

A Beginner's Guide

to Our Lady of Perpetual Help
Catholic School
2018–2019

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!

Mission Statement: Our Lady of Perpetual Help Catholic School builds character and shapes tomorrow's leaders by delivering academic excellence in a Catholic faith based community.

Contents

To Ensure a Good Beginning...

| | |
|--|---|
| Wildcat Roundup | 6 |
| Campus Clean-Up | 6 |
| First Day of School | 6 |
| New School Year Kick-Off Family Mass/Picnic..... | 6 |
| Lunchroom Procedures..... | 7 |
| Shaved Ice Thursdays and Ice Cream Fridays | 7 |
| Weekly Mass | 7 |
| Uniforms | 7 |

K-8th School Day Schedule

| | |
|-------------------------------|---|
| Extended Day Program..... | 8 |
| Library and Computer Lab..... | 8 |
| Tutoring..... | 9 |

Drop Off and Pick Up Procedures

| | |
|----------------|----|
| Drop Off | 9 |
| Pick Up..... | 10 |

Communication

| | |
|----------------------------------|----|
| Website | 11 |
| FACTS RenWeb | 11 |
| Wednesday Wildcat Folders | 12 |
| School Directory..... | 12 |
| Parent-Teacher Conferences | 12 |

Testing

| | |
|--|----|
| Iowa Test | 13 |
| Cognitive Aptitude Test (Cog At) | 13 |
| High School Placement Test (HSPT)..... | 13 |
| Assessment of Catholic Religious Education (ACRE) | 13 |
| Preliminary Scholastic Aptitude Test 8/9 (PSAT 8/9)..... | 13 |
| Accelerated Reader (AR)..... | 14 |

Parent Teacher Council (PTC)

| | |
|---|----|
| Meetings..... | 15 |
| Casino Night..... | 15 |
| Halloween Carnival..... | 15 |
| Catholic Life Insurance Sweepstakes | 15 |
| HEB/Gift Card Sales (previously called Scrip) | 16 |
| CiCi's Pizza Night..... | 16 |
| Spirit Days | 16 |
| Spirit Wear..... | 17 |
| Volunteer Requirements | 17 |
| More Fundraising Opportunities | 17 |

Yearly Highlights

| | |
|---|----|
| Retreats..... | 18 |
| Catholic Schools Week | 18 |
| Science Fair..... | 18 |
| Earth Day..... | 18 |
| Spelling Bee | 19 |
| Geography Bee..... | 19 |
| Saint Bowl..... | 19 |
| Talent Show..... | 19 |
| Field Day | 19 |
| Book Fairs | 19 |
| Field Trips | 20 |
| Monthly Adoration with our Lord in the Blessed Sacrament Chapel..... | 20 |
| Living Rosary | 20 |
| Vocations Week | 20 |
| May Crowning..... | 20 |
| St. Ann's Baby Drive | 21 |
| School Pictures | 21 |
| Yearbooks..... | 21 |

After School/ Extra Curricular Activities

| | |
|------------------|----|
| AIAL Sports..... | 22 |
| CYO Sports..... | 22 |

| | |
|-------------------------------|----|
| CAAC | 22 |
| Jr. Beta Club | 23 |
| Cub Scouts..... | 23 |
| Boy Scouts..... | 23 |
| Girl Scouts | 23 |
| Chess Club..... | 24 |
| Cheer Team | 24 |
| Art Class..... | 24 |
| CDC After School Classes..... | 24 |
| CDC Summer Fun Program | 25 |

Student Volunteer Hours

April/May

| | |
|-----------------------------|----|
| First Communion Masses..... | 26 |
| Graduation Reception..... | 26 |

August

| | |
|-----------------------|----|
| Campus Clean-up | 27 |
|-----------------------|----|

September-March

| | |
|--|----|
| Parish Festival..... | 27 |
| Blanket Project..... | 27 |
| Fish Fry..... | 28 |
| St. Ann's/St. Michael's Chicken Dinner | 28 |

Ongoing Service Opportunities

| | |
|------------------------------------|----|
| Weekend Mass Servers | 28 |
| Church Cleaning..... | 28 |
| Babysitting for PTC Meetings | 28 |
| Miscellaneous Campus Help | 29 |

Friends of Mary Parent Volunteer Program

| | |
|--|----|
| 8 th Grade Christmas Luncheon Coordinators..... | 29 |
| 8 th Grade Graduation Dance | 29 |
| 7 th Grade Committee for the 8 th Grade Graduation Reception | 29 |

PTC Committees

| | |
|--------------------|----|
| Cici's Pizza | 30 |
|--------------------|----|

| | |
|--|----|
| Halloween Festival..... | 30 |
| School Movie Night(s) | 30 |
| Used Uniforms..... | 30 |
| Babysitting (PTC Meetings) | 30 |
| Catholic Schools' Week Hospitality | 30 |
| Faculty and Staff Recognition | 30 |
| Grandparents' Day..... | 31 |
| Moms in Prayer..... | 31 |
| Spiritual Life..... | 31 |
| Fund Raiser: Casino Night | 31 |
| Wildcat Welcome Back BBQ..... | 31 |

School Volunteer Needs

| | |
|--|----|
| Room Parents..... | 32 |
| Classroom Helpers..... | 32 |
| Earth Day..... | 32 |
| Field Day..... | 32 |
| Helping Hand Fund Drive..... | 32 |
| Thursday and Friday Helpers | 32 |
| Library Helpers..... | 33 |
| Lost and Found “Manager” | 33 |
| Parking Lot Safety..... | 33 |
| CAAC (Catholic Arts and Academic Competition)..... | 33 |
| School Health Screening..... | 33 |
| HEB/Gift Card Weekend Sales | 33 |

Child Development Center Volunteer Needs

| | |
|-------------------------------|----|
| CDC Trike-A-Thon..... | 34 |
| CDC CiCi's Pizza Parties..... | 34 |
| Pre-K Room Parents | 34 |

OLPH Campus Maps

| | |
|-------------------------------------|----|
| Pick-up & Drop-off Procedures | 35 |
| School Classroom Arrangement..... | 36 |
| CDC Classroom Arrangement..... | 37 |

To Ensure a Good Beginning...

Wildcat Roundup

Held before the start of school, any outstanding paperwork is finalized at this time. 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 supplier, will be on campus. School Yard provides samples for students to try on to ensure correct size, uniforms are then ordered and purchased. School Yard returns to campus for a “pick up” day before school starts; make sure to bring your receipt to pick up day. School Shoes Unlimited, our school shoe provider, will also be on campus selling uniform shoes.

Campus Clean-Up

Usually held the 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 staff. Students in need of service hours can count this time towards their required hours; they should sign in and pick up a service sheet at the office. Students should have this service sheet signed by teachers as service time is completed that morning.

First Day of School

Parents are invited to walk children into their classrooms. Afterwards, please join other parents at the Boo-Hoo and Yahoo breakfast held in the Pastoral Center from 8:15-9:15 am.

New School Year Kick-Off Family Mass/Picnic

Held the Saturday following the first week of school, families are invited to attend the regularly scheduled Saturday, 5:30 pm 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.

Lunchroom Procedures

Cafeteria service begins the first day of school. A menu is posted on FACTS|Renweb to help plan the days your child eats a hot lunch in the cafeteria. Lunch and beverage prices are: lunch-\$4.00, beverage-50¢. 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 \$4.50 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.

Shaved Ice Thursdays and Ice Cream Fridays

Shaved ice is offered on Thursdays, and ice cream treats on Fridays, each for \$1. They cannot be charged to your child's lunch room account. Due to allergy concerns, students should purchase these items only for themselves.

Weekly Mass

Mass is normally held at 8:30 am on Wednesdays, although in the event of a Holy Day or calendar conflict, another day may be scheduled. 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 can sit with parents, grandparents or a special guest in attendance. Students are returned to the homeroom teacher in the church, after Mass.

Uniforms

Please see the uniform section 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; 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 Wildcat Roundup. Look for upcoming sales in the school newsletter.

K-8th School Day Schedule

| | |
|----------|--|
| 7:45am | Classroom doors open; students go to classrooms |
| 8:00am | Bell rings; classes begin with prayer and pledge |
| 3:25pm | Kindergarten dismissal |
| 3:30pm | Grades 1-8 dismissal |
| 3:30-4pm | Extended Day students meet in cafeteria |
| 4-6pm | Students in Extended Day program |

PLEASE NOTE: In the mornings, parents should not enter classroom buildings before 7:45am, and should leave the buildings promptly as the bell rings at 8am. Students arriving after 8am must be escorted to the school office, and signed in by their parent.

At the end of the school day, parents are asked to wait for their children outside the school buildings. After 3:45pm, no student should be 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 7:00am to 6:00pm, then again. Any 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. For more information, contact Mrs. Stephanie Dunne, CDC Director, at 651-6819.

Library and Computer Lab

Library and computer lab hours are from 7:30am to 4:00pm, unless otherwise posted. On Mondays and Wednesdays, the Library is open until 4:30pm. Students are welcome to come in and take AR tests in the library and lab. Students may not be dropped off at these locations;

parents should accompany students, but are not allowed to help with testing. Students may also check out books or read with their parents during library hours.

Tutoring

Tutoring is available for all grades, and should be arranged with the homeroom teacher for grades K-5th. Middle school teachers publish their tutoring schedules at the beginning of the year. On the days tutoring is offered, middle school students sign in at the tutoring table in the cafeteria and wait for their teacher to escort them to the classroom. Parents wait for their student outside the class room, and their student will be dismissed to them at the end of the scheduled tutoring time. Students without a parent to meet them will be delivered to the Extended Day Program.

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 7:45am. (No student may be dropped off before 7:45am.) Students are met by faculty and/or staff members until 8:00am, when the drop-off lane closes. If you arrive after 8am you must park in the front parking lot, escort your child to the school office, and sign them in.

Children arriving before 7:45am must be dropped off in the cafeteria. Parents must park and escort their children into the cafeteria.

The parking lots in front of the main building and behind the Pastoral Center 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 on the sidewalk in front of the building where their

homeroom is located, parents may choose to allow the child to continue on at this point to his or her classroom or escort their child to the 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.

All students in grades K-8th who depart through drive-through are escorted to this area by a staff member to await pick-up. No student is permitted to walk unescorted to the drive-through lane. The parking lots in front of the main building and behind the Pastoral Center 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 pull your student out of the class line before they arrive at the designated location; please wait for your child's class to arrive at the designated location and the teacher will release your child to you.

PLEASE DO NOT STOP OR PARK AND SIGNAL YOUR CHILD TO EXIT SCHOOL GROUNDS BY HIM OR HERSELF TO COME TO YOUR VEHICLE!

KINDERGARTEN students are dismissed to parents/ designated persons in front of the church. 1ST & 2ND grade students are dismissed to parents/ designated persons in front of the Pastoral Center.

3RD & 4TH grade students are dismissed to parents/ designated persons in front of the Courtyard by the Library. 5TH – 8TH grade students are dismissed to parents/designated persons in front of the Multi-Purpose Educational Building. After 3:45 pm, no student should be on campus

unless they are directly supervised by their parent/guardian or at their designated after school care location.

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. 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.

FACTS | RenWeb

OLPH teachers use FACTS|RenWeb 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 through ParentsWeb. A username and password are sent home by the administrator for each family at the beginning of the year, allowing you to log-in and view information about your student at any time. Announcements, calendars, and lunch menus are available on the home page. This is an excellent resource to keep up to date.

Wednesday Wildcat Folders

Family news (such as updated calendars, monthly 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. Since communication is critical and often time sensitive to our families, please read through enclosed materials carefully. Any materials needing attention such as a signature or check (for picture order forms, year book orders etc.) should be returned to the school through the same blue folder to the teacher. 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 \$5 for folders not returned, lost, or damaged.

School Directory

A school directory is accessible on FACTS|RenWeb with contact information and email addresses for OLPH families and teachers. Please make sure your information is correct at Wildcat Roundup or call the school with updates.

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, or your teacher may email a web-based sign up page. Scheduled conference times ensure families with multiple children have the opportunity to meet with all teachers. 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.

Testing

Iowa Test

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

Cognitive Aptitude Test (Cog At)

This is an additional test to the Iowa for 2nd and 6th graders, and 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 IOWA scores.

High School Placement Test (HSPT)

Eighth Graders take this placement test at the high school of their choice on the first or second 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.

Assessment of Catholic Religious Education (ACRE)

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.

Preliminary Scholastic Aptitude Test 8/9 (PSAT 8/9)

The PSAT 8/9 is given to 8th Grade students by the end of January. The PSAT has two sections: Math and Evidence-Based Reading and Writing.

The tests measure the same skills and knowledge in ways that make sense for different grade levels, so it is easier for students, parents, and educators to monitor student progress.

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, students can earn points by reading books and taking comprehension tests over what is read. 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 does not officially start the program until the second semester.

The point goals for each grade level are posted each quarter in the library and computer lab as well as each classroom. The goals are also posted on our school website and on FACTS|RenWeb in the Resource Documents.

Classroom teachers often provide other incentives (such as stickers, medals, or trophies) for reaching higher goals. Our librarian gives awards to the top 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 or computer lab before or after school. Please contact the school librarian, Ms. Brooke, with any questions at brookej@olphselma.org.

Parent Teacher Council (PTC)

Meetings

PTC meetings are held several times a year 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!

Casino Night

Our biggest fundraiser, it includes music, entertainment, dinner, casino tables and a silent auction. Classrooms create one-of-a-kind silent auction items for which parents bid. Families are encouraged to ask favorite businesses to contribute. Event planning meetings are held during the school year.

Halloween Carnival

Held the last Friday in October, this is a wonderful family-oriented event. The night includes great BBQ, cotton candy, hay 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. Classroom parent volunteers are crucial. Look for planning meetings when school begins.

Catholic Life Insurance Sweepstakes

This is a great 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 early January, with the drawing held during at the

Archdiocesan Khaki & Plaid Gala. Although the grand prize drawing is an Archdiocesan event, the entire cost of each ticket (\$5) stays right here in the school! Each student is required to sell 20 tickets. Those who do not sell the tickets will have the remaining dollar amount added to their FACTS|RENWEB account.

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 at the CDC 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 Walmart, H-E-B, Starbucks, department stores, restaurants and movie theaters. When these gift cards are purchased from the school & CDC, these retailers share a percentage of the purchase with us 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!

CiCi's Pizza Night

Usually 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 (PE, CYO, or spirit shirts sold by the PTC) and normal uniform bottom. Every Monday is a Spirit Day; additionally, students have the privilege of wearing jeans with their spirit shirt

when they bring in a can of food to share with the St. Vincent de Paul Society, SVdP. A featured food item is requested each week and posted throughout campus and in the weekly newsletter. SVdP offers critical assistance to area families in need, and the school has become their primary support, providing an average of over 3,000 lbs. of food each school year.

Other Spirit Days may be announced throughout the year. See the entry for Spirit Days in the Student Parent Handbook for more information.

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 Wildcat Roundup and at many PTC meetings.

Volunteer Requirements

There are many wonderful opportunities to volunteer at OLPH and each family is encouraged to volunteer a minimum of **10 hours**. VIRTUS training (formerly known as Safe Environment Training) and Criminal Background Checks are required by the Archdiocese 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.** 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 is completed via the online program Virtus, at <https://www.virtus.org>.

Transition Night

Held in late May, 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** for other fundraising opportunities! These items can be turned into the classroom teacher or to the school office.

Yearly Highlights

Retreats

School-wide retreats are offered at the start of Advent and Lent to encourage a deepening awareness of, and participation in the great liturgical seasons of the Church calendar. Students in 5th and 6th grades, and on a separate date, students in 7th and 8th grade attend an annual Dignity Retreat, to examine our common call to live the virtues, especially kindness, charity, and chastity, so that they might more readily treat others as they would be treated. Also, at the beginning of the school year, the 8th grade attends a separate retreat.

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, 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 and fifth grades 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 may advance to compete in the Archdiocesan Science Fair. Look for information from classroom teachers or contact Mrs. Sharp (Middle School Science Teacher).

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.

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 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. Parents are invited to attend. Contact Ms. Brooke (Librarian) for more information.

Geography Bee

Grades 6-8 compete early in the second semester. Class winners compete to determine the school level winner. See Mrs. Shuck (Middle School Social Studies Teacher) or Ms. Weems (Art Teacher) 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.

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; 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 Ms. Brooke in the library if you can help.

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 to attend a field trip, parents must be current in Archdiocesan requirements: VIRTUS training and Criminal Background Check. Please see the Volunteering section for complete training requirements.

Monthly Adoration with our Lord in the Blessed Sacrament Chapel

Kinder through 8th grade go to Adoration once a month with a parent chaperone. Dates and times are set up with the Religion teachers; length of time spent in Adoration varies by grade level with 45 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!

Vocations Week

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

May Crowning

Held at the first 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 Baby Drive

Always held the Sunday before Mother's Day, the school collects gently-used furniture, clothing, etc. to benefit a charity in San Antonio supported by the Archdiocese. Collection begins two weeks prior. The drive is sponsored by the Spiritual Life Committee in union with the St. Ann's Society. Classrooms bring their donations to Mass on the designated day.

School Pictures

Picture taking opportunities happen throughout the year. Individual pictures are taken in the fall; students wear their school uniform for this official school picture. 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 fall and are usually delivered shortly after the start of the next school year.



After School/ Extra Curricular Activities

AIAL Sports

The Archdiocesan Interscholastic Athletic League is for middle school students, primarily grades 6-8. OLPH supports teams in girls' volleyball, co-ed soccer, boys' football, boys' and girls' basketball, cross country, golf, softball, baseball and track and field. Try-out information is sent home to the appropriate grade levels. Contact the Athletic Director with any questions, scheela@olphselma.org. *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 PK4 - 5th grade. This sports program is **offered through the parish, so sign up information may not always come home in Wednesday folders or be in the newsletter.** The parish bulletin announces sign up dates as does the website: olphcyo.org. Registration is held in the school cafeteria or library at announced times, usually on the weekends following Mass. Since teams are organized by age, a birth certificate is required for initial registration. Teams include boys' and girls' soccer, girls' volleyball, boys' and girls' basketball, boys' and girls' track, baseball, softball, and tee-ball.

CAAC

Catholic Arts and Academic Competition, sponsored by the Archdiocese Department of Catholic Schools, is open to students grades 1-8. Information is sent home via the school newsletter and the Wednesday folder. Four separate areas comprise the contest season: STREAM Challenge, Creative Arts Contest, Cheer for Christ, and Sing at the Cross.

The Four Pillars of CAAC support:

1. **Catholic Identity** by teaching students to proclaim the Catholic faith, to demonstrate Catholic attitudes and principles, to gain knowledge of Roman Catholic Church teachings and to make Christian choices.

2. **Arts & Humanities** by engaging students in exploring social justice issues, delving into biblical and religious studies, researching faith-based literature, and discovering their God-given talents.
3. **Academic Achievement** of students by celebrating academic achievement through various assessment and performance-based categories.
4. **Competition Community**, encouraging students to honor God as they express their uniqueness as Catholic students, enhance social and personal skills, and foster community among Archdiocesan Catholic schools.

Jr. Beta Club

An achievement-service organization for 6-8 graders, members are nominated by the faculty of the school and the Principal. 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; students must also maintain a Satisfactory conduct grade. Monthly meetings are held before school in the Science Lab. The current faculty sponsor of the Jr. Beta Club is Mrs. Sharp, Middle School Science Teacher.

Cub Scouts

Pack 343, is for boys in the 1st-5th grades. Meetings are usually held the 3rd Friday of the month at 7pm in the school cafeteria. Sign up information is usually available at Wildcat Roundup 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. Please contact the parish office for more information.

Girl Scouts

Girls Scouts is for girls in grades K-8th grade. There are several Girl Scouts Troops in the parish. Please contact the parish office for more information.

Chess Club

Taught by a National Chess Master, 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 students learn chess. In the second half of class, students are paired off to play chess, with the instructor watching the games and giving individual instruction. Separate tuition money is required. 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. Information is available at Wildcat Roundup.

Cheer Team

The Middle School Cheer Team is open to students in grades 5-8. The cheer team participates at home sporting events, school sponsored pep rallies, and Cheer for Christ Competition. Tryouts are held each spring. Please contact the school office for information.

Art Class

Offered by My Art Starz, this is an after-school art class that meets once a week. Watch for more information on start dates and fees.

CDC After School Classes

TOT Class – Geared for children ages 3-5, TOT participants will learn 25 basketball skills during the training program. TOT focuses on academic concepts along with athletic and agility skills. All children will get two opportunities to perform at professional games. Register online at parents.teamsoftomorrow.com. For more information please contact Dana Elliot at 210-383-1311.

Stomp and Play – Is a local music and movement program. Their goal is to provide a child with invigorating motor activities that foster early childhood brain development as well as the importance of living a healthy lifestyle. For more information please contact Tracy Wiggins at 210-876-4076.

Orchestra (Guitar & Violin Lessons) – Offered by Martha Marquez, you can sign up for group lessons held after school once a week. Please contact Martha at nostringsattachedsa@aol.com.

Dance Class – Offered by Twinkle Toes Dance and Fitness, dance is offered once a week from August-May. This program is ideal for parents who work and find it difficult to get their child to and from dance studios and want to get their child involved in a healthy life style through the art of dance. Please contact Stephanie at 210-910-9131 for more information.

CDC Summer Fun Program

Geared for working families, this is a summer program run by the CDC. Registration information is sent home in the spring. It concludes at the end of July/ early August, closing the week before school In-Service training starts.



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 PK - 8th grade have many opportunities to participate in service to others through our annual food drive, diaper drive, etc.

Students in 4th through 8th grade are required to meet a minimum number of service hours each school year: 4th Gr ~ 5 hours, 5th Gr ~ 10 hours, 6th Gr ~ 15 hours, 7th Gr ~ 20 hours, 8th Gr ~ 25 hours (5 here at school or at their own parish). **The calendar date for service hours runs May through April.** All 4th through 8th graders receive a folder and a service hours record sheet the first week of school for the new year's hours. (See the statement in the Student/Parent Handbook for detailed information.)

Service opportunities to meet the required hours are announced over the intercom after Morning Prayer, in homeroom, and in the school newsletter. It is the responsibility of the student to take advantage of posted opportunities. If a student has questions, please have him/her speak to the Religion teacher or 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

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 music teacher. (Sign-off should be with the music teacher.)

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.

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 (PK3 – 8th Grade) are invited to help with readying the campus for the new school year. 4th through 8th Grade students are required to have teacher or administrator signature on the hours worked that day.

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); sign-up sheets are posted three to four weeks prior to the festival in the hallway of the Multipurpose Education Building. Students may also help Friday after school and Saturday morning, with festival set-up on the grounds and the Trash and Treasure set-up in the gym. Sixth through 8th graders are invited to assist at the various Carnival Attractions the day of the event; an email invitation with a link to an online sign-up page goes out in September. In addition, students may sign up through the parish if they wish to help in a specific booth such as face painting—those sign-ups occur after Sunday Masses outside Church.

Halloween Carnival

Held the last Friday before October 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 hayride, 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 can count as service hours. 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 parent or Ms. Weems.)

Fish Fry

Hosted by the Knights of Columbus and held on select Fridays 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

A parish event, traditionally held in March, there are limited service hours available for this activity. Volunteers are selected on a sign-up, first-come basis.

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 as they are celebrated during school hours, students receive service hours for weekend Masses. (Parents are encouraged to help keep track and sign off for these hours.)

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.)

Babysitting for PTC Meetings

Open to 6-8th graders, they babysit for the 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 for these hours.)

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!

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 Christmas 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 not a function of the school; rather it is an 8th grade parent-sponsored event.

7th Grade Committee for the 8th Grade Graduation Reception

These volunteers help the chairperson plan the Graduation Reception. All parents of 7th grade students are considered members of this committee and may be recruited to help.

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.

Halloween Festival

Meetings begin in August. Volunteers on this list act as "department" chairs, such as food, Haunted Hayride, 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.

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 five times during the year. Adult volunteers work with and supervise student volunteers.

Catholic Schools' Week Hospitality

Members of this committee set up hospitality (cookies, snacks, coffee) for events during Catholic Schools Week, held the last week 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.

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 school Mass. A coordinator and helpers are needed. Job includes setting up the cafeteria, ordering and serving donuts, and clean up.

Moms in Prayer

These members of our OLPH community gather once a week to bring our community's needs to our Father in prayer. They meet to say a Rosary and lift every student by name in prayer. Look day and time in the Wildcat Newsletter and FACTS|RenWeb.

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, Monthly Adoration and Vocations Week. The Chair for this group works under the direction of Sr. Clementine, the campus Spiritual Formator. Come be a part of this wonderful organization.

Fund Raiser: Casino Night

After several years of success, we are back and ready for next year! This annual 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.

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 and 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.

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.

Earth 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.

Field Day

Be a part of this fun day as well, which is held the last week of school. Help at any number of stations, and be directly involved with the students in hands-on activities, working with the P.E. department teachers.

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.

Thursday and Friday Helpers

Have a couple of hours to spare on a Thursday or Friday at lunch? Thursday and Friday are the days students can buy shaved ice or ice

cream after they eat lunch. Volunteers are needed to collect money and hand out the chosen treat. Hours: 11am until 12:30pm.

Library Helpers

Volunteers work under the direction of Ms. Joan Brooke, 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 once a week. We would love to have this volunteer job done every other week!

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.

CAAC (Catholic Arts and Academic Competition)

Volunteers are needed to assist at the competition as graders or table chaperones.

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 with our School Nurse for this event.

HEB/Gift Card Weekend Sales

We are always looking for volunteers willing to help sell HEB/Gift 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 Sundays.

CHILD DEVELOPMENT CENTER VOLUNTEER NEEDS

CDC Trike-A-Thon

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

CDC CiCi’s Pizza Parties

These volunteers will be coordinating the awards pizza parties for the CDC classrooms three days a year in October, January and May. It involves coordinating the dates with the school, ordering, picking up, and then delivering pizzas on the appropriate day.**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. You will be working under the CDC Health Coordinator.

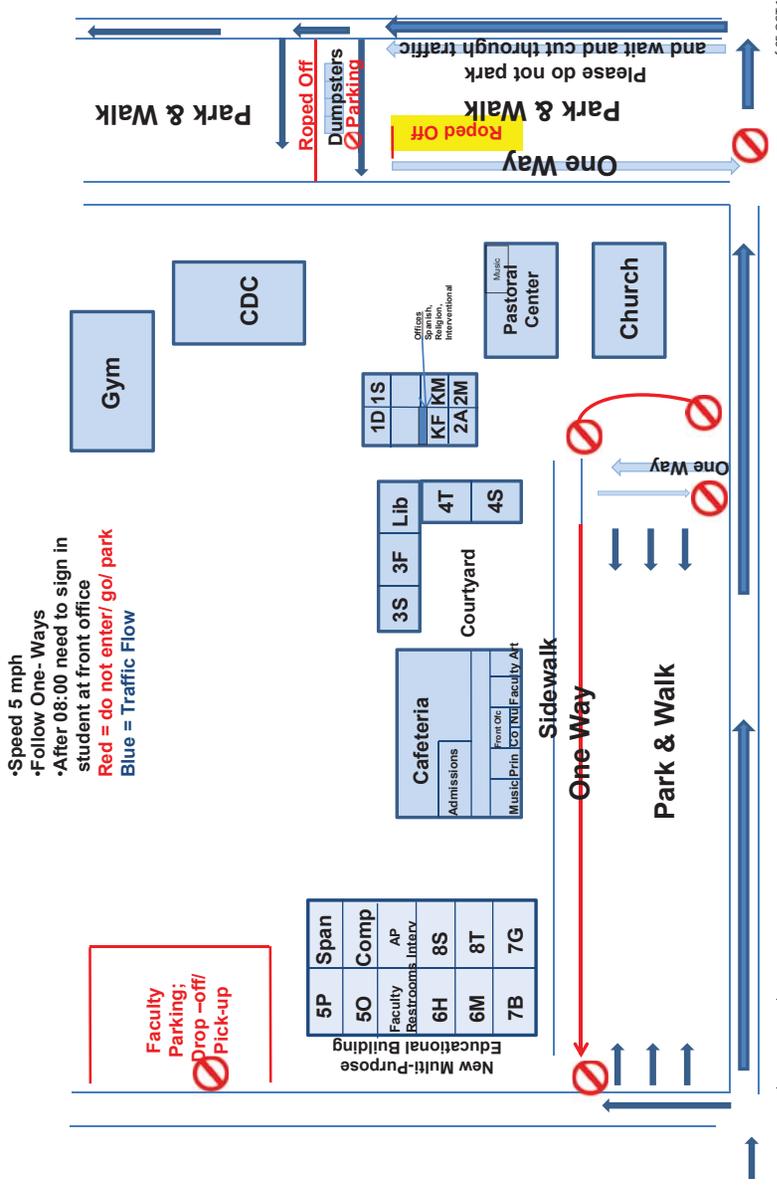
Pre-K Room Parents

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 Mrs. Mary Stanley standley@olphselma.org.



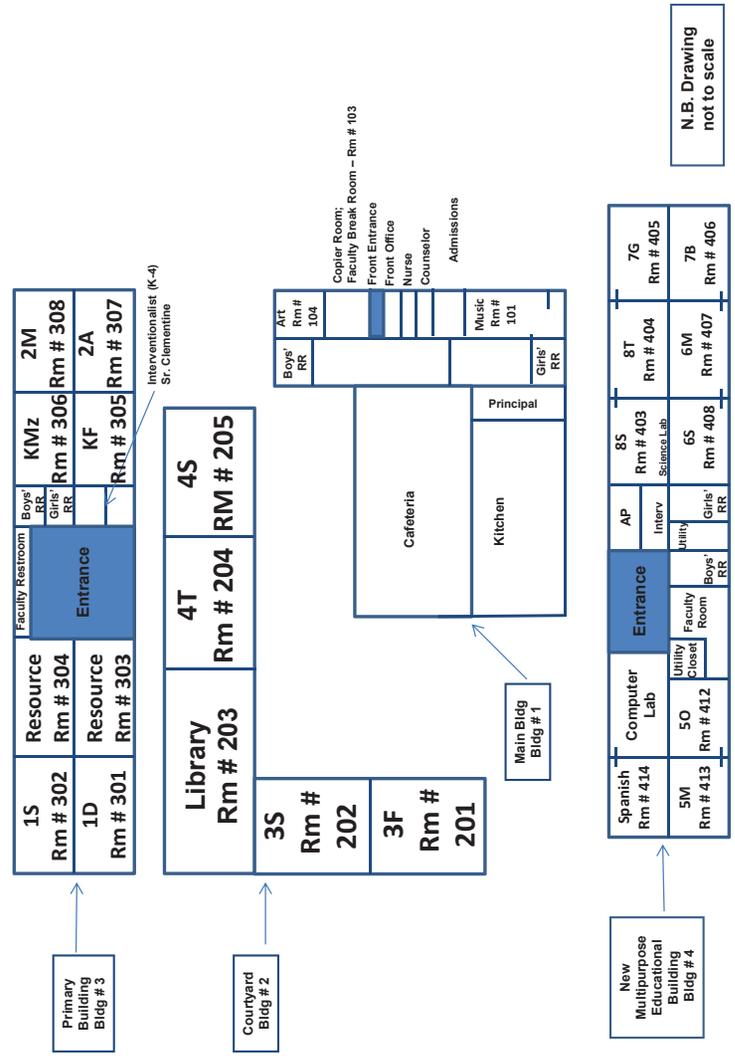
Pick-up & Drop-off Procedures as of 29 JUN 17



2018-19 School Classroom Arrangement



School Classroom Arrangement





2018-19 CDC Classroom Arrangement



CDC Classroom Arrangement

