

A SCOTT COUNTY CATHOLIC SCHOOL

# **LOURDES CATHOLIC SCHOOL STUDENT HANDBOOK**

**2024-2025**

# 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: As a vibrant faith community, we strive to:**

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

## School Hours

### Kindergarten-Grade 8

8:00	Student arrival
8:20am	First bell: Students to classrooms
8:30am	Tardy bell: School day begins
*3:20pm	Dismissal on Mon, Tues, Thurs, Fri.
*2:30pm	Dismissal on Wednesdays

### Preschool

2Day	Tuesday and Thursday	8:30 - 11:30am
3Day	Monday, Wednesday, and Friday	8:30 - 11:30am
PreK (AM)	Monday-Friday	8:30 - 11:30am
PreK (PM)	Mon, Tue, Thur, Fri	12:20-3:20 pm
	Wed.	12:20-2:30 pm

### Early Dismissal Days/Special Notes

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

### 2024-2025 Calendars

[K-8 Grade Calendar](#)

[2-Day Preschool Calendar](#)

[3-Day Preschool Calendar](#)

[PreK Calendar](#)

	<u>Lunch</u>	<u>Recess</u>
Kindergarten	11:00-11:20	11:20-11:40
Gr. 3-5	11:30-11:50	11:50-12:10
Gr. 1-2	11:55-12:15	12:15-12:35
Gr. 6-8	12:20-12:40	12:40-1:00

## Admissions

Lourdes Catholic School is an important ministry of Our Lady of Lourdes Parish and St. John Vianney Parish. Lourdes Catholic School is part of Scott County Catholic Schools within the Diocese of Davenport. 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.

### Admissions Procedure

Scott County Catholic Schools build communities of disciples, strengthened by Word and Sacrament, to celebrate, live and share the Good News of Jesus Christ. The children in our schools come from homes in which parents consider the religious and intellectual areas of education as the most important reasons for sending them to our schools. As Catholic educators, we believe that the intellectual development of the child should take place in an atmosphere which inspires the child to truly accept the Christian principles, namely, love of God, neighbor, and self, and to use the means of growing in the Christian life - prayer and the sacraments. Students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin or creed if the parents/guardians express that they are choosing the school because of the Catholic philosophy of education, the incorporation of Gospel values, the quality of education and/or other qualities of Catholic education.

### Registration

There are various types of registration.

- Returning students going into grades 1-8
- Returning students going into Kindergarten
- Returning students going into 3 year old preschool or preK
- New students entering grades 1-8
- New students entering into Kindergarten
- New students entering into 4 year old preK
- New students entering into 3 year old preschool

### Registration Procedures

Procedures vary according to the calendar year, but typically begin mid-January with February and March deadlines.

### 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 will precede the decision for admission. In order to facilitate a student's smooth transition to Scott County Catholic Schools and help us in meeting a student's needs, the Scott County Catholic Schools enrollment process is as follows for children transferring in grades 1-8. Exceptions may be made depending on the time of year of the inquiry or administrator discretion:

Admissions Procedures:

- Inquiry
- Tour
- Admissions Mtg. with Principal
  - Shadow Opportunity (grades 3 and above) if school is in session
  - Discuss academic, social-emotional, behavioral needs of the student
  - Discuss prior experience in school
  - Explain school expectations

- Explain the probationary period
- Registration including
  - Copies of state or standardized assessment information for each child.
  - Copies of the most recent report card.
  - Copies of attendance and behavior records.
  - Copies of Accommodation Plans, IEPs or 504 plans (academic or behavioral).
  - Completed Registration forms and fees
- Email verifying enrollment from Principal
- Probation period begins when student enrolls

### Probationary Procedure

Scott County Catholic Schools are committed to quality education within a Catholic environment. Students and parents are expected to support the philosophy, educational and administrative policies of Scott County Catholic Schools. All new 1st - 8th grade students are on probation behaviorally and academically for the first year in the school. All new students entering the 1st through 8th grade must be carrying a 'C-' average or "Developing" in the core subject areas of Faith Formation, ELA Reading, ELA, English-Communication, Math, Science-Health, and Social Studies. Parents and/or students who do not abide by or are disruptive in their actions toward school policies or instructional programs may be asked to withdraw from the school.

### **Policy 501.2**

### Managing Enrollment

When limiting enrollment in educational programs of the Diocese of Davenport (school, day care, after-school/wraparound, preschool), the following priorities shall be used by local boards and administrators.

- Currently enrolled students and siblings (in good standing)
- New students: from supporting parish(es) (in good standing)
- New students: from affiliated parish(es) (in good standing)
- New students: non-parishioner Catholic (in good standing)
- New students: everybody else (in good standing)

All local Boards of Education will establish enrollment timelines for each of the above categories based on local need and context. These timelines will be published in the communication venues used by the school (examples: social media accounts, newsletters, parish bulletins)

Definitions:

**Good Standing:** It is the expectation that all families attending a Catholic School of the Diocese of Davenport will agree to, and remain in good standing for continued enrollment in the Catholic school. This includes agreement and acknowledgement of the Covenant of Trust between Parents and Catholic Schools of the Diocese of Davenport.

**Supporting Parish(es):** Supporting parishes refer to either 1) single or 2) interparishes which directly contribute to the spiritual, worship and financial needs of the school.

**Affiliated Parish(es):** Affiliated parishes refer to Catholic parishes which do not directly contribute to the spiritual, worship or financial support of the school or interparish school through an annual subsidy but support Catholic families of an affiliated parish who wish their children to experience the Catholic mission of message, community and service. This affiliation may or may not include a parish financial contribution based on local consultation with the parish or interparish administration and local board of education.

**Non-Parishioners Catholic:** Non-parishioner Catholic is defined as a Catholic not affiliated with a Catholic parish but supports the Catholic mission of message, community and service.

Policy Promulgated: May 23, 2024

*At Baptism, parents accept the responsibility of training their child in the practice of the faith. "Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children..." (Canon 793.1)*



### **Covenant of Trust Between Parents and the Catholic Schools of the Diocese of Davenport**

Catholic schools are in partnership with every family in proclaiming and witnessing the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Parents at Catholic Schools of the Diocese of Davenport are aware of the parental call, and their responsibility, commit themselves to be, in word and example, the first and best teacher of their children in the faith.

Practically, this means parents will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child's education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children's participation in the Church of their faith tradition), include prayer in their daily life and form their children in the faith.
- Commit to speaking frequently with their children about God and to include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to have a love and concern for the needs of others.
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

The Catholic Schools of the Diocese of Davenport enter a relationship of trust with each school family. The Parent/Student Handbook provides the school's framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

I hereby acknowledge that I have read this handbook and will abide by these regulations, that I have had an opportunity to ask questions about its contents, and that I will fulfill my responsibilities as the primary educator of my child as outlined in this covenant of trust.

## Arrival/Departure

### 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 to walk and visit with classmates. 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. No food or drink (besides plain water) is allowed once students arrive at school. School rules apply.

### Tardies

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

- If a student is tardy, but arrives at school before 10:00 a.m., that student is considered present for the full day.
- If a student arrives at 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 Students are dismissed at 3:20 p.m. (2:30 p.m. on Wednesdays.)

Students will exit through the doors leading to the courtyard for pick-up.

### Preschool/PreK Arrival and Dismissal Procedures

For the safety of the preschool students, 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 for morning preschool and 3:20 (2:30 on Wednesdays). Teachers walk the preschoolers to the school parking lot to be picked up by the parents. Teachers walk the preschoolers attending the wraparound program to the LLL Center.

## Transportation

### 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. Please see "Daily Drop Off Procedure". 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 to the inside of the orange coned-off area in front of the courtyard. Parents unite with their child(ren) and walk together to the parked car. Parents unite with their children and walk together to the parked car. **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.

### **Bicycles and Skateboards, Hoverboards, Scooters**

Skate boards, hoverboards, scooters 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.

### **ABSENCES**

The school office should be notified by 8:30 a.m. if your student will be absent or tardy. Include the reason for the absence. Students should be in school every day on time unless they are sick. Students should also be fever-free for 24 hours when returning to school after an illness. Students must attend school a minimum of half day the day of an athletic or extracurricular event, in order to participate in the activity. Unexcused absences are any absence not reported by the parent/guardian. Excused absences are any absences reported by the parent/guardian. Under Iowa Code, Lourdes must have a consistent absence policy. We will report chronic absences to the county attorney at absence #18, regardless if the absences are excused or unexcused. The following guidelines will be followed regarding absences from school:

- When a student reaches **10 absences**, excused or unexcused, he/she will receive a letter of concern from the administrator.
- When a student reaches **18 absences**, excused or unexcused, this will be reported to the county attorney's office

### **Communicable Diseases**

Diocesan Policy 565.1

The Diocesan Board of Education recognizes that some students with a communicable disease, as defined by the Federal Center for Disease Control and the Iowa State Department of Health, may be able to attend school without creating a risk of transmission of the illness or other harm to students or employees. The Board also recognizes that there may be greater risks for the transmission of a communicable disease for some persons than for other persons infected with the same disease. It shall be the policy of the Diocesan Board of Education that these special conditions -- the risk of transmission of the disease, the effect upon the educational program, and the effect upon the student - shall be considered in assessing the student's continued attendance at school. Responsibility for this assessment rests with the program administrator in consultation with the Superintendent of Schools. The Diocese reserves the right to require a physician's statement before readmitting a student following contagious illness. Health data of a student is confidential and released only as allowed by law. It shall not be disseminated without strict observance of the student's right to privacy. In schools, it shall be the responsibility of the building principal, in conjunction with the school nurse, to inform the public, staff, and students about communicable diseases and related issues. The principal shall provide for notification to the proper legal authorities about the presence of a communicable disease.

### **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 Teacher or Administrator**

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 voicemail. The teacher will contact you.

### **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.
3. Meet the [Athletic Eligibility Policy](#) requirements
4. Meet Attendance Requirements as shared in the attendance policy
5. Fill out Parental Permission and Concussion forms (available from the Athletic Director).

**Lourdes Board of Education is now the “School Advisory Board” (SAB)**

The mission of the SAB is to support Lourdes Catholic school, set policies as necessary, and set goals as a SIAC (School Improvement Advisory Council). Parents and stakeholders are encouraged to attend SAB meetings. They are generally held the second Tuesday of the month at 6pm in the school library. [24-25 SAB Mtg. Dates](#)

**Before and After School Care**

Extended care is available during the school year for LCS students starting in grade K. 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/Harrassment**

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”***

**Lunch and Recess Schedule**

<u>Lunch Schedule</u>		<u>Recess</u>
Kindergarten	11:00-11:20	11:20-11:40
Gr. 3-5	11:30-11:50	11:50-12:10
Gr. 1-2	11:55-12:15	12:15-12:35
Gr. 6-8	12:20-12:40	12:40-1:00

**Cost**

Lunch: \$4.00 (includes milk)  
 Milk only: \$ .65  
 “Doubles”: \$1.50  
 Alternate Option Available for the entree

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 online for new families to check their lunch account balance. Payments may be made online or dropped off at the school office. Please make checks payable to Scott County Catholic Schools. Please pack healthy lunches and limit candy. **\*\*Soda pop and fast food lunches are not permitted.** Cafeteria rules are in place for safety and order:

- 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 smart watches) are not permitted in class (from the time the student arrives at school until after dismissal) or on field trips. Students may not use phones and devices to take photographs at any time and Social Media is never allowed. 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, emails, private Facebook pages
- Emails and Calls from the front office
- Home and School Newsletter (monthly)
- Principal's Post Monday mornings (weekly)
- Facebook Posts

### **CURRICULUM**

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

- |                               |                                   |
|-------------------------------|-----------------------------------|
| 1. Religion (PS-8)            | 7. Art and Music                  |
| 2. Reading/Literature/English | 8. Physical Education and Health  |
| 3. Language Arts/Spelling     | 9. Band (Gr. 5-8)                 |
| 4. Mathematics                | 10. Library                       |
| 5. Science and Social Studies | 11. Technology/Computer Education |
| 6. Guidance (K-8)             | 12. 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 Interventionists  
Enrichment - in the classroom and small group pullout  
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

Parents of students in 6-8th grades will be notified via a Progress Report when the teacher notices a significant slipping in a child's class work or conduct. If needed, Progress Reports are sent home four times during the year, mid-way between quarters.

## DISCIPLINE POLICY & PROCEDURES: Grades K-5

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 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.

### 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**. 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. 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 ("Think 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
- Other "minor" misbehaviors

**Consequences for Level I Misbehaviors:**

- 10 minute time out in classroom or off of lunch or recess
- Successful completion of reflection sheet ("Think 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 alikes," 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: Middle School (gr. 6, 7, 8)**

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 have 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 at 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 at 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 at 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 at 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 at 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 lessons. 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.

**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
- Other "minor" misbehaviors

**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 to 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 2024-2025**

***This is the final school year that Lourdes Catholic School logos, sweatshirts, spiritwear will be worn. When we move to St. Joan of Arc we will only wear SJA logos, sweatshirts, spiritwear. To ease the transition, we will introduce SJA uniform and spiritwear in August 2024.***

Cut, torn or ripped clothing is not allowed.

### **UNIFORMS:**

SCCS Elementary Girls K-8 Plaid jumper, skirt or culotte

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

**ONLY acceptable plaid uniform suppliers (Please do not purchase similar plaid at Lands End):**

- ❖ 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/>

### **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)

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

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

### **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 or SJA logo only

Plain, white shirts may be worn under uniform shirts

### **SWEATERS/SWEATSHIRTS:**

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

LCS or SJA logo only.

Uniform polo shirts must be worn under a plain cardigan/pullover/sweater/sweatshirt.

Middle school sweatshirts may **ONLY** be worn by students in grades 6-8. If wearing a m/s hooded sweatshirt, the hood must remain down at all times. Hooded sweatshirts may not be worn to mass. The '24-'25 Middle School Sweatshirt will not be a hooded sweatshirt and may not be worn at SJA; past years LCS m/s sweatshirts may be worn '24-'25 school year. No hooded sweatshirts will be allowed at St. Joan of Arc (starting 25-26 school year)

### **SOCKS/TIGHTS/LEGGINGS:**

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

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

**SHOES:**

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

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

*P.E.:* Athletic 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 of class.

**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, no artificial nails

Girls: No make up, no artificial nails

Boys/Girls: No temporary tattoos. No Writing on one's body

**SPIRITWEAR:**

LCS and SJA spirit wear and Assumption High School spirit wear may be worn EVERY FRIDAY! This means uniform bottoms (see guidelines above) + LCS, SJA 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". During the '24-'25 school year, NUT days will be **1x/quarter (Oct. 31, Dec 20, Feb. 14, June 2)**. **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). Grades 5 and up: Leggings must be worn with a shirt that covers the seat of the leggings.

**EMERGENCY CLOSING**

Canceling school, starting late or dismissing early are decisions made by Lourdes Catholic School Administration. The school will post to the local tv station, on Facebook, and send an email to school families. 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 CMG before attending a field trip with the students. 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**

Financial Questions can be answered by contacting Scott County Catholic Schools: 563-326-5313.

**FIRE DRILLS / TORNADO DRILLS / EMERGENCY PLAN "Lockdown"**

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

### 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. The local health department also provides guidance for response to flu and covid. They recommend following CDC guidelines. All information is kept confidential. Any questions, please contact Ms. Huiskamp.
- Reminder of Diocesan Communicable Diseases Policy:

The Diocesan Board of Education recognizes that some students with a communicable disease, as defined by the Federal Center for Disease Control and the Iowa State Department of Health, may be able to attend school without creating a risk of transmission of the illness or other harm to students or employees. The Board also recognizes that there may be greater risks for the transmission of a communicable disease for some persons than for other persons infected with the same disease. It shall be the policy of the Diocesan Board of Education that these special conditions -- the risk of transmission of the disease, the effect upon the educational program, and the effect upon the student - shall be considered in assessing the student's continued attendance at school. Responsibility for this assessment rests with the program administrator in consultation with the Superintendent of Schools. The Diocese reserves the right to require a physician's statement before readmitting a student following contagious illness. Health data of a student is confidential and released only as allowed by law. It shall not be disseminated without strict observance of the student's right to privacy. In schools, it shall be the responsibility of the building principal, in conjunction with the school nurse, to inform the public, staff, and students about communicable diseases and related issues. The principal shall provide for notification to the proper legal authorities about the presence of a communicable disease.

### 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 "Acceptable Use Policy" and the "Laptop Rules" 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.

### LAPTOP RULES

Laptop Use: Laptops are a privilege, not a right.

1. Laptops must be carried with two hands at all times.
2. When carrying a laptop, the lid is to be closed at all times.
3. Laptops must be placed on the top of a desk when in use--not on the floor, on your lap, or leaning on the edge of a desk.
4. You may not change any settings on the laptop.
5. Like all school computers, the laptops are to be used for school related activities only. All activity on each laptop is monitored.
6. Exit out of inappropriate websites immediately and report them to the nearest teacher.
7. Do not play any games on laptops unless specifically assigned by a teacher.
8. Laptops must be returned to the cart at the end of each class period. Do not carry laptops from class to class all day or place them in lockers.
9. Do not bring a laptop to a class unless specifically instructed to do so by the teacher.
10. Do not touch or use another student's laptop.
11. Do not trace on the laptop screen.
12. Charge your laptop using the correct plug. Do not unplug other students' laptops without first asking a teacher. Teachers may plug in laptops, but ultimately keeping the laptop charged is the responsibility of the student.
13. Immediately report any damage to the nearest teacher.

### Consequences

1. All warnings are recorded for laptop misuse.
2. Continued violations of the rules will result in disciplinary action including, but not limited to:
  - a. suspension of laptop use (length of time depends on severity)
  - b. detentions
  - c. fines to pay for damages

### ACCEPTABLE USE POLICY

Policy 615.A

The Diocesan Board of Education recognizes 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. The schools of the diocese are 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 or the local schools' policies and regulations regarding the use of technology. Technologies covered The Diocese of Davenport schools 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, the schools of the Diocese of Davenport will 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 requires that the following regulations be enforced by the system administrators of each Internet access site in the Diocese: This policy represents the Diocese of Davenport'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. The Diocese of Davenport schools' Internet system has an educational purpose and has not been established as a public access service or a public forum. The local diocesan 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. The schools of the Diocese of Davenport have the right to place restrictions on use to ensure that use of the technology systems is in accord with its educational purpose. 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

### 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 the 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)	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
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**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) in October. 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 should be handled with care. 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. 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.

### CMG

All staff, volunteers, and chaperones **must** undergo a background check and complete *CMG: Safe Environment* 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.

### 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 for volunteers are noted above in the section "CMG".

### 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.

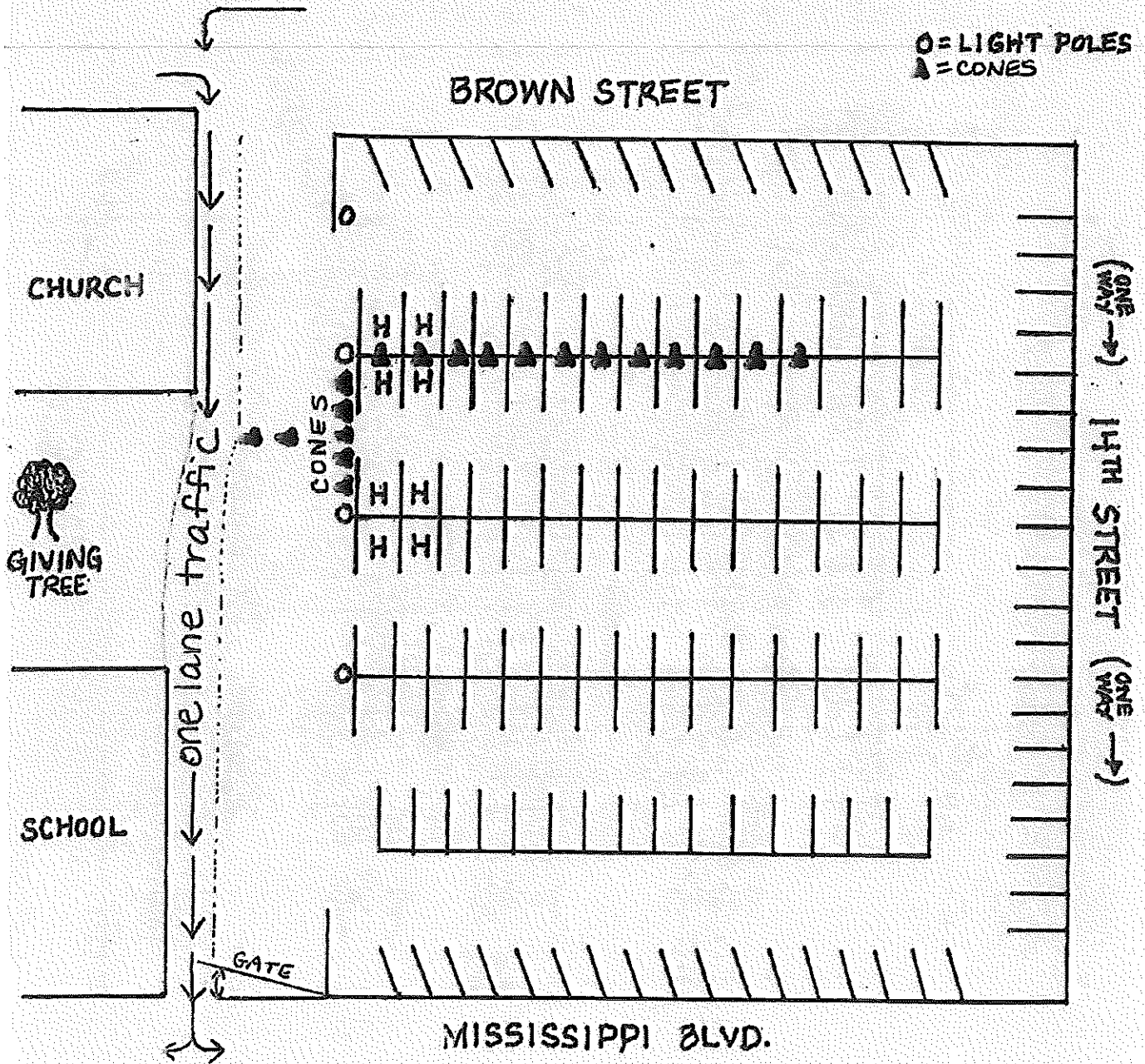
## Aggressive Behavior Consequence Chart

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

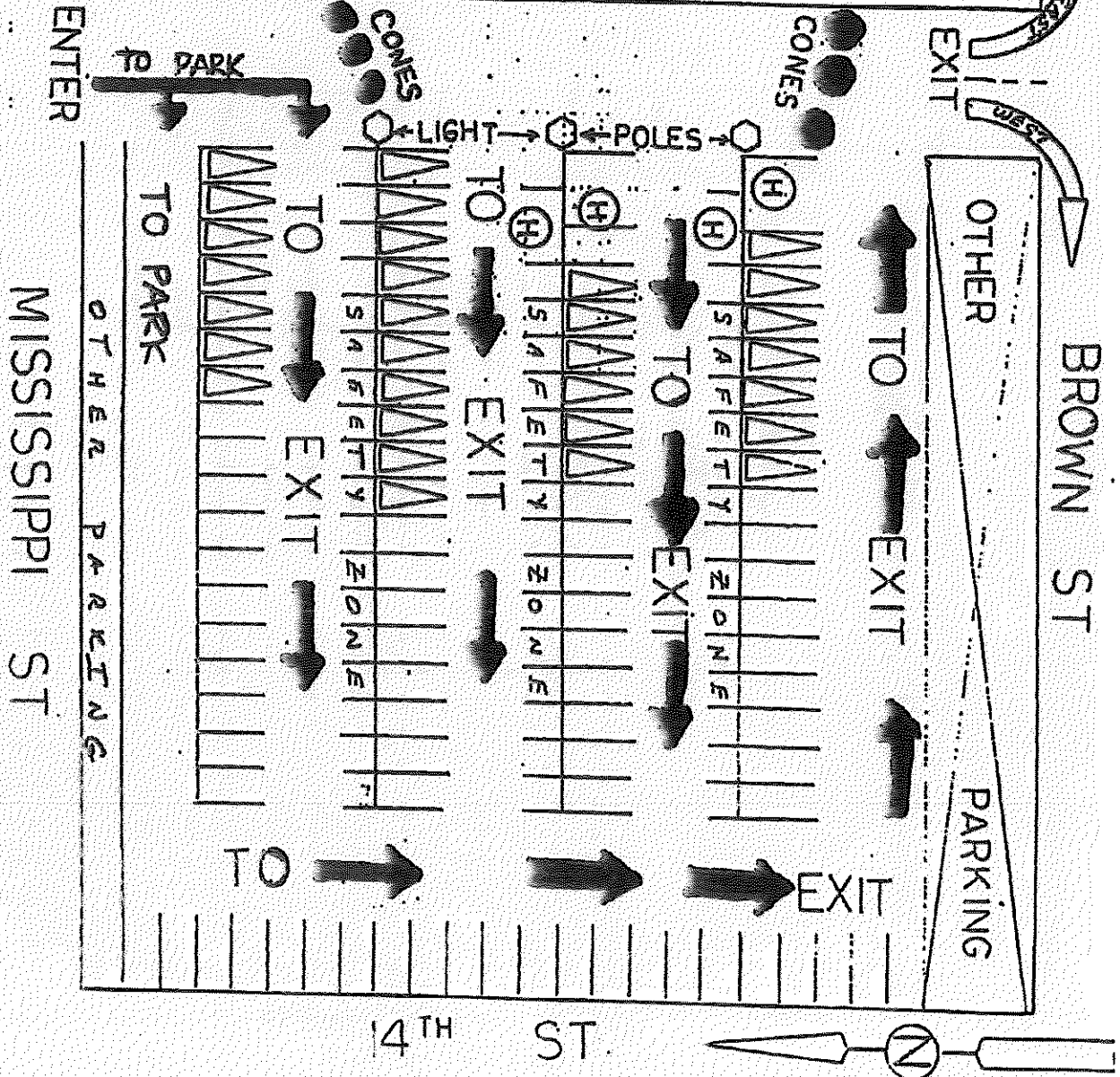
BEGINS AT 8:00 AM - GATE WILL CLOSE AT 8:30 AM  
AFTER 8:30 DROP OFF AT FRONT DOOR OF SCHOOL



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

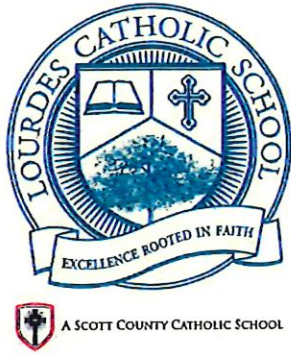
# DAILY DISMISSAL PICK - UP PROCEDURE

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



## Athletic Eligibility Requirements

January 2024

All students at Lourdes Catholic School are responsible for their own choices and actions. Students are encouraged to take responsibility for their own choices. This also applies to eligibility for athletics.

As stated in the "Goals and Objectives of Lourdes Catholic School " at the beginning of the student handbook, we strive to develop the whole child within a Catholic value centered atmosphere. To this end, athletic eligibility is established based on academics, attendance and behavior.

### **Academics:**

All student athletes must maintain grades at or above a C- or "Meets" to participate in athletic programs.

Grades are checked every Monday after school during the m/s team meeting. Students are notified by email to the parents if their grades prohibit them from participating that week, starting Tuesday. Grades are re-evaluated the following Monday. This is a 1 week probation.

If a student has a D or F, or is "developing" in any core subject, he/she is ineligible for practice or play based upon the Monday grade report, regardless of the status of late or missing work that is currently in the process of being submitted and graded. The absence of a teacher does not impact a student's eligibility; the grades for that teacher's class are not included.

The first week of a new grading period is a grace period.

1. The total responsibility of participation eligibility lies with the student
2. The core subject areas to which these rules apply are Language Arts, Social Studies, Math, Science, Reading/ELA, and Religion/Faith Formation
3. Attendance and Behavior are also important parts to determine eligibility.

**Attendance:** Students need to attend school the day of practice or competition in order to participate.

**Behavior:** A behavior incident may lead to inability to participate. This is at the discretion of the school principal or building coordinator.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 200: BOARD OF EDUCATION**

**POLICY 213**

**CHAIN OF COMMAND/COMPLAINTS OR CONCERNS**

Members of the local board of education will from time to time be approached by parents or members of the faithful with concerns or complaints about individuals or programs in the school. The diocesan staff adheres to the principle of subsidiarity. Problems and issues will be solved best at the local level, starting with the parties involved and moving up the chain of command defined by the local board of education policies.

If a decision has been made with which there is a disagreement, the individual may ask the individual making the decision to reconsider. If not satisfied they may appeal to the next level following the chain of command.

The chain of command for the schools in the Diocese of Davenport is as follows:

- Teacher/Coach
- Principal/Athletic Director
- Board of Discipline (If Applicable)
- Local board of education

An appeal could be made to the diocesan Superintendent of Schools after the above steps have been followed. The appeal should be communicated in writing and with sufficient evidence to cause or launch an appeal. If there is sufficient evidence, the parties shall be heard by the superintendent. The superintendent will consider adherence to local policies and procedures and assurance of due process. The superintendent can affirm the decision, overturn it, or send it back to the local board of education for further review. The decision of the Superintendent of Schools is final and may not be appealed.

[Policy 430](#) addresses issues of bullying and harassment which are assigned to a Level 1 investigator. Such issues indicating criminal activity will immediately be referred to local law enforcement and a Level 2 investigator.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 200: BOARD OF EDUCATION**

**POLICY 213.1**

**PARENT CODE OF CONDUCT**

This Code of Conduct applies to all parents/guardians and visitors who interact with our schools and are present at the school and school sponsored activities, meetings, and functions within and outside of school hours. As parents/guardians and visitors there is an expectation of support for the Mission, Vision, and Values of the Catholic schools of the Diocese of Davenport. Catholic schools of the Diocese of Davenport are very fortunate to have a dedicated and supportive school community. We recognize that the education of our children is a partnership between educators and parents.

Parents/guardians play a formative role in the development of their child's understanding of justice, equity, and worth. The parent/guardian is the primary educator for their child and an influential role model. It is the responsibility of all adults to strive to build a harmonious community where students can flourish. This Code of Conduct is designed to guide parents/guardians in their dealings with staff, other parents, students, and the entire faith community.

Adults connected with the Catholic school are committed to resolving difficulties in a constructive manner, through open and positive dialogue. We understand that misunderstandings can cause frustrations and have a negative impact on relationships. The Diocese adheres to the principle of subsidiarity; problems and issues are best resolved at the level in which the problem occurs. When issues arise or misconceptions take place, contact your child's teacher or coach who will be able to meet with you to hopefully resolve the area of concern. Where issues remain unresolved, please follow the complaint procedure outlined in Diocesan Policy 213 of the Diocese of Davenport (Chain of Command/Complaints for Concerns).

**Your Rights as a Parent/Guardian:**

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school in regards to your child
- To have confidentiality over sensitive issues
- To be treated in a caring and polite manner
- To have a timely response to concerns raised

**Your Responsibilities as a Parent/Guardian:**

- Value and champion your Catholic school and its reputation. Be mindful of the hurt and damage gossip and social media may cause to staff members, students, and other parents
- Respect the rights of staff members, students, and other parents
- Respect the reputation of teachers and coaches and be mindful of communications, especially social media and the tone of emails
- Follow the correct procedures to resolve a complaint
- Respect staff members' time and make an appointment for discussions at a mutually convenient time. Do not expect a staff member to be available to meet unless a meeting is pre-arranged
- To protect our children, do not discuss any concerns or perceived failings in front of them regarding the school
- Participate appropriately in school sponsored events

**What the Diocese and the Catholic School Asks of You as a Parent/Guardian:**

- To work courteously and cooperatively with the school to assist students in meeting the academic, moral, and behavioral expectations of the school
- Adhere to the school's policies outlined in the Parent Student Handbook
- Model resilience and encourage healthy problem solving
- Help your child to understand that giving your best effort is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child, but remember that the event may be interpreted differently by others
- Understand the importance of a healthy parent-student-teacher/coach relationship and communicate any concerns in a constructive and appropriate manner, not in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive
- Support the school in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating with the school
- Maintain a positive, cooperative attitude and interact positively with other parents and members of the school community

**Behavior That Will Not Be Tolerated:**

- Disruptive behavior which interferes or threatens to interfere with any of the normal operations or activities at the school.
- Any inappropriate behavior on school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, staff members, visitors, students, or other parents.
- Damaging or destroying school property.
- Sending abusive or threatening emails, text messages, voicemails, or other written communication (including social media) to anyone within the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students, parents, Board members, or staff members on Facebook, Twitter, Instagram, or any other sites or apps.
- The use of physical, verbal, or written aggression toward another adult or child. This includes physical or verbal punishment of your own child on school grounds.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child toward your own child.
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises. (Alcohol may only be consumed at authorized events.)

If any of the above actions take place at school or a school-related event the school may take action by contacting the appropriate authorities and/or consider banning the offending adult from entering school premises.

**Actions to be Taken for Code Violations:**

The Diocese and the school reserve the right to determine, at its discretion, which actions fall short of meeting the Catholic principles of the diocese and the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. If the inappropriate actions are repeated or in cases of severe nature, immediate action without a warning and/or without an intermediate step leading to withdrawal may be taken.

**Social Media Conduct**

We ask that social media (public or private) not be used to fuel campaigns and voice complaints against the school, school staff, Board members, students, or parents. Inappropriate use of social media to publicly humiliate, criticize, or threaten another individual is taken very seriously. Parents should follow the complaint procedure given if they have any concerns about their child. Parents should not use social media as a medium to air any concerns or grievances.



**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 400: STAFF PERSONNEL**

**POLICY 430**

**ANTI-BULLYING/HARASSMENT POLICY**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school.

This policy is in effect while students or employees are on property within the jurisdiction of each local board of education; while in school -owned or school -operated vehicles; while attending or engaged in school -sponsored activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee or another student means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting that student;

Online activity considered inappropriate:

- Identifying or posting images/videos of children other than your own or without the parent's permission
- Abusive or personal comments about staff, Board members, students, or other parents
- Bringing the school in disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of the staff
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

#### **Appeal and Complaint Procedure for Parents/Guardians**

In the Catholic schools of the Diocese of Davenport, beliefs are encompassed in the tenets of the Catholic faith. This philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

Clearly, open communication is fundamental for people to converse in a civil manner bound by Christian love. Open communication allows parents/guardians, students, faculty and staff to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

*"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:*

Policy Reference: Policy 213

Policy Adopted: 11/12/22

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 400: STAFF PERSONNEL**

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to, or rejection of, such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, the perpetrator will be removed from the situation immediately. Reentry may be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students or employees alleging bullying or harassment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. The policies of the Iowa Board of Educational Examiners will be followed in all instances involving teachers and administrators. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subjected to appropriate measures, which may include exclusion from school grounds.

It also is the responsibility of the superintendent, in conjunction with the investigators and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

Each local board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school website, and the Diocesan website

Policy Adopted: June 5, 2002

Policy Amended: May 17, 2010

Policy Revised: December 2015

Policy Revised: September 24, 2019

Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 400: STAFF PERSONNEL**

And a copy shall be made available to any person at the administrative office of each school or the Diocese.

It is the responsibility of all adults who supervise students directly (teachers, recess supervisors teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, bus associates, etc.) to protect students and their well-being. They must demonstrate that it is safe and worthwhile to report bullying behaviors by responding effectively when students report bullying, report what they hear and see to the principal, and follow-up to see if the situation has been addressed.

These staff members are empowered to intervene, take measures to ensure the student's safety temporarily, and record incidents.

**\*The Diocese of Davenport [Policies Relating to Sexuality and Personal Behavior](#) must also be followed if there is a complaint of Sexual Harassment by an employee or volunteer.**

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 504**

**PARENT STUDENT HANDBOOK**

All diocesan schools shall annually prepare and make available to all parents and students a handbook that presents all policies, regulations and procedures of the local school. School policies shall be consistent with diocesan policies as provided by the Office of Catholic Schools.

**Discipline and Student Accountability**

It shall be the policy of the Diocesan Board of Education that each local board adopt student responsibility and discipline policies as required by Iowa Code. The board shall involve parents, administrators, community members, instructional staff, and, as appropriate, students in the development and revision of discipline policies.

The policies shall relate to the mission and educational purposes of the school. The policies shall include, but not be limited to, the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance; harassment of or by students and staff; violent, destructive, and seriously disruptive behavior; suspension, expulsion and emergency removal; weapons and threats; out-of-school behavior; participation in extra-curricular activities; academic progress; and citizenship.

The policies shall ensure due process rights for students and parents.

The discipline policies and student responsibilities shall be published for the awareness and knowledge of the program participants and their parents/guardians. A complete copy of said policies must be on file in the program administrator's office. ([Chapter 12.3\(6\) Iowa Administrative Code](#), School Rules)

**\*Bullying and Harassment Policy and Procedures See [Policy 504](#)**

DIOCESE OF DAVENPORT  
BOARD OF EDUCATION

SERIES 700: AUXILIARY SERVICES

POLICY 754

**CHARGING AND INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENT BY SCHOOL EMPLOYEE**

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

A first level investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegation and will do so in a reasonably prudent manner. In the event the alleged misconduct appears to be any form of sexual abuse, the principal will inform the superintendent of the situation and the superintendent will contact the Scott County Attorney, who will coordinate the investigation of the allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation, when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Superintendent of Schools will appoint the level-one investigator (the principal), who, in turn, selects an alternate. It is the responsibility of the school administrator to contract a trained, experienced professional to serve as the level-two investigator, unless it is an allegation of a sexual nature. At the school's expense, the level-one investigator and alternate will be provided training in conducting an investigation.

The school will annually publish the name(s) of the designated investigator and alternate in the student handbook, newsletters, and in all school buildings.

Procedure:

1. Form *COMPLAINT OF INJURY TO OR ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE* must be completed in its entirety and given to the building administrator. ([Error! Reference source not found.](#))
2. The building administrator will conduct a level one investigation following the procedures outlined in [Error! Reference source not found.](#)

If a report is founded, contact the Superintendent of Schools for appropriate next steps.

Rationale:

Iowa Code § 280.17; 281 IAC 102.1 - .15 (280)

Policy Adopted: March 3, 1990  
Policy Revised: July 1, 2003  
Policy Reviewed: July 6, 2004  
Policy Amended: May 17, 2010  
Policy Reviewed: December 2015  
Policy Revised: October 2, 2019  
Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 600: EDUCATION PROGRAMS**

**Filtering Software**

The Diocese requires the use of filtering software or services on all school computers with access to the Internet. When minors are using the Internet, access to visual depictions must be blocked or filtered if they are: (a) obscene, as that term is defined in Section 1460 of Title 18, United States Code; (b) child pornography, as that term is defined in 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 makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the local school Internet system will be error-free or without defect. The local 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 the local 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 the local school will not be responsible for any financial obligations arising through unauthorized use of the system. Students may not use the system for personnel commercial purposes. Including offering or purchasing products or services. Users or parents of users will indemnify and hold the Diocese of Davenport and local school harmless from any losses sustained as a result of misuse of the system by that user.

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 in a 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.

Local schools 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.

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 600: EDUCATION PROGRAMS**

**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**

Each school in the Diocese of Davenport will determine its own policy when determining if personally-owned devices (including laptops, tablets, smartphones, and cell phones) are allowed for use during school time. If allowed, such personally-owned devices should not interfere with the delivery of instruction by a teacher or create a disturbance in the educational environment. Any misuse of personally owned devices will result in disciplinary action outlined in the student handbook or code of conduct. Proper etiquette and adherence to the acceptable use policy should always be followed.

**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 IT staff. For the security of the school network, download such files only from reputable sites, and only for educational purposes.

**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 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 some 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



Online activity considered inappropriate:

- Identifying or posting images/videos of children other than your own or without the parent's permission
- Abusive or personal comments about staff, Board members, students, or other parents
- Bringing the school in disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of the staff
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

#### **Appeal and Complaint Procedure for Parents/Guardians**

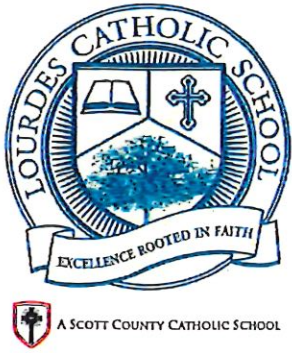
In the Catholic schools of the Diocese of Davenport, beliefs are encompassed in the tenets of the Catholic faith. This philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

Clearly, open communication is fundamental for people to converse in a civil manner bound by Christian love. Open communication allows parents/guardians, students, faculty and staff to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

*"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:*

Policy Reference: Policy 213

Policy Adopted: 11/12/22



Lourdes Catholic School

# 2024-2025 Calendar

Based on 1,080 instructional hours

- No School Day
- Early Release

- Qtr. 1 Aug. 23-Oct. 24 (43 days)
- Qtr. 2 Oct. 29-Jan. 17 (46 days)
- Qtr. 3 Jan. 21-March 28 (41 days)
- Qtr. 4 March 31- June 4 (44 days)

## N.U.T Days

- October 31st
- December 20th
- February 14th
- June 2nd

August				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
September				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
October				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
November				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
December				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
January				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
February				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
March				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
April				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
May				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
June				
2	3	4	5	6

Teacher Inservice

Date	Event
Aug 22	K-8 Unpack the Backpack
Aug 23	1 <sup>st</sup> Day of School, K-8
Aug. 28	Early Release 2:30
Sept 2	NO SCHOOL
Sept. 4, 11, 18, 25	Early Release 2:30
Sept 9	M/S Information Night -6pm
Sept. 10	K-5 Curriculum Night - 6pm
Sept 25	Midterm
Oct. 2, 9, 16, 23, 30	Early Release 2:30
Oct. 14	No School - PreK - 8
Professional Development	
Oct 22. 24	K-8 Early Release 2:30 (K-8 Conferences 3-7pm)
Oct. 25-28	Fall Break
Oct. 25	No School - PreK - 8 Comp Day
Oct. 28	PD Report Card work day
Oct. 29	2nd Quarter Begins
Nov. 6, 13, 20	Early Release 2:30
Nov 27-29	No School - Thanksgiving Break
Dec. 4, 11, 18	Early Release 2:30
Dec. 4	Midterm
Dec 23-31	No School – Christmas Break
Jan. 1-3	No School – Christmas Break
Jan. 8, 15, 22, 29	Early Release 2:30
Jan. 17	Early Release 1:30 (Professional Development)
Jan. 20	No School
Jan 21	3 <sup>rd</sup> Quarter Begins
Feb. 3	No School - PreK - 8
Professional Development	
Feb. 5, 12, 19, 26	Early Release 2:30
Feb 17	No School
Feb.20	Midterm
March 5, 12, 26	Early Release 2:30
March 11, 13	K-8 Early Release 2:30 (K-8 Conferences 3-7pm)
March 14	No School- PreK - 8 Comp Day
Mar 14-23	No School - Spring Break
March 28	Early Release 1:30 -
Professional Development	
March 31	4 <sup>th</sup> Quarter Begins
April 2,9,16,23,30	Early Release 2:30
April 14	No School - PreK - 8 -
Professional Development	
Apr 18-21	No School - Easter
May 1	Midterm
May 7, 14, 21, 28	Early Release 2:30
May 26	No School - Memorial Day
June 4	Last day of School K-8/Early Out 11:30
June 5, 6	Snow Day Makeups/Contract days