



Parent/Student Handbook 2021-2022

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 to the main office. A sign-off verification sheet will be sent home the first week of school and is also available to print on our website.

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General Information

The Sacred Heart School of Glyndon is a coeducational elementary school for grades Pre-K through 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process). The Sacred Heart School of Glyndon is not required to adopt any rule, regulation, policy, or personal accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistently with the tenets of the Catholic Church.

Requests for reasonable accommodations for a student with a disability may be directed to Mr. John Keeley, Mrs. Lauren Noll, or Mrs. Amy Belz.

Religion is required for each year a student attends The Sacred Heart School of Glyndon, meaning that all students enrolled must attend religion classes and services.

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.

The Sacred Heart School of Glyndon 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.

Mission and Belief Statements

The mission of The Sacred Heart School of Glyndon is to develop the unique, God-given gifts of each student in a safe, nurturing, and diverse environment through innovative academics, service to others, and spiritual preparation for a fulfilling life that follows in the footsteps of Jesus Christ.

Our mission is encapsulated in our school motto: Loving, Learning, Serving. Together, our mission statement and motto reflect our purpose, our reason for coming to school each day and taking on this most important work. These statements come from our belief statements. These belief statements are the foundation of our community and shape our common joy and vision.

Our belief statements are:

- We believe that every child is a child of God, imbued with a divine sense of worth, respect, and integrity.
- We model our teaching after Christ, the Master Teacher.
- We believe the home, the Church, and the school have a sacred responsibility to work together to develop in our student's strong Catholic-Christian morals, values, and beliefs.
- We believe in a positive relationship of mutual respect where teachers and parents collaborate to nurture, challenge, and support students.
- We encourage excellence in teaching that fosters creativity, critical thinking, strong study habits, and a lifelong desire for intellectual growth in our students.

- We believe in moral and instructionally effective use of technology.
- We believe that children need strong communication and relationship skills to flourish.
- We believe in and establish a safe environment.
- We believe that we are called to serve others.

Spirituality and Catholic Identity

As a Catholic school, Sacred Heart is dedicated foremost to the spiritual growth and formation of every child. Religion is taught every day to all students. The entire school prays together to begin and end our school day, and individual classes offer prayers throughout the day, including mealtimes. Families of our students and staff are welcome and encouraged to attend our rosary services, prayer services, and liturgies, and we hope to see you there!

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.

Statement of Administration Structure

Sacred Heart School is led by Mr. John Keeley. Mrs. Amy Belz is our Assistant Principal for the lower school, and Mrs. Lauren Noll is our Assistant Principal for the Middle School. Administrators work as a cohesive team to serve the students, teachers, staff, families, and community.

Master Calendar

August

- 23 – Faculty Returns
- 30 – First Day for Students, Noon Dismissal. Trimester 1 Begins
- 31 – Noon Dismissal

September

- 6 – No School, Labor Day
- 17 – August and September Birthdays Out of Uniform Day
- 24 – School Closed for Faculty Retreat

October

- 4 – Regular Uniform Begins
- 8 – No School, Professional Day for Faculty
- 14 – Trimester 1 Midterm
- 15 – October Birthdays Out of Uniform Day
- 29 – Noon Dismissal

November

- 5 – Middle School ONLY Closed for High School Application Process
- 11 – Thanksgiving Service Project
- 12 – November Birthdays Out of Uniform Day
- 24 – Trimester 1 Ends
- 24-28 – Thanksgiving Break, No School
- 29 – School Reopens, Trimester 2 Begins

December

- 1 – High School Placement Test at SHG, Half Day for Eighth Grade Only
- 10 – December Birthdays Out of Uniform Day
- 21 – Noon Dismissal
- 22-31 – Christmas Break, No School

January

- 1-2 – Christmas Break, No School
- 3 – School Reopens
- 14 – January Birthdays Out of Uniform Day
- 17 – No School, Dr. Martin Luther King, Jr. Day
- 21 – Trimester 2 Midterm
- 30 – Catholic Schools Week Begins

February

- 4 – Noon Dismissal
- 18 – February Birthdays Out of Uniform Day
- 21 – No School, President's Day

March

- 2 – Ash Wednesday
- 4 – Trimester 2 Ends

11 – March Birthdays Out of Uniform Day
 17 – Noon Dismissal
 18 – No School, Professional Day for Faculty

April

8 – April Birthdays Out of Uniform Day
 14-24 – No School, Easter Break
 25 – School Reopens
 28 – Trimester 3 Midterm

May

2 – Summer Uniform Begins
 5 – May Crowning, Noon Dismissal
 13 – May Birthdays Out of Uniform Day
 27 – Noon Dismissal
 30 – School Closed, Memorial Day
 31 – 8th Grade Graduation

June

3 – June and July Birthdays Out of Uniform Day
 8 – Last Day for Pre-K and Kindergarten
 9 – Last Day of School for Students in Grades 1-7, Noon Dismissal, Trimester 3 Ends
 10 – Last Day for Faculty

Please Note: In accordance with Archdiocesan policy, if we use more than 3 snow days, there will be a possibility that additional days are made up by extending the school year as needed. The calendar will not be shortened if the snow days are not used. Please refer to “School Closings and Delays” for policies regarding closing for snow and other weather-related conditions.

Daily Bell Schedules

Period	Regular Day	Half Day	Two Hour Late	Mass Day
Homeroom	7:50-8:10	7:50-8:10	9:50-10:10	7:50-8:10
1st period	8:12-8:56	8:12-8:35	10:12-10:45	8:12-8:47
2nd period	8:58-9:41	8:37-8:52	10:47-11:18	8:49-9:24
3rd period	9:43-10:27	8:54-9:23	11:20-11:51	9:26-10:01
4th period (primary lunch)	10:29-11:12	9:25-9:50	11:53-12:24	10:03-10:38
5th period (intermediate lunch)	11:14-11:58	9:52-10:17	12:26-12:57	10:40-11:15
6th period (middle lunch)	12:00-12:44	10:19-10:44	12:59-1:30	11:17-11:52
7th period	12:46-1:30	10:46-11:11	1:32-2:02	11:54-12:29
8th period	1:32-2:16	11:13-11:36	2:04-2:33	12:31-1:06
				Gather for Mass 1:10-1:20 Mass 1:20-2:20
9th period	2:18-3:03	11:38-12:03	2:35-3:03	2:25-3:00
1st dismissal	3:00: Pre-K & K	12:00: Pre-K & K	3:00: Pre-K & K	3:00: Pre-K & K
2nd dismissal	3:05: 1-5, 6-8	12:05: 1-5, 6-8	3:05: 1-5, 6-8	3:05: 1-5, 6-8

Faculty and Staff

Administrative Staff

John Keeley - Principal
Amy Belz - Assistant Principal, Lower School
Lauren Noll – Assistant Principal, Middle School

Teresa Shaffrey – Administrative Assistant
Gina Darby – Business Manager
Helen Smith – Records Manager
Stacey Aisquith – Director of Admissions & Marketing
Tricia Morano – Advancement Coordinator
Ted Krammer – Technology Manager
Jean Hunt – Receptionist

Health Suite

Julie Will – Nurse

Aiken Program (Student Support)

Lauren Noll, Director, Special Educator
Kathleen Russo-Garcia, Guidance Counselor
Betsy Miriello, Learning Specialist
Karen Crumb, Resource Teacher

Specials

Don Kus, Physical Education Teacher
Melina Blackwell, Art Teacher
Ana Trujillo, Spanish Teacher
Marisabel Cordova, Music Teacher
Karen Crumb, Library Teacher

Primary Grades

Kelli Magee, Pre-K Director and Teacher
Meg Zaba, Pre-K Teaching Assistant
Jessica Swartzbaugh, Pre-K Teacher
Shari Fiorino, Pre-K Teaching Assistant
Tammy Gronert, Kindergarten Teacher
Theresa Burtis, Kindergarten Teaching Assistant
Cara Lagatare, Kindergarten Teacher
Tina Kleb, Kindergarten Teaching Assistant

Megan Kush, Grade 1 Teacher
Pearl Tomazar, Grade 1 Teaching Assistant
Nicole Monroe, Grade 1 Teacher
Kirsten Brink, Grade 1 Teaching Assistant
Denise Alexander, Grade 2 Teacher
Danielle Schott, Grade 2 Teaching Assistant
Victoria Griffin, Grade 2 Teacher
Linda Lange, Grade 2 Teaching Assistant

Intermediate Grades

Brigid Klein, Grade 3 Teacher
Katie McClafferty, Grade 3 Teacher
Lauren Malcotti, Grade 4/5 ELA & Religion Teacher
Kristin Coleman, Grade 4/5 ELA & Religion Teacher
Ellen Robb, Grade 4/5 Science & Math Teacher
David Carlisle, Grade 4/5 Math & S.S. Teacher
Nisachol Sykes, Intermediate Teaching Assistant

Middle School

Ann Wheeler, Social Studies Teacher
Rebecca Potis, ELA & Science Teacher
Donna Russell, ELA Teacher
Grace Lennon, ELA & S.S. Teacher
Patrick O'Hara, Science Teacher
Lynn Fletcher, ELA & Religion Teacher
Lynda Rodgers, ELA Teacher
Kaitlyn Matias, Math & Religion Teacher
Sue Surine, Math & Religion Teacher
Maggie Kartanowicz, Math & Religion Teacher
Tricia Morano, Middle School Teaching Assistant

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.

Members for 2021-2022

- Joseph Wrzesien, President
- Richard Hunt, Secretary
- Charles Fisher
- Dr. Kimberly Gordon-Achebe
- Paul Gallagher
- Gloria Olivares
- Jim Hunter
- Gerry Romero
- Fr. Gerard Francik
- John Keeley, Principal
- Amy Belz, Assistant Principal
- Lauren Noll, Assistant Principal

The School Board meets the second Tuesday of most months (September through June) at 7:00pm. 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

Academics

Accreditation

The Sacred Heart School of Glyndon is fully accredited by the AdvanceED Accreditation Commission.

Grading System

Sacred Heart School follows the grading system and student progress report established by the Division of Catholic Schools of the Archdiocese of Baltimore.

The numeric/letter parameters for grades 3-8 are as follows:

A+	97-100%	B+	89-92%	C+	80-84%	D	70-74%
A	93-96%	B	85-88%	C	75-79%	E	69%/below

A computerized student progress report is distributed each trimester. Parents of students in grades 3-8 are encouraged to check the academic progress of their child through the PowerSchool parent access portal.

Please Note: A comment of I or N in Art, Physical Education, or Music indicates an unwillingness on the part of the student to participate and/or to meet teacher established criteria regarding assignments. It is not an evaluation of the student's talent or ability.

Promotion Requirements

To merit promotion to the next level:

- Kindergarten students should achieve "satisfactory" performance in Language Arts and mathematics.
- Students in grades 1 and 2 should achieve "satisfactory" performance in Language Arts, mathematics, science, and social studies.
- Students in grade 3 through 8 must earn a final yearly average of 70% or better in core curricular areas of Language Arts, mathematics, social studies, and science.

Academic Honor Roll

Students in grades 4-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on the Academic Honor Roll based on the following criteria:

First Honors: A or above in all academic subjects, and Satisfactory (S) or above in Art, Music, Physical Education, and Unstructured Time

Second Honors: B or above in all academic subjects, and Satisfactory (S) or above in Art, Music, Physical Education, and Unstructured Time

Third Honors: B average/GPA with no grade being less than a C, and Satisfactory (S) or above in Art, Music, Physical Education, and Unstructured Time

Retention Policy

Students in grades 3 through 8 who earn a final yearly average of less than 70% in two or more core subjects (language arts, mathematics, social studies, and science) will be

retained unless, in the Principal's opinion, circumstances justify promotion of the student to the next grade level.

If retention (i.e., the yearly failure in one or more of the core curricular areas) appears to be a possibility, the following process will be used:

- The teacher recognizes the student's difficulty at the earliest possible date and provides the student all possible assistance to remedy this situation. The teacher documents all types of assistance provided.
- The teacher communicates with parents/guardians on a regular basis beginning with the earliest reasonable time.
- Students who are in danger of retention are discussed at the Student Advocacy Team meeting to determine and establish appropriate interventions that may be needed.
- The teacher informs the principal of the possibility of the student's retention and the recommended strategies for improvement by the end of January.
- By early February, the teacher, principal/assistant principal, and parents/guardians (and student if appropriate) review the student's work performance to date and discuss the possibilities of his/her academic success for the remainder of the year.
- By the end of March, the school informs the parents of the possibility of the student being retained in the same grade during the next academic year.
- The teacher continues to provide all assistance possible and regularly discusses student's progress with the parents and the principal/assistant principal.
- By the last marking period (May), the school informs the parents of its decision regarding the student. In some cases, the decision may be dependent upon third trimester final grades, especially in intermediate and middle school.

If a student fails to successfully complete the required educational program, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level or recommend alternative placement. Parents will be notified in writing by the end of Trimester 2 if a student is in danger of being retained.

Standardized Testing Programs

The Scantron Performance Series (Language Arts, Math, Reading, Science) and Scantron Achievement Series (Social Studies) are used as a standardized testing measure. These tests provide both formative and summative data to guide teacher instruction. Grades 2 through 8 are assessed in Language Arts, Math, and Reading, while grades 3, 5, and 7 are also assessed in Science and Social Studies.

The ACRE (Assessment of Children/Youth Religious Education) is given to students in grades 5 and 8 as mandated by the Archdiocese of Baltimore.

Middle School Midterms and Finals

Students in grades 6 through 8 will participate in midterms and finals as part of their preparation for the rigor of high school. For the 2021-2022 school year, students in grade 6 will have Language Arts and Math midterms and finals, and students in grades 7 and 8 will have Language Arts, Math, and Science midterms and finals.

Instruction and Curriculum

The Sacred Heart School of Glyndon bases its instructional program and curriculum on the Archdiocesan Curriculum Standards and the regulations of Maryland State Department of Education for non-public schools.

Textbooks

The textbooks and materials vary widely throughout the school and are supplemented regularly by relevant outside materials. For the 2021-2022 school year, the primary book series are as follows:

- Inspire Science (grades 3-5)
- Houghton Mifflin Harcourt Science Dimensions (grades 6-8)
- Harcourt Language for Grammar (grades 4-5)
- Go Math (grades 1-5)
- Zaner Bloser Handwriting (grades 1-3)
- Houghton Mifflin Harcourt Math (kindergarten)
- Carson Dellosa Spanish (grades 1-3)
- Asi Dice Spanish (grades 6-8)
- Vocabulary Workshop (grades 6-8)
- McGraw Hill & McDougal Littell History (grades 6-8)

Attendance

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. Attendance will be taken for all students daily. Students are permitted in the building beginning at 7:50 am. The school day begins at 8:10 am, with students arriving after that time considered late. The school day ends with dismissal at 3:00 and 3:05 pm. Half days begin at the normal time and end with dismissal at 12:00 and 12:05 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.

Absences are coded as excused or unexcused. Excused absences include a medical necessity (i.e., illness, injury), family emergency, and 8th grade high school shadow days.

Absences during the school year for family vacations are strongly discouraged and are considered unexcused absences. The school also discourages early departures and late arrivals. When possible, please also schedule appointments outside of school hours, on half days, or during breaks.

Students who are absent from school are not permitted to attend or participate in afterschool or extracurricular activities. School-sponsored field trips and special event days (i.e., field day, retreats) are integral parts of the learning experience, and thus are not optional. Students who choose to not participate or attend a planned field trip or special event day will receive an unexcused absence.

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 (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.

All absences, late arrivals, and early dismissals are required to be reported. All absences and late arrivals are to be reported using the school's website at: <https://www.shgschool.org/resources/report-an-absence>. All early dismissals and pick-up exceptions should be reported using the Pick Up Patrol app. Families are expected to register for and use Pick Up Patrol. All families were sent a link for registration. If you need it re-sent, please contact Mrs. Jean Hunt at jhunt@shgschool.org or 410-833-0857.

When students return to school following an absence, they are required to bring a note to their homeroom teacher indicating the reason for absence and signed by their parent/guardian. The school reserves the right to require a doctor's note for absences due to illness or injury or require assessment/evaluation to return. A child may not return to school until they are well enough to participate in all school activities safely. 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 appropriate alternative arrangements.

Students who are absent in excess of 20 days without prior arrangement as indicated in the above paragraph may be retained or required to attend summer school.

For grades 3-8, the accrual of 7 unexcused tardy arrivals in a trimester will cause the student to receive a detention.

Truancy is defined as a student absenting themselves from school without parent/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.

Students who are not picked up by 3:30 pm (12:30 pm on half days) will be cared for by ABC Care until a parent/guardian arrives. Parents/Guardians will be billed by ABC Care for each day in which aftercare services are required. ABC Care has been providing before/aftercare at Sacred Heart for 25 years. ABC Care is located in the Cafeteria and their direct phone number is 410-833-9427 (or 410-751-3700 for the main ABC Care office).

Partnership with Parents/Guardians

Parental/Guardian Responsibilities

By enrolling your child in a Catholic school, you agree to certain responsibilities. These 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 administration 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 needed.
- To promote your school and to speak well of it to others.
- To meet your financial obligations in a timely manner to support the fundraising efforts of the school when possible.
- To appreciate that Catholic education is a privilege that is not an opportunity for many.
- To keep the school updated regarding your child's health conditions and to provide current physician's orders and required medication in a timely manner.
- To provide the school with any updates regarding a change in family life or living conditions (divorce, change in custody, or change in address or phone contacts).

Parental Support/Compliance

In cases of serious or repeated noncompliance by a parent/guardian with the school policies or procedures, the administration reserves the right to withdraw that parent's/guardian's child(ren) from the school.

Student Records

Student records are maintained in the office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act – FERPA)

The Sacred Heart School of Glyndon 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 The Sacred Heart School of Glyndon are as follows:

- Parents have the right to inspect and review the student's education records maintained by the school. Parents should submit to Mrs. Helen Smith 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 Mr. John Keeley 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 educational record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - o 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 their tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibilities or duties to the school.
 - o To other schools to which a student is transferring.
 - o In connection with financial aid under certain circumstances.
 - o To specified officials for audit or evaluation purposes.
 - o To organizations conducting certain studies for or on behalf of the school.
 - o To accrediting organizations.
 - o In order to comply with a judicial order or lawfully issued subpoena.
 - o To appropriate officials in cases of health or safety emergencies.

A log must be maintained of each request to access and each disclosure of educational record information other than disclosure to parents/guardians/students 18+, or other 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 The Sacred Heart School of Glyndon 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.

Family Directory

The school may disclose appropriately designated "directory information" without written consent unless a parent/guardian objects in writing. The primary purpose of the 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.

The school has designated the following as directory information:

- Student's name

- Homeroom/Grade Level
- Address, City, State, Zip Code
- Parent/Guardian name(s)
- Parent/Guardian email address(es)
- Home telephone number, parent/guardian cell phone number(s)

Parents who do not want the school to disclose the above directory information without prior written consent must notify Mrs. Helen Smith in writing by October 15, 2021.

Change of Address, Phone Number(s), or Email

Please let our school know immediately of changes to your address, phone number(s), or email. Changes can be made by contacting Mrs. Helen Smith, our Records Manager, at hsmith@shgschool.org or 410-833-0857 x122.

Change in Name or Family Status

If there is a change in the family status or a change to a child's name, it is imperative that the school be informed promptly of the change. In cases of a change in custody, a copy of the portion of the court order that describes the custody arrangement must be on file with the school. Changes can be submitted to the administrator for your child's grade level.

Communication to Parents

In the best interest of the students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, it should be addressed first at the level at which the situation arose. Teachers are to be contacted first so they may address the concern with the parent/guardian. Please contact teachers directly by email or phone to schedule a mutually convenient time to conference.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s)/guardian(s) can be reached. It is essential that the school have this information in case of an emergency. It will be kept in the strictest confidence.

Non-Custodial Parent

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card unless otherwise instructed by the custodial parent/guardian. If someone other than the parent/guardian or those designated on the emergency card is picking up your child from school, the change in dismissal can be noted within the Pick Up Patrol app.

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 the request to review records. The Sacred Heart School of Glyndon does not allow a non-custodial parent physical access to their child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Volunteer Policies & VIRTUS Requirements

Parent(s)/Guardian(s) are encouraged to volunteer at our school and/or parish as chaperones on field trips and/or other activities as the need arises. However, only parents/guardians who have complied fully with Archdiocesan regulations concerning the Protection of Children and Youth will be allowed to chaperone school field trips or serve in a volunteer capacity with students. 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 will not be processed in time.

For more information and instructions on this process, please visit the website at:
https://www.shgparish.org/virtus#tabContent_2902045

The Home School Association (HSA)

The HSA is an organization that:

- Helps parents, school administrators, and faculty develop a mutual understanding and appreciation of the mission of Catholic education as lived in the local Catholic school within the Archdiocese of Baltimore
- Provides a formal avenue for parents/caregivers of current students to participate with the faculty and administration in their children's education
- Develops supportive systems for communications and service to the local Catholic school
- Works with the principal to provide programs and processes that engage the school families in spiritual, educational, outreach, social, legislative, public relations, and fundraising activities that further the mission of the school
- Collaborates with the other parish, civic, and school organizations
- Is rooted in prayer, discernment, and the contemporary vision of the Church for Catholic education
- Is accountable to the pastor of the parish and the principal of the school
- Provides positive and energetic communications for the administration and school community
- Displays positive public relations/marketing on behalf of the school
- Supports financial endeavors for the school
- Observes the school's mission and vision

HSA Executive Board for 2021-2022

- Michael Baummer, President
- George Becker, Vice President
- Ashley Davis, Vice President
- Dorota Demmin, Treasurer
- Susan Heidebrecht, Recording Secretary
- Jordon Eanet, Corresponding Secretary

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 email address for volunteers is shgschoolvolunteers@gmail.com.

HSA Meeting Dates for 2021-2022

- Tuesday, September 14th
- Wednesday, November 17th
- Wednesday, January 19th
- Wednesday, March 16th
- Wednesday, May 18th

Community Safety

School Closings & Delays Policy

In case of inclement weather resulting in a closing or a delay, Sacred Heart School will let our families know via the Swift K-12 informational system by email and text. Delays and closings will be communicated by 6:30 am. This includes, but is not limited to snow, ice, extreme rain/hurricane, or other inclement weather affecting roadways and surface conditions.

Sacred Heart follows the Baltimore County Public School System for closings and delays. We follow the decision for Baltimore County or Baltimore County Hereford Zone, whichever call is more cautious.

Inclement Weather/Storm Policy

Sacred Heart utilizes a weather radio that alerts school administrators to the threat of severe weather. In case of dangerous storm conditions, such as a severe thunderstorm or a tornado warning, an emergency storm plan will be activated.

Crisis Intervention Plan/Crisis Team

Fire and other safety drills are conducted on a regular basis during the school year. Safety drills include fire, lockdown, storm drills, and reunification practices. 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.

The Crisis Management Team, which includes members of the parish staff, school administrative staff, parents, and maintenance staff, meet several times during the school year to review and assess crisis intervention protocols.

Types of Drills:

Fire Drill	Conducted to protect building occupants from fire in the building. Drills are conducted monthly as required by MD state law.
Lockdown Drill	Conducted to protect building occupants from potential dangers inside or outside of the building.
Storm Drill	Conducted to protect building occupants from weather emergencies such as tornadoes and extreme storms.
Reunification Drill	Conducted to protect building occupants in the event that the Sacred Heart school building were not safe.

Harassment Policy

It is the policy of the Archdiocese of Baltimore to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, 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 from a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

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.

Prohibited Conduct: 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, 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;
- iii. otherwise adversely affects an individual's educational opportunities.

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, and/or gender identity or expression. "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.

Procedure:

- 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.
- 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.
- 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.
- 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.

Bullying Policy

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in the Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behavior 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 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.

Discrimination and harassment of students based on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, 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 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 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, 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, etc.

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

Bullying Reporting Forms are located in the main office and on the school's website. All families reporting bullying should fill out the form in conjunction with contacting administration.

OLWEUS Bullying Prevention Program

The OLWEUS Bullying Prevention Program provides our faculty and students with a clear and comprehensive program to understand what bullying is and the dynamics and responsibilities of respecting one another at Sacred Heart School. The four rules that encompass the OLWEUS program are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school or an adult at home.

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow student 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/guardians) 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 the 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 (using 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 passwords (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, directory, 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 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 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 technological privileges and disciplinary action up to and including suspension or expulsion.

Web-Based Services: 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 student’s 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 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 academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph, are available through the school’s Director of Technology. In order to withhold or withdraw consent for the use of web-based services, parents must contact the school principal in writing.

Admissions

Applications Process

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 Scantron testing 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 (the deadline for Financial Aid applications).

Updated health information is required for school admission for all accepted students.

Probation Policy for New Students

All new students are given a two-month 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.

Financial Obligations

The Sacred Heart School of Glyndon School Board reviews and sets tuition annually. We are proud that our tuition remains competitive within our local market and remains significantly lower than many independent schools.

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

- Catholic families registered in any parish in the Archdiocese of Baltimore are eligible to receive the reduced tuition rate and are able to apply for parish tuition assistance at their respective parishes. In past years, this rate was made available to Sacred Heart and St. Charles Borromeo parishioners only.
- 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 2021-2022

Pre-K Tuition Rates

5 day, full day option	\$8,214
5 day, half day option	\$6,670

Catholic Tuition Rates

Grades Kindergarten through 5	\$8,214
Grades 6 through 8 (first year only)	\$9,239
Grades 6 through 8 (returning)	\$8,214

Other Faiths Tuition Rate

Grades Kindergarten through 5	\$10,264
Grades 6 through 8 (first year only)	\$11,289
Grades 6 through 8 (returning)	\$10,264

Tuition Payment Options

1. Annual Payment: full payment due by June 20th through FACTS (automatic bank withdrawal or credit card) with no FACTS enrollment fees.
2. Semi-Annual Payment: two payments due June 20th and November 20th through FACTS. Requires Tuition Protection Plan (fee is an additional 0.008% of tuition bill) and a \$10 one-time FACTS enrollment fee.
3. Monthly Payments: ten payments due starting June 20th through March 20th through FACTS. Requires Tuition Protection Plan (fee is an additional 0.008% of tuition bill) and a \$45 one-time FACTS enrollment fee.

Tuition Refund Policy

The Enrollment Fee for grades pre-k through 8 is non-refundable. In the spring 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. If a student is withdrawn in writing by July 1 (in the summer prior to the next school year beginning), the school will forgive or refund all but one month's tuition. If a student is withdrawn in writing between July 2 and August 31 (in the summer prior to the next school year beginning), the school will forgive or refund 25% of the tuition obligation. If a student is withdrawn on or after September 1 (of that academic year), the undersigned is/are not entitled to forgiveness or refund of tuition from the school. In extraordinary circumstances of documented financial hardship (such as a sudden loss of income, serious illness, death, or divorce), the undersigned may contact the principal in writing to request a hardship exemption.

Student Fees

Enrollment Fee (grades Pre-K through 5)

- Enrollment fees must be paid simultaneously when the enrollment contract is signed and submitted online in order to reserve a seat for your child/children.
- "Early Bird" rate of \$275 per student if submitted by March 1, 2021
- Standard rate of \$375 if submitted between March 2, 2021 and April 1, 2021
- Late fee rate of \$475 if submitted after April 1, 2021

Enrollment Fee (grades 6 through 8)

- Enrollment fees must be paid simultaneously when the enrollment contract is signed and submitted online in order to reserve a seat for your child/children.
- "Early Bird" rate of \$320 per student if submitted by March 1, 2021
- Standard rate of \$420 if submitted between March 2, 2021 and April 1, 2021
- Late fee rate of \$520 if submitted after April 1, 2021

8th Grade Graduation Fee

- \$200 per student (paid as part of tuition payments)

Please note, if your family applies for financial aid but the aid is not awarded and you cannot afford full tuition, the school will refund the appropriate fees after consultation with school administration.

Large Family Reduced Tuition Rate

If you have three or more children enrolled at Sacred Heart School, you may deduct \$300 from the tuition of the third (fourth, fifth, etc.) children. This reduced rate applies to both Catholic and non-Catholic families.

Financial Aid

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, Sacred Heart Parish, and Scrip. Some families may also qualify for a variety of scholarships (please see our school website for a full listing of scholarships).

Beginning in the fall, applications for financial aid will be accepted for the 2022-2023 school year, and the Archdiocese of Baltimore asks families to have all necessary forms submitted no later than the end of February 2022. In addition, all 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.

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 to The Sacred Heart School of Glyndon.

Please go to <https://online.factsmgt.com/signin/3QG6M> to begin the financial aid program.

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. For example, an average retailer gives 4% return, so if a \$100 gift card was purchased for \$100, the family would earn a \$4 credit the following year's tuition. SCRIP offers gift cards to many local and national chain stores at which our families frequently shop.

Scholarships

Many scholarships are available to students attending Catholic schools. Please see the school website for a full listing of the scholarships and links at which to apply.

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.

Discipline

Philosophy

Sacred Heart School strives to develop responsible, courteous, self-disciplined children 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. 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.

Conflict Situations

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

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that student exhibit a sense of responsibility for themselves as well as others. Listed below are some behaviors classified as unacceptable for which students will face consequences:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty/cheating/forgery
- Disruptive behavior
- Failure to have necessary supplies for class
- Dangerous play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- 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)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment
- Use of a cellular phone during school/disruption of the school day by a cellular phone

Process

Generally, the teacher will deal with infractions within the classroom. Should circumstances warrant, the parent/guardian and/or administration will be involved and consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure will be used in cases of suspension or expulsion as outlined in this handbook.

Consequences

While discipline at Sacred Heart is typically progressive, repeated or severe violations may warrant skipping of lesser consequences.

1. Verbal warning
2. Loss of recess
3. Parent/guardian notification
4. Detention
5. Suspension
6. Expulsion

Detention

Detentions will be held every Thursday morning in the Media Center for grades 3 through 8, beginning in October. Students reporting to detention must be seated in the Media Center at 7:30 am, where they will remain until 8:00 am. Failure to arrive on time will result in another detention. During detention, students will complete a "think sheet" as a restorative practice to reflect on causation and plan for more successful future choices. If students do not serve detention on the assigned day and without prior notification of an administrator, they will serve the detention on the following week. Should a student fail to serve twice, the student will receive a one-day, out-of-school suspension.

Suspension

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, 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.

Expulsion

An expelled student forfeits all privileges of The Sacred Heart School of Glyndon students. The administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be 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. 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.

Search and Seizure

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

Cell Phone Policy

Cellular phones or other electronic devices 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 remain off and out of sight at all times. 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.

Health and Safety

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.

Maryland School Immunization Requirements

A child may not enter school unless they have 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 contraindication, form DHMH 89 must be submitted, approved by the school, and kept on file. 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

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.

Students may not possess, dispense, or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g., inhaler, EpiPen). 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:

- COVID-19
- Measles – regular or German (Rubella)
- Meningitis (Pertussis)
- Hepatitis Fever
- Food poisoning

- Mumps
- Adverse reactions to Pertussis vaccine
- Lyme Disease
- Chicken Pox (Varicella)
- Tuberculosis
- Whooping Cough
- Rocky Mountain Spotted Fever
- Human Immune Deficiency Virus Infection (AIDS and all other symptomatic infections)
- Animal Bites/Rabies
- Influenza
- Any student with drainage to 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.
- Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

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

Insurance

The school provides the option for parents to purchase health insurance for their child(ren).

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

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in the Faculty Handbook and on file in the office.

Vision and Hearing Screening

The school follows the directives of the Baltimore County Department of Health and responds to parent requests for individual testing.

This testing is usually done for:

- 1) All new students who have not provided documentation for screening in the past year;
- 2) All students the year they enter the school in grades Pre-K, Kindergarten, 1st, and 8th;

- 3) Grade 3 or Grade 4 if funding is available;
- 4) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Child Abuse and Neglect Reporting Policy and Procedures

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.

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 before visiting other parts of the school building.

School Supervision Provisions

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 3:00 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 is supervised during the normal school day. When used before or after school hours, the school is not liable for injury or accidents.

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.

Hot Lunch

Hot Lunch is free to all students for the 2021-2022 school year. Students in the primary grades should alert their teacher in the morning that they will be ordering lunch. Students in grades 3-8 will sign up for lunch using a Google Form.

Extracurricular Activities and Services

ABC Care – Before and 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.

Field Trips

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 throughout the school year. In advance of the trip, a permission slip 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 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 provide a refund. The teacher must be notified 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, preschool siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete VIRTUS training.

Clubs and Organizations

Sacred Heart is proud to offer a variety of clubs and organizations to enrich student life. Some of those clubs and organizations include:

- | | |
|---|-------------------|
| - Intermediate Chorus | - Student Council |
| - Middle School Chorus | - Chess |
| - Newspaper | - Coding |
| - Beads of Strength | - Robotics |
| - Junior JEDI (Justice, Equity, Diversity, and Inclusion) | - Basketball |
| - Science/STEM | - Soccer |
| - National Junior Honor Society | - Band |
| - Liturgical Dance | - Youth Ministry |
| | - Theater |

Student Support Services

The Sacred Heart School of Glyndon is a place that recognizes children as unique individuals and encourages all students to realize their God-given gifts and talents. As such, the Sacred Heart Mission is to foster a safe and nurturing learning environment that supports students in all areas of school life.

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.

Aiken Program

Our Monsignor Aiken Student Support Services Program (Aiken Program), led by Assistant Principal of the Middle School, Mrs. Lauren Noll, includes a full-time guidance counselor, a full-time special educator, a full-time learning specialist, part-time learning support teacher, and full-time nursing staff. 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.

Identification/IEP Process

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

The evaluative process through the public school begins with a parent/guardian phone call to Child Find. Following the initial call to the Local Educational Agency (LEA) Child Find,

parents/guardians are given an initial meeting date within 30 days. 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. Catholic school staff, particularly the classroom teacher and a member of the Aiken Program Staff, are a vital part of the process. If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following academic evaluation. If such a plan is developed and the test results determine the need for accommodations and/or modification 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 Sacred Heart School.

Speech/Language and Other Outside Service Providers

If your child qualifies for Speech/Language services or another service (i.e., occupational therapy, physical therapy, vision itinerant, etc.) through the public school system, Sacred Heart will coordinate for those services to be completed inside of our school building as long as the local public school is willing to send a provider to Sacred Heart. For coordination of these services, providers and/or parents should contact Mrs. Lauren Noll at lnoll@shgschool.org or 410-833-0857 x211.

Uniforms

An important component of our Catholic school environment is the school uniform. Students are expected to comply with the school's uniform policy by dressing appropriately for each school day. We ask parents to support this by knowing Sacred Heart's uniform policy and enforcing it with their children.

Retailers

Land's End

For all Oxfords, polos, plaid items
www.landsend.com

Gettier-Montanye

For all gym uniform items, sweatshirts
4600 Prospect Avenue
Glyndon, MD 21071
410-833-0820
www.g-monline.com

Your Preferred Retailers

For navy and khaki bottoms, shoes, socks,
white shirts for girls in grades 1-8

Pre-K and Kindergarten Uniform

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

- White short or long sleeved polo shirt with the Sacred Heart logo
- Navy blue athletic shorts, sweatpants, skorts, slacks, or leggings
- Tennis shoes (no light-up shoes, please)

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 4th and beginning May 2nd 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. Any exceptions to this will be communicated to families. 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 or wheelie shoes, please)
- Optional: Sacred Heart Sweatshirt

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
- 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 colors or canvas)

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
- White blouse with a peter pan collar (no logo)
- 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)
- During cold weather, navy or black tights or leggings may be worn under the uniform. Socks must match leggings or tights.

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
- 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
- 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. Socks must match leggings or tights.

Optional Items for All Students

- White undershirts or camisoles
- Navy blue sweater
- School sweatshirts

Appearance Reminders

- Hair must be neat, clean, and well-groomed
- Hair coloring or extreme hairstyles are not permitted for anyone
- Boys' hair must be shorter than the Oxford collar and must be kept out of their eyes and off of their face
- Girls' hair must not obstruct vision
- Hemlines for skirts and jumpers must be of a modest length
- Boys must be clean-shaven
- Girls may wear post earrings (in ears), no dangling earrings
- Only religious jewelry is permitted outside of earrings
- Watches may be worn, however smart watches are prohibited
- Undergarments may not be visible

Prohibited Items

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

Uniform Infractions

Student uniforms are monitored by their teachers. Students in grades 3 through 8 will be issued out of uniform slips for violations of the uniform. Three out of uniform slips equals a detention.

The school reserves the right to determine whether students are dressed appropriately for school. Students will be sent home for attire or appearance that does not comply with the school uniform policy. This decision rests with the administration.

Out of Uniform Days

There are out of uniform days scheduled throughout the year. On those days, students must wear appropriate clothing. The guidelines are as follows:

- 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 or slippers
- 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.

Arrival and Dismissal

Our main priority during arrival and dismissal is to keep all students safe. This is a shared responsibility between the school and families, and it is one we take very seriously. Patience, kindness, and courtesy go a long way!

There is a full video detailing the procedures on our website. Those procedures are also transcribed below.

Arrival

Students will be allowed to enter the building beginning at 7:50. All students should be in homeroom by 8:10. To ensure the safety of our community, adults dropping students off the school will not be permitted to leave their cars. Masks should be on before the students exit their vehicles. Parent volunteers, faculty, staff, and older students will be available to assist with escorting children into the building.

If your child is in pre-k, kindergarten, or grades 1 through 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.

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. Once you have dropped off your child, please either reenter the traffic loop to drop off additional children or 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. Each grade will have a posted sign for the grade level. Students in grades 1-5 will enter directly to their classrooms, kindergarten and middle school students will use the gym lobby doors. Only middle schoolers from multi-child families will enter on 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 Chatsworth and the Little Church. Drivers should pull forward as indicated by cones, then your child(ren) will exit the vehicle. Students will walk between the churches and entering through the doors by the back stairwell, closest to the library and rectory.

Dismissal

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

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.

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.