



Parent/Student Handbook 2025-2026

The Sacred Heart School of
Glyndon

63 Sacred Heart Lane

Glyndon, MD 21071

410-833-0857

NOTE: Each Sacred Heart family is required to read this handbook with their child(ren) and submit a signed verification document through School Admin.

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Sacred Heart of Glyndon is a co-ed elementary school for grades Pre-K through 8. Sacred Heart School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Overview

Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Sacred Heart School Mission Statement

Sacred Heart School nourishes spiritual and academic growth within a loving, safe, and diverse community centered on Catholic values and academic excellence.

Sacred Heart School Vision Statement

Sacred Heart School strives to be celebrated as a Catholic school of destination that embodies loving, learning, and serving.

Parish and School History

Early Aspirations: Sacred Heart Parish was established in 1873 as a mission of Saint Charles Borromeo Parish of Pikesville. The Little Church, dedicated in 1887, has been in use for over 130 years. The parish school was established in 1928 under the direction of Father Ambrose Beaven and staffed by the Daughters of Charity. Although the school closed briefly in the 40s, the church was named an independent parish in 1946 and in 1956, Pastor Thomas Caulfield re-opened the school, staffed by just three members of the Sisters of Charity. In 1983, after much growth, the school was admitted by the Middle States Association of Colleges and Schools.

Growth and Expansion: The School Board was established in 1987, and the school began its first year with a faculty and administration comprised of only lay people. Classrooms and school spaces were renovated and improved to accommodate the growing school, which also began serving the parishioners of Saint Charles Borromeo when their school closed in 1989. Continuing expansion led the school through the 90s with the dedication of the Main Church serving our burgeoning parish community and providing additional classrooms for the school. In the new millennium, the Middle School level and a new library/media center was dedicated to further meet the needs of our thriving school.

Into the Future: Celebrating 50 years in 2006, the school began the expansion of technology, culminating in 1-to-1 devices being provided to all students in grades 4-8 beginning in 2015. Today, our school offers 1-to-1 devices for students in grades 3-8 and class sets of devices for our younger students. State-of-the-art BenQ boards are in every classroom, allowing teachers to integrate technology even further into their everyday instruction. Each day, our faculty, staff, and administrators come to school to continue. To build upon our rich history of evangelization, growth, and community, continually supporting the next generation of young people we serve.

Accreditation

(Policy ADM 1.1) The Sacred Heart School of Glyndon is fully accredited by Cognia through June 2027. In accordance with the standards set by the Archdiocese of Baltimore, The Sacred Heart School of Glyndon met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

National Catholic Educational Association (NCEA)

(Policy ADM 21.0) Sacred Heart School is a member of the National Catholic Educational Association (NCEA).

Awards & Accolades

MSDE Excels Level 4 Quality Rating for Preschool
Monsignor Aiken Student Support Program (Aiken Program)

Administrative Team

Sacred Heart School is led by Mrs. Lauren Noll, Principal. Mrs. Virginia Bahr is our Assistant Principal. Administrators work as a cohesive team to serve the students, teachers, staff, families, and community.

Faculty and Staff

Administrative Staff

Teresa Shaffrey, Administrative Assistant
Gina Darby, Business Manager
Cathy Kirby, Records Manager
Jimmy Hunter, Advancement Director
Amber Averno, Director of Admissions & Marketing
Ted Krammer, Director of Technology
Tanya Rice, Receptionist

Faculty and Staff

Health Suite

Julie Will, Nurse

Testing & Curriculum Coordinator

Brigid Klein

Primary Grades

Kelli Magee, Pre-K Director and 4s Teacher
Pearl Tomazar, Pre-K 4 Teaching Assistant
Danielle Schott, Pre-K 4 Teacher
Meezanne Hanna, Pre-K 4 Teaching Assistant
Jasmine Wood, Pre-K 3 Teacher
Shari Fiorino, Pre-K 3 Teaching Assistant
Jordon Eanet, Kindergarten Teacher
Kathleen Herr, Kindergarten Teaching Assistant
Madison Contreras, Kindergarten Teacher
Lauren Lorber, Kindergarten Teaching Assistant
Karen Janiga, Grade 1 Teacher
Tina Kleb, Grade 1 Teaching Assistant
Nicole Monroe, Grade 1 Teacher
Tina Butler, Grade 1 Teaching Assistant
Teri Vining, Grade 2 Teacher
Vonneta Brooks, Grade 2 Teaching Assistant
Melissa Guess, Grade 2 Teacher
Linda Lange, Grade 2 Teaching Assistant

Intermediate Grades

Claudia Baughman, Grade 3 Teacher
Rosalie Gerbino, Grade 3 Teacher
Meezanne Hanna, Grade 3 Teaching Assistant
Kristin Coleman, Grade 4 ELA & Religion Teacher
Andrew Gonder, Grade 4 Math, Science & S.S. Teacher
Lynn Fletcher, Grade 5 ELA & Religion Teacher
Gertsie Johnson, Grade 4/5 Science & Math Teacher
Nisachol Sykes, Grade 3-5 Teaching Assistant

Middle School

Ann Wheeler, Social Studies & ELA Teacher
Miles Señal, ELA & Science Teacher
Donna Russell, ELA Teacher
Grace Stephan, ELA, Social Studies, & Religion Teacher
Patrick O'Hara, Science & Religion Teacher
Amy Bess-Graves, ELA Teacher
Kaitlyn Wood, Math & Religion Teacher
Richel Duay, Math & Religion Teacher
Benji Al Dy, Math & Social Studies Teacher
Katie McClafferty, Middle School Teaching Assistant

Aiken Program (Student Support)

Lauren Noll, Director, Special Educator
Nicole Rabinowitz, Guidance Counselor
Karen Crumb, Learning Specialist
Rebecca Potis, Learning Specialist
Paula Somma, Learning Specialist
Brigid Klein, Learning Specialist

Specials

Don Kus, Physical Education Teacher
Kirstin Brink, Art Teacher
Ana Trujillo, Spanish Teacher
Crystal Arnold, Music Teacher
Melissa Spiegler, Library Teacher

School Board

The School Board plays a critical role in supporting the school and ensuring enduring success as an integral part of our parish community. The Division of Catholic Schools realizes the importance of the school board in carrying out the four-fold mission of the Catholic Church to proclaim the Gospel message, foster the experience of community, celebrate worship, and motivate participation in service. According to its Articles of Incorporation, the Sacred Heart School Board is formed for religious and educational purposes as follows:

- To establish and maintain an educational institution and program in accordance with and subject to the standards, guidelines, and discipline of the Roman Catholic Archdiocese of Baltimore.
- To develop and maintain, in cooperation with the Pastors, Principal and Faculty, Parents, and Parishioners, a Catholic educational experience of superior quality and value.
- To formulate the philosophy of the school within the framework of Catholic educational aims, recognizing that the primary responsibility for a child's education rests with parents, and that the school is a compliment to, and not a substitute for, the religious formation that must take place in the family.

The School Board meets every other month (September through June). Approved minutes of the meetings are available in the school office for parent/guardian perusal. If you would like to address the School Board at a monthly meeting, please contact the president, who will explain the procedure. The School Board has a mailbox in the Parish Center

School Board Members:

Oscar Velez, President
Fr. Gerard Francik, Pastor
Lauren Noll, Principal
Virginia Bahr, Assistant Principal
Lisa Wetzel, Head of Strategic Planning
Benedicta Deboh
Paul Gallagher
Sally Hechter
Jim Hunter
Ricardo Matiz
Robert Motley
Enrique Olivares
Liz Towle
Jeanne Cossentino

Sacred Heart School of Glyndon
Master Calendar
2025-2026

August

25	School Begins; Noon Dismissal
28	Back-to-School Night (Pre-K through 2 nd grade)

September

1	No School – Labor Day
3	Back-to-School Night (3 rd grade through 5 th grade)
4	Back-to-School Night (6 th grade through 8 th grade)
18	High School Fair
25	Noon Dismissal
26	No School – Faculty Retreat

October

3	No School – AOB Professional Development
23	No School – Parent/Guardian Conferences
24	No School – Parent/Guardian Conferences
25	Trunk-or-Treat

November

7	Middle School Closed for High School Referrals
14	Asynchronous Half Day; End of Term 1
15	First Reconciliation
19	High School Placement Test (8 th Grade)
24-25	Hashawha Trip (7 th Grade)
26-30	No School – Thanksgiving Break

December

5	No School; Tree Lighting and Christmas Concert
10	High School Application Deadline
19	Noon Dismissal
20-31	No School – Christmas Break

January

1-4	No School – Christmas Break
16	No School – Parent/Guardian Conferences
19	No School – Dr. Martin Luther King, Jr. Day
23-31	Book Fair

25-31 Catholic Schools Week
30 Noon Dismissal

February

16 No School – Presidents’ Day
26 Noon Dismissal
27 Asynchronous Half Day; End of Term 2

March

12 Noon Dismissal
13 No School – AOB Professional Development
16 Inclement Weather Day *

April

2 Noon Dismissal
3-12 Easter Break
28 Pre-HSPT (7th Grade)
30 Spring Arts Night

May

2 First Eucharist
7 Noon Dismissal – May Crowning
11-13 Field Days
22 Noon Dismissal
25 No School – Memorial Day
27 Oratorical Contest
29 Inclement Weather Day *

June

2 Graduation, 7pm
5 Inclement Weather Day *
10 Noon Dismissal – Last Day for Students

* Inclement Weather Days: There are three days built into the calendar for each of the three snow/inclement weather days we have each year. For each day used, one of the inclement weather days will be taken away and made a full school day. If we do not use the snow/inclement weather days, we will have the inclement weather days as days off school. Communication will be clear as we use/don't use these days. (March 16th, May 29th, June 5th)

Two asynchronous ½ days, Friday, November 14 and Friday, February 27, are planned for the students during the 2025-2026 school year. All teachers and staff will be working in person at the school. All students will be working on the assignments at home. Students will be responsible for completion of required work as the assignments will be graded.

Campus Map



Catholic Identity

(Policy INST 1.0; INST 1.2; INST 1.3; INST 1.6; INST 1.7) The official teachings of the Roman Catholic Church are taught in Sacred Heart School. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

At Sacred Heart, our Catholic identity is a critical part of our foundation. Prayer and spirituality are incorporated within our daily activities and our events.

Daily Prayer

Prayer is said as a community each morning at 8:10 am and 2:55 pm. Students say the Sacred Heart Prayer and the Our Father in the morning, led by 8th graders on the video announcements. Students say the Prayer for Peace or the Act of Contrition in the afternoon, led by 8th graders on the overhead system.

Liturgy Schedule

Students attend mass weekly on Tuesdays unless there is a different religious celebration or Holy Day of Obligation.

Prayer Partners

Students will have a prayer partner with whom they go to mass and engage in faith bonding experiences. SHG emphasizes the Catholic faith and values by implementing the PBIS framework.

Advent

Advent is a time of hopeful anticipation to prepare for the birth of Jesus. Students engage in a variety of activities to celebrate the season. Reconciliation is also offered for students in grades 2 through 8 who are in sequence with their Catholic sacraments.

Catholic Schools Week

Sacred Heart School participates in Catholic Schools Week during the last week in January each year. This week celebrates our Catholic parish, our Catholic school teachers and staff, our families, and our students.

Lent

Lent is a holy time of fasting and almsgiving in preparation for Jesus' death and resurrection. During this time, students will receive ashes on Ash Wednesday, meat is discouraged on Fridays, and students are encouraged to introspectively determine ways they can make sacrifices. Reconciliation is also offered for students in grades 2 through 8 who are in sequence with their Catholic sacraments.

Stations of the Cross

Stations of the Cross are offered every Friday in Lent. They are led by upperclassmen in a way that is age-appropriate and beautiful.

May Crowning

Each year in early May, 8th graders lead the school in our long-held tradition of May Crowning. During this prayer service, students revere Mary and ask for her intercession.

Retreats

Students in grades 5 and 8 are led on retreat each year.

Rosary

Students in grade 3 make a rosary that they keep for the duration of their education at SHG. There are opportunities throughout the year, both in the classroom and as a community to pray the rosary.

Service Projects

Students participate in several service projects throughout the year to help those less fortunate. Some of these projects are:

- 8th grade students harvest food at First Fruits Farms to supply nonprofits supporting people with food insecurity
- 3rd grade students plan and run a Lemonade Stand to raise money for Alex's Lemonade Stand (Foundation for Childhood Cancer)
- Schoolwide Thanksgiving collection provides non-perishable food and toiletries for Our Daily Bread (Catholic Charities services in Baltimore)
- Schoolwide pajama collections for Casey Cares/Kami's Jammies (for critically ill children)
- Baby Bottle Campaign to support center for pregnancy concerns

Religion Curriculum

(Policy INST 1.4; INST 1.5) The Archdiocesan Religion curriculum is implemented through the use of Textbooks and other Catholic resources. Textbooks are:

- Loyola Press– Finding God (grades 1-5)
- Pflaum Gospel Weeklies (Pre-K-K)
- Catholic Connections Handbook (8)
- Connect: Bringing Faith to Life (6-7)
- Growing with God from Loyola Press (K-8)

Sacraments

Students in 2nd grade who have been baptized Catholic are prepared to receive the sacraments of Reconciliation and First Eucharist. Students who wish to become Catholic are encouraged to have their families reach out to Mr. Paul Gallagher, the Director of Faith Formation, at pgallagher@shgparish.org to discuss the process.

Pastor & Associate Pastors

Sacred Heart is blessed with a wonderful Pastor and two Associate Pastors. Reverend Father Jerry Francik leads our parish, assisted by Reverend Father Ángel Acuña and Reverend Father Ambrose Onwuegbuchulem. If at any time you wish to speak with them, please call the Parish Center at 410-833-1696.

Academics

Curriculum

(Policy INST 2.0; INST 2.2; INST 2.3; INST 2.4) Sacred Heart School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative AI/ChatGPT to plagiarize).

Textbooks

The textbooks and materials vary widely throughout the school and are supplemented regularly by relevant outside materials. For the 2024-2025 school year, the primary book series are as follows:

- Amplify CKLA Series (K-5)
- Geodes Reading (K-2)
- Heggerty Phonemic Awareness (Pre-K–1)
- Sadlier Grammar (2-5)
- Sadlier Vocabulary Workshop (4-8)
- Progress in Math (K-2)
- Sadlier Math (3-5)
- HMH Math (6-8)

- Foundations (Pre-K-3)
- Asi Dice Spanish (6-8)
- SAVVAS Social Studies (online only 4, 6, 8)
- McGraw Hill & McDougal Littell History (6-8)
- Inspire Science (online)
- Loyola Press– Finding God (1-5)
- Pflaum Gospel Weeklies (Pre-K-K)
- Catholic Connections Handbook (8)
- Connect: Bringing Faith to Life (6-7)
- Wilson Handwriting (2-3)
- Growing with God from Loyola Press (K-8)

Grading Policy

(Policy INST 2.0; INST 3.9; INST 4.0) All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.

Overview of Grading and Reporting

Grades serve as a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about the student's understanding of the material, areas of strength, and areas needing improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades aim to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Kindergarten – Grade 2

In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).

Trimester Grade Key Grades K-2	
Consistently Developing	93-100
Making Progress	75-92
Support Needed	74 and below
NA	Not Assessed at this time

Assessment Practices

Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests. Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.

Homework

Homework is used to reinforce skills already taught and may be graded when appropriate.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, and Physical Education.

Behavior

Behavior is reported separately and is not factored into academic performance indicators.

Grades 3-8

Components of Grading

Grades should primarily reflect the student's academic mastery of the subject content. Schools will determine the category weighting within these ranges and will communicate school-specific grading practices.

Content Knowledge (60%)

This category will represent the student's mastery of core subject content.

- **Classwork:** Assignments completed during class that show understanding of the material. These assignments should be graded for accuracy, comprehension, and depth of thought.
- **Practice Activities:** These include tasks that help reinforce learning, such as drills, exercises, and review activities. These activities should be integrated with class content and help students solidify their understanding.
- **Tests and Quizzes:** Frequent quizzes and smaller tests will assess student retention and comprehension of key concepts. Quizzes assess smaller chunks of content, while tests cover larger units or major concepts.
- **Practice Assignments:** Practice assignments structured tasks completed during class that reinforce previously taught concepts. These may include exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Assessment of Learning (20%)

This category includes formal assessments such as larger tests and projects that evaluate how well students have mastered the material. Tests will weigh heavily in this category, given their comprehensive nature.

- **Projects:** Assignments that require students to apply learned concepts in more complex, real-world situations. These projects should be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).

- Major Tests: These will account for a significant portion of this category, reflecting a student's overall understanding of unit content.

Skills Application and Critical Thinking (15%)

This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

- Problem-Solving Assignments: These include tasks where students need to analyze, synthesize, and apply learned concepts to new or unfamiliar situations. Examples include science experiments, math problems requiring creative solutions, or essay questions that ask students to analyze a situation.
- Critical Thinking Projects: These might include essays, presentations, or research projects that require students to demonstrate higher-order thinking skills, such as analysis, evaluation, and synthesis of information.

Homework and Practice (5%)

- Homework and in-class activities should provide students with opportunities to reinforce and apply skills and concepts that have already been taught. Homework completed outside of school should be purposeful, developmentally appropriate, and should not introduce new content.
- Homework: Homework assignments will be graded for completion and may be graded for accuracy if the learning concepts are previously taught concepts. These assignments should provide students with opportunities to practice and review the content discussed in class.

Behavior

Behavior should not be included in academic grades. It is essential that grades accurately reflect a student's academic performance, rather than their behavior. However, it should be noted that behavior can impact performance.

Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Class Discussion: Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.
- Physical Education: Participating in physical activities, sports, and fitness assessments are crucial for demonstrating physical skills and fitness levels.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

Weighting of Grading Categories

Category	Weighting (%)
Content Knowledge (Classwork, Practice Activities, Small Tests, Quizzes)	60%
Assessments of Learning (Major Tests, Projects)	20%
Skills Application and Critical Thinking (Projects, Problem-Solving)	15%
Homework/Practice Activities (Practice Activities, Review)	5%

Trimester Report Card Grade Keys

Trimester Grade Key Grades 3-8	
A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	75-79
D	70-74
E	69 and below

Trimester Grade Key Specials 3-8	
Consistently Developing	93-100
Making Progress	75-92
Needs Improvement	74 and below
NA	Not Assessed at this time

Report Cards and Progress Reports

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

- October 7th, Trimester 1 Interim reports
- November 14th, Trimester 1 ends
- December 1st, Trimester 1 report cards
- January 15th, Trimester 2 Interim reports
- February 27th, Trimester 2 ends
- March 9th, Trimester 2 report cards
- April 21st, Trimester 3 Interim reports
- June 2nd, Trimester 3 ends
- June 10th, Final report cards

Honor Roll Policy

Sacred Heart School honors academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

Principal's Honor Roll

Academic Achievement: All A's in core subjects.

Special Classes: Satisfactory or better in all special classes.

Standards, Effort, and Conduct: Satisfactory or better, including unstructured time.

Second Honors

Academic Achievement: All A's and B's (more A's than B's) in core subjects.

Special Classes: Satisfactory or better in all special classes.

Standards, Effort, and Conduct: Satisfactory or better, including unstructured time.

Third Honors

Academic Achievement: All B's or more B's than A's in core subjects.

Special Classes: Satisfactory or better in all special classes.

Standards, Effort, and Conduct: Satisfactory or better, including unstructured time.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each year.

Retention

(Policy INST 5.0) Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

Graduation Requirements

Students in eighth grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An eighth-grade student must be in good academic, financial and behavior standing to participate in the end of the year graduation activities.

Power School Access

(Policy INST 4.0) It is the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Other Student Services

Aiken Student Support Program

Our Monsignor Aiken Student Support Program (Aiken Program), led by Principal Mrs. Lauren Noll, includes a full-time guidance counselor, a full-time special educator, three full-time learning specialists, and a full-time nurse. These staff members, along with our administration, form the Student Advocacy Team (SAT) that meets regularly to identify and address student concerns. Additionally, we are able to provide many standard classroom accommodations for students with formally identified learning needs. However, some support services must be obtained from outside the school. The SAT Team coordinates and communicates with those outside providers.

Parents/Guardians can expect a partner and advocate for their child. A member of the Aiken Program will come to IEP meetings and/or coordinate with outside service providers to ensure the best consistency of services and advocacy possible. All student plans are reviewed with teachers and necessary assistance is provided to implement accommodations. Plans are kept confidential on a need-to-know basis with faculty and staff.

Learning Support and the Student Advocacy Team (SAT) Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate, or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system.

In the public school system, the evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days.

(Policy INST 4.1) At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Student Advocacy Team members and particularly the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed by the Student Advocacy Team and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Guidance

Sacred Heart School is proud to offer a full-time Guidance Counselor as part of our Student Support and Student Advocacy Teams. Services include individual supportive counseling, small issue-oriented groups, classroom presentations, new student lunch bunches, consultation with staff, participation in outside team meetings, referrals for specialized services in the community, and collaboration with mental health providers. Examples of the kind of issues that often prompt individual meetings are: difficulties with social interactions, sadness about a loss, anxiety, etc. as well as overcoming normal childhood hurdles. Referrals for services are initiated by students, parents, teachers and/or administrators. It is important to note that guidance services are not therapy services.

Field Trips

(Policy ADM 26.0) Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

Admissions

Application Process

(Policy ADM 3.0; ADM 3.1; ADM 3.2; ADM 4.0) Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

To begin the application process, parents/guardians must visit www.shgschool.org and click the "Apply Now" button. This will direct you to the SchoolAdmin Parent Portal. Prospective parents must then create an account and complete the application for admission, which includes the submission of a \$100 Application Fee. Please note – the Admissions Application cannot be submitted without the fee being paid. Once submitted, the application is received/processed by our Director of Admissions. This process will create an Application Checklist in SchoolAdmin for the parents/guardians to complete in order to be considered for admission. This checklist includes submission of certified birth certificate, current report cards as well as report cards for the previous two years, recent standardized test scores, a signed Transcript Release form, and a teacher referral (this form must be completed by the student's current ELA or Math teacher).

The Director of Admissions will work with prospective families to arrange skill-based, online MAP testing or another grade-level appropriate assessment as part of the applicant's academic portfolio. Once all documents are obtained, the Director of Admissions will review all of the documents and make an acceptance decision.

The Pastor and Sacred Heart School Board have approved the following priority list for admission into Sacred Heart School. The objectives of this priority list are to provide a Catholic Education for the parishioners in AOB parishes and to maintain family unity among parishioner siblings attending Pre-k through grade 8.

1. Siblings of current Sacred Heart students attending pre-k through grade 8
2. Registered and active parishioners of Sacred Heart, St. Charles Borromeo, or any Catholic parish in the Archdiocese of Baltimore
3. Catholic non-parishioners
4. The time stamp of applications.

Applications for the next school year may be submitted beginning October 1. Sacred Heart School is a rolling admissions school; however, we encourage serious applicants and siblings of current students to apply before the “Early Bird” deadline of February 28. Updated health information is required for school admission for all accepted students.

Probation Policy for New Students

All new students are given a one year evaluation period. If, during this time, the school is unable to meet the needs of the student(s), the parent(s)/guardian(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s)/guardian(s) and after exhausting all other methods of help.

Waiting List

This written statement should be shared with prospective families during the admission process. Sacred Heart School must omit social security numbers and bank account information prior to sharing information.

“I authorize the Sacred Heart School to share my information with other Catholic Schools in the Archdiocese of Baltimore if my child is denied admission or waitlisted due to space/capacity limits and authorize other Archdiocesan schools to contact me.”

Placement

- (Policy INST 3.0) Students are initially placed using the results of the following:
- School administered placement test
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

Non-Discrimination Statement

(Policy: ADM 1.0; ADM 2.0) The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to the Principal, Lauren Noll.

Religion is required for each year a student attends Sacred Heart School. All students enrolled in Sacred Heart School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

Assessment Program

Standardized Testing

(Policy INST 3.1) All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

(Policy ADM 3.1) Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary Students

(Policy INST 3.2) Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3, 5 and 7 also take the Science Assessment each Spring. Parents are given feedback about their child's performance at the end of each trimester.

Assessment of Child/Youth Religious Education (ACRE)

(Policy INST 3.3) All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.

Attendance and Student's Records

Absences

(Policy ADM 1.0) Regular attendance is considered essential for learning at Sacred Heart School. Students need to develop the work habits and responsibilities required of all of us as we go through life.

All absences, late arrivals, and early dismissals are required to be reported to Ms. Tanya Rice by 8:30am using the "Report an Absence" feature on our website (<https://www.shgschool.org/resources/report-an-absence>).

All absences, tardiness, and early dismissals become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents.

Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. The teacher's instruction cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Tardiness (arriving at school late or leaving school early) is another action that affects a student's readiness to learn. Coming in late and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies (arriving at school late or leaving school early) and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips. After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.

After an absence and he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities including recess.

If an absence is planned, teachers are not required to provide work to students ahead of the absence. Students may check Google Classroom or SeeSaw for missed work. Work may be gathered for parent/guardian pick-up if a student has an extended absence due to illness or family emergency (in excess of 3 days). It is the responsibility of the child to obtain, complete, and submit missed work. One day of make-up time is granted for every one day of absence. For example, if a student is absent for 3 days, they have 3 days upon return to make up the missed work.

If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of the student with excessive absences and tardies at any point during the school year to make parents and students aware of the possible consequences of not attending school on a consistent basis. Child Protective Services (CPS) may be called due to excessive absences.

Truancy

(Policy SS 1.0; SS 1.1) Students in Catholic Schools must comply with Maryland State law concerning compulsory attendance. The law requires regular attendance during the entire school year. Students are held accountable for time(s) they are absent from school. A principal may excuse a student for a necessary absence.

Regular school attendance is expected in order for students to achieve their academic potential. Each student's attendance is carefully recorded and permanently retained. Therefore, absence for reasons such as a vacation is strongly discouraged. Excessive absence has a serious impact on the student's academic performance.

The purpose of compulsory attendance is to ensure the continuous development and progress of the child's education. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion and may be reported to the Maryland State Department of Education.

Lateness & Assignments

Students may enter their homerooms at 7:50am. The school day begins at 8:10am. Any student arriving after 8:10am is considered late and must report to Ms. Rice for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departure & Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, **or during** vacation periods. Check the calendar for days when school is not in session.

Regular Dismissal

The school day ends with dismissal at 3:03 and 3:05 pm. Students attending 3-5.5 hours of school due to late arrival or early dismissal will be counted as a half day absence. Students attending less than 3 hours will be counted absent for the day.

Early Dismissal Days

Half days end with dismissal at 12:03 and 12:05 pm. The school discourages early departures and requests that families arrange medical and dental appointments after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

Location & Access to Student's Records

(Policy ADM 5.1) Student's records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

(Policy ADM 5.0) *Sacred Heart School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Sacred Heart School are as follows:*

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Ms. Cathy Kirby (ckirby@shgschool.org) a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal, Mrs. Lauren Noll lnoll@shgschool.org and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

- *To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.*
- *To other schools to which a student is transferring.*
- *In connection with financial aid under certain circumstances.*
- *To specified officials for audit or evaluation purposes.*
- *To organizations conducting certain studies for or on behalf of the school.*
- *To accrediting organizations.*
- *In order to comply with a judicial order or lawfully issued subpoena.*
- *To appropriate officials in cases of health and safety emergencies.*

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

Outside of the high school application process, SHG requires a two-week notice to submit records and recommendations to other schools and organizations.

The School has designated the following as directory information:

- Student's name
- Grade level/Homeroom
- Address
- Telephone listing
- Parent/Guardian name(s)
- Parent/Guardian email address(es)
- Parent/Guardian cell phone number(s)

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Mrs. Cathy Kirby ckirby@shgschool.org in writing by October 1st.

- *A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.*
- *Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Sacred Heart School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.*

Discipline

Statement on Philosophy of Discipline

Sacred Heart School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Positive Behavior Intervention and Support (PBIS)

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.



Loving, Learning, Serving

*Strong in Love
Happy to Learn
Grateful to Serve*

Sacred Heart of Glyndon	Strong and Safe	Happy and Respectful	Grateful and Responsible
Classrooms	Follow classroom rules Be attentive to teacher	Give others a chance to participate	Active listening to teachers and classmates Complete classwork Turn in all work when due
Hallways	Walk directly to destination Face forward	Stay in your own space Quiet	Follow directions Silence when classes are in session
Cafeteria	Be seated quickly Lights out/silence Follow directions	Quiet voices Say "please" and thank you"	Clean up your area Use good manners
Playground	Use equipment safely Listen for the whistle	Speak kindly Share space Take turns	Play with everyone Hands, feet and objects used safely
Restrooms	Walk to restroom Report problems to adult Return to class quietly	Take your turn Respect others privacy	Use soap, paper only as needed Dispose of trash properly
Church/Assemblies	Stay in your space Sit correctly	Silent Listen to presenters	Greet and welcome visitors Participate when appropriate

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others (Listed below are some behaviors that are unacceptable):

- Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations.
- Gum
- Harassment of any kind by word or action including but not limited to digital harassment
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s) including distribution of both physical and digital

- Smoking/vaping/marijuana products
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Harassment
- Use of a cell phone during school/disruption of the school day by a cell phone

After school activities, while riding on buses to sports games or other school, or parish sponsored activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days (unless approved in consultation with the superintendent), the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the Sacred Heart School student. The Administrator reserves the right not to re-admit an expelled student later. If a student is expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Consequences

While discipline is progressive, repeated or severe violations may warrant skipping of lesser consequences. Discipline steps are as follows:

1. Verbal warning (developmentally appropriate)
2. Reflection form/requires parent signature
3. Service during recess
4. Detention
5. In-school suspension
6. Out-of-school suspension
7. Expulsion

Search and Seizure

(Policy ADM 18.1) Sacred Heart School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Bullying Policy

(Policy ADM 2.0; SS 6.0) *Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.*

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, **ancestry**, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or*
 - ii. Is sexual in nature; or*
 - iii. Is threatening or seriously intimidating; and**
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.*

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, gaming device, tablet, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school's website (link below)
<https://www.shgschool.org/assets/imgs/featured/Bullying-Reporting-Form.pdf>

Harassment Policy

(Policy ADM 2.0) It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

A. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

B. Prohibited Conduct

- a. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:*
 - i. Has the purpose or effect of creating an intimidating, hostile or offensive environment;*
 - ii. Has the purpose or effect of unreasonably interfering with an individual's academic performance; or*
 - iii. Otherwise adversely affects an individual's educational opportunities.*
- b. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.*

C. Procedure

- a. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools. A bullying/harassment form should be filled out.*
- b. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.*
- c. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.*
- d. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.*

Financial Obligations

The Sacred Heart School of Glyndon School Board reviews and sets tuition annually. If you have any questions regarding tuition or financial aid, please contact our Business Manager, Mrs. Gina Darby, at 410-833-0857 x121 or gdarby@shgschool.org

Definition: Catholic Families

- One or more parent/guardian is Catholic
- Catholic families in good standing registered in any parish in the Archdiocese of Baltimore for a minimum of one year are eligible.
- A parishioner in good standing status is defined as a registered, active parishioner of a Catholic church in the Archdiocese of Baltimore who is making conscientious and consistent use of stewardship envelopes or Electronic Fund Transfer (EFT).
- Parishioners in good standing are eligible to receive the reduced tuition rate and are able to apply for parish tuition assistance at their respective parishes.
- Parishioner status in other parishes must be verified by submitting either a letter of good standing or a signed form (supplied) from the pastor of your church stating that you are a registered and contributing member of your Catholic parish community.

Tuition Rates for 2025-2026

Catholic Tuition Rates

- Pre-K full day \$8,999
- Grades Kindergarten through 5 \$8,999
- Grades 6 through 8 (first year only) \$9,999
- Grades 6 through 8 (returning) \$8,999

Other Faiths Tuition Rate

- Pre-K, full day \$9,500
- Grades Kindergarten through 5 \$11,499
- Grades 6 through 8 (first year only) \$12,499
- Grades 6 through 8 (returning) \$11,499

Registration Policy

Requirements for Catholic Rate

If one or more of these requirements are not met, special permission from the Pastor would be required to grant the Catholic rate for tuition.

- One or more parents/guardians is Catholic
- Family belongs to Sacred Heart Parish or another Catholic Church
- Family is registered at Sacred Heart or another Catholic Church
- Family practices the faith (i.e. goes to Mass weekly, receives the sacraments)
- Family financially supports the parish by regular giving
- Family participates in community activities at the church by volunteering and/or attending

104.10 Financial: Release of Tuition Obligation/Tuition Refund

All schools, both elementary and secondary must have a release of tuition obligation or a tuition refund policy that is detailed on the Tuition & Fees page of the website as well as in the parent handbook and tuition contract.

Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The Enrollment Fee for grades Pre-k through 8 is non-refundable. In the winter of each year, families register students for the upcoming school year, which requires a signed tuition agreement. This agreement obligates the undersigned to pay the entire tuition of the upcoming school year, without regard to student absence, withdrawal, or dismissal for any reason.

The amount of tuition obligation is dependent on the date of withdrawal. Please note that the enrollment and re-enrollment fee is non-refundable..

Elementary School Release or Refunds

- If a student is withdrawn in writing by July 1st, the School will forgive or refund all but one month's tuition.
- If a student is withdrawn in writing between July 2nd and August 8th, the School will forgive or refund 25% of the tuition obligation.
- If a student is withdrawn on or after August 8th, the School will not refund or forgive any of the tuition obligation.

The basis for the refund policies above is the following:

- Billed vs. Paid - The refund should be calculated based on the amount billed for the school year not the amount already paid. That is why the term release of obligation is used in addition to tuition refund. If the amount is calculated based on what has been paid to date, families who withdraw on the same date will be responsible for a different tuition than those who are on a different payment schedule.

- 25% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. Retaining 25% of the billed tuition is to cover these costs incurred. Since school has not yet started there is the potential that another student can be found to fill the seat, but the closer the withdrawal occurs to the first day of school the less likely that becomes, therefore that risk has also been factored into the obligation percentage.
- 100% – the teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early.

Registration Fees

(Policy FIN 1.0) The enrollment fee is non-refundable.

Other Fees

(Policy FIN 1.0) Each student also is required to pay a \$75 technology fee yearly. Eighth graders are required to pay an 8th grade fee of \$200, which covers graduation and most activity costs. Students participating in Confirmation will also pay a sacramental prep fee.

Payment Schedule

(Policy FIN 1.0) Tuition Payment Options

- Annual Payment: full payment due by June 20th through FACTS (automatic bank withdrawal or credit card) with no FACTS enrollment fees.
- Semi-Annual Payment: two payments due June 20th and November 20th through FACTS. Requires Tuition Protection Plan (fee is an additional 1% of tuition bill) and a \$17 one-time FACTS enrollment fee.
- Monthly Payments: ten payments due starting June 20th through March 20th through FACTS. Requires Tuition Protection Plan (fee is an additional 1% of tuition bill) and a \$50 one-time FACTS enrollment fee. Add information. For example, full tuition, partial tuition, or monthly tuition.

Tuition Assistance, Tuition Grants, BOOST

(Policy FIN 2.0) Sacred Heart School strives to remain affordable for as many families as possible. We are blessed to access three main channels of financial assistance:

- The Archdiocese of Baltimore
All necessary forms must be submitted no later than February 2026. Awards are generally communicated in late April/early May for the Archdiocese aid. All families are eligible to apply to the Archdiocese of Baltimore for tuition grants and aid each year if they are a current family or have already enrolled at The Sacred Heart School of Glyndon.)
- Sacred Heart Parish
Families who have Catholic status are eligible to receive aid from their parish at the discretion of their pastor. Parishioners apply through the FACTS system.
<https://online.factsmgt.com/signin/3QG6M>

Some families may also qualify for a variety of scholarships (please see our school website for a full listing of grants and aid.

<https://www.shgschool.org/admissions/grant-aid>

- **SCRIP**

SCRIP is a program in which school families purchase gift cards at their face value. In doing so, these families earn a percentage credit to be applied to the next year's tuition. SCRIP offers gift cards to many local and national chain stores at which our families frequently shop.

[SCRIP Program | The Sacred Heart School of Glyndon](#)

- **BOOST**

The State of Maryland offers the Broadening Options and Opportunities for Students Today (BOOST) program, which awards scholarships to income-eligible kindergarten through twelfth grade students who are eligible for the free or reduced-price meals program to attend eligible nonpublic schools. Awards are granted based on household income with the lowest income served first. Please see the school website for full details on eligibility and a link for application.

Large Family Reduced Tuition Rate

If you have three or more children enrolled at Sacred Heart School, you may deduct \$500 from the tuition of the third (fourth, fifth, etc.) children. This reduced rate applies to both Catholic and non-Catholic families.

Delinquent Tuition

(Policy FIN 7.1) If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.

Withdrawal from School

(Policy FIN 7.0) A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

Failure to Register and Remit Tuition

Returning families are expected to complete their enrollment prior to June 1st to ensure their child's spot at Sacred Heart School. Failure to complete registration and financial obligations may result in withdrawal and loss of placement in the event of a waitlist.

Health

Maryland School Immunization Requirements

(Policy HE 2.0) All students in Catholic schools must be immunized in accordance with Maryland State Law. A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

(Policy HE 5.0) The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles-regular or German (Rubella)
Meningitis
Hepatitis
Food Poisoning
Mumps
Adverse reaction to Pertussis Vaccine
Lyme disease
Chicken Pox (Varicella)

Covid 19
Tuberculosis
Whooping Cough (Pertussis)
Rocky Mountain Spotted Fever
Human Immune Deficiency Virus (AIDS and all other symptomatic infections)
Animal bites/Rabies
Influenza

Conjunctivitis (Pink Eye)

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

(Policy HE 1.0) The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit www.archbalt.org/risk.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Bloodborne Pathogens

(Policy ADM 16.0) A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision & Hearing Screening

(Policy HE 4.0) The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- All new students who have not provided documentation for screening in the past year;
- All students the year they enter the school in Grades PreK, kindergarten, 1, and 8, Grade 3 or Grade 4 if funding is available;
- Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Birthdays

Students may bring in a nurse approved, allergen-free birthday treat and/or a small goody bag for every student in the class. Invitations may not be given out at school. Students may not have their birthday party at school.

General Use Epi Pens

As of August 26, 2024, Sacred Heart School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Bronchodilators

As of August 25, 2025, Sacred Heart School has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Naloxone (Narcan)

(Policy HE 9.0) As of August 26, 2024, Sacred Heart School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources: https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](#).

Partnership and Communication with Parents

Responsibilities

By enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child’s teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person (s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.

- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
- to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
- to demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw a child(ren) from the school. Depending on the severity of the breach of partnership with the school, parents/guardians, or other family members may be prohibited from entering the campus.

Communication

Sacred Heart School uses Bright Arrow and School Admin to communicate with parents through email, text, and phone call. It is the responsibility of the family to keep the contact methods updated. Please be sure to read communication sent from the school..

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers are encouraged not to respond to emails and calls during the evening or over the weekend.

(Policy ADM 4.1) Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. This information will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

Non-Custodial Parent

(Policy ADM 4.1; ADM 5.3; ADM 5.4) Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

Sacred Heart School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented, or the school has a court order permitting access.

Change in Name, Family Status, and Custody

(Policy ADM 4.1) If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school. Changes can be made by contacting Mrs. Cathy Kirby, Records Manager, at ckirby@shgschool.org The parent also needs to notify the principal lnoll@shgschool.org

Change in Address, Telephone Number, and Email Address

(Policy ADM 4.1) When there is a change in address, phone number or email address, parents need to update school admin immediately. Changes can be made by contacting Mrs. Cathy Kirby, Records Manager, at ckirby@shgschool.org

Parent Teacher Conferences

The AOB mandates parents/guardians be afforded fall conferences. Sacred Heart offers three conference opportunities with the second and third being reserved for student concerns.

Fall–October 23rd and 24th

Winter–January 16th

Spring–March 12th

Home & School Association

(Policy ADM 11.0) The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

HSA Executive Board for 2025-2026

- President: Katie Pawelczyk
- Vice President: Mary Klein
- Vice President: Nia Wallace Ward (continuing)
- Corresponding Secretary: Cynthia Walsh
- Recording Secretary: Teresa Eaton
- Treasurer: Tim Hai

HSA Meeting dates are September 17th, November 19th, January 21st, March 18th, and May 20th.

For more information on HSA committees and getting involved, please reach out to the executive board and they will connect you with the appropriate committee chairs. The HSA email address is sacredheartglyndonhsa@gmail.com
The HSA Manual from the Archdiocese of Baltimore can be found at the following link: [FINAL Home and School Association for link.pdf](#)

Homeroom Parents

Parents volunteer to support each homeroom teacher with various events and celebrations throughout the school year. Each teacher will decide, with the approval of the administration, what is developmentally appropriate and follows Sacred Heart School principles of safety and fairness to all students.

Safety

Emergency Plan

(Policy ADM 12.0; ADM 12.1; ADM 12.2; ADM 12.3; ADM 15.0; ADM 16.0; ADM 18.2; ADM 41) The school maintains a complete emergency plan with procedures informed by Maryland Emergency Management, Maryland Center for School Safety, and iloveyouguys.org

Fire and Safety Drills

(Policy ADM 12.2) Fire and other safety drills are conducted on a regular basis during the school year as required by the state. While we cannot anticipate every emergency, we do understand that proactive drills are the way to be sure our students are safe, comfortable, not stressed, or anxious.

Please note that teachers prepare their students for each drill in a developmentally appropriate manner, using verbiage appropriate for their age and grade level.

Types of Drills:

- Hold: A non-emergency procedure used when hallways need to be cleared
- Secure: A non-emergency drill used to keep unwanted visitors out of the building. Everyone stays within the confines of the building.
- Lockdown: An emergency drill used when there is an imminent threat/threat within the building.
- Evacuation: An emergency or non-emergency drill used when everyone needs to exit the building. A fire drill falls under this category.
- Shelter in Place: An emergency drill used during a weather emergency or natural disaster.

Emergency & Weather-Related Closings and Delayed Openings

(Policy ADM 12.4; ADM 13.1) The school will follow Baltimore County or Baltimore County Hereford Zone (whichever call is more cautious) for decisions regarding early dismissals, delayed openings and any other emergency and weather-related closing.

Asbestos Hazard Emergency Response Act (AHERA)

(Policy ADM 17.0) AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Child and Youth Protection

(Policy ADM 26.0) Sacred Heart School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

Child Abuse and Neglect Reporting Policy Procedures

(Policy ADM 1.0) Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal. The Office of Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

Student's Cell Phones

Cellular phones or other electronic devices (such as smartwatches) are never permitted to be used on school grounds during the regular school day unless permission is explicitly granted by the adult supervising the student during the time of use. Students are not permitted to record or photograph anyone on The Sacred Heart School of Glyndon's campus during the school day. Cell phones must always remain off and out of sight. For middle schoolers, it is strongly recommended that phones remain inside of lockers during the school day. Students at the elementary level with cell phones should keep phones in backpacks. If cell phones are seen, heard, or otherwise noticed during the school day, they will be immediately confiscated and turned into an administrator, at which time the child will receive a detention and the parent/guardian will need to retrieve the phone from the administrator.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge through RAPTOR before visiting other parts of the school building.

Volunteers

(Policy ADM 26.0) Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection.

VIRTUS and Worthy of the Call policies require that all school volunteers ages 14 and older must complete the volunteer process at Sacred Heart School, even if they have already done so at another Archdiocesan school or parish.

Note: This process can take up to three weeks to be completed and documented. Last-minute requests may not be processed in time to attend events or field trips.

For more information and instructions on this process, please visit the website at: [Virtus Training for Adult Volunteers - Sacred Heart Parish - Glyndon, MD](#)

Supervision Responsibilities (Before and After the School Day)

Reasonable care is given to supervise all children during the school day and during school-sponsored activities. Student arrival time is from 7:50-8:10 am each school day. Pre-K through grade 2 are dismissed at 3:03 pm and grades 3-8 are dismissed at 3:05 pm. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after school, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

The school playground, field, and basketball hoops are supervised during the normal school day. When used before or after school hours, the school is not liable for injury, accidents, or interpersonal conflicts. Adult supervision is required before and after school on the playground. The playground and field may not be used until dismissal is completed.

Tobacco and Drugs

(Policy ADM 15.0; ADM 41.0) Sacred Heart school is a tobacco-free and drug-free workplace.

Transportation Procedures

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT leave school in an UBER, Lyft, or any private transportation company.

(Policy ADM 13.0)

Arrival

Students will be allowed to enter the building beginning at 7:50am. All students should be in their homeroom by 8:10am.

- To ensure the safety of our community, adults dropping students off the school will not be permitted to leave their cars. Parent volunteers, faculty, staff, and older students will be available to assist with escorting children into the building.
- Pre-K: Vehicles will enter the coned loop in front of the White Building where a Pre-K staff member or volunteer will help your child out of their car seat and into the building. Please pull all the way forward. Once you have dropped off your child, please reenter the traffic loop to exit the parking lot using the path by the Parish Center.
- Students in grades 1 through 5: Vehicles will continue in a loop around the parking lot, turning left at the playground, left at the cones, and then left again to be parallel with the school building. Students will enter through the Main Lobby or the Gym Lobby, whichever is closest to where they exit the vehicle. Only middle schoolers from multi-child families will enter on the school side. No matter where you stop in the line parallel to the school, it is important that your child exit the vehicle at that time. Please do not stop more than once.

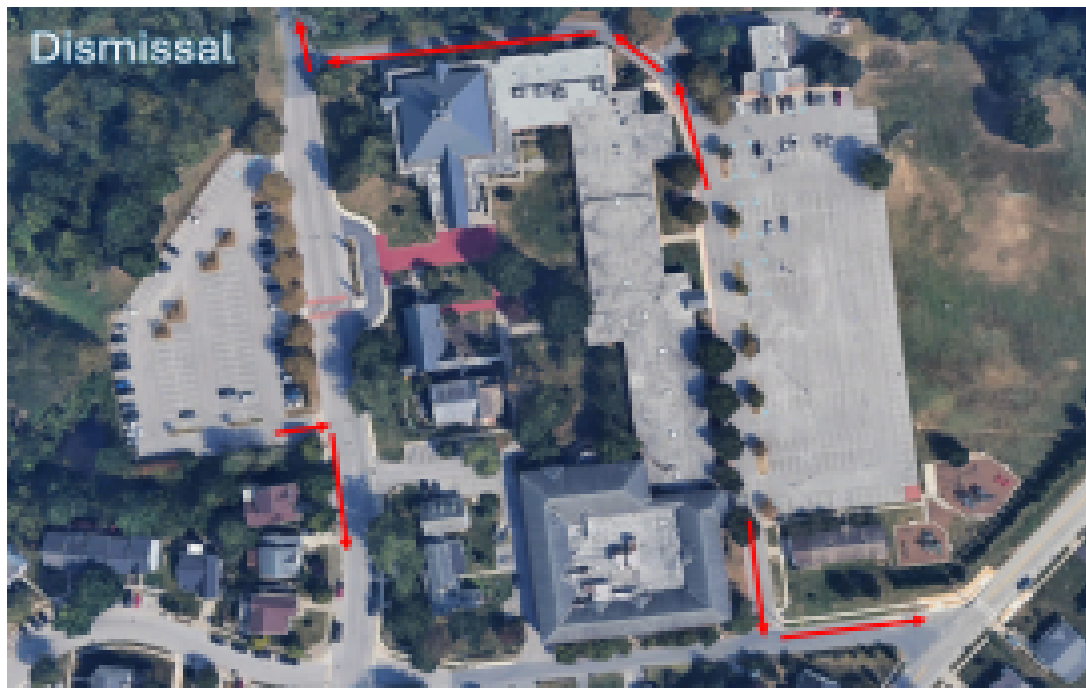
- Middle School: Vehicles will enter the church lot using the entrance closest to the Little Church/Chatsworth Avenue. Drivers should pull forward as indicated by cones, then your child(ren) will exit the vehicle. Students will walk between the churches and enter through the doors by the back stairwell, closest to the library and rectory. Drivers exit the parking lot using the exit closest to the Big Church/Butler Road.
- If your child is in Pre-K through Grade 5, or a middle schooler with a sibling in those grades, your family will drop off on the school side lot. Drivers will access the Sacred Heart school side parking lot on the Chatsworth Avenue end of Log House Way. Please turn right into the parking lot. Left hand turns from Log House Way will not be permitted. In the parking lot, you will turn right at the white building.
- Parents/Guardians may NOT park anywhere in the lot and allow their child to walk into the building. All drop-offs should occur through the drop off line.
- When leaving the main drop off loop, only left turns onto Log House Way will be permitted.



Dismissal

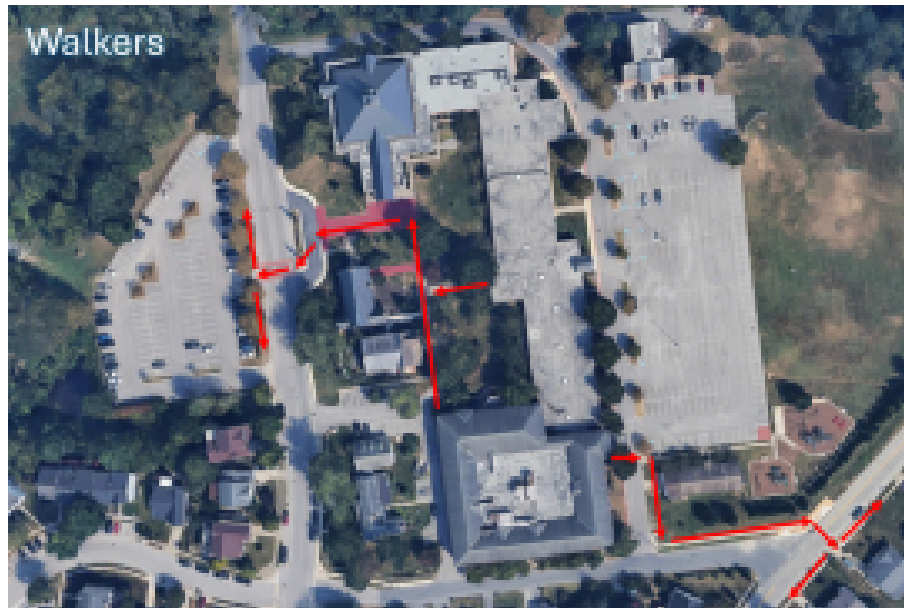
Families should pick up in the same lot in which they dropped their student(s) off. Do not exit your vehicle. Faculty and staff members will help your child(ren) locate your car.

- For the safety of our students AND to comply with Baltimore County traffic regulations, parents/guardians must park on school or church side lots.
- Families may NOT park on Chatsworth Avenue, Sacred Heart Lane, and Log House Way and walk onto campus to retrieve their child(ren). There are No Parking signs posted on Log House Road. Parking there could interfere with emergency, fire, and ambulance services if they are attempting to make turns into the school parking lot. These are public streets. If parking on Chatsworth Avenue, Log House Way, and Sacred Heart Lane occurs, the Baltimore County Police will be notified.
- Elementary school families will meet their student(s) in the school lot. The parking lot closes at 2:55 pm (11:55 am on half days). Once parked, please stay in your vehicle and wait to be dismissed. Families should park in the designated section for their **youngest** child.
- Middle School families will meet their student(s) in the church lot. Please stay in your vehicle and wait to be dismissed.
- No student is permitted to leave in an UBER, Lyft, etc.
- All vehicles must remain parked until waved to exit the lot by a teacher or staff member.
- If you are planning to stay after dismissal to use the playground or wait for a student to be let out of a club or activity, please park in the spots against the field.



Walkers

Families with students who walk home must notify the school of their plans. Students will exit the building from the closest main exit to their path home. Families may not have their children be walkers and then pick them up on Chatsworth, Log House, or Sacred Heart Lane. Students who walk must have their destination on file with the school, have a walker release, and carry a walker badge.



Late Room

- Students who are not picked up at the normal dismissal time will be taken to the late room, which is located off the Main Lobby. Students may wait there for their parents to arrive until 3:25pm (12:25pm for noon dismissal).
- At 3:25pm they will be taken to ABC Care (12:25pm for noon dismissal) where fees will be incurred.
- The late room opens to parents/guardians once the parking lot is cleared.
- To retrieve your child from the late room, parents/guardians must park in the school side parking lot and walk into the gym lobby. Parents/guardians will be asked to sign their child out from there.
- You may NOT walk to the late room from a parked car on Log House Way, Chatsworth Avenue, or Sacred Heart Lane.

Use of School Grounds

The use of school grounds is permitted on a limited basis and must be coordinated through the Parish Center. Reservations for rooms and grounds are scheduled within the Parish Center. For information, please stop by or call (410)833-1696.

Student Services

Before & After School Care

Sacred Heart is proud to partner with ABC Care, a nationally accredited provider of quality childcare, offering before and aftercare programs as well as summer programs. At Sacred Heart, ABC Care maintains a professional staff of competent, caring individuals who work with children in Pre-K through Grade 8, in age-appropriate groups. Please check the ABC Care website (linked from the Sacred Heart website) for complete hours, policies, pricing, and to sign up.

[Before & After School Programs](#) | [Sacred Heart School of Glyndon](#)

Hot Lunch Program

Hot Lunch is available to all students. Families will set up an account with Meal Mode (<https://shsg.mealmodemd.com/>) Outside lunches must be a packed lunch, **not fast food or parent-delivered during the school day**. If a student forgets their lunch, they will receive a lunch purchased from Meal Mode.

School Activities & Organizations

Sacred Heart is proud to offer a variety of clubs and organizations to enrich student life. Clubs and organizations vary in their fees. Some of those clubs and organizations may include:

- Choir
- Newspaper
- Beads of Strength
- Junior JEDI (Justice, Equity, Diversity, and Inclusion)
- Science/STEM
- Chess
- Coding
- Robotics
- Basketball (CYO/Parish)
- Soccer (CYO/Parish)
- Band
- Youth Ministry
- Drama
- Catholic Math League
- Sports Club
- Cooking Club
- American Sign Language

Leadership Programs

National Junior Honor Society
Student Council

Technology

Acceptable Use Policy for the Internet and Technology Tools

(Policy ADM 29.0) Technology skills are necessary to prepare our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- *Respect the privacy and property rights of others and the well-being of the School*
- *Are consistent with Roman Catholic values and morals*
- *Treat technology tools and computer equipment with respect.*

Unacceptable uses of the Internet and technology tools include but are not limited to:

- *Violating the rights or privacy of others, including by photographing or filming an individual without consent*
- *Posting or distributing videos or photographs without consent of the persons depicted and the School*
- *Using technology to send profanity, obscenity, or other offensive or harmful language*
- *Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)*
- *Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)*
- *Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols*

- *Revealing personal information beyond what is required for login while using Internet or web-based resources*
- *Responding to inappropriate messages from others (which should be reported to the School)*
- *Downloading or copying information onto disks or hard drives without prior teacher approval*
- *Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)*
- *Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)*
- *Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)*
- *Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.*
- *Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.*
- *Accessing or searching files, directories, or folders for which the user does not have authorization*
- *Intentionally erasing, renaming, or disabling of anyone else's files or programs*
- *Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor*
- *Violating School conduct rules or the law.*

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- *Reviewing and discussing this policy with their child as well as supporting the School in its enforcement*
- *Partnering with the School in monitoring their child's technology use*

- *Modeling appropriate Internet behaviors for their child*
- *Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.*

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Artificial Intelligence

(Policy ADM 29.0; INST 7.0) Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

Student Use

- PreK–Grade 4 are **not** permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 are permitted to use *generative* artificial intelligence (AI) for approved academic purposes.
- Students using Generative AI will be subject to plagiarism consequences as outlined in the discipline section of this handbook.

Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

Misinformation and Potential Bias

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

Resources

[Academic Artificial Intelligence \(AI\) Privacy and Safety Requirements for All Staff in the Archdiocese of Baltimore \(Updated 2025\)](#)

Web-based Services

(Policy ADM 29.0) *The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.*

Uniforms

Student Uniforms

(Policy ADM 8.0) Students wear uniform clothing in the elementary and secondary school. The uniform policy includes a commitment to neatness of appearance. All clothing must be worn in the appropriate manner in which it was intended. Students must keep their shirts tucked in, hair groomed and styled, and clothing free of dirt, stains, and holes. Shorts and skirts may not be rolled or folded.

Retailers

Land's End

For all logo Oxforas, polos, plaid items

www.landsend.com

Your Preferred Retailers

For navy and khaki bottoms, shoes, socks,

white shirts for girls in grades 1-5

Gettier-Montanye

For all gym uniform items, sweatshirts

4600 Prospect Avenue

Glyndon, MD 21071

410-833-0820

www.g-monline.com

Pre-K

Students in Pre-K have one uniform. That uniform consists of following:

- Red logo t-shirt
- Navy blue athletic shorts, sweatpants, skorts, slacks, or leggings
- Solid white or black tennis shoes with velcro closures (no light-up shoes, wheelie shoes, Crocs, or boots)

Kindergarten Uniform

Students in Kindergarten have one uniform. That uniform consists of following:

- Light blue short or long-sleeved polo shirt with the Sacred Heart logo
- Navy blue athletic shorts, sweatpants, skorts, slacks, or leggings
- Solid white or black tennis shoes with velcro closures (no light-up shoes, wheelie shoes, Crocs, or boots)

Gym Uniform Grades 1-8

All students in grades 1 through 8 have a gym uniform that is to be worn on all gym days and may also be worn as the summer uniform from the beginning of school through October 6th and beginning May 4th through the end of the school year. Please note that shorts are to be worn during the summer uniform and sweatpants are to be worn during the winter uniform. The ONLY time sweatpants may be worn with the summer uniform is on gym days when the morning is chilly. If it is chilly and not a gym day, children should wear the regular uniform.

The gym uniform consists of the following:

- Gray Sacred Heart t-shirt with logo (purchased at Gettier-Montanye)
- Navy Sacred Heart athletic shorts with logo (purchased at Gettier Montanye)
- White socks that cover the ankle
- Tennis shoes (no light-up shoes, wheelie shoes, Crocs, or boots)
- Optional: Sacred Heart uniform sweatshirt (hoodies are being phased out)

Boys' Dress Uniform Grades 1-5

The boys' dress uniform for grades 1 through 5 consists of the following:

- Light blue short or long-sleeved polo shirt with Sacred Heart Logo (Lands'End)
- Navy blue slacks
- Solid black, navy, or brown belt with inconspicuous buckle
- Solid black, navy, or white socks that cover the ankle
- Solid, leather/leather-like black, navy, or brown dress shoes (no additional colors or canvas)
- First Grade only; solid white or black tennis shoes with velcro closures (no light-up shoes, wheelie shoes, Crocs, or boots)

Girls' Dress Uniform Grades 1-5

The girls' dress uniform for grades 1 through 5 consists of the following:

- Plaid uniform jumper with school logo (Lands' End)
- White blouse with a peter pan collar (Lands' End or preferred retailer)
- Shorts under the jumper, should not be seen when standing
- Solid black, navy, or white socks that cover the ankle
- Solid, leather/leather-like black, navy, or brown dress shoes (no colors or canvas)
- First grade only; solid white or black tennis shoes with velcro closures (no light-up shoes, wheelie shoes, Crocs, or boots)
- During cold weather, navy or black tights or leggings may be worn under the uniform (no sweatpants or pajama pants)
- Girls may also choose to wear navy blue slacks with the light blue polo (Lands' End with Sacred Heart logo)

Boys' Dress Uniform Grades 6-8

The boys' dress uniform for grades 6 through 8 consists of the following:

- White Oxford shirt with Sacred Heart logo (Land's End)
- Khaki slacks
- Navy tie
- Solid black, navy, or brown belt with inconspicuous buckle
- Solid black, navy, or white socks that cover the ankle
- Solid, leather/leather-like black, navy, or brown dress shoes (no colors or canvas)

Girls' Dress Uniform Grades 6-8

The girls' dress uniform for grades 6 through 8 consists of the following:

- White Oxford shirt with Sacred Heart logo (Lands; End)
- Plaid skirt or khaki slacks (trouser-fit, no leggings, boot cut, fitted, or skinny fit)
- Solid black, navy, or brown belt with inconspicuous buckle (if wearing pants)
- Solid black, navy, or white socks that cover the ankle
- Solid, leather/leather-like black, navy, or brown dress shoes (no colors or canvas)
- During cold weather, navy or black tights or leggings may be worn under the Uniform. (No pajama pants or sweatpants)

Optional Items for All Students

- White undershirts or camisoles
- Navy blue sweater
- School sweatshirts (hoodies are being phased out)

Prohibited Items

- Nail polish
- Artificial nails
- Scarves/decorative headbands
- Make up
- Facial piercings
- Non-religious jewelry
- Large bows/feathers
- Hair tinsel
- Artificial eyelashes
- Crocs

Out-of-Uniform Days

On occasion, there may be out-of-uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

- Jeans may not be torn, ripped, or have holes
- No inappropriate t-shirts or clothing items
- Shorts must be longer than the fingertips when arms are extended straight at the sides
- No spaghetti straps, mid-drift showing, or low-cut shirts
- No flip flops, slippers or Crocs
- No pajamas (unless it's a pajama day!)
- If leggings are worn, a shirt or sweater should cover the buttocks

Used Uniform Sale

HSA hosts a used uniform sale a couple of times per year where families may purchase used uniforms at a discount over new uniforms. Please monitor school correspondence for upcoming events.

Grooming and Hair

- Clean shaven.
- Hair for boys and girls must remain the students' natural hair color and be neatly groomed. Hair may not be dyed or have the color altered in any way, including highlights. Boys' hair must not reach the top of collars, ears or eyebrows.
- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, or coloring of any kind. Sacred Heart School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of Sacred Heart School to permit individual families to receive an exception from this policy, so that they may choose the appropriate cared-for hairstyle for their son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.
- Body piercing jewelry is not permitted while on campus. Tattoos must be covered while on campus, and during all school-related events off campus, including during participation in athletic events. Chains or necklaces, if worn, are not to be visible.

- The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

Appearance Reminders

- Hair must be neat, clean and well-groomed. Hairstyles may not interfere with student learning.
- Hair coloring or extreme hairstyles are not permitted for anyone.
- Hemlines for skirts and jumpers can not be more than 2 inches above the knee
- Boys must be clean-shaven
- Girls may wear one post earring in each ear lobe only.
- Only religious jewelry, outside of earrings, may be worn.
- Watches may be worn but smart watches are prohibited.
- Undergarments may not be visible.

Labeling Clothes & Belongings

All clothing and belongings must be labeled. Sacred Heart School cannot be responsible for unlabelled items which are lost.

Lost and Found

There is a lost and found shelf on the middle school second floor and the elementary school first floor. Students may retrieve their lost items with permission from their homeroom teacher.