

Our Lady of Lourdes
Board of Education Policies

2021-2022

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

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Our Lady of Lourdes Board of Education

Policy 210.1A

BOARD OF EDUCATION

Board of Education Elections

Board of Education Elections

The Board of Education election process is as follows:

- 1) The Board President shall appoint a Nominating Committee.
- 2) The Nominating Committee will draft an updated Request for Nominations form.
- 3) The Nominating Committee will provide notice of accepting nominations for at least three weeks prior to the May election. Notice will be placed in the Our Lady of Lourdes bulletin and in the school administrator's weekly communication to school families.
- 4) The Nominating Committee will review nominations and contact each nominee to confirm their desire to run for a position on the board.
- 5) The Nominating Committee will present recommendations for membership to the full Board for vote at the May board meeting.
- 6) If needed, vacancies will be filled as determined by the executive committee of the board, subject to a majority vote. The Diocesan Superintendent of Schools must be consulted if elections take place at another period of time during the year.

Policy Adopted: November 3, 1988

Policy Revised: January 10, 2013

Policy Revised: December 2016

Policy Revised: December 2020

Our Lady of Lourdes Board of Education

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 May 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

Policy Revised: November 2020

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),
- Nine (9) elected members representing all children attending educational programming, and
- One representative from OLOL pastoral council

Elected membership to the board is limited to Catholics of Our Lady of Lourdes and St. John Vianney. An exception is allowed for Catholics of other local parishes with a provided letter of good standing from their pastor and are recommended by the administrator of the School and the Pastor of Our Lady of Lourdes. A 50% ratio of Our Lady of Lourdes's parishioners should be maintained while Lourdes is the primary financial provider of the school.

Elected members should be persons who are able to provide the board with expertise according to their profession. The board should maintain a good balance of professions as well as a balance of parents and non-parents of currently enrolled children attending Lourdes Catholic School.

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 Revised: January 2021
Policy Revised: September 2021

Our Lady of Lourdes Board of Education

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 Catholic Church, St. John Vianney Catholic Church, and Lourdes Catholic 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 Revised: December 2020

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 Revised: January 2021

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 Revised: January 2021

Our Lady of Lourdes Board of Education

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 Lourdes Catholic Schools 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 Reviewed: January 2021

Our Lady of Lourdes Board of Education

Policy 210.4E

BOARD OF EDUCATION

Urgent Board Decisions

Urgent Board decisions can be made via phone, email, or video conferencing provided that 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 Revised: February 2021

Policy 212A

BOARD OF EDUCATION

Proposed 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.

2020-2021

- All 200 Policies

2021-2022

- All 400 Policies

2022-2023

- All 100 Policies
- All 800 Policies

2023-2024

- All 300 Policies
- All 500 Policies

2024-2025

- All 600 Policies
- All 700 Policies

2025-2026

- All 200 Policies

2026-2027

- All 400 Policies

2027-2028

- All 100 Policies
- All 800 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 Revised: February 2021

Our Lady of Lourdes Board of Education

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 Adopted: February 2018

Policy Adopted: March 2021

Our Lady of Lourdes Board of Education

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 by the Board President 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.

Policy Adopted: February 2018

Policy Adopted: March 2021

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 Lourdes Catholic School Principal/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 Reviewed: September 2019

Policy 303B

ADMINISTRATION

Contract- Teachers

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

Policy Adopted: November 3, 1988
Policy Revised: December 2004-2005
Policy Revised: February 4, 2010
Policy Reviewed: April 2014
Policy Revised: December 2018

Policy 350.1A

ADMINISTRATION

Principal Search and Selection

The Search/Selection Committee will determine the interview process and be authorized to offer a contract to a qualified candidate, pending Diocesan approval. The Search and Selection Committee for the Principal/Administrator of Lourdes Catholic School will consist of the Pastor, three Board of Education members (including the President), the Business Manager, and two teachers for a total of seven members.

The Diocese of Davenport policy 310, Recruitment, Interview, and Selection - Principal must be followed. See the Diocese of Davenport Policies for Faith Formation and Education Programs for the details of the process.

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 Revised: December 2018

Policy 360A

ADMINISTRATION

Contract Renewal/Non-Renewal

Lourdes Catholic School will follow the Policy 360 of the Diocesan Board of Education regarding contract renewal or non-renewal.

As stated in Diocese Policy 360, the administrator will be notified on or before March 31 of the local board/committee's intent to renew or refrain from renewing the administrator's contract for the next academic year. This intent may be in the form of a general letter of intent. The contract is to be returned to the Pastor by April 15.

When dismissal is considered for an administrator, the president of the Board of Education or Pastor shall make contact with the diocesan superintendent. The diocesan superintendent will assist the Pastor or president of the Board of Education in ensuring that all relevant civil laws as well as Human Resources Policies of the Diocese of Davenport are followed.

Written notification that the administrator's contract will not be renewed shall be delivered to the administrator by registered mail or in person by the Pastor or by the president of the Board of Education. The notification should be signed by the Pastor and the president of the Board of Education.

Policy Adopted: November 3, 1988
Policy Revised: December 2004-2005
Policy Revised: March 4, 2010
Policy Revised: April 2014
Policy Revised: December 2018

Policy 360B

ADMINISTRATION

Staff/Personnel Grievances

This complaint procedure is to be used by a third party (someone other than the administrator/principal.)

Conciliation

1. The initiator discusses the matter with the person against whom the complaint is made (respondent) with the objective of resolving the matter informally at the point of origin.
2. If the problem remains unresolved, the initiator has another meeting with the respondent, this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent refers the complaint to the administrator/principal in writing. The administrator/principal will inform the Pastor of the complaint in writing. The administrator/principal has authority for decision-making in regard to the school and its teachers. Teachers/staff are accountable to the administrator; the administrator is accountable to the Board of Education and the Diocesan Superintendent of Schools.

The administrator/principal:

- a. Names a conciliator; (administrator/principal may assume this task or name another agreeable to the concerned parties)
- b. Meets initiator and respondent individually;
- c. Meets with initiator and respondent together to facilitate, enable, and/or guide them to a peaceful solution of their problem.

Arbitration

4. If the problem remains unresolved, the administrator/principal or either party may call for a decision-making meeting.
5. The administrator/principal prepares for and chairs the decision-making meeting. The following data may be requested from the initiator and respondent:
 - Initiator's written description of the problem includes but is not limited to specifics, allegations, evidence to support the allegations, sources of information, etc.;
 - Respondent's written response to the problem.

The chair involves participants as much as possible in coming to a decision. The decision in writing is given to both parties. If the matter remains unresolved, any party may take the issue to the Board of Education and the procedures outlined in Policies for Diocesan Education and Faith Formation Programs policy 360.4h will be followed.

Policy Adopted: November 3, 1988

Policy Revised: February 2013

Policy Revised: April 2014

Policy Revised: March 2019

Policy 380A

ADMINISTRATION

Emergency Closing

During a time of inclement weather Lourdes Catholic School may follow the same schedule as the Bettendorf Public School System (keeping in mind Lourdes Catholic School students who rely on Bettendorf busing). The Lourdes Catholic School administrator/principal shall have the authority to close the school because of other emergency conditions for the length of time the emergency exists. The Lourdes Catholic School administrator/principal 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 Revised: March 2019

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 principal/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

Policy Revised: January 2019

Our Lady of Lourdes Board of Education

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

Our Lady of Lourdes Board of Education

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 Revised: October 12, 2021

Our Lady of Lourdes Board of Education

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)
Policy Revised: October 12, 2021

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 the 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 and in accordance with Iowa Code and the Iowa Department of Education.

Policy Adopted: November 3, 1988

Policy Revised: January 10, 2013

Policy Reviewed: February 2017

Policy Reviewed: October 2021

Our Lady of Lourdes Board of Education

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

Lourdes Catholic School shall have a dress code. The dress code shall be selected and enforced by the principal/administrator and outlined in the school handbook.

Policy Adopted: November 3, 1988

Policy Revised: January, 2004-2005

Policy Revised: May 6, 2010

Policy Reviewed: October, 2014

Policy Reviewed: May 2019

Policy 501A

STUDENT PERSONNEL

Admissions

Lourdes Catholic School is open to all students in Preschool through 8th grade with preference given to current families and Lourdes parish families. Should a prospective student who is perceived to have needs beyond those of the general education classroom, the Lourdes Catholic School 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 Lourdes Catholic School 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 Revised: November 2018

Policy 501B

STUDENT PERSONNEL

Transferring Students

Students requesting transfer into Lourdes Catholic School 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. Students transferring in from other schools 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 Revised: October 2018

Our Lady of Lourdes Board of Education

Policy 506.1B

STUDENT PERSONNEL

Probation, Suspensions, a Request to Withdraw from Lourdes Catholic School for Disciplinary Reasons, Request to Withdraw for Financial Reasons, and Expulsions

The administrator/principal is responsible for developing, communicating and monitoring the policies and procedures that will be followed by the Lourdes Catholic School administration and staff regarding student discipline. The policies are to be outlined in the school handbook and will comply with the Diocese of Davenport Board of Education policies outlined in Sections 505 and 506.

Policy Adopted: May 2, 1992

Policy Revised: June 1, 2005-2006

Policy Revised: June 9, 2011

Policy Reviewed: November, 2014

Policy Reviewed: March 2019

Our Lady of Lourdes Board of Education

Policy 506.1C

STUDENT PERSONNEL

Student Due Process

Lourdes Catholic School shall have a due process procedure for student behavior issues. 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 principal/administrator shall determine if the student is to be excluded from activities and/or suspended from school. Expulsion, if recommended by the principal/administrator, shall be acted upon by the Board of Education.

Parents shall be notified of the principal/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 Revised: November 2018

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 maximum number of students per class per grade is not to exceed the following without Board of Education approval:

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

Policy Adopted: January 2015

Policy Revised: October 2017

Policy Revised: April 2019

Our Lady of Lourdes Board of Education

Policy 520A

STUDENT PERSONNEL

Student Medication Administration Guidelines

Qualified designated personnel may administer medication following the guidelines outlined in the Diocese of Davenport Board of Education policy 520.

Policy Adopted: January 20, 2011

Policy Reviewed: November, 2014

Policy Reviewed: March 2019

Our Lady of Lourdes Board of Education

Policy 540 A

STUDENT PERSONNEL

Use of Tobacco, Alcohol, and Controlled Substances

Student possession, sale, distribution, purchase or use of tobacco products, alcoholic beverages, e-cigarettes, look-alike drugs, or any controlled substance shall be prohibited. The procedures outlined in the Student Handbook and the Diocese of Davenport policies sections 505 and 506 will be followed by the administrator/principal.

Policy Adopted: June 2, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: June 9, 2011

Policy Revised: March 2015

Policy Revised: May 2019

Our Lady of Lourdes Board of Education

Policy 540B

STUDENT PERSONNEL

Cell Phone/Electronic Device Policy - Students

Cell phones/electronic devices are not permitted. 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 Revised: September 2019

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 Lourdes Catholic School 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

Policy Revised: June 2019

Our Lady of Lourdes Board of Education

Policy 562A

STUDENT PERSONNEL

Examination of Student Records

Examinations of student records must take place in the presence of the principal/administrator or a designee. The procedures outlined in the Diocese of Davenport Board of Education policy 562 will be followed.

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: December 16, 2010

Policy Reviewed: January 2015

Policy Reviewed: May 2019

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 615A Internet Policy
- Policy 615B Internet Safety and Acceptable Use – Students
- Policy 615C Internet Safety and Acceptable Use- Teachers
- Policy 680A Hot Lunch Program

Our Lady of Lourdes Board of Education

Policy 601B

EDUCATIONAL PROGRAMS

Preschool/Pre K Policies

TUITION

The Board of Education shall review tuition for Lourdes Preschool and PreK annually.

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 and/or because it reflects best practice.

INFORMATION/HOME VISIT/REGISTRATION

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

REVENUES AND EXPENDITURES

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

PROGRAM

The program shall consist of children between the ages of three and five, unless an administrator approves an exception. Programming follows Diocese of Davenport Board of Education Policy 613.8 "Preschool Programs," especially in regard to faith-based instruction.

Policy Adopted: November 3, 1988

Policy Revised: December 16, 2011

Policy Revised: December 2015

Policy Revised: November 2019

Our Lady of Lourdes Board of Education

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 Lourdes Catholic 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 principal/administrator must approve all outside classes.

Policy Adopted: February 5, 2007

Policy Revised: January 12, 2012

Policy Revised: December 2015

Policy Revised: October 2019

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 Growth and Development 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 Reviewed: October 2019

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:
 - Lourdes Catholic School Principal/Administrator
 - Two (2) Lourdes Catholic School Teachers
 - Board of Education Members
 - Lourdes Catholic School Home and School members
 - Lourdes Catholic School parents
 - OLOL parish community members and
 - Lourdes Catholic School student council president (as need-determined by committee members)
- 2) The SIAC members will be appointed by the Board of Education and principals/administrator
- 3) Members of the SIAC will serve a one year term and may be reappointed.
- 4) The purpose of the SIAC shall be to study any area identified for improvement in the school.
- 5) It is recommended that the Lourdes Catholic School principal/administrator be appointed as chairperson of the committee.
- 6) The SIAC is required to meet 2 times annually.

Policy Adopted: February 5, 2007

Policy Revised: January 12, 2012

Policy Reviewed: October 2015

Policy Reviewed: December 2019

Our Lady of Lourdes Board of Education

Policy 612.5A

EDUCATIONAL PROGRAMS

In-Service- Personnel

In-service training for Lourdes Catholic School faculty and staff will be arranged by the Lourdes Catholic School administrator/principal at least annually.

Policy Adopted: November 3, 1988

Policy Revised: January, 2004-2005

Policy Revised: June 3, 2010

Policy Reviewed: January 2015

Policy Reviewed: October 2015

Policy Reviewed: January 2020

Our Lady of Lourdes Board of Education

Policy 615.A

EDUCATIONAL PROGRAMS

Internet Safety and Acceptable Use Policy

The Diocese of Davenport's Board of Education and Lourdes Catholic School recognize that access to technology in schools and parishes gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, service, growth opportunities in the Catholic faith, and Christian citizenship. Lourdes Catholic School is committed to helping students develop 21st-century technology and communication skills.

Prior to use of any school owned technology, students will be provided instruction regarding these policies and regulations regarding the use of technology.

Technologies covered

Lourdes Catholic School may provide internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies become available, Lourdes Catholic School may attempt to provide access, if the technologies are deemed educationally appropriate and beneficial to further understanding the Catholic faith. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Internet-Appropriate Use

To safeguard the Internet and its users, the Diocese of Davenport and Lourdes Catholic School require that the following regulations be enforced by the system administrators:

This policy represents the Diocese of Davenport's and Lourdes Catholic School's good-faith efforts to promote safe, ethical, responsible, and legal use of the internet, support the effective use of the internet for educational purposes, protect students against potential dangers in their use of the internet, and ensure accountability.

Lourdes Catholic School's Internet system has an educational purpose and has not been established as a public access service or a public forum. Lourdes Catholic School has the right to place restrictions on its use to ensure that use of the system is in accord with its education purpose. Any network or computer may be monitored for improper use, network diagnosis, and virus detection.

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. Lourdes Catholic School has the right to place restrictions on use to ensure that use of the technology systems is in accord with its educational purpose.

Our Lady of Lourdes Board of Education

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, or 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.

Filtering Software

The Diocese of Davenport 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 [Section 2256 of Title 18, United States Code](#); or (c) harmful to minors. 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.

Internet information is assumed to be private property but is not guaranteed to be confidential. The dissemination of credit card information is prohibited unless a secure system of encryption is available.

Attempts to disrupt the use of the network by destroying data of another user or of the network is prohibited. Attempts to use system administrator access rights or another user's account without written permission are prohibited. Any user identified as a security risk may be denied access to the Internet.

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 Lourdes Catholic School make no warranties of any kind, either expressed or implied, that the functions or services provided by or through Lourdes Catholic School's Internet system will be error-free or without defect. Lourdes Catholic School is not responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. Neither Lourdes Catholic School nor the Diocese of Davenport will be responsible for the accuracy and quality of the information obtained through the system.

The Diocese of Davenport and Lourdes Catholic School will not be responsible for any financial obligations arising through unauthorized use of the system. Students may not use the system for personal or commercial purposes, including offering or purchasing products or services. Users or parents of users will indemnify and hold the Diocese of Davenport and Lourdes Catholic School harmless from any losses sustained as a result of misuse of the system by that user.

Our Lady of Lourdes Board of Education

Schools in the Diocese of Davenport will cooperate fully with local, state, or federal officials in any investigation involving or relating to any unlawful activities conducted through the individual diocesan school Internet system.

Supervision

Student use of the internet system at Lourdes Catholic School will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. Computers used by students in classrooms and labs will be positioned to facilitate effective staff supervision. Student use and activities will be structured in a manner that is appropriate to the age and skill of students, recognizing the importance of providing more secure environments for younger students and supporting safe and responsible independent use by older students.

Lourdes Catholic School may utilize an extended day computer lab with access to the internet for non-educational purposes. All students in extended day programs will be closely supervised and must follow the rules and regulations that apply to internet use during class time.

Inappropriate Material

Students shall not intentionally access or download any text, file, or pictorial material, information or software, or engage in any conference or other online activity that includes material that is illegal, defamatory, obscene, pornographic, libelous, indecent, vulgar, profane, or lewd or is otherwise harmful to minors; advertises any product or services not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations.

Personal Devices

Lourdes Catholic School's handbook outlines its own policy on personal devices.

Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without the express permission of the instructional staff or I.T. staff. For the security of the school network, download such files only from reputable sites, and only for educational purposes.

Our Lady of Lourdes Board of Education

Cyberbullying Policy

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, "teasing," or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In many cases, cyberbullying can be a crime. Remember that all activities are monitored and retained.

Violations of the Acceptable Use Policy

Schools will determine consequences for violating the acceptable use policy. Such consequences may include the following disciplinary actions:

- Suspension of network, technology, or computer privileges
- Notification of parents in most cases
- Detention or suspension from school and school related activities
- Legal action or prosecution

Limitation of Liability

The Diocese of Davenport and Lourdes Catholic School will not be responsible for damage or harm to persons, files, data, or hardware. While the Diocese of Davenport and Lourdes Catholic School employ filtering and other safety mechanisms, and attempt to ensure their proper function, they make no guarantees as to their effectiveness. The Diocese of Davenport and Lourdes Catholic School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Policy Adopted: January 8, 1998

Policy Revised: June 1, 2005-2006

Policy Revised: June 1, 2012

Policy Reviewed: March 2016

Policy Revised: December 15, 2020

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.

Our Lady of Lourdes Board of Education

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.
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

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 Revised: November 17, 2020

Our Lady of Lourdes Board of Education

Policy 680A
STUDENT PROGRAMS

Hot lunch program

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

The Our Lady of Lourdes parish office is responsible for taking appropriate action.

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

Policy Revised: January 2020

Our Lady of Lourdes Board of Education

700 AUXILIARY SERVICES

- Policy 710A Health Procedures

Our Lady of Lourdes Board of Education

Policy 710A

AUXILIARY SERVICES

Health Procedures

In regards to health procedures, the students of Lourdes Catholic School 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 Lourdes Catholic School 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 Lourdes Catholic School principal/administrator or Athletic Director.

Policy Adopted: January, 1980
Policy Revised: June 1, 2005-2006
Policy Revised: December 16, 2010
Policy Revised: May 2015
Policy Revised: October 2019

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

Our Lady of Lourdes Board of Education

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

Our Lady of Lourdes Board of Education

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

Our Lady of Lourdes Board of Education

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