



Little Rock, AR

Home Room Parent Handbook

2018-2019

“Rejoice in the Lord, always.

I will say it again: Rejoice!

Let your gentleness be evident to all.

The Lord is near. Do not be anxious about anything, but in everything; by prayer and petition, with thanksgiving, present your request to God. And the peace of God which transcends all understanding will guard your heart and your minds in Christ Jesus”

Philippians 4:4-7

Forward

Thank you for volunteering your time and talent to serve as Home Room Parent for your child's class! Your support and dedication is greatly appreciated and is fundamental for the success of our students. To be a Room Parent is truly rewarding for you, your child, and his/her classmates. Your decision to get involved places you as a positive role model for other parents, encourages the involvement of others, and helps bring all the elements together to promote an outstanding and rewarding learning experience at Holy Souls.

The role of Home Room Parent exists at 2 levels:

1. **Primary Home Room Parent** (Primary HR Parent)- each classroom has one Primary Home Room Parent.
 - a. He/she is the primary contact for PTO as well as the teacher.
 - b. If emails are sent to HR parents to forward we ask that *he/she* be the one to send it, or delegate to an Assistant HR parent in his/her absence
 - c. He/she collaborates with other HR Assistant(s) to get their help on class and grade projects, parties and events. For example:
 - Parties can be divided up amongst assistants.
 - Someone (or 2) could be in charge of the Fall Fest Basket for the grade
 - Class specific projects may also utilize an assistant more heavily than the primary.
 - Meet and agree on bigger projects, and help delegate as appropriate to share the love on teacher support for class projects and activities.

2. **Assistant Homeroom Parent(s)**- a class may have none or many Assistant Homeroom parents. This role is for those that want to help with HR Parent responsibilities, and assist the Primary HR Parent through school, grade, class and/or teacher needs. If you have a particular project, party or event you know you want to help with let the Primary HR Parent know, or that you are simply willing to help with anything. Be proactive in helping.

This handbook provides information for you to use in the role of Primary Home Room Parent as one who coordinates and communicates with your child's teacher, Assistant HR Parent, PTO and the parents in your class. From the PTO perspective, your participation as Primary will be at 3 levels:

1. **"Be in the Know"** - be knowledgeable and in-tune with events happening throughout the year to aide in being a resource to answer questions your parents may have. Stay attentive to emails the PTO sends in regards to these events, and if needed reach out to the PTO for any additional info you may need. This includes events such as Soul Night, Catholic Schools Week, and Field Day.

2. **Grade Specific** - work with the Assistant HR parents of your grade to aide in fulfilling these events or projects. This will include projects such as Carpool duty and Fall Fest Basket creation.
3. **Class Specific** - work with the teacher on specific class projects, parties and events. We encourage you to ensure you are utilizing your Assistant HR Parents.

PTO will be sending out reminder notices, primarily via email, throughout the year as each event approaches. Communication will either come to the Primary HR Parent or to all parents. Please check your email on a regular basis to avoid missing important information.

Please feel free to contact PTO with any questions, comments, or concerns. We are dedicated to working with you to make Holy Souls the best it can be. Do not hesitate to contact me if I can assist you in anyway.

Thank you for you much needed support! God Bless!

Amanda Brooks
Homeroom Parents Committee
brooksdesigns@gmail.com

HomeRoom Parent Handbook

August 2018 - May 2019

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HomeRoom Parents Committee consists of:

Amanda Brooks: brooksdesigns@gmail.com

Anomie Gonzalez: anomie.gonzalez@gmail.com

Primary HR Parent responsibility will be highlighted in red. Example: **Organize class projects**

Primary HR Parent “need to know” highlighted in blue. We encourage this for Assistant HR Parents. Example: **Muffins with Mom,**

Room Parent . . . What to Expect of Your Teacher

Once you have agreed to be the Primary Home Room Parent for a class, please talk to the teacher about their specific expectations and needs. HR parents, likewise, should be forthcoming regarding their ability to meet those expectations in a reliable, effective manner. Each teacher will have their own needs and style for working with the HR Parent(s) so be open and clear about your ideas and your abilities to meet the teacher's expectations.

The HR Parent can reasonably expect the teacher to:

- ❖ Discuss and agree on clear expectations at the beginning of the school year.
- ❖ Communicate as needed via a mutually agreed upon way (ei. Phone, email, backpack mail, meetings, Facebook)
- ❖ Seek the HR Primary Parent's help in coordinating parent volunteers with in the classroom for class projects, field trips, and/or special class celebrations
- ❖ Rely on the Primary Room Parent to coordinate class-based activities including volunteers related to HSS.

LEVELS OF PARTICIPATION

The following highlights the 3 levels of events in categories of:

1. Be in the Know
2. Grade Specific
3. Class Specific

The info includes the time frames and the anticipated responsibilities of the Primary HR Parent. These are typically HSS yearly events, but there may be other events that arise during the year where HR Parents may be asked to get involved.

1. BE IN THE KNOW

HSS Sponsorship Program

Holy Souls School is dedicated to providing an education that is built on the Gospel message. Students are helped to build a foundation of faith, hope, love and respect to support all areas of their lives. We are dedicated to preparing our students for the future and remain focused on our commitment to initiate technological improvements in the classroom. The Sponsorship Program will assist in our continued success in accomplishing this mission. Participation in this initiative is essential to ensure the continued academic excellence we have all come to expect.

Additionally the goal of this program is to replace our second fundraiser of the year (Boosterthon). Sponsorship opportunities will be available at 3 levels for both Family/Individual and Business. The flyers laying out all the details will be rolling out this fall. Terri Kelly (Business Development and Marketing) is the Program Leader.

Oct 3 - 19 - Raise Craze - Fundraising Through Kindness!

Raise Craze is our primary fundraiser for Holy Souls School this year. This unique fundraiser gives us the opportunity to raise money while giving back to our community. Raise Craze is an online platform enabling students to set up secure, custom websites where they request donations via email. During the fundraiser, students show gratitude by spreading kindness in the community!

The goal this year is to raise money to further HSS technology in the classrooms, specifically purchasing additional ipad/chromebook carts in our goal of getting to one cart per class. HR parents may be asked to help forward email info regarding the event.

Committee Chairs:

Lead- Al Malzewski - amalzewski@gmail.com

Incentives - Lindsey Taggart - lindseytaggart@gmail.com

Communication - Stephanie Byers - shbyers027@gmail.com

Acts Of Kindness (AOK's) - Tricia Hudson - triciahudson@outlook.com

PTO Parents Night Out

Parent Night Out is an opportunity for parents of PK – 5th to bring their child to HSS for a fun night of games, activities, and food while the parents enjoy some adult time.

Tentative time is 6p-9p. Details of each PNO is still in the works, and we will keep you posted!

- Nov. 30 – Get your shopping done! funds raised benefit the PTO
- Feb. 9 - Chicken Fun! - funds raised benefit the 4th grade Chickens and Garden

Jan 28th - Feb 2nd - Catholic Schools Week (CSW)

'Be In the Know'

CSW is an annual celebration of Catholic education in the United States. Through the events, we focus on the value Catholic education provides and celebrate all those that help support it. This year's theme is "Learn. Serve. Lead. Succeed." CSW plans are still being finalized and more details will be provided closer to that week; however, at a high level, these activities will be included:

- Tuesday - Giving Tuesday
- Wednesday – Free Dress for our students to help remind them this is a special week
- Friday – Friends and Family Day (lunch)
- Friday night- HSS Talent Show

Also note – it is a continued tradition that we will have the Scholastic Book Fair going on in the library this same week. Typically Sunday thru Friday.

Committee Chair: Stephanie Byers - shbyers027@gmail.com

Mar. 5th - Mardi Gras Parade – 2pm

Tuesday, Mar. 5th we will celebrate Mardi Gras with a school parade around the front circle parking lot. We have an honorary King and Queen that ride in a convertible, followed by PK and K (with their jr high buddies) tossing beads and candy to the rest of the school crowd. We also have a rep from each class in the parade holding the class decorated umbrella. CHS band is on campus and plays up some great jazz! A fun time had by all, parents and family are welcome!

Committee Chair: Anomie Gonzalez - anomie.gonzalez@gmail.com

May 28th - Field Day

This event is always the day before the last day of school. It is organized by the PTO and you may be asked to help collect snacks, find volunteers to set up stations, work tables and take down events. A PTO Signup.com will be used for these volunteer needs.

Committee Chair: Erin Cosse - erincosse@gmail.com

2. GRADE SPECIFIC

Carpool Duty for Early Out

Help Recruit volunteers for carpool for your grade level Month. Every 1st Friday of the month is early out. Parent volunteers handle carpool so that the teachers can go to their early out teacher-staff meeting. Each month the carpool duty is assigned to a particular grade. Five total volunteers are needed (2 for Front Circle 1:15-1:50pm, 1 for Front Circle 1:30-1:50pm, 2 for Back Circle 1:15-1:50pm).

Carpool Duty Volunteers ask the drivers for student's name, and call that to the group of students to get that student to the curb for pickup. This aides in keeping the carpool line moving just as teachers do on regular days. Jr High students are also provided to help get the students in the cars.

The PTO Recording secretary will contact the primary HR Parents when it is their month. A sample email to send to the parents including an online signup for volunteers will be provided as a link to share with the parents of the grade and obtain volunteers.

Carpool Monthly grade assignments

- 8th Grade - Friday, September 7, 2018
- 7th Grade - Friday, October 5, 2018
- 6th Grade - Friday, November 2, 2018
- 5th Grade - Friday, December 7, 2018
- 4th Grade - Friday, January 4, 2019
- 3rd Grade - Friday, February 1, 2019
- 2nd Grade - Friday, March 1, 2019
- 1st Grade - Friday, April 5, 2019
- PTO recruit volunteers - Friday, May 3, 2019

Grade Level Events

Organize with parents, the teachers needs for each grade level event. Each grade level does a different event that may require you to help organize volunteers, crafts, ect.

Grade - Event

- PreK - Spring Program (mid May) - help with decorations
- Kindergarten - Spring Program (mid May) - help with decorations
- 1st grade - Christmas program (December) - help with costumes and decorations
- 2nd grade - "Words of Our Faith" CSW Program on Friends & Family Day (Feb 1)
- 3rd grade - Rainforest - (April 12) help with decorations
- 4th grade - Autobiography Tea (January 17) - Stations of the Cross (April 12)
- 5th grade - Vocations Day at Good Counsel (May)
- 6th grade - Sing at State Capitol (December)
- 7th grade - Help with 8th grade Fiesta and Dance (May 21) and Graduation Reception (May 22)
- 8th grade - Graduation year

Note: Mrs.Handloser will meet with 7th grade HR Parents in March to discuss details.

April 7 - Spring Carnival -This our annual FUN-raiser. In conjunction with our parish we celebrate – a carnival type event with games, activities, bounce houses, face painting and concession, as well as lunch and bingo. There is also a basket raffle the week and a half prior to Fall Festival. The winner is announced at the Spring Festival. Each *grade* creates a basket.

Primary HR Parents will be asked to identify 1-2 Basket Coordinator (per grade).

Additional instructions will be sent to the Primary HR parents regarding specifics of basket timelines and Coordinator responsibilities. Coordinator will take lead on Basket collections and creation. Basket themes are assigned to each class. **Appendix- All Souls Fall Festival Basket Info (Theme Assignments).**

This event is organized by the PTO and you may be asked to help find volunteers to set up stations, work tables/activities and take down events. A PTO Signup.com will be used for these volunteer needs.

3. CLASS SPECIFIC

Introduce Yourself

Send out a “welcome email” to the parents introducing yourself (include contact info) and Assistant Home Room Parent aides for that class (*See appendix for Sample email letter to class parents.*) While in some cases many may know you for upper grades, there seems to be always a few newbies that we want to ensure are on the same page. Or you may be a new parent to the Primary HR Parent position. Either way we ask you to:

- Reiterate your role as Primary HR parent.
- Send the Class Facebook Page link and invite them to join. While not everyone is on Facebook, for those that are (or may want to join) this is a great option to get to know those in your class, share extracurricular info., ask homework questions, see updates on HS events and/or share class and event pics.
- Remind them that you will work closely with the PTO and the teacher.
- You look forward to a great year!

Field Trips:

Each class or grade (starting at 1st grade) will typically take at least one field trip a year. For most field trips, students are transported by parent volunteers. You should work with the teacher and may be asked to help coordinate volunteers or communicate with parents.

Christmas and/or End-of-Year Gifting:

Organize with parents a class gift for the Teacher.

Note: JR High may have exceptions to the rule because of the sharing of Teachers. Please contact your fellow Homeroom Parents and decide how you would like to handle the gift giving.

Gifts from families to show appreciation to the teacher are always optional and personal. A family may decide to show their appreciation through personal acts, gifts, or gifts created by a student. Personal creations are oftentimes the most touching to a teacher. Other families may decide not to participate because of financial constraints or for other reasons. (Please do not pressure your families to participate in a class gift.)

There are always parents who appreciate the opportunity to make a monetary donation toward a class gift that you would purchase. Like gifting, this is a service you can provide to your classroom families as optional. It is always best to let parents decide on an amount to donate but let them know that generally \$5 or \$10 is a good idea. (You will not get money from everyone and some parents will give you more). Some HR parents have a venmo or paypal account that they have utilized on their own. Note: This is optional.

If possible, let parents know when you will be presenting the gift in case they want to be present. Or, as a follow up, send an email re-cap or picture of what was purchased and provided.

A copy of each teacher's favorite things is available in the mailroom (just down from the school office) and digital copy on the HSS website. Please try to communicate your intentions early so parents can take advantage of the opportunity if preferred. If you choose to use backpack mail for the purposes of communication or donations, please let the teacher know that envelopes or such will be coming into school and should be redirected to your child.

Teacher Birthdays:

Birthdays of the faculty are listed on their 'Favorite Things' page found at: <http://www.holysoulsschool.org/resources/> We encourage at a minimum to let your class know when your teacher's birthday is. If it is close to a collection for another teacher gift of some sort (holiday, end-of-year, teacher appreciate) we ask you to combine the efforts so parents are not getting double asked. Ensure they know it is voluntary and not required. Parents are also free to do an individual birthday recognition. Past ideas have included a gift of their favorite drink and snack or a birthday treat for the entire class.

Jan 28th - Feb 2nd - Book Fair:

In conjunction with CSW we have a Scholastic Book Fair. As the Book Fair approaches, ask your teacher when the class will be going to the Book Fair and if help is needed. Help may be needed in the lower grades to assist with the purchasing process, or engaging those that don't purchase that day. Your teacher and the staff will greatly appreciate this assistance.

Class Parties

You may be asked to assist with your classroom's participation in a class party. Each class is different and plans may change from year to year. Work closely with the teacher to understand what specifically your role is ie. creating sign up for volunteers, crafts and food.

- Halloween
- Thanksgiving
- Christmas
- Valentines
- Easter (Pre-K & K only)
- End-of-the-Year

Standard snacks for parties include Drinks, Plates and Napkins, Fruit, Cheese, Something Salty, Something Sweet and Something Extra. SignUp.com is an easy and organized method of asking volunteers for snacks. If the class size is larger, divide the fruit and cheese among two volunteers. Always include how many students are in the class.

Special note: Be aware of any food allergies for snacks. There are kids with allergies beside nuts. Knowing the specific allergies in your classroom will help make snacks great for all kids.

May 7th - 11th Teacher Appreciation Week

Organize with parents class gift for the Teacher.

Note: JR High may have exceptions to the rule because of the sharing of Teachers. Please contact your fellow Homeroom Parents and decide how you would like to handle the gift giving.

The PTO recognizes our dedicated teachers and paraprofessionals. It is a week long celebration of our teachers with different events planned for each day. Students are encouraged to prepare a special note, draw a picture or write down their favorite class memories. You may recognize your teacher with a group gift or a gift certificate and possibly a child-directed craft. Start planning and coordinating well in advance. *Special Note: Any money solicited must be VOLUNTARY and take into consideration that many parents have more than one child at the school.*

Note: PTO Hospitality Committee also recognize HSS teachers and staff during this week with thoughtful acts of appreciation.

Tips and Best Practices

While your role and relationship with your classroom teacher and parents does not have to follow any specific rules, here are some ideas and thought that you may want to consider.

- ❖ Anytime you discover something you think others would benefit from knowing or think a reminder would help others too, please share with your class parents. Be judicious in your communication, however, because if you email too often, it will be less effective.
- ❖ Get to know your parents and their talents - you may be asked to help with a creative project in the classroom, and if you know who you can turn to for help in the parent community that can be a great relief.
- ❖ Ask others for help. For example, if you are having trouble getting volunteers, talk to the teacher, other HR Parents, or members of the PTO team to get ideas. HR Parents is a volunteer position. We appreciate your time and talent and want you to volunteer again.
- ❖ We love picture taking, but before posting publicly, do confirm with your teacher all children have consent to be posted.

Please note this suggested Best Practice: Signup.com

HSS PTO makes use of an online signup service through www.signup.com. It is available for anyone to use. It can be useful in creating lists of needs for class projects, events or parties.

Once created, volunteers provide name and email address in the spots they want to help. Name and Email are provided simply for the ability of the signup owner (volunteer coordinator) to communicate to those that sign up to help. Signup does not send additional solicitations based on your providing email address. If you have questions on using signup.com, contact Stephanie Byers:

shbyers027@gmail.com or Anomie Gonzalez: aaegonzalez@gmail.com

Final Note

Delegate!

Overall, make sure you collaborate with use your Assistant HR parents and additional volunteers. No one needs to be overburdened if there are enough hands to help. If you have one or more assistant room parents, it may be a good idea to split up the parties or projects as they fit each person's schedule and experience. Especially on class projects, if you have a parent that has had a child go through the project previously they may be more knowledgeable on what help is needed, which can often be helpful to the teacher as well. We do not encourage taking on any project alone in either time or money.

Also, reach out to all of the parents throughout the year for assistance, whether they signed up or not. Many will be willing to help. You will receive reminders throughout the year, but if at any time you have questions, please contact the Home Room Parent Committee. *Special Note: Any contributions you ask for must be VOLUNTARY* Many of you have been HR Parents before at HSS or may have been at another school. You will find that each year is a unique as the teacher and class composition. If you find that you are having difficulties, questions or suggestions, please do not hesitate to share with either the HR Parent Committee or any member of the PTO Board.

We thank you for your time and energy and truly appreciated all that you give in making our school successful.

HSS Board and Committee Contacts

2018-2019

Office	Name	Email	Phone	Kids at HS '18-19
President	Anomie Gonzalez	anomie.gonzalez@gmail.com	928-247-4100	5th
Vice President	Kelly Pace	thepaces5@gmail.com	501-351-1252	2nd
Treasurer	Meredith Zachritz	mlmzachritz@gmail.com	501-425-6265	3rd, just grad.
Assistant Treasurer	Tasha Cozens	tasha.cozens@yahoo.com	479-438-1193	Kinder
Recording Secretary	Shannon Givens	SLGivens@gmail.com	501-413-8386	2nd, 5th
Corresponding Secretary	Suzanne Pate	suzanne1973@comcast.net	501-425-0666	4th
Member at Large (Novilities)	Cindy Chenault	cynthiaechenault@yahoo.com	501-413-7670	6th
Member at Large (Novilities)	Jenny Ross	jennyross1022@gmail.com	501-607-3406	3rd
Teacher Representative				
Teacher Representative	Melissa Koehler	koehler@holysouls.org		Student Serv. Coord.
Marketing and Development Dir.	Terri Kelly	kelly@holysouls.org	501-804-4420	
Committee / Events	Chair Name	Email	Phone	PTO Rep
Annual Giving Day	Terri Kelly	kelly@holysouls.org	501-663-4513	
Home Room Parents Comm.	Amanda Brooks	brooksdesigns@gmail.com	479-530-9283	
HS HOP	Cris Mammarelli	crismammarelli@sbcglobal.net	501-773-3832	
Hospitality	Lindsey Taggart	lindseytaggart@gmail.com	501-590-5420	
Hospitality	April Wurtz	aprilwurtz@gmail.com	501-993-6905	
Hospitality	Tasha Cozens	tashalowe04@yahoo.com	479-438-1193	
Hospitality	Wendy Butler	Wendymbutler@yahoo.com	479-409-7400	
Box Tops/Kroger Card	Kelly Claire Lieblong	cleblong@me.com	501-622-8657	
Used Uniform	Leah Rice	LGRice@uams.edu	501-920-0664	
Used Uniform	Sarah Barre Harris	twinboysmomma@gmail.com	501-352-3950	
Raise Craze (10/19)	Al Malzewski	amalzewski@gmail.com	501-747-4454	
Incentives	Lindsey Taggart	lindseytaggart@gmail.com		
Communication	Stephanie Byers	shbyers027@gmail.com	501-590-6819	
AOK's	Tricia Hudson	triciahudson@outlook.com	501-690-4496	
Spring Carnival (4/7)	Stephanie Byers	shbyers027@gmail.com	501-590-6819	Anomie
Catholic Schools Week	Stephanie Byers	shbyers027@gmail.com	501-590-6819	Anomie
Mardi Gras Parade				
Art Show ?	Jenny Ross	jennyross1022@gmail.com	501-607-3406	
Field Day	Erin Cosse	erincosse@gmail.com	501-658-1006	
Parent Night Out (11/30 & 2/9)				
Trivia Night (TBD)	Robin Nolder*			
Talent Show				
Muffins w/ Mom (5/9)	Dennis Fehrenbach	dfehre@hotmail.com	501-515-3117	
Donuts w/Dad (9/13)	Kelly Pace	thepaces5@gmail.com	501-351-1252	Anomie

HSS Contact Information

	Phone Number	Email	Web
School Office	501-663-4513	hss@holysouls.org	www.holysoulsschool.org
Church Office	501-663-8632	office@holysouls.org	www.holysouls.org
Extended Care	501-516-2002 501-663-7438	extendedcare@holysouls.org	
Cafeteria	501-663-4513	hss@holysouls.org	
Teacher Email		Generally it is: lastnameofteacher@holysouls.org	
PTO		pto@holysouls.org	
PTO - Hospitality Committee		wabbitshospitality@yahoo.com	

Holy Souls School PTO

Dates

to

Remember

2018



August

- Aug. 15 - First Day of school (Opening Mass - 8:30a)
- Aug. 21 - Open House
6:00 - 7:00p (JR High) | 7:00 - 8:00p (1st - 6th Grade)
6:45 - 8:15p Novelties for Sale
- Aug. 24 - Mass Renewal of Promises - 8:15a

2019

January

- Jan. 12 - HS Men's Club Shrimp & Oyster Dinner
- Jan. 21 - MLK Day - NO SCHOOL
- Jan. 27 - Feb. 1 - Catholic Schools Week (CSW)
- Jan. 31 - 8th Grade Living Rosary



September

- Sept. 3 - Labor Day - NO SCHOOL
- Sept. 13 - Donuts w/Dad
- Sept. 20 - PTO General Meeting - 6:00 - 7:00p
- Sept. 27 - MATDF Bingo "Ladies Night Out" - 6:00p
- Sept. 28 - Professional Day for Teachers - NO SCHOOL
- ALL MONTH - Mums for MATDF will be sold



February

- Feb. 1 - CSW Talent Show - 6:00p
- Feb. 8 - 8th Grade Confirmation
- Feb. 9 - Parent Night Out - 6:00p
- Feb. 18 - Presidents Day - NO SCHOOL



October

- Oct. 3 - Raise Craze Kick Off!
- Oct. 5 - 6 - MATDF Mums Pick Up
- Oct. 19 - Raise Craze Wrap Up!



March

- March 2 - HS Altar Society Mardi Gras
- March 5 - Mardi Gras Parade - 2:00p
- March 18 - 22 - Spring Break

Mardi Gras



November

- Nov. 1 - All Saints Day - All School Mass - 8:15a
- Nov. 2 - All Souls Day
- Nov. 3 - 4 - 8th Grade Confirmation Retreat
- Nov. 19 - 23 - Thanksgiving Holiday
- Nov. 30 - Parent Night Out



- April 7 - Spring Carnival & Artomé Art Show
- April 8 - 12 - TerraNova Testing
- April 12 - Living Stations of the Cross
- April 19 - Good Friday - NO SCHOOL
- April 23 - PTO General Meeting - 6:00 - 7:00p

April



December

- Dec. 19 - Festival of Lights - 12:30p dismissal
- Dec. 20 - Jan. 2 - Christmas Break



- May 9 - Muffins w/Mom
- May 20 - Pass It On (church) - 1:45p
- May 21 - 8th grade Graduation - 6:00p
- May 27 - Memorial Day - NO SCHOOL
- May 28 - Field Day! - 1:30p Dismissal
- May 29 - Last Day of School - 12:30p Dismissal

May



HOP

HELPING OTHERS PROGRAM

MISSION:

THE HOLY SOULS HELPING OTHERS PROGRAM, HOP, PROVIDES OPPORTUNITIES FOR STUDENTS TO SERVE THE COMMUNITY AND OUR CHURCH FAMILY THROUGH SPECIAL PROJECTS AND COLLECTIONS. THROUGH EACH HOP PROGRAM, STUDENTS ARE ENCOURAGED TO UTILIZE THEIR GIFTS OF TIME, TALENT, AND/OR TREASURE WHILE LEARNING ABOUT THESE WORTHY CAUSES.

SERVING OUR COMMUNITY WITH



TIME



TALENT



TREASURE



HEARTS

ACTIVITIES

SEPTEMBER

Coin Drive for Cancer



NOVEMBER

Thanksgiving Food Drive

(with HS Church)



DECEMBER

Christmas Food Drive

and

Angel Tree Project

(with HS Church)



JANUARY

Catholic Schools Week - "Pennies from Heaven"

(MATOF - Monsignor Allen Trust Fund)



FEBRUARY & MARCH

Casa Bowls - Lenten Project

(Saving spare change during the Lenten season to assist outreach programs throughout the world and locally, children will bring their "bowls" to the last school mass before Easter.)



MARCH

Settled Souls

(Collection of needed items for the homeless in Central Arkansas)



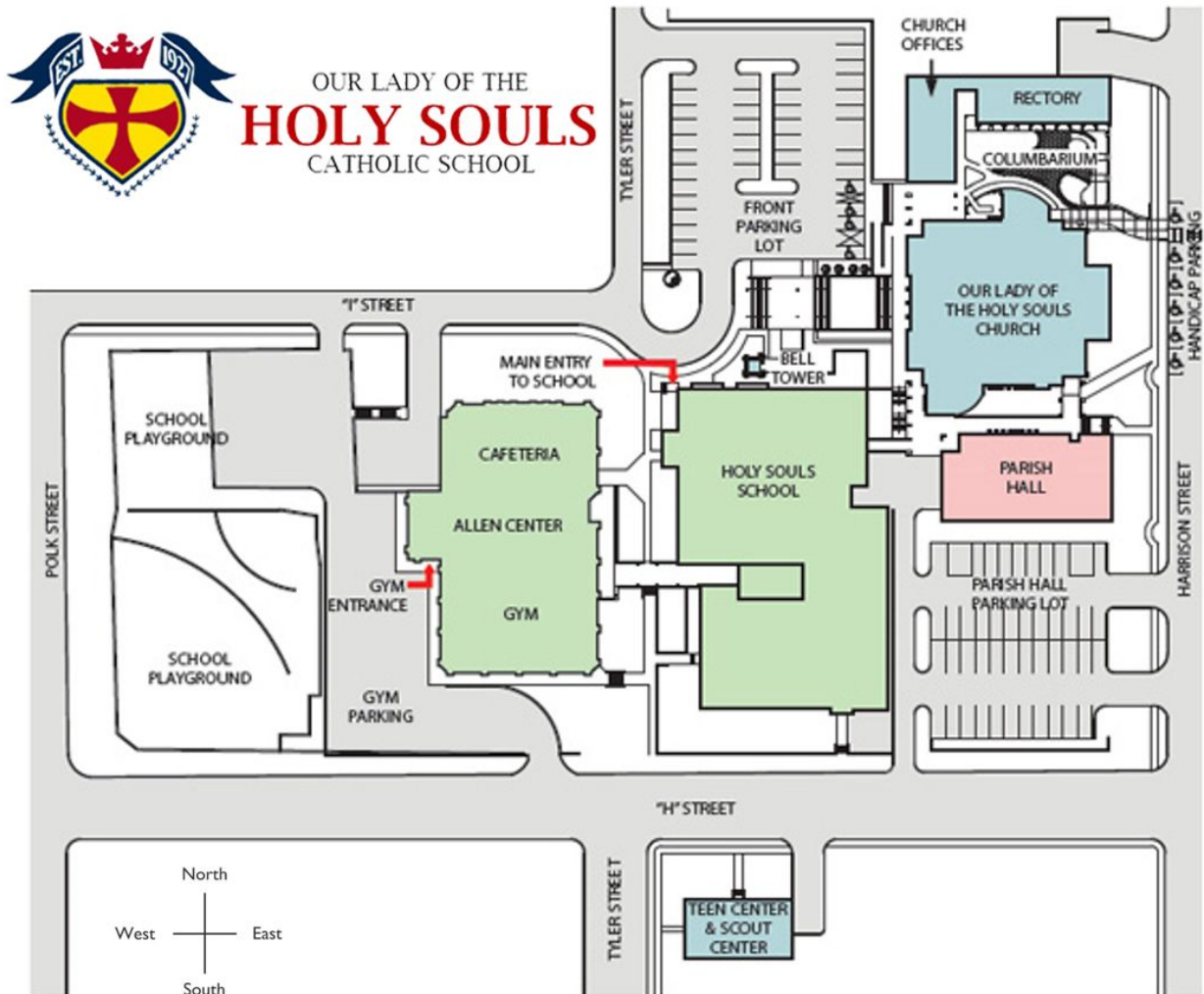
APRIL

Autism Awareness Day

\$1 wear blue

(Autism Speaks, Inc.)

CAMPUS MAP



TIPS:

The Allen Center is both Cafeteria and Gym.

The Teen Center & Scout center is also called the Benedict House.

Sample

Room Parents Introduction Letter to the Class

Dear Parents of Mrs. X,

We would like to introduce ourselves. My name is _____, Primary Room Parent for Mrs. X. My child are in the class all together! We are here to help plan the parties, recruit volunteers for special events, get Mrs. X gifts, but mostly to help make this a great year for our kids!

First, I'd like to give you some important info:

1. Class parties/Events include: (double check with your teacher)
 - a. Halloween
 - b. Winter
 - c. Spring
 - d. End of year
2. Teacher Gifts include:
 - a. Christmas Gift
 - b. Teacher Appreciation Gift
 - c. End of the year Gift

For each party, I will email a signup.com list of needs for items or volunteers prior to the event. (Things we might ask for are drinks, cupcakes, chips, plates, etc.)

If you choose to send money for any gifts or materials please put in an envelope with your name, student's name, event and place it in your child's daily folder to return back to school. (Any donations towards gifts or parties are strictly voluntary.)

Last but not least FaceBook! Take advantage of your student's class Facebook page. This is a great opportunity for families to be in the know for class events, communicate to other parents, share pictures, ask questions about homework assignments and stay in the know with PTO! Our class page is _____

We are super excited about our upcoming year! Please feel free to contact me anytime with questions, suggestions or concerns!!

Thank you again,

Jane Doe

Jane@gmail.com

501-555-5555