



Parent Procedural Guide

2019-2020

Mrs. Barb Roling, Principal
563-582-3532

Thank you for being part of the St. Columbkille School family!
The enclosed procedures are unique to
St. Columbkille. Please read before school begins.



School Day

Students should arrive between **8:10-8:23**. The school day begins at 8:25 a.m. and dismisses at 3:20 p.m. Students should be at school no later than 8:25.

The school day schedule is as follows:

8:10 – 8:25 a.m. Students walk and socialize in the gym!

8:25 a.m. Announcements in the gym

8:30 a.m. Students are dismissed by grade to their classrooms

8:35 a.m. Classes begin

3:15 p.m. Bus students are dismissed

3:20 p.m. All other students are dismissed

Dubuque Community school buses do not run on Friday mornings.

Morning Supervision

Beginning at 8:10 students may gather in the gym for exercise and socializing. Each grade enters the gym in the morning through the front door.

Students who need to arrive earlier than 8:10 may join our breakfast program or make arrangements with the St. Columbkille Early Childhood Center (563-583-1620) for wrap around care.

Stop, Drop and Go: Arrival Procedures

The area in front of the school is for **quick** drop off only. **Please drop off between the orange cones.** Pull up completely against the curb preventing your vehicle from extending into the street. Have the book bags, mittens, hats, etc., ready before pulling up. Follow the lead car once you have dropped off your child.

An area is to be left open for preschool parents to park and drop off in front of the Early Childhood Center building. **Please do not park on the school side of the street.** This is reserved for preschool parents morning drop off.

Parents who need to come into school, or wait an extended time before the child gets out of the car, are asked to park in one of the upper two lots by the church or rectory. There is a limited area in front of the school.

Dismissal Procedures:

NO PARKING ON RUSH STREET. PLEASE INFORM ALL WHO PICK UP YOUR CHILDREN.

For dismissal, teachers will bring all students up to the church. Parents park in the lot across from church, entering via Rush Street and exiting via Holly Street. Or, you park in the lot behind church, entering and exiting via the designated entrance/exit from Rush Street. **Do not park on Rush St. in front of church, preschool or school in order to keep vision clear for all.** Please share this information with all that pick up your children.

Parents exit their cars and walk to meet their children. Please do not leave your parking space to drive out of the lot until all parents and their children are back in their cars. Watch carefully when pulling out of the lot. Staff will monitor and assist.

A note MUST be sent with the child to the teacher if the child is going home with someone other than their designated person.

Absence

Please see the Holy Family Parent Handbook, p. 14-15. If a child will be absent or tardy, parents/guardians must phone the school between 7:45 a.m. and 8:30 a.m. You may also email the school secretary: twehrspann@holyfamilydbq.org

Before and After School Care

Our before and after school program is in the Early Childhood Center next to the school. It is open from 6:30 a.m. to 6:00 p.m. The hourly rates are based on the number of hours you need each week. Breakfast is available. Contact the Director at 583-1620.

Birthday Celebrations

Please see the Holy Family Parent Handbook, p. 12. On students' birthdays, or date close to it, they are recognized at our morning gathering and in their classroom. We ask students to bring a canned or dry goods for the poor. We gather this collected food in a special area each month and then take it to a local food pantry. If you wish, your child may bring an inexpensive non-food treat to share with the class.

Invitations can be passed out at school ONLY if all students are invited to the party. For example, all boys in the homeroom or all boys in the grade. This is the same with thank you notes. We understand that not all students can be invited; we ask that you use this teachable moment to discuss with your child, the importance of not talking about the party around students not invited.

Breakfast

Breakfast will be offered daily from 8:00-8:20 a.m. in the school cafeteria located in the church basement. You may drop your child off at that site. A staff member will walk students to school around 8:20. School age students using before school care will be provided breakfast through daycare. If there is a late start, breakfast will be from 10:00-10:30 a.m. The menu will be given monthly.

Communication

Our main form of communication with parents is via the parent newsletters. These are posted on our website (www.holyfamilydbq.org) every Friday, and parents receive an email with a link to the website. Please contact us if you are not receiving weekly emails. Since we are a "Green School", we rarely send home any paper form of communication.

Communications Parent to Parent and Parent to Student

Any messages for students during school hours need to be called in or given to the office prior to 2:30, especially if there is a change in the student's dismissal.

All communication from parents to other parents, including homeroom moms, regarding collecting money or gifts for a teacher, parties, etc. requires approval of the principal. The communication must be given to the principal prior to distributing.

Communication Parent-Teacher

Parents are encouraged to stay in close contact with teachers. Teacher email addresses are posted on the St. Columbkille website under Staff List. Parents are also welcome to call the school and leave a message for the teacher or write a note in the child's assignment notebook.

Dress Code

Please refer to the dress code on our website. The first Monday of the month students may wear a school "spirit" shirt (any St. Columbkille t-shirt) with their uniform pants/shorts. **PLEASE LABEL ALL SWEATSHIRTS, SWEATERS, BOOTS, MITTENS, GLOVES, COATS, LUNCH BOXES, BOOK BAGS, ETC.**

Forgotten Items

Parents who bring forgotten items (i.e. lunch, band instrument, books, gym clothes) may leave those items with the office staff. They will facilitate those items being sent to the child's classroom.

Green Ribbon School award and Green Vision School

St. Columbkille School was named a 2018 U.S. Department of Education Green Ribbon School. This award recognizes sustainable practices and environmental education lessons throughout our curriculum. These practices began through the Green Vision Education Program, developed from the partnership between the Dubuque Metropolitan Area Solid Waste Agency (DMASWA), Loras College, and the Dubuque Environmental Task Force. We ask students to help their families implement environmental friendly practices at home.

Gym Rental

Parents that coach our students in baseball, softball, soccer, basketball or volleyball may rent out our playground and gym space after 5:00 on weekdays, on the weekend or during the summer. If using the gym, contact TJ King at 563-564-5485 or tjandjulieking@gmail.com If using the field, contact Mike Specht at 608-630-5615. Rental waivers will need to be signed through TJ and/or Mike.

Homework

Homework for an ill student will be given the next day or when they return to school. Arrangements can be made with the teacher if there is an extended absence. Homework will be given to students gone on vacation upon their return.

Every night students are expected to read. They may read to you, you to them and they can read independently. Each evening students in 1st through 5th grade are asked to practice their math skills. Your child's teacher will inform you which basic facts need to be mastered for each grade.

Your role is to provide time and a place for homework. Homework is meant to be independent practice. Offer support and some assistance, but let the teacher know if your child does not understand the task or if he/she is spending too much time on homework. In general, work given would be about 10 minutes times the child's grade.

Keyboarding/Typing

Resources to assist your child in developing keyboarding skills can be found on the St. Columbkille Google site under Students tab, Keyboarding.

Lunch

Lunch is available through the hot lunch program. A hot lunch includes a carton of milk. Students may bring a cold lunch and purchase milk separately. Pop cannot be brought with cold lunch. Daily, weekly, or monthly lunch and milk money may be sent to the office prior to the start of each day and will be credited to your child's account/s. We use a bar code scanner which automatically deducts the price of a lunch or milk from their account/s. No tickets are issued. An email will be sent when their account/s is/are below a \$5.00 balance. Please remember to monitor your child/children's lunch balance/s! Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. Since no tickets are issued, the program is completely confidential and no one will know if you are utilizing this program.

Mindfulness

Students will experience Catholic mindfulness postures, movements and practices during morning gathering and in their classroom to assist them with focus, self-regulation, prayer and encountering Jesus. Teachers will utilize a variety of resources.

Parent Association

St. Columbkille School has a very active parent association, and all parents are considered members! During the school year, the parent association provides our school with significant support. It plans various community building activities throughout the school year, assists with events, and sponsors a Walk-a-thon, the only fundraiser. PA annual dues (per child) cover needed school supplies that were removed from individual student supply lists, staff gifts for Christmas and Staff Appreciation Week and covering PA event expenses. Meetings are held the 2nd Monday of the months of September, November, January, March and May and are open to all to St. Columbkille School parents. Please reference the weekly newsletter for PA dates. Please consider joining our St. Columbkille Elementary School Facebook page.

Phones and Electronics

Students need permission of the principal/teacher to use the telephone during and after school. The telephone will not be used to allow students to call for missing work or to make arrangements after school with friends. **Cellphones, iPods, personal iPads and other personal electronics are encouraged to stay home. If they must come to school, they must stay in the child's book bag and be turned off. Any violations will result in the device being placed on the principal's desk and parents being called.**

Phone numbers

Parents/guardians are asked to update on PowerSchool home and work phone numbers as well as another emergency number. Should these numbers change during the year, we ask you to keep us informed of these changes.

Recess

Students will have a 20 minute lunchtime recess to run and play outdoors, weather permitting. In addition, Grades K-2 have a 10 minute morning recess. They are expected to bring the appropriate clothing apparel for the season and weather. If temperatures are at or below zero with the wind chill, or it is raining, students have recess indoors. They will use the gym if it is available. A doctor's excuse is needed if a child is unable to participate.

Once measurable snow (1" or more) is on the ground, students are asked to bring snow boots EVERY DAY until they are told differently. We do this for a few reasons: to keep feet warm and dry at recess, to keep salt and dirt out of the classrooms, and to establish a routine of bringing boots. If students do not bring boots, they are limited to what they can do outside.

We ask students NOT to bring play items (balls, bats), electronic games, etc to school.

Safety

School staff is regularly trained for all situations and routinely collaborate with the Dubuque Police Department. A safety drill is conducted twice annually. Parents will be informed prior to that happening.

School Liturgies

All school liturgies are every Thursday at 9:00, unless otherwise noted in the school newsletter. Parents are always welcome to attend. The weekly newsletter will also mention which class is planning.

Scrip

Buying Scrip certificates is a wonderful, easy way to provide funds for our school and our parishes. A percentage of the Scrip profits from certificates bought through the St. Joseph the Worker/St. Columbkille Shared Scrip Program will be directed to our school! Order forms are online and available at school. Fill out the form and write the check to St. Joseph the Worker and send it to school with your child by Friday morning or call the Scrip line and place your order at 557-9091 Ext, 220. Your order will be processed and delivered to school the same day. The Scrip order will be sent home with your child, unless you inform us differently.

You will receive TRIP (Tuition Reduction Incentive Program) credit four times a year no matter which site you are ordering through. Please call Mary Carew at 557-9091 Ext. 220 and leave a message.

Volunteers

A volunteer handbook is available in the office with mandatory paperwork if you plan to volunteer an average of one hour or more per week. Sign-up is through the individual teacher or Parent Association Sign-up Form sent to you via email.

St. Columbkille School Discipline Procedures Philosophy Statement

(Adapted from Archdiocesan Policy 5144.1)

Every child at St. Columbkille is expected and supported in being self-disciplined, respectful and responsible. The timeless, universal leadership principles from the 7 Habits of Highly Effective People are modeled and taught to all students.

The Covey's 7 Habits of Highly Effective People, followed by a children's version, are:

1. Be Proactive...You're in Charge
2. Begin with End in Mind...Have a Plan
3. Put First Things First...Work First, Then Play
4. Think Win-Win...Everyone Can Win
5. Seek First to Understand, Then to Be Understood...Listen Before You Talk
6. Synergize...Together is Better
7. Sharpen the Saw...Balance Feels Best

The 7 Habits and Catholic values are integrated throughout the day and the curriculum. Teachers build a classroom culture supporting students maturing in this process. Classroom rules and procedures are created in keeping with our Catholic values. Bullying is addressed through instruction of our Catholic values and the 7 Habits.

Our focus is on solving problems, collaboratively and proactively, with the students. We believe that problems will be solved and any challenging behaviors will subside. Key to our work is the belief that students learn and grow from their mistakes. We will have high expectations, and support students in "being their best selves" throughout all areas.

Students are expected to grow in their understanding and displaying of Christ-like behavior. Their actions are to **1. Be Respectful, 2. Be Responsible**. Students are expected to follow all classroom rules.

The expectations include, but are not limited to, the following list.

I. **Be Respectful**

- be attentive and prayerful at church & prayer services
- work quietly and not distract others
- whisper during activities
- use polite tone and speak politely to others
- accept correction from the teacher
- look at and listen to the person speaking
- raise hand to be recognized before speaking
- walk single file and quietly in the hallways

II. **Be Responsible**

- follow directions the first time given
- finish and turn in assignments on time
- learn designated prayers
- use time productively
- bring materials to class
- study for tests
- bring outdoor wear appropriate for the weather
- keep hands, feet and objects to yourself
- use the bathroom appropriately

Teachers, counselor and/or principal will discuss behaviors with the students. Parents will be informed when their child meets with the principal.

We understand that students sometimes make poor choices and consequences are helpful. Consequences reflect the severity of behavior and are tailored to the individual student. They include, but are not limited to: loss of privileges, "sits out" of recess activity or completes an assigned task during this period, time before or after school, notes sent home. Consequences also include an apology to an individual or group. Time before or after school usually is 30 minutes. Parents will be notified and a time mutually agreeable will be established.

Misconducts and their consequences include, but are not limited to, the following:

Excessive counts of minor infractions	1/2 hour time before or after school
Fighting (verbal or physical)	Consequence left up to teacher/principal discretion based on circumstances and severity; possible suspension
Physical/Pushing-Kicking	Letter of apology to affected student signed by instigator and parent; possible in-school suspension.
Lying	1/2 hour time before or after school, make amends to affected as determined by teacher.
Stealing	Make restitution, possible suspension
Vandalism	Clean up, extra time, and fix, repair, or replace damaged items; possible suspension
Swearing to parents.	1/2 hour time before or after school or phone call
Throwing objects	Loss of activity time or other privileges

Disrespectful actions/words	Letter of apology addressed to affected individual and or actions signed by teacher, parent, and student
Causing injury to others	Consequence left up to teacher/principal discretion based on circumstances and severity; possible suspension
Name-calling	Letter of apology to affected student signed by instigator and parent
Teasing/bullying	Letter of apology to affected student signed by instigator and parent; possible in-school suspension