

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 life-long learning and inspiring a passion for peace and justice.

GOALS AND OBJECTIVES OF LOURDES CATHOLIC SCHOOL

As a vibrant faith community, we strive to:

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

SCHOOL DAYS/TIME STRUCTURE

SCHOOL HOURS

Kindergarten – Grade 8

8:20 a.m. First bell: Students to classrooms
8:30 a.m. Tardy bell: School day begins

Lunch / Recess Schedule

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

3:20 p.m. Dismissal

Preschool

2Day	Tuesday and Thursday	8:30 - 11:15 a.m.
3Day	Monday, Wednesday and Friday	8:30 - 11:15 a.m.
PreKindergarten AM	Monday – Friday	8:30 - 11:15 a.m.
PreKindergarten PM	Monday – Friday	12:30 - 3:15 p.m.

Early Dismissal Days/Special Notes

Please check your calendar and the website for early dismissal dates.

ADMISSION/REGISTRATION/TRANSFERS

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

REGISTRATION

- Pre-registration will occur at all grade levels in the 3rd quarter of each school year.
- Final registration for the school year is held during the 4th quarter of the school year.

TRANSFER STUDENTS

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

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

A request for records form will be mailed to the student's previous attending school requesting all records. This form is available in our school office and must be signed by a parent/guardian.

RE-ADMISSION

Students applying for re-admission to Lourdes Catholic School must wait for a twelve month period prior to their reapplication. Special consideration may be given and waived after a review by the Our Lady of Lourdes Faith Formation Board.

ARRIVAL/DISMISSAL

ARRIVAL

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”. Students arriving between 8:00 a.m. and 8:20 a.m. should proceed to the courtyard area by the Giving Tree.

- Preschool through 2nd grade students will line up along the far end of the courtyard on the sidewalk.
- 3rd, 4th and 5th grade students will line up along the sidewalk next to the Church.
- 6th, 7th and 8th grade students will line up along the sidewalk next to the school.

While waiting to enter the building, students may either stand or sit in line.

Teachers will be on duty in the courtyard. 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 go to the cafeteria.

PICK-UP

In consideration for the staff, please be prompt in picking up your child/children. If you are unable to pick up by 3:20 p.m., please make other child care arrangements. Please pick up your child(ren) in the school parking lot within the coned area.

DISMISSAL

Students are dismissed at 3:20 p.m. Parents are asked to refrain from waiting inside the school for their students. Car riders and walkers will exit through the doors leading to the courtyard for pick-up. Bus lines exit via Mississippi Blvd. Students are expected to stand and wait on the sidewalk while waiting for their ride. **Parents are asked to walk to their child(ren) to pick them up within the safety cone area.**

TARDINESS

School begins at 8:30 a.m. Any student who arrives after that time must report to the school office for a tardy slip. The Parish Activity Center (PAC) doors are locked at 8:30 a.m. so tardy students must enter the school through the front office doors on Mississippi Blvd.

TRANSPORTATION

BUS SERVICE

Assumption High School provides busing for most of the students that reside in the Pleasant Valley School District and the Davenport Community School District. We

recommend you contact AHS Transportation Dept. to determine if AHS will bus to your address. A family fee is paid annually before school begins. State mileage reimbursement is available for Pleasant Valley students and Davenport students. For students utilizing the Assumption bus service, this reimbursement must be signed over to Assumption. Our Lady of Lourdes parish subsidizes the remainder of the busing costs.

Bettendorf Community School District offers busing to families living within the boundaries of this district and a distance of 2 miles or more. If a student lives less than 2 miles away, transportation will be provided for a fee.

CAR RIDERS

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. Please keep traffic moving. If you need more time, we suggest that you park your car in the lot and walk your child to the building. Exit via Mississippi Blvd. The morning greeter and safety patrols are available for assistance.

After School Pick-up

Parents are asked to enter the lot from Mississippi Blvd and park facing Brown Street. We ask you to walk to the sidewalk to pick up your child/children within the coned area. Children will not be released and permitted to walk through parked cars. All cars exit via Brown Street. Children not picked up by 3:35 will be taken to "After School Care".

BICYCLES / SKATEBOARDS

Skate boards are not permitted on school property.

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

No motorized bikes are permitted at anytime.

CHANGE IN TRANSPORTATION PLANS

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

POLICIES

ABSENCES

The school should be notified by 9:00 a.m. if your child will be absent or tardy. Be sure to call the office each day that your child is absent. Call 359-3466 and push #2 to report an absence or tardy. Please be sure to include the reason for the absence. If you would like to make arrangements to pick up homework, please leave that information in the voicemail.

A student who must be absent from school due to family reasons should notify the office. Class work cannot always be prepared before the trip. Students will be given opportunities to complete missed work upon return.

APPOINTMENTS

All entrances to the school remain locked at all times. 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 child's class schedule when scheduling.** Be sure to send a note to the teacher on the day of the appointment. Please report to the office when picking up your child and refrain from going directly to classrooms. Minimal classroom interruptions are vital to instruction.

APPOINTMENTS WITH TEACHERS OR PRINCIPAL

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

ATHLETICS

A variety of athletics programs are available to our students. Each student wishing to participate in the sports program must adhere to the following requirements:

1. A current yearly physical on file in the school office.
2. Pay a booster participation fee paid annually, per family.
3. Meet academic eligibility requirements.

A Sports Permission Form which includes information on academic eligibility, grade checks, and practices needs to be signed by parents at the beginning of each school year.

BEFORE AND AFTER SCHOOL CARE

Extended care is available (grades K-8) before and after school while school is in session. Hours are 7:00 – 8:00 a.m. and 3:20 – 5:30 p.m. This includes a silent study hall for older students.

Preschool extended care is available daily from 7:00 a.m. – 5:30 p.m. (See Lourdes Little Lancers).

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. Harassment or bullying may be:

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

None of these will be tolerated.

CAFETERIA

Lourdes Catholic School participates in the Federal Hot Lunch Program provided by the Bettendorf Community School District. Students may choose to purchase lunch or bring a nutritious lunch from home.

Cost

Lunch: \$1.90

Milk: .40

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. Envelopes are available in the office for payment of lunch/milk costs. **Checks should be made payable to Bettendorf Food Service.** Cafeteria rules are in place for safety and order. A Discipline Report may be used if inappropriate behavior takes place.

*Fill-in seats at each table before using the next table

*Remain seated. If assistance is needed, please raise your hand

*Quiet voices are encouraged while eating

*Throwing food is not allowed

*The student's eating area must be clean before dismissal to recess

*Lights out at the end of lunch indicates no talking

****Soda pop and fast food lunches are not permitted. Special deliveries are not allowed. Students with a fast food lunch will eat that lunch in the school office.**

CELL PHONE/ELECTRONIC DEVICE POLICY (Policy 540D)

Cell Phones/Electronic Devices are not permitted at school from the time the student arrives to school until departure. Personal communication devices that provide unfiltered connection to the internet are never allowed. Phones may not be used to take photographs of any kind and text messaging is not allowed. If a student has a cell phone/electronic device in his or her possession, the item will be taken from the student and kept in the Principal's office until the end of the school day. A Discipline Report will be sent home following the 1st offense. With the 2nd offense and each offense thereafter, the item will be held in the Principal's office until the parent/guardian comes to pick it up.

CONFERENCES

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

CONFERENCES WITH THE PRINCIPAL

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

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

CORRESPONDENCE

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

Classroom newsletters, teacher blogs and emails

Principal's Post (monthly)

Home and School Newsletter (monthly)

In addition, special notices, progress reports, etc. are used throughout the year.

CURRICULUM

Curriculum is kept current and evaluated on a regular cycle.

The following subject areas are included:

- | | |
|-------------------------------|-----------------------------------|
| 1. Religion | 7. Art |
| 2. Reading/Literature/English | 8. Physical Education |
| 3. Language Arts/Spelling | 9. Band (Gr. 5-8) |
| 4. Mathematics | 10. Library |
| 5. Science | 11. Technology/Computer Education |
| 6. Social Studies | 12. Spanish Exploratory (PreK-8) |

ADDITIONAL SERVICES

School Guidance Counselor
Bullying Prevention Programs (Olweus) (Second Step)
Reading & Curriculum Support Teacher
Psychologist (AEA - Area Education Association)
Speech (AEA - Area Education Association)
Social Worker (AEA- Area Education Association)
Occupational Therapist (AEA- Area Education Association)

DEFICIENCY/ACADEMIC PROGRESS REPORTS

A deficiency report will be sent to parents/guardians of a student who is in danger of failing or who has dropped more than one letter grade from their previous report card grade. The deficiency report will be mailed by the fifth week of each quarter. If, after this time, it appears that a student is doing poorly, the parent or guardian will be notified by the classroom teacher. Deficiency reports must be signed by a parent/guardian and returned to school. An academic progress report will be given to a student who has exhibited outstanding skills in a subject area or has worked diligently and improved his/her grade.

DISCIPLINE

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" and self-discipline. Each teacher is responsible for his/her 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 handle every situation. The cooperation of school and family is vital. Should efforts fail between the student, teacher(s), and parents, then, parents will be asked to a conference with the Principal, student, and teacher(s). School rules are enforced and all students are expected to comply with these rules. Discipline procedures appropriate to the child's developmental level will be distributed by the classroom teachers at the start of the school year. A separate Middle School Discipline Handbook is distributed to Middle School Students each school year.

LCS General Rules:

- *Show respect for fellow students, adults, and facilities, including courteous and responsible behavior
- *Gum chewing is not allowed
- *Students are expected to comply with the school dress code
- *Physical and verbal altercations are not allowed
- *Students may leave a classroom only with the permission of a teacher

- *Running is not allowed
- *Indoor voices are required in the school building
- *A student may face immediate suspension or expulsion for major disciplinary infractions such as (but not limited to):
 - *Use and/or possession of alcohol or drugs
 - *Possession or physical threat of any weapon
 - *Smoking
 - *Possession of pornographic literature or objects
 - *Immoral acts or behavior
 - *Vandalism
 - *Insubordination

DRESS CODE

UNIFORMS: Girls K-4 Plaid jumper, skirt or culotte
 Girls 5-8 Plaid skirt or culotte
Length = No shorter than 2 inches above the knee
 Cut, torn, or ripped clothing is not allowed.
Uniform supplier: Religious Supply Store, 1309 Jersey Ridge Rd, Davenport IA 563-324-0669

GIRLS/BOYS

PANTS: Solid navy or khaki dress slacks
 Belts must be worn in grades 3-8.
 Pants should be hemmed to the top of the shoe.
 No jeans, cotton knits, stirrups, elastic at the ankle, cargo pants, carpenter pants, or capri pants.

SHORTS: Navy blue or khaki walking shorts (2 inches above the knee)
 May be worn August thru October 15th and April 15th thru the end of the school year. Shorts should be just above the knee. No boxers, cotton knits, lycra, or cargo shorts.

SHIRTS: Red, white or navy blue classic polo shirts
 Classic polo shirts are full bodied - traditional long- or short-sleeved
 Only shirts with sleeves are allowed for NUT Day
 Shirts should be tucked in on both girls and boys at all times.
 LCS logo is allowed.
 Plain, white shirts may be worn under uniform shirts.

TURTLENECKS: Red, white or navy blue
 LCS logo is allowed.

SWEATERS/ Solid red, white or navy blue Cardigans or pullover
SWEATSHIRTS: Solid sweatshirts (LCS red, white, blue or a sweatshirt with LCS logo)
 Uniform shirt must be worn under sweater/sweatshirt.

SOCKS: Solid red, white or navy blue

Ankle or knee socks
Plain tights/leggings (NO LACE) in red, white or navy blue

SHOES: No clogs, "Crocs", sandals, jellies, moccasins
No open-toed/open heeled shoes
No indoor/outdoor boots are allowed except for recess
No slip-on shoes or dress shoes
Physical Education: Tennis shoes only with non-marking soles. Must have shoelaces or velcro.

HAIRSTYLES: Neat hairstyles - age appropriate/No elaborate coloring
No partially shaved heads or lines cut into hair
Boys: No ponytails/No longer than the top of the ear at sides of head/No longer than 1" above collar length at back of head/No longer than the eyebrow on the forehead.

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

MAKE-UP: Boys: No nail polish
Girls: Natural lipstick/Minimal make-up/Clear, natural, or pale pink nail polish only
Boys and Girls: No temporary tattoos. Writing on one's body is never allowed.

SPIRIT DAY: Every Friday! LCS spirit wear and Assumption High School spirit wear may also be worn.

NUT DAY: NUT stands for No Uniform Today. When there is a scheduled N.U.T. Day, students are allowed to be out of uniform on this day. **There are still guidelines to be followed on these special days. Students must still follow the sections above on: Shorts, Shoes, Hairstyles, Jewelry, and Make-Up.**

EMERGENCY CLOSING

If there is any doubt about school being in session during inclement weather or any other emergencies, please do the following:

1. Call the school office 359-3466 and push #5 for weather related announcements and special school messages.
2. Tune to the following radio stations:
 - WOC 1420 AM
 - KUUL 101.3 FM

-KCQQ 106.5 FM
-WHTS 98.9 FM

3. Tune to the following TV stations:
- | | |
|-------|---------------|
| -WHBF | CBS affiliate |
| -KWQC | NBS affiliate |
| -WQAD | ABC affiliate |
| -KLJB | FOX affiliate |

PLEASE PLAN AHEAD! Be sure your child 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.

FACULTY AND STAFF

A listing of faculty and staff members is available on line and in the school office. All faculty and staff are identified by photo identifications badges.

FAITH FORMATION BOARD

Our board has many important components:

1. Nine members from Our Lady of Lourdes parish
2. One member from St. John Vianney parish
3. Principal and Pastor
4. One member from OLOL parish council
5. A faculty representative
6. Home and School president
7. Athletic Director

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

FIELD TRIPS

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

FINANCIAL POLICIES

1. A registration fee is charged annually per student.

2. Tuition to the school and tithing to the church should be paid regularly and on time. Please contact the Pastor or Principal immediately if you experience any financial difficulties.
3. Our Lady of Lourdes parish contributes a substantial subsidy to our school. We ask your support through your participation in our Scrip program, fundraisers, and our volunteer program.

FIRE DRILLS / TORNADO DRILLS / EMERGENCY PLAN

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

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

GENERAL CONDUCT

Students are expected to obey and respect the directives of any teacher, adult, 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 books, clothing, lunch bags/boxes, backpacks, etc. with the student's name. Student use of the school telephone is for emergency purpose only. Emergencies do not include forgotten homework, lunches, gym clothes/shoes, etc. Parental support to this request will result in more responsible children.

HEALTH

Emergency forms are kept on file for each student. This information is updated annually or any time you have additions or deletions to keep information current. Scott County Department of Health assigns a school nurse to the Diocesan schools. She is on call 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 a good breakfast before school.
- If your child 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 within the past 24 hours
Diarrhea within the past 24 hours
Frequent, uncontrolled cough
Undiagnosed rash

- Communicable Diseases
If your child is diagnosed with a communicable disease, please inform the school office to ensure the health and well-being of our student body. Schools in Iowa are required to report student absences related to illness to their local health department. All information is kept confidential.

HOME AND SCHOOL ASSOCIATION

Lourdes Catholic School is fortunate to have an active and productive Home and School Association. All families are automatically members of the Association. Our Home and School sponsors fundraisers to maintain and purchase educational materials and supplies for our students. They also coordinate our volunteers and provide a variety of services to our school. The Home and School Association emails correspondence on a regular basis concerning functions, meetings, and activities.

Your participation and support in this Association is important to the well-being of our school. Annual fees for each family are 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 child! Allow him/her to try many solutions and work towards solving the problem(s).
4. Assignment notebooks are given to each student. Please use it!
5. Direct your "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: 1st grade = 10 minutes; 2nd grade = 20 minutes; 3rd grade = 30 minutes... and so on

*Note: Times may vary for individual students

INTERNET POLICY

The use of technology is a tool for learning. Use of the internet is promoted for resources, research, and other information pertinent to academics. Please review our student policy carefully. All students and parents are required to sign this policy annually

and agree to follow it, before any student is permitted to go "on line". These permission forms will be kept on file.

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. A student must return all library books before more books may be checked out. All books are due at the next scheduled library period. A student who loses a book or destroys it in any way will be required to pay the purchase 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 HOUSE (LLL HOUSE)

Preschool and PreKindergarten extended care is available daily from 7:00 a.m. – 5:30 p.m. when school is in session. This program allows any preschool or prekindergarten student to enjoy a half day or full day of activities at a facility near the school. If desired, students in this program can also participate in the school's hot lunch program. Program options are:

- "Lunch Club" program 11:15 a.m. - 12:30 p.m.
- "Half Day" program 8:00 a.m. - 12:30 p.m. or 11:15 a.m. - 3:30 p.m.
- "Full Day" program 8:00 a.m. - 3:30 p.m.

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 nurse's office. Medications must be clearly labeled by the pharmacy with the child's name and dosage. Medications will be dispensed in the office only. No student may have any prescriptive or non-prescriptive medication with him/her at any time. Parents of students in 5th-8th grade may sign a form allowing the Nurse's office to dispense Ibuprofen and Acetaminophen. 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 homeroom 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 children.

PERSONAL PARTY INVITATIONS

There are many times throughout the school year when children have parties at home or elsewhere. Please be aware of children's 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, addresses, and phone numbers for you. Please contact the classroom teacher before sending in party invitations for distribution. Healthy birthday treats are welcomed in the classroom only if they adhere to the Wellness Guidelines. Non-food items are encouraged (stickers, etc.). Know that we enjoy being a part of your child's celebration. **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
- To receive registration information Press 4
- Weather related announcements/special school messages Press 5
(late starts, snow days, early dismissal due to weather)

PLAYGROUND

All classes use our playground for recesses. Rules, for the safety of each child, must be followed at all times. Rules for the playground include:

- *Play in the assigned areas only
- *Food, beverages, candy, gum are not permitted
- *Keep away from parked cars
- *The student must receive permission from the teacher before entering the building
- *Kicking or throwing things over the fence is not allowed
- *When the whistle blows, students should line-up immediately

PRESCHOOL/PREKINDERGARTEN PROGRAM

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

2Day program	3 – 4 year olds
3Day program	3 – 4 year olds
PreKindergarten	4 – 5 year olds

Students entering this program must be potty trained. The student must also be age 3 or 4 by September 15.

PROCEDURES FOR INVESTIGATION OF ALLEGATIONS OF ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE

Your Level I reporter/investigator is:

Mary Wieser, Diocese of Davenport
2706 N. Gaines Street
Davenport, IA 52804 563-324-1911

Katie Selden, Principal
Andy Werling, Teacher and Athletic Director
Lourdes Catholic School
1453 Mississippi Blvd
Bettendorf, IA 52722

RECESS

We send our students outside for recess 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). Children 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, scarves, snow clothes, etc.

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 offered as part of school curriculum. Students in grades 1-8 participate in the planning, preparation, and are actual mass participants at weekly liturgies. We invite all of our school families to join us in worship.

REPORT CARDS

Report cards are mailed quarterly for 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

Your school directory is available in our school office in the fall. The directory includes: faculty/staff listing, room parent list, Home and School Association Executive Committee

and Committee Chairs, Faith Formation Board, Class lists - Preschool thru grade 8, 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 twice annually - Fall and Spring. The Fall pictures are used in the school yearbook. The purchase of school pictures is optional. Dates for these events are posted on our annual school calendar.

SCHOOL SUPPLIES

Students are required to come to school with the necessary supplies needed to complete school assignments. Supply lists are available in the school office. Our school store is operated by our eighth grade students. Limited supplies are available for purchase. Proceeds benefit the eighth grade class trip at the end of the school year.

STUDENT ACTIVITIES

Additional activities available to our students are:

Band (Grades 5-8)	Student Council (Grades 4-8)
Girls Basketball (Grades 6-8)	Chess Club (Grades 1-8)
Boys Basketball (Grades 6-8)	Ski Club (Grades 6-8)
Cheerleading (Grades 6-8)	Choir (Grades 5-8)
Girls Volleyball (Grades 6-8)	Harry Potter Club (Grades 4-8)
Spelling Bee (Grades 1-8)	Girl/Boy Scouts (Grades K-8)
Battle Books (Grades 6-8)	Lego Robotics (Grade 4-8)
Mass Servers (Grades 5-8)	
Rivermont Academic Invitational (Grades 6-8)	

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

TEACHER/CLASSROOM REQUEST PROCEDURE

When composing class lists, much consideration is put into creating a balance based on gender, academic ability and personalities of children. Requests for a specific teacher or classroom should be very small in number. There are times however, when a parent feels it is in their child's best interest to make such a request. If you feel it is necessary, please contact the school office for a Classroom Request Form. Forms will be made available March 1, 2012 and are due to the Principal by April 1, 2012. Forms will not be accepted after the deadline and only requests on the appropriate form will be

considered. Filling out a form does not guarantee that the request will be granted. As part of the request form, a reason must be stated.

TESTING – STANDARDIZED

The Iowa Assessment (formerly ITBS) is administered to students, in grades 3 to 8, in the fall of the school year. This nationally-normed test provides objective criteria for evaluation of student needs, progress, and program effectiveness.

TESTS

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

TEXTBOOKS AND THEIR CARE

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

VISITORS

Visitors are always welcome at Lourdes Catholic School. To arrange a visit, please contact the school office for an appointment. All visitors must register at the school office upon entering the building. We like to avoid interruptions to our classes and ask you to refrain from going directly to classrooms. If you wish to speak with a teacher during school hours, please see the school secretary. All entrances, except the Mississippi Blvd entrance, are locked to outside entrance. The safety and security of students is of great importance to us.

VIRTUS

As required by the Diocese of Davenport, staff, volunteers, and chaperones who work with students must undergo a background check (repeated every 5 years) and complete *Virtus: Protecting God's Children* training. For more information, please contact the Diocesan website or the LCS front office.

VOLUNTEERS

In addition to our dedicated faculty and staff, we are fortunate to have the assistance of volunteers in the workroom, library and classroom. Parents are encouraged to take an active part in their child's education. Volunteers are asked to "sign-in and out" in our school office, noting their responsibility for the day. Volunteers in the Diocese of Davenport must complete Diocesan wide *Virtus: Protecting God's Children* training and complete information for background checks. Background checks must be resubmitted every 5 years.

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. In order to promote wellness in a manner that Iowa Department of Education and Lourdes Catholic School deem appropriate, there are notable changes at LCS. The soda machines in the PAC and faculty lounge have been removed. Physical Education minutes per week have been increased. The "Healthy Bake Sale" fundraiser has been eliminated. Some grade levels have opted to remove snacks from their daily routine. If your child's classroom allows birthday treats (please check with each individual teacher due to allergy reasons and/or school policy). Please only provide a store-packaged item. Items must arrive to school 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 lowfat/nonfat milk.

Food options must include: Items that are ≤ 200 calories/serving; items that have ≤ 400 mg Sodium; items that have $\leq 10\%$ Saturated Fat calories; items that have ≤ 0.5 gm Trans Fat; items that have $\leq 35\%$ total fat.

Items to consider: Sugar-free pudding, Low-sugar or sugar-free cookies, Mini-muffins, Rice Krispie Treats, Sugar Free Popsicles, yogurt (yogurt is unrestricted), Jello, Popcorn, Granola bars, Applesauce, Pretzels, Crackers, Chex Mix

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)

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.

A student who transfers to another school for interests other than change of residence or to obtain special services, may not be re-admitted for a period of twelve months. (Board Policies #501 A and B) An exit conference will be scheduled with the Principal.