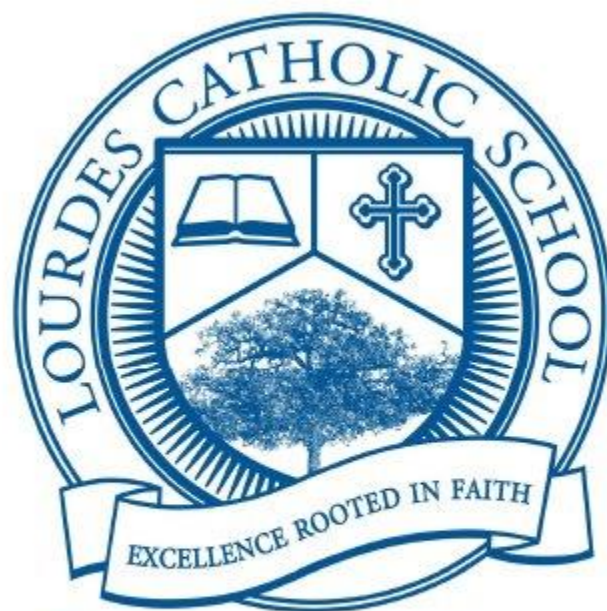


# LOURDES CATHOLIC SCHOOL



A SCOTT COUNTY CATHOLIC SCHOOL

## STUDENT HANDBOOK

2023-2024

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# Lourdes Catholic School

## **Mission Statement**

The mission of Lourdes Catholic School is “to make the Living Christ visible by sharing our Catholic values, while providing a foundation rooted in faith development and educational excellence”.

## **Vision Statement**

We strive to develop a value-centered and challenging environment, focusing on the whole child, while promoting lifelong learning and inspiring a passion for peace and justice.

## **GOALS AND OBJECTIVES OF LOURDES CATHOLIC SCHOOL**

As a vibrant faith community, we strive to:

1. Develop the whole child within a Catholic value centered atmosphere.
2. Provide a religious education directed towards keeping with the teachings of the Gospel within our Catholic faith.
3. Instill a desire to learn in each child.
4. Foster in each child a sense of self-confidence and positive self-esteem.
5. Provide the fundamentals of an effective academic education, encouraging each child to acquire knowledge to the fullest extent of his/her potential.
6. Allow each child to experience success.
7. Help our students develop a sense of value in their daily lives through their interactions and relationships with teachers, family, and fellow students.
8. Establish a healthy learning environment, one that is open, enthusiastic and challenging.
9. Promote unity among the total school and parish community.

# **SCHOOL DAYS/TIME STRUCTURE**

## **SCHOOL HOURS**

### **Kindergarten – Grade 8**

8:00		Student arrival
8:20 a.m.	First bell:	Students to classrooms
8:30 a.m.	Tardy bell:	School day begins
*3:20 p.m.	Dismissal	School day ends
*2:30 p.m.	Dismissal on Wednesdays	

### **Lunch / Recess Schedule**

Lunch and recess schedules will be updated annually. You will receive this schedule at the start of each school year.

### **Preschool**

2Day	Tuesday and Thursday	8:30 - 11:30 a.m.
3Day	Monday, Wednesday, and Friday	8:30 - 11:30 a.m.
4 yr. old Preschool AM	Mon., Tue., Thur., & Fri.	8:30 - 11:30 a.m.
4 yr. old Preschool PM	Mon., Tue., Thur., & Fri.	12:20 - 3:20 p.m.

### **Early Dismissal Days/Special Notes**

Please visit [this link](#) to view our school calendar for additional early dismissal dates, vacation dates, and holidays. Our calendar is full of school activities and is updated quite frequently, please make sure to check it often.

## **ADMISSION/REGISTRATION/TRANSFERS**

Lourdes Catholic School is an important ministry of Our Lady of Lourdes Parish. Our school is fully accredited by the state of Iowa and serves preschool through grade 8. We offer a traditional Catholic education to students in our surrounding communities. Lourdes Catholic School does not discriminate on the basis of race, national origin, religion, age, marital status, or physical disability in its educational program or activities.

### **REGISTRATION (UPDATE WITH SCCS GUIDELINES)**

- Pre-registration will occur at all grade levels in January and February of each school year.
- Final registration will be online and continue until all slots are full.
- Once LCS is full, a waiting list of families with paid registration fees will be maintained.

### **TRANSFER STUDENTS**

Students requesting transfer into Lourdes Catholic School will be considered on an individual basis. Conferences involving the Principal, teachers, parents/guardians, and students may precede the decision for admission. Current class size, special needs requirements, and behavior history will be considered in the decision making process.

**Admission to students will involve a four-week probationary period, at which time admission status will be reviewed.**

Student records will be requested from the previous school by LCS once the online registration process has been completed.

# **ARRIVAL/DISMISSAL**

## **ARRIVAL K-8<sup>th</sup> Grades**

School begins at 8:30 a.m. **Students should not arrive before 8:00 a.m. If students arrive before 8:00 a.m., they will be sent to “Before School Care” and parents will incur a charge.** Students arriving between 8:00 a.m. and 8:20 a.m. should proceed to the courtyard area by the Giving Tree.

- Kindergarten through 2<sup>nd</sup> grade students will line up along the far end of the courtyard on the sidewalk.
- 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students will line up along the sidewalk next to the Church.
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will line up in front of the North Church doors.

While waiting to enter the building, students may either stand or sit in line. Staff will be on duty in the courtyard, greeting parents and students at drop off. Students will be supervised beginning at 8:00 a.m. and students will enter the building at 8:20 a.m. In the event of rain, snow or temperatures (wind chill below 10 degrees Fahrenheit), students will be directed into the cafeteria. **Please see “Morning Drop Off” section on page 5 for details on dropping off students by car.**

## **TARDINESS K-8<sup>th</sup> Grades**

Any student who arrives after 8:30 a.m. must report to the school office for a tardy slip. All doors accessible to the school are locked at 8:30 a.m. Students arriving after 8:30 must enter the school through the front office doors on Mississippi Blvd.

- If a student is tardy, but arrives to school before 10:00 a.m., that student is considered present for the full day.
- If a student arrives to school between 10:01 a.m. and 1:30 p.m., the student will be marked absent for a half day.
- If a student leaves school early at or after 1:30 p.m., they will receive credit for a full day.
- If a student leaves school before 1:30 p.m., they are marked absent for a half day.

## **DISMISSAL K-8<sup>th</sup> Grades**

Students are dismissed at 3:20 p.m. (2:30 p.m. on Wednesdays.)

Car riders will exit through the doors leading to the courtyard for pick-up. Parents are asked to refrain from waiting inside the school for their students. **Please see “After School Pick-up” section on page 5 for details on picking up students by car.**

Bus riders line up inside the school and are supervised by a staff member until their bus arrives. Students then exit via Mississippi Blvd. to board their school bus.

## **PRESCHOOL/PREKINDERGARTEN ARRIVAL & DISMISSAL PROCEDURES**

For the safety of our little ones, please drop off your student through a car line procession in the morning between 8:30am-8:45am or in the afternoon between 12:20pm-12:35pm. The car procession lines up in front of the school on Mississippi Boulevard.

Students are dismissed at 11:30am in the morning or 3:20 pm in the afternoon. Teachers proceed with the students, to the school parking lot, to be picked up by the parents. For those families utilizing our extended care program, the student is escorted safely to the Lourdes Little Lancer Center.

## TRANSPORTATION

### BUS SERVICE

Bettendorf Community School District **NO LONGER** provides busing to families living within the boundaries of this district and who live at a distance of 2 miles or more from Lourdes Catholic School. In November and April, Transportation Reimbursement forms will be sent home for your consideration.

### CAR RIDERS K-8

#### Morning Drop off

Parents are asked to enter the parking lot from Brown Street, pull into the drop-off line, and discharge students at the sidewalk. **Do not pull out of line after your student has been let out of the car.** Remain in line until it is your turn to exit the parking lot onto Mississippi Blvd. **Yield to school buses; do not pull out of line to go around them.** Please see "Daily Drop Off Procedure" diagram on page 30.

If you need more time, please park your car in the lot and escort your child utilizing our safety patrol at the crosswalk to the Giving Tree courtyard area. The safety-patrolled crosswalk is the only area where students and their parents are permitted to cross the drop off car line. Exit the parking lot via Mississippi Blvd.

Morning greeters and safety patrols are available for assistance. The Safety Patrol has been instructed to let cars flow through the line first, and then use their hand-held stop signs to help parents and students cross safely when there is an opening.

#### After School Pick-up

Parents should enter via the Mississippi Blvd. parking lot entrance, park their vehicle in the parking lot, and walk up to the orange coned-off area in front of the courtyard to escort their child/children to their vehicle. **Children will not be released and permitted to walk unescorted through the areas with parked cars. When leaving, do not put your vehicle into reverse.** Pull forward straight through the parking space and exit via Brown Street. In consideration for the staff, please be prompt in picking up your student(s). If you are unable to pick up your student(s) at 3:20 p.m., please make other arrangements. **If students are not picked up by 3:30 PM (2:40 PM on Wednesdays), they will be taken to "After School Care" and parents will incur a charge.** Please see "Daily Dismissal Pick-up Procedure" diagram on page 31.

### BICYCLES / SKATEBOARDS

Skate boards are not permitted on school property.

Bicycles are to be locked to the bike stands at all times.

No motorized bikes are permitted at any time.

### CHANGE IN TRANSPORTATION PLANS

Anytime a student will have a change in transportation plans, the school must be notified. We ask that you please plan ahead to avoid last minute changes.

# POLICIES

## ABSENCES

The school office should be notified by 8:30 a.m. if your student will be absent or tardy. Be sure to call the office each day that your student is absent. Call 563.359.3466 and push #2 to report an absence or tardy. Please be sure to include the reason for the absence. If you would like to make arrangements to pick up homework, please notify the school office.

Absences from school or from a class or classes without parent/guardian and school permission is considered an unexcused absence, or truancy. Under Iowa Code, Lourdes must have a consistent absence policy. We may report to the county attorney any student with eight (8) or more absences in one quarter. The principal determines whether an absence is excused or unexcused. Students should be in school every day unless they are sick. Students should also be fever-free for 24 hours when returning to school after an illness. If your family will be taking a trip out of town during school, the days may be excused if all homework is made up in advance or work is arranged to be complete upon the student's return. Please call to arrange this with the principal and teacher(s) prior to the trip.

<b>IS AN ABSENCE EXCUSED? SOME EXAMPLES...</b>	
<b>YES:</b>	<b>REMEMBER:</b> <b>The principal makes the final determination as to what absences are excused and unexcused.</b> You are encouraged to minimize this subjective decision-making by maintaining consistent communication.  <b><u>Lourdes Catholic School Phone Number:</u></b> <b>563.359.3466</b>
Occasional illness reported by parent/guardian	
Verified medical care	
Death or serious illness in immediate family	
School-sponsored trip or activity	
Verified emergencies approved by principal	
Other individual reasons that can be justified educationally <b>and</b> approved in advance by the principal <b>and</b> when all make-up work is completed in advance	

The following guidelines will be followed regarding absences from school:

- When a student reaches **five** (5) excused or unexcused absences, the parent/guardian will receive a **Letter of Concern**.
- When a student reaches **ten** (10) excused or unexcused absences, he/she is eligible to be placed on the **Doctor's Excuse List**. A student will be required to submit a doctor's excuse to be excused from school **or** an alternative arrangement with your building principal is made. (**NOTE:** this number may be lowered if the principal deems that a student need be placed on the list sooner).
- When a student reaches **six** (6) unexcused absences, the student will be referred to the Scott County Attorney's office as truant **AND** will immediately be placed on the **Doctor's Excuse List** upon the parent/guardian being served with paperwork from the Scott County Attorney's office.
- When a student reaches **eight** (8) unexcused absences, the parent/guardian will be referred to the Scott County Attorney's office for a **Mediation Hearing**.
- When a student reaches **two** (2) or more unexcused absences beyond the **Mediation Hearing**, the parent/guardian will be referred to the Scott County Attorney's office for prosecution, which may result in up to 30 days in jail and/or a fine of up to \$1000.
- If a student has a truancy referral from the prior school year, that student will be placed on the **Doctor's Excuse List** when that student reaches **five** (5) excused or unexcused absences.
- If a parent/guardian attended a **Mediation Hearing** during the previous school year, the student will be immediately placed on the **Doctor's Excuse List** for the current school year.



## **APPOINTMENTS**

All entrances to the school remain locked during school hours. No student may leave the building without the permission of the office. We discourage the scheduling of appointments during school hours. All students must be signed “in or out” in the office. **Recognizing that the scheduling of dentist/doctor appointments can be a problem, please consider your student’s class schedule when scheduling.** Be sure to send a note to the teacher about the appointment. Report to the office to pick up your child rather than going directly to classrooms. Minimal classroom interruptions are vital to quality instruction.

## **APPOINTMENTS WITH TEACHERS OR PRINCIPAL**

Teachers are not able to leave classrooms while classes are in session. This includes answering a phone call or conferring with parents. If you wish to speak with or schedule an appointment with a teacher or the Principal, please write a note, write an email, or leave a voice mail. The teacher will contact you. Please refrain from calling a teacher, secretary, or the Principal at home unless it is in a case of emergency or specific arrangements have been made.

## **ATHLETICS**

A variety of athletics programs are available to our students. Each student wishing to participate in competitive sports (6-8) must adhere to the following requirements each year:

1. A current physical on file in the school office.
2. Pay a booster participation fee.
3. Meet academic eligibility requirements.
4. Fill out Parental Permission and Concussion forms (available from the Athletic Director).
5. Meet the volunteer requirements of the Athletic Director for managing the concession stand and ticket booth during home games.

## **LOURDES BOARD OF EDUCATION ia now the “School Advisory Board (SAB) of Education”**

The LCS SAB meets once a month from August through June. For more information, visit [this link](#).

**All parents and stakeholders are encouraged to attend BOE meetings.** These are held on the second Tuesday of the month at 6:00 PM in the school library.

The mission of our board is to support our Catholic school and parish, set policies and make revisions, and long term planning. Board appointments occur annually in May or June.

## **BEFORE AND AFTER SCHOOL CARE**

Extended care is available during the school year for LCS students. Before and after school care hours are 7:00 – 8:00 a.m. and 3:20 – 5:30 p.m. (2:30 - 5:30 p.m. on Wednesdays). Preschool/PreK extended care is available daily from 7:00 a.m. – 5:30 p.m. (See “**Lourdes Little Lancer (LLL) Center**”).

## **BULLYING/HARASSMENT**

Lourdes Catholic School, in compliance with the Diocese of Davenport, believes in the dignity and respect of all human beings. Any form of bullying/harassment will not be tolerated in our Catholic environment. Such behavior may result in suspension and/or expulsion. Examples include:

- Persistent verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Persistent implied or explicit threats concerning one's grades, job, etc., and
- Repeated demeaning jokes, stories or activities

These are not tolerated. ***If this behavior has taken place and you need support, please contact the principal. See also "Aggressive Behavior Consequence Chart" on p. 29.***

## **CAFETERIA-LUNCH**

### **Cost**

Lunch: \$3.50 (includes milk)

Milk only: \$ .45

Lourdes Catholic School is proud to provide an in-house hot lunch program. Students may choose to purchase lunch or bring a nutritious lunch from home. Applications for free or reduced lunches are available in the school office. A monthly menu is distributed for your convenience and is available on the school web site at [this link](#). A family lunch account will be set up in JMC for new families to check their lunch account balance. Payments may be dropped off and placed in the payment box across from the school office. Please make checks payable to LCS. **\*\*Soda pop and fast food lunches are not permitted.**

Cafeteria rules are in place for safety and order. A Discipline Report may be used if inappropriate behavior takes place.

- Remain seated. If assistance is needed, please raise your hand.
- Inside voices are encouraged while eating. No shouting.
- Sharing food is not allowed.
- Students must clean up after themselves.

## **CELL PHONE/ELECTRONIC DEVICE**

Cell phones/electronic devices (including smartwatches and earbuds) are not permitted in class or on field trips. Students may not use phones or devices to take photographs. 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 Principal's 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 Principal's office until the student's parent or guardian comes to pick it up.

## **CONFERENCES**

Conferences are scheduled for all students in the fall and spring. Please contact the classroom teacher to schedule additional conferences at any time.

## **CONFERENCES WITH THE PRINCIPAL**

The Principal is available for conferences by appointment should resolution not be found after speaking with the teacher. The procedure to follow is:

1. Contact the classroom teacher for a conference.
2. Follow - up conference with teacher for further questions / answers or clarification of solutions to concerns.
3. Principal / Parent / Teacher conference to continue to problem solve.

## **CORRESPONDENCE**

Lourdes Catholic School takes pride in communicating with our school families. Means of communication include:

- Classroom newsletters, teacher blogs, and emails
- Principal's Corner in Home and School Newsletter (monthly)
- Home and School Newsletter (monthly)
- Monday Message email from Principal (weekly)
- Facebook Posts(daily)

## **CURRICULUM**

Curriculum is kept current and evaluated on a regular cycle. The following subject areas are included:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| 1. Religion (PS-8)            | 8. Art and Music                  |
| 2. Reading/Literature/English | 9. Physical Education and Health  |
| 3. Language Arts/Spelling     | 10. Band (Gr. 5-8)                |
| 4. Mathematics                | 11. Library                       |
| 5. Science and Social Studies | 12. Technology/Computer Education |
| 6. Voweletics (Gr. K-2)       | 13. Spanish (K-8)                 |
| 7. Guidance (K-8)             | 14. Cursive Handwriting (Gr. 3-4) |

## **ADDITIONAL SERVICES**

School Guidance Counseling – one-on-one or small groups as needed  
School-based Therapist (individuals; insurance billed)  
Reading Interventionist  
Math Interventionist  
Enrichment  
Level I Special Education Strategist  
Psychologist (AEA - Area Education Association)  
Speech (AEA - Area Education Association)  
Social Worker (AEA- Area Education Association)  
Occupational Therapist (AEA- Area Education Association)

## **DEFICIENCY/ACADEMIC PROGRESS REPORTS**

A deficiency report will be sent to the parents of a student who is in danger of failing or who has

dropped more than one letter grade from their previous report card grade. The deficiency report will be mailed on or around the fifth week of each quarter. If, after this time, it appears that a student is doing poorly, the parents will be notified by the teacher. Deficiency reports must be signed by a parent and returned to school.

## **DISCIPLINE POLICY & PROCEDURES: K - 5<sup>TH</sup>**

Lourdes Catholic School is a unique educational institution in which the spirit of Christ-like charity, respect for each other and those in authority, and mutual cooperation are essential. The essence of Christian discipline is “to teach as Jesus did” by always following His two greatest commandments: love for God and love for neighbor. Students have the right to attend school without enduring verbal, non-verbal, physical, or emotional abuse, sexual harassment, or destruction of property at the hands of other students. This right is applicable at school, on the way to school, on the bus and at school sanctioned activities.

We believe that the best discipline is self-discipline. Students are encouraged to take responsibility for their own choices. When students practice self-discipline, they are focused on their learning and not concerned with school-imposed consequences.

Each teacher is responsible for his/her own classroom. Classroom rules, procedures, and clear consequences are clearly discussed with students. Parents will receive, from each classroom teacher, a copy of classroom rules and consequences. The principal will act as a liaison only in serious matters. Every effort will be made to appropriately handle every situation. The partnership between school and family is vital.

Should efforts fail between the student, teacher(s), and parents, the parents will be asked to a conference with the principal, student, and teacher(s). Sometimes the pastor may join the conference. School rules are enforced and all students are expected to comply with these rules.

### **LCS General Rules:**

- Show respect for peers, adults, and property, including courteous and responsible behavior.
- Practice Catholic and Christian values.
- Follow the school dress code.
- Students may leave a classroom only with the permission of a teacher.
- Use walking feet and indoor voices in the school building.

### **General Notes on Consequences:**

Staff members and the principal have full authority to administer consequences for violations of school rules according to this policy. In applying this policy, the staff members and administrator will take into account a standard of fairness, the severity of the offense, the past history of the offender, and the grade level of the offender. The administrator may always require the student to receive counseling services.

For students in grades 3-5, misbehaviors that have a target/victim will be addressed using the **Aggressive Behavior Consequence Chart** on page 29. For students in grades K-2, school support staff and administration will attempt to first determine the intent behind the action, and will take into consideration the number of prior incidents, if any. Additionally, the level of maturity of K-2 students in relation to their problem solving skills (i.e. skills at using words to solve conflict rather than resorting to physical reactions) will be taken into consideration.

Students will be required to fill out a reflection sheet during an assigned time out or detention. Time will be added to a detention for failure to behave during the detention or inadequately completing the reflection sheet.

In- or out-of school suspensions earned in any manner should be no more than two per school year. Should the misbehavior or accumulation of suspensions warrant an expulsion, the situation would be referred to the Board of Education and pastor. A behavior or safety plan may be written at any time by the administrator and communicated with a child's parents.

The consequences of misbehavior depend upon which level of misbehavior the violation resembles. **An excessive amount of misbehavior without evidence of improvement may warrant more severe consequences such as in-school or out-of-school suspension.**

### **Level I Misbehaviors:**

**Behaviors that disrupt the learning process but are generally not dangerous to self, others, or property.**

Teachers typically deal with these misbehaviors through good teaching techniques such as reminders, teacher proximity, attempts to change students' focus, etc. before they are even considered Level I. ***Many teachers will not assign the consequences below until after a third Level I misbehavior has occurred.***

**The following are examples but not meant to be an exhaustive list:**

- Interrupting the teacher or not paying attention to the instruction
- Talking when asked to be quiet or not doing what one has been asked to do
- Failure to follow the dress code
- Running, shouting, or making loud noises in school
- Getting out of one's seat without permission or at inappropriate times
- Missing materials necessary for instruction or having to return to one's locker for necessary materials
- Gum chewing

**Consequences for Level I Misbehaviors:**

- 10 minute time out in classroom or off of lunch or recess
- Successful completion of reflection sheet

### **Level II Misbehaviors:**

**Behaviors that might be dangerous to self, others, or property or are intentionally disrespectful to God, oneself, or others.**

**These behaviors may or may not have a target. The accumulation of Level II detentions towards suspension time varies according to whether or not there were targets.**

**The following are examples but not meant to be an exhaustive list:**

- Not doing what one is told to do when a safety issue is involved
- Inappropriate language, including using God's name in vain
- Talking back to staff members, guest instructors, and/or adult guests
- Verbal abuse of others, including taunting, name-calling, and harassing remarks
- Aggressive behaviors
- Unauthorized use of cell phone
- Cheating, lying, or forging a parent's signature
- Emotional abuse of others (excluding, written, social media, offensive gestures etc.)
- Throwing things to create a mess or to bother others, or which may be unsafe
- Aggressive play that may result in injury
- Intentional writing on a desk or school property, especially if removal is difficult
- Intentionally being somewhere or going somewhere without permission
- Creating difficulties for staff members, guest instructors, and/or adult guests

- A fourth Level I misbehavior

**Consequences for Level II Misbehaviors:**

- Teacher contacts parent
- 20 minute time out in classroom or off of lunch or recess
- Successful completion of reflection sheet

**Level III Misbehaviors:**

**Deliberate actions that may have the intention of causing harm to self, others, or property or are either of a sexual nature or are related to minority or income status and are beyond a Level II type of infraction.**

**These actions may raise questions of whether it is safe to have the student in the building.**

**The following are examples but not meant to be an exhaustive list:**

- Skipping school
- Deliberate damage to others' property (plus liability for replacement or repair)
- Theft
- Physical fighting
- Unauthorized use of safety equipment (false fire alarms, improper use of fire extinguisher)
- Sexual harassment or behavior
- A fourth Level II misbehavior
- Possession of weapons, as defined by the weapons policy, or matches or lighters
- Possession or use of drugs, tobacco, alcohol, "look alike," or drug paraphernalia
- Verbal, written, or physical threats
- Gang-related activities or activities associated with a "hate group"
- Verbal or physical abuse of a staff member (including inappropriate language, name calling, throwing items, or otherwise compromising the person's safety)
- Actions outside of the school day (nights, weekends) that have ramifications within the school may be considered

**Consequences for Level III Misbehaviors:**

- Parent notification by administrator of incident and arranging a follow up meeting
- In- or out-of school suspension at administrator's discretion
- Review of incident by Building Leadership Team, who may develop a behavior or safety plan
- Pastor and Board of Education will be informed of the incident
- Student may be prohibited from participation in all school-sponsored extracurricular activities
- Expulsion may be recommended to the pastor and the Board of Education in the event that the student is deemed a danger to others

## **DISCIPLINE POLICY & PROCEDURES: 6<sup>TH</sup> – 8<sup>TH</sup>**

All students at Lourdes Catholic School are responsible for their own choices and actions. To succeed, discipline must ultimately be “self-discipline.” Students are encouraged to take responsibility for their own choices. When students practice self-discipline, they are focused on their learning and not concerned with school-imposed consequences. When a student is not capable of exercising appropriate self-discipline, the school will impose consequences.

All staff has a responsibility to ensure an orderly educational environment in our school. We believe that the student body deserves to have a school experience uninterrupted by disrespect. To achieve this, there must be open communication and solid partnership between the school and the parents. Teachers need to communicate their concerns to the parents. Written notes, e-mails, telephone calls, and conferences may be used frequently in the middle school grades, balanced with a gradual expectation of students to be independent decision makers and choose in accordance with Christian values. **Parents are strongly encouraged to bring their concerns directly to the teachers via the same routes.** (see “**Problem Solving Procedures**” section below.) Mutual benefits accrue when there is a meaningful and positive exchange of information between home and school. We want to work together in the best interests of our students.

Each teacher is responsible for his/her own classroom. Classroom rules, procedures, and clear consequences are clearly discussed with students at the beginning of the school year and additionally as needed. Each homeroom teacher will provide parents with a copy of his or her classroom rules and consequences. The principal will act as a liaison only in serious matters. Every effort will be made to appropriately handle every situation. Again, the partnership between school and family is vital.

### **Middle School Student Rights & Responsibilities**

1. All students have the right to learn in a safe, respectful, faith-filled educational environment.
2. All students have the right to be free from harassment and physical torment anywhere on the school/church campus.
3. All students and staff members have the right to be treated with respect and, in turn, have the obligation to treat others respectfully.
4. All students have the responsibility to set an example for younger peers by following the LCS General Rules:
  - Show respect for peers, adults, and property, including courteous and responsible behavior.
  - Arrive to each class period on time.
  - Practice Catholic and Christian values.
  - Follow the school dress code.
  - Students may leave a classroom only with the permission of a teacher.
  - Use walking feet and indoor voices in the school building.

### **Basic Middle School Homeroom Rules:**

- Show respect to others and property.
- Follow directions.
- Come to class on time and prepared.
- Raise your hand and wait to be called on before speaking.
- Stay in your seat.
- Complete work.
- Do not leave the room without permission.

### **Art Class Basic Rules and Consequences:**

- Students are expected to arrive to Art on time with supplies. The teacher will supply rulers.

- If necessary, the art teacher will contact the parent and indicate what supplies a student is missing for class. The student will have one week to come to class with all the appropriate supplies.
- If a student is tardy after already being warned/reprimanded, then a lunch & recess detention will be issued. During the detention, a reflection sheet must be completed successfully. A detention will be issued for each subsequent tardy.
- If a student arrives for Art without supplies after being warned/reprimanded, a lunch & recess detention will be issued. During the detention, a reflection sheet must be completed successfully. A detention will be issued for each subsequent offense.

**Physical Education (P.E.) Class Basic Rules and Consequences:**

- Students are expected to arrive to P.E. on time and prepared for class.
- If a student is tardy after already being warned/reprimanded, then a lunch & recess detention will be issued. During the detention, a reflection sheet must be completed successfully. A detention will be issued for each subsequent tardy.
- If a student does not dress for P.E. after being warned/reprimanded, a lunch & recess detention will be assigned. During the detention, a reflection sheet must be completed successfully. A detention will be issued for each subsequent “no dress.”

**Music Class Basic Rules and Consequences:**

- Students are expected to arrive to Music on time and prepared for class.
- If a student is tardy after already being warned/reprimanded, then a lunch & recess detention will be issued. During the detention, a reflection sheet must be completed successfully. A detention will be issued for each subsequent tardy.

**Band Basic Rules and Consequences:**

- Students are expected to arrive to Band on time and prepared for class.
- If a student is tardy after already being warned/reprimanded, then a lunch & recess detention will be issued. During the detention, a reflection sheet must be completed successfully. A detention will be issued for each subsequent tardy.
- Students must always have their materials for rehearsal and/or lesson. This includes their instrument, music, method book(s), folder, pencil, reeds, valve/slide oil, and a good attitude.
- If a student arrives for Band without materials (i.e. forgotten instrument) after being warned/reprimanded, a lunch & recess detention will be issued. During the detention, a reflection sheet must be completed successfully. A detention will be issued for each subsequent offense.

**General Notes on Consequences:**

As with the K – 5<sup>th</sup> Grade Discipline Policy & Procedures, staff members and the principal have full authority to administer consequences for violations of school rules according to this policy. In applying this policy, the staff members and administrator will take into account a standard of fairness, the severity of the offense, and the past history of the offender. The administrator may always require the student to receive counseling services.

Misbehaviors that have a target/victim will be addressed using the **Aggressive Behavior Consequence Chart** on page 29.

Students earning detentions will also be required to complete reflection sheets during detention. Additional consequences (i.e. more time; another detention) will be added for failure to behave during the detention or inadequately completing the reflection sheet.



In- or out-of school suspensions earned in any manner should be no more than two per school year. Should the misbehavior or accumulation of suspensions warrant an expulsion, the situation would be referred to the Board of Education and pastor. A behavior or safety plan may be written at any time by the administrator and communicated with a student's parents.

The consequences of misbehavior depend upon which level of misbehavior the violation resembles. **An excessive amount of misbehavior without evidence of improvement may warrant more severe consequences such as in-school or out-of-school suspension.**

### **Level I Misbehaviors:**

**Behaviors that disrupt the learning process but are generally not dangerous to self, others, or property.**

Teachers typically deal with these misbehaviors through good teaching techniques such as reminders, teacher proximity, attempts to change students' focus, clarifying a rule for the student, verbal warning/reprimand, etc. before they are even considered Level I.

**The following are examples but not meant to be an exhaustive list:**

- Interrupting the teacher or not paying attention to the instruction
- Talking when asked to be quiet or not doing what one has been asked to do
- Failure to follow the dress code after 3 warnings in one semester
- Arriving tardy to a class period
- Running, shouting, or making loud noises in school
- Getting out of one's seat without permission or at inappropriate times
- Missing materials necessary for instruction or having to return to one's locker for necessary materials
- Gum chewing

**Consequences for Level I Misbehaviors:**

- Lunch & recess detention or After School detention (see "**Detentions**" section below)
- Successful completion of reflection sheet
- Upon being issued a fourth detention, the infraction becomes a Level II misbehavior, and the teacher will contact the parent to set up a meeting to develop a behavior plan.

### **Level II Misbehaviors:**

**Behaviors that might be dangerous to self, others, or property or are intentionally disrespectful to God, oneself, or others.**

**These behaviors may or may not have a target. The accumulation of Level II detentions towards suspension time varies according to whether or not there were targets.**

**The following are examples but not meant to be an exhaustive list:**

- Not doing what one is told to do when a safety issue is involved
- Refusal to correct a dress code violation
- Inappropriate language, including using God's name in vain
- Talking back to staff members, guest instructors, and/or adult guests
- Verbal abuse of others, including taunting, name-calling, and harassing remarks
- Aggressive behaviors
- Unauthorized use of cell phone
- Cheating, lying, or forging a parent's signature (see also "**Cheating/Plagiarism**" section below)

- Emotional abuse of others (excluding, written, social media, offensive gestures etc.)
- Throwing things to create a mess or to bother others, or which may be unsafe
- Aggressive play that may result in injury
- Intentional writing on a desk or school property, especially if removal is difficult
- Intentionally being somewhere or going somewhere without permission
- Creating difficulties for staff members, guest instructors, and/or adult guests
- A fourth Level I misbehavior

**Consequences for Level II Misbehaviors:**

- Teacher contacts parent
- Lunch & recess detention or After School detention (see “**Detentions**” section below)
- Successful completion of reflection sheet

**Level III Misbehaviors:**

**Deliberate actions that may have the intention of causing harm to self, others, or property or are either of a sexual nature or are related to minority or income status and are beyond a Level II type of infraction.**

**These actions may raise questions of whether it is safe to have the student in the building. These actions almost always are referred to the principal.**

**The following are examples but not meant to be an exhaustive list:**

- Skipping school
- Deliberate damage to others’ property (plus liability for replacement or repair)
- Theft
- Physical fighting
- Unauthorized use of safety equipment (false fire alarms, improper use of fire extinguisher)
- Sexual harassment or behavior
- A fourth Level II misbehavior
- Possession of weapons, as defined by the weapons policy, or matches or lighters
- Possession or use of drugs, tobacco, alcohol, “look alike,” or drug paraphernalia
- Verbal, written, or physical threats
- Gang-related activities or activities associated with a “hate group”
- Verbal or physical abuse of a staff member (including inappropriate language, name calling, throwing items, or otherwise compromising the person’s safety)
- Actions outside of the school day (nights, weekends) that have ramifications within the school may be considered

**Consequences for Level III Misbehaviors:**

- Parent notification by administrator of incident and arranging a follow up meeting
- In- or out-of school suspension at administrator’s discretion
- Review of incident by Building Leadership Team, who may develop a behavior or safety plan
- Pastor and Board of Education will be informed of the incident
- Student may be prohibited from participation in all school-sponsored extracurricular activities
- Expulsion may be recommended to the pastor and the Board of Education in the event that the student is deemed a danger to others.

**Detentions**

1. The first three **Level I** detentions are lunch & recess detentions. The student will eat lunch in the assigned classroom in silence and remain in that classroom for the duration of recess as well. A reflection sheet must be successfully completed during the detention.

2. The fourth and fifth **Level I** detentions will be 40-minute After School detentions, from 3:20-4:00. Parents will be informed of the day and time in order to coordinate timely pick up. A reflection sheet must be successfully completed during the detention.
3. Upon assignment of a fifth **Level I** detention, an in-school suspension will be scheduled; in addition, a parent meeting with the Middle School Team will be scheduled to develop a behavior plan for the student.
4. The first **Level II** detention will be a lunch & recess detention. The student will eat lunch in the assigned classroom in silence and remain in that classroom for the duration of recess as well. A reflection sheet must be successfully completed during the detention.
5. The second and third **Level II** detentions will be 40-minute After School detentions, from 3:20-4:00. Parents will be informed of the day and time in order to coordinate timely pick up. A reflection sheet must be successfully completed during the detention.
6. Upon assignment of a third **Level II** detention, a parent meeting with the Middle School Team will be scheduled to develop a behavior plan for the student.
7. Each additional **Level II** misbehavior after the third **Level II** detention will result in referral to the administrator and a one-day in-school suspension.
8. The new semester begins in January and, with principal's permission, students will be granted a "fresh start" on the first day of the second semester.

### **Cheating/Plagiarism**

Lourdes Catholic School is committed to academic integrity. The administration and teachers/staff expect all students submit course work that reflects their individual original efforts.

Examples of cheating/plagiarism include:

1. Turning in a paper retrieved from an Internet source as one's own.
2. Using another student's work in whole or part and handing it in as one's own (including copying other's homework).
3. Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source.
4. Using any facts, statistics, graphs, drawing, pictures, sounds, or other piece of information without citing the source.
5. Paraphrasing another person's unique ideas without citing the source.
6. Letting someone else (other than the student) write portions of a paper or letting someone else copy their own work.
7. Inventing sources.

### **Consequences for cheating/plagiarism:**

- When a student willfully cheats/plagiarizes, the student will receive no credit for the assignment, the parents will be notified, and a disciplinary report will be written.
- If the plagiarism is deemed by the teacher to be unintentional, the teacher will impose a penalty. The student may be asked to redo the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The teacher may reduce the student's grade for the assignment.

### **Problem-Solving Procedures**

#### **Basic Understandings for Effective Communication for Parents**

1. Do not speak negatively about a teacher in front of the student; it is detrimental to your child's learning. Remember, the relationship that facilitates learning is the one between the student and the teacher.

2. If you are upset, wait until you can calmly discuss the situation before initiating communication. Effective communication takes place when both parties can talk and listen.
3. It is not appropriate to call a teacher or administrator at his or her home or cell phone number unless he or she has specifically given you their home or cell phone numbers.

**Students, parents, or teachers occasionally have concerns or feel that there are problems during the school year. Regardless of who initiates the discussion, these are the steps that can be taken to address the issues.**

1. If the **student** feels that there is a problem, the student should discuss the problem with the teacher, preferably one-to-one. Alternatively, the student could write a note to the teacher explaining the problem.
2. If the problem goes unsolved or if the **parent** feels that there is a problem, then the parent should contact the **teacher** explaining the problem. The teacher will respond before the end of the next school day.
3. If the problem persists, then a parent should schedule an appointment with the teacher. Or if the **teacher** feels that there is a problem, then the teacher may elect to schedule an appointment with the parent. Including the student at this level may or may not be in the student's best interest. This will be decided on a case-by-case basis.
4. A plan of action may need to be developed to address the problem. Time must be given to seek resolution. Appropriate follow-up action will be determined.
5. Confidentiality and privacy rights will be maintained.
6. If the problem persists, a conference will be scheduled with the parents, teacher, and administrator. The student's attendance may also be required at this conference.

## DRESS CODE

### UNIFORMS:

Girls K-4 Plaid jumper, skirt or culotte

Girls 5-8 Plaid skirt or culotte

**Length = No Shorter than 2" above the knee**

**No Cut, torn, or ripped clothing**

**ONLY acceptable plaid uniform suppliers:**

- **Religious Supply Store, 1309 Jersey Ridge Rd., Davenport, IA, 563.324.0669**  
<https://religioussupply.com/>
- **Mother Goosebumps, 77 S Seminary St, Galesburg, IL, 309.342.2867**  
<https://mother-goosebumps.myshopify.com/>
- **Please do not purchase the similar plaid at Lands End.**

### GIRLS/BOYS

#### PANTS:

Solid navy or tan dress pants\*

Belts must be worn in grades 3-8, so dress pants need belt loops

Hem pants to the top of the shoe

\*No jeans, cotton knits, stirrups, elastic at the ankle, cargo pants, carpenter pants, pajama pants, capri pants, etc.

#### SHORTS:

Navy blue or tan dress shorts\* (no more than 2" above the knee, ideally should be hemmed just above the knee)

\*No boxers, cotton knits, lycra, cargo shorts, etc.

*For NUT day, shorts may be no more than 2" above the knee*

#### SHIRTS:

Red, white, or navy blue classic polo shirts or turtlenecks

**Middle School Only** can also wear light blue classic polo shirts

Classic polo shirts are full bodied, traditional long or short sleeve

Turtlenecks are full bodied, traditional long sleeve

Shirts should be tucked in on both girls and boys

LCS logo only is allowed.

Plain, white shirts may be worn under uniform shirts

*For NUT day, shirts must have sleeves and shoulders must be covered*

#### SWEATERS/

#### SWEATSHIRTS:

Solid red, white, or navy blue Cardigans or pullover (no hoods)

Solid red, white, or navy blue sweatshirts (no hoods)

LCS logo is allowed.

**Uniform shirt must be worn under sweater/sweatshirt.**

Middle school sweatshirts may **ONLY** be worn by students in grades 6-8

If wearing a hooded sweatshirt, the hood must remain down at all times.

Hooded sweatshirts may not be worn to mass.

#### SOCKS/TIGHTS/

#### LEGGINGS:

Solid red, white, navy blue, gray, or black ankle or knee socks

Plain tights/leggings in red, white, black, or navy blue (to be worn only under jumper or skirt)

#### SHOES:

**Athletic shoes that tie or velcro are appropriate and recommended for everyday wear**

Shoes must tie or velcro. No Slip-on shoes (Vans, Toms, Hey Dudes, etc.). No clogs, "Crocs", sandals, jellies, moccasins, flip flops, open toed or heeled shoes, or dress shoes or boots. Boots are only allowed during recess

*P.E.:* Tennis shoes only with non-marking soles – must have shoe laces that tie or Velcro. If a student is not wearing tennis shoes for gym, he/she will sit out and may face an additional consequence at the discretion of the teacher.

**HAIRSTYLES:** Neat hairstyles - age appropriate/No elaborate coloring  
No partially shaved heads or lines cut into hair  
Boys: No ponytails

**JEWELRY:** Boys: No earrings  
Girls: Small earrings only, no dangling earrings  
Girls/Boys: Small chain (one) may be worn by boys or girls

**MAKE-UP:** Boys: No nail polish no makeup  
Girls: No make up  
Boys/Girls: No temporary tattoos. No Writing on one's body

**SPIRITWEAR:** LCS spirit wear and Assumption High School spirit wear may be worn EVERY FRIDAY! This means uniform bottoms (see guidelines above) + LCS or AHS spiritwear on top. All other dress code rules (make-up, jewelry, hairstyles, shoes, socks, etc.) apply.

**NUT DAY:** NUT stands for "No Uniform Today". **There are still guidelines to be followed on NUT days.** Students must still follow the sections above on Shoes, Hairstyles, Jewelry, and Make-up. Shirts must have sleeves and cover shoulders. Non-dress pants are allowed with the following guidelines for Shorts (no more than 2" above knee, nothing torn or ripped) and Pants (no pajama pants, nothing torn or ripped).

## **EMERGENCY CLOSING**

LCS follows what Bettendorf Community School District decides as far as canceling school, starting late, or dismissing early. Every effort will be made to email and text all families in the event of an emergency closure.

**Please plan ahead.** Be sure your student knows where he/she should go in the event of an emergency closing. You are encouraged to make these plans and arrangements early in the year before facing a school closing.

## **FIELD TRIPS**

In order to enhance curriculum and a unit of study, field trips may be planned by the classroom teachers. Permission slips will be sent home prior to each scheduled trip. The permission slip must be signed and returned to school by the date due. **No student will be permitted to attend a field trip without the written permission slip.** Volunteers and chaperones must complete Virtus before attending a field trip with the students (see section on Virtus). Students are to adhere to the LCS Dress Code unless the field trip permission form states otherwise. **Students are expected to depart and return with their class.**

## **FINANCIAL POLICIES**

1. A non-refundable registration fee is charged annually per student.
2. Tuition to the school should be paid regularly and on time. **Please contact the SCCS Billing Office (563 326 5313) immediately if you experience any financial difficulties.**

3. Members of Our Lady of Lourdes and St. John Vianney receive a special tuition rate, and therefore should maintain active parish membership, which includes regular offertory. Please contact your Pastor immediately if you experience any financial difficulties.
4. Our Lady of Lourdes parish contributes a substantial subsidy to our school. We ask your support through your participation in our Scrip program, fundraisers, and our volunteer program.

### **FIRE DRILLS / TORNADO DRILLS / EMERGENCY PLAN**

Fire and tornado drills are required by state law. Students are expected to move quickly and silently, following the exit plans. Any visitors/volunteers in the building during the drills must also follow the exit plan.

An emergency plan is in place to secure our entire building in case of emergency. Student safety is always our top priority. This procedure is practiced with our entire staff and student body and is on file in our office.

## GENERAL CONDUCT

Students are expected to obey and respect the directives of any staff member or safety patrol during school hours, on school buses, and at all school sponsored programs and activities. Students are responsible for their own belongings and for the books which are loaned to them. **Please be sure to label all uniform clothing items, lunch bags/boxes, backpacks, etc. with the student's name.**

## HEALTH

Emergency forms are kept on file for each student. This information must be updated annually by the parents or any time there are additions or deletions to keep information current. Scott County Department of Health assigns a school nurse to the Diocesan schools. The nurse is on call as a nurse consultant for our building. The services provided are vision screening and review of immunization records/physicals. The State of Iowa requires a completed certificate of immunization and physical before entering preschool.

- Children need to be healthy to learn. Please assure that your child has adequate sleep and eats a good breakfast before school.
- **If a student shows any of the following signs, please keep him or her home:**  
Fever 100° Fahrenheit or greater- Students must be fever free for 24 hrs. (without medications) before returning to school.  
Vomiting or diarrhea within the past 24 hours  
Frequent, uncontrolled cough  
Undiagnosed rash
- Communicable Diseases: If your child is diagnosed with a communicable disease, please inform the school office to ensure the health and well being of our student body. Schools in Iowa are required to report student absences related to illness to their local health department. All information is kept confidential.

## HOME AND SCHOOL ASSOCIATION (“PTA”)

LCS is fortunate to have an active and productive Home and School Association (H&S). All families are automatically members. Our H&S sponsors fundraisers to maintain and purchase educational materials. They also coordinate our volunteers and room parents, as well as provide a variety of services to our school. The H&S communicates on a regular basis concerning functions, meetings, and activities through a monthly newsletter. Your support is important to the well-being of our school. An annual fee for each family is assessed.

## HOMEWORK

Homework is seen as an integral part of the education system and a necessary component in order for a student to be successful in school. Homework assignments reinforce concepts taught in the classroom, provide drill and practice in basic skills, and provide enrichment opportunities in order for a student to further explore the subject area he/she is learning in the classroom. Parents can help by doing the following:

1. Provide a daily scheduled time for the student to complete homework.
2. Provide an atmosphere that is free of distractions.



3. Do not do the work for your student. Allow him/her to try many solutions and work towards solving the problem(s).
4. Assignment notebooks (“planners”) are provided to each student. Please use it.
5. Direct any concerns about homework to the classroom teacher **as soon as possible**. He/she will be sure to clarify and answer your questions and assist you in finding a solution. Students will have homework at all grade levels. The **AVERAGE** amount of homework time is approximately ten minutes per grade level. This means: 1<sup>st</sup> grade = 10 minutes; 2<sup>nd</sup> grade = 20 minutes; 3<sup>rd</sup> grade = 30 minutes... and so on  
\*Note: Times may vary for individual students.

## **INTERNET POLICY**

The use of technology is a tool for learning. It is a privilege and not a right. Use of the internet is promoted for resources, research, and other information pertinent to academics. Please review our student policy carefully and discuss the policy with your students. All parents electronically sign this policy when registering their students. In addition, 6<sup>th</sup>-8<sup>th</sup> grade students will sign an agreement form at the beginning of the school year.

## **LIBRARY**

Students visit our library during their scheduled period each week. Older students use the library more frequently for research, projects, and reports. Check out is established by the librarian for each grade level. All books are due at the next scheduled library period. A student who loses a book or destroys it will be required to pay the replacement price for the book. Any book not returned within a month will be considered lost and the replacement cost will be sent to you.

## **LOURDES LITTLE LANCER (LLL) CENTER**

Preschool/PreK extended care may be available daily from 7:00 a.m. – 5:30 p.m. when school is in session. This program allows any Preschool/PreK student to enjoy a half-day or full day of activities at our LLL Center across the street from the school (1414 Miss. Blvd.)

For more information, including program options and fees, contact our Director of Extended Care at 563.359.0345 x155 or 563.359.4037.

## **MEDICATIONS**

Medications will be dispensed with a **physician’s prescription only**. Forms are available online and in the school office. This form, along with the medication, will remain on file and locked in the Health room. Medications must be clearly labeled by the pharmacy with the student’s name and dosage. Medications will be dispensed in the Health room only. No student may have any prescriptive or non-prescriptive medication with him/her at any time. Parents of students in 5<sup>th</sup>-8<sup>th</sup> grade may sign a form allowing the Health Aide(s) to dispense Ibuprofen and/or Acetaminophen that parents may send to school for this purpose. This form is available in the school office and on the website.

## **PARTIES**

Classes celebrate holidays with parties provided by their homeroom parents. These parties are celebrated school wide during designated time periods. The classroom teacher will work closely with the Room Parents in working out the size and extent of activities to be held. The goal is fun and enjoyment, along with celebration of the holiday for our students.

## **PERSONAL PARTY INVITATIONS**

There are many times throughout the school year when students have parties at home or elsewhere. Please be aware of student feelings when extending these invitations. **You may only distribute invitations at school if all girls/boys or the entire class is invited.** Our school directory will provide names and contact information. **Please contact the homeroom teacher before sending in party invitations for distribution.** Healthy birthday treats are welcomed in the classroom only if they adhere to the Wellness Guidelines (see page 28). Non-food items are encouraged (stickers, etc.). **Only individual packaging is allowed.**

## **PHONE SYSTEM**

Communication is important to us. A phone menu has been set up for your convenience:

To report an absence or tardy	Press 2
To reach the school office or Principal	Press 3

## **PLAYGROUND**

Many classes use our playground areas (“Big Toy” east of school building, and “Black Top” in the north part of the parking lot) for recess. Rules for the safety of each student must be followed at all times. Rules for the playground include:

- Play in the assigned areas only.
- Food, beverages, candy, and gum are not permitted.
- On Black Top, keep away from parked cars.
- A student must receive permission from recess supervisor before entering the building.
- Kicking or throwing things over the fence is not allowed.
- When the whistle blows, students should line-up immediately.
- Follow all directions given by recess supervisors.

## **PRESCHOOL/PREK PROGRAM**

Lourdes Preschool/PreK provides the beginning of your child’s formal education here at Lourdes Catholic School. Our Preschool/PreK offers the following classes:

2-Day program	3 year olds
3-Day program	3 year olds
Prekindergarten program (state-funded) (Mon., Tue., Thur., & Fr. AM & PM classes)	4 year olds

**Students entering this program must be fully potty trained (no pull ups).** The student must also be age 3 or 4 by September 15.

## **PROCEDURES FOR INVESTIGATION OF ALLEGATION OF ABUSE FOR A STUDENT BY A SCHOOL EMPLOYEE**

Your Level I reporter/investigator is:

Superintendent, Diocese of Davenport  
780 W. Central Park Ave.  
Davenport, IA 52804 563.324.1911

OR

LCS Principal, Lourdes Catholic School  
1453 Mississippi Blvd  
Bettendorf, IA 52722 563.359.3466

### **RECESS**

We send our students outside for recess in the fresh air unless it is raining, snowing, or very cold (wind chill is below 10 degrees Fahrenheit.) Caution is used between 10-15 degrees Fahrenheit temperature/wind chill. Students are expected to go outdoors unless they have a note from a doctor. Please be sure your child is appropriately dressed for winter recess including gloves, hats, boots, and scarves.

### **RELIGIOUS EDUCATION**

Lourdes Catholic School strives "to teach as Jesus did." We promote the Gospel message and teach in the tradition of our Catholic faith. **All students registered in LCS will participate in all facets of the school's religious education program.** These requirements include attendance at regularly scheduled religion classes, fulfillment of curriculum requirements, and attendance at liturgies, prayer services, etc. that are part of school curriculum. When possible, students in grades 1-8 participate in the planning and preparation of the weekly liturgies. We invite all of our school families to join us in worship at 9:00 AM every Wednesday in OLOL Church.

### **REPORT CARDS**

Report cards are sent home with the students in grades K-8. Grading and coding is self-explanatory on the report card. Please contact the teacher if you wish to request a conference to discuss your child's progress.

### **SCHOOL DIRECTORY**

An LCS school directory is available and will be sent home with your student(s) during the first few weeks of school. They will also be available in our school office. The directory includes: faculty/staff listing, room parent list, Home and School Association Executive Committee and Committee Chairs, Board of Education members, Booster Club information, PS-8<sup>th</sup> class lists, and individual student listings. The fee for the directory is included in your Home and School family fee.

### **SCHOOL PICTURES**

Pictures, both individual and composites, are taken at least once annually in the Fall, sometimes additionally in the Spring. The Fall pictures are used in the school yearbook. The purchase of school pictures is optional. Dates for these events will be announced and posted.

## **SCHOOL SUPPLIES**

Students are required to come to school with the necessary supplies needed to complete school assignments. Supply lists are available on the LCS website. When possible, LCS provides the option of ordering a school supply kit through 1<sup>st</sup> Day School Supplies at the end of each school year for the upcoming school year.

## **STUDENT ACTIVITIES**

Additional activities which might be available to our students include:

Band (Grades 5-8)	Knights Youth Basketball-Boys (Grades 4-8)
Basketball-Boys (Grades 6-8)	Lego Robotics (Grades 4-8)
Basketball-Girls (Grades 6-8)	Mass Servers (Grades 5-8)
Battle of the Books (Grades 6-8)	Math Bee (Grade 6)
Boy Scouts	Mock Trial (Grade 6-8)
Cheerleading (Grades 6-8)	Rising Knights Football-Boys (Grades 4-8)
Chess Club	School Play (Grades 5-8)
Choir (Grades 5-8)	Spelling Bee (Grades 1-8)
Future Knights Track & Field (Grades 3-8)	Student Council (Grades 4-8)
Future Lady Knights Basketball-Girls (Grades 3-8)	
Girl Scouts	Yearbook (Grades 6-8)
Knights Basketball Association-Boys (Grades 7-8)	
Knights Volleyball Club-Girls (Grades 4-8)	Variety Show (Grades K-8)
Volleyball-Girls (Grades 6-8)	

Unless otherwise noted, all activities are available to K-8 students.

**Students who participate in any extra-curricular activities must continue to meet academic requirements and behavior policies.**

## **TESTING – STANDARDIZED**

The state of Iowa requires annual testing. Lourdes administers the tests, provides parents with results, and analyzes these results to make instructional decisions. Additionally, we use results to provide objective criteria for evaluation of student needs, progress, and program effectiveness.

Other (non-required) standardized tests may be administered as appropriate in order to provide the best academic program possible.

## **TESTS**

Tests are administered to students as a regular form of assessment. They are sent home for your review and signature. Please sign and return all tests to the classroom teacher. **If you do not receive tests to sign periodically, please contact your child's teacher as soon as possible.** This is an important tool for keeping you aware of your child's progress.

## **TEXTBOOKS AND THEIR CARE**

Students and parents are responsible for all books issued to the student. All books are to have protective book covers and should be handled with care. Book covers should be paper or cloth only. No sticky or adhesive covers. Lost or damaged books must be replaced. You will be billed for damage or loss in order for us to replace the book.

## **VISITORS**

Visitors are always welcome at Lourdes Catholic School. To arrange a visit, please contact the school office for an appointment. All visitors must sign in at the school office upon entering the building through the main Miss. Blvd. entrance. **To protect instructional time, we do not allow visitors to drop into classrooms unexpectedly.** If you wish to speak with a teacher during school hours, please contact the school office. All entrances are locked for security, so a buzzer is provided at the main entrance. The safety and security of students is of great importance to us.

## **VIRTUS**

All staff, volunteers, and chaperones **must** undergo a background check and complete *CMG* online training, renewed periodically as required by the Diocese of Davenport. For more information, please contact the Diocese of Davenport: 563-324-1911 or the LCS Safe Environment Coordinator: 563-359-3466. Please see “Volunteers” for additional information.

## **VOLUNTEERS**

In addition to our dedicated faculty and staff, we are fortunate to have the assistance of volunteers in the workroom, library, cafeteria, and classroom. Parents are encouraged to take an active part in their child’s education. Volunteers are required to “sign-in and out” in our school office. *CMG* requirements can be explained [here](#).

## **WEAPONS POLICY**

Lourdes Catholic School enforces a “no tolerance” policy if weapons are brought onto school property. This includes any threatening device, including guns, knives, etc.

**\*An immediate expulsion is in order for any student violating this policy.**

## WELLNESS

The State of Iowa has mandated a set of guidelines (“Healthy Kids Act”) to promote wellness in schools. As a result of this, some grade levels have opted to add or remove certain snacks from their daily routine.

Additionally, many children at Lourdes have food allergies, and this further limits what food items are allowed in your child’s classroom. **Check with your child’s homeroom teacher or our school’s health aide to ensure that any items you bring to the classroom are safe for all students to consume.**

If your child’s classroom allows healthy birthday treats (please check with each individual teacher due to allergy reasons and/or school policy), please ensure it adheres to the guidelines below, and only provide a store-packaged item in a sealed container with a visible nutrition label. **The LCS school policy for food options does apply to holiday parties.**

Drink options must include: NO caffeinated beverages, NO soda/carbonated beverages, NO sports drinks or flavored water, ONLY juice with 100% fruit/vegetable juice (no added sweeteners), ONLY unflavored low fat or fat-free milk; or flavored fat-free milk.

Food options must include: Items that are  $\leq 200$  calories/serving; items that have  $\leq 200$ mg Sodium; items that have  $\leq 10\%$  Saturated Fat calories; items that have 0 gm Trans Fat; items that have  $\leq 35\%$  total fat; items that have  $\leq 35\%$  sugar

Items to consider: Sugar-free pudding, Popcorn, Rice Cakes, Low-fat Cheese, Mini Muffins, Sugar Free Popsicles, Yogurt, Granola bars, Raisins, Unsweetened Applesauce, Pretzels (check labels – do not assume all items above are compliant)

Non-food options to celebrate your child’s birthday may include:

An indoor board game, puzzle, Legos, etc. to be used for indoor recess; the donation of a book to the classroom or school library; extra recess (time to be determined by the homeroom teacher)

Peanut and Tree Nut Free Snack Suggestion List:

Please refer to the “Safe Snack Guide” on the Snack Safely website at <https://snacksafely.com/safe-snack-guide/>.

## WITHDRAWAL FROM SCHOOL

Parents are requested to notify the school when planning to transfer children to another school. Our school secretary will make you aware of the procedure necessary for the legal transfer of records. Records are forwarded directly from our school to the new school.

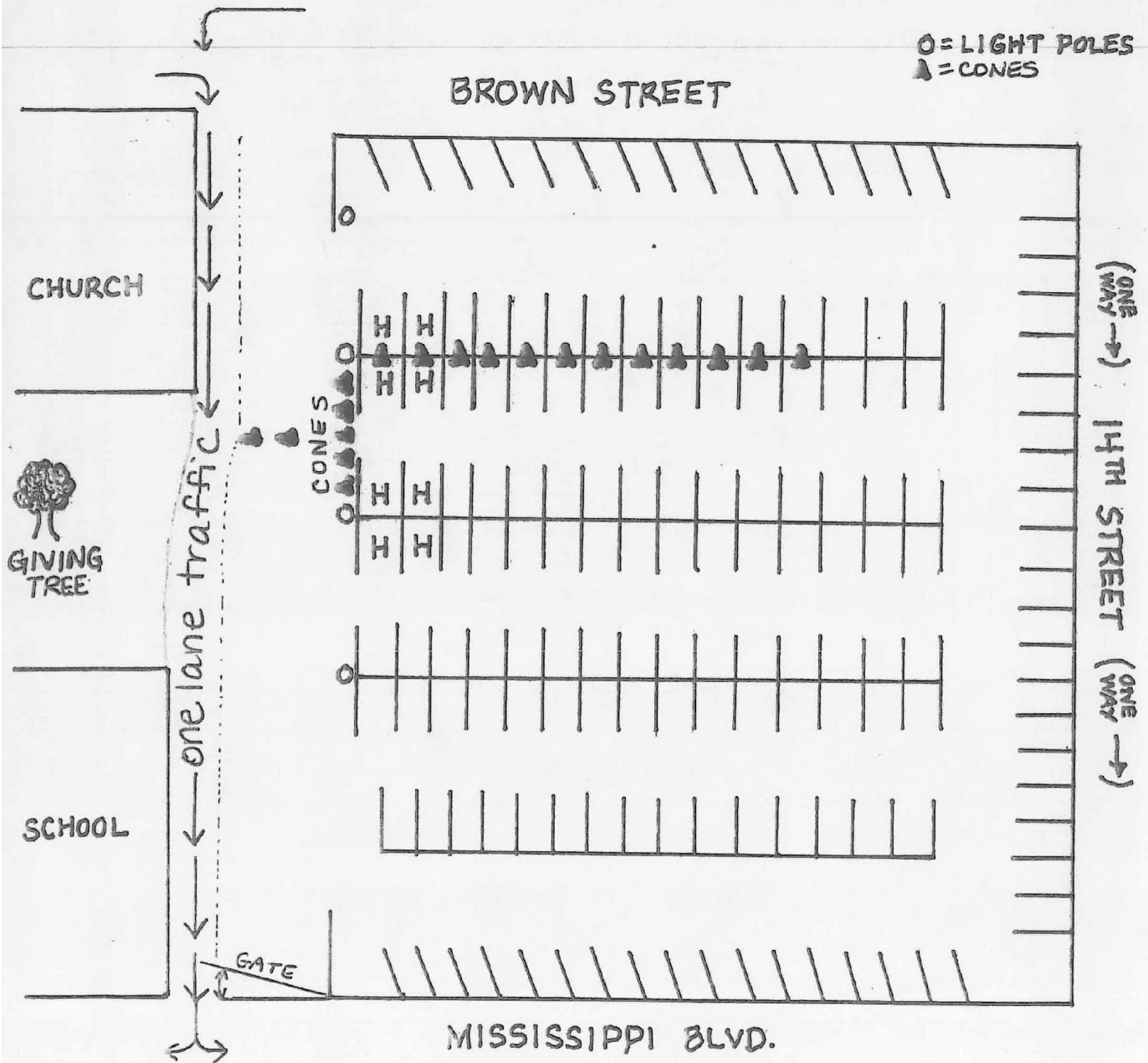
An exit interview may be scheduled with the Principal, Pastor, or member of the Board of Education.

## Aggressive Behavior Consequence Chart

Behavior	First Offense	Second Offense	Third Offense
Teasing, Taunting Excluding, Intimidation and/or other Level II Non-Physical	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Detention</li> <li>3. Reflection Sheet</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Detention x2</li> <li>3. Reflection Sheet</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. In-School Suspension</li> <li>3. Reflection Sheet</li> <li>4. Admin and Parent Mtg. to develop an Individual Plan</li> </ol>
Hitting, Kicking, Throwing Objects at Others, Shoving, Pushing and/or other Level II Physical	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Detention</li> <li>3. Reflection Sheet</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Detention x2</li> <li>3. Reflection Sheet</li> <li>4. Admin and Parent Mtg. to develop an Individual Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. In-School Suspension</li> <li>3. Admin and Parent Mtg. to revise the Individual Plan</li> </ol>
Severe Hitting, A Physical Altercation (Fight/Assault), Harassment, Verbal Threats (Level III)	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. In or Out-of-School Suspension</li> <li>3. Admin and Parent Mtg. to develop an Individual Plan</li> <li>4. Inform Board</li> <li>5. Possible Prohibition from School Activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Multi-Day In or Out-of-School Suspension</li> <li>3. Admin and Parent Mtg. to revise the Individual Plan</li> <li>4. Inform Board</li> <li>5. Possible Prohibition from School Activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Indefinite Out-of-School Suspension pending Board of Education Decision or Expulsion</li> </ol>
Targeting Others on Social Media or Electronic Devices-Affecting School Environment	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. In or Out-of-School Suspension</li> <li>3. Admin and Parent Mtg. to develop an Individual Plan</li> <li>4. Inform Board</li> <li>5. Possible Prohibition From School Activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Multi-Day In or Out-of-School Suspension</li> <li>3. Admin and Parent Mtg. to revise the Individual Plan</li> <li>4. Inform Board</li> <li>5. Possible Prohibition from School Activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Contact</li> <li>2. Indefinite Out-of-School Suspension pending Board of Education Decision or Expulsion</li> </ol>

\*use with K-2 students is determined on a case-by-case basis at administrator's discretion.

**DAILY DROP OFF PROCEDURE**  
**BEGINS AT 8:00 AM - GATE WILL CLOSE AT 8:30 AM**  
**AFTER 8:30 DROP OFF AT FRONT DOOR OF SCHOOL**

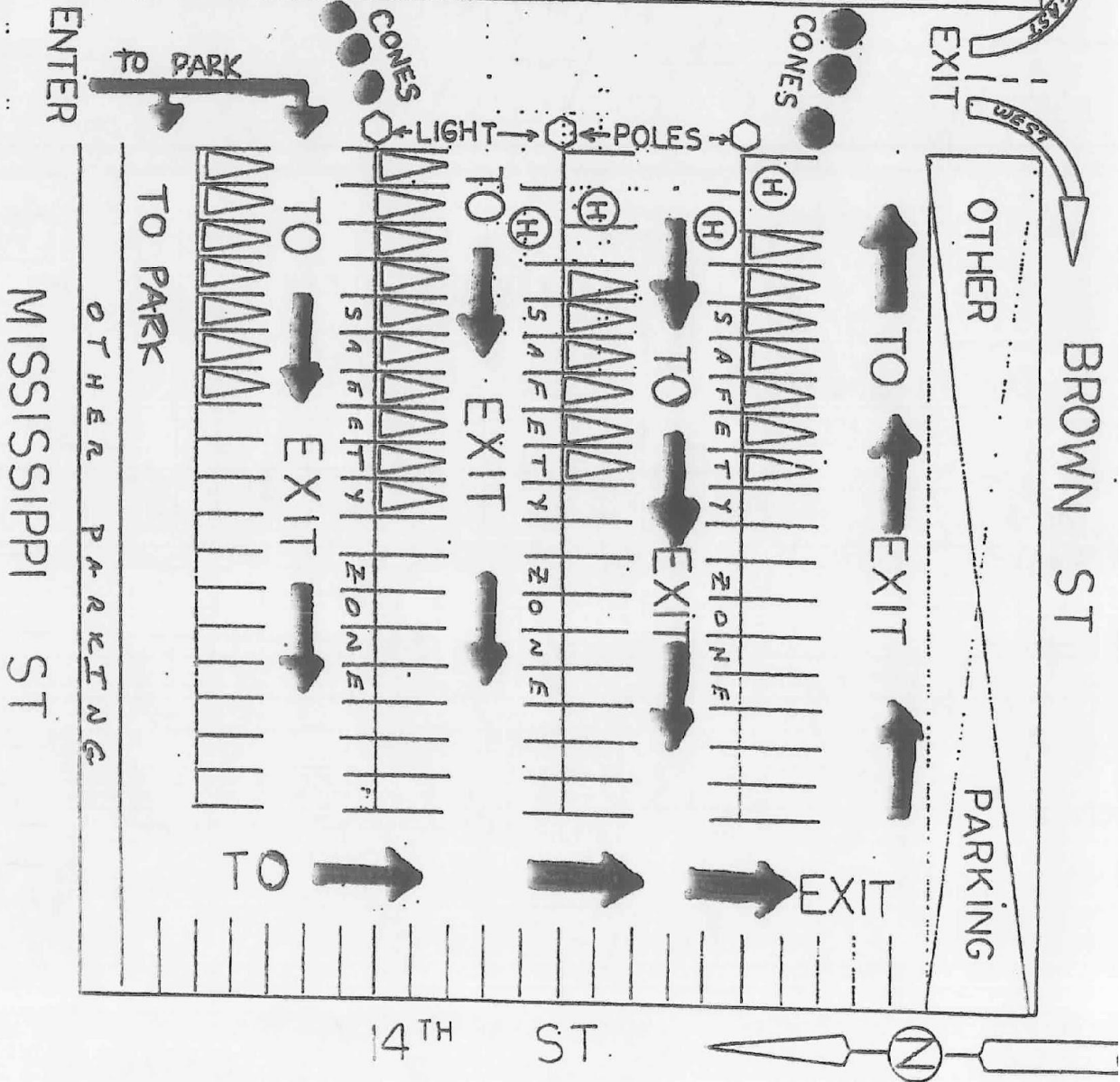


ENTER FROM BROWN STREET  
 STAY IN LINE - LET STUDENTS OUT BY GIVING TREE AREA ONLY  
 EXIT ONTO MISSISSIPPI BLVD.



# DAILY DISMISSAL PICK - UP PROCEDURE

1. Park your car.
2. Walk to coned area to meet your child.
3. Pull forward only (no reversing) to exit.



△ cars parked facing → only

Ⓜ = Handicapped