



# **Parent Procedural Guide 2024-2025**

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*Forming disciples of Jesus Christ through Catholic Educational Excellence.  
Achieve. Lead. Soar.*

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# Welcome

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

The procedures, rules, and guidelines set forth in this Procedural Guide relate specifically to Resurrection Elementary School for the 2024-2025 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.

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.

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

6:30-8:00 **Eagle care extended care students and their parents** will use the Early Childhood entrance. Parents will park in the Early Childhood lot, and sign into the Procure system mounted on the wall to get access into the building. Once inside, parents will walk their children to the new cafeteria.

8:00-8:15 **Bus students** will be dropped off in the upper lot near Door 1 (the former office). A staff member will meet them there and walk them to the new building.

8:00–8:15 **Early Childhood students and their parents have two options:**

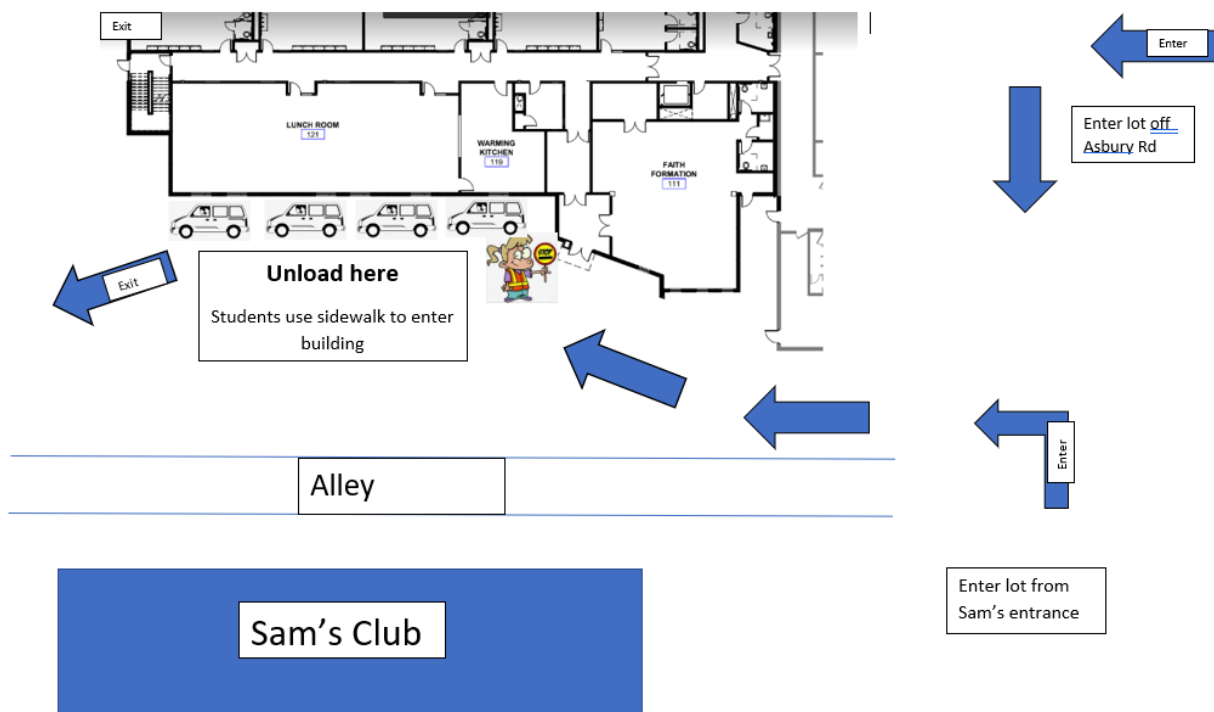
1. Park in the Early Childhood lot and walk students into the Early Childhood entrance (entrance facing Sam's Club) **OR** 2. Use the drop off lane. Enter the drop off lane from either the Sam's Club entrance or the Asbury Rd entrance. K-5 students from the same family may use this entrance as well. See procedure below.

8:00-8:15 **K-5 students and parents** will use the drop off lane in the lower parking lot (see procedure below). Students exit the car on the right side only. Students walk up the steps, enter the building through doors #5 or #6 and walk directly to the gym on Mondays and Fridays. Tuesday- Thursday they will enter through doors #5 or #6 and go directly to their classrooms. IF you wish to walk your child into school, please park in the lower lot, cross the cone lane, and enter through door 5 or 6.

8:15 a.m. School begins with announcements  
 8:15-8:20 a.m. Students arriving after 8:15 enter through door #5  
 8:20 a.m. Attendance is taken and classes begin (tardy bell).  
 PLEASE try to have students at school between 8:00-8:15. It is important for them to hear announcements and get settled before their school day actually begins. Students arriving after 8:20 enter through the main office door and stop at the office for a tardy slip.

All pets must remain inside vehicles during student pick up and drop off, with the exception of certified service dogs.

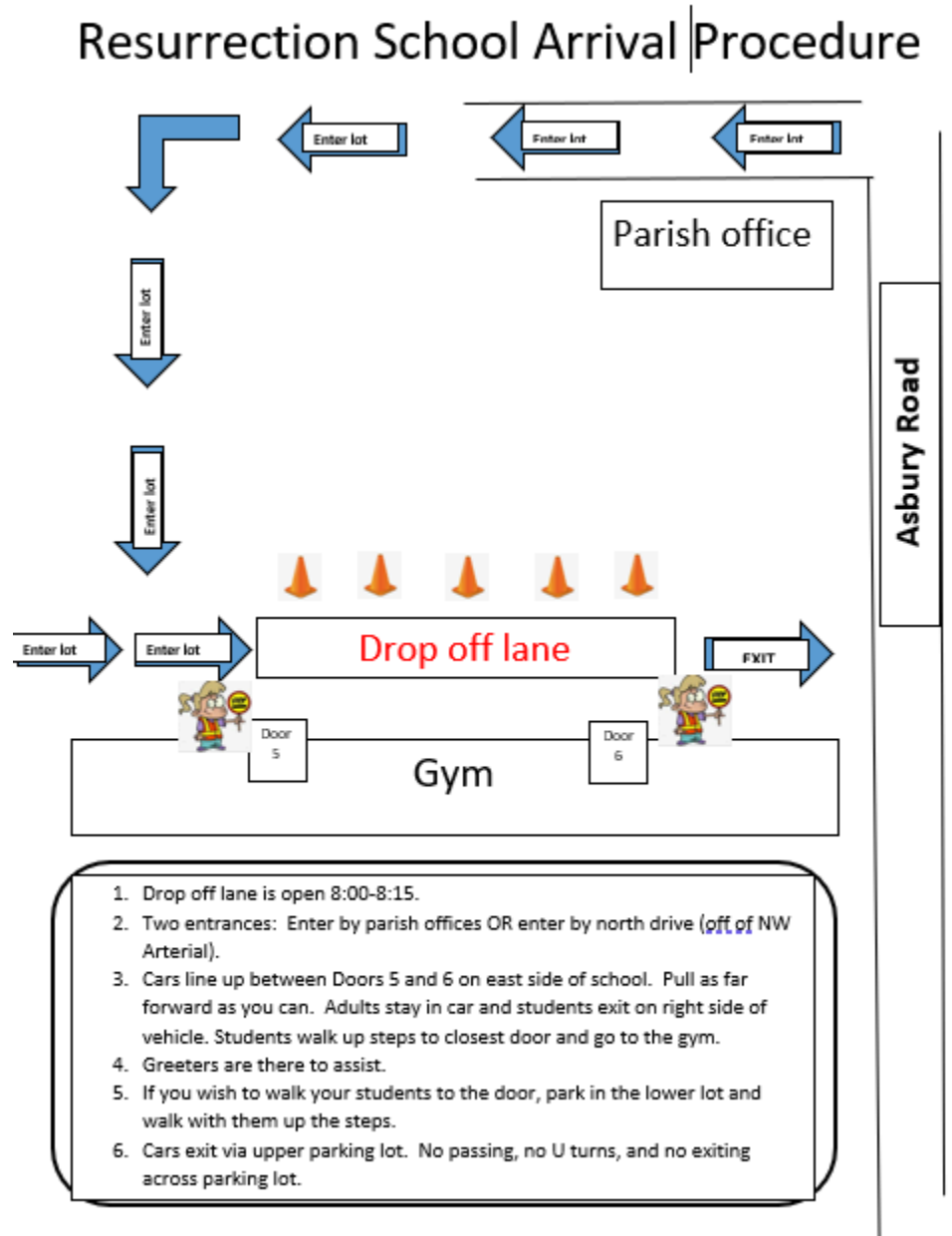
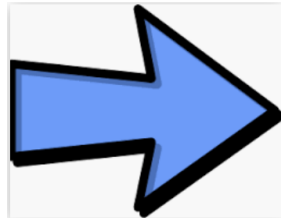
## Early Childhood car riders (and K-5 brothers/sisters): Please utilize the arrival procedure outlined here (west side of new school building, 8:00-8:15)



## Busing

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.

**K-5 car riders: Please utilize the arrival procedure outlined here (Res lower parking lot, 8:00-8:15)**



## Dismissal

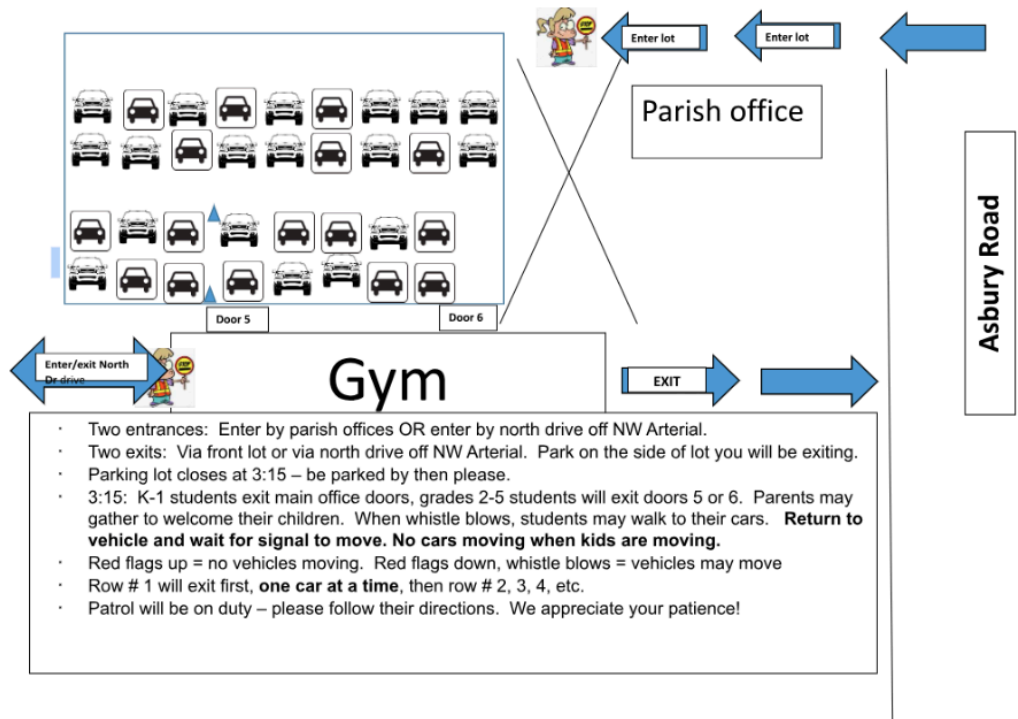
If a student has an appointment at the end of the day, please pick up at the main office between 3:00-3:10, before the dismissal procedure begins.

EC and elementary car riders are picked up in the lower lot from 11:00-11:15 (EC only), 3:15-3:25 (first wave) or 3:25-3:30 (second wave). Parents can choose their preference. First wave is significantly more crowded.

3:10 p.m.	Bus students are dismissed to the gym hallway
11:15 or 3:15	Walkers and car riders exit through the Main door (EC, K and 1) or doors 5 and 6 (2nd-5th)
3:15 p.m.	After care students report to the cafeteria.
3:25-3:30 p.m.	Second wave: car riders enter cars and leave the lot.
3:30 p.m.	Supervision at doors #5 & 6 ends. All students must be picked up by this time.

**Please follow the dismissal procedure (car riders) outlined below, Res lower parking lot, 3:15-3:25 or 3:25-3:30. CARS IN THE SECOND WAVE WON'T BE ABLE TO ENTER THE LOT UNTIL THE FIRST WAVE HAS EXITED.**

## Resurrection School Dismissal Procedure



## Absences, Attendance & Appointments

A successful school experience is the responsibility of the child, the parents, and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is critical. If your child will not be attending school due to illness, please call the school office by 8:30 AM.

If/when you need to pick up your child for an appointment, please come to the main office. We will call your child to the office once you arrive.

## Eagle Care

Eagle 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 Emily Burke, our Early Childhood Director, for information on the extended care program offered at Resurrection at 583-5206.

On days that school is closed (due to inclement weather, school vacations, holidays, etc), our site will offer non school day care through Eagles Day Camp. Please contact Emily Burke for more information. Families may also utilize either the Holy Ghost Early Childhood Center or the St. Joseph the Worker Early Childhood Center on these occasions. Please contact Anita Valentine (Holy Ghost) at 582-2578 or Joann O'Connell (St. Joseph the Worker) at 582-1246 for more information.

## Breakfast

Breakfast is offered daily from 7:45-8:15 a.m. in the new school cafeteria. Students can be dropped off at the main office doors. Avoid the cone lane. Students need to arrive early enough to eat and be in classrooms by 8:20 for announcements. The menu is posted monthly on the school website, and student accounts are charged for meals.

## Lunch

Monthly lunch menus will be posted on the Holy Family website. Each student has a lunch account, and students may choose to bring lunch from home or purchase hot lunch from school. Milk is also available for students who bring their own lunch. If you choose to send lunch from home, we ask that you send only healthy food and drinks (No soda or “fast food” items). Please refer to the Holy Family Handbook for more details on our school lunch program, including information about free and reduced meals. :

## Recess

All students receive a minimum of 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, and 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.

## Weekly Liturgy Time

School Mass is celebrated every Thursday at 9:00 a.m. Classrooms rotate leading Mass, and parents are made aware of when their students will be participating. Students are assigned Mass buddies who sit together at school Mass in their assigned section. Kindergarten students are paired with 3rd graders, 1st graders with 4th graders and 2nd graders with 5th graders. Guests are always welcome to join us at school Mass. Please sit toward the back of the church to save room for our students.



## Program Information

### Communication with Office

Since we are a “Green School”, we rarely send home any paper form of communication. Our main form of communication with parents is via Parent Square email messages and the newsletter.

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.

### Communication with Children

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.

### 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

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 often work with Loras, Clarke or UD to place student teachers.

## Family Involvement

### Parent Association

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. Throughout the year, it plans various community building activities, assists with campus events, provides conference meals for teachers, provides a \$200 stipend for each teacher to purchase classroom supplies, provides Christmas gifts to staff, and sponsors fund raisers. Our major fundraiser is our annual walkathon, usually held in September. Families are asked to gift \$30 a year to help support our PA.

We have a plethora of committees for parents to join: Walkathon, Winter Carnival, Grandparent's Day, Root beer floats, Parent/Teacher conference meals, Mentor families, etc.

A calendar of PA events will be available in late August. Meetings are held in the evening approximately three times a year and are open to all Resurrection School parents.

Please consider joining the RPA Facebook page!

## **Scrip**

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 more information, please contact the SCRIP office at [scripoffice@gmail.com](mailto:scripoffice@gmail.com). Jennifer Pregler is our SCRIP coordinator.

## **Gym Rental**

Due to a number of factors, the Resurrection school facilities and grounds are not rented.

## **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/>