

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 and like our page on Facebook!



The Sacred Heart of the Matter



Charleston, WV

~ Sacred Heart Grade School ~

Aug./Sept. 2021

Dear parents and students,

Welcome to the 2021-2022 school year! In preparation for the school year, the teachers attended a virtual conference hosted by the diocesan schools office. The theme for the conference was "Mountain Mover". It was a great conference with lots of learning and opportunities for idea sharing. It created a great deal of excitement for the return of our students.

We have moved many mountains in the past 18 months. We will continue to do so as we move through this school year. With God's help and guidance, we will do things we have never thought of or thought impossible.

I am excited to start this school year. I cannot wait to see all of you on the first days! Enjoy your families on these last days of summer break.

Prayers for a great school year,
Anne Davis, 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 for the first 3 days. 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!

Please read the supply drop off schedule on page 2. This is very important for the first days of school and drop off.

Wednesday, August 18

First day of school, **grades 1-5 only, 1/2 day dismissal**
7:30-8:00 grades 1-5 arrival

11:15 dismissal grades 1,2
11:30 dismissal grades 3-5

Thursday, August 19

First day of school, **TH, ECE, Pre-K, & K**
Second day of school- Grades 1-5

7:30-8:00 grades 1-5 arrival
8:00-8:15 K arrival
8:15-8:30 TH, ECE, PRE-K arrive
11:00 dismissal TH, ECE, PreK
11:15 dismissal K

Friday, August 20

All grades attend, **Full day of school for all**
Arrival:

7:30-8:00 grades 1-5
8:00-8:20 grades TH, ECE, PreK, and K
Dismissal:
2:10-2:30 TH, ECE, PreK
2:30-2:45 K-2
2:45-3:00 3-5

Monday, August 23

All grades attend **full day**
Arrival: Grades 1-5 may start using the front door for drop off on this day as an alternative to the alley

7:30-8:00 grades 1-5
8:00-8:20 grades TH, ECE, PreK, K (alley only)
Dismissal from the alley or walkers line
2:10-2:30 all preschool (TH, ECE, Pre-K) **alley only**
2:30-2:45 K-2
2:45-3:00 3-5



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, August 20.

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

OPEN HOUSE PARENT NIGHT

Our Open House night for families is scheduled for September 7 and/or 8. We are working together to plan the best way to do this for families and keep everyone safe. We may need to post videos as was done last year, but that is still being decided. Please mark your calendar for those evenings and more information will be coming out soon. Thank you for your patience and understanding.

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. 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.

SUPPLY DROP OFF SCHEDULE

In order to expedite the morning drop off on the first 3 days of school, please *do not* send all school supplies at one time. Please put the materials that go in your child’s desk in your child’s backpack for the first day of school. Save the paper towels, wipes, plastic baggies and all other bulky items for the drop off days listed below. Please adhere to your child’s assigned days so we can make drop off as easy as possible. First grade follows the dates in their classroom letters.

Monday, Aug. 23	Grades 4 & 5
Tuesday, Aug. 24	Grades 2 & 3
Wednesday, Aug. 25	Grades K
Thursday, Aug. 26	ECE & PreK
Friday, Aug. 27	Tiny Hearts

First grade follows the dates in their classroom letters.

Welcome Ms. April Sigman to our staff. Ms. Sigman is our new PreK teacher. She has taught preschool children for several years. We are excited to have her in our family and we know it’s going to be a great year.



SCHOOL LUNCH PROGRAM

Our hot lunch program begins on **Friday, August 20**. 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 **\$4.25** 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.

2021-2022 Prepaid Lunch Plan

The SHGS cafeteria program runs on a prepayment plan. Beginning August 18th, each family must prepay for your child's lunches. Parents can deposit funds in advance by sending in funds (cash or a check made payable to SHGS) to the office. It will be credited to your family account through RenWeb. Each child's account will be updated in real time so account balance information will be current weekly. If there is a past due balance on your account from previous years, any payments sent in will be applied to that balance first. Please contact Mrs. Jarrell by email at cjarrell@sacredheartgradeschool.org with questions

Speech Pathology Screenings

KCS Speech Language Pathologist's will be conducting preschool and kindergarten screenings here at Sacred Heart. If you wish for your child to not receive a speech/language screening please contact the school office.



SHGS AFTER SCHOOL CARE



Due to staffing issues, SHGS ASC will begin on Monday, August 30. Miss Jeannie will be communicating with ASC families about ASC procedures and policies related to COVID-19.

UNIFORM SALE

Thank you to Katie Feola, Laura Boone, and Heather Olcott for their work on the uniform sale. This was a great opportunity for our families to get some uniform pieces at a great price. If you are interested in any uniform pieces for your child, please email Sharon Thomas at stthomas@sacredheartgradeschool.org and she can see what's available in your child's size.

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, August 20**.

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Learn more. Serve many. Love all.





IMPORTANT INFORMATION

- ♥ **After School Care** begins on **Monday, August 30**. 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, August 27.**
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, August 20**. 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!



2021-2022
TENTATIVE MASTER SCHEDULE

Please note these dates are still subject to change.

Wednesday, August 18	First day of school, grades 1-5 only, 1/2 day dismissal Orientation for TH, ECE, PreK and K
Thursday, August 19	First day of school, TH, ECE, Pre-K, & K, 1/2 day dismissal Grades 1-5 here also
Friday, August 20	All grades attend, full day and first day for hot lunch. No ASC
Monday, September 6, 2021	Labor Day– No School
Friday, October 22	End of first nine week
Thursday, November 4	Parent /Teacher Conferences—Grades K-5 (no school or ASC) More details about conferences will be sent home as the date gets closer. Preschool regular school day
Thursday, November 11	Veteran’s Day– No school
Wednesday, November 24- Friday, November 26	Thanksgiving Break
Friday, December 18	Half day dismissal for Christmas Break
Monday, December 20- Friday, December 31	Christmas Break
Monday, January 3	Classes resume
Friday, January 14	End of Second Nine Weeks/semester
Monday, January 18	Martin Luther King Jr. Day-no school
Wednesday, February 2	Preschool Parent /Teacher Conferences No school for TH, ECE, Pre-K , Grades K-5 meet as normal
Monday, February 21	No School– President’s Day
Friday, March 18	End of Third Nine Weeks
Monday, April 11- Friday, April 18	Easter Break
Monday, April 19	Classes resume
Monday, May 30	Memorial Day- no school
Friday, June 3	Last day of school- half day dismissal



ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL

• Teachers and administration will be present during drop off in the alley. There will be separate, staggered arrival times for grades 1-5, Kindergarten 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. Drop off at the front door will start on Monday, August 23 for grades 1-5 only. No student younger than first grade can enter through the front door.**

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

• 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.

• 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 1-5 will walk directly to their classrooms on their own as they arrive.

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

Arrival times

7:30-8:00 grades 1-5

8:00-8:30 K and all Preschool classes

DISMISSAL

• **All SHGS students will leave school through the drivers line on the first 3 days of school . Walkers line pick-up will start on Monday August 23.** 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

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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.

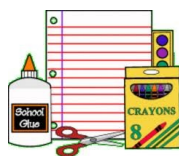
- 5 2-pocket folders (blue, red, green, yellow, purple)
- 1 plastic folder (to go to and from school daily)
- 1 1-inch binder (any color)
- 1 box colored pencils (12-pack)
- 1 box washable markers (thick, classic colors)
- 1 box washable markers (thin, classic colors) 1 pack watercolor paints
- 1 box crayons (no more than 24)
- 2 boxes Classic Colored crayons (8-pack)
- 4 white glue sticks (large)
- 2 pkgs #2 pencils (12-pack sharpened)
- 1 box of tissues (large)
- 1 box of gallon zip lock bags
- 1 back pack/book bag (no rolling backpacks allowed)
- 1 box band aids
- 2 rolls of paper towels
- 2 containers of Clorox or Lysol wipes
- 2 containers of Playdoh

\$15.00 fee made payable to SHGS must be presented to your child's 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
- 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 backpack (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 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 1 small box of band aids
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 teacher on the first day of school

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)
5 packs of wide-ruled loose leaf notebook paper
2 composition notebook (100 pages)
2 yellow highlighters
4 glue sticks
1 pair of scissors (student size)
4 Jumbo Book Sox
1 box of tissues
2 rolls of paper towels
1 container of Clorox wipes
1 backpack (no rolling backpacks allowed)
\$45.00 fee made payable to SHGS must be presented to your child's teacher on the first day of school. Fee will cover binders, tab dividers, a ruler, pocket folders, and a plastic cutlery tray.

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

1 8 oz or larger pump bottle of hand sanitizer for classroom use
#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
2 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 backpack (no rolling backpacks allowed)
5 jumbo book sox
\$55.00 made payable to SHGS must be presented to your child's teacher on the first day. Fee will cover 6 binders, tab dividers, a poly homework folder, and pocket folders

August/September 2021 Calendar



Wednesday, August 18	First Day of School, grades 1-5 only, half-day dismissal 11:15 dismissal for grades 1-3 11:30 dismissal for grades 4-5
Thursday, August 19	First Day of School for TH, ECE, PreK, and K 11:05 dismissal for TH-PreK 11:20 dismissal for grades K-2 11:30 dismissal for grades 3-5
Friday, August 20	Full day for all students– see drop off & pick up schedule on p. 6 for times Hot lunch program starts All drop off and pick up in the alley All Back to School paperwork due
Monday, August 23	Front door drop off and walkers line pick up for grades 1-5 starts Specials classes start
Friday, August 27	Digital PVA packets emailed RenWeb Demographics updates due
Monday, August 30	ASC scheduled to start– more information to come
Friday, September 4	PVA packet forms due via email
Monday, September 6	No School– Labor Day
September 7 and/or 8	Back to School Night– details will be emailed separately when confirmed
September 8	September Dress Down Day, Grades K-5
September 22	First Day of Autumn Dress Down Day

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.

