

Our Mission

In the context of a Catholic community, Sacred Heart Grade School strives to help students fulfill the potential of their God given talents and abilities by guiding them to develop themselves spiritually, intellectually, physically, emotionally, aesthetically, and socially.

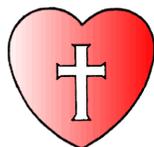


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Follow us on Twitter @SacredHeartGS or text "follow SacredHeartGS" to 40404 to receive text updates. Visit the Sacred Heart Grade School website shgs.us for news and information.

Remember to follow us on Instagram [sacred_heart_grade_school](https://www.instagram.com/sacred_heart_grade_school) and like our page on Facebook!



The Sacred Heart of the Matter



Charleston, WV ~ Sacred Heart Grade School ~ Aug./Sept. 2020

Dear parents and students,

Welcome to the 2020-2021 school year! We are ready to create a successful school year together that will be full of learning and growing! We are prepared to do this within the walls of SHGS, but should it ever become necessary, we are equally prepared to do so remotely.

In all we do, we will continue to practice our care for creation and to show our love for one another each and every day. Our actions will reflect the love and respect in the heart of every member of the SHGS community, and together we will work to set new goals, grow, learn, and enjoy the gift of our school family and this year of learning.

SHGS is a family. As we look forward to gathering together on September 8, I ask that you continue to truly think of the teachers and children in our classrooms as your immediate family. When considering travel, activities, social interactions, and symptoms please ask yourself, "Would I send my child to stay in a room in close proximity to my parents or his/her grandparents after we participated in this activity, visited this place, or knowing about this symptom? How confident am I that I am doing my best to keep this family safe based on my individual choice?" We are called to take care of each other. Deeply reflecting on questions such as these in the days and weeks ahead will help us keep our beloved community members as safe as we possibly can.

Thank you in advance for your support as we begin this very unique year together. I look forward to working with each of you during our journey.

With love,

Susan Malinoski
Principal

OUR FIRST WEEK

Below is the schedule for our first week back to school. Please remember that all students will be dropped off and picked up through the alley drivers line only. We know this transition might be difficult at first for our youngest children. We will have teachers, aides, and office personnel ready to help with this transition. Together, we can do this!

Tuesday, September 8

First day of school, **grades 1-5 only, 1/2 day dismissal**

7:30-7:45 grades 3-5 arrive

7:45-8:00 grades 1-2 arrive

11:15 dismissal grades 1,2

11:30 dismissal grades 3-5

Wednesday, September 9

First day of school, **TH, ECE, Pre-K, & K only, 1/2 day dismissal**

7:45-8:00 K arrive

8:00-8:15 ECE, PRE-K arrive*

8:15-8:30 TH arrive*

11:00 dismissal TH, ECE, PreK

11:15 dismissal K

Thursday, September 10

All grades attend, **1/2 day dismissal**

Arrival:

7:30-7:45 grades 3-5

7:45-8:00 grades K-2

8:00-8:15 ECE, PRE-K*

8:15-8:30 TH *

Dismissal:

11:00 TH, ECE, PreK

11:15 K, 1, 2

11:30 3-5

Friday, September 11

All grades attend **full day dismissal**,

Arrival:

7:30-7:45 grades 3-5

7:45-8:00 grades K-2

8:00-8:15 ECE, PRE-K*

8:15-8:30 TH *

Dismissal:

2:10-2:30 all preschool (TH, ECE, Pre-K)

2:30-2:45 K-2

2:45-3:00 3-5

*Please note these drop-off time changes: ECE & Pre-K 8:00-8:15
Tiny Hearts 8:15-8:30



PARENT/STUDENT HANDBOOK



On the first day of school you will receive a copy of the **Parent/Student Handbook**. Please take time to read it carefully, review it with your child(ren), and keep it readily available for reference throughout the year. The handbook is also always available on the SHGS website.

Please sign the Parent Signature page that will come home with the handbook and return this page signed by Friday, September 11.

Please note that the policies in the SHGS Re-Opening Plan are also part of the SHGS Parent –Student Handbook.

SCHOOL UNIFORM REMINDERS

Due to the closure of our local Stride Rite and the difficulty in purchasing our New Balance shoes, please note that beginning in the 2020-2021 school year, students may wear any type of tennis shoe that is entirely black or entirely white. There may be no embellishments, colors, or markings on the tennis shoes. Additionally, girls have the option of wearing any type of navy blue Mary Jane style shoe. The New Balance style shoe is still an acceptable choice for a uniform shoe.

For both our girls and boys please remember that dyed/bleached hair is not permitted.

If you wear earrings, for safety purposes, only post earrings are acceptable.

Striving for simplicity, we ask our parents to help our students adhere to all our uniform standards (a complete and detailed list can be found in the *Parent/Student Handbook*).

FACE MASKS

Face masks/coverings (that cover the mouth and nose) are required to be worn by all staff and students as well as any essential visitors to the school while in the school building.

Masks can be disposable masks or cloth reusable masks. “Gaiter” masks are not permitted. At this point, face shields (without a mask underneath) will not be allowed. Masks must be appropriate to be worn at school and should not have lettering/words. Uniform masks are available on Lands End, but are not required.



CLASS ASSIGNMENTS

Families will receive an email the week of August 24 with information about their child’s class assignment and teacher for the 2020-2021 school year. We know everyone is excited to get this news!

PRESCHOOL & KINDERGARTEN ORIENTATIONS

Our preschool (Tiny Hearts, ECE, & Pre-K) and Kindergarten families will be receiving a letter in the mail from their child’s teachers next week with information about orientation which will be held on **Friday, September 4**. These orientations will be staggered and held in small groups to allow for social distancing while at the same time giving our preschool and kindergarten families a chance to see the classroom and meet the teachers. Please see the letter from your child’s teacher for additional important details about attending.



SCHOOL LUNCH PROGRAM

Our hot lunch program begins on **Friday, September 11**. We offer hot lunches on most school days. Please check the school calendar for days when lunch is not available. Our hot lunch cost is **\$4.00** which includes one milk. An additional drink of the child's choice may be purchased for \$0.50.

You will receive a bill for any amounts owed at the end of each month. **Your statement will arrive monthly via the email you provide in RenWeb.** It will reflect the number of lunches and/or extra milks purchased. Please provide your payment in an envelope (checks made payable to Sacred Heart Grade School). Envelopes should include your child's name and homeroom.

2019-2020 UNPAID LUNCH BILLS

The SHGS cafeteria program currently has over \$4,000.00 in outstanding lunch bills from the 2019-2020 school year. Mrs. Jarrell has been communicating with families about balances via email. Please keep in mind that the SHGS Cafeteria runs independently and our ability to provide delicious hot lunches and pay our wonderful cooks depends on our families paying their lunch bills in a timely manner. Payments may be mailed directly to the school. Please contact the school office with any questions. We appreciate your attention to this matter.

BACK TO SCHOOL NIGHT VIDEOS

Back-to-School Night is scheduled for **Wednesday, September 30**. However, this year teachers will be sharing videos with Back-to-School information with their families via email instead of having live classroom meetings. If after watching your child's classroom video you have questions about your child's class, please reach out to your child's teacher.



SHGS AFTER SCHOOL CARE

SHGS ASC will begin on Monday, September 14. Miss Jeannie will be communicating with ASC families about ASC procedures and policies related to COVID-19.

UNIFORM SALE

The SHGS PVA will hold a gently used Uniform Sale on **Wednesday, September 2** in the **SHGS alley**, weather permitting. To allow for social distancing, **please only come during your child's grade level time** (below). **Masks are required.** Please call the SHGS office with questions.

2nd & 5th grade families	11:00-11:45
K & 3rd grade families	11:45-12:30
1st and 4th grade families	12:30-1:00

SHGS DIRECTORY

We will be using RenWeb to create the SHGS directory this year. If you do not want the information in RenWeb shared in the school directory please contact Mrs. Thomas in the SHGS office and let her know by **Friday, September 25, 2020**.



IMPORTANT INFORMATION

- ♥ **After School Care** begins on **Monday, September 14**. Students must be registered before they are allowed to stay after school. The ASC application and emergency form are attached to this email. Please return both of these forms the first week of school.
- ♥ **Ren Web Updates**—during 2020-2021 school year, the Diocese of Wheeling-Charleston will continue using the RenWeb student information system. You will be able to manage your family demographic information and your family medical information. **This Ren Web update will serve as your child's emergency card update.**

*Ren Web must be updated annually by a parent/guardian and as changes occur to your child's personal information. **The update is due by Friday, September 18.**
Directions for Ren Web will come home on the first day of school*
- ♥ **Permission to Dispense Medication, and Lunch Program Free/Reduced Lunch Application** will be sent home with your child on the first day of school. These completed forms are due in the school office by **Friday, September 25** If you do not need to have the school dispense medication, you do not need to complete the *Permission to Dispense Medication* form. Likewise, if you do not wish to apply for *Free/Reduced Lunch*, you do not need to return that form.
- ♥ **Family Name/Car Pool Signs** need to be **clearly displayed on the dashboard of your car** for the drive-through dismissal line. Please create a sign approximately 4" x 12" with your family name, or name of your carpool **IN LARGE, DARK, BLOCK LETTERS**. This helps us keep the line moving along quickly during dismissal.
- ♥ **Non-Custodial Parents** who wish to receive copies of their children's progress reports and report cards should send 10 self-addressed stamped envelopes to the school office in early September.
- ♥ **Digital PVA Parent Packs** will be sent home via email on **Friday, September 18**. Packets will contain information on PVA sponsored activities. **Digital parent packs should be completed by Friday, September 25**
- ♥ **Remember for the safety of our children and staff that the alley is always a Cell-Free Zone.**
- ♥ **Virtus Training:** ALL volunteers are required to complete the Virtus Training before they can volunteer at the school. Training can be taken on-line at www.virtusonline.org. Upon completion of the training, please print out the certificate and return to the school office for recording. One reminder...once you receive the Virtus training, you **DO NOT** have to take it again.
- ♥ **Hand sanitizer:** While classrooms will have hand sanitizer, children are encouraged to bring their own hand sanitizer to keep at their desks. Donations of hand sanitizer as well as Clorox wipes are always appreciated!

CONDOLENCES

To Mrs. Anne Dever in the loss of her mother

We pray that in this time of loss, you will feel God's love and find comfort
in the presence of the Lord.



2020-2021
TENTATIVE MASTER SCHEDULE

Please note these dates are still subject to change.

Friday, September 4	Preschool and Kindergarten Orientations
Tuesday, September 8	First day of school, grades 1-5 only, 1/2 day dismissal 7:30-7:45 grades 3-5 arrive 7:45-8:00 grades 1-2 arrive 11:15 dismissal grades 1,2 11:30 dismissal grades 3-5
Wednesday, September 9	First day of school, TH, ECE, Pre-K, & K only, 1/2 day dismissal 7:45-8:00 K arrive 8:00-8:15 ECE, PRE-K arrive 8:15-8:30 TH arrive 11:00 dismissal TH, ECE, PreK 11:15 dismissal K
Thursday, September 10	All grades attend, 1/2 day dismissal Arrival: 7:30-7:45 grades 3-5 7:45-8:00 grades K-2 8:00-8:15 ECE, PRE-K 8:15-8:30 TH Dismissal: 11:00 TH, ECE, PreK 11:15 K, 1, 2 11:30 3-5
Friday, September 11	All grades attend full day dismissal, Arrival: 7:30-7:45 grades 3-5 7:45-8:00 grades K-2 8:00-8:15 ECE, PRE-K 8:15-8:30 TH Dismissal: 2:10-2:30 all preschool (TH, ECE, Pre-K) 2:30-2:45 K-2 2:45-3:00 3-5
Monday, September 14	Specials, ASC begins
Wednesday, November 18	Parent /Teacher Conferences via Zoom, grades K-5 Remote learning E-day (no live instruction K-5, preschool classes meet as normal)
Wednesday, November 25	Remote learning E-day (no live instruction)*
Thursday, November 26	Thanksgiving Day-no school
Friday, November 27	Thanksgiving Break
Friday, December 18	half day dismissal for Christmas Break
Monday, December 21	Remote learning E-day (no live instruction)*
Tuesday, December 22	Remote learning E-day (no live instruction)*
Wednesday, December 23	Remote learning E-day (no live instruction)*
Thursday, December 24-	Christmas Break
Friday, January 1	
Monday, January 4	Classes resume
Monday, January 18	Martin Luther King Jr. Day-no school
Wednesday, February 3	Preschool Parent /Teacher Conferences via Zoom No school for TH, ECE, Pre-K , Grades K-5 meet as normal
Friday, April 2-	Easter Break
Friday, April 9	
Monday, April 12	Classes resume
Monday, May 31	Memorial Day- no school
Wednesday, June 9	Last day of school- half day dismissal



*Unless otherwise noted, remote E-day learning with no live instruction applies to grades K-5. On scheduled remote e-day learning days the SHGS building will be closed and there will be no school for TH, ECE, and PreK.

ARRIVAL & DISMISSAL PROCEDURES

Parents will receive a text alert each morning reminding them to check their child's temperature and check for symptoms.

ARRIVAL

• **All students will enter SHGS through the driver's line.** Students will wear masks upon exiting their vehicle. **There will be no walk-in/up drop off option .** Teachers and administration will be present during drop off in the alley. There will be separate, staggered arrival times for grades 3-5, K-2, and preschool classes. This staggered arrival will allow us to social distance with reduced numbers during arrival. Families with more than one child will arrive during the time slot for the oldest child. Younger siblings (only) will wait in the gym wearing masks and spaced 6 feet apart until their designated time to go to class or will be escorted to their classroom by SHGS faculty or staff. For the safety and health of our students and staff, please adhere to these times and guidelines consistently and **do not arrive prior to your child's assigned time.**

• Note that teachers will be signing preschool students in and out daily. Parents will sign off on these sheets monthly.

• **Students will have their temperatures taken daily before entering the school. SHGS faculty on duty for arrival will be equipped with touchless thermometers and a touchless fever kit scanner.** If a child might be uncomfortable with a teacher taking his/her temperature, parents should plan to keep a thermometer in their vehicle in order to take their child's temperature and show the reading to the teacher on duty. **Students will wait in their vehicle until the teacher on duty comes to get them. Parents should not drive away until the teacher on duty gives them the all clear for their child to enter school.**

• Teachers and administration will also do a daily student health assessment before the student enters the building. **We encourage parents to do this health assessment before coming to avoid upsetting a child who has symptoms or a fever upon arrival and then has to be asked to not come into the school.**

-Have you, your child, or anyone in your home had contact within the last 14 days with any person under screening or with anyone with known or suspected COVID-19?

-Have you, your child, or anyone in your home visited an identified COVID out of state "Hot Spot" in the last two weeks? Please note that hot spot designation can change based on COVID flare ups, especially in high volume tourist destinations. Please check the CDC/applicable state websites for information.

-Do you, your child, or anyone in your home currently have any of the following symptoms?

- Fever (100.2° or higher), or a sense of having a fever.
- Body chills (feelings of coldness accompanied by shivering).
- New cough that you cannot attribute to another health condition.
- New shortness of breath that you cannot attribute to another health condition.
- New sore throat that you cannot attribute to another health condition
- New muscle aches (myalgias) that you cannot attribute to another health condition, or -that you cannot attribute to a specific activity (such as exercise).
- New loss of taste or smell that you cannot attribute to another health condition.
- Congestion or runny nose, nausea, and diarrhea

-All students will clean their hands with hand sanitizer upon entry into the building. Younger students will be supervised closely.

-Students in grades 3-5 will walk directly to their classrooms on their own as they arrive.

-All preschool classes-2nd grade will meet their teachers in the gym during their assigned morning drop off time (see above), wait socially distanced in the gym, and then walk up to their classrooms with their teachers and/or instructional aides.

Arrival times

7:30-7:45 grades 3-5

7:45-8:00 grades K-2

8:00-8:15 preschool classes ECE, PREK

8:15-8:30 preschool classes TH

DISMISSAL

• **All SHGS students will leave school through the drivers line . There will be no walkers line pick-up.** There will be a designated pick-up time for various grade levels in order to stagger departure and reduce the number of children arriving in the gym. Please adhere to these times and guidelines. Families with more than one child will arrive during the time slot for the oldest child. Younger siblings will wait in their classroom until the designated departure time for the older sibling. For the safety and health of our students and staff, please adhere to these times and guidelines consistently and **do not arrive prior to your child's assigned time.**

Dismissal times

2:10-2:30 preschool (TH, ECE, PRE-K)

2:30-2:45 grades K-2

2:45-3:00 grades 3-5

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



SCHOOL SUPPLIES

2020-2021
GRADES 1 & 2

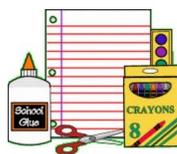
Teachers will advise parents about supplies needed for our Tiny Hearts, ECE, Pre-K, and Kindergarten students. Additional supplies may be requested by teachers on the first day of school. Assignment notebooks will be provided for each student in grades 2-5.

First Grade – Please replenish supplies as needed through the year. Label appropriate items.

- 5 2-pocket folders (blue, red, green, yellow, purple)
 - 1 plastic folder (to go to and from school daily)
 - 1 1-inch binder (any color)
 - 1 box colored pencils (12-pack)
 - 1 box washable markers (thick, classic colors)
 - 1 box washable markers (thin, classic colors)
 - 1 box crayons (no more than 24)
 - 2 boxes Classic Colored crayons (8-pack)
 - 4 white glue sticks (large)
 - 2 packs 3x5 index cards
 - 2 pkgs #2 pencils (12-pack sharpened)
 - 2 boxes of tissues (large)
 - 1 box of gallon zip lock bags
 - 1 back pack/book bag (no rolling backpacks allowed)
 - 2 boxes band aids
 - 2 rolls of paper towels
 - 4 packs of baby wipe refills
 - 1 large squirt bottle of hand sanitizer
 - 3 containers of Clorox or Lysol wipes
 - 2 containers antibacterial hand wipes
- \$15.00 fee made payable to SHGS must be presented to your child's first grade teacher on the first day of school. Fee will cover additional notebooks, folders, and plastic cutlery tray rental.

Second Grade – Please replenish supplies as needed throughout the year.

- 2 packages of #2 pencils (10-pack sharpened)
 - 4 spiral notebooks (wide-ruled)
 - 4 red marking pens
 - 2 Yellow Highlighters
 - 4 pocket folders (pockets on bottom) – no binders
 - 1 box crayons
 - 1 box of colored pencils (12-pack)
 - 2 block erasers
 - 4 rolls of paper towels
 - 1 pair of scissors (children's)
 - 3 boxes of tissues
 - 6 glue sticks
 - 1 bottle of Hand Sanitizer with a pump dispenser
 - 2 containers of hand wipes
 - 4 containers of Clorox wipes
 - 1 back pack (no rolling backpacks allowed)
 - boys- 1 box sandwich sized Ziplock bags
 - girls- 1 box gallon size Ziplock bags
- \$25.00 fee made payable to SHGS must be presented to your child's second grade teacher on the first day of school. Fee will cover binders, tab dividers, a ruler, and plastic cutlery tray rental.



SCHOOL SUPPLIES

2020-2021
GRADES 3 - 5

Third Grade – Please replenish supplies as needed throughout the year.

2 pocket folders
4 block erasers
1 package of #2 pencils
1 pair scissors
1 box crayons (24-pack)
3 Book Sox (extra-large jumbo)
1 box Classic colored markers (12-pack)
2 boxes of tissues (large)
1 box colored pencils
1 pack of red pens
3 containers of Clorox Wipes (large)
1 container of antibacterial wipes (large)
3 small hand sanitizer to keep at your desk (small enough to fit in desk tray)
4 glue sticks (large)
Girls-1 box gallon size Ziploc bags
Boys-1 packet of wide-ruled notebook paper
1 backpack (no rolling backpacks allowed)
\$30.00 fee made payable to SHGS must be presented to your child's third grade teacher on the first day of school. Fee will cover binders, sheet protectors, 1 composition book, rulers, a take-home envelope, and plastic cutlery tray rental.

Fourth Grade – Please replenish supplies throughout the year as needed.

#2 pencils – (12-pack sharpened) **no mechanical pencils**
1 box colored pencils w/sharpener (Crayola erasable 12-pack)
3 packs of wide-ruled loose leaf notebook paper
2 1-subject spiral notebook (wide-ruled)
1 composition notebook (100 pages)
3 package 3x5 lined index cards
4 yellow highlighters
4 glue sticks
1 pair of scissors (student size)
4 Jumbo Book Sox
3 boxes of tissues
2 rolls of paper towels
3 container of Clorox wipes
1 container of anti-bacterial hand-wipes
1 backpack (no rolling backpacks allowed)
\$45.00 fee made payable to SHGS must be presented to your child's fourth grade teacher on the first day of school. Fee will cover binders, tab dividers, a ruler, pocket folders, and plastic cutlery tray rental.

Fifth Grade - Please replenish supplies throughout the year as needed.

#2 pencils – (12-pack sharpened)
Disposable mechanical pencils
Black ink ballpoint pens
1 box colored pencils (12-pack)
1 - 12 inch ruler with metric and U. S. Customary measurements
1 composition notebook for Religion
1 1-subject spiral notebook (wide-ruled) for Language Arts
Wide-ruled loose leaf notebook paper (plus 2 additional packs for Math)
1 pair of student scissors (small – must fit in fanny pack)
2 glues sticks
2 yellow highlighters
2 boxes of tissues
3 containers of Clorox wipes
2 rolls of paper towels
1 container of hand wipes
girls- 1 box of quart size Ziploc bags
boys-1 box of gallon size Ziploc bags
1 small pencil sharpener
Fanny pack
Cloth tote bag -large enough to carry books from class to class, at least 12”(L) x 6”(W) x 12”(H) 1 back pack (no rolling back-packs allowed)
\$55.00 fee made payable to SHGS must be presented to your child's fifth grade teacher on the first day of school. Fee will cover 6 binders, tab dividers, a poly homework folder, pocket folders, and 5 jumbo Book Sox.

September 2020 Calendar



Friday, September 4	Preschool and Kindergarten Orientations
Tuesday, September 8	First day of school, grades 1-5 only, 1/2 day dismissal 7:30-7:45 grades 3-5 arrive 7:45-8:00 grades 1-2 arrive 11:15 dismissal grades 1,2 11:30 dismissal grades 3-5
Wednesday, September 9	First day of school, TH, ECE, Pre-K, & K only, 1/2 day dismissal 7:45-8:00 K arrive 8:00-8:15 ECE, PRE-K arrive 8:15-8:30 TH arrive 11:00 dismissal TH, ECE, Pre-K 11:15 dismissal K
Thursday, September 10	All grades attend, 1/2 day dismissal Arrival: 7:30-7:45 grades 3-5 7:45-8:00 grades K-2 8:00-8:15 ECE, PRE-K 8:15-8:30 TH Dismissal: 11:00 TH, ECE, Pre-K 11:15 K, 1, 2 11:30 3-5
Friday, September 11	All grades attend full day dismissal Hot Lunch Program begins Handbook signature page due Arrival: 7:30-7:45 grades 3-5 7:45-8:00 grades K-2 8:00-8:15 ECE, PRE-K 8:15-8:30 TH Dismissal: 2:10-2:30 all preschool (TH, ECE, Pre-K) 2:30-2:45 K-2 2:45-3:00 3-5
Monday, September 14	Specials & ASC begins
Friday, September 18	RenWeb Demographic update due Digital PVA Packs emailed to families
Friday, September 25	Back-to-School Paper work and Digital PVA Packs due
Wednesday, September 30	Back-to-School Classroom video shared with parents

Please note: Monthly school newsletters will be delivered electronically to parent/guardian emails provided in RenWeb. Hard copies will be available in upon request. Newsletters and calendar information are always available on our website, www.shgs.us.

