



# Resurrection

ELEMENTARY SCHOOL

## Parent Procedural Guide

**2020 – 2021**

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## Introduction

The procedures, rules, and guidelines set forth in this Procedural Guide relate specifically to Resurrection Elementary School for the 2020-2021 school year. These processes may be modified as necessary throughout the school year. This local procedural guide should be used in conjunction with the system-wide Holy Family Catholic Schools Policies and Procedures Handbook.



## Absences

If your child will not be attending school due to illness, please call the school office by 8:30 AM.

**Staff and students who are exhibiting signs or symptoms of COVID-19 will be required to stay home.**

### HEALTH SCREENING

- Students and staff will be expected to self-screen for illness to determine whether it is safe to come to school.
- The Mayo Clinic COVID-19 SelfAssessment is a useful tool for you in this process.
- Students and staff will be expected to conduct a temperature screening each day at home before school. Those with a temperature of 100.4 or above will be required to stay home.
- Holy Family will screen for symptoms related to COVID-19 including temperature checks in school if a student or staff member is showing signs of illness.

### SYMPTOMATIC

- Staff and students who are symptomatic of COVID-19 will be required to quarantine for 10 days.
- Returning to school will be permitted when symptoms have improved and

### GET TO KNOW THE SYMPTOMS

Source: [CDC.gov](https://www.cdc.gov)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.**

People with these symptoms may have COVID-19:

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea

temperature has been below 100.4 degrees for 72 hours.

- A documented medical evaluation that indicates symptoms are clearly consistent with a less serious illness or allergic reaction may be permitted to return to school sooner than 10 days.

### **COVID POSITIVE OR DIRECT EXPOSURE**

- Staff and students who have tested positive for COVID-19 or have a known direct exposure will be required to quarantine for 14 days.
- If a family member is positive, all other family members will be treated as positive cases and should quarantine for 14 days

### **Arrival**

6:30-8:00- **Before care** students and their parent use door #1. Parents park in the upper lot, enter the vestibule on the east side, drop students off at the door, and exit the vestibule on the west side. K-5 students report to the gym, PreS/PreK students report to the PreK room. K-5 students must wear masks upon entering the building.

8:00 – 8:15 a.m.

- PreK students, their older siblings, and their parent use door #1. Parents park in the upper lot, enter the vestibule on the east side, drop off students at the door, and exit the vestibule on the west side. K-5 students must wear masks upon entering the building.
- K-5 parents use the drop off lane in the lower parking lot (see procedure below). Students exit the car on the right side only. Students, wearing masks, walk up the steps, enter through doors #5 or #6 and walk directly to their classrooms. Students wash hands upon entering the classroom.

8:15

Announcements over the PA

8:15-8:25

Students arriving enter through door #5

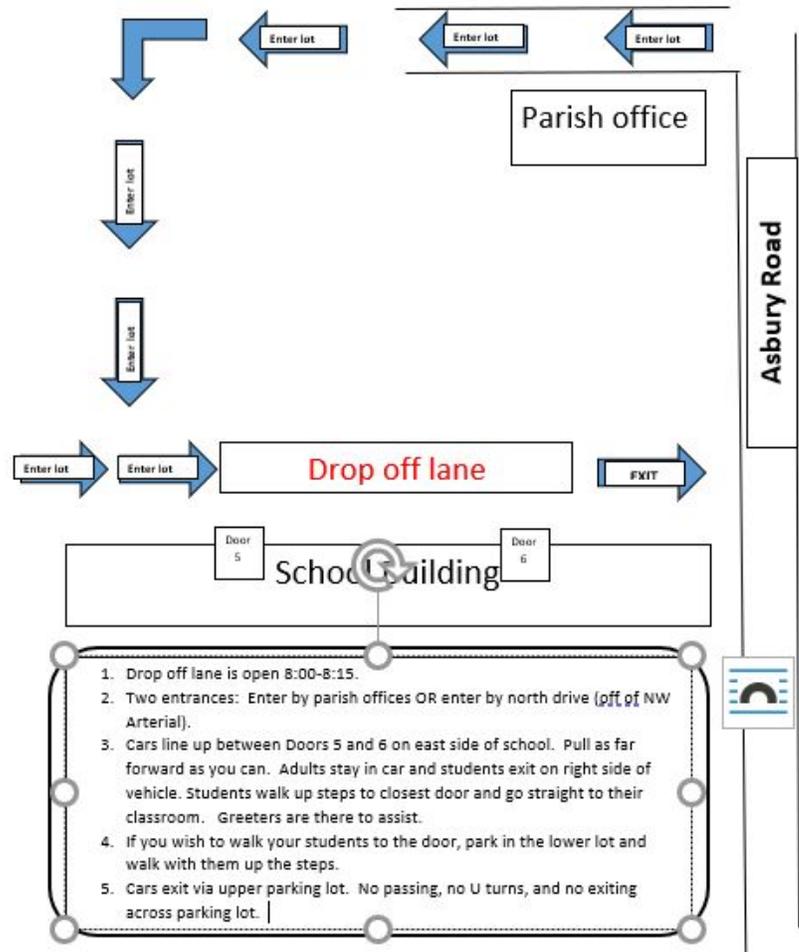
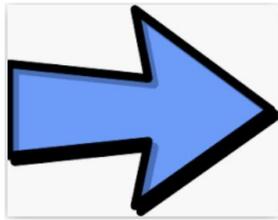
8:25 a.m.

Attendance is taken and classes begin (tardy bell).

Students arriving after 8:25 enter through door #1 and stop at the office for a tardy slip.

# Please utilize the arrival procedure outlined here

## Resurrection School Arrival Procedure



## Before and After Care

Extended care is offered through the Resurrection Early Childhood Center from 6:30 a.m. until 5:30 p.m. on school attendance days. Contact Lis Ernst, our Early Childhood Director, for information on the extended care program offered at Resurrection - 583-5206.

On days that school is closed (due to inclement weather, school vacations, holidays, etc), our site is not open for day care. Families may utilize either the Holy Ghost Early Childhood Center or the St. Joe the Worker Early Childhood Center on these occasions. Please contact Anita Valentine (Holy Ghost) at 582-2578 or Joann O'Connell (St. Joe the Worker) at 582-1246 for more information.

## **Blue Ribbon School**

In 2009 and again in 2018, we were honored to receive the distinction of being named a National Blue Ribbon School! We received these distinctions for being a high achieving school.

## **Breakfast**

Breakfast will be offered daily from 8:00-8:15 a.m. in the school cafeteria for both before care students and those students arriving after 8:00. If a student plans to eat breakfast at school, please arrive at 8:00 as announcements begin at 8:15. Students are expected in their classrooms by 8:15 for announcements. The menu is posted monthly on the school website.

## **Buses**

The Dubuque Community School District provides busing or reimbursement (at their discretion) for students who live more than two miles from school and live within their district boundaries. All bus students must abide by the bus rules and consequences outlined by Dubuque Community School District. For additional information, contact the DCSD Transportation Department.

## **Communication**

Our main form of communication with parents is via parent newsletters. These are posted on our website ([www.holyfamilydbq.org](http://www.holyfamilydbq.org)) every Friday, and parents receive an email with an attached newsletter link.

Throughout the course of the year, you may receive other emails from us, especially for important information.

Since we are a "Green School", we rarely send home any paper form of communication.

Parents/guardians are encouraged to promptly and professionally address staff with any questions or concerns. All faculty members have e-mail addresses which are listed on the HFCS website. Families are also welcome to call the school and leave a voicemail for the teacher.

If it becomes necessary to get a timely message to your child(ren) during school hours, parents/guardians are asked to call the school office no later than 2:30 p.m. For all other messages, email, telephone or written copy are encouraged.

## Community Spirit Days

Throughout the year, as part of our service outreach, we support various non-profit organizations. Examples of those we have supported in the past include The University of Iowa Stead Children’s Hospital, The DBQ Humane Society, the Food Pantry, Mary’s Inn, Project Concern, and Hospice. Sometimes students are asked to bring in items for a specific purpose, and sometimes monetary donations are asked for. Parents are notified via the parent newsletter of upcoming Community Spirit Days.

## Deliveries

Sending flowers, balloons, or food to school for students is discouraged and such items will not be delivered to classrooms. Students may pick up deliveries in the Office at the end of the school day

## Dismissal

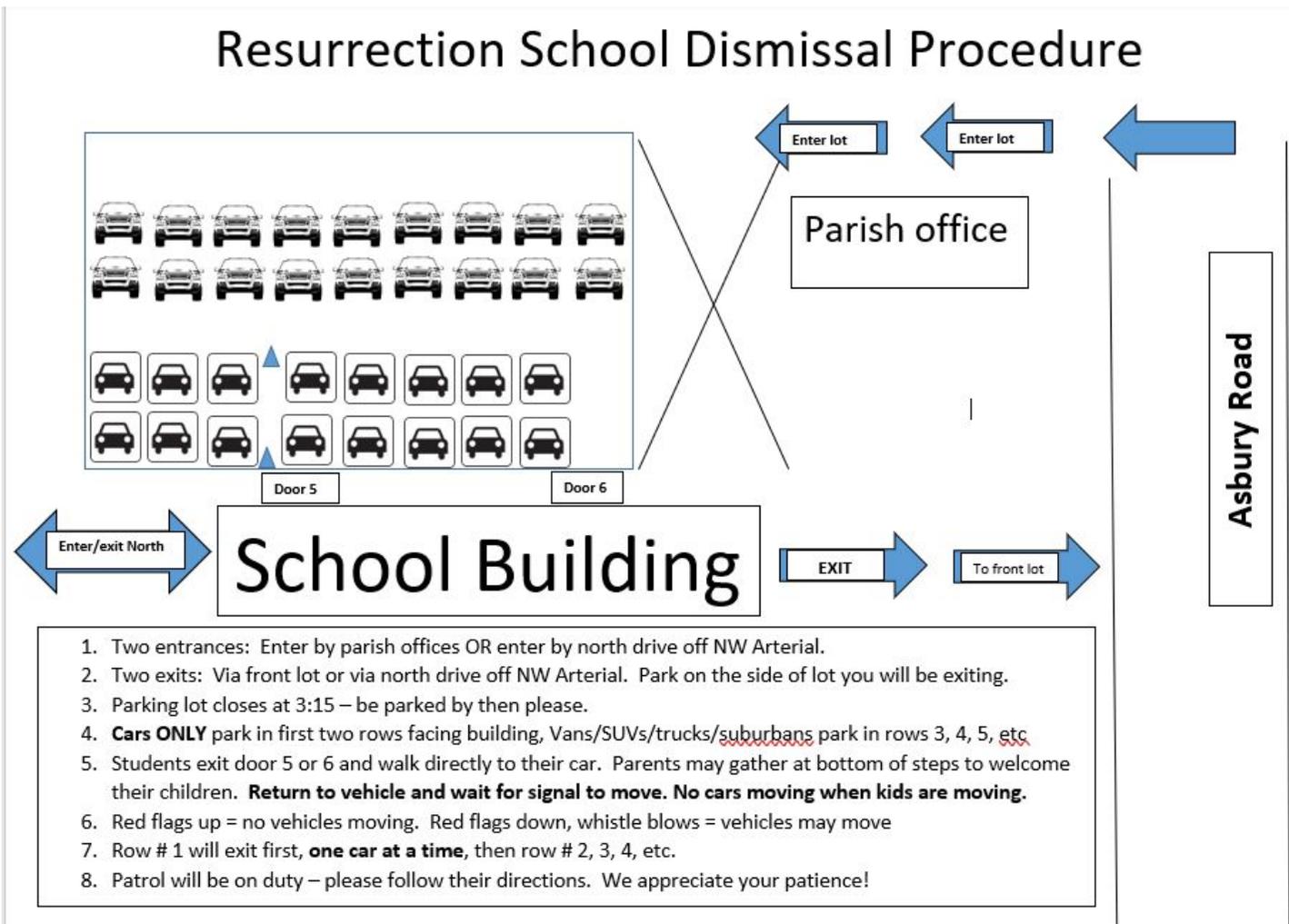
**Car riders are picked up in the lower lot from 3:15-3:25. No students are released from Door #1 during this time. If a student has an appointment, please pick up at door #1 between 3:00-3:10. After care is available for students who need to stay later than 3:25.**

3:10 p.m.                      Bus students are dismissed  
3:15-3:20 p.m.              All remaining students (car riders and after care) exit through doors 5 or 6 at staggered times, including walkers. After care students enter gym via gym doors in the sensory hallway.  
3:25 p.m.                      Supervision at doors #5 & 6 ends. All students must be picked up by this time.

**Note that classes will be exiting doors 5 and 6 at staggered times to avoid gathering on the steps. Please be patient with our new procedure!**

Kindergarten	3:15	Door 6
1st grade	3:18	Door 6
2nd grade	3:21   3:20	2A - Door 5 2F - Door 6
3rd grade	3:15	Door 5
4th grade	3:18	Door 5
5th grade	3:20	Door 5

## Please follow the dismissal procedure outlined below



## Dress code

Please refer to the dress code document posted on the Resurrection web page. The first Tuesday of the month is designated “**T shirt Tuesday**” and students may wear a school “spirit” shirt (any Holy Family t-shirt) with their uniform pants/shorts. **Out of uniform** days will be held on the last Friday of the month except during Lent. During Lent, we don’t observe out of uniform days.

## Field trips

Throughout the year, classrooms MAY participate in field trips off campus (this year may be different!). These correlate to the grade level curriculum. Parents are

notified via a field trip permission slip which must be signed and returned. Neither verbal approval nor handwritten notes are acceptable (per Arch policy). The actual field trip permission slip is the only acceptable form of parent permission allowed.

Depending on circumstances, buses may be used for field trips, or parents may be asked to drive. The Arch has specific policies and procedures for parent drivers, including online training and paperwork.

## Harassment

It is the policy of the Archdiocesan Board of Education and Holy Family Catholic Schools to maintain a learning environment that is free from any type of harassment/bullying as per Iowa Code Chapter 216 and 280.12(2)(f) and ABE policies 2515.1, 2515.11, and 5144.3. (See policy in HFCS Handbook)



## Homework Expectations and Requests

Homework for absent students must be requested by 9:00 a.m. for same day pickup. For those taking a vacation during the school year, please contact the school office at least two weeks in advance. It is difficult to determine how much content will be covered while a student is out of school, therefore most homework will be given to the student upon their return. Our homework policy is detailed below.

Homework is an important part of each student's academic year. The goals for homework are to:

- Practice newly taught skills
- Review previously mastered skills
- Develop independent study habits/good work habits

### ***Student Responsibilities...***

- Understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- Take home assignments and all necessary materials.
- Demonstrate pride in homework by doing best work and working independently, before asking for help.
- Return completed homework in a timely manner.
- Make up any missed work that the teacher requires

### ***Parent Responsibilities...***

- Establish a consistent routine (quiet time and place) for your child to complete homework.
- Either read to your child or provide a time every day for pleasure reading.

- Provide support to the student, but not do the actual homework
- Notify the teacher when homework presents a problem
- Ask your child to bring their take home folder and assignment notebook to you every night for review and discussion

### ***Teacher Responsibilities...***

- Provide purposeful homework
- Provide clear directions and instructions
- Collect homework and check for learning
- Communicate with parents about homework progress, or lack thereof.

 "Regular" homework includes *reading* a minimum of 15 minutes EVERY night as we help students develop a love of reading and the habit of being a lifelong reader.

 "Regular" homework includes *math* every night as we help students solidify skills and concepts they are learning.

 "Other" homework may include practicing sight words or spelling words, religion, social studies, science, studying for tests and any long term projects.

***In Kindergarten***, homework consists of families and children spending time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

### Recommended Time Allotments for Homework

The amount of time it takes a student to complete homework will vary. A guide often used is 10 min per grade level, so 10 min in K and 1st grade, 20 in 2nd, 30 in 3rd, etc.

If your child diligently does his/her homework for the maximum allotted time and does not complete it, please contact the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher.

Homework should NOT be a battle. Except for kinders and 1<sup>st</sup> graders, students should be able to do homework pretty much independently. Some time is usually given at school to complete homework, and if students choose not to do their homework, there will be consequences at school. PLEASE ALLOW these consequences to assist students in becoming responsible. Parents will be contacted if lack of homework completion becomes a pattern.

## Liturgy

To ensure social distancing, School Mass will be celebrated every Thursday at 8:45, but students will rotate weeks. So, students will go to Mass every other week. Students will be required to wear masks to church, and unfortunately, visitors are not allowed.



Resurrection Parish does not have live streaming capability at this time. Students not going to church for Mass will listen to the introduction and daily reading in their classroom.

## Loras Professional Development School

Resurrection School is a Professional Development School with Loras College. Clinical II students (juniors) are assigned each semester to Resurrection teachers and assist in the classroom on a regular basis in addition to teaching a few lessons. We also work with the education departments of Clarke and University of Dubuque in placements of student teachers. This year, PDS students will interact virtually with our students and teachers for at least the first semester of school.

## Lost and Found

All students are taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. To help find owners, **PLEASE LABEL ALL SWEATSHIRTS, SWEATERS, BOOTS, MITTENS, GLOVES, COATS, LUNCH BOXES, BOOK BAGS, ETC.**

## Lunch

Lunch is available through the hot lunch program. Due to COVID 19, the choices are more limited this year and less students can eat in the lunchroom. Some classes will eat in the gym and some in their classrooms. Students will have the choice of...

- Regular hot lunch entree, which includes a carton of milk. No choices of fruit or vegetable. You get what you get.
- The alternate entree: ONE alternate entree will be offered each day: either PB&J, PB, or a cheese sandwich, depending on the day. Milk is also included.
- Students may choose to bring a cold lunch and purchase milk separately, or they may bring their own drink. Pop is not allowed as a drink option.

Lunch and milk money may be sent in your child's bookbag and will be credited to your child's/childrens' account/s. A barcode scanner is used which automatically deducts the price of lunches or milk from the account. **An email will be sent when**

an account is below a \$5.00 balance. Please remember to monitor your child/children's lunch balance!

Free and reduced lunches are available through the lunch program. Applications are welcome anytime during the school year. Since no tickets are issued, the program is completely confidential and no one will know who is utilizing this program.

## Medications

A "Request for Medication to Be Given at School" form must be sent to the Office signed by a student's physician before medication can be administered at school. Non-prescription drugs may not be dispensed without a physician's signature. Students may not carry prescription or non-prescription drugs with them during the school day unless permission is granted from the physician (e.g., asthma inhaler). Students are never to share medications. For purposes of this policy, cough drops are not considered medication.

## Nurse/Health

Students who are symptomatic of COVID-19 will be required to quarantine for 10 days. Parents will be called and asked to pick up their child ASAP. Rather than sending students to the nurse's office, teachers and associates will handle most bumps, bruises, scrapes, etc. The school will have two separate nursing "stations" - one for "regular" nurse's office visits and one for possible COVID symptoms.

Parents are always notified by the office anytime medication is given, and for instances of fever, head injury, any injury that leaves a mark, vomiting, etc. We would rather err on the side of caution, so unless it is a very minor injury, a call to parents will be made.

## PBIS (Positive Behavior Initiatives and Supports)

We know that we cannot achieve high academic outcomes and learning that flourishes without creating a climate of respect, responsibility and self-discipline. So, we have dedicated time, efforts, and training to establish structures, procedures and routines that address social behavior as an on-going part of the school curriculum in all areas of the school. This PBIS initiative has various components: a vision statement, Guidelines for Success, voice level and body basics charts, common area expectations, classroom rules, procedures and routines, a menu of consequences, and office referrals. The first month of school is spent reviewing and practicing these skills and routines!

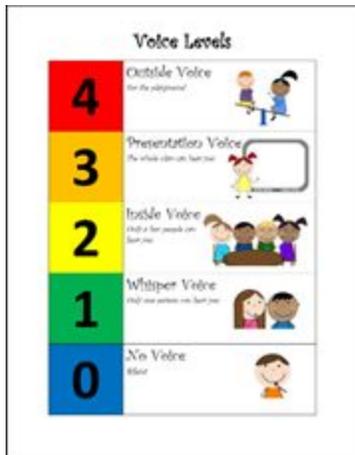
## Guidelines for Success

One piece of this behavior initiative is the Resurrection 4 R's: Respectful, Responsible, Resourceful, Reverent. On



our campus, these four words displayed in multiple areas. These “guidelines for success” are statements of valued behaviors and attitudes that govern how we treat each other in all school settings, not only in school, but also in life.

**Voice Level and Body Basics** charts help provide consistency in all areas of the building.



**A Vision statement** provides a solid foundation and keeps us focused on our goal – where we are headed and what we want to achieve.

**The Resurrection school community will be Christ to all people through their words and actions. Students will take ownership of their learning and be challenged to reach their full potential as lifelong learners.**

**Common Area Expectations** further clarify expectations for behavior in common areas of the building: cafeteria, recess, arrival, hallways, etc. These expectations provide consistency for all students and staff. A few examples are:

**Bathrooms**

Respectful	Responsible	Resourceful	Reverent
Walk	Voice level	Remember to flush!	
Hands and feet to self	<b>Use, Flush, Wash, Leave</b>	Use one pump of soap	
Follow directions the first time		Two pushes of paper towel	
Respect privacy		Leave no trace!	

**Hallways**

Respectful	Responsible	Resourceful	Reverent
Walk	Voice level	Leave no trace!	
Hands and feet to self	Eyes forward		
Follow directions the first time	Straight line in the hallway		

Classroom rules are generally short and sweet and are posted within the classroom. Students usually help create these. Below are two examples from our classrooms:



**Routines and procedures** are more numerous and generally not posted. They entail a method or process for how things are done in the classroom. Establishing these, from the beginning, increases task engagement and instructional time, ensures a positive learning climate, provides a sense of “order” for students, and help students meet classroom expectations. Although they may vary from teacher to teacher, each classroom has its own set of expectations, and they are taught, practiced, and referred to regularly throughout the year.

Examples of some common routines/procedures are:

- Getting a drink
- Using the bathroom
- Handing in assignments
- Lunch sign up
- Asking for help

**Other routines and procedures we will practice the first week of school and beyond...**

- How to wash hands for 20 sec
- How to social distance
- How to put on/take off a mask
- Where to place the mask when it is off

**Habits of Success/Habits of Character** are those communication, problem-solving, decision making, self-management, and peer relations abilities that allow one to



initiate, build, and maintain positive social relationships with others. Some habits of success are taught via our K-3 reading curriculum, and some are taught through our 4th/5th Personalized Learning curriculum.

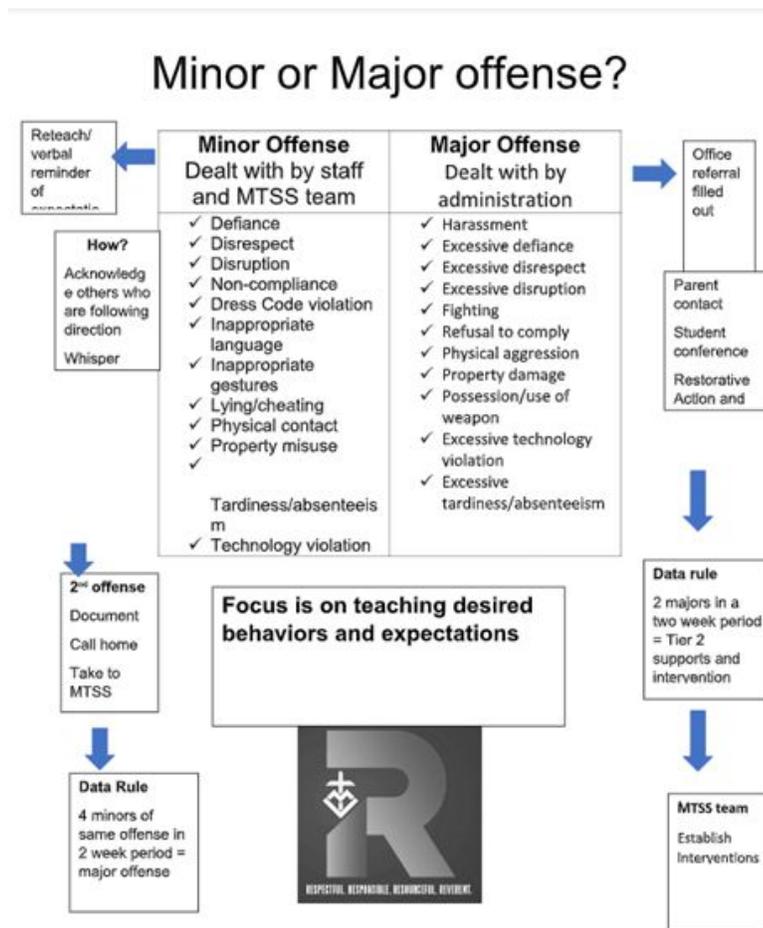


Re-teaching behavior expectations enhances or extends teaching. It is less important what the consequence is as long as something is consistently done, regardless of which staff member is handling the behavior. Typical consequences that Resurrection staff use are: practicing the preferred behavior, corrective teaching, meeting with the student, or parent contact.

### Major or minor offenses

Our PBIS team created this flow chart to help staff in determining what is a minor and what is a major offense. Minor offenses are dealt with by staff/classroom, and major offenses are sent to the office.

Office referrals occur when a student is “out of instructional control”, and usually after a teacher has been unsuccessful in attempting to correct the behavior. Determining whether to send a student to the office is based on a few factors: frequency, intensity, or severity of the student’s behavior.



**Office referrals** – there are two types!

- A positive office referral is filled out and the student and form are sent to the office if the student has done something that needs to be recognized in a positive way!
- A Resurrection office referral form is used if a student is out of instructional control and needs to be seen in the office. This form is filled out, and the office is notified that the student is on his way down with the form, or the office is called to come to the room. The office handles all follow up communications. While in the office, the parent is notified and the student fills out a reflection form. The reflection form then goes home for parents to review at home, sign and return.

**Resurrection Office Referral**

Student: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Referring staff : \_\_\_\_\_

Location:				
Classroom	Lunchroom	Playground		
Art	PE class	Library	Music	Hallway
Gym	Bathroom	Before/after care	Other	

- \_\_\_\_ Inappropriate Language/gestures
- \_\_\_\_ Defiance/disrespect/non-compliance
- \_\_\_\_ Fighting/physical aggression/threats
- \_\_\_\_ Disruptive behavior
- \_\_\_\_ Harassment/teasing/taunting
- \_\_\_\_ Property damage
- \_\_\_\_ Lying/cheating/theft
- \_\_\_\_ Possession of a controlled illegal item
- \_\_\_\_ Technology violation
- \_\_\_\_ Repeated Tier II behavior

Comments:

**Positive Office Referral**

Referring staff: \_\_\_\_\_

Today, \_\_\_\_\_ showed positive behavior by...

- \_\_\_\_\_ Being Respectful
- \_\_\_\_\_ Being Responsible
- \_\_\_\_\_ Being Resourceful
- \_\_\_\_\_ Being Reverent
- \_\_\_\_\_ Doing his/her best
- \_\_\_\_\_ Showing self-control
- \_\_\_\_\_ Showing perseverance
- \_\_\_\_\_ Having a growth mindset
- \_\_\_\_\_ Other:



**Eagle Excellence (EE) cards** are carried by staff members and given to students who are being respectful, responsible, resourceful and/or reverent. Two students from each classroom are nominated each week as "Eagle Excellent" students. They are recognized during morning announcements and receive an EE badge to wear and their name/picture is posted on the EE bulletin board by the lunchroom.



## **Parent Association (RPA)**

Resurrection 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 campus events, and sponsors fund raisers. Our major fundraiser is our annual walkathon, usually held in May. A calendar of PA events will be available in late August. Meetings are held in the evening approximately four times a year and are open to all Resurrection School parents.

Please consider joining the RPA Facebook page!

## **Parent/teacher/student conferences**

Official conferences are scheduled three times a year (August, October, February/March) or as requested by parents or staff. Through an on-line website, parents sign up for a day and time of their choice. Students MAY attend conferences with their parents - it is a parental choice. Conferences with specialists can be scheduled, but can also occur on a walk-in basis during conferences. Depending on circumstances, conferences may be held virtually this year.

## **Phones and Electronics**

Cell phones may not be used from 8:00-3:15. During that time, phones must be kept in a zipped backpack or with an adult. If necessary, students will be allowed to check cell phones during the school day with the permission and supervision of an adult. Violation of the cell phone policy will result in confiscation of the device for the remainder of the school day. For purposes of this policy, watches and other devices with internet capabilities (except school-issued computers) will be categorized as cell phones. Students may wear watches as long as they don't have texting, photo and emailing capabilities.

## PowerSchool

Parents/guardians are asked to update PowerSchool account information regularly - we use this contact information extensively!

## Progress reports

Written student progress reports are sent home at the end of each semester (January and May/June). Individual progress and achievement should be emphasized. Written comments by all teachers are an important aspect of these evaluative reports.

## Recess

All students will receive 25-30 minutes of recess per day. The school office monitors weather conditions daily. Indoor recess may be held for the following reasons: **temperatures at or below 10 degrees, wind chill factor below 10 degrees, rain, lightning, and other inclement weather conditions.** A doctor's excuse is needed if a student is unable to participate in recess activities. Changing weather conditions means appropriate apparel is necessary for outside recess (snow boots, jackets, hats, mittens, etc.)

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.

When snow piles are available, all students may play on them IF they have the proper apparel: snow pants, snow boots, coat, hat, mittens. Students are not allowed to play on the snow piles if they don't have these items.

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



## Rental of facilities

Our gym, Multi Purpose room and grounds are not available for rental until further notice.

## **Safety and Security**

Resurrection School has an Emergency Operations Plan (required by the state of Iowa) that details what steps to follow in various situations. These are revised and reviewed at least yearly or as needed.

Evacuation drills and severe weather drills will be conducted at least once per quarter; the first quarter drills will include notification; all other drills will not. Evacuation plans are posted in every classroom and student occupied areas.

Lock down procedures have been established in cooperation with the DBQ Police Department. Staff has been trained in the event there is an internal or external lockdown. Drills will be conducted twice per year in conjunction with the DBQ Police Dept.

Classroom doors are kept locked at all times so they can be pulled shut in an emergency.

All staff are required to wear picture IDs and carry keys at all times.

No students or staff are allowed to open doors for anyone entering our building. All visitors enter through door #1, sign in, and receive a visitor badge.

For the safety of our staff and students, please DO NOT hold doors open for anyone. Everyone needs to be buzzed into the office.

## **Scrip Program**

Resurrection Parish sponsors the Resurrection Scrip Program. This program is designed to offer tuition credit to families who wish to participate. For those who are not familiar with Scrip, family members simply do their regular weekly shopping with gift cards purchased at face value. This does not cost you any extra dollars. With each purchase, the Scrip Program earns cash rebates (profit). Seventy-five percent of the profit of your orders can be used for tuition credit. Ask your family and friends to buy Scrip and receive tuition credit through them as well.

For now, the program is offering SCRIPNOW and Reload options only.

## **Visitors/Volunteers**

Unfortunately, we cannot allow any visitors in our building this year. If/when you need to pick up your child for an appointment, please come to door #1 and wait in the vestibule area for your child.

## Water bottles

Water bottles are allowed at all grade levels, at all times of the year. Frequent water breaks educate our students on the importance of drinking water. Drinking fountains will be taped off this year, but students may use the water bottle filler in the gym! Please plan to send a water bottle to school every day!

## Weather Related cancellations

HFCS follows the Dubuque Community School District regarding school closing/bad weather. At the beginning of the year, you will receive an invitation to receive automatic voice mails or texts notifying you of closures, delays or early dismissals. In addition, local radio and TV stations will carry official announcements.

## Website

Please visit the Resurrection pages of the HFCS website at <http://www.holyfamilydbq.org>.

## Wellness Policy

**Birthday Celebrations** - The Holy Family Wellness Committee policy states that all birthday celebrations must be non-food celebrations. At Resurrection, student birthdays are recognized during morning announcements and students will be given a birthday sticker to wear on their shirt. We also have monthly birthday lunches. In addition, classroom teachers may offer other methods of recognition such as a birthday crown, being first in line all day, etc.

**Classroom celebrations/parties** - Holy Family Wellness committee policy states that if food is served, for every less favorable food item, there must be two healthy choices. Unflavored water or milk are the only recommended beverages for these celebrations. The food used in celebration practices should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and healthy beverages conforming to this policy.