and/or Principal will determine the consequences. A copy of the written notice will be provided to the student's parent/guardian, kept in a file in the computer lab, and given to the principal.

COMPUTER ACCEPTABLE USE VIOLATION NOTICE

STUDENT'S NAME: _____

Our Lady of Lourdes Board of Education

TEACHER/SUPERVISOR: _____

DATE: _____

Student has violated the Acceptable Use Policy and is subject to the following consequence:

The above student has violated the Acceptable Use Policy in the following manner:

___ Written warning

___ His/her computer and/or Internet access is suspended for a period of _____ . Suspension
Dates _____ .

___ Alternative consequence in accordance with Lourdes Catholic School Discipline Policy:

Our Lady of Lourdes Board of Education

Acceptable Use Policy Signature Page

2016-2017 School Year

I/we understand and will abide by the above acceptable use policy. I/we further understand that any violation of the policy is unethical and may constitute a criminal offense that may result in the revocation of privileges, disciplinary action and/or legal action.

Student Name	Grade	Student Signature (required for grades 6-8)

Parent or Guardian: I understand the acceptable use policy and hereby give permission to allow my child(ren) to access the Internet and certify that the information given on this form is correct.

Parent Name: _____

Parent Signature: _____

Date: _____

Policy Adopted: January 8, 1998

Policy Revised: June 1, 2005-2006

Policy Revised: June 1, 2012

Policy Reviewed: March 2016

Policy 615B

EDUCATIONAL PROGRAMS

Employee Internet and Acceptable Use Policy

The Diocese of Davenport and Lourdes Catholic School recognize and promote the increasing availability of Internet access in schools and parishes throughout the diocese. The Internet is an electronic highway connecting thousands of computers all over the world with access to electronic mail, public domain software, discussion groups, libraries of information, and other forms of direct electronic communication. The vast amount of information contained in the Internet will allow students and staff opportunities to access educational information, news, the World Wide Web and its search tools as well as the resources of university libraries and the Library of Congress.

The use of this system comes with a corresponding responsibility. Along with the inherent freedom of the Internet comes the possibility of accessing material that is not consistent with the Catholic faith. Although precautions should be taken to restrict access to controversial materials, such access may still be possible.

To safeguard the Internet and its users the Diocese and Lourdes Catholic School require that employees follow these rules:

1. Transmission or intended reception of any material in violation of any national, state, or local regulation is prohibited. This includes, but is not limited to:
 - copyrighted material
 - threatening or obscene material
 - material protected by trade secret

Use for commercial activities, product advertisement, or political lobbying is prohibited.

Intended transmission or reception of material that would tend to violate the moral teaching of the Catholic Church or be scandalous to the Church is also prohibited.

2. The Diocese requires the use of filtering software or services on all school computers with access to the Internet. When minors are using the Internet, access to visual depictions must be blocked or filtered if they are:
 - obscene, as that term is defined in section 1460 of title 18, United States Code
 - child pornography, as that term is defined in 2256 of title 18, United States Code
 - harmful to minors

Our Lady of Lourdes Board of Education

Schools cannot disable the filters when minors are using them, even with parental or teacher permission and supervision. Appropriate school staff may disable filters only for adults who are using school computers for bona fide research purposes.

Schools must monitor minors' use of the Internet in school.

- Appropriate language shall be used while respecting the rights of others. Messages shall not contain profanity, obscene or sexually explicit pictures or comments, or expressions of bigotry or hatred.
- In general, it is advised that personal identification information should not be made public over the Internet. Illegal activities may be reported to law enforcement.
- Unauthorized access, including so-called "hacking" and other unlawful activities online are prohibited. Attempts to disrupt the use of the network by destroying data of another user or of the network are prohibited.
- All computers should continuously run anti-virus software while in operation. Any information downloaded from the Internet should be scanned for viruses before use.
- The Diocese of Davenport and LCS make no warranties of any kind, whether expressed or implied, for Internet service including loss of data, delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained is at the operator's risk.
- Internet information is assumed to be private property but is not guaranteed to be confidential. Viewing of Internet information is considered a public act at school. The dissemination of credit card information is prohibited unless a secure system of encryption is available.
- All equipment should be transported and used in a manner that minimizes the chance of damage to that equipment. This includes carrying a laptop with the lid fully closed and using a laptop only when it is placed flat on a desk.
- Employees may be assessed a repair fee for damages to computer equipment.

In addition to the above, users will be expected to abide by the following code of conduct:

1. Users should understand that e-mail and Internet information is not guaranteed to be private or confidential. Messages should be sent and Internet content viewed accordingly.
2. Users should respect the rights of others and only remain on the system long enough to get needed information.

Our Lady of Lourdes Board of Education

3. Users accessing Internet services that have a cost will be responsible for payment of those costs.

All employees must sign the Signature Page of the Acceptable Use Policy to have Internet access. By signing this form, the employee agrees to abide by the Employee Acceptable Use Policy and understands the consequences of its violation.

Employee Acceptable Use Policy Signature Page

2016-2017 School Year

I understand and will abide by the above acceptable use policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense that may result in the revocation of privileges, disciplinary action and/or legal action.

User's Full Name: _____

Signature: _____

Date: _____

Policy Adopted: January 8, 1988
Policy Revised: June 1, 2005-2006
Policy Revised: September 23, 2010
Policy Revised: June 1, 2012
Policy Reviewed: March 2016

Policy 680A
STUDENT PROGRAMS

Hot lunch program

Lourdes Catholic School will administer its own milk and hot lunch program.

The Our Lady of Lourdes church office is responsible for tracking and taking appropriate action to ensure lunch fund balances are current.

Policy Adopted: November 3, 1988
Policy Revised: June 1, 2005-2006
Policy Revised: December 16, 2010
Policy Revised: January, 2014
Policy Reviewed: December 2015
Policy Revised: January 2017

Our Lady of Lourdes Board of Education

700 AUXILIARY SERVICES

- Policy 710A Health Procedures

Policy 710A
AUXILIARY SERVICES

Health Procedures

In regards to health procedures, the students of LCS will follow the policies of the Diocese of Davenport and the laws of the State of Iowa including the Iowa Immunization Law.

A student enrolling for the first time at LCS may be required to submit evidence of good health from a licensed physician. Each student must submit an up-to-date certificate of health upon request of the LCS Administrator or Athletic Director.

Policy Adopted: January, 1980

Policy Revised: June 1, 2005-2006

Policy Revised: December 16, 2010

Policy Revised: May 2015

800 - BUSINESS PROCEDURES

- Policy 805A Budget- Lourdes Catholic School
- Policy 805B Salary Review- Personnel
- Policy 805C FICA for Lay/ Religious Personnel
- Policy 810A Tuition
- Policy 810B Tithing
- Policy 810C Contribution- SJV Parish and “other parish” Students
- Policy 810D Failure to Meet Financial Commitment
- Policy 810E Tuition Refund

Our Lady of Lourdes Board of Education

Policy 805A

BUSINESS PROCEDURES

Budget - Lourdes Catholic School

The Board of Education, through the Finance Committee, Business Manager and School Administrator, shall develop the budget for each school year.

The budget shall be approved at or before the March Board of Education meeting, in order to be presented to the Our Lady of Lourdes Finance and Administration Council for approval so that staff contracts are provided in a timely manner.

Policy Adopted: November 3, 1988

Policy Revised: February, 2004-2005

Policy Revised: June 3, 2010

Policy Revised: December 2013

Policy Revised: March 2014

Policy Revised: December 2017

Our Lady of Lourdes Board of Education

Policy 805B

BUSINESS PROCEDURES

Salary Review - Personnel

The Pastor, School Administrator, Business Manager, Board of Education and Finance Council shall review the salaries of the LCS personnel at or before the March Board of Education Meeting each school year.

Policy Adopted: November 3, 1988

Policy Revised: January, 2004-2005

Policy Revised: June 6, 2010

Policy Revised: December 2013

Policy Revised: March 2014

Policy Revised: December 2017

Our Lady of Lourdes Board of Education

Policy 805C

BUSINESS PROCEDURES

FICA - Personnel

Our Lady of Lourdes Church of Bettendorf, IA is required by federal law, the Federal Insurance Contributions Act (FICA), to pay the employer's portion of FICA taxes for school personnel.

Policy Adopted: November 3, 1988
Policy Revised: January, 2004-2005
Policy Revised: December 2013
Policy Revised: March 2014
Policy Revised: January 2018

Policy 810A

BUSINESS PROCEDURES

Tuition

There will be a tuition charge for all students attending Lourdes Catholic School unless other arrangements have been made with the Pastor.

Policy Adopted: November 3, 1988
Policy Revised: February, 2004-2005
Policy Revised: June 3, 2010
Policy Revised: December 2013
Policy Revised: March 2014
Policy Revised: February 2018

Policy 810B

BUSINESS PROCEDURES

Tithing - In-Parish Lourdes Catholic School Students

Parishioners of Our Lady of Lourdes Catholic Church with students attending Lourdes Catholic School are required to tithe in accordance with the precepts of the Catholic Church, unless other arrangements have been made with the Pastor.

Policy Adopted: November 3, 1988

Policy Revised: February, 2004-2005

Policy Revised: June 3, 2010

Policy Revised: December 2013

Policy Revised: March 2014

Policy Revised: March 2018

Policy 810C

BUSINESS PROCEDURES

Contribution - St. John Vianney Parish Students

Parents/guardians of Lourdes Catholic School (LCS) students from the St. John Vianney Parish will be expected to pay the In-Parish tuition rates. In order to qualify for In-Parish rates, these families must meet any requirements set forth by the Pastor of St. John Vianney Parish. Tuition shall be paid to LCS.

Policy Adopted: February 5, 2007

Policy Revised: March 22, 2012

Policy Revised: December 2013

Policy Revised: March 2014

Policy Revised: June 2016

Policy Revised: March 2018

Policy 810D

Business Procedures

Failure to Meet Financial Commitment

Lourdes Catholic School, the Board of Education and the Finance Council of OLOL Parish are sensitive to the financial needs of parents/guardians who wish to have their children participate in the educational experience of Lourdes Catholic School.

If anyone is having financial difficulty or their financial situation has changed since they made their financial commitment, they need to talk to the Pastor to make other payment arrangements. Otherwise, the Parish Office Manager will contact the parents/guardians 30 days after the due date of payment, asking them to do so. When 45 days have passed after the due date for the payment, a reminder letter for immediate payment will be sent from a collection agency. At this time, the amount must be paid in full or a payment plan for the remainder of the year must be established with the Parish Office Manager. When 60 days have passed after the due date, a final letter will be sent by a collection agency. If the Parish office does not receive payment or hear from the parents/guardians within 10 days, the account will go to collections with a collection agency.

Parents/guardians with children enrolled in LCS, failing to pay the agreed financial commitment in any school year, will be prohibited from re-enrolling their child/children until all past financial commitments are paid in full.

With regard to Extended Care payment, if an account is past due over 30 days of invoice, arrangements must be made with the Parish office. The child cannot use the service until arrangements are made with the Parish office. Parents are required to sign a "contract" stating that they have read and understand this policy. If an account is past due more than 30 days more than once, the family must pre-pay in order to be accepted into the program.

Policy Adopted: November 3, 1988

Policy Revised: November 13, 2003-2004

Policy Revised: December 4, 2008-2009

Policy Revised: January 7, 2010

Policy Revised: December 2013

Policy Revised: March 2014

Our Lady of Lourdes Board of Education

Policy 810E
BUSINESS PROCEDURES

Tuition Refund

Tuition for the current month attended is nonrefundable.

Policy Adopted: October, 1972
Policy Revised: November 13, 2005-2006
Policy Revised: December 2013
Policy Revised: March 2014