



# Parent Procedural Guide 2022-2023

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

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## Welcome

Welcome to St. Columbkille 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 St. Columbkille Parent Association.

The procedures, rules, and guidelines set forth in this Procedural Guide relate specifically to St. Columbkille Elementary School 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.

In 2011, we were honored to receive the distinction of being named a National Blue Ribbon School! We received this honor for being a high achieving school. In 2018 we were awarded the United States Department of Education Green Ribbon Schools distinction for our on-going sustainable environmental practices.

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

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 needing to be at school before 8:10 may attend our breakfast program in the cafeteria.

The school day schedule is as follows:

8:10 – 8:25 a.m.	Students walk and socialize in the gym on most days. On designated days they will go directly to their classrooms.
8:25 a.m.	Announcements
8:35 a.m.	Classes begin
3:15 p.m.	Bus students are dismissed
3:20 & 3:25 p.m.	Students picked up by parents or another adult are dismissed
3:50	Site to site transportation bus arrives to return students to Holy Ghost. From 3:20-3:50 these students will relax in the library.

Dubuque Community school buses do not run on Friday mornings.

## **Morning Supervision**

Beginning at 8:10 students may arrive at school and enter the building through their designated door and go directly to the gym or their classroom. All students enter through the front door.

Students who need to arrive earlier than 8:10 attend our breakfast program in the cafeteria 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. Pull up between the orange cones completely against the curb preventing your vehicle from extending into the street. Have the book bags, mittens, hats, etc., ready before pulling up. Parent volunteers will open your vehicle door. Follow the lead car once you have dropped off your child. This year, parents cannot enter the building.

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.

## **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 at staggered times: Kindergarten and 3rd grade at 3:20; 1st grade and 4th grade at 3:23; 2nd and 5th grade at 3:25. Kindergarten, 1st and 5th graders will be standing in the alleyway between church and the Early Childhood building to meet parents/adults picking them up.

Parents park in the lot across from church, entering via Rush Street and exiting via Holly Street. Or park in the lot behind church, entering and exiting via the designated entrance/exit from Rush St. 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 in front of church, in the alleyway between church and our Early Childhood Center or toward the back of church. Maintain 6 feet apart. 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 signal when it is safe to leave the parking lot.

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

Parent supervised students may play on the playground until 3:45. Our playground will be closed after 3:45 so our aftercare students and staff have full access.

## **Absences & Appointments**

Please see the [Holy Family Parent Handbook](#), p. 17-18 to view our illness expectations. If a child will be absent or tardy, parents/guardians must phone the school between 7:45 a.m. and 8:40 a.m. You may leave a message on our answering machine earlier than 7:45 or email the school secretary, Anna at [avallee@holyfamilydbq.org](mailto:avallee@holyfamilydbq.org)

## **Eagle Care Extended Care**

Eagle Care extended care is offered through the St. Columbkille Early Childhood Center, in the building next to the school, from 6:30 a.m. until 5:30 p.m. on school attendance days. Contact Marcy Weidenbacher, our Early Childhood Director, for information on the extended care program offered at St. Columbkille School at 583-1620.

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. 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 will be offered daily from 7:50-8:20 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 a.m. 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 provided monthly.

## **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/children's' account/s. We use a barcode 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's/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.

## **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.

## **Weekly Liturgy Time**

School liturgies are every Wednesday at 9:00 a.m., unless otherwise noted in the school newsletter. Classrooms rotate leading Mass, and parents are made aware of when their students will be participating through the homeroom teacher and the newsletter. 5th graders and kindergarten students are paired to sit at mass together. Parents, grandparents and parish members are invited to attend. Please sit toward the back of the church to save room for our students.

## **Program Information**

### **Communication with Office**

Our main form of communication with parents is via the parent newsletters. These are posted on our website ([www.holyfamilydbq.org](http://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. 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.

### **Communication with Children**

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.

### **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**

St. Columbkille School is a Professional Development School with Loras College. Clinical II students (juniors or seniors) are assigned each semester to St. Columbkille 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**

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, provides teachers a stipend to cover some out-of-pocket expenses and sponsors a Walk-a-thon, the only fundraiser. PA annual dues (\$30.00 per family) cover needed school supplies that were removed from individual student supply lists, staff gifts for Christmas and Staff Appreciation Week and cover PA event expenses. Meetings are held over the noon hour the 2<sup>nd</sup> 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. ParentSquare will send out a list of events and ways parents can help and be involved in our school. Please consider joining our St. Columbkille Elementary School Facebook page.

### **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.

### **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](mailto: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.

## **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/>