

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.



INSIDE THIS ISSUE:

PARENT/STUDENT HANDBOOK	2
NEW STAFF MEMBERS	2
OPEN HOUSE & SPECIALS CHANGES	2
PRESCHOOL & KINDERGARTEN ORIENTATIONS	2
SCHOOL LUNCH PROGRAM SPEECH PATHOLOGY SCREENINGS ASC UNIFORM SALE	3
IMPOTANT INFROMATION	4
2021-2022 MASTER SCHEUDLE	5
ARRIVAL & DISMISSAL	6
SCHOOL SUPPLIES	7-8
SEPTEMBER CALENDAR	9

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. 2022

Dear parents and students,

Welcome to the 2022-2023 school year! Did that summer fly by or what??

We are all excited to see everyone on the first days of school. As you read through this newsletter please take note of the new time schedule for the year and new procedures for drop off and pick up. We are pretty much going back to the schedule and procedures used at the school before the changes made for COVID. The first few days will be a bit crazy, but we will make it through. Thanks for your patience as we begin the year.

Prayers for a great school year,
Anne Davis, Principal

OUR FIRST WEEK

Below is the schedule for our first week back to school. Everyone will walk in to the gym for Opening Prayer on Wednesday, August 18. There will be no drop off in the alley that day. Dismissal that day will be both ways– parents pick up walkers at the steps on Leon Sullivan Way or parents can pick up students by driving through the alley. Students cannot be picked up by a parent who is walking though the alley at any time during the school year.

Wednesday, August 17	First day of school, grades 1-5 only, 1/2 day dismissal 7:30-8:00 grades 1-5 arrival 11:30 dismissal, no ASC
Thursday, August 18	First day of school, TH, ECE, Pre-K, & K Second day of school– Grades 1-5 7:30-8:00 grades K-5 arrival 7:40-8:00 <i>TH, ECE, PRE-K arrive (must be walked into the building and signed in by parents at the classroom)</i> 11:00 dismissal TH, ECE, PreK 11:15 dismissal K 11:30 dismissal grades 1-5 No ASC
Friday, August 19	All grades attend, Full day of school for all, first hot lunch Arrival: 7:30-8:00 grades K5 7:40--8:00 grades TH, ECE, PreK Dismissal: 2:00-2:15 all preschool 2:15-2:30 K 2:45-3:00 1-5 NO ASC
Monday, August 22	All grades attend full day, ASC starts 7:30-8:00 grades K-5 7:40-8:00 TH– PreK must be walked to the classroom each day 2:00-2:15 all preschool (TH, ECE, Pre-K) 2:15-2:30 Kindergarten 2:45-3:00 1-5



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 Tuesday, August 30, 2022. We will start at 6:00pm in the church for a brief prayer and discussion of the upcoming school year. The first classroom sessions will start at 6:30 and the second session at 7:00. This is a great evening to come in and meet your child's teacher and hear how the classroom works and all the fun things that will happen this year.

Welcome to our New Staff Members!

Ms. Tonja King will be our new PreK3 teacher. We are so excited to have her as a teacher in our program. Ms. Sarah Patterson will be our new third grade teacher. We have 2 new aides– Ms. Jessica Fleming will be assisting Mrs. Protan in Kindergarten and Ms. Tiffany Davis will be with Mrs. O'Reilly and Ms. Rowe in Kindergarten. We are lucky to have all these people joining us this year!

Weekly Parent Emails

There is a weekly parent email that is delivered to your inbox on Sunday afternoon around 4:00 pm. This is an important email with the information for the week. Please make sure your email is correct in Ren-Web.

Specials Changes for this School Year

Students in grades K-5 will have the opportunity to learn Spanish this year. Mrs. Amanda Humphrey will be teaching Spanish, as well as technology, to students in these grades. Mrs. Renae Haas will still be with us as she will be teaching music and movement with TH–PreK as well as a school choir for Mass on Fridays. PreK will have 2 gym classes this year. Thank you to all the teachers for your flexibility and creative new ideas!



SCHOOL LUNCH PROGRAM

Our hot lunch program begins on **Friday, August 19**. 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 **\$5.00** 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.

2022-2023 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. Thomas by email at stomas@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



Afterschool Care will begin on Monday, August 22. This is only for students who have already registered. If you need a form, please call the office. Space is limited.

UNIFORM SALE

Thank you to Heather Olcott for her work on the upcoming uniform sale. The sale is set for Wednesday, August 10 from 11:00am-1:00 pm. This is a great opportunity for our families to get uniform pieces at a great price. We will continue the sale each month of the school year. Those dates will be in the monthly newsletters.

SHGS DIRECTORY

The school directory will be published using an information sheet that will be sent home on the first day of school. Please return that form, along with all the others, by Friday, August 26, 2022. Thank you!





IMPORTANT INFORMATION

- ♥ **After School Care** begins on **Monday, August 22**. Students must be registered before they are allowed to stay after school.
- ♥ **Ren Web Updates**—during 2022-2023 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 26.**
Directions for Ren Web will come home on the first day of school
- ♥ **Permission to Dispense Medication** 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 26**. If you do not need to have the school dispense medication, you do not need to complete the *Permission to Dispense Medication* 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. Packets will contain information on PVA sponsored activities.
- ♥ **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. There is a new process for this. More information will be sent as it is available. One additional change from previous years. All background checks will be rerun every 3 years. In the past it was done every 5 years.



2022-2023
TENTATIVE MASTER SCHEDULE

Please note these dates are still subject to change.

Wednesday, August 17	First day of school, grades 1-5 only, 1/2 day dismissal Orientation for TH, ECE, PreK and K
Thursday, August 18	First day of school, TH, ECE, Pre-K, & K , 1/2 day dismissal Grades 1-5 here also
Friday, August 19	All grades attend, full day and first day for hot lunch. No ASC
Monday, September 5	Labor Day– No School
Friday, October 21	End of first nine week
Thursday, November 3	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
Friday, November 11	Veteran’s Day– No school
Wednesday, November 23-	Thanksgiving Break (23rd is an E-day– More info to come)
Friday, November 25	
Thursday, December 15	Half day dismissal– Teacher Inservice
Friday, December 16	Half day dismissal for Christmas Break
Monday, December 19-	Christmas Break
Friday, December 30	
Tuesday, January 3	Classes resume
Friday, January 13	End of Second Nine Weeks/semester
Monday, January 16	Martin Luther King Jr. Day-no school
Tuesday, January 17	No School– Teacher Inservice Day (E-day for students)
Wednesday, February 1	Preschool Parent /Teacher Conferences No school for TH, ECE, Pre-K , Grades K-5 meet as normal
Monday, February 20	No School– President’s Day
Friday, March 17	End of Third Nine Weeks
Friday, April 7-	Good Friday– No School
Monday, April 10-Friday, 14	Easter Break
Monday, April 17	Classes resume
Monday, May 29	Memorial Day- no school
Friday, June 2	Last day of school- half day dismissal



ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL– We are returning to our regular schedule! Please read for details about dropoff for your child

- ♥ Teachers and administration will be present during drop off in the alley and at the front door. With the exception of the first day of school, students in grades K-5 may walk into school at the front door on Leon Sullivan Way or be dropped off from a parent vehicle in the alley between the school and the church. No child may walk through the alley to get into school.
- ♥ Students in grades K-5 that arrive before 7:40 will wait in the cafeteria before going to class. Students in the cafeteria will be dismissed to classrooms at 7:40 am. Students arriving after the 7:40 bell will go directly to the classroom.
- ♥ Kindergarten student drop-off will be a bit different for the beginning of the school year. Please refer to the information given to you at orientation on Wednesday, August 17.
- ♥ ALL Tiny Hearts, ECE, and PreK students must be walked into school through the door on Leon Sullivan Way with a parent. Upon arrival at the child's classroom, the parent must sign in the child on the sheet provided by the classroom teacher. Students in Tiny Hearts, ECE, and PreK cannot be dropped off in the alley as parents must sign them in at the classroom. Arrival for these students starts at 7:40 am. Licensing requirements are that all children must be signed in each morning.
- ♥ Prayer will be at 8:00 each morning. All doors to the building will be closed for entrance and students will be considered tardy if not in the building at 8:00. Class begins after prayer– approximately 8:05. If you arrive after 8:00, you will need to walk your child to the front door. No child will be let in at the doors in the alley.

Arrival times

7:30-8:00 grades K-5

7:40-8:00 All Preschool classes– walked to the classrooms

DISMISSAL

- ♥ Dismissal for grades 1-5 will start at 2:45 on regular school days. Children will be dismissed to parents in 2 ways. Parents may pick up children at the front door as a “walker” or drive through the pickup line in the alley between the school and the church.
- ♥ Kindergarten will dismiss from the side door of the gym starting at 2:30. Parents will need to park and walk to the door to pick up the child. Children cannot be placed in cars and parents are not permitted to drive through the alley.
- ♥ Children who are “walkers” will wait in the cafeteria for their names to be called by a teacher on duty. Parents will park and walk to the front door on Leon Sullivan way and wait on the sidewalk outside the front door on Leon Sullivan Way. There will be a teacher on the front stoop who will call down to the cafeteria to send up children whose parents are waiting. No children will be put into cars at the walkers line door.
- ♥ Children who are picked up in the “drivers” line will wait in line with their class in the gym. Parents will drive through the alley, turning right into the alley from Leon Sullivan Way. Please do not block the intersection of Quarrier Street and Leon Sullivan Way when waiting to pick up your child.
- ♥ **Walkers line pick-up will start on Wednesday, August 17.**
- ♥ Students who attend afterschool care will be picked up in the building and walked to the ASC building after school.

Dismissal times

2:15-2:30 preschool (TH, ECE, PRE-K)- must walk in and sign out if not going to ASC

2:30-2:45 grades K– please refer to information from orientation about your pickup procedure

2:45-3:00 grades 1-5

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



SCHOOL SUPPLIES

2022-2023
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.

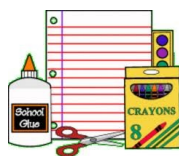
- 5 2-pocket folders (blue, red, green, yellow, purple)
- 1 plastic folder (to go to and from school daily)
- 1 1-inch binder (any color)
- 1 box colored pencils (12-pack)
- 1 box washable markers (thick, classic colors)
- 1 box washable markers (thin, classic colors) 1 pack watercolor paints
- 1 box 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

2022-2023

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 2022 Calendar



Wednesday, August 17	First Day of School, grades 1-5 only, half-day dismissal 11:30 dismissal, No ASC
Thursday, August 18	First Day of School for TH, ECE, PreK, and K 11:00 dismissal for TH-PreK 11:20 dismissal for K 11:30 dismissal for grades 1-5
Friday, August 19	Full day for all students– see drop off & pick up schedule on p. 6 for times Hot lunch program starts All Back to School paperwork due
Monday, August 22	Specials classes start ASC starts
Tuesday, August 30	Back to School Night– 6:00 start in Church
Monday, September 5	No School– Labor Day
September 7	September Dress Down Day, Grades K-5
September 22	First Day of Autumn Dress Down Day
September 23	Progress Report Grade Cutoff 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.

