

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 200: BOARD OF EDUCATION

POLICY 201.2

BOARD OF EDUCATION REMOVAL FROM OFFICE

The call to “universal holiness” is echoed in every group of volunteers who so generously give of their time, talent and treasure to work as local board of education members. In community, members have a unique opportunity to protect and advance the teaching mission of the Church.

The Code of Ethics Policy 211 and local “Board of Education Member Handbook” delineate the expectations inherent in the purpose of the board. Members are reminded that they are working toward one common goal: to promote the mission and purpose of total Catholic education. It is the Diocesan expectation that members will:

- Avoid conflicts of interest
- Observe confidentiality
- Remain objective
- Ensure justice and fairness in proceedings and actions
- Promote the maintenance of unity.

Removal from board membership:

Failure to ascribe to the above expectations can lead to removal from the board.

Who may remove an individual board?

1. The Parish Priest affiliated with the school or, if a number of priests are affiliated with the school, the priest chosen by his fellow priests to be priest moderator for school matters.
2. The Bishop of the Diocese of Davenport, who also has authority under the Code of Canon Law to remove a board in its entirety.

Reasons for removal:

1. Failure to maintain the practices of the faith
2. Immoral behavior resulting in scandal
3. Open support of inappropriate liturgical practices
4. For the good of the community

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POLICY 201

BOARD OF EDUCATION MEMBERSHIP

It shall be the policy of the Diocesan Board of Education that parish, parish grouping or regional areas having a school shall have a board of education.

A copy of board meeting minutes needs to be on file in the School office and archived for future reference.

Eligibility

- Eighteen years of age or older
- Genuine interest in Catholic school education
- A credible witness of the Catholic Faith: a member of a parish: or if non-Catholic, not opposed to the tenets of the Catholic faith.
- Ability to work with others to achieve consensus
- Ability to make time commitment for meetings, committee work or board formation/in-service
- Willing to maintain confidentiality and a high level of integrity
- Willing to support school philosophy and mission
- Have a personal or professional life that is reflective of the teachings of the Catholic Church

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POLICY 202

DIOCESAN BOARD OF EDUCATION

The Diocesan Board of Education is an advisory body to the Bishop and is responsible for advice and counsel to schools through policy development and consultation with the Bishop. Its policies and procedures must be followed by all local parish and regional boards once approved at the Diocesan level.

Implementation of these policies will be monitored by the Diocesan Superintendent of Schools. The Diocesan Board of Education also serves as the identifiable agent required by the Iowa Department of Education for all schools holding accreditation.

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: July 11, 2019
Policy Promulgated: July 17, 2019
Policy Reviewed: March 27, 2025

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POLICY 210.1

ELECTIONS (LOCAL BOARD OF EDUCATION)

All members of local boards of education in the Diocese shall be elected by the parish/parishes or appointed by the pastor during the spring preferably (April/May) and take office preferably in the month of June or July. Members of the local boards of education in the Diocese are elected or appointed by the pastor for a term of three years. Local board members may renew their membership in accordance with applicable bylaws or constitution.

Local boards of education should arrange that one-third (or a close approximation) of the members be elected each year. The Diocesan Superintendent of Schools must be consulted if elections/pastoral appointments take place at another period of time during the year. In lieu of an election, members may be selected through a selection process in accordance with applicable bylaws or constitution.

Policy Adopted: May 1976
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019
Policy Reviewed: May 22, 2025

**DIOCESE OF DAVENPORT
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POLICY 210.2

**RELATIONSHIP BETWEEN PARISH PASTORAL COUNCILS AND BOARDS OF EDUCATION OF
PARISH/REGIONAL SCHOOLS**

LOCAL BOARD OF EDUCATION

1. Each local board of education shall be elected in an open election or by a selection process in accordance with appropriate bylaws or constitutions, which adhere to diocesan particular law.
2. The board of education shall include the Principal /Administrator as a non-voting and ex-officio member.
3. The board of education has jurisdiction over the parish school or regional school.
4. The board of education submits the budget to the parish council and finance council as appropriate for approval and/or information.
5. The board of education is responsible to the Diocesan Board of Education to carry out policies, programs and curriculum.
6. The board of education shall be represented on the parish council(s) ex officio, voting privileges to be determined by the local parish(es).

Policy Adopted: January 9, 1970
Policy Revised: November 15, 2001
Policy Revised: June 6, 2008
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Revised: July 11, 2019
Policy Promulgated: July 17, 2019
Policy Reviewed: March 27, 2025

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POLICY 210.3

BOARD OF EDUCATION CONSTITUTION AND BY-LAWS

It shall be the policy of the Diocesan Board of Education that all parish or regional boards of education adopt a Constitution and/or By-Laws. These documents are to serve as the guide for the parish/regional board of education. They shall adhere to diocesan particular law and model documents.

All local board Constitutions and/or By-Laws, new or revised, must be reviewed at least every five (5) years by said board.

A copy of the current, approved Constitution and/or By-Laws shall be provided to the Diocesan Board of Education and be on file at the Diocesan Office of Catholic Schools.

Constitution Defined

The Constitution is the founding document of an organization that establishes and defines mission, structure and process.

Things found in the constitution:

- The official title of the board
- The purpose and function of the board
- The responsibilities of the board
- Membership
- Officers of the board
- Quorum
- Role of the Chief Administrator
- Role of Committees
- Amendments

By-Laws

The by-laws are the rules adopted by the organization to govern its operation.

Things included in the by-laws should include but are not limited to:

- Membership of the board
- Officers of the board
- Responsibilities of officers
- Meetings
- Committees
- Amendments to the by-laws
- Review Process for the by-laws

Policy Adopted: November 14, 1969

Policy Revised: November 15, 2001

Policy Reviewed: May 17, 2010

Policy Revised: December 2015

Policy Amended: October 25, 2018

Policy Reviewed: February 28, 2019

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POLICY 210.4

BOARD OF EDUCATION MEMBERS

Members of a local board of education have authority only when acting as a board, legally in session. The board shall not be bound by any statement or action on the part of an individual member of the board, except when such statement or action is pursuant to specific instructions by the board. This also holds true for members of the Diocesan Board of Education.

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: July 11, 2019
Policy Promulgated: July 17, 2019
Policy Reviewed: March 27, 2025

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POLICY 210.5

EXECUTIVE OR CLOSED SESSIONS OF THE BOARD

The board may meet in closed or executive session. The closed or executive session is sometimes necessary to deal with sensitive issues that may not be shared with the public. Executive or closed sessions are to be kept to a minimum. Notice of the need for an executive or closed session, and the reason for it, must be provided to the board members in advance. The agenda must reflect that the board will meet in closed or executive session, if it is known in advance.

Ordinarily closed or executive sessions will occur prior to the announced open meeting so that necessary action can occur in the open meeting. If an executive session or closed session occurs within an open meeting, a motion to go into executive or closed session should be made and voted and similar action taken to return to open session. No action is taken during a closed or executive session. If action is necessary as a result of an executive/closed session deliberation, it is taken in open session with no discussion. Minutes will be taken of the closed or executive session and remain confidential.

Some topics which may be covered in executive or closed session include but are not limited to: the final selection of a principal hired to fill a vacancy, the resignation or the proposed removal of a board member, the review of the performance of the principal, the renewal or non-renewal of a principal's contract, matters of potential litigation or strategies/offers to secure real estate.

The pastor and chief administrator or principal will be present for an executive/closed session of the board. The principal will be present except when his/her performance is being evaluated.

Members of the local board of education are to keep all matter discussed in executive or closed session in confidence. Official information/business discussed in closed sessions cannot be shared with non-board members, even one's spouse.

Policy Adopted: November 14, 1969
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019
Policy Reviewed: March 27, 2025

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POLICY 211

BOARD OF EDUCATION CODE OF ETHICS FOR INDIVIDUAL BOARD MEMBERS

Members of the board, by accepting the position to serve on the board, ascribe to this code.

Conflict of Interest

School board members shall avoid situations that present actual, perceived or potential conflict between their interests and the interests of the school.

Confidentiality

Members of the school board are responsible to keep matters discussed in executive/closed sessions in confidence. Official information/business in such sessions cannot be shared with non-board members.

Objectivity

As total objectivity is impossible for anyone to achieve, members are asked to identify and manage their personal biases. It is important that members see situations from multiple points of view rather than solely from their own perceptions, assumptions and feelings.

Justice and Fairness

Consideration of the good of the total school should be integral in the decision making process. Every member should uphold decisions. When decisions will affect various constituencies, those constituencies should be informed at the same time through an agreed upon vehicle of communication.

Maintenance of Unity

In order to achieve its objectives within the faith community of the school, the board is to do all it can to avoid creating factions, taking sides or contributing to other divisive groupings in the school community. Members should function within the framework of total leadership of the school and strive to cooperate with other leadership groups in the local faith community. Local board members should strive to maintain unity and communication between the school and the sponsoring parish(es).

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POLICY 212

POLICY MANUAL

It shall be the policy of the Diocesan Board of Education that the Diocesan Board of Education and all local boards of education develop and maintain a policy manual which provides for the codification of policies. The adoption date, review date and/or any revision dates must be included as part of the policies. Policies shall be reviewed at least every five (5) years to ensure relevance to current practice and compliance with Iowa Code and rules and regulations. The review may be done on a rotating basis by reviewing some sections of the policies every year.

Reference: Chapter 12, Iowa Administrative Code

Policy Adopted: November 15, 2001
Policy Reviewed: October 15, 2009
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
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Policy Reviewed: March 27, 2025

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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 Adopted: November 15, 2001
Policy Reviewed: October 15, 2009
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
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Policy Reviewed: May 22, 2025

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POLICY 213.1

PARENTAL CODE OF CONDUCT

This Code of Conduct applies to all parents/guardians 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 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.

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
- 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

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- 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.
- 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. 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.

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

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- 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:

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POLICY 214

CATHOLIC IDENTITY OF SCHOOLS

Catholic identity is best expressed by a school's visible communion and cooperation with the Bishop, the appropriate sacramental life, the teaching of the faith and an environment permeated with the spirit of the Gospel. Policies and rubrics in the area of Catholic identity apply to all schools and seek to ensure that the Good News that Jesus proclaimed is truly passed on from one generation to the next through the schools.

Policy Adopted: November 15, 2001
Policy Reviewed: October 15, 2009
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
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POLICY 215

USE OF SCHOOL FACILITIES ON SUNDAY

It shall be the policy of the Diocesan Board of Education that the use of schools, buildings, and grounds on Sundays be restricted for any activity other than the celebration of the worshiping community in sacraments, liturgies, spiritual formation programs, and educational activities of the Church.

All requests for use of the facility on Sundays shall be received and reviewed by the local governing body. The local governing body shall identify its local procedures for exceptions to this policy. At the beginning of each school year, the local governing body shall report its procedures regarding exceptions to this policy to the Superintendent of Schools.

Policy Approved: May 18, 2000
Policy Revised: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Revised: December 13, 2018
Policy Promulgated: December 20, 2018
Policy Reviewed: March 27, 2025

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POLICY 220

BOARD MEMBERSHIP

Membership on the parish or regional board of education shall not be open to employees or to members of the immediate family (spouse, parent, sibling, child) of employees of the school governed by the board, except for ex-officio members.

If a person is offered employment with the school governed by a board whose membership contains a member of his/her immediate family, the two individuals involved must determine the solution by which one declines employment with the school or the other resigns from the board. Realizing the importance of hiring quality employees, local boards will be allowed to grant individual exceptions on a case by case basis, after consulting with the Office of Catholic Schools. Should an exception be granted, an involved board member shall recuse himself/herself from voting or participation in discussion on matters pertaining to the family member's position.

If a member of a board of education seeks to become an employee of the school governed by the board, the member shall not participate in any discussion or decision affecting the position. If the board member is offered and accepts the position, the member will immediately cease to be a member of said board.

The pastor will be an active participant in all school board meetings. In a regional school or inter-parish school with multiple priests affiliated with the school, the constitution and by-laws shall state the number of priests on the board. If multiple priests serve on a board, or are affiliated with a school, the priests must choose one priest as priest moderator to the board and that priest shall have the ability to veto on that board.

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POLICY 221

MEMBERSHIP ROSTER

A list of all local or regional board of education members must be sent to the Diocesan Office of Catholic Schools by September 15 of each year.

Policy Adopted: November 15, 2001
Policy Reviewed: May 17, 2010
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Policy Amended: October 25, 2018
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POLICY 222

ROLE OF THE PASTOR OR PRIEST MODERATOR TO THE LOCAL BOARD OF EDUCATION

The contribution of the priest or pastor is unique because of his vision of ministry, his broad perspective of the faith community and its needs, his spiritual leadership, and his familiarity with the financial situation. The pastor of a local parish, or priest representative(s) to a regional board shall be present at all board meetings and participate fully in discussions, ensuring the teaching mission of the Catholic Church is protected.

The pastor is bound to receive the consent of a local board of education only when universal or particular law requires it. The pastor has final say on any issues proposed by the local board of education but is to disregard its opinion only for reasons of grave importance or moral necessity.

The constitution and by-laws of institutions that are not subject to a single pastor, such as consolidated schools, should reflect the unique role that clerics play in their governance. When several pastors are members of the same board of education, one pastor should be named as the moderator who can speak for the other clerics in everyday matters. When there is disagreement about a matter of grave importance, the pastors should hear from all concerned parties and hold a consultative vote in order to proceed to a decision. In the event of a tie, the Dean of the deanery may cast the deciding vote.

Policy Adopted: November 15, 2001
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Amended: October 25, 2018
Policy Revised: September 10, 2019
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Policy Reviewed: March 27, 2025

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POLICY 230

LOCAL BOARD RECORDS

Each school must keep a copy of their minutes and archive previous year minutes in a safe and secure location in the school office.

Minutes of all board meetings in Executive Session shall be maintained confidentially without public access in a designated administrator's office for review by duly authorized parties. Minutes of the Executive Session are voted on at the end of the executive session, put in a sealed envelope, dated and archived.

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POLICY 240

CHANGE IN ORGANIZATION PROCESS

It shall be the policy of the Diocesan Board of Education that the Superintendent of Schools be consulted prior to and approve any change in the organizational structure of any school. The Superintendent may further consult with the Diocesan Board and possibly refer the matter to the Bishop or his designee prior to its enactment.

If the Superintendent determines that Diocesan Board action is necessary, the Board shall use a process that is adapted to the needs and circumstances of the local situation which will provide data and input for good decision-making.

The process should give evidence of local board involvement of many persons who provide leadership to and who receive services/benefits from the programs; sufficient time in order to avoid rash or hurried decisions; the collection and use of pertinent information; and a study of alternative courses of action.