



**Sacred Heart
Catholic School**



New Family Packet Sacred Heart Catholic School

Mission Statement: Sacred Heart Catholic School is committed to instilling virtues and values rooted in Catholic teachings. We educate the whole child to ensure students are prepared to meet the challenges in the world as disciples of Jesus.

On behalf of the SHCS community, I would like to welcome you to our school. I am hopeful that this packet will help answer some of the questions you have before the school year starts in September.

--Karen Bursey, Principal

Sacred Heart Catholic School

763-537-1329

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www.sacredheartschoolrobbinsdale.org

Welcome to Sacred Heart!

We are excited your family has chosen Sacred Heart Catholic School. We certainly understand the importance of the decision you made as our children's education, support, safety, and experiences are paramount. We look forward to you seeing firsthand how engaged and supportive the teaching staff is and how much they ensure each child is prepared with the values, knowledge, and skills to excel beyond the classroom. Your children will enjoy the additional experiences through the C-STEM program and will have the opportunities to participate in programs like Believe & Read, Accelerated Reader, band/orchestra, science fairs, karate, and so much more!

The School Advisory Council is established to assist the pastor and principal in the governance of our parish school. Our primary purpose is the fostering of faith development and advancement of the school community, in accordance with the SAC Bylaws and the school mission statement. Please consider joining the School Advisory Council. Nominations are submitted each spring.

We are excited for another school year to begin.

God bless,
School Advisory Council (SAC)

Letter from Parent Teacher Committee (PTC) at Sacred Heart Catholic School:

Who we are:

We are parents of children who attend Sacred Heart Catholic School. We come together to plan important fundraisers, activities, and special events for our teachers and students and we all agree that keeping faith and fun at the forefront of all activities is what is most important!

We need you:

Whether it's monthly meetings, volunteering for specific events, or donations, we are always welcome to new ideas, faces, and building our community.

Join us:

We meet once a month, location will be announced in the weekly school newsletter. We all have busy lives, so we are sensitive to time and follow an agenda. No need to be present at every meeting, just let us know you want to join us. We will follow up with email/notes to keep you posted on future happenings.

Events we help plan:

- Marathon
- Fall Conferences/Spring Conferences
- Santa's Workshop
- Catholic Schools Week - Teacher's Breakfast and Student Treat
- Teacher Appreciation
- Teacher/Staff End of Year Party
- All School Assemblies
- Hospitality

Sincerely,
Parent Teacher Committee

Common Questions and Answers for New Parents from Other Parents

School time: 7:30–2:10 pm. Student drop off: 7:15–7:20 a.m.

1. **How do I leave a message for a student during the school day?** Parents may call the school office (763-537-1329) and leave a message with Mrs. Bowback in the school office. Your message will then be delivered to your child when appropriate.
2. **How does the breakfast and lunch process work?** We used Trio Catering for our meals. All meals must be pre-ordered each month in advance using a website called Boonli. The new menu goes “live” the 15th of the previous month. (Example: September menu will go live on August 15th or sooner. Online ordering is available at:
<https://sacredheart.boonli.com>

Our school participates in Minnesota’s Free School Meals Program. All students can get free breakfast and lunch. Filling out the Application for Educational Benefits is still important for our school. Your application may help our school qualify for educational funds, discounts, and other meal programs.

Forms are found on the school website under “Current Families” and then “Back to School Forms” or contact our school office at 763-537-1329 for more information. (The application will be available in August when MDE releases the form).

3. **What do I do if my child is sick?** If your child is ill and cannot attend school, including fever or vomiting in the last 24 hours, parents should call or email the school office (sbowback@sacredheartschoolrobbinsdale.org), as early as possible on the day your child is absent. If parents do not contact us by 7:45 a.m., we will contact you.
4. **Where do I find the Parent/Student Handbook?** Our handbook is located under the Current Families tab on our website.
5. **How many uniforms should I buy?** The number of uniforms you purchase depends on a number of factors. The younger children tend to be harder on their clothes. The girls have the option of wearing pants, shorts, a jumper, or skort. The boys wear either pants or shorts. We recommend the red logo shirt vs. the white logo shirt for easier cleaning. The banded bottom logo shirt is recommended (mostly for the younger students) so students do not have to tuck in their shirt. We suggest 2 polar-tec pullovers or sweatshirts for the colder months. **Please label all clothing.**

6. **Where do I buy uniforms?** Uniform logo items may be purchased through Donald's Uniform and may be ordered online at Donaldsuniform.com. If the school code, SacredHeartSTS, is used, the order will be shipped to the school at no cost. See the school website for more information. Educational Outfitters in St. Louis Park, also has our logo shirts and spiritwear.
7. **Can I purchase used school uniforms?** Yes! We have two used uniform sales each year: August and January. Parents are able to drop off gently used uniforms throughout the year. We accept uniform pants/shorts, logo shirts, jumper/skorts, and spirit wear.
8. **How do the Drop-off and Pick-up Car Lines work?** Safety is a priority at SHCS. Please follow the procedures listed below:

Preschool

Parents, please enter door #8 (the main school entrance) located behind the school and walk your child to the PreK classroom. Check in/out clipboards are located in the classroom.

K -8th grade Parent Drop off

Students may NOT be dropped off before 7:15 a.m. Parents are responsible for monitoring your child before 7:15 a.m.

Kinder students: Drop off and pick up is at door 8 (the main school entrance). In the PM, please make a car line and staff will walk your child to the car

Grade 1-8 grade Parent Drop off/Pick up

AM: Please drop your child off in the Hubbard Parking lot in front of school. Students will cross the street on the corner and patrols will be on hand to cross students safely.

PM: Parents will make a car line on either Hubbard Ave. or 41 ½ Ave. Teachers will walk students to the front of school and we will monitor students walking to their car.

9. **What is the Marathon? Saturday, October 5th.** This fundraiser is the only mandatory fundraiser to bring in your required fundraising for SHCS and its success is a tremendous example of how SHCS families and staff pull together to accomplish our goals. The Marathon is also a celebration and a chance for people to come together. We have fun walking, running, or biking and there is a picnic to celebrate at the end. All funds remain here at Sacred Heart and they are used to offset the rising costs of providing a quality education. So if

you are asked, "Where does the money go?" ***It truly goes to support every part of our mission.***

10. **What is the Gala? Friday February 28th** You won't want to miss this! The Gala is an annual event where our church and school community gather together to celebrate our school, reflect on our successes and renew our commitment to Catholic education. The night starts with a happy hour, then on to an entertaining evening full of fun. Dinner, Drinks, Silent and Live Auctions; all benefitting the school.
11. **How often and when do the children go to Mass?** The students attend and participate in Mass every Friday at 8:00 a.m. In addition, there will be Holy Day Masses, Stations of the Cross and prayer services throughout the year. Remember, students are required to wear the SHCS uniform shirt.
12. **How do I find answers?** Your first resource should be the Parent/Student Handbook. If you have any additional questions, you may call the school office, email your child's teacher, or Ms. Bursey. Please do not hesitate to call us.
13. **How do I volunteer?** You will have ample opportunities to volunteer. One of the hallmark Catholic School traditions is that of sharing your time, talent, and treasure within your child's school community/family. Sacred Heart Catholic School vision and future rests in a very active and engaged school community, please consider joining PTC. There are many ways to give of your time, talent, and treasure. Volunteer opportunities are posted on the sign-up tab under quick links on our home page. Opportunities will be posted each month on SignUp, in our newsletter and through the classroom teachers. We require all families to volunteer at least 20 hours per family. Each spring families will submit their volunteer events for hours worked. All volunteers are required to have the Essential 3: Background check, Code of Conduct and attend a Virtus session in order to work with our students directly.
14. **May I visit?** YES! Guests may eat lunch with students any day. Don't forget to sign in at the school office.
15. **Where should I enter the school during the school day?** If you are volunteering your time, dropping something off or visiting during the school day, please park behind the school and enter door 8 (the main school entrance). We require you to check in or drop off any items for your student in the school office. We will deliver items to your student for you.
16. **What concerts do students participate in?** 1st, 3rd, 5th, and 7th are in the school Christmas program on December 12th. Kindergarten, 2nd, 4th, 6th, and 8th participate in the spring program May 15th. Band and orchestra (grades 3-8) offer a Christmas concert December 17th and spring May 19th.

TOP 10 Tips for New Parents

1. Read the Monday newsletter; it is emailed every Monday morning. This is your best source of information.
2. Attend Curriculum Night - September 19th for PreK -4th grade and September 29th for grades 5-8. This is a parent only event with an emphasis on curriculum and new happenings this school year.
3. Attend conferences with your child's teachers. They are on October 14-15th and again, March 13th.
4. Volunteer for an event as a way to meet people and have fun. There is an activity for everyone and a chance for everyone to get involved.
5. Come to the Annual Gala. This is SHCS' largest fundraiser of the year. We have other fundraisers such as Marathon, Christmas wreaths and plant sale, but the Gala is our top event. It's a fun time and worth attending.
6. Attend school Masses. These are typically on Friday at 8:00 a.m. The kids love to see you and it is so much fun to see the little ones shine with confidence as they take on leadership roles!
7. Join us for our Marathon at Sanborn Park. This is a great family event and a great way to meet parents.
8. Order spirit wear from Educational Outfitters in St. Louis Park. Our items are listed on their website under our school name. Students may wear spirit wear on Wednesdays each week.

What will happen and what you can plan for in September.....

August 28, 3:30-5:30 p.m. - Back to School Night -Students and parents will visit the classroom, meet the teacher, bring in school supplies, etc. and meet new friends!

Then join us for the Back to School Picnic from 4:00-6:00 p.m. right here at Sacred Heart. Our PTC Committee is sponsoring this event.

September 14- Parish Fun Fest. Join us for a day of fun for children and adults.

September 19- SHCS Curriculum Night for Pre-K through 4th Grade.

September 29 -SHCS Curriculum Night for grades 5 - 8. Parents will meet with classroom teachers to learn about curriculum, classroom expectations and procedures.

We are excited to have your family at Sacred Heart Catholic School. Please email me or call the school office with questions. I will continue to communicate over the summer.

Sincerely,

Karen Bursey

Principal

kbursey@sacredheartschoolrobbinsdale.org

Direct Line 763-285-6255

School number 763-537-1329