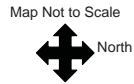
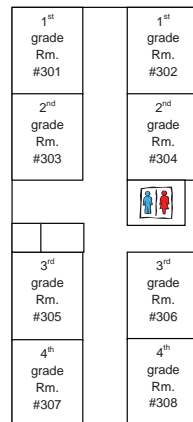
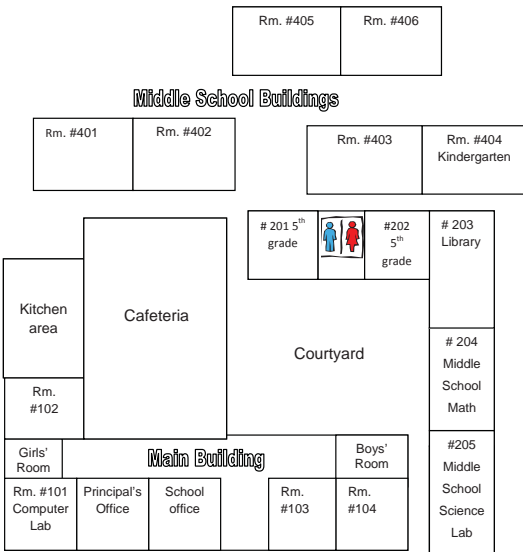
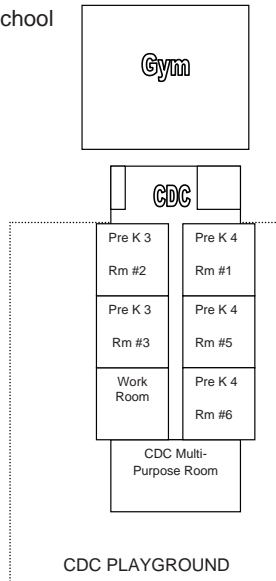


Our Lady of Perpetual Help Catholic School



Playground



Primary Building

A Beginner's Guide

to Our Lady of Perpetual Help Catholic School
2011-2012

Welcome to Our Lady of Perpetual Help Catholic School! We're delighted you chose to join our family. Transitioning to a different school can sometimes be overwhelming, so we've put this guide together to help answer any questions you may have now, or any that may come up over the next year. We hope you will soon feel at home!

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CDC CiCi's PIZZA PARTIES

These volunteers coordinate the awards pizza parties for the classrooms three days a year: one in October, January and May. The job includes working out the dates with the Ms. Ogrin, ordering, picking up, and then delivering on the appropriate day. Again, this volunteer becomes very popular!

CDC HEALTH SCREENING

Volunteers help professionals with several different screenings including, height, weight, vision, and hearing. Experience in the Nursing field is beneficial, but not necessary. Volunteers work under our Health Coordinator, Sarah Wildman.

PRE-K ROOM PARENTS

Room parents are under the direction of the grade level teachers and plan parties and activities under their direction. Coordinators of this committee are the grade-level teachers. Room parents generally help with three parties: Halloween, Christmas and Valentines. Many grades also choose one other theme party, such as Field Day, or Mardi Gras. These are also under the direction of the teachers. A room parent meeting is held at the beginning of the year, to discuss the duties of a room parent as well as distribute the room parent handbook. Head Room Parents are also assigned at this first meeting.

If you are interested in any of these volunteer opportunities, please contact Mary Newquist at newquistm@olphselma.org.

PARKING LOT SAFETY

These volunteers work to keep our students safe during the arrival and dismissal process. Times: Arrival—7:45-8:15am, dismissal—3:20pm-3:45pm. Individuals sign up for day(s) they can help at either time slot.

PEDAL FESTIVAL BIKE RIDE EVENT

We invite you to join one of the newest volunteer opportunities here at OLPH! We need volunteers with food, registration, organization, rest stops, greeting the riders back in, and so many more...Very fun and very rewarding watching the riders arrive back after being on the routes! Proceeds go to our endowment fund.

PSIA-(PRIVATE SCHOOLS INTERSCHOLASTIC ASSOCIATION)

We are in need of a few great helpers and worker-bees. If interested, jump aboard! Coordinator: Jeff Tomlin.

SCHOOL HEALTH SCREENING

Volunteers help professionals with several different screenings including, height, weight, vision, hearing, scoliosis, etc. Experience in the Nursing field is beneficial, but not necessary. Volunteers work under our Health Coordinator, Dallas Janicke.

SCRIP/HEB WEEKEND SALES

We are looking for volunteers willing to help sell Scrip/HEB cards after masses on Saturday nights and Sunday mornings. Volunteers work with a weekend chair person. Hours: 20-25 minutes after the Mass on Saturday evening, and from about 9am -2pm on Sunday morning.

Child Development Center Volunteer Needs

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These volunteers help the faculty and staff of the CDC plan and conduct the Trike-A-Thon. Help in April in the parking lot behind the CDC building.

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FIELD DAY

Be a part of this fun day! Help at any number of stations, and be directly involved with the students in hands-on activities, working under Mr. Britzke and Mrs. Goss.

HELPING HAND FUND DRIVE

Volunteers are needed to help with the mail-out for Helping Hand Weekend, held each spring. This involves just a few hours of manpower, stuffing and stamping envelopes to prepare for mail out to our parishioners.

ICE CREAM FRIDAY HELPERS

Got a couple of hours to spare on a Friday at lunch? Come be the most popular person on campus! Friday is the one day of the week when students can buy ice cream from Ms. Cindy after they eat lunch. Volunteers collect money and hand out the chosen treat. Hours: 11am until 12:30pm.

LIBRARY HELPERS

Volunteers work under the direction of Mrs. Chris Martinez, our librarian, and help with library maintenance, book processing, book fairs, etc.

LOST AND FOUND "MANAGER"

One or two people are needed who are willing to "care for" the missing items turned into the school, including sweatshirts, jackets, and lunch boxes, etc. The job includes checking for names and returning the "found" item to the "lost" student; for those items not marked, hang and straighten items in the back of the cafeteria. We would love to have this volunteer job done every other week!

LUNCH RECESS/PLAYGROUND HELPERS

Volunteers help with playground supervision and safety during the lunch periods. Times are from 11am-1pm.

WILDCAT WELCOME BACK BBQ

These volunteers help us start the year with a roar, as we celebrate the first week of school with a hamburger BBQ in the school courtyard and cafeteria. Volunteers are needed to grill hamburgers, set-up in the courtyard and cafeteria; and clean-up afterwards. This is a simple affair-hamburgers, chips, cookies, and drinks!

School Volunteer Needs

ROOM PARENTS

Room parents are under the direction of the grade level teachers. Volunteers plan parties and activities directly with both teachers. Room parents generally help with three parties: Halloween, Christmas and Valentine's Day. Many grades also choose one other theme party, such as First Communion, or Mardi Gras, also under the teachers' direction. A room parent meeting is held at the beginning of the year, to discuss the duties of a room parent as well as distribute the Room Parent Handbook. Head Room Parents are also assigned at this first meeting.

ADVENT RETREAT DAY

Be a part of this fun day! You'll help at any number of stations, and be directly involved with the students in hands-on activities. Indicate the grade level you would be willing to help with.

CLASSROOM HELPERS

These volunteers work directly with the homeroom teachers and are under the homeroom teacher's supervision. Volunteers may help with special art or science projects, filing, room organization, or other duties the teacher deems helpful and appropriate. Please indicate the grade level(s) you wish to help.

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Be a part of this fun day! Help at any number of stations, and be directly involved with the students in hands-on activities.

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FACULTY MEETING REFRESHMENTS

Join this group to coordinate light refreshments at the Faculty meetings and be in the running for the second most popular group at school. (Again, right behind the Ice Cream Fridays Helper!)

GRANDPARENTS’ DAY

Grandparents and “designated special people” are invited to a donut, coffee, and juice reception in the cafeteria. This event is held the Friday of Catholic Schools Week, after 8:30am mass. A coordinator and helpers are needed. Job includes setting up the cafeteria, ordering and serving donuts, and clean up afterwards.

MOMS IN PRAYER

These members of our OLPH community gather once a week to bring our community’s needs to our Father in prayer. This group provides a book in the teachers’ lounge for teachers to enter their petitions for their students and families. The group then meets in the adoration chapel for prayer time. The group is also responsible for Prayer Chains at the request of members of the school community when the need arises.

SPIRITUAL LIFE

Volunteers in this organization help our students grow in spirituality and knowledge of their Catholic tradition through numerous activities such as The Living Rosary and Christian Music Week. The Chair for this group works under the direction of the Religion Department Chairs, Mrs. Newquist and Sr. Clementine. Come be a part of this wonderful organization.

SPRING FUND RAISER: RAFFLE/CASINO NIGHT

After the last two years’ huge successes, we are back and ready for next year! This spring event needs volunteers who like to have fun and enjoy helping others do the same. Help with plans, theme, dinner menus, collecting prizes, decorating, and setting up.

CATHOLIC LIFE INSURANCE SWEEPSTAKES

Come join this new adventure in fundraising for the school! Catholic Life Insurance provides the grand raffle prize (a vehicle or \$20,000 in VISA cash) and numerous secondary prizes; we sell the \$5 raffle tickets and keep 100% of what we make! Sales begin in September and run through January.

USED UNIFORMS

Volunteers on this committee sort and tag donated items for resale to our parents, and set up sales areas after school, at the end of the 1st, 2nd and 3rd quarters. They also run the Used Uniform Sale held during the Registration Fair at the start of the new school year in August.

BABYSITTING (PTC MEETINGS)

One to two volunteers are needed to supervise childcare during PTC Meetings, approximately eight to nine times during the year. Adult volunteers work with and supervise student volunteers.

CAFETERIA HELPERS

A relatively new committee, this service is a great gift to our teachers. Volunteers are needed to help supervise students in the cafeteria during their lunch period. Times are from 10:55am through 12:35pm, daily.

CATHOLIC SCHOOLS' WEEK HOSPITALITY

Members of this committee set up hospitality (cookies, snacks, coffee) for visitors on Sunday, opening day, and Wednesday evening, of Catholic Schools Week, usually held the end of January.

FACULTY AND STAFF RECOGNITION

Members of this greatly appreciated committee treat the staff to a luncheon once or twice a year. A coordinator and committee members are needed. Responsibilities include choosing menus, ordering food, setting up, serving and clean up. Come be the second most popular person on campus...right behind the Ice Cream Fridays Helper!

To Ensure a Good Beginning...

Registration Fair

Held during the last week in July, this is when all paperwork is finalized. Money can be deposited in cafeteria accounts, a used uniform sale is held, the PTC sells spirit wear, parents can sign up students for after school activities, and parents can sign up for volunteer opportunities. School Yard Store Inc, our uniform and shoe supplier, will be on campus. School Yard provides samples for students to try on to ensure correct size, and then uniforms are ordered. School Yard returns to campus for a “pick up” day before school starts; make sure to bring your receipt to pick up day.

Campus Clean-Up

Usually held two Saturdays before school starts, families volunteer time helping get the school campus and classrooms ready for school. This is a great chance to meet other families and your child’s new teacher. Middle school students can count this time towards service hours; they should sign in when arriving in the cafeteria; then pick up a service sheet to be signed by teachers as service time is completed that morning.

1st-8th New Student/Parent Orientation and Kindergarten New Student/Parent Orientation

New students can bring their supplies to their classrooms, meet their teachers and other new families. A brief presentation is held in the cafeteria to welcome all new families and answer any questions. Check the August calendar for dates and times.

1st-8th Returning Students/Parents Afternoon Open House

Returning students can bring in their school supplies and determine which classroom they are in. This event is optional for new students as they’ll have previously brought in their supplies. This event is always the Friday before the first day of school, from 1-3pm.

First Day of School

Parents are invited to walk children into their classrooms. Afterwards,

from 10-12pm in the school gym. It is not a function of the school; rather OLPH acts only as the host site.

Once formed, this committee does not add members; the last opportunity to sign up for this committee is at the 8th grade information night held in September.

7TH GRADE COMMITTEE FOR THE 8TH GRADE GRADUATION RECEPTION

This list of volunteers helps the chairperson plan the Graduation Reception. All parents of 7th grade students are considered members of this committee, and can be recruited to help.

6TH THROUGH 8TH GRADE MIDDLE SCHOOL FUN NIGHTS

These coordinators help with planning, set-up, chaperoning, and clean-up for the Middle School Fun Nights scheduled this year. These popular events feature snack foods, music and games.

PTC Committees

CICI’S PIZZA

These volunteers coordinate the pizza parties for the winning classrooms each month. Duties include coordinating dates with the teachers, ordering, picking up, and then delivering pizzas on the appropriate day.

FISH FRY DURING LENT

This event is not only a school community-builder, but also a gift to our parish community. It’s usually held on the first Friday of Lent. Come join the fun!

HALLOWEEN FESTIVAL

Meetings begin in August. Volunteers on this list act as “department” chairs, such as food, Haunted House, and game booths. Workers are recruited from the school families.

SCHOOL MOVIE NIGHT(S)

These volunteers coordinate Movie Nights in the gym. Job consists of set-up in the afternoon, helping during the movie presentations from about 6-9pm, selling concessions, and then tearing down and quick pick up.

Friends of Mary Parent Volunteer Program

Just as Mary's unselfish contribution of her life to God's plan was immeasurable, so too are the contributions of time and talent by the many volunteers here at OLPH. They provide aid and assistance to the faculty, staff, and students; they serve as models for the students and school community of our Catholic belief in service to others; they build up and continuously enrich the school community as friendships, loyalties and commitments develop. Together, administration, teachers, staff, and volunteers enable Our Lady of Perpetual Help School to accomplish its mission of providing quality education and Christian formation to each student. Thank you for your commitment to volunteering!

Middle School (6th-8th) Committees

8TH GRADE CONCESSIONS STAND COORDINATORS

Duties of Concession Stand Coordinators are to publish and assign the concession stand dates during volleyball, basketball and baseball/softball seasons, to stock the concessions, and to record hours students and parents serve. All 8th grade parents are members of the 8th Grade Committee. All parents are asked to sign up for a time to help with concessions. Funds raised from this activity pay for the students' 8th grade field trip.

8TH GRADE BBQ AND INFORMATION NIGHT COORDINATORS

These coordinators help with set-up and clean-up for the 8th grade information night, held in September, in the cafeteria. Volunteers are needed to grill hot dogs; set-up the dining hall; and to help with clean-up afterwards. This is a simple affair--hot dogs, chips, pot-luck salads, desserts, and drinks.

8TH GRADE CHRISTMAS LUNCHEON COORDINATORS

These coordinators work in conjunction with the 8th grade teachers to select, plan and set up for the traditional 8th grade holiday luncheon.

8TH GRADE GRADUATION DANCE

This committee is responsible for planning, setting up, and chaperoning the 8th Grade Graduation Dance after the reception. The dance is held

please join other parents at the Boo Hoo and Ya Hoo breakfast held in the cafeteria from 8:15-9:15am.

New School Year Kick-Off Family Mass/Picnic

Families are invited to attend the regularly scheduled Saturday, 5:30pm Mass at OLPH followed by a BBQ picnic in the courtyard. This is a wonderful opportunity for fellowship and fun celebrating the start of school.

Prayer Service and Meet the Teachers Night

This is an opportunity to meet your child's teachers as well as learn about classroom procedures, homework policies, discipline plans, school programs, organizations, and initiatives. The evening opens with a prayer service in Church at 6:30pm; afterwards informational workshops begin at 7pm in the classrooms.

Lunchroom Procedures

Cafeteria service begins the first day of school. A menu is included in the monthly newsletter to help plan the days your child eats a hot lunch in the cafeteria. Lunch and beverage prices remain the same as last year: lunch-\$2.50, beverage-40¢. Funds can be deposited in your child's account at the Registration Fair or checks can be sent in with your child any time throughout the school year in an envelope marked "cafeteria" or "lunch money". Adults may also purchase lunches for \$3 and eat with their children in the cafeteria. Please notify the cafeteria staff before school of your plans to eat lunch with your student so they can prepare the correct amount of food.

Ice Cream Fridays

Ice cream treats can be bought at lunch on Fridays for 50¢. They cannot be charged to your child's lunch room account. Occasionally, parents decide to 'treat' their child's class to these treats for a birthday or special occasion. If you choose to do this, please give Miss Cindy at least two weeks advance notice to ensure she has enough inventory on hand.

Weekly Mass

Mass is normally held at 8:30am on Fridays, although in the event of a

holy day or calendar conflict, another day may be scheduled; students will still attend on that Friday as well. Grades alternate the planning of Masses, serving as lectors and sometimes presenting a special lesson. Students who are not involved with the day's Mass are allowed to sit with parents (or grandparents, or special guests!) in attendance.

Uniforms

Please see pg 13-16 in the handbook for a complete description of our uniform policy. A few things to note: all outerwear must be navy blue- this ensures campus safety as outsiders are readily visible. Teachers often tell students to dress in layers as classroom temperatures can vary throughout the day, therefore sweaters, sweatshirts and/or raincoats are good investments! Due to our campus setting, students move frequently among different buildings, so tucking an umbrella into the backpack is also a good idea. Used Uniform sales are held several times throughout the school year starting with the Registration Fair. Look for upcoming sales in the school newsletter.

K-8th School Day Schedule

8am	Classroom doors open; students go to classrooms
8:05am	First bell rings; parents depart classrooms
8:10am	Tardy bell rings; classes begin with prayer and pledge
3:25pm	Kindergarten dismissal
3:30pm	Grades 1st-8th dismissal
3:30-4pm	Extended Day students meet in cafeteria
4-6pm	Students in Extended Day classrooms

PLEASE NOTE: In the mornings, parents should not enter classroom buildings before 8am, and should leave the classrooms promptly as the first bell rings at 8:05am. Parents, if you arrive at 8:10am or later, you must park in the front parking lot, escort your student to the school office, and sign them in.

At the end of the school day, parents are also asked to wait for their children outside the school buildings. After 3:45pm, no student should be

FUNERAL MASSES

A select, trained group of servers from 7th and 8th grade serve the parish funeral Masses during the day. Because these students, by choice, miss class but are still held accountable for their lessons, they may count this time as service.

CHURCH CLEANING

Every Saturday between 8-9:30am, students report to the Church by 8am. Jobs include dusting, cleaning the glass, trash pick-up, etc., as per the on-duty sacristan. (Sign-off is with the sacristan-students should bring their service folders to Church that day.)

ATHLETIC CONCESSION STAND DUTY

This opportunity is open only to 8th graders. Eighth-graders earn their end-of-year trip by working at least three games in the concession stands selling munchies. Opportunities include volleyball and soccer in the fall, through baseball and softball in the spring. Eighth-graders must sign up for individual games through the coordinator for this activity, identified in August/September. (Sign-off is by parents or the adult game sponsor for that night.)

ATHLETIC GATE FEES

Eighth-graders work the door, collecting entry fees for the games from volleyball season through baseball/softball. (Mrs. Goss is the activity coordinator; see her to both sign up and sign off on service hours.)

BABYSITTING FOR PTC MEETINGS

Open to 6-8th graders, they babysit for the once-a-month PTC meetings. If interested, check at the main office for details. (A certificate is awarded by the school for these hours.)

MISCELLANEOUS CAMPUS HELP

All students are welcome to check in with specific teachers to offer after school help in the form of cleaning, organizing, bulletin boards, etc. (Individual teachers sign off these hours.)

HALLOWEEN CARNIVAL

Held the last Friday before the 31st, volunteers are limited to those students who are working with their parents under supervised areas, such as in a booth area, in the haunted house, etc. (Parents/activity coordinators are required to verify student hours.)

BLANKET PROJECT

All 6-8th graders are invited to participate in making crocheted blankets during the school year for those in need. Crocheting outside of school hours counts as service. This service activity occurs predominantly during the months of Oct-Dec; however, students may continue to work on items over the year, provided the items are donated. (Sign-off for these hours is the responsibility of the parent.)

FISH FRY

Held the first Friday of Lent, and periodically throughout Lent, there are limited service hours available for this activity. The first offer of service goes to those students whose parents are working at the fish fry. If there is need for others, volunteers are chosen based on order of sign-up (A certificate is awarded by the school for these hours.)

ST. ANN'S/ST. MICHAEL'S CHICKEN DINNER

Traditionally held in March, there are limited service hours available for this activity. Volunteers are selected on a sign-up, first-come basis. (A certificate is awarded by the school for these hours.)

Ongoing Service Opportunities

Below are several opportunities for service year-round:

WEEKEND MASS SERVERS

Although students do not receive hours for serving at school Masses, students receive service hours for weekend masses. (Parents are encouraged to help keep track and sign off for these hours.)

on campus unless they are directly supervised by their parent/guardian or at their designated after school location. It is expected that everyone, students, parents, faculty and staff, follow these procedures for the well being and safety of our children.

Extended Day Program

The Extended Day Program is open from 7am to 6pm. All students arriving before 7:45am and/or remaining after 3:45pm (or 15 minutes after early dismissal) will be enrolled in the Extended Day Program. Those students arriving at the CDC after 7:45am or leaving before 3:45pm are not charged through the Extended Day Program. For more information, contact Ms. Claudia Ogrin, CDC Director, at 651-6819.

Library

Library hours are from 7:45am to 4pm. Students are welcome to come in and check out books, take AR or MathFacts tests, or read with their parents during posted hours. Family Read Nights are scheduled once a month, more information in weekly newsletters or www.olphlibrary.pbwiki.com

Drop Off and Pick Up Procedures

Drop Off

The parking lot behind the Primary Building is the only drop-off parking lot on campus. Parents may leave their students in the drop-off lane beginning at 7:55am. (No student may be dropped off before 7:55am.) Students are met and supervised by faculty and/or staff members until 8am when classrooms open. The drop-off lane closes at 8:10am. If you arrive after 8:10am you must park in the front parking lot, and escort your child to the school office, and sign them in.

All children arriving before 8am must be dropped off at the CDC building. Please note there is no charge for CDC care between 7:45-8am. Upon arriving at the CDC, parents must park and escort their children into the CDC building.

The parking lots in front of the main building, behind the Pastoral Center, and next to the cafeteria are park-and-walk-in areas only. Please use the painted crosswalks as you exit the parking lot and enter the school grounds. Once in the courtyard or past the fence (gate), parents may escort their child to the classroom or allow the child to continue on at this point to his or her classroom. **PLEASE DO NOT DROP OFF YOUR CHILD IN THESE PARKING LOTS!**

Pick Up

Students must be picked up between 3:30pm (3:25pm for Kindergarten) and 3:45pm.

The parking lot behind the Primary Building is the only drive through parking lot on campus.

Students in grades K-4th (who depart through drive-through) are escorted to this area to await pick-up. 5th-8th grade students go to the drive-through pick-up area upon dismissal from their homerooms.

The parking lots in front of the main building, behind the Pastoral Center, and next to the cafeteria are park-and-walk-in areas only. Parents must park and walk onto the campus to meet their child for departure. After meeting your child(ren), personally escort them to your vehicle. **PLEASE DO NOT STOP OR PARK AND SIGNAL YOUR CHILD TO EXIT SCHOOL GROUNDS BY HIM OR HERSLF TO COME TO YOUR VEHICLE!**

K, 1ST AND 3RD grade students are dismissed to parents/designated persons in front of the church. Please do not pull your student out of the class line before they arrive at the church; please wait for your child's class to arrive at the church and the teacher will hand off your child to you.

2ND AND 4TH grade students are dismissed to parents/designated persons in front of the Pastoral Center. Please do not pull your child out of the class line before they arrive at the Pastoral Center; please wait for your child's class to arrive at the Center. The teacher will hand off your child to you.

out in May to the 6-8th graders for those wishing to help in this capacity. (Sign-off should be with the program director.)

CAMPUS SUMMER WORK

Summer is an opportunity to do the spring cleaning that doesn't happen during the year. Volunteers submit their names as campus helpers for these jobs. Volunteers are then called as-needed, and by type of help needed. A form goes out in May to the 6-8th graders for those wishing to help in this capacity. (Sign-off should be with the program director.)

August

CAMPUS CLEAN-UP

Clean-up Saturday is held the weekend before teachers return for in-service week (last week of summer vacation for the students). Parents and students (K-8th) are invited to help with readying the campus for the new school year. Sixth through 8th grade students are required to have teacher signatures on the hours worked that day; forms are available at the sign-in table (A certificate is awarded by the school for these hours according to the teacher signatures.).

September-March

PARISH FESTIVAL

Held the third Sunday in October, there are numerous opportunities to volunteer on this day. The school sponsors volunteer sign-ups for the cafeteria, live auction, and ticket collection (financial runners). Students may also help Friday after school and Saturday morning, with festival set-up on the grounds, and with the Trash and Treasure set-up in the gym. Sign-up sheets are posted three to four weeks prior to the festival in the main building hallway. In addition, students may sign up through the parish if they wish to help in a particular booth such as face painting-those sign-ups occur after Sunday Masses outside Church. (Students receive a certificate for the school-sponsored areas; parents are responsible for signing off hours earned at other areas and booths.)

Publication of available service hours is made at Morning Announcements over the intercom. It is the responsibility of the student to listen and take advantage of the opportunities. If a student has questions, please have him/her come to the main office! Below is a list of school/parish-sponsored service opportunities that normally occur each school year, and the person designated to sign-off for those hours.

April/May

PEDAL FESTIVAL BIKE RIDE

A fund raiser for the school endowment fund, this activity has numerous opportunities for student service hours. If interested, students should see the Assistant Principal to link up with the coordinators. The bike ride is normally held in the spring. (A parent or activity coordinator needs to sign off on these hours.)

FIRST COMMUNION MASSES

The school is often asked to act as the choir for these three Masses, normally held on the first three Saturdays of May. If interested in participating, please speak to our school choir directors. (Sign-off should be with the choir directors.)

GRADUATION RECEPTION

Our school tradition holds that the 7th grade parents host the reception for the graduates and their families after the graduation ceremony. This host group is headed by a core team of 7th grade parents who plan and implement the reception with the help of the remaining 7th grade parent body. 7th grade students, whose parents are on the core team, are invited to volunteer at the reception. This activity is not open to other 7th graders. (A certificate is awarded by the school for these hours.)

June/July

SUMMER SCHOOL AIDES

6th-8th grade students are invited to apply for a volunteer position as an aide in the OLPH Summer School Program, held during the months of June and July. This position requires an interview with the program director, and selection of volunteers is done on a need basis. A form goes

5TH-8TH grade students and their parents need to establish a meeting area for after school departure time.

After 3:45pm, no student should be on campus unless they are directly supervised by their parent/guardian or at their designated after school care location. Remember: there is no charge for CDC care between 3:30 and 3:34pm.

Please follow these procedures exercising diligence and common sense. Younger children require a greater level of supervision than older ones. Therefore, we ask for your assistance and request that you provide appropriate supervision for your children depending on their age. Do not assume that someone else is watching your child, but provide the necessary supervision you would exercise at any public place.

Also, remember that in the front parking lot, the first lane of traffic directly in front of the main building is one-way and flows away from the church and toward the perimeter road. Please use extreme caution when backing out of parking spots and watch your speed!

Communication

Website

Our school website is www.olphselma.org. It has weekly highlights and is used to post emergency information such as weather-related delays or closures. Weekly newsletters and monthly calendars are also posted on the site. These are invaluable sources of information so we encourage you to check back often. All staff members have school email addresses consisting of their last names followed by their first initial @olphselma.org. (For example, Mrs. Palermo is palermoj@olphselma.org).

PowerSchool Parent

OLPH teachers use PowerSchool to track grades and attendance for students. Grades are entered by teachers on a weekly basis so families have access to progress on a real-time basis. A username and password is sent

home by the administrator for each child at the beginning of the year, allowing you to log-in and view information about your student at any time. You can also set your account to send your child's grades directly to your inbox on a daily or weekly basis. A school bulletin with information about school activities and events is also posted on PowerSchool and can be delivered to your inbox as well. This is an excellent way to keep up to date with school events/information each week. You also have access to your cafeteria account balance and your child's attendance records. Mrs. Martinez can help with any questions; contact her at martinezc@olphselma.org.

Wednesday Wildcat Folders

Family news (such as newsletters, menus, picture information, forms etc) is sent home once a week, with the youngest or only child. Please look for the blue, plastic family folder each Wednesday. Also, please do not hold onto the folder; it is due back on Thursday from the same child with whom it was sent home. There is a replacement fee of \$2 for folders not returned, lost, or damaged.

School Directory

A school directory is sent home in the fall with contact information and email addresses for all OLPH families and teachers. Please make sure your information is correct at the Registration Fair, or call the school with updates. A classroom calling tree can be found at the back of the directory which also identifies Room Parents. Please don't hesitate to call a Room Parent with any questions you have about class activities.

Parent-Teacher Conferences

These are held at the end of the first quarter of school after report cards have been distributed. A form is sent home for you to mark your preference for a time block. Conference times are assigned by the office to ensure families with multiple children are scheduled accordingly. Open communication between parents and teachers is paramount. Should you have concerns or questions at any other time during the school year please contact your child's teacher immediately so they can be addressed.

Violin Lessons

Mrs. Fox teaches beginning and advanced violin lessons after school and during summer break. Contact Mrs. Fox in Room 404 or at foxc@olphselma.org.

CDC Summer Fun Program

Geared towards working families, this is a summer program housed in the CDC. Registration information is sent home in the spring. It concludes in early August, as the program closes the week before school starts.

Summer Reading Program

Mrs. Martinez holds a summer reading program in the Library for students to check out books, read with their families or take AR tests. Open from 9am-12pm Tuesdays through Thursdays during designated weeks of the summer. Go to www.olphlibrary.pbwiki.com for more information.

Student Volunteer Hours

Reflecting the mission and philosophy of our school, OLPH seeks to develop a sense of responsibility in each child towards their brothers and sisters in Christ. Students from Pre-K through 8th grade have many opportunities to participate in service to others through our annual food drive, diaper drive, etc.

However, students in 6th through 8th grade are required to meet a minimum number of service hours each school year: 6th grade-15 hours, 7th grade-20 hours, and 8th grade-25 hours (5 here at school or at their own parish). **The calendar date for service hours runs April 1st through March 31st.** We participate in the National Points of Light Volunteer Recognition program, which begins their awards recognition in April. All 5th through 7th graders receive a folder and a service hours record sheet in the spring for the new year's hours. (See the statement in the Student/Parent Handbook for detailed information.)

Chess Class

Taught by National Chess Master, Mr. Alex Weinberg, chess class trains students to use critical thinking skills. Learning strategy and planning skills are emphasized over memorizing openings and closings. Chess class meets once a week from 3:45 to 5pm, each semester. The first half of the class is the didactic session in which Mr. Weinberg teaches. In the second half of class, students are paired off to play chess, with Mr. Weinberg watching the games and giving individual instruction. Tuition is \$175/semester. Last spring, OLPH Chess Class sent a student to the San Antonio Chess Tournament, and this first-time tournament player won 3rd place in the city! More information on the benefits of chess to learning and thinking skills is available in several folders located in the library and in the office. Contact Jennifer or John Harper, 210-655-6600 if you have questions. Information is available at the Registration Fair.

Spirit Team

Open to 6-8th graders, members work on cheers, dances, pep rallies, performing volunteer activities for the school, and cheering at sporting events. Contact Tammy Zgabay 830-964-5699 or Cindy Rudd 210-651-6811.

Dance Class

For our younger students, offered in the CDC cafeteria for students in pre-K3 and up. Classes meet once a week, the pre-K kids meet at 2:15, kindergarten on up meet at 3:45. There is a recital at the end of the year. Sign up information is available at the Registration Fair or contact Diane Swientek at 210.219.6646.

Art Class

Offered by My Art Starz, this is an after school art class that meets once a week in the cafeteria. Watch for more information on start dates and fees or contact My Art Starz at 210-945-4411.

Testing

Iowa Test of Basic Skills (ITBS)

This is the standardized test administered each spring at all grade levels. This series of tests takes several days to administer, and tests knowledge. Examples of content areas tested include Vocabulary, Mathematics, Reading Comprehension, etc. Scores are sent home with the final report card.

Cog At (Cognitive Aptitude Test)

An addition to the ITBS testing for 2nd and 6th graders, although it has a separate test book and answer sheet. This tests ability, or aptitude, to learn. Three areas are tested: verbal, quantitative, and non verbal. Results are included with the ITBS scores.

HSPT (High School Placement Test)

Eighth Graders take this placement test at the high school of their choice on the first Saturday in December. This is a standardized test that takes about three hours to complete; it also includes a prompt for a writing sample. Students have the opportunity to visit area Catholic high schools beginning in September.

ACRE (Assessment of Catholic Religious Education)

This standardized test is published by the National Catholic Education Association. It is given in grades 5 and 8, and tests knowledge of core faith.

Accelerated Reader (AR)

This supplement to the Reading program allows students in Kindergarten through 5th grade to take comprehension tests on books they have read. An online testing program, points are earned for each book read and tested. Every grade level has point goals to be achieved each quarter; a comprehension score of 80% must be reached on the test in order to earn points towards the goal. The AR program counts as two test scores in a student's Reading grade for each quarter. Kindergarten doesn't officially start the program until the second semester.

In quarters three and four, Kindergarten students have a goal of two points. First graders' goals are four points per quarter, 2nd grade- five points, 3rd grade-10 points, 4th-grade-15 points, and 5th grade-20 points.

Classroom teachers often provide other incentives (such as stickers, medals, or trophies) for reaching higher goals. Our librarian, Mrs. Martinez, gives awards to the top 10 point earners in the school. The upper grades may also use the program for review of classroom books or for extra credit. Log-in information for students and parents to view results is sent home at the beginning of the year. Students are allowed time during the school day to take tests or can test in the Library before or after school. Contact Mrs. Martinez with any questions at martinezc@olphselma.org.

Math Facts

An online testing program for strengthening basic math skills, this is a supplement to the math program. These are essentially timed tests at all grade levels. Minimum goals are set for each quarter at every grade level. For instance, Kindergartners might be expected to complete addition facts with "0 and 1" in three minutes in the 4th quarter. Once a student has met the minimum goals for the grade level, the time limits can be reset to encourage faster results. Log-in information is the same for the AR Program; information is sent home at the beginning of the year. Students are allowed time during the school day or computer class to take tests, or can test in the Library before or after school. For more information contact Mrs. Martinez.

Parent Teacher Council (PTC)

Meetings

PTC meetings are held once a month in the school cafeteria. FREE BABYSITTING is provided in the library for children ages 3 and up; meetings usually last less than an hour. The class with the highest parent attendance wins \$50 for the classroom. Parents can also win; raffle tickets are given out and the winner receives a gift card! Updates from the council and the principal are given at every meeting so this is an excellent opportunity to keep up with school news. Please plan on attending!

Jr. Beta Club

An achievement-service organization for 6-8 graders, members are nominated by the Principal and faculty of the school. Students must have a grade point average in core subjects of at least 94 and are required to maintain the grade point average for two consecutive nine-week periods before being admitted. Monthly meetings are held before school in the Science Lab.

Cub Scouts

Pack 343, is for boys 1st-5th grade. Meetings are usually held the 3rd Friday of the month at 7pm in the school cafeteria. To join the Pack, contact Colleen Guerra at guerrac@olphselma.org. Sign up information is usually available at the Registration Fair as well as www.pack343.selmatexas.org.

Boy Scouts

Troop 343, is for those in 6th grade and up. The Boy Scouts typically meet on Mondays at 7pm in the school cafeteria. Contact Mike Maffei for more information at mmaffei@earthlink.net.

Girl Scouts

Troop 344 is for girls in grades K-7th grade. Meetings are usually held twice a month on Wednesdays at 3:30pm. Contact Gloria Vela Moser for more information: gdvela@hotmail.com.

Little Flowers/Virtues Club

All girls in grades 2-4 are invited to join Little Flowers, and girls in grades 5-8 are invited to join the Virtues Club. These clubs meet to inspire an awareness and understanding of the virtues, and a spirit of service to God and others. Meetings are held after school on the 3rd Wednesday of each month. Contact Mrs. Anne Walsh for more information.

Spanish Club

Open to 7th and 8th grade students enrolled in Spanish I or II. This is a great opportunity to learn more about the culture and language. There will also be the opportunity to celebrate cultural traditions along with liturgical celebrations. Contact Mrs. Conti at contia@olphselma.org.

After School/ Extra Curricular Activities

AIAL Sports

Archdiocesan Interscholastic Athletic League is for grades 6-8. OLPH supports teams in girls volleyball, boys and girls soccer, boys and girls basketball, cross country, golf, softball, baseball and track. Try-out information is sent home to the appropriate grade levels. Contact athletic director Coach Goss with any questions. *Please note: All students participating in any OLPH sport must have a current medical physical and be up to date on all required immunizations as required by the Texas Department of Health. Physical forms are available online or in the school and CDC offices.*

CYO Sports

Catholic Youth Organization is for grades pre-K4-5th grade. This sports program is **offered through the parish so no sign up information comes home in Wednesday folders or in the newsletter.** The parish bulletin announces sign up dates as does the website: olphcyo.org. Registration is held in the school cafeteria at announced times. Since teams are organized by age, a birth certificate is required for initial registration. Teams include boys and girls soccer, volleyball, boys and girls basketball, boys and girls track, baseball, softball, and tee-ball.

PSIA

Private Schools Interscholastic Association, this academic competition is open to all students grades 1-8. Eighteen different events make up the annual competition usually held in March. The events are limited to specific grade levels and include categories such as Creative Writing, Mathematics, Spelling, Poetry Interpretation and many more. Students begin practicing once a week for several months prior to the competition. The top three students in each event attend the district competition. The state competition is held in April at TCU in Fort Worth. In the spring of 2010, OLPH won First Place at the district level! Information comes home with students in late fall, students sign up for events with their homeroom teachers. Contact Mr. Tomlin or Mrs. Gill with any questions. For more information visit www.psiacademics.org.

Casino Night

Our biggest fundraiser, it is held every spring in the school gym. The evening event includes music, entertainment, dinner, casino tables and a silent auction. Classrooms work on special silent auction items for parents to bid on. Families are encouraged to ask favorite businesses to contribute. Event planning meetings are held in late winter.

Fall Tuition Reduction Fundraiser

An opportunity for families to reduce the amount of tuition they owe. As an optional fundraiser, families sell items from a catalog; 50% of their proceeds goes towards reducing the family's tuition.

Halloween Carnival

Held the last Friday in October, this is a wonderful family-oriented event. The night includes great BBQ, cotton candy, hayrack rides, a D.J., and costume contests in several divisions from pre-K through adults. There is trick or treating and a junior haunted house in the CDC building for little ones, and a more mature haunted house in the gym. Classroom parent volunteers are crucial, and they oversee games and rides in the parking lot behind the gym and CDC. Look for planning meetings and more information in September.

Catholic Life Insurance Sweepstakes

This is a great new fundraiser for OLPH, sponsored by Catholic Life Insurance—a 100% win-win for the school! Catholic Life has been a Catholic school supporter for over 110 years; with this event, Catholic Life provides the grand raffle prize, including the choice of a truck, car, or \$20,000 in a prepaid VISA card, as well as a number of secondary prizes. They also provide all promotional materials, collection envelopes and prizes to encourage ticket sales. Sales (each ticket is \$5) run from September through January, with the drawing held during Catholic Schools Week.

HEB/Gift Card Sales (previously called Scrip)

Gift cards to HEB and many other retailers are sold every weekend after Mass and are always available in the school office. An order form is also sent home once a month in the Wildcat folder. The program makes available gift cards from vendors such as Wal-Mart, department stores, restaurants and entertainment items like movie tickets. When these gift cards are purchased from the school, these retailers share a percentage of the purchase with OLPH School, while the cards retain the full face value paid, just like cash! The percentage OLPH receives varies by vendor, and is detailed on the order form. The power of this program is in participation. Please consider using the program not only for gifts, but for everyday shopping and dining. When cards are purchased for everyday expenses – *purchases you already make* – OLPH School receives from 1.25% up to 20% of that purchase!

OLPH Pedal Festival

A bike ride usually held in the spring benefiting the School Endowment Fund. More than 200 riders tackle distances from 5 miles up to 100 miles. A great family outdoor activity or volunteer opportunity, as many volunteers are always needed for registration and rest stops. More information is available in the second semester and on the school website.

CiCi's Pizza Night

Held once a month, CiCi's pizza donates a percentage of the night's sales to OLPH. Available for dining in or carry out, simply put your receipt in the OLPH bucket next to the register in order for the sale to count. Students write their homeroom on the back of the receipt; and the class with the highest number of receipts wins a pizza party for their class. This is also a great opportunity to meet up with other OLPH families.

Spirit Days

Days when students are allowed to wear "spirit wear," which consists of an approved OLPH t-shirt (Blue Ribbon, PE, CYO or spirit shirts sold by the PTC) and blue jeans or normal uniform bottom. All PTC meeting days are Spirit Days. Other days may be announced throughout the year. See page 15 of the handbook for more information.

Vocations Week

Usually takes place for a week in March. The Spiritual Life Committee members organize speakers for all the classes. Speakers represent religious life from many aspects, including priests, brothers, sisters, deacons, and seminarians.

May Crowning

Held at the first Friday Mass in May, all students and teachers are invited to bring one long-stemmed flower, real or artificial, as we crown the Blessed Mother, Queen of Heaven and Earth. As with all school Masses, parents are invited to attend.

St. Ann's Diaper Drive

Always held the Sunday before Mother's Day, the school collects gently-used furniture, clothing, etc. to benefit the Seton Home for Unwed Mothers. Collection begins two weeks prior. The drive is sponsored by the Spiritual Life Committee. Much like May Crowning, students, teachers and parents are invited to bring items to Mass on the designated Friday.

School Pictures

Picture taking opportunities happen throughout the year. Individual pictures are taken in the fall; students are allowed to wear dress clothes. Information is sent home prior to picture day, money is collected before pictures are taken. A class picture is taken in the winter; students wear uniforms and are photographed only as a class. Payment information is sent home and collected before the picture is taken. Individual pictures are taken again in the spring and are optional. Students can wear dress clothes for the photo, but are expected to bring their uniforms to change into afterwards. Orders are handled after the proofs come back.

Yearbooks

Yearbooks are ordered in the spring and usually delivered the following summer during the Registration Fair.

Field Trips

All grade levels take at least one field trip a year. At some grade levels, parents may be invited as chaperones. Classroom teachers send out the appropriate information as time draws near. In order for parents to attend, they must have completed the Archdiocesan mandated Safe Environment Training. Please see the Volunteering section for complete training requirements. The destinations include: Kindergarten- Magik Theater and Children's Museum, 1st Grade- San Antonio Zoo, 2nd Grade- San Antonio Rodeo, 3rd Grade- Natural Bridge Caverns and Wildlife Park, 4th Grade- Witte Museum, 5th Grade- Seguin Outdoor Learning Center, 6th Grade- Witte Museum, 7th Grade- LJB Ranch, 8th Grade (Retreat) Honey Creek Center.

Monthly Adoration with our Lord in the Blessed Sacrament Chapel

Kinder through 8th grade goes to Adoration once a month with a parent partner. Dates and times are set up with the Religion teachers; length of time spent in Adoration varies by grade level with 50 minutes reserved for 6th-8th graders. To volunteer, contact the Spiritual Life Committee.

Living Rosary

Held in October, the month of the Rosary, students become a "living rosary" as they pray. Recitations are done twice, once with the 1st through 4th grades, and again with the 5th through 8th grades. Kindergarteners attend as participants.

Approximately nine students are chosen from each class to become the beads of the Rosary. Exact dates will be announced, parents are encouraged to attend!

Christian Music Week

Held during the lunch hour on the playground throughout one week in May, students listen to CDs and music that is Christian-based, in an effort to enrich the student's awareness of alternative types of music. Students can also win CDs through drawings held during the lunch hour. This event is sponsored by the Spiritual Life Committee.

Spirit Wear

The PTC sells OLPH t-shirts in both adult and children's sizes, along with other OLPH accessories. The "Spirit Shop" is available at the Registration Fair and at many PTC meetings. PLEASE NOTE: The "Blue Ribbon" and "Fish" t-shirts sold by the PTC are considered the **official field trip shirt**.

Volunteer Requirements

There are many wonderful opportunities to volunteer at OLPH and each family is encouraged to volunteer 10 hours. Sexual Misconduct, Family Life/Safe Environment Training, and Criminal Background Checks are Archdiocesan mandated programs to enhance the safety and security of our community. All individuals who volunteer or work at the school, chaperone field trips, or have direct contact with any children must complete this training. **There are no exceptions to this policy.** Sexual Misconduct Training is a one-time requirement for the school. Family Life/Safe Environment and a Criminal Background Check are required every three years. **Every volunteer must have an Archdiocese of San Antonio "Certificate of Training" on file in the school office.** Training sessions for these programs are conducted throughout the year and throughout the diocese. Information about these training sessions is sent home in the Wildcat Folder and posted on the website.

Transition Night

Held immediately before the last PTC meeting of the year, this is a chance for parents to meet the teachers for the next school year. Teachers answer questions about the upcoming grade level and pass along suggestions for summer study.

More Fundraising Opportunities

Please also save **Box Tops for Education, Soup Labels, toner cartridges, labels from Tyson products, labels from Nestle Water and phone books** for other fundraising opportunities! All of the above can be turned into the classroom teacher; or place labels in the giant Campbell Soup Can in the hall outside of the school office.

Yearly Highlights

Catholic Schools Week

Kicks off with a Mass and Open House on the last Sunday in January, this week-long celebration highlights our school with events like Spirit Day, Theme Day (each classroom comes up with a theme and dresses accordingly), pep rallies, and “eat lunch with your child” day. The week concludes with inviting grandparents, or special adult, for Mass and breakfast, then early dismissal.

Science Fair

The Fair is held each year in the gym during Catholic Schools Week. Grades K-3 are assigned a project relating to science, teachers send home all pertinent information well in advance. Fourth grade introduces students to the scientific method with a grade level competition, and several weeks are spent planning. Grades 6-8 compete in the school Science Fair; winners go on to compete in the Archdiocesan Science Fair hosted by OLPH. Look for information from classroom teachers or contact Mrs. Sharp.

Earth Day

During this school-wide celebration, students create projects following the year’s ecological theme and display them in the gym. Eighth-graders develop activities and a presentation to teach younger students more about the theme. Guidelines for the projects are sent home by classroom teachers, and projects count as a Science grade. For more information, contact Mrs. Sharp or Mrs. Walsh.

Spelling Bee

Held each year in January, grades 1-4 compete first in the Junior Spelling Bee. The top three spellers from the Junior level compete the next day with grades 5-8 in the School Spelling Bee. The winner goes on to compete in the San Antonio Express News Spelling Bee. A voluntary activity, spelling lists are posted online in advance for students to practice. Competitions are held in the cafeteria, and parents are invited to attend. Contact Mr. Tomlin for more information.

History Fair

Held only when the school schedule permits, it is open to grades 6-8. The National History Fair Association chooses a theme; students can choose to compete in Performance, Research Essay, Exhibit, or Documentary Video. Presentations can be either individual or group. See Mrs. Stewart for more information.

Geography Bee

Grades 6-8 compete early in the second semester. Class winners compete to determine the school level winner. See Miss Weems for more information.

Saint Bowl

Held in the last week of December before Christmas break, grades 2nd and up are invited to compete. This written test is based on the knowledge of saints; a study guide is posted on the school website in August. Grades 2-4 compete at the junior level, 5-8 compete at the senior level. Contact Mrs. Newquist for more information.

Talent Show

Held in the spring in the gym, all students are invited to showcase their talents. The music department announces tryouts, and students participate either individually or in groups. Parents are invited and encouraged to attend. Watch for more information in the spring.

Field Day

Held near the end of the school year, students spend the morning in fun outdoor exercise activities. This is another great volunteer opportunity for parents as volunteers are needed to escort groups and facilitate activities. This event is coordinated by the PE department.

Book Fairs

Held at least twice a year, usually right when school starts and again the week before spring break. Volunteers are welcome; please contact Mrs. Martinez in the library if you can help.