

**Sacred Heart Grade School
Student & Parent
Handbook
2018-2019**



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**Sacred Heart Grade School
Learn more. Serve many. Love all.**

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Introduction

Welcome to Sacred Heart Grade School! We are a Catholic school offering a quality education to children in pre-school through fifth grade. Our school is operated under the auspices of Sacred Heart Parish and the Wheeling-Charleston Diocese. It is approved by the West Virginia State Board of Education, accredited by North Central Association (NCA-CASI), and is a National Blue Ribbon School of Excellence.

Sacred Heart first opened its doors in 1903 in the same location where the third present structure now stands at Leon Sullivan Way and Quarrier Street in the heart of Charleston, West Virginia.

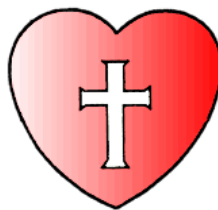
High academic standards, a Christian atmosphere, and a community of devoted faculty, staff, parents, and students form the foundation of our program. Sacred Heart follows the policies of the Diocese of Wheeling-Charleston; therefore, any change in Diocesan policy takes precedence over school policies. The most current policy/regulation will always be on file in our school office. The school also reserves the right to interpret rules and policies as individual situations and needs arise.

A copy of this handbook is also available on the school's web-site, www.shgs.us.

Our Philosophy

It is the belief at Sacred Heart that the school should provide a pleasant atmosphere where every child valued and successful. Our faculty is dedicated to the development of each child's educational and spiritual needs. We direct our energy towards accomplishing the following goals:

- ❖ Educating the students toward the fulfillment of duties owed to God, neighbor, and self.
- ❖ Developing each student's intellectual capacities to his/her fullest.
- ❖ Establishing fundamental habits of sound moral, physical, and mental health.
- ❖ Acquainting students with the heritage they share in common with the human race, and that which belongs to them by reason of their American citizenship.
- ❖ Assisting students in the development of interests and aptitudes for useful citizenship in the world.
- ❖ Celebrating the diversity of our student population and the richness that a broad variety of ethnic, cultural, and religious backgrounds brings to the students' educational experiences.
- ❖ Educating students about choices in cultural leisure and entertainment.



Admission Requirements

Sacred Heart Grade School exists primarily to serve the needs of the parishioners' children. However, considering the availability of space, if there is room, other students are welcomed regardless of race, gender, color, creed, or national origin. Notwithstanding the forgoing, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs.

For families with children already attending Sacred Heart, pre-registration for the fall opens in January. In late January, registration opens for other parishioners. Then, in early February, registration opens to the general public. Students who have been accepted in Sacred Heart Grade School are admitted to all the rights, privileges, programs, and activities generally accorded to students at this school.

For admission, proper immunization with a doctor's signature is required. Additionally, a birth certificate, baptismal record and First Communion certificate (when applicable), and for parishioners applying for parish tuition rates, a certificate of active membership for Sacred Heart Parish is required. Students seeking admission should also have reports of grades and standardized tests sent directly from the school from which they are transferring.

1. Children registering for our ECE program must be three years old, before July 1 of the school year, and four years old for our Pre-K program (effective for the 2018-2019 school year).
2. Children entering kindergarten must be five years old before July 1 of the school year (effective for the 2019-2020 school year). We do not offer or condone early admissions tests.
3. First grade students must be six years old before September 1 of the school year.
4. Beyond first grade, students must provide evidence of having satisfactorily completed the previous grade in an approved school.
5. Students who seek admission beyond kindergarten are invited to spend a day at the school.

Attendance Policy

State law (18-8-1a) states that attendance is compulsory. Compulsory school attendance begins with the school year in which the sixth birthday is reached prior to September 1st of such year or upon enrolling in a kindergarten program.

Regular attendance and participation in classes along with the interaction between student and teacher and with other students in class are a vital and integral part of the learning process. In order to receive maximum instructional benefits, students must attend school regularly and be on time to classes. Regular school attendance helps develop self-discipline and responsibility.

An absence of 24 or more days in a school year necessitates that the situation be reviewed and possibly that credit be withheld. Our policy conforms to this based on each quarter. If a student is absent for six or more days during a quarter, the following procedures will hold:

- a. Credit for subjects will automatically be withheld.
- b. Credit may be restored if all of the following hold true:
 - Work is made up.
 - Sufficient reason for absence has been established.
 - The review board has studied the case and has recommended that credit be restored.

Absences

The child must present a **written note (dated and signed)** from the parent when returning to school. The note should explain the reason for the child's absence. **Without a note, an unexcused absence is automatically recorded.** If the illness was such that your child cannot go out for playground for a day or so, or is unable to participate in gym, please indicate such in the note. Any child absent for an extended period of time (**3 days or more**) should have a written note from the doctor.

On the day that a child is absent, it is also the parent's responsibility to **call the office between 7:30 and 8:30 a.m.** to report the reason for absence. This does not preclude sending the note. In the event we have not heard from you, your understanding is requested when we touch base to validate your child's absence. **Texts, emails, and social media messages will not be accepted as notification of an absence.**

Excused Absences

An excused absence includes personal illness or injury, medical or dental appointments, critical illness in the family, quarantine in home, serious personal or family problems, death in the immediate family, or observance of religious ordinances.

Unexcused Absences

An unexcused absence includes detention by parents for reasons other than those listed above and truancy.

Dental and Doctor Appointments

Dental and doctor appointments should be scheduled outside school time. If an after school appointment is not possible, appointments should be made in the afternoon, or at rotating times so that the student will not continually miss the same subject. An excuse form from the doctor's office should be submitted to the school. **School notification of appointments must be in writing and turned in to the student's teacher or the office prior to the appointment.**

Releasing Pupils from Attendance

If a student becomes ill at school, parents will be notified by the school. (Please be sure that your phone number and emergency information are up to date.) Parents must always sign their children out in the office when taking them from the school prior to scheduled dismissal time.

Tardiness

Classes **start promptly at 8:00 a.m.** Students who are not in their classrooms at **8:00 a.m.** are tardy. We start the day with announcements, the pledge, reflection, and prayer. Teachers then move right into instructional activities for the day. These first few minutes of the morning, in which we gather together as a large faith-filled family and then as smaller groups of students with their individual teachers, set the tone for the day. When children are late, it disrupts the flow in the classroom and sets tardy students at a disadvantage. When students are tardy, a note from a parent must be presented to the office before admittance to the homeroom.

If students have medical appointments early in the morning and arrive late, or if they have standing appointments (e.g., speech therapy), they will not be counted tardy **if the teacher has been notified**

beforehand (the previous day) or if the student presents a note from the doctor at the time of return. Phone calls received in the office the day of a morning appointment (i.e., the day the student will be late due to the appointment) will not be accepted as beforehand notification.

For the children's protection (so that no one is incorrectly assumed accounted for), parents should phone the school **between 7:30 and 8:15 a.m.** if a child is going to be significantly late that day.

Vacation Days

Parents are notified of our school calendar at the beginning of the school year. Any adjustment to our calendar will be sent home in writing with the children. Families should adjust their vacation schedules to coincide with the school's calendar so as to avoid student absence for non-illness-related reasons.

Books

Students and parents are responsible for all books issued to the students. Students' names should be written in the appropriate place on the inside cover of all books issued by the school. Books must be covered at all times. When a cover becomes worn or soiled, it is the responsibility of the student to replace it. Book covers should **not be taped** to the book.

Care should be taken that no writing in any form be put in textbooks. Workbooks should be free of stray marks and/or drawings. All severely damaged or lost books must be paid for in full. A percentage of the replacement cost of books is assessed for books damaged beyond what is normal wear and tear but does not constitute severe damage.

Books must be carried to and from school in a schoolbag. **Rolling backpacks are not permitted.** They present too great a hazard on steps and are far more difficult for a child to carry than a traditional back pack.

Bullying and Cyberbullying

Sacred Heart Grade School attempts to provide a safe environment for all individuals. Bullying, cyberbullying, verbal or written threats made against the physical or emotional well-being of any individual (in person or via technology), harassment and hazing are taken very seriously.

Bullying, cyberbullying, harassment, and hazing are not acceptable or appropriate under any circumstances, and offenders will be dealt with directly and severely by school administrators. Disciplinary action, including but not limited to social probation, suspension, and expulsion, will be taken against students participating in such behaviors. Students should tell a trusted adult if they feel bullied. In order for the school to become involved, students or parents must inform the administration of incidents involving bullying, cyberbullying, harassment, or hazing. If possible create a record of the facts and evidence of the behavior. **Bullying, cyberbullying, harassment, or hazing will be handled by the administration and may be referred to local authorities.**

Bullying is an **ongoing** aggressive behavior that involves **an imbalance of power** causing unwanted, negative actions for the victim. Bullying may take many forms, including but not limited to the following:

Physical/verbal bullying- name calling, insults, making faces or obscene gestures, threats, and physical acts of aggression including hitting, shoving, tripping, etc.

Relational bullying- spreading rumors, intentional exclusion of others, passing harmful notes about another person, etc.

Cyberbullying- making threats, sending harassing messages, spreading harmful information, lies, or pictures about others through technological means of communication (email, text, social networking site), etc.

Sexual bullying- unwanted touching, obscene gestures or comments about a person's body, body type, or physical features

Cyberbullying involves the use of technology to support ongoing negative hostile behavior that is intended to harm others. **Any social media accounts that are associated with a student will be held against them (i.e. fake**

accounts, spam accounts). Behaviors include, but are not limited to, posting rumors, threats, or hurtful statements on a social networking site, following social networking sites that contain rumors, threats, or hurtful statements, forwarding text or email messages, or posting and/ or reposting tweets that contain rumors, threats, offensive pictures or videos, pictures or videos containing sexual content, or hurtful statements about another person, and misrepresenting one's self over a technological communication device.

No form of bullying is acceptable.

Harassment and hazing shall consist of, but not be limited to, bullying, unwelcome contact or advances, requests for favors, or other inappropriate verbal, written, graphic, technological (including text messages, social media, or internet), or physical conduct which causes discomfort or hurt to another person. Intimidation of a person via electronic media is also considered harassment.

Catholic Consultative Board

Every school in the Diocese will have a Catholic School Consultative Board comprised of stakeholders with a constitution that is consistent with Diocesan guidelines and NCEA recommendations and reviewed and approved by the superintendent of Catholic schools.

Class Placement

We strive to achieve a heterogeneous mix of students in each class. While we understand that you may wish to have your child placed with a particular teacher for any number of reasons, we cannot honor individual requests. Such requests make it difficult to equally distribute children based on their gender, academic potential, maturity, and personalities. Rest assured that our entire faculty is well-educated, highly motivated, genuinely concerned about the welfare of students, and unafraid to do what it takes to maintain high standards of excellence for themselves and for their students.

Classroom Visitation

For the safety of your children all visitors, including parents, **must** report to the school office to pick up a **visitor's pass**, except at those times of public functions.

Parents of students in grades 1-5 should encourage and celebrate their children's independence and confidence and should not walk their children to their classrooms. Arrival is a time for the children to get organized and begin their day at school; this is a moment of empowerment for them! Please see that goodbyes are said at the front door. Following this procedure will allow for a smooth and positive home to school transition, will cut down on traffic in our hallways, and will allow our children and teachers to get down to the important business of learning as soon as our morning bell rings!

Only those parents who are volunteering in some capacity, or has a pre-arranged conference with a teacher, should be in the halls or classrooms during school hours. Forgotten lunches, homework, books, etc. should be dropped off at the school office. Your support of this school policy is an important component in helping us to insure the safety, adequate supervision of your child, and uninterrupted instructional time. Parents should never assume that it is okay to go to their child's classroom to deliver materials, pick up make-up work, ask the teacher a question, or initiate an impromptu conference.

Additionally, for safety's sake, we ask that everyone, visitors and students alike, **entering or exiting** the building, use the **Leon Sullivan Way entrance**.

Co-Curricular Activities

Elementary school athletics, as all co-curricular activities, are under the jurisdiction of the Principal and Pastor/Designated Pastor. Local policies and regulations for athletics must be approved by the Principal, Pastor/Designated Pastor, and local Catholic School Consultative Board.

Selection of Moderators (Coaches) The term “moderators” is meant to include coaches of all teams that represent the school in any sport. Moderators of all co-curricular activities are to be officially appointed by the Principal with the approval of the Pastor/Designated Pastor. All moderators must complete a background check and be compliant with all guidelines and requirements as outlined by the Office of Safe Environment.

League Participation and Rules: Interscholastic sports at the elementary level are governed by the rules of the league(s) to which the school belongs.

Sportsmanship and Moral Conduct: Sacred Heart Grade School expects that all who are involved in their sports programs: athletes, coaches, parents and spectators will display at all times the Christian moral principles taught by the Catholic Church. Sacred Heart Grade School will not tolerate behavior and attitudes which are not in keeping with basic Christian teachings. Sacred Heart Grade School will enforce a sportsmanship code and shall remove those not adhering to expectations. Spectators displaying disruptive or unruly behavior may be removed from the facility in which a sport is being played. Inappropriate behaviors include, but are not limited to: berating or belittling players, coaches or officials; use of vulgar language; use of alcoholic beverages or being under the influence of drugs or alcohol; and any acts of violence or threats, assault or battery.

Safety Guidelines: Sacred Heart Grade School will attempt to provide practice and playing facilities and sports equipment that are free of safety hazards. Sacred Heart Grade School will never permit participation during unsafe conditions, such as thunder storms, or other inclement weather creating a safety issue for players or fans.

Participation, Practice and Playing Time: Sacred Heart Grade School has established participation guidelines in order to provide an opportunity for meaningful play for all children. Open gyms, when scheduled, shall not be mandatory or directly affect students’ playing time or team selection.

Co-curricular activities which are sponsored by Sacred Heart Grade School in the Diocese of Wheeling-Charleston are the responsibility of the school whether held within or outside of regular school hours or on off school property. The regulations governing co-curricular activities are as binding as the rules governing regular school activities. Co-curricular activities are definite aids in the educational process. These activities shall correlate with the course of study and be directed to the same general objectives.

Concerns

1. When a parent has a concern, he or she **should contact the teacher directly involved**. The majority of concerns can be resolved satisfactorily at this level.
2. If the parents feel as though the issue has not been settled, they should request an appointment with the principal. The administration should have had an opportunity to confer with the teacher, so they may have the issue firmly in mind while speaking with the parents.
3. If the above procedures fail to resolve the issue, the parents should make an appointment with the Pastor.
4. Be mindful of following the outlined procedures. Failure to follow the procedures for airing concerns can cause miscommunication.

Communication

A school newsletter is published monthly to keep parents in touch with what is going on at Sacred Heart. The first newsletter in August is mailed to the home. Following newsletters will be sent home with your children and is available on the school web-site.

A classroom newsletter is published weekly to keep parents in touch with what is going on in the individual classroom. Weekly assignments, special notices, and long term assignments are but a few of the items likely to be found on the classroom newsletter. This newsletter is also available on the school website.

SHGS is on Twitter! Follow us @SacredHeartGS, or if you are not on Twitter, simply text the message “follow SacredHeartGS” to the number 40404, and you will receive updates and notification via text message.

Parent/Teacher Conferences for grades K-5 are held in November of each year. ECE and Pre-K conferences are held in January. In addition, our faculty is always available for conferences if you make arrangements through the office. Please note that teachers are not available for conferences when children are arriving in the morning or during dismissal times in the afternoon. Both of these times of day are typically very busy for teachers and do not lend themselves well to engaging in private conversations regarding your children.

Daily Schedule

7:40 a.m. - First bell; classrooms open

8:00 a.m. – Morning prayer

8:10 a.m. - Classes begin

2:30 p.m. – Dismissal for students in preschool, kindergarten

2:45 p.m. - Dismissal for students in grades 1-5

NOTE: Parents please plan for your children to arrive between 7:40 and 7:55 a.m. **The building will not be open until 7:30 a.m.** Children arriving between 7:30 and 7:40 a.m. will wait in the cafeteria until the 7:40 bell. Children who arrive after 7:40 should go directly to their homerooms. No child may leave the premises without office permission once he or she has arrived at school even if the child arrives before 7:40 a.m.

Designated Pastor

The Pastor is the spiritual leader of the Catholic school community. It is his responsibility to assure that religious education is consistent with the teachings of the Catholic Church. The administration of the school is delegated to the Principal who directs the religious education and academic programs of the school as well as the school’s day-to-day operations. Policy is promulgated by the Pastor/Delegated Pastor and implemented by the Principal.

Discipline Policy

Not every disciplinary situation can be covered ahead of time by school policy. The school, therefore, reserves the right to take what seems to be appropriate action at the time of any given situation.

The purpose of Sacred Heart’s discipline policy is to create a Christian atmosphere, one of respect and responsibility, as well as to provide order and generate self-control. Each person is expected to do his/her part to bring about this climate. Appropriate conduct is required of each child at all times during the school day.

Parents are asked to assist children to grow in responsibility and to accept the consequences of their behavior. School and home must support the other’s authority or weaken their own.

Rules and Regulations

Some of the major school rules are listed below. (Students are also expected to adhere to Diocesan rules, parish guidelines, and classroom regulations as these are made known to them.)

1. Students must respect the rights of teachers to teach and students to learn. (This requirement includes coming on time and being prepared for class.)
2. Students must respect the school facilities (books, desks, property, etc.) Parents will be held responsible for damages to school property.
3. Students must respect other students at work and at play by using appropriate language and behavior. Inappropriate language and behavior is never acceptable.
4. Students must show respect to the faculty, staff, volunteers and all those who serve at the school as well as those who assist them in getting to and from school.
5. Students must show respect to themselves and others by being honest in all they do and say at school.
6. Students are expected to be aware of the effects of their behavior on their environment and on the feelings of others and act accordingly.

Possible Consequences of Inappropriate Behavior:

1. For minor infractions such as a minor disturbance in class; arriving late; coming unprepared (forgetting pencil, book, supplies); neglecting or poorly fulfilling a classroom regulation; chewing gum; failure to be in uniform, minor conflict with another child, or other inappropriate behavior,
 - a. Loss of break time, or other privileges
 - b. Conference with teacher or principal/assistant principal
 - c. Notification of parents, parent signature required
2. For more serious or repeated offenses as determined by the administration and pending investigation (e.g. fighting, disrespectful behavior or language, stealing, cheating or other dishonest behavior, deliberate property damage, repeated minor offenses, refusing to obey reasonable requests of teachers, truancy, leaving school premises without permission, bullying, cyberbullying, threats of violence, sexting, possession of weapons):
 - a. In-school suspension (with notification of parent) a period (usually 1-3 days) doing school work apart from classmates
 - b. Suspension (with written notification to parent)
 - c. Expulsion (according to Diocesan regulation)
 - d. Other (as seen fit by the administration)

NOTE: Each case will be handled on an individual basis. Off-premise behavior, while not under school jurisdiction, may reflect on the school and may be detrimental to the reputation of the school and thereby result in consequential action on the part of the school. Per diocesan policy, offenses (on or off-premise) related to threats of violence, weapons, cyberbullying, or sexting will be reported to the WV State Police.

Corporal punishment is not used.

Electronic Devices

Personal electronic devices have become an everyday part of life. However, the use of such devices, such as (but not limited to) cell phones, Apple Watches, iPods, personal iPads, and game gear is not permitted during the school day. If present in the school, these devices must be out of sight and in the off position during school hours (from the time the student arrives to when he or she exits the building). If students ignore this requirement, the first time, the item will be kept by the teacher and returned at the end of the school day only to the parent. Should a student ignore this requirement a second time, the item will be turned into the school office with a fine of \$20 levied when returned to the parent.

Emergency Closings

Sacred Heart Grade School and Charleston Catholic High School will **NOT** follow **ANY Kanawha County Schools weather related procedures**. Families will need to listen to the radio/television for changes to the SHGS/CCHS schedules. The following stations will be notified by **6:15 a.m.** if there are changes to be made: V100-FM/99.9 (v100radio.com), Kicks96-FM/96.1, WKAZ-FM/107.3, Public Radio, WCHS-AM/580, WCAW-AM/680, WCHS-TV (wchstv.com), WSAZ-TV (wsaz-tv.com), WOWK-TV.

School closings, delays, and up-to-date information are also posted on the schools' websites:

- CCHS (www.charlsoncatholic-crw.org)
- SHGS (www.shgs.us).
- Twitter (@SacredHeartGS)

If no announcements are made for SHGS/CCHS, classes will be held on a regular schedule.

Decisions will be made on the best information we have on hand concerning the overall area, namely, the norm rather than the exception. Conditions vary from area to area and school-level decisions must be made with consideration to the local situation.

In the case of two-hour delays, classes will start promptly at 10:00 a.m. On these days, the building will not be open until 9:40 a.m. to allow staff time to get to school safely. Please do not drop your children off prior to that time. If a two-hour delay is called, any changes will be made by 8:00 a.m.

Additionally:

- If a two-hour delay falls on a Mass day, students will not attend Mass on that day.
- When school is canceled, school related after-school and/or evening functions (e.g. conferences, programs) will also be canceled and rescheduled.

In-School Emergencies

At the beginning of the school year, parents complete an electronic Emergency Information Card on RenWeb for the school record with current names, addresses, telephone numbers, emergency numbers, and medical information for each student. It is imperative that this information be kept up-to-date. If you should have a change of address or telephone number, make the revisions on the electronic card on RenWeb and notify the school office **immediately** in writing.

Emergency Drills

Fire and shelter-in-place drills are held at regular intervals as required by law. These are an important safety precautions. It is essential that when the first signal is given that everyone follow directions promptly.

Directions are given each year in August and posted in each room. We ask that all adults who are in the building at the time of a drill follow the safety rules and evacuate the building. Silence is required during a fire drill.

Evacuations

If students must be evacuated and are unable to return to the building, they will be taken to Charleston Catholic High School, Kanawha County Library, the Clay Center, or the YWCA, depending on the situation.

If students have to be evacuated from the area, the evacuation will be carried out under the direction of Charleston's Office of Emergency Service. Students would be bussed via KRT or Kanawha County School buses to the Armory, Charleston Civic Center, or another public building deemed to be safe from the problem. If the entire school is being evacuated, **under no circumstances will parents be allowed to pick their children up at the school. All parents, NO EXCEPTIONS, will be required to pick their children up at the evacuation site.** If necessary, the Red Cross will provide food, cots, blankets, etc. City and school officials will keep a log of anyone moved apart from the group (e.g. for medical treatment).

For any emergencies that result in evacuation or shelter in place, parents will be notified via the aforementioned radio and TV stations and by text according to the emergency cell numbers on file. If the school is required to shelter in place, all entrances will be locked until the school receives word that the shelter in place is over. A sign will be posted on the Leon Sullivan Way entrance door indicating that shelter in place is in effect.

NOTE: *During an emergency, parents **should not call the school, hospital, or police.** Calling will only tie up lines during an emergency situation. Listen to Emergency Broadcast on radio or TV. All pertinent information regarding group location, timetable for return or release, pick up schedule...will be broadcast, relayed via the homeroom phone tree, and, if feasible, posted on the school's web-site.*

Extracurricular Activities

All Sacred Heart students in grades K - 5 have the opportunity to participate in basketball through the parish. All coaches of extracurricular activities are volunteers. Sacred Heart students also have an opportunity to participate in Scout programs.

Fees

Book Rental and Supply Fee

Each child must rent his/her books from the school. The book rental and supply fee is determined annually and is included on the tuition statement and billed through the Parish Office.

Technology, Library, Testing Fees

In order to continually advance the school's technology, cover costs of software site-licenses for the school, provide students with high quality literature, and assess students annually with a nationally normed testing instrument, students pay a nominal fee annually which is included on the tuition statement and billed through the Parish Office.

Field Trips

Field trips that have been planned by a teacher, or the school, are an important part of a child's instruction in a particular area of knowledge or experience. Field trips of any kind, involving vehicle transportation or not, require written permission of parents in advance of the trip.

Grading Scale

Please note that only the **final grade average** is recorded on the student's permanent record card.

Graded Subjects

A+ = 100	A = 94 – 99	A- = 93	S = Satisfactory
B+ = 92	B = 86 – 91	B- = 85	N = Needs Improvement
C+ = 84	C = 78 – 83	C- = 77	U = Unsatisfactory
D+ = 76	D = 70 – 75	D- = 69	
F = below 69			

Homework

The Purpose of Homework

Although children work hard during the school day, homework is also an important part of their learning process. Valid purposes for utilizing homework are that it: (1) promotes growth in self-responsibility and self-direction in learning; (2) directs students toward strong work habits; (3) enriches, enhances, and extends school experiences; (4) helps children learn to manage their time, and (5) provides essential practice in developing and cementing skills.

How Much Homework Can Be Expected?

In general, as a child's learning responsibilities increase with each grade, their homework demands will increase as well. Primary aged elementary students (1-2) should expect to have homework three to four times a week amounting to no more than 20 minutes daily. Intermediate aged students (3-5) should expect homework four times a week amounting to no more than 45 minutes daily. (See grade by grade expectations below.) These time increments include all written homework along with test preparation time. If additional time is needed to prepare for a test, or work is not completed during the allotted class time, the homework time may vary. **If, on a regular basis, it is taking your child significantly more time than estimated, please ask for a conference with your child's teacher(s) to discuss potential help strategies. It is neither desired, nor healthy, for homework to monopolize the child's entire evening.** We recognize and support the importance of playing outside, participating in extra-curricular activities, and having family down-time. Mandatory homework (work intended to be turned in on Monday) will not be assigned over the weekend. Students, of course, may choose to spend time preparing for upcoming assignments, tests, or long-term projects.

Approximate time allotments by grade:

- Kindergarten = 10 minutes	Grade 3 = 30 minutes
- Grade 1 = 15	Grade 4 = 40 minutes
- Grade 2 = 20 minutes	Grade 5 = 45 minutes

Instructional Program

Early Education - (for two, three and four year olds)

The early education programs at Sacred Heart are full day programs aimed at developing the whole child intellectually, socially, physically, and spiritually. Stories, songs, games, field trips, learning centers, and other developmentally appropriate activities are geared to young children's needs. Children are provided with opportunities to become familiar with the alphabet, concepts about print, and numeration. Coordination and development of motor skills are enhanced through arts and crafts, music, gym, and a variety of other activities. Opportunities to develop an awareness of calendars, seasons, and holidays are incorporated into the program.

Developing good manners, consideration for others, and getting along well with others are emphasized in the preschool program.

Kindergarten

Sacred Heart Kindergarten is also a full day program that continues to nurture and develop the child. Creative play, a literacy rich environment, number exploration, socialization, and multicultural awareness characterize the kindergarten learning program. The curriculum includes reading, math, science, social studies, handwriting, religion and countless other activities and experiences designed to meet the needs of the five-year-old child. On a weekly basis, our Kindergarten students participate in Cultural Explorations, music, gym, reading center, and computer classes.

Grades 1-5

Basic skills in reading and math are given special emphasis at Sacred Heart. Course work in English, spelling, science, and social studies complete the core academic curriculum at Sacred Heart. Art, reading center, music, and French are taught weekly in grades 1-5. All children participate in the structured weekly physical education classes as well as in a daily recess/play period. Students also engage in varied educational technological experiences by visiting the Computer Lab with their class.

Liturgies

On Fridays, students in grades 1-5 attend Mass and need to be in their classrooms by **7:50 a.m.** so as not to be late for the parish/school liturgy. Each week a different class is responsible for the Mass. When your child's class is responsible for having the Mass, the desire to capture the moment is understood. However, if you take a picture or video, **PLEASE DO NOT USE YOUR FLASH. If you are videoing, please position yourself as not to disrupt those around you. It must be remembered that this is a church service, and though the children are participating, not a performance. Also, please consider that in trying to capture the moment digitally, you might miss the experience of the moment itself.** There will be additional opportunities to photograph the children at the front of the church following the liturgy.

Additionally, we ask that you enter the church quietly and recognize that we, along with others who are attending mass, are preparing silently and prayerfully for the service before it begins. Help us to revere the silence of these moments of preparation and reflection.

Though all students in grades 1-5 attend Mass and are required to participate, only those students who are Catholic receive Eucharist (Communion). When a Holy Day of Obligation occurs on a day other than Friday, schedules are changed so that the children are able to attend Mass on the Holy Day. Children also attend Mass on Ash Wednesday.

Lost and Found

If your child has lost anything, ask him/her to check with the receptionist in the office or at the lost and found table in the cafeteria. All uniform clothing pieces, jackets, lunch boxes, etc. should be labeled with your child's name to allow for easy identification. Unclaimed uniform items will be added to the uniform closet for resale. Other unclaimed items will be donated to area shelters and/or social service agencies at the end of each semester.

Lunch Program

Sacred Heart Grade School follows the guidelines of the National School Lunch Program (NSLP) sponsored by the Federal Government. Children choosing to eat hot lunch will learn to make healthy choices while

eating a well-balanced nutritious lunch each day. An alternative entree of a peanut butter and jelly sandwich is also offered daily. All lunches include milk or water.

Families that cannot afford to provide this school lunch for their children should fill out the School Lunch Program Form sent home at the beginning of the year. Suitable provisions will be made for free, or reduced lunches, according to regulations. We encourage you to take advantage of this resource if you are eligible for it.

Student lunches are charged. At the end of each month, parents will receive a computerized bill for lunches purchased, via their child's Friday Folder. **Unpaid lunch bills may result in report cards being withheld.**

Money will only be accepted in envelopes with the following information:

Child's name and homeroom

Amount of money enclosed

Student's lunch ID number

The envelopes are for record keeping purposes and therefore it is important that the information on envelopes be accurate and clearly stated. Checks should be made out to Sacred Heart Grade School. Menus are sent home monthly and are also available on the school's website.

Lunch prices: **Student lunch: \$3.75 Milk alone \$.60 Bottled water: \$.25**

Parent Lunches and Golden Friend Lunches provide an opportunity for parents, grandparents, and family to dine with their children in grades 1-5 during the school day. Scheduled dates for these lunches will be posted in the monthly menu and also in the monthly newsletter. **The cost of lunch for an individual not enrolled at Sacred Heart Grade School is \$4.00.**

Make Up Work

Make-up work is not available until **2:30 p.m.** Please remember that teachers have very little time during the day when they are not actively engaged in the process of educating your children. We do not want teachers to take instructional time to gather make-up materials.

Previously assigned work is due the day the student returns. For a one day absence, work is due the day after returning to school. For two days absence, work is due two days after returning to school. For three or more days absence, work is due three days after returning to school.

Make-up tests due to absence will be taken the day the student returns to class, unless it has been an extended absence. In such cases, arrangements to take the tests missed should be made with the teachers concerned, ordinarily within one week's time after returning.

Medications

Pupils requiring medication during school hours must have on file a signed medical authorization form from the parent, or guardian, and a properly completed physician's statement identifying the medicine, dosage, and purpose of the medication. Medication forms are available in the school office. All medication must be in original containers and have a label affixed with the student's name. The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Parents who send nonprescription medication to school with students must follow the same procedure as that outlined for students possessing prescribed medication.

The school is prohibited from dispensing any medication without written parental permission.

Monies

Whenever it is necessary to send money to school, please send it in an envelope stating the child's name, amount, homeroom, and purpose for the money. To facilitate the collection of money, please enclose the **exact** amount.

Separate envelopes should be used when money is sent for more than one purpose. Checks should be made payable to Sacred Heart Grade School with the purpose of the check written on the memo line.

Neglect and Abuse

All educators and child care professionals in the state of WV are required to report any suspected incident of child abuse and neglect to the WV Child Abuse Hotline at 1-800-352-6513 within 24 hours. All educators and child care professionals must also notify the principal and or director; however this report does not exempt a person from his or her mandate to report the suspected abuse or neglect.

Parent Involvement

Parents have a serious obligation first and foremost in providing for and supervising the education of their children. The family is the first school, but it needs assistance from society as a whole and from the Church to accomplish this mission.

Parents must create a family atmosphere filled with love and respect for God and man, in which a well-rounded personal and social education is fostered. Hence, the family is the first school for developing values, attitudes, and love for Christ and others.

The Catholic School is an extension of the education that begins in the home. By the time a child enters school, he is not beginning his education, but continuing it, and needs the help of parents and teachers. Parents should, therefore:

- ☆ Maintain a united authority between themselves and the school so that the teacher in the classroom is an extension of parental authority.
- ☆ Support and reinforce the school's policies and procedures.
- ☆ Check your child's screen time. Too much screen time has the tendency to hamper the child's listening abilities and can alter attention and focus. Children also are strong imitators. Be wary of programs, videos, or games that provide a model for violence and/or disrespect.
- ☆ Provide the proper time and materials for study both at home and school.
- ☆ Encourage a daily period of reading at home; reading is a skill that requires much practice. Also, read to your children, have them read to you, and let them see you enjoying reading.
- ☆ Encourage daily active play at home...either inside or outside. This free time is important for both development of executive functioning and enjoyment of life!
- ☆ Insist on regular and prompt attendance to instill within the child the importance of his/her presence in school.
- ☆ Be sure your child's uniform is complete and kept in good condition.
- ☆ Be a part of the school volunteer program, if possible; when you are involved, your child sees through your actions that you care.
- ☆ Out of consideration for all children, do not send/bring invitations to school unless every child in the class is included. Invitations will only be distributed to the child's homeroom. Invitations will not be distributed to an entire grade.

☆ Return promptly all materials requiring the signature of a parent or guardian.

Parent Volunteer Association (PVA)

Parents of each child enrolled in Sacred Heart Grade School automatically become members of the PVA. Membership dues are \$40.00 per family and are paid annually and collected with tuition.

PVA parent packs are sent home at the beginning of the school year. Parent packs contain information about PVA-sponsored activities and volunteer sign-up sheets.

PVA meetings are held monthly, September through May in the school cafeteria.

The PVA steering committee and committee chairpersons meet monthly at the PVA meeting to plan volunteer help programs, parent information sessions, socials, and enrichment activities.

PVA members provide an invaluable service to the school. Parent volunteers help with the cafeteria, library, playground, homeroom activities, field trips, etc. The school could not exist without this involvement and support, and we are most grateful for it.

Pictures

Individual school pictures are taken during the fall. It is optional for parents to purchase the pictures. Class pictures are taken in the spring. Again, purchase is optional.

A school year book is provided to each student in the spring.

Promotion

A student who has shown satisfactory progress, completed the required grade work, and demonstrated the necessary maturity will be promoted to the following grade.

Students who do poorly over a given year, who have been absent excessively, or who do not exhibit the necessary maturity to advance to the next grade may need to be retained.

Retention of students is based on a consideration of the welfare of the student. Every student will be placed where he/she can work to his/her best advantage. Parents will be advised by the end of the third quarter in writing if retention is being considered. The ultimate decision in regard to retention is made by the administration after consultation with the teacher(s) and parents.

Religious Education Program

Religious education is central to the Catholic school. Through transmission of Catholic doctrine and Christian living within the school, Sacred Heart aims to assist parents in their task of the moral, ethical, and spiritual development of their children.

Sacred Heart's religion program helps students to grow in their awareness of their multiple relationships to God, self, community, and the world. From time to time, programs and projects directed to the service of others are brought to the attention of the children, and they are encouraged to participate actively and generously in these activities.

Religion classes are conducted daily for all students, both Catholic and non-Catholic, enrolled at Sacred Heart. Our non-Catholic students enrich our religious instruction program by sharing their faith experiences with members of their class. In addition, all students in grades 1 - 5 attend Mass once a week and there are opportunities

for Catholic students in grades 2 - 5 to receive the Sacrament of Reconciliation periodically throughout the year. Faculty and parent participation is encouraged in all student liturgies. Though all students in grades 1-5 attend Mass weekly and required to participate, only individuals who are Catholic are permitted to receive Communion. The official policy of the Diocese of Wheeling-Charleston is as follows: Kindergarten: 100 minutes per week (5 twenty minute periods); Grades 1-3: 125 minutes per week (5 twenty-five minute periods); Grades 4-5: 175 minutes per week (5 thirty-five minute periods).

Religion is not a separate entity in the life of a Christian and must be part of all aspects of his/her life. Therefore, religion is integrated with other subjects to include experiences that teach the appreciation of and respect for all racial and ethnic groups and the values of peace, justice, social awareness, and moral responsibility. Religion must help the child to relate to all the people of our world, accepting the differences and appreciating their value as children of God. The true Christian works to improve the condition of all people. It is with this spirit that we work together at Sacred Heart.

Sacramental Preparation

Catholic students in 2nd grade are formally prepared for the first reception of the Sacraments of Reconciliation and Holy Eucharist.

Report Cards and Progress Reports

Early Education

Sacred Heart issues progress reports for our ECE and Pre-K programs at the end of the first semester and at the end of the year. These reports provide an assessment of each child's progress in social-emotional development, physical development, and cognitive development (reading readiness and math readiness).

Kindergarten

Parents of kindergarten students receive their progress reports quarterly. Each child's assessment includes an evaluation of social-emotional development, physical development, and cognitive development (in the areas of language arts and mathematics). Students in Kindergarten bring home weekly work samples via their Home-School Express Folder.

Grades 1 - 5

Sacred Heart issues report cards quarterly in grades one through five, with mid-quarter progress reports. The reporting system attempts to give parents an objective idea of the progress of their children according to each child's individual ability.

The report card for grades one through five provides an evaluation of scholastic achievement, academic traits, and personal growth and development. Parents should consider each of these aspects in examining the report card.

Students in grades 1-5 will bring home weekly samples of class work in their "Friday Folders". Parents should review carefully the work in these folders, as these papers provide a continuous and current profile of academic achievement.

NOTE: Reports may be withheld for pupils who have been absent six or more days during a nine-week period unless the work has been completed and a satisfactory reason for absence has been established. Reports may also be withheld for failure to pay fees and/or dues.

Safe Environment

All school employees and volunteers must complete a background check and be compliant with all guidelines and requirements as outlined by the Office of Safe Environment. Schools must also implement an approved curriculum on safe environment.

School Calendar

The calendar of the Catholic School (K-12) shall include, at minimum: one hundred and eighty (180) full instructional days for students; Five (5) days for professional development (in-services at local, regional, and diocesan level); fifteen (15) additional non-instructional days for faculty/teacher (work days, clerical days, preparation days, retreat days, paid holidays).

School Health Service

Sacred Heart is visited on a regular schedule by a registered nurse who screens children for hearing and vision. Hearing, vision, and speech screenings will be completed for all students entering kindergarten. Please notify the school in writing if you do not want the screenings to be completed for your child.

If your child is going to be successful in school, he/she should be strong and healthy and attend school regularly. It is the parent's responsibility to get the child home if he/she becomes ill at school. Parents must make arrangements for this emergency. School facilities do not enable us to provide extended care for sick children.

Observe your children daily to see if they show any symptoms of contagious diseases and make provisions for them to stay home from school under such circumstances. **Children must be fever (without the use of fever reducing medicine), vomit, and diarrhea free for 24 hours before returning to school.**

Please keep your child at home if he/she has:

- ◆ A temperature above 100 degrees
- ◆ An unidentified or contagious rash
- ◆ Upset stomach
- ◆ Diarrhea

Accidents that occur outside of school should be taken care of through first aid at home or by a family doctor.

School Song

Beacons of Hope

By Sister Gertrude Lacki, OSF

Beacons of Hope,
Beacons of Light,
Beacons in a world -
Troubled and confused -
(We try to) Hope for good things
(And we try to) bring the Light of Christ
To everyone and everywhere
Amen - Alleluia - Amen

Let us bring His light
Let us bring His peace
We are beacons of Hope
To everyone and everywhere
Amen - Alleluia - Amen

(2nd ending):

To everyone and everywhere
To everyone and everywhere
To everyone and everywhere
Amen - Alleluia - Amen
- Alleluia - Amen
- Alleluia - Amen
We are beacons of hope.

(adopted May, 1984)

Social Networking

Sacred Heart Grade School attempts to provide a safe environment for all individuals. In terms of social networking, blogs, and any online publishing, the following guidelines are in place:

- Teachers are not permitted to be friends on any social networking sites until the student is 18, or after the student has graduated from high school (whichever comes last).
- The official use of the school logo and name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal.
- Publishing pictures taken on school property during regularly scheduled school hours is prohibited. Though often well intended and innocent, placing pictures of our students online may go directly against parental wishes.
- Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted.
- Engagement in online activities, such as, but not limited to, MySpace.com, Facebook, etc. may result in disciplinary actions if the content of student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.
- Communication via social networking does not take the place of official office notification. Communication with the SHGS office should be in writing or by phone.

Solicitation

No individual, group organization, partnership, corporation, or assembly of any kind may use the name of Sacred Heart Grade School or any school within the Diocese of Wheeling-Charleston in association with fund-raising, gambling, or solicitation of any kind, unless: there has been prior written approval from the Principal and Pastor of the particular school; all licensing required by all applicable sections of the WV State Code have been issued.

Special Events

- ❖ Fall - Grades 1 - 5) Gym Jam (a variety of athletic activities)
- ❖ December - (Grades 1, 2, and 3) Christmas Music Program
(Kindergarten) Gingerville, U.S.A.
- ❖ Mardi Gras - (ECE - 5)
- ❖ Spring - (Grades 4 & 5) Spring Choral Program
(Kindergarten) Art Show
- ❖ End of Year Picnics - (ECE - 5)

Standardized Testing

Standardized Achievement Tests are administered in the spring during the months of March or April to children in kindergarten through grade 5.

Student/Parent Handbook

All Diocesan schools are required to have a Student/Parent Handbook that communicates policies and regulations governing the school. Students and parents are required to sign a contract stating that they agree to abide by the policies and regulations found in the handbook.

Student Dignity

Sacred Heart Grade School along with the Diocese of Wheeling-Charleston affirms the human dignity of all persons. It is the policy of the schools of the Diocese to assure that this philosophy be a lived reality in its educational institutions and environments. For this reason, and in all circumstances, persons shall be treated with the respect that being created in the image and likeness of God warrants. Characteristics such as: race, creed, national origin, physical and academic ability, gender, age and personal appearance shall be sources of honor, support, and pride. Care shall be taken to make the values of human dignity and respect an integral part of the curriculum in the schools of the Diocese of Wheeling-Charleston. Behavior which constitutes treatment of an individual which is demeaning, hostile, debasing, unwelcome, belittling, harassing or denigrating is unacceptable.

Technology

The use of technology by staff and students is considered a privilege, not a right. Sacred Heart Grade School administration has the right to monitor all activities utilizing technology. All schools are required to have on file the Faculty/Staff Acceptable Use Policy Form signed annually for students /parents, faculty/staff, and volunteers: Appropriate personnel at the local school, as designated by the Principal, are responsible for providing education for students, faculty, staff and volunteers on the terms of the Diocesan Acceptable Use Policy Form, which must include Internet safety and etiquette.

Telephone

The school phone is for office use only. Students may use the phone only in case of an emergency with office permission. Please do not request that a child phone home during, or after, school for any reason. If it is necessary to communicate a message, the parents are expected to phone the school. The message will then be forwarded to the students.

During the school day, students or teachers may not come to the phone to receive messages.

Tobacco Control Policy

The use or distribution of tobacco products in any Sacred Heart Grade School building is prohibited. School personnel are prohibited from distributing or using any tobacco products while in the presence of students or while engaged in any activities directly involving students, at any location. Students under that age of 21 may not possess any tobacco product at any time. No school property may be used for advertising of any tobacco product.

Traffic Control

Being in a downtown situation certainly has many advantages. But one negative aspect involves student transportation. To help ensure our students' safety, make things run as smoothly and as efficiently as possible for parents, and contribute to the sanity of school staff and city officials, it is critical that parents follow these procedures. Please make sure that anyone who will be transporting your children reads and understands the traffic rules. We know that you appreciate the fact that everyone benefits when these procedures are followed.

Crossing Guard

The school crossing guard will be on duty at the corner of Leon Sullivan Way and Quarrier before school between 7:30 am and 8:00 am and after school between 2:25 PM and 3:00 PM to cross your children safely. We request that when you are with your child you also take him/her to the corner so that this safety measure may be reinforced. Please instruct your child not to step off the curb until the crossing guard gives the go ahead sign.

Morning Drop-off

We will follow the morning drop-off procedure which has been approved by the Charleston Police Department:

1. There will be **no drop-off on Leon Sullivan Way anywhere in front of the school.**
2. Cars should enter the **yellow-lined area** (curb in front of the school) on Leon Sullivan Way and proceed **right** into the alley between the school and church. **The alley is a Cell-Free Zone. For the safety of our children, please only use hands free communication devices when dropping off children.**
3. When you enter the alley, pull up as close as you can to the door at the far end of the alley (closest to Dunbar Street) and as close as possible to the car in front of you.
4. Children need to be ready to exit the car immediately and must exit from the right side of the car so they will be against the school building. Children must walk against the building as they move toward the door where a faculty member is waiting. Book bags and other school materials should be easily accessible for the children and **should not be placed in the trunk.**
5. Children will enter the school through the Parish Hall door and proceed to the cafeteria.

6. After depositing your children, exit right onto Dunbar Street.
7. **Pedestrian traffic of any kind is not allowed in the alleyway during morning drop-off.**
8. If you need to walk your child into the school, or you are coming into the school to conduct business during the school day, you must park at a meter and enter the Leon Sullivan Way door.
9. Please remember that the crosswalk and crossing guards are there to help parents and students alike to ensure their safety. Jaywalking is prohibited.

Afternoon Pickup

Afternoon pickup is made easier if everyone follows the guidelines. Please keep in mind that we take these precautions to ensure the safety of your children. It is our goal that they get home safely! Remember, too, that dismissal is a busy time and teachers are “on duty” so this is NOT the time to engage the teachers in conversation. Please set up an appointment through the school secretary to talk privately with teachers.

1. All students in grades 1 – 5 are ready to be dismissed from the cafeteria or gym at 2:45 p.m. and **must be picked up by 3:00 p.m.**
2. Our ECE, Pre K, and kindergarten students are dismissed at 2:30 p.m. from their classrooms.
3. At dismissal, students are not free to leave the school at will. A teacher on duty will only release children to authorized adults or, with written permission from a parent, to a CCHS sibling (see #5).
4. Only fifth graders having letters on file in the office may walk to their parents’ nearby offices. They must first check-in with the teacher at the walkers’ door before they may leave the school. These letters granting parent permission must contain the following: student’s name, location and phone number of parent’s office, parent signature, and the days the child will be walking, e.g., daily, Mondays only, Tuesdays/Thursdays, etc. No student will be allowed to leave the building alone unless this letter is on file. Students are not permitted to walk to the downtown library, local restaurants, or other locations without parental supervision.
5. For those students who have siblings at Charleston Catholic High School (CCHS):
 - a. CCHS students are welcome to wait in the dismissal room (gym or cafeteria) with their SHGS brothers and sisters. The CCHS students may not wait on the street or in the alleyway, but must be in the school following the same procedures and rules as the SHGS students waiting for their parents. Failure to adhere to this policy will result in disciplinary action at CCHS.
 - b. SHGS children may not be picked up at CCHS. SHGS students are not permitted to wait for their rides at CCHS.
 - c. With written parent permission (see #4), SHGS children may be released to their CCHS siblings if these students are going to meet their parents in a location away from both schools (e.g., library, parent’s office) or if these students are driving their siblings. **This written permission must include the name of the CCHS student, the time of pick up, and the student’s destination with his or her sibling.** Students cannot be released to their CCHS siblings to be picked up out on the streets.
6. The office must also have letters on file for any students riding the city bus. The same information listed in #4 above is needed on these letters. Again, these letters must be on file or students will not be dismissed to ride the bus. The privilege of riding the city bus will be taken away from children if the administration receives repeated reports of students’ misbehavior while on the bus.

7. If you are driving to pick up your children after school, you must follow the drive-through pick up procedure. The pickup line does not start moving until 2:45 p.m. DO NOT BLOCK intersections and please be considerate of other drivers. **The alley is a Cell-Free Zone. For the safety of our children, please only use hands free communication devices when picking up children.** Please follow these steps:
 - a. Place a 4 inch by 11 ½ inch sign with your family name or the name of the carpool (**in large, dark, block letters**) on your car's dashboard.
 - b. Enter the Sacred Heart alley on Leon Sullivan Way. Drive through the alley, pick up your children, continue through the alley, turn right onto Dunbar Street, and turn left onto Quarrier Street to exit.
 - c. Using the family/carpool sign in cars' windows, the teacher on duty will announce your name over the intercom in the gym, and your child will wait at the door until another teacher releases him/her to go to the car.
 - d. **During afternoon alley pick-up, all students, while on school property and aided by a teacher, should enter the backseat of the car and wear a seat belt.**

8. Walkers' Line: If instead of driving through the pickup line, you prefer to come into the school to pick up your child, please enter from the Leon Sullivan Way entrance and form a line in the cafeteria.
 - a. You will have to find a parking place at a parking meter. **Do not park on Leon Sullivan Way directly in front of the school.** This area is used for preschool and kindergarten pickup only. Also, please do not park in lots designated as belonging to local businesses or the faculty parking lot.
 - b. At 2:45 p.m., parents will be announced individually by a duty teacher to the children assembled in the walkers' area. **Please do not bring your pet animals in at dismissal time in the walk through line.** Their presence can create confusion, increase congestion, and pose a safety hazard in an area that we try to keep as open as possible. Parents will go to the right side of the cafeteria staircase leading to the cafeteria where the teacher with the microphone is standing. Parents enter the cafeteria and should move to the double doors leading back to the exit once the child's name is called. Your children will meet you at those doors. Once you have your children, do not remain in the dismissal room. Failure to exit quickly impedes the flow of traffic. Please take small children by the hand since small children have been known to wander while their parents chat with other parents, endangering children and snarling traffic. Encourage your child to carry his or her own backpack as you leave. Our children have worked very hard all day, and allowing them to finish their school day independently is your recognition of their effort. It means a lot to them!

Tuition

Tuition is set annually by the Pastor. Sacred Heart Parish pays a portion of the tuition for parishioners. In addition, since tuition alone is insufficient to pay for the costs of running a school, Sacred Heart depends on volunteer services and PVA dues to supplement educational programs. A copy of the current tuition scale is available through the office and on the school's web-site. The Pastor of Sacred Heart and finance council approve the parish subsidy to the school based on the school budget created by the Rectory.

Tuition Assistance

The Diocese of Wheeling-Charleston provides tuition assistance for needy Catholic students in grades Kindergarten through grade 5. Families apply by submitting the required application, supporting documents, and application fee. Applications are evaluated by FACTS a tuition management service located in Lincoln, Nebraska. Tuition assistance decisions are as objective as possible in an attempt to guarantee that families demonstrating the greatest degree of need receive priority when funds are allocated. Only Catholic students are eligible for this

program. The Tuition Assistance Program (TAP) applications for the next academic year become available at the end of February with application deadlines being April 1 and September 1. Phone the school office for more information.

Uniform Standards

Casual Dress Down Days

On Casual Dress Down Days (held monthly and on special occasions), jeans, athletic pants, sweatpants, Capri pants, dresses, and skirts are permitted. Shorts may also be worn during the months when “uniform shorts” are permitted, providing that the shorts are **no shorter** than regular uniform shorts.

Clothing may not be un-hemmed, torn, cut-off, or carry an inappropriate message or graphic. **Pants** should be worn at the waist and no undergarments may be visible. **Shirts** must have sleeves and cover the midriff. Athletic/tennis type **shoes** are preferred. However other shoes may be worn as long as they have a **closed toe, an enclosed heel (no higher than 1 ½”)** and is secured to the foot (i.e. with elastic, a strap, etc). Flip-flops or crocs are not permitted. **Dresses or skirts**, if worn, must be knee-length or longer. **Jewelry** is permitted on dress down days.

If clothing is deemed inappropriate, or unsafe, by a member of the faculty, parents will be called to bring appropriate clothing. Dress down days should be fun for everyone! Please assist your child(ren) in making wise choices.

Dress Up Days

On days when students are permitted to dress up, there are some guidelines that need to be followed. Children’s clothing on these days should be their *Sunday Best!* Therefore, **no jeans, athletic clothing, shorts, or sweatpants are permitted.** All clothing must be of modest fit.

For Girls: **Shoes** should be dress shoes or boots. Dress sandals may also be worn without socks/hose provided care is taken to avoid blisters (flip-flops and athletic sandals are not acceptable). Regular uniform athletic shoes; however, are always an option. Heels for any footwear should be 1 ½” or less. **Dresses and skirts** must be knee-length or longer. **Blouses or dresses** may not have spaghetti straps. **Slacks and dress capris are acceptable.** **Jewelry** is permitted on dress up days.

For Boys: **Shoes** should be dress shoes and socks must be worn (no sandals or boots). In addition, regular uniform athletic shoes are always an acceptable option. **Dress slacks and shirts with collars** should be worn with ties optional.

When in doubt, the uniform is the best choice. When a dress up day falls on a student’s gym day, these students may also dress up.

Sacred Heart Grade School has a well-defined uniform policy for students in Grades K-5. At the heart of our uniform policy is the need, and desire, to eliminate all material things which can so easily detract from the unique beauty and work of each child. Striving for simplicity, we ask our parents to help our students adhere to the following guidelines:

Hair accessories: Accessories (rubber bands, scrunchies, bows, headbands, barrettes) worn in the hair should ideally be of our school plaid (purchased through Schoolbelles) or non-distractive in nature. If a hair accessory is deemed a distraction by teachers or administration, the child may be asked to remove it.

Hair styles are to be conservative. Wild hair styles are not permitted for girls or boys. **Tinted, bleached, or dyed hair is not permitted.**

Hats: No hats, ball-caps, or other head coverings are permissible inside the school building unless a special “hat day” has been announced.

Jackets/Sweaters/Sweatshirts: Any jacket, sweater, or sweatshirt may be worn to school, but only our school uniform jackets, sweaters, and sweatshirts are allowed in the classroom.

Jewelry - Only girls may wear earrings. If earrings are worn, for safety reasons, **ONLY post earrings** are acceptable. Necklaces of a religious nature may be worn, but are to be concealed under the shirt. No bracelets, or related type articles, are to be worn on the wrist or the ankles. Watches are permitted...unless they become a distraction (beeping, etc.).

Length of shorts, jumpers, and skirts: All should be knee-length, or no more than 2” above the knee, with no “biker shorts” or similar items visible.

Makeup: None needed! They are already beautiful!

Monogramming: School uniforms may not be monogrammed.

Socks: All socks must be of required color, cover the ankle, be easily visible, and have **no logos or designs**.

It goes without saying that all uniform clothing should be in good repair and fit the student appropriately. Since everyone at SHGS wears the same type of clothing, and since our lost and found box is generally overflowing, we suggest that you place your child’s name in **each** article of clothing.

Should you have any questions regarding the uniform standards, please feel free to contact the school office.

Uniform Information

Item	Description	Boys	Girls	Suppliers
Shoes	New Balance 624 Series	black or white	black or white	Charleston Department Store and Stride Rite
	Mary Jane – “Claire”	n/a	classic navy	Stride Rite
	Merrell Jungle Moc	black suede	n/a	Stride Rite
Socks	Must cover the ankle, be easily visible and have no logos or designs. All students MUST wear socks.	solid white solid navy solid black	solid white solid navy Tights and knee high socks are also acceptable in white or navy. No ruffles.	Can be purchased at any department store provided they meet standards.
Shirts	Oxford-cloth short- or long-sleeve	light blue	white	Can be purchased at any department store provided they meet standards
	long-sleeve turtle neck	light blue	white	Can be purchased at any department store provided they meet standards
	short- or long-sleeve Peter Pan blouse	n/a	white	Can be purchased at any department store provided they meet standards
	short- or long-sleeve polo shirts w/SHGS logo	white or red	white or red	Lands’ End

	Shirts are to be tucked in and buttoned to the first button below the neck button. Please note that <u>white</u> T-shirts may be worn beneath uniform shirts, but T-shirts should not show below the sleeves of the shirt.			
Sweaters <i>optional</i>	knit cardigan	navy	navy	from approved uniform suppliers only
Sweatshirts <i>optional</i>	SHGS Bulldog sweatshirt SHGS logo sweatshirt	navy navy	navy navy	PVA Lands' End
Fleece Jackets <i>optional</i>	full or quarter zipper with SHGS logo	navy	navy	Lands' End

Shorts must be knee-length. Legs of uniform shorts should not be altered in any way. Shorts may be worn from the first day of school until Gym Jam in October, and then again beginning the day students return after Easter break.

Item	Description	Boys	Girls	Suppliers
Shorts	Twill	navy	navy	from approved uniform suppliers only

The legs of uniform slacks may not be altered in any way. Slacks must be worn on the waist, not low-slung on the hips. No undergarments may be visible.

Item	Description	Boys	Girls	Suppliers
Slacks	Twill or Corduroy	navy	navy	from approved uniform suppliers only

Jumpers, skirts, and split skirts must be knee-length. Our younger girls are encouraged to wear biker shorts beneath jumpers and skirts, but they should not be seen below the hem.

Item	Description	Boys	Girls	Suppliers
Jumpers, Skirts, and Split Skirts	School Plaid Blue/Green #869	n/a	School plaid	<u>Schoolbelles only</u>

Gym Uniforms

On designated gym days, all students in grades K-5 must wear school-approved gym uniforms. Gym uniforms include sweatpants, shorts, and T-shirts. During the "long pants" uniform season, students may wear their gym shorts under their sweatpants. They will be allowed to remove their sweatpants **ONLY** for gym participation. Sweatpants must be worn at **ALL** other times of the school day. Gym sweatshirts are optional. Most students only need one gym uniform.

Item	Description	Boys	Girls	Suppliers
Shoes	New Balance 624 Series	black or white	black or white	Charleston Department Store and Stride Rite
Socks	Must cover the ankle, be easily visible and have no logos or designs. All students MUST wear socks.	solid white	solid white	Can be purchased at any department store provided that they meet the standards.
Gym Shorts	Lined mesh athletic shorts with white trim and SHGS logo	red	red	Lands' End
Gym Pants	Sweatpants with SHGS logo	red	red	Lands' End
Gym Shirts	T-shirt with SHGS logo short or long sleeve	grey	grey	Lands' End

Gym Sweatshirts (Optional)	SHGS Bulldog Sweatshirt	red	red	PVA
	SHGS logo Sweatshirt	grey	grey	Lands' End

****A SPECIAL NOTE REGARDING GYM UNIFORMS****

The “red piped” shorts/pants/and jacket will remain acceptable, along with the mesh athletic shorts and the new track suit (pants and jacket).

Approved Suppliers

Charleston Department Store – 1661 W. Washington Street, Charleston. 304-346-6793.

Lands' End – www.landsend.com. Preferred School Number: 900099557

Schoolbelles of Cleveland, Ohio – www.schoolbelles.com. School Code: 1243

Stride Rite – 224 Rhl Blvd., Charleston (Dudley Farms). 304-345-8734

PVA Uniform Swap

Several times throughout the school year (August, January, and at the end of the year), the Parent Volunteer Association (PVA) sponsors a used uniform swap which is open to all SHGS parents. A wide variety of gently used uniforms are available for purchase.

Volunteer Requirements

The Diocese of Wheeling-Charleston requires that all volunteers who work directly with children or who are volunteering when minors are present must complete the following three requirements. Once volunteers satisfy these requirements they do not need to complete them again. The Diocese of Wheeling-Charleston assumes the cost of these requirements.

1. Must have a background check. (Background Screening Release Forms are available in the School Office.)
2. Must receive and acknowledge the intent to read the Policy Relating to Sexual Abuse of Children. The policy can be viewed at the Diocesan website: www.dwc.org/restore/policy.shtml.
3. Must attend a Virtus Workshop (*Protecting God's Children*). Virtus Training opportunities are scheduled periodically in the Charleston area. Participants can register for Virtus Training on-line at www.virtus.org. On-line training is also an option with details found on the website – www.virtus.org.

Wellness

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are directly linked to students' ability to achieve academically. Sacred Heart Grade School is committed to providing an environment conducive to children's, teachers' and staff wellness. Sacred Heart Grade School provides a clean, safe, and pleasant environment during meal time allowing for adequate nutrition and hydration. Parents are

encouraged to confidentially utilize the “free and reduced” meal programs if so qualified. Following the WV State guidelines, students will be provided a minimum of 10 minutes for breakfast and 20 minutes for lunch. Sacred Heart Grade School offers physical education classes designed to encourage physical activity for all students. Sacred Heart Grade School students have an opportunity to engage in daily recess as a complement to physical education classes. SHGS may not generally deny student participation in physical education or recess as a form of discipline or for classroom make-up time. Sacred Heart Grade School will incorporate nutrition and physical activity education into the curriculum to foster life- long healthy habits.

Withdrawal

If transferring to another school, have the new school send a written request to the office for your child’s records. The records then will be sent to the new school of attendance. It will be the responsibility of the parents to get the child’s report card and personal possessions on his/her last day in school. All responsibilities to the school (books returned, tuition and fees paid) must be met before withdrawing from school. Early notice to the school office is important and appreciated. One transcript is sent free. Parents’ copies cost \$1.00 each.

Required withdrawal is the dismissal of a student from the school by the principal. Reasons for required withdrawal may include inappropriate placement in the school based on academic performance, behavior problems, or social adjustment. Parents will ordinarily be given the opportunity to withdraw the student from the school.

Preschool Addendum

The Outdoor Environment

Licensing requires that all preschool children be outdoors at least one (1) hour every day, weather permitting. Outdoor play enables children to enjoy the natural environment and to learn to seek out exercise, fresh air, and activity. Sacred Heart Grade School’s outdoor playground provides opportunities for physical, constructive, social and dramatic play.

Staff/Child Ratios

The West Virginia Department of Health and Human Resources mandate the following staff to child ratios for licensed preschool and child care centers:

- 2 years-3 years ~1:8
- 3 years-4 years ~ 1:10
- 4 years-5 years~ 1:12

Preschool Tuition

2018-2019 SCHOOL YEAR NON-PARISHIONER RATES:

PRE-SCHOOL (4 year-olds)	
5 days per week – full days	\$4,920.00 per student
PRE-SCHOOL (3 year-olds)	
5 days per week – full days	\$4,355.00 per student

PRE-SCHOOL (2 year olds)	half day program	full day program
Tuesdays & Thursdays	\$1,575.00 per student	\$3,200.00 per student
Mondays, Wednesdays, Fridays	\$2,205.00 per student	\$4,450.00 per student
Mondays-Fridays	\$2677.00 per student	\$5,400.00 per student

Book Fees, Insurance, & Testing:

Supply Fee

Two year olds only: \$50.00/child
(materials, a.m. snack, yearbook)

Pre K & ECE only: \$300.00/child
(Supplies, instructional material, library fee, insurance)

Technology Fee: \$100.00/child
(Computer supplies, instructional materials)

PVA Fee: \$30.00/child
(Pre-school through 5th grade)

Please note: Because books and supplies are purchased for your child in advance of the beginning of the school year, school fees are not refundable.

Nap Routine

Preschool nap time is scheduled daily from 12:15 p.m. to 1:50 p.m. Children have a cot and cot sheet provided by the school, and will need a small blanket for use at nap time. Please label items with the child’s name and always take the child’s blanket or cot sheets home every Friday to be laundered and returned each Monday.

Oral Hygiene

Turning good dental practices into habits very early can prevent cavities and many other dental problems. Children twenty-five (25) months and older will brush their teeth daily while in the center. Parents must provide a labeled toothbrush and toothpaste for their children.

Pest Management Plan

To reduce the exposure of children in child care to pesticides Sacred Heart Early Learning Center has an integrated pest management plan (IPM). Rather than month spraying, the law requires monitoring with insect traps to confirm the presence of pests before pesticides are applied. If pests are present, then the law requires “least hazardous” control methods to be used. Parents and employees will be notified at least 24 hours in advance of pesticide application. Pesticides can be applied only by licensed applicators.

Guidance Methods

Effective discipline teaches children appropriate behavior and leads to the development of self-control. Children learn ways to get along with others and have a better understanding of expectations. Staff members are responsible for providing positive guidance and effective discipline that is appropriate to each child’s age,

understanding and circumstances. As children develop the ability to understand expectations, discipline is incorporated along with guidance.

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her own actions. It is the policy of the Sacred Heart Early Learning Center to work closely and openly with families to insure proper guidance and discipline of children enrolled. Parents are encouraged to discuss any questions or concerns about guidance and discipline with the care teacher or the Director.

Staff shall not use or threaten to use punishment which is humiliating or damaging to children in any way. Corporal punishment is prohibited while on the premises and during off-site activities by both staff and parents.

Behavior Plans

When a child repeatedly exhibits unacceptable behavior and does not respond to techniques commonly used, or if a child displays behaviors that indicate a cause for concern about the child's development, a behavior plan will be developed. This process will include the Director, the primary care teacher, families, and any appropriate third party specialists needed.

Third Party Specialists

Written consent from the child's parent is required before the Early Learning Center can disclose information about the child to any third party with the exception of the WVDHHR licensing specialist.

Location and Secure Disposition of Records

All records for currently enrolled children at Sacred Heart Grade School preschool are kept on the SHGS premises and remained locked for three years. All information is kept confidential and only disclosed to Sacred Heart Grade School administrators and church office personnel as needed and to third party specialists with written permission from parents.

Liability Insurance

Sacred Heart Grade School carries liability insurance.

Please note: Sacred Heart Grade School reserves the right to amend this handbook.

