



# **Parent Procedural Guide**

## **2022-2023**

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## **Welcome**

Welcome to Our Lady of Guadalupe Spanish Immersion School and to our school community! I am honored to be the instructional leader of this amazing school. Our families are simply the best. Close cooperation between our school and your home is essential. We welcome your participation and support this school year and solicit your membership in the Our Lady Parent Association.

The procedures, rules, and guidelines set forth in this Procedural Guide relate specifically to Our Lady of Guadalupe for the 2022-2023 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.

All system-wide policies can be viewed in the Policy and Procedure Handbook located at the following link: <https://www.holyfamilydbq.org/wp-content/uploads/2022/06/HFCS-Policy-Procedure-Handbook.pdf>

## **Daily Procedures**

### **School Day**

School begins at 8:15 a.m. with dismissal at 3:15 p.m.

The schedule of the school day is as follows:

8:00 a.m.	Arrival Time/Supervision Begins
8:15 a.m.	Campus Announcements/Prayer in the Gym (MTTH)/Classrooms (WF)
3:15 p.m.	Dismissal

### **Arrival**

Students should arrive no earlier than 8:00 AM since there is no supervision before this time. If your child needs to arrive earlier than 8:00, Extended Care needs to be used. Forms will be sent home for those needing Extended Care services. Contact the Early Childhood Director at 563-556-2820.

Students are considered tardy if they are not in the classroom/gym by **8:15 a.m.** The student must check into the office and receive a pass to go into class. Excessive tardiness directly impacts student behavior and learning and is extremely disruptive to the classroom environment. Tardiness can also impact future success in school.

Parents should turn into the Wahlert Catholic School entrances, take a quick left turn, drive through the lot between Wahlert and Our Lady of Guadalupe/Mazzuchelli, turn right into the circle, pull all the way to the end of the traffic circle or until the car in front of you has stopped. All students in cars along the circle will disembark. You will be signaled to exit. Please turn right (west) out of the parking lot in order to keep the flow of traffic. See image below.



## Dismissal

### Car pick up:

Parents should turn into the Wahlert Catholic School entrance, follow the Wahlert traffic circle, drive through the lot between Wahlert and Our Lady of Guadalupe/Mazzuchelli, then fill up the spots in the following areas:

1. Our Lady/Mazzuchelli traffic circle,
2. the parking lot area in front of Our Lady of Guadalupe/Mazzuchelli, and then
3. the longer lot between Wahlert and Our Lady of Guadalupe/Mazzuchelli (3 cars across).

Students will be dismissed at 3:15 and will only be allowed to move toward cars when they are all parked. Students will stand in their grade-level lines until the whistle blows. Parents may walk up to get students or wave from their cars. Please make sure the teacher sees you connecting with your child. Once all students are in their cars, a whistle will blow, and cars will be directed to exit the parking lot through the Our Lady of Guadalupe/Mazzuchelli exit only. We will repeat the process as needed. See the image below. **Do not arrive before 3:00 or you will be stuck in the Wahlert/Mazzuchelli traffic.**

### Walkers:

Walkers who need to cross Kane Street will follow the crosswalk to the Wahlert circle where a crossing guard will assist them across the parking lot and then the street, using the crosswalk in front of Wahlert. All students and parents who need to cross Kane Street must use the crosswalk. See blue line in image below.



### Absences & Appointments

Call the Our Lady of Guadalupe office by 8:45 a.m. to report a student absence. This includes family vacation dates as well as ill students. If students need to leave before the 3:15 dismissal time, please call the school office to communicate the pickup time. If using email, please include the classroom teacher and administrative assistant. Upon arrival, report to the school office to sign your student out. Your child will be waiting there. **Do not go directly to the classroom.**

### Extended Care

Our campus offers a before and after school Extended Care Program. Operation hours are 6:00-8:00 a.m. and 3:15-5:30 p.m. There is a non-refundable deposit, a 5-hour minimum and a drop-in rate. If you are interested in this program, please contact the Early Childhood Director at 556-2820. Extended Care is not available at this location on non-school days.

Extended Care will be available on all late arrival and early dismissal days. If school is canceled, Extended Care will be closed.

### Breakfast

A breakfast program is offered at the Our Lady of Guadalupe campus. Breakfast is served from 7:45-8:10 daily (located in the commons area). Breakfast cost is \$1.75. Student e-funds accounts are charged for meals.

## **Lunch**

Monthly lunch menus will be posted on the Holy Family website. Students may choose to bring lunch from home or purchase hot lunch from school (\$2.85). Milk is also available for students who bring their own lunch for \$.60. If you choose to send lunch from home, we ask that you send only healthy food and drinks (No soda or “fast food” items).

Each student has a lunch account. To credit your child’s lunch account, please log in or create an e-funds account. Simply go to [www.holyfamilydbq.org](http://www.holyfamilydbq.org). Then, click the drop-down Family Resources and select E-funds.

Free or reduced cost lunches are available through the Holy Family hot lunch program. Forms are found on the Holy Family website. Those who feel they may qualify should return the form to the office. This information is kept strictly confidential and neither students nor teachers are aware of who receives free or reduced cost lunches. Application forms are available on the website throughout the year, and you can be accepted at any time.

Hot Lunch account balances at the end of the year are carried over to the next year. If students will not be returning the following year, parents should notify the Lunchroom Director for account balance reimbursement.

## **Recess**

All students will receive at least 30-50 minutes of recess per day. Additional recess times will be scheduled at the discretion of the classroom teacher. Weather conditions will dictate indoor recess (wind chill factor below 10°, rain, lightening). We use the Child Care Weather Watch put out by the Iowa Department of Public Health for weather safety guidelines. A doctor’s excuse is needed if a student is unable to participate. Changing weather conditions means appropriate apparel is necessary for outside recess (snow boots, jackets, hats, mittens, etc.). Please mark clothing items with the student's name.

Once snow is on the ground, students need to bring snow boots every day until they are notified otherwise. This is done for a few reasons: to keep feet warm and dry, to keep salt and dirt out of the classrooms, and to establish a routine of bringing boots.

We ask students NOT to bring play items, such as balls, bats, electronic games, etc., to school. Fidgets are not allowed, unless authorized by the classroom teacher.

## **Weekly Liturgy Time**

We begin our day with morning prayers. In addition, before and after lunch prayers are shared, as well as prayer before dismissal.

During the Advent and Lenten seasons, community prayer services are held. Reconciliation services are also held during these liturgical seasons, with Stations of the Cross during Lent.

Our school community celebrates liturgy on Wednesday mornings at 9:00. Individual classrooms help plan and participate in the liturgies. Classroom assignments for liturgies will be posted in the weekly email/newsletter. Parents are invited to attend all school liturgies and prayer services.

## **Program Information**

### **Communication with Office**

Email is our primary means of communication. Therefore, there will be very limited communication coming home in paper format. Teachers will also use an application called SeeSaw to share updates regarding your child and his/her work, as well as classroom announcements.

Our school community newsletter is sent via email as well the Holy Family website at [www.holyfamilydbq.org](http://www.holyfamilydbq.org). Click on “Schools” drop down and select the Our Lady of Guadalupe website, then “News”. *No paper copies of parent newsletters will be sent home.*

### **Communication with Children**

If it becomes necessary to get a message to your child during school hours, parents/guardians are asked to call the school office. Please DO NOT contact your child directly via phone or smart watch during school hours.

### **Student Phones & 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/or emailing capabilities.

### **Dress Code**

The approved elementary dress code is available on the Holy Family Catholic Schools website at <http://www.holyfamilydbq.org/students-parents/handbook-policies> or by contacting the school office.

### **PDS**

The Our Lady of Guadalupe campus, in conjunction with Clarke University, houses the Professional Development School (PDS) programs. Located in Our Lady of Guadalupe, this program offers pre-service teachers in the field of education opportunities to work with Our Lady of Guadalupe students and teachers. Through collaborative efforts with the classroom teachers, these students provide instructional support to whole groups, small groups, and/or individual students in math, science and reading in the content areas.

The second component of our Clarke University PDS model focuses on best practices and current research methodology in Literacy instruction. Clarke Literacy interns partner with classroom teachers on providing differentiated instruction, from remediation to acceleration and enrichment, in all areas of the Language Arts program. Student progress monitoring, including assessment and data collection to the implementation of current research practices, are hallmarks of this partnership and programming

## **Family Involvement**

### **Parent Association**

The Our Lady of Guadalupe campus has a very active Parent Association. The Parent Association plans various community-building activities throughout the school year, assists with campus events, provides teacher reimbursement on needed classroom supplies and sponsors fundraisers. Parent Association meetings are held 4-6 times during the school year. These will be announced via the Family Newsletter. All parents are welcome to attend meetings.

### **Gym Rental**

Gym facilities are available for rent. Please contact Doug Varley at [dvarley@holyfamilydbq.org](mailto:dvarley@holyfamilydbq.org) for information on gym rental.

## **Staff Directory**

A local listing of current Holy Family Catholic Schools staff and contact information can be found at the following link: <https://www.holyfamilydbq.org/about-us/staff-directory/>