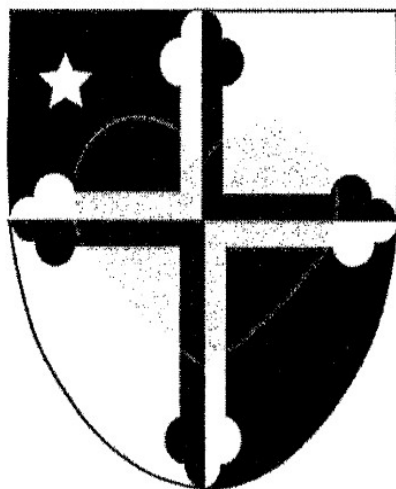


The Sacred Heart School of Glyndon



Loving. Learning. Serving.

Parent / Student Handbook

2020-2021

Note: The information provided in this Parent/Student Handbook is accurate at the time of publication. Due to the unique circumstances in this year of the pandemic, parents will be alerted to any changes in policy by our school administration as needed.

TABLE OF CONTENTS

Academics (Promotion, Retention, Grading, Honor Roll, Testing)	20-23
ABC Care.	62
Acceptable Use Policy for the Internet/Technology Tools	29-33
Accreditation	20
Administration: Crisis Intervention Plan, Drill and Emergency Procedure Information	36-37
Admissions	43-44
AOB Remote and In-School Plans: Student Safety and Procedures for 2020-21, Face Mask Usage, Guidelines and Expectations for Sacred Heart Remote Learners	33-35
Arrival and Dismissal Procedures	71-72
Attendance (Lateness/Early Departures)	52-54
BOOST Program	50-52
Brief History of The Sacred Heart School of Glyndon	7-9
Bullying Policy Statement	41-42
Change in Name or Family Status	37
Change of Address	37
Child Abuse and Neglect Reporting Policy and Procedures	59-60
Communicable Diseases	57-58
Communication to Parents	38-39

Discipline and Behavior	54-56
Faculty/Staff	13-14
Financial Aid	47-48
Financial Obligations, Tuition, Student Fees	44-47
General Information about Sacred Heart School	5
Harassment Policy	39-41
Health and Safety , MD School Immunization Requirement, Dispensing Medication	54-57
Health Records, Allergies	58-59
Home-School Association , Executive Board and Sub-Committees	17-20
Hot Lunch	62-63
JOYFUL HEARTS Pre-K Program	72-77
Master Calendar	10-11
Mission and Belief Statements	5-6
OLWEUS Anti-Bullying Program and Guidance	43
Partnership with Parents	28-29
Playground/School Supervision Provisions/Use of School Grounds . . .	60-61
Right to Amend this Book	78
Schedules: Regular/Half Day/2 hour delay	12
Scholarships	48-50

School Activities: Organizations, Extra-Curricular Activities, Field Trips . .	63
School Board	14-17
School Closings, Delays, and Inclement Weather Policies	37-38
SCRIP	48
Search and Seizure	71
Spirituality, Catholic Identity, School Masses	6-7, 54
Student Records, Records Policy, FERPA	23-25
Student Services, IEP, Resource Program	61
Uniform Policy, Out of Uniform Days	63-70
VIRTUS, Volunteer Information	25-28
Vision /Hearing Screening	59
Visitors/Parent Volunteers	60
Withdrawals	52

Parent /Student Handbook

2020-2021

General Information about Sacred Heart School

The Sacred Heart School of Glyndon is a co-ed elementary school for grades Pre-3 thru 8th grade. 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 rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with disability may be directed to Mrs. Jeanne Cossentino or Mrs. Georgeann Gurkovich. Religion is required for each year a student attends The Sacred Heart of Glyndon School. All students enrolled in The Sacred Heart of Glyndon School 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 of Glyndon 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.

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 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 school 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 beliefs are the foundation of our community and shape our common joy and vision.

Our belief statements are:

- We believe that because every child is a child of God, imbued with a divine sense of worth, respect and integrity divine all that we do.
- 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 students 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 all 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 as a faith community twice a day, in the morning and in the afternoon. Individual classes offer prayers of Thanksgiving after lunch and before classes begin.

Individual cohorts will attend Mass in the main church this year. The schedule is currently being created and will be shared with our families when complete.

A Brief History of The Sacred Heart School of Glyndon

For more than a century, Sacred Heart Parish—and then Sacred Heart School—of Glyndon has had a long and proud history of supporting the spiritual and educational needs of the surrounding community.

1873: Sacred Heart Parish is established as a mission of St. Charles Borromeo Parish of Pikesville.

1887: Construction of the Little Church (Sacred Heart Chapel) is completed, with a dedication celebration on May 21, 1887. The chapel has been in continuous use for more than 100 years.

1928: The Sacred Heart of Glyndon Parish School is established under the direction of Fr. Ambrose Beaven of St. Charles Borromeo. The school is staffed by the Daughters of Charity from St. Charles who commute from Pikesville to Glyndon each day. The school remains active throughout the 1930s but is closed sometime during the following decade. Students are transported to the school at St. Charles for daily instruction.

1946: Sacred Heart is named an independent parish.

August 1956: Pastor Thomas Caulfield arranges for a new parish school to be staffed by three members of the Sisters of Charity from Greensburg, Pennsylvania.

October 1956: School begins on October 29. Teaching takes place in a parish hall as staff and students await the completion of three classrooms.

November 1956: The school is officially dedicated. Throughout the next two decades, the school grows to sixteen rooms, housing students in grades one through eight. Eventually, enrollment increases to 800 students.

- 1965: In June, the White Building is built adjacent to the school lobby, providing two additional classrooms.
- 1978: The Sacred Heart School of Glyndon successfully completes an archdiocesan self-study.
- 1983: The school is accredited by the Middle States Association of Colleges and Schools.
- 1984: The Sisters of Charity staff the school until June. In July, Sister Madonna Geis, a Sister of Mercy, begins a three-year tenure as the school's administrator. (Sr. Madonna leaves Sacred Heart in July of 1987 to provide missionary service in Appalachia.)
- 1987: The new Sacred Heart School of Glyndon Board is established. The Sacred Heart School of Glyndon begins the 1987-1988 school year with an all-lay faculty and administration.
- 1988: Refurbished classrooms and a new science lab enhance the facilities and academic offerings at The Sacred Heart on School of Glyndon.
- 1989: With the closing of St. Charles Borromeo School, The Sacred Heart of Glyndon is designated an inter-parish school serving the children and parents of St. Charles in Pikesville and Sacred Heart of Glyndon.
- 1990s: The Sacred Heart of Glyndon School undergoes major expansion efforts, to offer an enriched curriculum and school-life experience for our children. During this decade, a preschool and full-day kindergarten program are implemented; four new classrooms are added; the library is expanded relocated to its current room; a new gymnasium is completed; and our new computer lab becomes operational.
- 2000s: Owing to the success of two parish capital campaigns, The Sacred Heart School of Glyndon welcomes the new millennium with a major expansion of the school building. Our school

facility now proudly includes a new second-floor middle school wing, state-of-the-art science and computer labs, a library/media center, a foreign language lab, additional school offices and parish meeting rooms.

October 2006: Alumni and parish families celebrate The Sacred Heart School of Glyndon's 50th anniversary with a special Mass, a parade and family festival.

June 2015: We adopt a new mission statement - "At Sacred Heart School, we are committed to developing the unique, God-given talents of each student in a safe, nurturing environment through innovative academics, service to others and spiritual preparation for a fulfilling life following in the footsteps of Jesus Christ."

Beginning August 2015-August 2018: In keeping with our 2015 Strategic Plan, each student in Grades Four through Eight receives a notebook computer to enhance the learning curriculum and support our commitment to innovative academics through technology integration. This technology complements our SMART Boards in use in every classroom, as well as the laptop pods in all intermediate classrooms.

The use of technology to enhance the education of all of our students continues with the updated strategic plan for 2018 with a vast tech infrastructure upgrade and 1:1 device for all students. Many streaming resources and upgrades, including Discovery Education, IXL, and Mystery Science, are provided to reinforce and compliment both technology use and instruction for all students.

The Sacred Heart School of Glyndon
2020-2021
Master Calendar

August

24 M Faculty Returns
31 M First Day for Students, Half Day-Noon Dismissal

September: Zoom Back to School Nights will be scheduled by your child's teacher. More information to follow.

1 T Half Day-Noon Dismissal
7 M No school-Labor Day
15 T Virtual Home School Association Meeting for Parents (7:00 pm)
18 F August & September Birthdays-Out of Uniform Day
25 F School Closed – Faculty Retreat

October

1 R Regular Uniforms Begin
9 F October Birthdays-Out of Uniform Day
16 F No School for Students, Professional Day for Faculty

November

6 F Middle School ONLY Closed for HS Applications Process
12 or 13 R or F Thanksgiving Service Project Day-TBD
17 T Virtual Home School Association Meeting for Parents (7:00 pm)
20 F November Birthdays-Out of Uniform Day
24 T Trimester 1 Ends
25 W Thanksgiving Vacation Begins-No School
30 M School Reopens

December

11 F December Birthdays-Out of Uniform Day
22 T Christmas Vacation Begins-Noon Dismissal
23 W-F 1/1 School Closed Christmas Vacation

January

4 M School Reopens
15 F January Birthdays-Out of Uniform Day
18 M School Closed- Dr. Martin Luther King, Jr. Holiday
19 T Virtual Home School Association Meeting for Parents (7:00 pm)

February

5 F Half Day for Students-Noon Dismissal, Professional Afternoon for Faculty
12 F February Birthdays-Out of Uniform Day
15 M School Closed- President's Day Holiday
17 W Ash Wednesday

March

4 R Trimester 2 Ends

12 F March Birthdays-Out of Uniform Day

16 T Virtual Home School Association Meeting for Parents (7:00 pm)

April

1 R School Closed-Easter Vacation Begins

12 M School Reopens

16 F April Birthdays-Out of Uniform Day

May

3 M Summer Uniform Begins

6 R May Crowning-TBD

14 F May Birthdays-Out of Uniform Day

18 T Virtual Home School Association Meeting for Parents (7:00 pm)

28 F Half Day-Noon Dismissal

31 M School Closed-Memorial Day Holiday

June

1 T 8th Grade Graduation

2 W June and July Birthdays-Out of Uniform Day

9 W Pre-K & K Last Day of School

10 R Last Day of School for Students in grades 1-7-Noon Dismissal

11 F Last Day of School for Faculty

Please note: In accordance with Archdiocesan policy, if we use more than 3 snow days, they will be possibly 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 Closing and Delays" for policies regarding closing for snow and other weather related conditions.

**Schedules: Regular, Half, and 2-Hour Delay
2020-2021**

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

The Sacred Heart School of Glyndon 2020-2021 Faculty/Staff

Mrs. Jeanne Cossentino – Principal
Mrs. Georgeann Gurkovich – Assistant Principal
Mrs. Lauren Noll – Assistant Principal, Middle School
Mrs. Teresa Shaffrey – Administrative Assistant
Mrs. Kathleen Russo-Garcia – Guidance Counselor
Mrs. Betsy Miriello—Learning Specialist
Mrs. Gina Darby – Business Manager
Mrs. Helen Smith – Records Manager
Mrs. Stacey Aisquith—Director of Admissions
Mr. Ted Krammer – Technology Manager
Mrs. Jean Hunt – Receptionist
Mrs. Julie Will – Nurse, Mrs. Kristen Coleman-Part time Nurse

Primary Grades

Mrs. Kim Zaccagnini, Pre-K (Director), Mrs. Meg Zaba, TA
Mrs. Kelli Magee, Pre-K Teacher, Mrs. Shari Fiorino, TA
Mrs. Tammy Gronert, Kindergarten Teacher, Mrs. Theresa Burtis, TA
Mrs. Laurel Enoch, Kindergarten Teacher, Mrs. Tina Kleb, TA
Mrs. Megan Kush, Grade 1 Teacher, Mrs. Karen Crumb, TA
Mrs. Nicole Monroe, Grade 1 Teacher, Mrs. Kirsten Brink, TA
Mrs. Victoria Griffin, Grade 2 Teacher, Mrs. Linda Lange, TA
Mrs. Denise Alexander, Grade 2 Teacher, Mrs. Jen Seidel, TA

Intermediate Grades

Ms. Brigid Klein	Grade 3 Teacher
Mrs. Katie McClafferty	Grade 3 Teacher
Mrs. Lauren Malcotti	Grade 4-5: Religion, LA Teacher
Mrs. Rebecca Potis	Grade 4-5: Religion, LA Teacher
Mrs. Ellen Robb	Grade 4-5: Science, Math Teacher
Mrs. Maggie Kartanowicz	Grade 4-5: Math, Social Studies Teacher
Mrs. Nisachol (Jam) Sykes	Intermediate TA

Middle School

Mr. Alec Danz	Math Teacher
Mrs. Ann Wheeler	Science/Social Studies Teacher
Ms. Grace Lennon	LA Teacher
Mr. Patrick O'Hara	Science Teacher
Mrs. Lynn Fletcher	LA/Religion Teacher
Mrs. Sue Surine	Math Teacher
Mr. David Carlisle	Math/Religion Teacher
Ms. Victoria Chester	Social Studies/Religion Teacher
Mrs. Lynda Rodgers	LA/Religion Teacher
Mrs. Donna Russell	LA/Religion Teacher

Specialty Subjects

Mr. Donald Kus	Physical Education Teacher
Mrs. Melina Blackwell	Art Teacher
Mrs. Ana Trujillo	Spanish Teacher

Floating Subs/Assistants

Mrs. Kere Dickerson
Mrs. Danielle Schott

The Sacred Heart School of Glyndon Board

In April 1989, Archbishop William D. Borders promulgated directives, which would ensure the quality and financial stability of Catholic schools in the Archdiocese of Baltimore. These directives emerged from the Archbishop's vision concerning the matter by which the Church of Baltimore would commit itself to Catholic education in the 21st century. This vision was based on the collective wisdom of people throughout the Archdiocese, obtained through a five-year collegial process involving extensive consultation. The document, *Catholic School at a Turning Point: a Time for Decision*, expressed the future direction of Catholic schools.

Archbishop Borders, while accepting the ultimate responsibility that an Archbishop has for Catholic schools, sought to share the governance of the Catholic schools with the local church, i.e., parish. Consequently, the pastor is entrusted with the responsibility of the parish school and shares this responsibility with those who are most competent to govern the local school.

(This identifies the principle of subsidiary - i.e., encouraging initiative at the level closest to the people – which was defined in the revised code of Canon law.)

An integral aspect of the aforementioned study was the move toward the formation of inter-parish schools. An inter parish school (like Sacred Heart) is one which sponsored by two or more parishes. Every parish in the Archdiocese is to be affiliated with a Catholic elementary school: Sacred Heart is affiliated with Sacred Heart Parish and Saint Charles Borromeo Parish, Pikesville. These affiliations were identified in plans submitted to the respective Vicar Bishop during the study phase of Catholic schools.

Sponsoring parishes have certain governance and fiscal responsibilities towards the school with which they are affiliated. The relationship between the sponsoring parish and the school is outlined in documents which establish the inter parish school as a separate corporation (Articles of Incorporation and By-laws) and in an Agreement between the school and the sponsoring parishes.

A school will remain a parish school if (a) its sponsoring parish is able to maintain the level of support for the school necessary to ensure the continuation of a quality education and (b) there is no other parish to sponsor the school. In this model of governance, the school is part of the parish corporation and, therefore, interacts with other groups, which are a part of the parish corporation and the parish corporators. The pastor is, in effect, the head of the parish corporation.

While technically parish boards are advisory to the pastor in nature, they function and deliberate in essentially the same way as policy-making boards of incorporated schools. Accordingly, the provisions of this manual are generally applicable to both types of school boards. It is understood that the

authority to perform the duties of the parish school is subject to the ultimate canonical rights and duties of the pastor of the parish school.

The Division of Catholic Schools realizes the importance of the school boards 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 complement to, and not a substitute for, the religious formation that must take place in the family.

The Sacred Heart School of Glyndon Board, 2020-2021:

Joseph WrzesienPresident
Fr. Jerry Francik.....Pastor
Richard Hunt.....Secretary
Mike Morency.....Treasurer
Charles FisherMember
Gina Clemons.....Member
Virginia EckardMember
Barbara GasparineMember
Paul Gallagher.....Member
Gloria OlivaresMember

Mrs. Jeanne CossentinoMember/ Principal
Mrs. Georgeann GurkovichMember/Assistant Principal
Mrs. Lauren NollMember/Assistant Principal MS

The Board meets the second Tuesday of most months (Sept. - June) at 7:00 PM. 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.

The Home School Association

The HSA is an organization that:

- Helps parents, school administration, 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
- Provide 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 communication 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 2020-2021:

Vice President- Mark Choinski markchoinski@comcast.net

Vice President- George Becker georgebeckerjr@gmail.com

Treasurer- Mike Baummer mgbaummer@gmail.com

Corresponding Secretary- Jordon Eanet miss_conley@yahoo.com

Recording Secretary- Amanda Berdan aaberdan79@gmail.com

Committee Chairs:

Family Engagement

Felicie Bacinski: Volunteer Recruitment felicie.bacinski@alumni.tufts.edu

Angela Mason: Volunteer Coordinator amason100@hotmail.com

Hospitality

Julie Donnelly bammom2james@hotmail.com

Amy Ocampo ocampoamy@yahoo.com

Library/Book Fair

Felicie Bacinski felicie.bacinski@alumni.tufts.edu

Anna Trice anna.trice1@gmail.com

Gillian Hopkins (Just Book fair) glotz@nyl.com

Homeroom Parent Coordinator

Tina Bernstein tmbernstein@hotmail.com

Outreach

Anna Trice anna.trice1@gmail.com

Mary Klein maryl2606@gmail.com

Santa's Workshop

Karen Wrzesien jkwrzesien@comcast.net

Katie Taylor katie_taylor@troweprice.com

SCRIP

Colleen Geldmacher munch1017@hotmail.com

Cathy Kirby ckirby72@gmail.com

Community Engagement

Karen Wrzesien jkwrzesien@comcast.net

Cultural Arts

Lisa Moran lk Moran@comcast.net

Helping Hands

Rorye Jordan roryej@verizon.net

Jonaye Ford jonaye.ford@hotmail.com

FOCUS (parents in prayer)

Amy Lundberg amyl9@verizon.net

Christine Wallace scooterwallace@hotmail.com

New Family Welcome

Danielle Schott sweetpea2802@gmail.com

Gillian Hopkins glotz@nyl.com

Traffic Coordinator

Cathy Kirby ckirby72@gmail.com

Field Day

Diana Goglio dgoglio4@gmail.com

Catholic Identity

Michele Hunter michele2517@hotmail.com

H.S.A. Meeting Dates for 2020-2021 will be on Tuesdays at 7:00 pm on the following dates:

September 25, November 13, January 15, March 18, May 13

Any and all school parents and guardians are welcome to attend the HSA meetings via Zoom. Input from our school community is always needed and appreciated.

Accreditation

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

Academics

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 grades 3-8 must earn a final yearly of 70% (D) in the core curricular areas of Language Arts, Mathematics, Science and Social Studies. A student in grades 3-8 who receive a final yearly average of less than 70% in TWO or MORE core subjects (Language Arts, Mathematics, Science or Social Studies) will be retained unless, in the Principal’s professional opinion, circumstances justify promotion of the student to the next grade level.

Retention Policy

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

- 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 the parents on a regular basis beginning with the earliest reasonable time.
- 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 the end of January, the teacher, principal, parents (and student) 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's being retained in the same grade during the next academic year.
- The teacher continues to provide all assistance possible and regularly discusses the student's progress with the parents and the principal.
- By the last marking period (May), the school informs the parents of its decision regarding the students.

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.

Grading System

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

A+ 97-100	B+ 89-92	C+ 80-84	D 70-74
A 93-96	B 85-88	C 75-79	E 69 and 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 regularly through the PowerSchool parent access program.

Please note: A comment of I or N in Art or Physical Education indicates 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.

Academic Honor Roll

Students in grades 4-8 are eligible to qualify for the Academic Honor Role. Students who qualify for the honor roll have met the following criteria.

First Honors: A or above in all academic subjects and S or above in Art and Physical Education

Second Honors: B or above in all academic subjects and S or above in Art and Physical Education

Third Honors: B average in all academic subjects with no grade being less than a C or S or above in Art and Physical Education

To qualify for any level of honors, **students must not have more than three unexcused absences in a single trimester. Students must receive Satisfactory or higher in all areas**, including specials, effort, and conduct to be considered for the honor roll.

Testing Program

Beginning in fall of 2020, the Scantron Performance Series will be used for standardized assessment. It will provide both formative and summative data to guide teacher instruction. Students will be tested three times each school year.

The ACRE (Assessment of Children/Youth Religious Education) is given to students in Grade 5 and Grade 8 and will be administered in the spring of 2021 to both grade levels this year.

Middle School Midterms and Finals

Along with a Math midterm and final, the Sacred Heart Middle School will be continuing to include a Language Arts and Math midterm and final for the 2020-2021 school year. The schedule for transitioning the other subject areas into the rotation for coming years is below:

6 th Grade	Math/Language Arts
7 th Grade	Math/Language Arts/Science
8 th Grade	Math/Language Arts/Science

Student Records

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

Records Policy (Family Educational Rights and Privacy Act)

The Sacred Heart of Glyndon 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 The Sacred Heart of Glyndon 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 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 amendment of the student's records should write to Mrs. Jeanne Cossentino, Principal 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 the school.
- To accrediting organizations
- To appropriate officials in cases of health or 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 productions include a playbill, showing the student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation program; and sports activity sheet.

The School has designated the following as a directory information:

- Student’s name
- Homeroom/Grade level
- Address
- City
- State
- Zip code
- Home telephone
- Mother’s email
- Mother’s name
- Mother’s cell number
- Father’s name
- Father’s email
- Father’s cell number

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, 2020.

- A log must be maintained of each request to 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 The Sacred Heart of Glyndon 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.

Volunteer Information: VIRTUS

Sacred Heart and the Archdiocese of Baltimore (AOB) have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes in the Archdiocese use VIRTUS, a compliance management system that allows all parishes and schools to facilitate compliance with Archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

WHEN SHOULD I START THE VIRTUS REGISTRATION PROCESS? August through October are high-volume months for new volunteers registering on VIRTUS. Please start as soon as possible. All requirements must be completed and approved **before** the start of their volunteer service.

WHAT DOES THE VOLUNTEER PROCESS INVOLVE? In compliance with the

AOB Code of Conduct and Statement of Policy for the Protection of Children and Youth, **all Sacred Heart School volunteers** must register online in VIRTUS and complete the following requirements:

1. Register online as a "**Volunteer with Substantial Contact w/Children**";
2. Review of AOB documents and answer 10 questions;
3. Submit three (3) references;
4. Complete background check, and **MVR Check, if applicable (see below)*; and
5. Complete required training — *Protecting God's Children...3.2_ Baltimore*.

I PLAN TO DRIVE ON BEHALF OF THE SCHOOL AS PART OF MY VOLUNTEER SERVICE. WHAT IS THE PROCESS? If you are a new volunteer, please make sure you indicate on your online VIRTUS registration that you drive as part of your volunteer service. However, if you are **already approved** as a volunteer for the School, [contact your Volunteer Screening Coordinator](#) so that she may request a driving record check (MVR Check) through VIRTUS/ESR. At that time, you will receive an email with a link to complete the MVR Check.

HOW LONG DOES THIS PROCESS TAKE? It is our hope to have this process completed within two (2) weeks. However, as mentioned above, the busiest months are August through October. During that time, this process could take up to 3-4 weeks to process and approve. Please expect delays in processing. Last-minute requests will **not** be processed due to time constraints.

I AM TRANSFERRING FROM ANOTHER ARCHDIOCESAN SCHOOL. Can I volunteer for Sacred Heart School? How do I transfer my VIRTUS information? First, please contact your previous school and ask that

they **add** "Sacred Heart Glyndon School (Glyndon)" as an additional location. Or if you remember your VIRTUS User ID and Password, login at www.virtusonline.org and click on "Update My Account." You should be able to enter an additional location to your VIRTUS account. For **additional help and/or questions**, please contact your [Volunteer Screening Coordinator](#).

I NEED TO RENEW MY VOLUNTEER STATUS. HOW DO I START? The approval status of a volunteer "*with Substantial Contact with Children*" remains valid for five (5) years from the date of their last documented ESR Background Check. As the renewal date approaches, an email from the Screening Coordinator [may be sent with instructions on the renewal process](#). If you do not receive an email from the Screening Coordinator, please contact her at mmccusker@shgparish.org. The renewal requirements include (1) an updated ESR Background Check, and (2) updated Training in VIRTUS. If you **drive** as part of your service for Sacred Heart School and/or Parish, [please notify your Volunteer Screening Coordinator](#) *prior to the renewal process*.

My child is in 8th grade and is 14 years old. What is the process for YOUTH (ages 14-17) volunteers? [The requirements and training information for all youth volunteers \(ages 14-17\) for the parish and school can be found by clicking here.](#)

Partnership with Parents

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. To be a partner with the school in the education of your child.
2. To understand and support the Catholic mission and identity of the school.

3. To read all communications from the school administration and to request clarification when necessary.
4. To know who your child's teachers are and to observe parent-teacher conferences dates and any special requests for meetings.
5. To discuss concerns and problems with the person(s) most directly involved.
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when needed.
7. To promote your school and to speak well of it to others.
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
9. To appreciate that Catholic education is a privilege that many persons do not have this opportunity.
10. To keep the school updated regarding your child's health conditions and to provide current physician's orders and required medications in a timely manner.
11. 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 with the school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

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 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.
- 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).
- 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 of 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, 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.

Web-based Services

The School uses Seesaw (Grades Pre-K through grade 2) and Google Classroom (Grades 3-8) 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 service and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent contents 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.

AOB Remote and In-School Plans: Student Safety and Procedures for 2020-2021

Wellness Survey: Parents of students who are learning in school will receive a Wellness Survey via text early in the morning each school day for each child in your family. Please complete the Wellness Survey for each child before heading out your door to head to school in the morning. This is very important. In-school learners will not be permitted in the school building without submitting the Wellness Survey each morning. Faculty and staff also need to submit a Wellness Survey each morning before arriving at school.

Please use this link to review the protocols put in place by the AOB for this school year:

[20-21 Catholic Schools Reopening Guidelines_FINAL.pdf](#)

Face Mask Usage

Below are the protocols required for the wearing of masks this school year as we strive to ensure the health and safety of our students, faculty, and staff.

To receive the maximum benefit from wearing face coverings:

- Wear masks with two or more layers of material to stop the spread of COVID-19.
- Do not use masks with valves. Per the CDC these do not adequately prevent the spread of COVID-19.
- Be sure to wear the mask over your nose and mouth and secured under the chin.
- Masks are to be worn by people two years and older.
- Except for the school nurses or staff working with individuals with suspected or confirmed COVID-19, do **NOT** wear masks intended for healthcare workers, for example, N95 respirators.
- Face shields can be worn in addition to a face mask. However a face shield alone is not adequate.
- Gaiters are discouraged from being used. The CDC does not recommend these face covers as the effectiveness is unknown at this time.
- Mask breaks can happen outside when students are beyond six feet of each other. That includes eating outside. It is recommended that mask breaks while eating inside should happen in shifts so that students are at a distance of six feet or more.

Guidelines and Expectations for Sacred Heart School Remote Learners

As a member of the class, you are expected to meet the following expectations and adhere to the following guidelines:

- Wear your school uniform each day. Follow the school uniform code in all ways including wearing appropriate clothing on Out-Of-Uniform days.
- Be on time for class. This has become an increasing problem for some students. If you are late, you can get caught in the waiting room and the teacher has to stop what he or she is doing to admit you. Teachers will take attendance just like they do in school. It will even be taken more often just to be sure you are still with us as the day progresses.
- Keep your video on at all times except when told by your teacher that you may shut it off/leave the classroom.

- PLEASE WEAR HEADPHONES WITH A MICROPHONE ATTACHED. Gaming headphones are a good choice if you have them. It is VERY HARD to hear our remote learners at times. A microphone will help your teachers hear you. Also, remember to speak loudly so your classmates can hear you.
- Set up a learning space at home where you will have access to all your materials, textbooks, and supplies. Have your device fully charged and ready to go each day. Do not join your class from outside.
- There are certain assignments that you will need to print. Please arrange to have a home printer available.
- Please have all your supplies out and ready to use.
- Do not eat during class or engage in any behavior that would not be allowed in your regular classroom at school.
- DO ENGAGE in the lesson. Follow your teacher's guidelines for how you are to participate. Many teachers will ask that you write on small whiteboards and hold up your answers for sharing. Some will ask that you use the options on Zoom to respond or that you use specific hand signals to participate in class discussions. This is your class. Participate. Be a part of it all. Let your voice be heard. Ask questions.
- Work must be completed by the due date. In some grades, points will be deducted if not handed in on time.
If you are sick and can't participate because you don't feel well, your parent or guardian must call into school to report your absence just as they would if you were attending school in person.
- Students, regardless of the mode of instruction, in-person or remote, must adhere to school policies regarding the use of technology. Unacceptable uses of technology include violating the rights or privacy of others by photographing, recording, or filming an individual without consent. Students may not take screenshots of their screens unless told to do so by their teachers.
- It is particularly important that parents/guardians of remote learners attend either the Google Classroom or Seesaw presentations hosted by our teachers so you can help your child with links, accessing and turning in assignments.

Administration

Crisis Intervention Plan/ Crisis Team

Fire and other safety drills are conducted on a regular basis during the school year. Safety drills this year include fire drills, lock-down, and storm drills. The following chart delineates these drills for parent information so they can talk with their child about these drills:

Drill and Emergency Procedure Information for Parents/Guardians

The following drills are in place to ensure our student safety. 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, nor 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. **NOTE:** Students who are in the hallways or bathrooms are instructed to join the closest class they see when the drill is activated.

<p style="text-align: center;">Fire Drill</p> <p>(Fire drills are conducted monthly as required by MD state law.)</p> <ul style="list-style-type: none"> • Students walk quickly and quietly out to either the church side lot perimeter or school side parking lot perimeter when the fire alarm sounds. The lot where classes will gather is dependent upon the child’s classroom and location when the drill takes place. • Teachers assemble students in lines in homerooms and take attendance, being sure to account for each child. • The drill concludes when the “all clear” is announced. 	<p style="text-align: center;">Lockdown Drill</p> <p>(For use to protect building occupants from potential dangers in or outside of the building.)</p>
<p style="text-align: center;">Storm Drill</p> <p>(For use in severe weather emergencies.)</p> <ul style="list-style-type: none"> • Our adjustment for practicing this 	<p style="text-align: center;">Reunification Drills</p> <p>We are currently formulating a plan to partner with other facilities in the area to</p>

<p>drill this year is to ask students to stay in their “SAFE ZONE” under their desks if possible.</p> <ul style="list-style-type: none"> • They should then go into an “egg” position and put their hands or books over their heads to protect themselves from falling or flying debris • Close all doors. • Remain in the safe area until the “all clear” is given. 	<p>conduct our Reunification Drills. All Saints Church is no longer available to us for this drill. Updates will be given as they are available.</p>
---	--

In addition, 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.

Change of Address

Let our school office know immediately of changes to your address, cell phone or landline numbers by calling Mrs. Helen Smith, our Records Manager at 410.833.0857 ext. 122 or via e-mail at hsmith@shgschool.org and letting her know of the change.

Change in Name or Family Status

If there is a change in the family status/or the change of a child’s name, 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.

School Closings, Delays, and Inclement Weather Policies

In cases of inclement weather, a closing, or delay, Sacred Heart School will let our families know via the Swift k-12 informational system by e-mail and text of the closing or delay by 6:30 the morning of the closing or delay. This includes, but is not limited to, extreme rain and/or hurricane, snow, or other

inclement weather affecting roadways and surface conditions. We will not, as in previous years, rely on Baltimore County Public Schools to make the call for us since they are not following the same learning structure that SHG is using during this pandemic year.

In summer 2014, Sacred Heart became a fully air-conditioned facility. For this reason, we do not follow Baltimore County for closures due to excessive heat. The Baltimore County Public Schools system implements this policy for its schools because many of them lack air conditioning in all or part of their facilities, causing an undue health risk to students in such cases. As this is not the case for Sacred Heart, we do not follow this policy. If something happens to disrupt our air-conditioning systems the School would determine the need for closing at the discretion of the Principal. Parents would be notified using the Swift K-12 information systems.

Inclement Weather/Storms Policy

Sacred Heart has 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. Children who are outside will be brought in immediately. Children will be instructed to sit in their “safety square” in their cohort under their desks with their arms or books covering their head until the storm alert has passed.

Communication to Parents

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

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. It

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 in writing within one week after change is effective.

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 or those designated on the Emergency Card is picking up your child from school, please let your child's teacher and Mrs. Jean Hunt, our receptionist, know via e-mail as soon as possible but not later than 10 o'clock on the day of the change. Mrs. Jean Hunt can be reached at jhunt@shgschool.org

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. The Sacred Heart of Glyndon 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.

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 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.

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; or
- (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, 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 Statement

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.

Discrimination and harassment of students 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 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 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, 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).

Bullying Reporting forms are located in the main office and on the school’s website.

OLWEUS/Guidance

The OLWEUS Bullying Prevention Program was initiated several years ago to provide 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.

OLWEUS anti-bullying sessions are being conducted by our Guidance Counselor, Mrs. Kathleen Russo-Garcia, for all grade levels and classes this school year. Mrs. Russo-Garcia can be reached at krussogarcia@shgschool.org if you have a questions about the OLWEUS program specifically or about guidance services at Sacred Heart School in general.

Admissions

Application Process

Sacred Heart School is a rolling admissions school. Parents who wish to apply to Sacred Heart School for their child begin the process by going to the homepage of our website and clicking the “Apply Now” button on the center of the page and filling out the Application, which includes the submission of a \$75 Application Fee. Once submitted, and acknowledged by our Director of Admissions, an Application Checklist that includes a Birth Certificate, Report Cards, Standardized Test Scores and an SHG Teacher Referral form are gathered to complete the application. The Director of

Admissions will work with the family to arrange skill-based testing as a part of the applicant's academic portfolio. Once all documents are obtained, the Director of Admissions will review all the documents and make an acceptance decision.

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

1. Siblings of current Sacred Heart students attending preschool through 8th grade.
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.

Updated health information is required for school admission by 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) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s) and after exhausting all other methods of help.

Financial Obligations

Tuition & Financial Aid 2020-2021

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. Our

tuition and financial aid information for the 2020-2021 school year are available below.

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 2020-2021

Pre-K Tuition Rates

5 day, full day option:	\$ 7,944.00
5 day, half day option:	\$ 6,400.00

Catholic Tuition Rates

Grades K-5:	\$ 7,944.00
Grades 6-8 New Student (First Year Only):	\$ 8,969.00
Grade 6-8, Returning Student Loyalty Grant Rate:	\$ 7,944.00

Other Faiths Tuition Rates

Grades K-5:	\$ 9,994.00
Grades 6-8 New Student (First Year Only):	\$11,019.00
Grade 6-8, Returning Student Loyalty Grant Rate:	\$ 9,994.00

LARGE FAMILY REDUCED TUITION RATE

If you have 3 or more children enrolled at Sacred Heart School, you may deduct \$300 from the tuition of the 3rd & 4th child or more. This reduced rate applies to both Catholic and Non-Catholic families.

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 or death, divorce), the undersigned may contact the principal in writing to request a hardship exception.

STUDENT FEES 2020-2021 (All fees are non-refundable)

Enrollment fees, previously known as the Book & Tech fees, must be paid simultaneously when the enrollment contract is signed and submitted online in order to hold a seat for your child/children.

Enrollment Fee (Grades Pre-K-5):

- "Early Bird" Rate-\$250 per student if submitted by April 3, 2020
- Standard Rate-\$350 if submitted between April 4, 2020, to June 3, 2020
- Late Fee Rate-\$450 if submitted after June 4, 2020

Enrollment Fee (Grades 6-8):

- “Early Bird” Rate-\$295 per student if submitted by April 3, 2020
- Standard Rate-\$395 if submitted between April 4, 2020, to June 3, 2020
- Late Fee Rate-\$495 if submitted after June 4, 2020

8th Grade Graduation Fee:

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

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. **Please be sure to visit our school website for full information and to apply for aid and grants before the end of February.** New scholarship opportunities are added frequently. We also encourage the use of the SCRIP tuition reduction program.

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 that are listed below.

Beginning November 1, 2020, applications for financial aid are now being accepted for the 2021-2022 school year, and the Archdiocese of Baltimore asks families to have all necessary forms submitted no later than the end of February 2021. Awards are generally known in late April/early May of 2021 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 applied for enrollment to The Sacred Heart School of Glyndon. **To apply for financial aid, please click [here](#).** The financial

aid application process is hosted by FACTS, our tuition management provider (see grant & aid assessment information [here](#)). If you have any questions about how to apply, feel free to contact Mrs. Gina Darby, Business Manager at gdarby@shgschool.org or call 410-833-0857, ext. 121.

In addition, all families who have Catholic status (those registered at any parish within the Archdiocese of Baltimore, making a regular and conscientious effort to support their parish) are eligible to receive aid from their parish, at the discretion of their pastor. Parishioners apply through the same FACTS system shown above and awards are given at the discretion of the Pastor.

SCRIP

SCRIP is a program in which school families purchase gift cards at their face value (meaning paying \$100 for a \$100 gift card). While doing so, these families earn a percentage credit to be applied to the next year's tuition. Our SCRIP program averages the credits offered from all of our participating retailers, and our current average is approximately 4%. In this example, buying a \$100 gift card for \$100 would also earn a family \$4 as a credit to the following year's tuition (lowering that year's tuition by \$4). SCRIP offers gift cards to many local and national chain stores at which our families frequently shop. Over the course of a year, many of our families earn a substantial credit in this program. Cards can be obtained online or through SCRIP smart device applications.

SCHOLARSHIPS

Knott Foundation. These scholarships are available to students entering fourth and ninth grade, award four-year, full tuition to attend a Catholic, parish elementary school and high school located in Baltimore City or Anne Arundel, Baltimore, Carroll, Frederick, Harford or Howard counties. These scholarships honor Catholic students that excel in academics. To apply for these scholarships the student MUST meet ALL of the criteria on the Knott website. The link for these criteria is [here](#).

Theresa F. Truschel Charitable Foundation Inc.- Ms. Truschel, who died early in 2007, specified in her will that a foundation be formed- **Theresa F. Truschel Charitable Foundation Inc.** This scholarship opportunity is available to provide scholarships and assistance to worthy students attending Catholic schools at all levels based on financial need, past academic performance and potential success. Further information and an application may be found on the foundation website (<http://theresaftruschel.googlepages.com/>)

Jack Kent Cooke Foundation Young Scholars Program. The Young Scholars Program is a selective pre-college scholarship for high-performing 7th-grade students with financial need. It provides comprehensive academic and college advising, as well as financial support for school. Cooke-sponsored summer programs, internships, and other learning enrichment opportunities. Detailed information is available on the [website http://www.jkcf.org/scholarship-programs/young-scholars/](http://www.jkcf.org/scholarship-programs/young-scholars/)

Lands' End School Starboard Scholarship. The Lands' End School Starboard Scholarship acknowledges and rewards students who display exceptional leadership skills, and recognizes the next generation of young leaders as they steer us into the future. Students attending Lands' End Preferred Schools in grades 6 through 12 during the 2018-2019 school year are eligible to apply for one of seven scholarships worth \$10,000 for school or college tuition. Detailed information is available on the website <https://www.landsend.com/starboard-scholarship>

Daniel Rudd Scholarship Fund. The Daniel Rudd Scholarship Fund is administered by the Office and Board of African American Catholic Ministries in the Archdiocese of Baltimore. The scholarship, named after the founder of the National Black Catholic Congress, is open to low-income Catholic students, currently residing in the metropolitan area of Baltimore and enrolled in a Catholic school within the Archdiocese of Baltimore. For more information, call 410-625-8472 or email AACM@archbalt.org.

Carolyn D. Bradley Scholarship. Awarded through the Institute for Educational Advancement, the Bradley Scholarship is awarded to exceptionally gifted middle school students. The application process takes

place when the student is in the seventh grade.

Visit www.educationaladvancement.org for information.

Knights of Columbus Scholarships. The Maryland State Council of the Knights of Columbus is the sponsor of several high school scholarships for its members and for Catholic students in general. The application period begins October 1st, and all applications must be received by the scholarship committee no later than February 1st. For more information or for applications, visit their web site www.kofc-md.org, or write to: Maryland State Council, Knights of Columbus, PO Box 165, Westminster, MD 21158

GB Charities Scholarship. GBC chooses motivated students to receive tuition support of their elementary and secondary education. All GBC scholarship recipients and their parents enter into a binding contract: One requirement is a strong family support system. Each child is assigned a GBC member, who closely monitors the child's grades, attendance, effort, and conduct. GBC also encourages the child's participation in extracurricular activities, such as Scouts, sports, and the arts. <https://www.gbcharities.org/current-scholarships/>

Financial Assistance for Catholic Education - FACE provides financial assistance to single and widowed parents with a financial need who have children attending Catholic elementary school. Please visit their website for further information. www.CatholicFA.org

BOOST PROGRAM

[Information for 2020-2021](#)

The State of Maryland offers the Broadening Options and Opportunities for Students Today -BOOST Program. Now in its fourth year, the BOOST Program awards scholarships to income-eligible K-12 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. Additionally, a portion of BOOST funding will be directed for higher scholarships to assist students with special needs. Last year, BOOST awarded \$7.6 million in scholarship money.

Who's eligible for BOOST Scholarships?

- Public school students, as well as current nonpublic school students.
- Students whose family incomes are at or below the following (include all members of the household in the count). See the Income Eligibility Guidelines on the next page.

Please visit www.marylandpublicschools.org/boost for more information.

INCOME ELIGIBILITY GUIDELINES (Effective July 1, 2019 through June 30, 2020)



Free Meals

Household Size	Yearly	Monthly	Twice per	Yearly	Monthly
1	\$16,237	\$1,354	\$677	\$625	\$313
2	21,983	1,832	916	846	423
3	27,729	2,311	1,156	1,067	534
4	33,475	2,790	1,395	1,288	644
5	39,221	3,269	1,635	1,509	755
6	44,967	3,748	1,874	1,730	865
7	50,713	4,227	2,114	1,951	976
8	56,459	4,705	2,353	2,172	1,086
For each additional family member add . . .	\$5,746	\$479	\$240	\$221	\$111

Reduced-Price Meals

Household Size	Yearly	Monthly	Twice per	Yearly	Monthly
1	\$23,107	\$1,926	\$963	\$889	\$445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
For each additional family member add . . .	\$8,177	\$682	\$341	\$315	\$158

Please note that progress reports and school records may be withheld because of unmet financial obligations. All school fees must be paid in full before school records can be released. If a family is unable to pay tuition on time, please notify the Principal, Mrs. Jeanne Cossentino or our Business Manager, Mrs. Gina Darby, for help with this matter.

Withdrawals

If a family chooses to withdraw from Sacred Heart School, this information must be communicated to our Records Manager, Mrs. Helen Smith at hsmith@shgschool.org as soon as possible. Records from Sacred Heart School can only be forwarded to another school at the parent request when an official Withdrawal Form has been completed and submitted to Mrs. Smith. A family who withdraws from Sacred Heart School is asked to fill out an AOB exit survey documenting the reason for the withdrawal. Here is the link to that survey: http://survey.qualtrics.com/jfe/form/SV_cHDEIDVq4GhZyip

Attendance

Absence

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 both our remote and in-school students this school year. In-school learners who are absent due to illness will have access to remote learning resources during their illness. On the second day of their absence, they may request books and supplies from their teacher via e-mail by 12 noon and their cohort teacher will have their supplies ready for pick up by the end of the school day on the second day of their absence. Remote learners who do not attend their Zoom remote sessions will be marked absent from school on that school day.

When a student is absent from school, a parent/legal guardian must e-mail the child's teacher and our receptionist, Mrs. Jean Hunt at jhunt@shgschool.org by 8:30 a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged.

Students who are absent from school may not participate in any after school or evening school-sponsored events such as sports, dances, etc.

When 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. 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.

All in-school students must submit an electronic AOB Wellness Survey each morning before arriving at school. In addition, the school asks parents to keep sick children home and they must be fever free without the use of medication for 24 hours. Questions about health issues during this time of the pandemic can be directed to our Nurse, Mrs. Julie Will, at Nurse@shgschool.org or 410.833.0857 ext. 123.

Truancy

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.

Lateness/Assignments

Students may enter the school building at 7:50. The school day begins at 8:10. Any student arriving after 8:10 is considered late. It is the responsibility of the student to check with the homeroom teacher, Seesaw (Grades Pre-K through 2nd grade) or Google Classroom (Grades 3-8) 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 master calendar for days when school is not in session.

Spirituality/School Masses

As a Catholic school, Sacred Heart is dedicated first and foremost to the spiritual growth and formation of every child. Religion is taught every day to all students. The entire school prays together as a faith community twice a day, in the morning and in the afternoon. Individual classes offer prayers before and after lunch. The Rosary is prayed through-out the year.

Masses for cohorts of students this school year have been arranged with Fr. Jerry Francik and Fr. Brendan Fitzgerald so that safety and social distancing protocols are followed during Mass attendance. The days and times of Masses will be shared with parents via Seesaw and Google Classroom, as well as Swift K12. All Masses will be live-streamed via the Parish Facebook page for our remote learners.

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 interest or reputation of the school regardless of where the conduct occurs.

Behavior

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
- 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 chewing
- 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 materials
- Smoking/using matches
- Willful destruction of school property

- Leaving school property without permission
- Theft or extortion
- Fighting or threat of violence

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 plans. 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 he/she 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

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. 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 (Pertussis)
- Hepatitis Fever
- Food Poisoning
- Mumps
- Adverse reactions to Pertussis Vaccine
- Lyme disease
- Chicken Pox (Varicella)
- Tuberculosis
- Whooping Cough

Rocky Mountain Spotted
Human Immune Deficiency Virus Infection (AIDS and all other
symptomatic infections)
Animal bites/Rabies
Influenza

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. 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 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 school provides the option for parents to purchase health insurance for their children.

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 each Faculty Handbook and on file in the Office. Please notify our Nurse, Mrs. Julie Will at Nurse@shgschool.org if you have

Vision/Hearing Screening

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. Please note that testing may not be available this school year due to the pandemic and the operating choices made by Baltimore County Public Schools. We will keep our families updated with information regarding vision and hearing screening when we receive it.

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 Pre-K, 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.

Child Abuse and Neglect Reporting Policy 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/Parent Volunteers

In order to ensure a safe and healthy environment for our students, all school doors will remain locked during the school day and visitors will not be permitted in our school building. All parent volunteers must use their cell phone to scan the QR code on the main entrance lobby door to take the AOB Wellness Survey prior to admittance into the school building. When the Wellness Survey is complete, parent volunteers will then submit their Driver's License to be cleared through the Raptor system.

Playground/School Supervision Provisions

Due to pandemic health and safety regulations, our school playgrounds are misted with sanitizing spray before our school day begins each and every school day. Classes who use the playground also mist the playground with the sanitizing spray after every use to ensure the safety of cohorts who use the playground after them.

Supervision Responsibilities Before and After the Official School Day

Student arrival time is from 7:50-8:10 each school day. Grades Pre-K and Kindergarten are dismissed at 3:00, followed by Grades 1-8 at 3:05.

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 the hours noted above, 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.

Use of School Grounds

Due to the current pandemic, students are not permitted to use the playgrounds or adjacent fields after school hours. Mask wearing and social distancing are required by students as they make their way to their cars at dismissal on both church-side and school-side each day. Parents must stay in their cars when waiting for their child to be escorted to their pick-up area at afternoon dismissal.

Student Services

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. The evaluative process is generally called the IEP (Individual Education 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. 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, in particular 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 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, Mrs. Lauren Noll, our Resource Director, will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. All services will be monitored with the guidance of our Resource Director of the Rev. Msgr. Aiken Student Support Program, Mrs. Lauren Noll, who can be reached at lnoll@shgschool.org

Before and After School Care: ABC Care

Sacred Heart is proud to partner with ABC Care, a nationally accredited provider of quality childcare, offering before and aftercare programs, and summer camp programs. At Sacred Heart, ABC Care maintains a professional staff of competent, caring individuals who work with all of our children in Preschool through Grade 8, in age-appropriate groups. Before care is not available this school year. Aftercare runs until 6:15 p.m. In aftercare, students have access to our playgrounds, and our gym, and have many different options for both studying and doing homework, for example. ABC Care is vigilant regarding safety and health protocols for our students and keeping pandemic and social distancing protocols in place. The Sacred Heart branch of ABC Care has a website with more information available here:

<http://www.shgschool.org/beyond>

They offer multiple packages of rates depending on total days of the week, etc.

Hot Lunch

Parents should add funds to their child's account in Power School to purchase hot lunch. No money or checks will be collected from students. Funds for lunches will go through a child's Power School account only. Make sure your child knows whether they will be buying lunch in the morning prior to leaving your car. Teachers in Kindergarten request that you send them an e-mail if your child is buying lunch to be sure this information has been relayed to them. Other lunch info:

1. Our lunch menu is posted on the homepage of our website under the LUNCH CALENDAR button midway down in the center of the page.
2. If a student has forgotten his/her packed lunch, they may still sign up for lunch that day and their account will be debited.
3. One menu option is available each school day to students in Grades K-8. Our Pre-K students do not buy lunch but bring their lunch from

home. The cost for a lunch is \$3.50, payable through your Power School account only. White milk and chocolate milk are available each day. The cost is 50 cents, which is uploaded to your child's Power School account. Strawberry milk is not available this year. Our cafeteria staff will be delivering the hot lunches to our students each day. Teachers and TA's will distribute the lunches to our students in their classrooms.

School Activities/Organizations/Extra-Curricular Activities/Field Trips will not take place this year or will be limited due to the Pandemic. At the present time only 2 activities will be offered this school year. Beads of Strength will be offered virtually to Middle School students through Ms. Sue Lea, Coordinator of Youth and Young Adult Ministry, who can be reached at slea@shgparish.org for more information. Virtual Band Lessons will take place for interested remote and in-school students in Grades 4-8. Please contact our Band Director, Ms. Natalie Gries at natalie.gries@gmail.com if you are interested in the virtual band program this year. Field trips will not take place until further notice.

UNIFORM POLICY

An important component of our Catholic school environment is the school uniform. Both in-school and remote students are expected to comply with the school's uniform policy by dressing appropriately each school day. We ask parents to support this by knowing Sacred Heart School's uniform policy and enforcing it with their children. Students in Pre-kindergarten and Kindergarten have only one uniform. Students in grades one through eight have both a full uniform and a gym uniform.

As part of homeroom procedures, homeroom teachers will monitor student dress. **All clothes should be free from stains and wrinkles, and fit the student properly. Please label all clothing with your child's first and last name.**

Full Uniforms

Full uniforms are required every day whenever summer uniforms are not in effect (approximately October 1 through April 30 each school year), except on your child's gym day. On these days, your child should wear his or her gym uniform (see below for guidelines). **However, please note that full uniforms are required for ALL school Mass days.**

For the 2020-2021 school year, full uniforms may be purchased online from Lands' End Uniforms. Sacred Heart has a specific web page through Lands' End for our items, found on our webpage and listed here: <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900171471>

Please note that this school year, in these financially fragile times, we have allowed our families the option to purchase full uniform items that match the full uniform descriptions below at their preferred retailer. Families should then take them to Gettier-Montanye so that the SHG logo can be affixed or embroidered onto them, if designated as a requirement in the list below.

Note that all students should dress for the weather with coats, gloves, and hats as we move into fall and winter. Students will go outside for mask breaks and recess unless the weather is severe.

Pre-Kindergarten and Kindergarten

- White short or long sleeve polo shirt with Sacred Heart logo (Lands' End).
- Navy blue athletic shorts, sweatpants, or skorts (girls only). You may purchase these at your preferred retailer, or you may choose to purchase shorts and sweatpants with the SHG logo from Gettier-Montanye.

- Students must wear sneakers to school each day. No flip flops, open back shoes, or boots are allowed.

**** Note that there is not a separate gym uniform for preschool or kindergarten.**

Grades 1 – 5, Boys

Required:

- Blue short or long sleeve polo shirt with the Sacred Heart Logo
- Navy blue trousers/chinos (your preferred retailer)
- Solid black, navy, or brown belt with an inconspicuous buckle (belt is optional for boys in grades 1 & 2) (your preferred retailer)
- Solid black, navy, or white socks that cover the ankle, with a small, inconspicuous logo, or none at all (your preferred retailer)
- Solid black, navy, or brown dress shoes, NOT canvas (your preferred retailer)

Optional:

- Solid white undershirt (your preferred retailer)
- Solid navy blue sweater

Grades 1-5, Girls

Required:

- Plaid uniform jumper worn with shorts underneath with the Sacred Heart Logo (Lands' End) Note that shorts must be shorter than the jumper skirt.
- White blouse with a peter pan collar, no logo (Lands' End)
- Solid black, navy, or white socks that cover the ankle, with a small, inconspicuous logo, or none at all (your preferred retailer)
- Solid black, navy, or brown dress shoes with no more than a 1 inch heel, NOT canvas (your preferred retailer)

Optional:

- Knee-high, or footed tights. If socks are worn with tights, these must be the same color (your preferred retailer).
- Ankle length navy leggings (your preferred retailer)
- Solid navy blue sweater

Grades 6-8, Boys

Required:

- White Oxford shirt with the Sacred Heart Logo (Lands' End)
- Khaki trousers (your preferred retailer)
- Solid black, navy, or brown belt with an inconspicuous buckle, or none at all (your preferred retailer)
- Solid black, navy, or white socks that cover the ankle, with a small, inconspicuous logo, or none at all (your preferred retailer)
- Solid black, navy, or brown dress shoes, NOT canvas (your preferred retailer)

Optional:

- Solid white undershirt (your preferred retailer)
- Solid navy blue sweater

Grades 6-8, Girls

Required:

- Plaid skirt worn no more than 2 inches above the knee (Lands' End)
- White Oxford blouse with the Sacred Heart Logo (Lands' End)
- Solid black, navy, or white socks that cover the ankle, with a small, inconspicuous logo, or none at all (your preferred retailer)
- Solid black, navy, or brown dress shoes with no more than a 1 inch heel, NOT canvas (your preferred retailer)

Optional:

- Knee-high, or footed tights (If socks are worn with tights, these must be the same color (your preferred retailer.)
- Ankle length navy leggings (your preferred retailer)
- Solid navy blue sweater

GYM UNIFORM POLICY

Gym uniforms apply for all students in grades one through eight (Pre-kindergarten and kindergarten do not wear gym uniforms). They are required on your child's gym day and are permitted to be worn in summer weather instead of the full uniform (September 5th through September 30th and May 1st through the end of school).

However, even if your child has gym on a school mass day, full uniforms must be worn instead.

Gym uniforms must be purchased from Gettier-Montanye, whose storefront is located close to school:

Gettier-Montanye

4600 Prospect Ave, Glyndon, MD 21136

(410) 833-0820 <http://www.g-monline.com/>

Grades 1-8, Boys and Girls (Gym Uniform)

Required:

- Gray Sacred Heart t-shirt (Gettier-Montanye)
- Blue Sacred Heart shorts, no shorter than 2 inches above the knee (Gettier-Montanye)
- White socks that cover the ankle with a small, inconspicuous logo, or none at all (your preferred retailer)
- Sneakers (your preferred retailer)

From October 1st through April 30, the winter gym uniform REQUIRES:

- Blue Sacred Heart sweatpants (Gettier-Montanye)

- Blue Sacred Heart shorts may be worn underneath for the gym class itself, but are not required.

- All other gym uniform items remain the same.
(In extremely hot temperatures in the fall, exceptions may be made to the winter gym uniform policy).

Optional:

- Navy Sacred Heart sweatshirt

APPEARANCE REMINDERS:

- Hair must be kept away from the face. Hair must be neat, clean, and well-groomed. Extreme hair styles and coloring are not permitted for boys or girls. **The School reserves the right to determine what constitutes an “extreme” style.**

- Girls’ and boys’ hair naturally growing upward: hair should not extend over 1” above the scalp line.

- Boys’ hair naturally falling downward: hair must be above the uniform shirt collar and above the eyebrows.

- Boys must be clean shaven.

- Girls’ hemlines are to be at a modest length (not more than 2 inches above the knee).

- Athletic Shoes (sneakers) may be worn on gym days only.

Uniform Items Permitted:

- Girls may wear one pair of post earring in their earlobes only, no dangling earrings.

- Small crosses or religious medals on a small chain may be worn but must be kept under their uniform shirt during recess and gym. **(Any bracelets—rope, gel, silicon, for example)—are not permitted.)**

- Watch **(No oversized watches or Smartwatches are permitted.)**

Uniform Items Prohibited:

- Nail polish of any kind • Artificial nails

- Scarves/scarf headbands/headbands with “cat ears” or embellishments

- Hats (inside)

- Make-up
- Tattoos • Jewelry (except mentioned above)
- Large Bows • Feathers
- Undergarments should not be seen.

Please note: Students are expected to be well-groomed and in proper uniform every school day. Appearance guidelines and prohibited items also apply on days when students are permitted to come out of uniform. The school reserves the right to determine whether students are dressed appropriately for school. Students may be sent home if attire or appearance does not comply with the school uniform policy. This decision rests with the administration.

Out of Uniform Days

Your child's birthday is a special day, and we want to celebrate the occasion by offering an "Out of Uniform Day". One day each month, we will celebrate student birthdays that fall during that month by allowing these children to come to school "out of uniform." This is our way of saying "Happy Birthday" to each of our students. We do ask for your cooperation by making sure your child wears clothing appropriate for a Catholic school setting. See the Master Calendar on page 10 for OOU days for Birthdays. **Please follow these guidelines:**

Students may not wear inappropriate t-shirts, skirts or skorts more than 2 inches above the knee, low-cut shirts, midriff shirts, flip flops, sweatpants or sloppy clothing. If students wish to wear jeans, they must be DRESS JEANS ONLY. Tattered jeans or jeans with holes are inappropriate. Students may not wear hats in the school building. Girls who wear leggings/yoga pants must wear a long, loose-fitting shirt/blouse that covers their bottom and preferably extends to mid-thigh.

Please Note: Students are expected to follow appearance guidelines as explained above. If a student wears inappropriate clothes on "Out of Uniform Day", parents will be called to bring a change of clothes to school. We thank you for your cooperation in helping to make this a special event

for your child, and in keeping distractions to a minimum.

Additional Out of Uniform Times or Accessorizing Uniform Times

On special occasions, the Principal may announce students may come to school out of uniform for a reason other than birthday. The above guidelines remain in effect for any out of uniform day.

The Principal may also announce students may accessorize their uniforms. Accessorizing refers to adding items to the school uniform. For example, prior to Christmas, students may be given permission to accessorize their uniform by adding red and/or green seasonal items to their uniform such as socks, necklace, etc. All items must be appropriate for school. On these days, the full or gym uniform is required, depending on whether your child has gym that day or not, but additional accessories may be worn.

Search and Seizure

The Sacred Heart of Glyndon School 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.

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.

Arrival and Dismissal Procedures:

Our utmost priority is to **ALWAYS** ensure the safety of our students. With that in mind, we have created several traffic videos that are concise and comprehensive; covering arrival and dismissal procedures, as well as traffic patterns. Please watch and review the videos with your children. **It is extremely important that you share the video with other family members or friends who may be picking your children up from school—particularly on our half days so that they are aware of our traffic patterns and rules.** All persons dropping off and picking up children at school **MUST** follow the traffic rules for the health and safety of all of our students. The first video is entitled "Sacred Heart of Glyndon's Morning Routine, Arrival, and Afternoon Dismissal - Aug 2020". The links are below for the 3 videos. ENJOY!!

Whole school: <https://youtu.be/rY-pYYZopp4>

Kindergarten Arrival and Dismissal: <https://youtu.be/T8fsfBBGeQw>

Walkers: <https://youtu.be/gpNKsyZAT9E>

Student pick-up: If someone other than a parent is picking up a child from school, please be sure to e-mail your child's teacher the day before or the morning of the pick-up with the name of the person who will be picking up your child. Tell the person picking up to be prepared to show their Driver's License to the teacher when they come to the car at dismissal. Be sure that the person picking up your child has a name placard with the name of the

child clearly written on it, displayed in the side window of the car facing the school building.

Sacred Heart School – Joyful Hearts Pre-K

Program and Philosophy

In education the Pre-K experience is a bridge between home and school. The Joyful Hearts Pre-K Program provides an opportunity for both remote and in-school students to develop spiritually, intellectually, emotionally, and socially within the nurturing and loving environment of a Catholic School. The Joyful Hearts Pre-K Program follows the Archdiocese of Baltimore’s Early Childhood Course of Study, along with The Creative Curriculum for Preschool. Both curricula rest on a firm foundation of research that responds to new requirements for addressing academic content. The content children learn in the Course of Study and The Creative Curriculum for Preschool is guided by standards developed by experts in the Early Childhood Education field. The body of knowledge included in each content are is as follows:

- **Religion:** “Seeds” and “What the Church Believes and Teaches” is a program based on the Sunday Gospels, the life of the parish, the liturgical year and Sunday Mass.
- **Literacy:** vocabulary and language, phonemic and phonological awareness, letters, words, print concepts, comprehension, books and other texts
- **Mathematics:** numbers, patterns and relationships, geometry and spatial awareness, measurement and data collection, organization, and representation
- **Science:** the physical properties of objects, living things, and the earth and environment
- **Social Studies:** how people live, work, get along with others, shape, and are shaped by their surroundings
- **The Arts:** dance, music, dramatic play, drawing and painting

- **Technology:** tools and their basic operations and uses
 - **Process Skills:** observing and exploring; problem solving; and connecting, organizing, communicating, and representing information
- Afternoon Specials: A 45 minute class is offered each day to full day students

Afternoon Specials

- **Art** - Students in Pre-K work on a variety of art projects to develop their fine motor skills such as drawing, painting, stamping and cutting. They also complete art projects in celebration of a variety of seasons and holidays.
- **Physical Education** - The curriculum includes activities that help to develop large and small gross motor skills; as well as eye and hand coordination. Good sportsmanship and teamwork are emphasized.
- **Music** – Not offered this school year.
- **Library** – Not offered at the present time to students.
- **Spanish** – Due to scheduling restrictions, Spanish will not be offered to our Pre-K students this year.

The Sacred Heart Pre-K Program understands the importance of developmentally appropriate practice and how young children learn best. Our program allows children to acquire knowledge and understand concepts according to their age level and stage of development via active engagement across all learning modalities—auditory, visual, tactile, and kinesthetic. When the content of the curriculum is taught with the children’s developmental stages in mind, children are more likely to be successful learners who feel excited about and challenged by what they are learning. Our Pre-K program provides a welcoming and nurturing environment which allows our students opportunities to interact with and respect the inherent differences apparent in all of God’s children. Our teacher facilitated and student initiated activities often reflect the

interests of the children, their primary language, and cultural background which creates a culturally proficient environment for all children and their families. Catholic values are incorporated into every facet of our curriculum areas as well. Sacred Heart Pre-K builds upon Catholic Social Teaching and the Gospel values of love and charity towards others. Our Joyful Hearts Pre-K Program offers support and nurturing to help children grow in love, faith, and learning.

Our Pre-K Goals:

- *To provide a safe environment that promotes learning through play, creativity and exploration
- *To develop a love for learning in each child *To expose students to early literacy skills
- *To strengthen a solid and lasting foundation of knowledge, imagination, and self-confidence
- *To instill in each student a love for God and all He has done for us
- *To offer an early learning program that prepares children for entry into kindergarten
- *To provide dedicated teachers and assistants that will work with you and your child with focused expertise, unwavering commitment, and genuine love

Special Assistance –Inclusion Policy

The Sacred Heart School of Glyndon does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policy, or other school administered programs. Sacred Heart School offers quality education to all our Pre-K applicants. Some students may require special accommodations or modifications to succeed. If your child has been identified through Child Find, a private evaluator or agency, and/or has an existing IEP or 504 plan, we request these documents be submitted along with your enrollment documents. Once these are received and reviewed, a conference will be held with the Director of the Resource program to determine how we can best serve our students with learning differences.

If your child has health concerns such as asthma, diabetes, allergies etc., we request that the documentation from your child's doctor about their condition and treatment plan be submitted to the school. It is also recommended that you meet with our school nurse to make certain that all medications and treatment plans are in place prior to the beginning of school. Our Pre-K teachers and staff have a strong working relationship with Community Based Services and Single Service programs (Infants and Toddlers, Child Find, Speech, etc.) which may support student learning. We are inclusive of children with special health care needs and disabilities to the best of our abilities. We strive to work with our students, their families and professionals to support each child in developing their gifts and strengths to their fullest potential.

Transition Protocol

In keeping with developmentally appropriate practice to ensure the comfort of our students and a smooth transition to school, our Pre-K classes are divided into 2 groups for the first day of classes; with one group attending abbreviated classes on one day and the other group on the second day. In addition, in making the transition from Pre-K to Kindergarten, teachers will provide the rising teacher with your child's observations, checklists, notes (if applicable), Three Year Old Progress Report Summary and Four Year Old Pre-K Progress Report. In May, rising Kindergarteners will meet the Kindergarten teachers and tour the classrooms, cafeteria, Library, Nurses Office, etc.

If your child has an Individual Family Service Plan (IFSP) or an Individual Education Program (IEP) or special health care needs, these plans will transition with the child to the next grade. Upon parent permission or request, these plans will be shared with the student's next school placement. Student confidentiality in limiting access to student academic and health records is of utmost importance at Sacred Heart School, in keeping with the guidelines outlined in FERPA (Family Educational Rights and Privacy Act—please see pages 23-25 in this handbook regarding FERPA). Health care needs are documented with the school nurse and shared with the child's teacher(s). Complete health records are sent to the child's next school. Student information gathered from the Brigance Developmental Screening tool and Progress Reports (which are distributed per trimester for four year olds), is kept in each child's file.

Teachers' of the student's next grade level, have access to these files to familiarize themselves with their new students and for planning purposes. Parents of students who are leaving our school can request transcripts (developmental checklists/progress reports) to be released and sent to the new school via a formal Sacred Heart School Release of Records form which is available on our website www.shgschool.org. To obtain more information about the form or the withdrawal process, please call our school office at 410.833.0857.

Developmental Screening and Assessment Policy

Maryland State Department of Education has implemented a new State regulation for all children in regulated care and early childhood educational programs. All children up to Kindergarten entry attending regulated care and early childhood educational programs will need to have a developmental screening conducted within ninety days of enrollment. Sacred Heart School's Joyful Hearts Pre-K will be utilizing the Brigance 3 Early Childhood Screen III, 3-5 years. In addition to the Brigance 3, data gathering tools also include parent observational forms which parents/guardians use to record input about their child's skills and behaviors. These forms are distributed at the time of the screening.

Progress Reports

The Pre-K four year old students will receive a progress report three times a year. The Pre-K four year old progress report is a skills checklist. The skills assessed reflect growth and developmental milestones and expectations at each age level. Observations are conducted on students throughout the year. These observations, be they narrative, anecdotal, and/or checklists, are used in conjunction with each child's progress report to help with lesson planning, instruction, remediation and enrichment. The three year old students will be assessed through observations, checklists and notes. In May, three year olds will receive a narrative Three Year Old Progress Report Summary which encapsulates their growth throughout the year. We will also be collecting samples of your child's work: drawings, writings, pictures, etc. and creating an individual student portfolio. At the end of the 4-year old Pre-K program year, we will give you the contents in the portfolio along with copies of the conference forms.

Parent Teacher Conferences

Conferences for Pre-K students are held twice annually in November and March. Of course, parents or teachers can request conferences at any time during the year when they feel that it is necessary. Parents will receive a letter explaining how to sign up for conference days and times prior to formal conference days.

Arrival/Departure Procedures

Please see pages 71-72 in this Parent/Student Handbook for information on arrival and dismissal procedures.

Early Dismissal Days

When there is an EARLY DISMISSAL, all Pre-K students are dismissed at 11:30.

Snow Delays or Closings

Please see pages 37-38 in the main Parent/Student Handbook for this information.

Right to Amend this Book

The Sacred Heart School of Glyndon reserves the right to amend the Parent/Student Handbook, and parent/legal guardians will be notified of any changes made. The 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.