



ALL-SCHOOL HANDBOOK

2013-2014

INTRODUCTION AND PHILOSOPHY

MISSION STATEMENT

The Academy of the Sacred Heart, Bloomfield Hills, founded in 1851, is an independent, Catholic, college preparatory school for young women, infant/toddler through Grade 12, and young men, infant/toddler through Grade 8. Instruction is co-educational, infant/toddler through Grade 4, and consistent with both contemporary research and our tradition, boys and girls are separated for instruction for middle school and Upper School (girls) years. True to its international heritage, the school provides students with diversity and welcomes students of all races, socioeconomic background, and religious beliefs. The Academy of the Sacred Heart, steeped in solid academic tradition, educates graduates to have independence of judgment, personal freedom, and strength of character so that they can become leaders with broad intellectual and spiritual horizons.

Service to others is a compelling commitment of our education, and the entire school community, as a member of the Network of Sacred Heart Schools (www.sofie.org), is dedicated to the work of the Society of the Sacred Heart (www.rscj.org) as exemplified with consistency to the *Goals and Criteria* of Sacred Heart education:

- A personal and active faith in God
- A deep respect for intellectual values
- A social awareness which impels to action
- The building of community as a Christian value
- Personal growth in an atmosphere of wise freedom

ABOUT US: ACADEMY OF THE SACRED HEART AT A GLANCE

Founded in 1851 at the request of Fr. Gabriel Richard (co-founder of the University of Michigan) and under the sponsorship of the Beaubien family, the Academy of the Sacred Heart is an independent, Catholic, college preparatory school, located on 44 acres in both Bloomfield Hills and Bloomfield Township. The current location is the third. The original foundation (1851-1918) was on East Jefferson Avenue, just across from the current Renaissance Center. The second location (1918-1958) was on Lawrence Avenue in Detroit, before the move to Bloomfield Hills in 1958. Kensington Academy was opened in 1968 on the back of the property (current location of the tennis courts) to provide an education for boys in the spirit of the educational mission of the Society. In 1982, Kensington Academy moved off the property and became an independent entity until we were reunited in 2006.

The Academy of the Sacred Heart is part of a worldwide Network of Sacred Heart Schools in 41 countries that have been educating women and men for more than 200 years. In 1800, St. Madeleine Sophie Barat founded the Society of the Sacred Heart in response to the influence of the French Revolution. She believed that the distinctive form of Sacred Heart education would produce a different kind of revolution – the creation of a society inspired by a return to spiritual values surrounded by intellectual understanding informing the decisions of the leaders generated by Sacred Heart schools.

The Independent School Association of the Central States (www.isacs.org) visited the Academy in October, 2012 for an accreditation renewal. During the accreditation process, the Academy of the Sacred Heart and the entire school community was commended for the clarity of its mission and the ease with which all students, faculty and staff articulate the *Goals and Criteria*. The Academy of the Sacred Heart operates consistent with the principles of the National Association of Independent Schools (www.nais.org), which defines high standards and ethical

behavior in key areas of school operations. The principles are designed to help guide schools in becoming the best educational communities they can be.

Committed to each student's intellectual, spiritual, social and physical development, the Academy of the Sacred Heart's dedicated professional staff provides a superior education with emphasis placed on developing independent thought, personal freedom, and strong character, a few of the attributes required to become future leaders. The broad-based curriculum provides opportunities for the exploration of special talents and interest through class work, special projects, opportunity for domestic and international exchange and independent study.

Faith made visible through action is a hallmark of Sacred Heart, along with the modeling of active faith in God by the adults who "form the soul of the child." Educators and parents each play a particular role in the development of understanding of scripture, doctrine and action as central to active faith. Daily liturgy is available to all at 7:15 a.m. in the small chapel, as well as monthly all-school liturgies, more frequent small group liturgies, prayer services, required retreat programs for students Grades 5-12, preparation for reception of the sacraments within the local parishes, and continuous emphasis on both service to others and reflection on the experience.

Sacred Heart attracts students from more than 30 regional surrounding communities. Approximately 70% of the student body is Roman Catholic. Students represent a variety of diverse backgrounds, with approximately eight percent of the student body self-reporting as African American, three percent Asian American, two percent international students and one percent Latino. Families reported nine native languages other than English spoken in their homes.

The school has 133 employees, including 71 faculty members. Fifty-four percent of the faculty has advanced degrees. The overall teacher-to-student ratio is 1:6.

The Academy is a member school in good standing of the Archdiocese of Detroit, the Association of Independent Michigan Schools, and the Network of Sacred Heart Schools. The Board of Trustees is an entirely voluntary group of women and men who are accountable to the Society of the Sacred Heart for upholding the mission, hiring the Head of School and supporting the mission of the school through the creation of institutional policy. The Head of School is accountable to the Board of Trustees for all operations, but in consultation with the management team, the decisions regarding daily operations rest with the Head of School. The Board of Trustees is the singular governance board of the school, with both standing operating committees and special task forces that support the challenges of governance.

The Class of 2013 Upper School graduates earned college acceptances at fine higher educational institutions around the country (enter "college acceptances" in the ashmi.org search box for a complete listing) and received scholarship offerings of more than \$3.7 million. Kensington Hall, founded in 2002, continues to produce graduates who perform at the top of the class in area high schools. Two alumni of Kensington Hall were named valedictorians at U of D Jesuit High School for the Class of 2012.

Sacred Heart has brought new technologies to its curriculum and created programs that are timely and relevant, such as Digital Literacy, Computer Illustration, and Video Production. Computer labs, along with three mobile lab carts, are equipped to serve the specific needs of students from Preschool through Grade 12. Since 2001, Sacred Heart has had a mobile technology program that requires all students, Grades 9 through 12, to purchase a tablet to improve their writing, research and professional presentation skills. The benefits of the program are far-reaching, from granting equal access to technology to improving organizational skills, to instilling proficiency and self-confidence. Each member of our faculty participates in ongoing professional development and has a web presence, while also providing parents with updated information regarding student performance.

In September 2005, we opened the 30,000 sq. ft. Field House, along with newly-upgraded athletic fields and a newly-built softball diamond. The Field House provides state-of-the-art athletic facilities for each age group in the school, operating in conjunction with the two previous gymnasiums, and the tennis courts built in 2001. The Field House supports wellness through the presence of the Cardio Room, open for use by members of the school community when the building is open (see website for more information) as well as a Cyber Café, training room and two classrooms that house a variety of classes during school, as well as the Extended Day program.

The Academy of the Sacred Heart's athletic teams compete in both the Catholic and independent school leagues. Sacred Heart offers sports in both middle schools and junior varsity and varsity programs. The programs are dependent upon student interest and vary by the learning community, but include basketball, cross-country, dance/pom, downhill skiing, equestrian, field hockey, figure skating, golf, lacrosse, soccer, softball, tennis and volleyball. Please see www.ashmi.org/athletics for specifics.

For our aspiring photographers, artists, actresses/actors, dancers and singers, there is a photography studio, several large art studios and a kiln, a stage and drama area for plays, musicals and choral performances, and opportunities for both individual and group study through the Performing Arts Academy.

In keeping with the school's philosophy of education the whole child, Sacred Heart offers a wide array of extra-curricular activities for students. Each Learning Community has age-appropriate opportunities for student involvement, enjoyment and growth, both within the school day and in the HEART Enrichment Program (www.ashmi.org/enrichment).

The School offers several unique off-campus programs for students, including an exchange program with other Sacred Heart Schools in the United States or abroad. This program offers students an opportunity to broaden their global awareness –academically, socially and culturally—while experiencing a new level of independence within a secure environment. In Grades 4-12, all students participate in overnight, off-campus experiences with developmentally-appropriate goals to prepare them to be prepared to be leaders as citizens of the world-wide community.

Community service programs are offered by each Learning Community, and the school is committed to supporting the outreach program that provides educational enrichment for the children of our neighboring Pontiac community. This program, the After School Learning Center, in existence since 1988, provides an opportunity for parents and children to work together to give to others what we have received. Every student participates in service to the wider community, with students Grades 5-12 having direct service opportunities as well as the necessary reflection with the faculty and staff who accompany them on the service experiences. Every Thursday, students in Grades 10-12 travel with faculty to 16 community sites. This active learning experience is accompanied by a rigorous social analysis that allows students to integrate understanding of economics, sociology and history with our call as members of the Sacred Heart family to respond to the needs of the world with compassionate personal action.

In January 2009, the Infant/Toddler program was begun to provide high quality early education to support the vocation of parents. This program exceeds state and national standards for child care in every area of operation and provides a play-based nurturing environment within an inter-generational setting. Dedicated in honor of Suzanne Kondratenko⁹⁴, lost in the World Trade Center on September 11, 2001, “Suzanne’s Nest” is dedicated to creating the partnership characteristic of the Academy of the Sacred Heart and initiating the unique perspective of Sacred Heart education.

The Academy of the Sacred Heart is distinguished by the collective commitment of adults for the sake of children. Parents, educators, Religious of the Sacred Heart, alumnae and alumni, grandparents and Trustees join together to

form a network of expertise, experience, generosity and trust that creates a community where the impossible becomes the ordinary. It is our expectation that every child discovers the gifts given by God and becomes the leader for the future with the heart of knowledge, inspired by faith, changing the world one decision at a time.

HISTORICAL PERSPECTIVE

In 1800, St. Madeleine Sophie Barat knew a world divided by war and ravaged by an unjust distribution of resources and opportunities. Today, more than 200 years after her vision inspired the educational mission and early foundation of the Religious of the Sacred Heart, this educational mission has been translated into 41 countries and a multitude of languages and cultures. Radiating from a vibrant faith in God, the mission of Sacred Heart education is characterized by academic excellence, deep respect for the individual, and a faith which makes visible the message of God's love for each person. This same vision brought St. Philippine Duchesne from the foundation in France to the pioneer soil of the United States in 1821, believing that the spirit of Sacred Heart education should parallel the foundation of the fledgling new government.

In each foundation, educators created the environment in which each student flourished in faith, academic growth, and development of character and leadership. The Religious of the Sacred Heart were invited to serve in the metropolitan Detroit area in 1851 by Fr. Gabriel Richard, founder of the University of Michigan. Encouraged to respond to this invitation by the Beaubien family, the Religious of the Sacred Heart recognized that this newly-forming metropolitan community provided both a challenge and an opportunity to provide area families with education which would create responsible, compassionate and well-educated adults.

Today, the Academy of the Sacred Heart enjoys 163 years of service to the metropolitan Detroit area, always responding to the needs of students and families, while remaining faithful to the vision of St. Madeleine Sophie Barat. In addition to establishing an academically-challenging curriculum, the school has remained faithful to the commitment to focus on the wider community by maintaining a bridge program with neighboring communities. The HEART Enrichment Program, Barat House, and the current outreach program, the After School Learning Center, expand the walls of the Academy to build bridges of relationship between communities of difference.

FOUNDATION PRINCIPLES

1. In the *Goals and Criteria*, the Society of the Sacred Heart defines the mission of the school as part of the society's educational mission in the Catholic Church.
2. Each school is accountable to the Society through the Sacred Heart Commission on Goals for the adherence to the *Goals and Criteria*.
3. Each school's Board of Trustees and Administration establish and uphold policies that are consistent with the *Goals and Criteria*.
4. The school allocates its resources to support each Goal and its Criteria.
5. The school is in compliance with professional standards as stated by accrediting agencies.

GOAL I

Schools of the Sacred Heart commit themselves to educate to a personal and active faith in God.

1. Rooted in the love of Jesus Christ, the school promotes a personal relationship with God and fosters the spiritual lives of its members.
2. The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity.
3. The entire school program explores one's relationship to God, to self, to others, and to all creation.
4. Opening themselves to the transforming power of the Spirit of God, members of the school community engage in personal and communal prayer, reflection and action.
5. The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.
6. The school fosters inter-religious acceptance and dialogue by educating to an understanding of and deep respect for the religions of the world.
7. The school presents itself to the wider community as a Christ-centered institution and as an expression of the mission of the Society of the Sacred Heart.

GOAL II

Schools of the Sacred Heart commit themselves to educate to a deep respect for intellectual values.

1. The school develops and implements a curriculum based on the *Goals and Criteria*, educational research and ongoing evaluation.
2. The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.
3. The school program develops aesthetic values and the creative use of the imagination.
4. The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.
5. The school provides ongoing professional development for faculty and staff.
6. Members of the school community model and teach ethical and respectful use of technology.

GOAL III

Schools of the Sacred Heart commit themselves to educate to a social awareness which impels to action.

1. The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.
2. The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.
3. The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.
4. In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.
5. The school teaches respect for creation and prepares students to be stewards of the earth's resources.

GOAL IV

Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value.

1. The school implements an ongoing plan for educating both adults and students in the heritage and mission of Sacred Heart education.
2. The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.
3. Adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.
4. The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.
5. The school makes a deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities and backgrounds.
6. The financial aid program effectively supports socioeconomic diversity.
7. The school participates actively in the national and international networks of Sacred Heart schools.

GOAL V

Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom.

1. All members of the school community show respect, acceptance and concern for themselves and for others.
2. School policies and practices promote self-discipline, responsible decision-making, and accountability.
3. Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.
4. School programs provide for recognizing, nurturing and exercising leadership in its many forms.
5. The school provides opportunities for all members of the community to share their knowledge and gifts with others.
6. All members of the school community take personal responsibility for balance in their lives and for their health and well-being.

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The Academy of the Sacred Heart seeks to build relationships of mutual trust, respect and collaboration between all constituents. For the sake of our children, we take seriously our commitment to communicate with clarity, integrity, and compassion. We know that the partnerships created between school and home create the foundation for our education, and we make every effort to make honest communication, reconciliation in times of conflict, and a commitment to confidential dialogue our practice. We encourage parents to maintain close communication with teachers, administration, and the Head of School. Under ordinary circumstances, communication regarding academic progress should be discussed first with the classroom teacher(s), followed by the Learning Community Leader, and finally the Head of School. While the Head of School maintains close contact with all school operations, daily concerns or progress reports on student performance should begin with the appropriate faculty member.

The Head of School is the final authority for all school operations, personnel decisions, and issues related to student admissions, retention, dismissal and discipline. Implementing policy as determined by the Board of Trustees, the Head of School is responsible for all operational decisions. The Board of Trustees refers all questions of school operations to the Head of School.

With a commitment to the *Goals and Criteria* of Sacred Heart education, the guidelines in this handbook serve as common criteria for school operations. Additional policies may be created by a Learning Community Leader and will serve as a companion document to the guidelines presented here. All disputes, concerns, questions, or suggestions regarding school policy should be directed to the administrative team and the Head of School.

The Head's Prerogative

Notwithstanding any provision of the handbook, in all matters that relate to the health, safety and welfare of any student or employee of the Academy of the Sacred Heart, the good name and reputation of the school, the security of the school or such other matters affecting the interests of the Academy of the Sacred Heart, the Head of the Academy of the Sacred Heart reserves the right to take any action she deems appropriate to preserve and protect the best interests of the Academy of the Sacred Heart family.

GENERAL INFORMATION

Academy Telephone Number:..... 248-646-8900
Academy Fax Number:..... 248-646-4143
Website: www.ashmi.org
Office Hours:..... 8:00 a.m. to 4:00 p.m., Monday through Friday



FIND US ON SOCIAL MEDIA USING SACREDHEARTMI

Twitter.com/SacredHeartMI
Instagram.com/SacredHeartMI
Facebook.com/SacredHeartMI
Youtube.com/SacredHeartMI

BUILDING HOURS

All doors are to remain closed and locked with the exception of the following:

- Administration entrance (*open 7:00 – 8:30 a.m. and 3:00 – 3:30 p.m.*)
- Field House entrance (*open 7:00 a.m. – 9:00 p.m. Monday-Thursday, 7:00 a.m. – 6:00 p.m. Friday, or until the last student program has concluded*)

All visitors should enter the building through the Field House entrances and sign in. All doors that are found open should be closed.

SCHOOL HOURS

Early Childhood Program: Is in session Monday through Friday

Infant/Toddler: Schedules may vary in a number of ways:

1. Parents may choose a schedule from two to five days each week with their choice of day(s).
2. Parents may choose full or half day(s) or a combination of the two:
 - Half Day - Half day is less than five hours each day
 - Full Day - Full day is five hours or more each day

The Infant and Toddler program will be closed on:

- Fourth of July (July 4 and 5, 2013)
- Labor Day (September 2, 2013)
- Professional Development (October 7, 2013)
- Thanksgiving (November 28 and 29, 2013)
- Christmas Break (December 23, through December 27, 2013)
- New Year's Day (January 1, 2014)
- Martin Luther King, Jr. Day (January 20, 2014)
- Presidents' Day (February 17, 2014)
- Easter Break (April 17 through April 21, 2014)
- Memorial Day (May 26, 2014)

Preschool: Schedules may vary in two ways:

1. Parents may choose a schedule from two half days to five days each week with their choice of days.
2. Parents may choose full or half days or a combination of the two:
 - Half Day: 8:30 a.m. – 11:30 a.m.
 - Full Day: Monday, Tuesday, Thursday and Friday: 8:30 a.m. – 3:00 p.m.
 - Full Day: Wednesday: 8:30 a.m. – 1:15 p.m.

Primary: Monday, Tuesday, Thursday and Friday: 8:30 a.m. – 3:00 p.m.
Wednesday: 8:30 a.m. – 1:15 p.m.

Lower School: Monday through Friday: 8:10 a.m. – 3:15 p.m.

Kensington Hall: Students are to arrive by 7:45 a.m., dismissal is at 3:10 p.m.

Middle School for Girls: Students are to be with the advisor by 7:45 a.m. for attendance, dismissal is at 3:05 p.m.

Upper School: Students sign in with their mentor by 7:45 a.m., dismissal is at 3:00 p.m.

REQUIRED STUDENT RECORDS

Following the guidelines of the State of Michigan and the Archdiocese of Detroit, the following records must be provided by the parent/guardian prior to a student's admission to the Academy of the Sacred Heart:

Enrollment Contract: Contractual agreement between parent/guardian and the school, this document must be completed prior to the first day the student attends classes. When financial responsibility is in good standing, enrollment contracts are issued in February/March and are due back two (2) weeks after issuance. When financial account is in arrears, the enrollment contract will be held until the account is in good standing. In this case, the child's enrollment for the following academic year will not be held past the date indicated. Only the Head of School can make an exception to this policy and such exception must be in writing.

Emergency Card: Correct emergency information as requested on the emergency card must be completed and filed with the Head of School prior to the first day of classes for all students. This information will include those

adults to whom the school may release the child without additional written permission from the parent/guardian. Should the information on the emergency card change, it is the responsibility of the parent/guardian to supply the school with correct information. This may be done by contacting the student's learning community office or online through the parent portal.

Health Information, Immunization Record, Allergy or Medication Form, and Health Appraisal Form (*names of form vary by learning community*): Prior to the first day of classes, an updated immunization record, health appraisal form, and any additional forms must be filed with the school nurse, the athletic department, or the Learning Community Leader. Failure to do so is a violation of State Law and will prevent a student's admission to class until the information and forms are provided. All forms may be found on the school's web site at www.ashmi.org/forms, in the nurse's office and from your learning community assistant.

HEART ENRICHMENT PROGRAM

Registration for the Enrichment Program: All children (Grade 8 and below) must be registered in the Enrichment Program's Extended Day program. Completion of a registration form is required.

Early Risers: For the safety of our students, students who arrive prior to the time as indicated by their learning community must be in Early Risers. Drop off before 8:00 a.m. must be at the Field House. Early Risers for children Preschool through Grade 8 is located in the Field House classrooms.

Preschool: Arrival before 8:15 a.m. (unless arriving with a sibling or in a carpool with a child in another learning community, in which case the earliest arrival time will be used in determining Early Risers fee assessment.)

Primary School: Arrival before 8:15 a.m. (unless arriving with a sibling or in a carpool with a child in another learning community, in which case the earliest arrival time will be used in determining Early Risers fee assessment.)

Lower School: Arrival before 8:00 a.m. (unless arriving with a sibling or in a carpool with a child in another learning community, in which case the earliest arrival time will be used in determining Early Risers fee assessment.)

Kensington Hall/Middle School for Girls: Arrival before 7:30 a.m. (unless arriving with a sibling or in a carpool with a child in another learning community, in which case the earliest arrival time will be used in determining Early Riser fee assessment.)

Late Shiners: Students (Early Childhood Program-Grade 8) who have not been picked up by the time indicated will be escorted to Late Shiners and must be picked up in person from Late Shiners. For the protection of our children, and the required protocol of our staff, identification may be required for release of children from Late Shiners.

Billing time for use of the Early Risers/Late Shiners is indicated below:

Preschool Program (full day) and Primary:

Monday, Tuesday, Thursday, Friday: Late Shiners charge begins at 3:30 p.m.

Wednesday: Late Shiners charge begins at 1:30 p.m.

Lower School: Monday through Friday: Late Shiners charge begins at 3:30 p.m.

Kensington Hall/Middle School for Girls: Late Shiners charge (Grades 5 - 8) begins at 3:30 p.m.

By state regulation, any child in eighth grade or below who is dropped off before 7:30 a.m. or left after 3:30 p.m. must be in school-sponsored supervision. All middle school students are allowed on their learning community floor at 7:30 a.m. To ensure the safety of our community, these children will be sent to Early Risers (or Late Shiners), and billed, when present outside of these timeframes. In the HEART Enrichment Program, a qualified supervisor will care for the children starting at 7:00 a.m. and ending at 6:00 p.m. each day. Early Risers or Late Shiners charges are excluded for younger siblings of students in the middle schools and Upper School who arrive at school early.

The program is licensed by the Department of Human Services. Consistent with the requirements of the State of Michigan, Department of Human Services, Early Childhood Program and HEART Enrichment Program personnel use positive methods of discipline which encourage self-control, self-esteem and cooperation. Every effort will be made to achieve an awareness and understanding of each situation from all children involved. Methods used to accomplish this will be: discussion of feelings, sharing and other positive forms of communication. At no time will a faculty member use any form of physical punishment. Children will not be deprived of meals or bathroom use. Emotional and mental punishments are prohibited. Physical restraint will be used to prevent a child from harming him/herself or others.

Consistent with the requirements of the State of Michigan, Department of Human Services, Early Childhood Program and HEART Enrichment Program personnel provide annual notification to parents/guardians of a pesticide application. Two methods of notification will be used. Notification will contain information about the pesticide, including target pest or purpose, approximate location, date of application, contact information and a toll-free number for a national pesticide information center. Liquid spray or aerosol insecticide applications will not be performed in a child use room unless the room will be unoccupied for not less than 4 hours or longer as specified by the pesticide.

Classes: Classes are offered after school, have a theme or objective and have, no less than five but no more than 12, class meetings to develop a theme or complete an objective. See the current HEART Enrichment Brochure for current class offerings and registration at www.ashmi.org in the "Enrichment" section.

Private Instruction: Teaching sessions that are prepared and delivered for the individual are considered Private Instruction. These include tutoring and private music instruction. See the current HEART Enrichment Brochure for current listing of Private Instruction options and registration at www.ashmi.org in the "Enrichment" section.

Events: Events are offered after school and do not require participation or attendance at a previous or subsequent meeting. Visit the HEART Enrichment tumblr or facebook page for current event options and registration at www.HEARTEnrichment.tumblr.com or www.facebook.com/HEARTEnrichment.

ATTENDANCE

Early Childhood Program/Primary School

As a result of his/her first exposure to group situations, the Early Childhood Program or Primary child may experience more illnesses resulting in absences. It is important to avoid unnecessary absence whenever possible.

In case of a lengthy absence, the Early Childhood Program Director/Primary School Administrator should be notified. The individualized program provides for this consideration without penalizing the student.

Lower/Middle Schools

Regular attendance is important. A Lower School student who arrives to their classroom after 8:25 a.m. is considered tardy. Tardiness and absence affect a student's academic record. It is strongly encouraged that all unnecessary absences be avoided. All efforts should be made to schedule doctor or other necessary appointments after class hours.

A student in the middle schools is marked late at 7:45 a.m. A student who is late more than three times per quarter, will have a call home placed by the Dean of Students or school office. If she/he is late a fourth time, the Dean of Students or school office will call home and a consequence will be assigned.

Upper School

Students are required each day to sign-in with their mentor at the start of the school day before 7:45 a.m. Students will be marked late at 7:45 a.m. It is the student's responsibility to be on time and ready to begin the day, in proper uniform, at the time she has signed-in. Prompt and consistent attendance in class, required activities and service is essential for a student's academic and personal success. School absences should be kept to an absolute minimum, while also recognizing that students who are too ill to attend class should not be in school. All absences from school, including sickness and appointments, become part of a student's official record.

A student who anticipates a prolonged absence, due to illness, (over 2 days) is to notify **her teachers by email** for work she can do at home. This action will prevent the student from becoming too far behind in her academic work while she is out of school.

In the event of absence from school, parents should call and notify the school office before 8:00 a.m. (248-646-8900 ext. 220) indicating the reason for the student's absence. In the event an absence is not reported, the Upper School Assistant will call the student's parents. If the parent has not made contact with the school by the end of the school day, the student will be deemed "unexcused" and will be issued an In-School Suspension.

In order for a student to participate in an athletic, social, dramatic or other events sponsored by the school, she must be in attendance for the second half of the day, arriving no later than lunch on a "Regular Schedule" day. Any deviation from this policy must go through the Upper School Office.

Attendance does affect grades. Each teacher will inform the students, at the beginning of the course, of the effect of absences **and tardies** on grades. A student who has had an absence from class may, at the discretion of the teacher, make up the work. It is the student's responsibility to arrange a make-up schedule with her teacher. The number of days a student has to make up missing work is the same number of days the student was absent (except in the case of a long illness).

Tardiness

The school day begins at 7:45 a.m. It is the shared responsibility of the student and parent to ensure punctuality. Punctuality is expected at all times. Attendance is taken at the beginning of every day and at the start of each class period. Any student coming late to Mentor Period should still sign in with her Mentor. Any other time of the day, she must sign in at the attendance table located **inside** the Upper School Office as soon as she arrives in the building, and must go directly to class.

The Registrar will track the daily tardies. Detentions will be distributed daily by the Dean of Students. Students will be reminded by the Dean of Students when they are in danger of receiving detentions for tardiness. The Dean of Students will track the recorded tardies, writing a detention on the **fifth** and every subsequent tardy to school **and/or class**. **Four tardies per quarter are allowed for unforeseen circumstances. Parents are always welcome to monitor their daughter's attendance record on the Parent Portal.**

Each quarter, students will receive the following consequences for Tardies:

- **4 = Email to parents warning of an impending detention**
- **5 = Student issued a detention**
- **6 = Student issued a detention**
- **7 = Student issued a detention and email sent to parents warning of impending suspension**
- **8 = One day in-school suspension**
- **9 = One day in-school suspension**
- **10 = Student and parents appear before a Disciplinary Review Board**

THERE ARE NO EXCUSED TARDIES. The Director of the Upper School may make an exception for inclement weather or highway closures/slowdowns. Tardies for medical appointments as verified by **ONLY** a physician's note (*parental notes will not be accepted*) on the student's return to school will be recorded in the student's attendance record, but not counted in the allowed tardies prior to a detention.

Missing school time

Class time is important. A student who misses class is expected to find out what work she may have missed. Students **are allowed seven (7) absences** in any class per quarter. After three (3) absences, parents will be notified by email by **the classroom teacher**. After five (5) absences, the parents will receive a second alert. Upon reaching seven (7) absences, the student will **require a meeting with an Appeals Board**.

An Appeals Board consisting of the Director of the Upper School the Dean of Students, two faculty members (drawn by lot from a list of volunteers), and the student's mentor, in consultation with the classroom teacher, will hear the appeal and will expect documentation (doctor's note, etc.) for considering the absences. The board will make **an appropriate** recommendation. A Diversion Contract, listing the actions taken and behaviors expected, will be provided for the student, **the parents**, the student's mentor, and the board members present.

A student who skips class, service or a required activity shows a lack of responsibility **and respect**. Skipping is a serious matter, which will result in an In-School Suspension. In the case of repeat offenses, a student's parent/guardian must have a conference with the Director of the Upper School and the Dean of Students before the student may return to class.

Appointments

All efforts should be made to schedule doctor and other out of school appointments outside of school times. If this is not possible, the student should bring a note from the parent or guardian (or an email from the parent) on the day of the appointment indicating the time that the student will leave school and the time she will return.

The student should then complete a Class Release Form (located on the wall outside of the Upper School Office) to which the note should be stapled. The Class Release Form is to be signed by each teacher whose class will be missed. The signed form should be returned to the School Office by the end of **Mentor** Period. If a student is leaving during a Free Period the note is to be signed by her Mentor. Should the student be leaving for a doctor's (dentist, orthodontist, medical, etc.) appointment, a note from the doctor's office **MUST** accompany that student upon her return to school. If the Class Release Form is not turned in to the School Office by the end of Mentor

Period, a Pink Slip will be issued.

During the school day, students may not take incoming phone calls. Parents are asked to refrain from calling the school to leave messages for students. *All arrangements for transportation, appointments, etc. should be taken care of prior to arrival to school. As always, emergencies will be handled promptly.* (Students **SHOULD NOT** expect to receive calls or text messages from parents during the school day). In the event a parent calls, the call will be taken by the school assistant or Dean of Students, and the phone message will be either posted on the student's locker or via e-mail to the student. Students are reminded to check their locker and email for messages.

Absence for field trips and school-related activities

At various times during the year, a faculty member may request that students leave the Academy to attend educational programs or activities. In this case, students must complete a field trip form (pink) which must be signed by her parent/guardian and each faculty member whose class she will be missing. After reviewing a student's progress, a faculty member may or may not excuse her from class. If any faculty member does not excuse a student from class, she will need to remain at school, not attending the recommended field trip. This includes athletic events, class trips and other educational opportunities. Parent/guardian signature is required for a student to participate in the field trip. Completed field trip forms should be given to the **Field Trip** Moderator. Students must sign out before they leave campus prior to and upon returning from a field trip. These absences, for curricular or co-curricular activities, will be included in the absence count.

Absences that affect the entire class (such as Senior Class Day, Senior PAASH Luncheon and AP Examinations) will NOT be included in the absence count per quarter.

Pre-arranged absences

There are times when a student knows ahead of time that she will be absent from school. In such cases, the student must fill out a Pre-Arranged Absence Form (goldenrod) which she will obtain from the Upper School Assistant. The parent/guardian of the student must also send a written note explaining the absence. Each teacher whose class the student will miss must sign this form. In the event of an absence for a college visit, the College Counselor must also sign the Pre-Arranged Absence form. The form and note from the parent/guardian are to be turned in to the Upper School Office. A teacher's signature does not mean that the absence is approved, but simply verifies that the student has given the teacher notice. Further arrangements for making up class work must be arranged with and at the discretion of individual teachers. If possible, these arrangements should be made at least a week ahead of the planned absence. These absences may have a detrimental effect on the progress of the student and should be kept to an absolute minimum.

Absence prior/following a school-scheduled holiday (Unexcused Absences)

It is expected that all students be in class the days prior to and the days following a scheduled school holiday. *If absent, the student will receive a failing mark (50% of the grade earned on the missed work). Students will not be permitted to take an exam prior to the scheduled absence for "on time" credit.* If a student is ill, she must present a doctor's note to the Upper School Assistant in order to be allowed to make up work. A vacation calendar for the school year is sent home each year so parents can plan accordingly.

Visits to the Nurse

If a student does not feel well, she should ask to be excused from the teacher whose class she will miss, and go to **the Upper School Office**. She will then sign out using the established procedures, and will be sent to the Nurse's office. A student may remain in the Nurse's office no longer than one half (40 minutes) of a class period. At the end of that time, the school nurse or Dean of Students will decide whether the student should be sent home or return to class. If a student returns to class, she must sign back in. If a student is sent home, the school nurse will call the student's parents to come and pick her up at school, or notify them that she is returning home. Students

may not leave campus before contact is made with the student's parent/guardian.

Process of sign in/out

The Academy is responsible to know where each student is at all times during the day. Whenever a student leaves campus during the school day (appointments, illness, games, service, etc.), she must sign out and when she returns she must sign in. Leaving campus without permission and failing to sign out or sign in properly are serious matters. Students are expected to enter and leave the building from the **Field House**. Students must sign their name, destination, time out, time in and classes missed immediately before they leave and to initial in immediately upon return to campus. Students may not sign in or out for anyone except themselves.

Penalties

- Forgetting or failing to sign in or out: one detention
- Leaving campus without permission: in-school suspension
- Signing in or out for another student will result in a detention

Collection of Homework during Illness:

Lower School

Parents may request assignments due to illness by contacting your child's teacher. Otherwise, absent work will be given to the student upon his/her return.

Kensington Hall/Middle School for Girls

A student who is absent may contact his/her classmates for homework assignments or a parent may request assignments by calling the school office. These will be collected and left in the middle school offices at 3:15 p.m. for pickup or emailed home.

Upper School

A student who anticipates a prolonged absence due to illness (over two days) is to notify the Upper School office, who will contact the student's teachers for work the student can do at home. The student should also follow-up with her teacher via email. This action will prevent the student from falling behind in her academic work while she is out of school.

ABSENCE FROM SCHOOL

In the event of absence from school, please call the school at (248) 646-8900, indicating the reason for the student's absence. If the school is not notified by 9:00 a.m., then the school assistant will call home to verify the student's absence.

Early Childhood Program/ Primary/Lower School:	extension 415 before 9:00 a.m.
Kensington Hall:	extension 304 before 9:00 a.m.
Middle School for Girls:	extension 118 before 9:00 a.m.
Upper School:	extension 220 before 8:00 a.m.

ARRIVAL AT SCHOOL

Early Childhood Program Drop-off and Pick-up Infant/Toddler Program

An adult must walk children into and out of school daily.

Preschool Program

For the first month of school, an adult must walk Preschool children into the classroom in the morning and pick them up at dismissal. After at least one month of school, Preschool students may be dropped off or picked up by older siblings attending other learning communities. As communication between parents and teachers of Preschool students is an integral part of the program, an adult must continue to drop Preschool students off or pick them up at least once a week. Preschool children will not be released to siblings if this does not happen. A written note sent to the Early Childhood Director is required to authorize a Preschool student to go home in other than the customary way.

Several 10-minute parking spaces have been reserved at the Lower School circle drive for families with Preschool students. These families will be furnished with parking permits which will allow parking in these designated spaces. This provides for the safety of our Early Childhood Program students as they enter and exit the building each day. Please display your permit clearly when parking in the 10-minute parking spaces provided. Any car without an Academy of the Sacred Heart permit is subject to ticketing by Bloomfield Hills police.

Primary School

Students are due in their homerooms by 8:15 a.m. so that school might begin promptly at 8:30 a.m. After the first day of school, in order to encourage independence and responsibility, students are expected to enter school independently. Parking in the Lower School circle drive is reserved for Early Childhood Program students only. If you need to walk your child in, please pull into an available parking space in one of the available parking lots. Students arriving prior to 8:15 a.m. will be sent to Extended Day – Early Risers. Students who arrive after 8:30 a.m. are marked tardy.

Lower School

Students are to arrive by 8:10 a.m. to allow them time to prepare for the day. Classroom activities begin at 8:10 a.m.; morning prayer begins promptly at 8:25 a.m. After the first day of school, in order to encourage independence and responsibility, students are expected to enter school independently. Parking in the Lower School circle drive is reserved for Early Childhood Program students only. If you need to walk your child in, please pull into an available parking space in one of the available parking lots. Students arriving prior to 8:00 a.m. will be sent to Extended Day – Early Risers. Students who arrive after 8:25 a.m. are marked tardy.

Kensington Hall

Students are to arrive by 7:30 a.m. to allow them time to prepare for the day. Students should enter the school by the door at the administration entrance. Students are to be at morning assembly by 7:50 a.m. Students arriving after 7:50 a.m. should sign in at the Kensington Hall office.

Middle School for Girls

All students are encouraged to arrive by 7:30 a.m. to allow them time to prepare for the day. The door to be used for arrival **before 7:30 a.m.** is the Field House entrance. Students who arrive earlier than their designated time should go to the “Early Risers” program available for parents’ convenience from 7:00 to 7:30 a.m. in the Field House at a nominal charge. Students must be with their advisor by 7:45 a.m. for attendance. Students arriving after 7:45 a.m. should sign in at the Middle School for Girls office. It is expected that all students will be picked up no later than 3:30 p.m. unless they have permission to be a part of a supervised activity. An extended care program, “Late Shiners” is available for parents’ convenience from 3:30 to 6:00 p.m. at a nominal charge. Parents in the building are responsible for their own children before and after the school day.

Upper School

Students must sign in with their mentors by 7:45 a.m.

DISMISSAL

Parents (*or those authorized to pick up a student*) are asked to pick up students from the designated location and to help to create a spirit of cooperation and collaboration in the protection of our children.

Early Childhood Program

Children are released from the Early Childhood Program classrooms.

Primary and Lower Schools

Students are dismissed from the Lower School circle and Field House entrance. Each student should be accompanied to the automobile driven by the authorized parent/guardian. It is the responsibility of the designated faculty member to know the adult to whom each child is released. A written note sent to the student's teacher is required to authorize a child to go home other than the customary way.

Kensington Hall

Students may be dismissed from the Administration/Chapel entrance, the Lower School circle or the Field House. A written note sent to the Kensington Hall office is required to authorize a Kensington Hall student to go home in other than the customary way.

Middle School for Girls

Students may be dismissed from the Administration/Chapel entrance, the Lower School circle or the Field House. Each student should be accompanied to the automobile driven by the authorized parent/guardian. It is the responsibility of the designated faculty/staff member to know the adult to whom each child is released. A written note sent to the Middle School for Girls office is required to authorize a Middle School for Girls student to go home in other than the customary way.

Upper School

Students are dismissed from the Upper School hallway and go to their vehicle without supervision of faculty.

INFORMATION TO ASSIST PARENTS

ALCOHOL AND DRUGS

The use, possession, or distribution of alcoholic beverages by students of the Academy of the Sacred Heart is prohibited. The use, possession, or distribution of illegal drugs of any kind, non-prescription or prescription drugs without official notification to school personnel (*see policy on medication*), are not allowed on the grounds of the Academy at any time. Consistent with the *Goals and Criteria*, the Academy of the Sacred Heart will take appropriate action when notified of student attendance, participation or planning for events during non-school hours where drug or alcohol use is indicated. The Academy of the Sacred Heart will inform parents of all information received related to suspected or proven use of drugs or alcohol by students, and rely on parents to do the same. For the benefit of each of our children, support of school policy by all constituents is expected. Close communication and supervision of students during both school and non-school hours will keep our children safe

and healthy. We will deal with all information we receive, taking action after reasonable and responsible investigation. In the event of alcohol/drug possession, consumption, or distribution, cases will be handled on an individual basis by the Head of School, in consultation with the Learning Community Leader, the Dean of Students, and other members of the school community as appropriate. If a student is known to be in possession of, using, under the influence of, selling, or giving drugs to others at the Academy, suspension or expulsion will follow. The laws of the State of Michigan and the standards of the *Goals and Criteria* will be followed in all cases.

BIRTHDAYS

Early Childhood Program: Parents may provide a birthday treat for the class on their child's birthday. Please send a note or speak to an Early Childhood Program teacher in advance to obtain an accurate number of treats needed. The Early Childhood Program cubbies may be used to send out birthday invitations only when all Early Childhood Program students are invited.

Primary School: One day a month is set aside as a party day and we celebrate the birthdays for that month. You will be notified during your child's birthday month what portion of the cupcakes or napkins to send. July birthdays will be celebrated in June and August birthdays in September. Party invitations should be mailed home. Addresses may be found in the Parent Portal section of the school website and the family portion of the blue binder. Invitations may not be distributed at school.

Lower School: One day a month will be set aside to celebrate the birthdays for that month. Each month the date for the celebration will be posted on the web calendar and in the eNews. We send an email to the families involved, indicating how many cupcakes and napkins will be needed to be sent in. July birthdays will be celebrated in June and August birthdays will be celebrated in September. The students are asked NOT to decorate the outside of their lockers, whether it is for a birthday or any other special occasion. Party invitations should be mailed home. Addresses may be found in the Parent Portal section of the school website and the family portion of the blue binder. Invitations may not be distributed at school.

Kensington Hall: If arrangements are made in advance, parents may provide snacks for the entire class. Birthdays are recognized at morning assembly.

Middle School for Girls: One day each month will be set aside to celebrate the birthdays for that month. Each month the date for the celebration will be posted on the web calendar and in the eNews. The school will also email those involved how many cupcakes and napkins will need to be sent in. July birthdays will be celebrated in June and August birthdays in September.

For parties after school hours, the school requests that an entire advisory or class be invited. If that is not possible, please invite less than half the class. To prevent hurt feelings and confusion, birthday party invitations may not be given out at school unless the whole class is invited. Sensitivity to this opportunity to model inclusion is a strong message under Goal IV.

COMMUNICATION WITH PARENTS

Consistent with the *Goals and Criteria* of Sacred Heart education, predictable, confidential and honest communication is one of the most important elements of our educational mission. We ask all parents to join the administration, faculty and staff in our commitment to direct dialogue and the preservation of relationships through mutual trust, reconciliation, and the intolerance of any form of gossip or slander. Please confirm all questions, concerns, or rumors with the appropriate person(s) and help us to make the *Goals and Criteria* our standard for the building of our community. Based on faith, trust, and integrity, our children grow in wisdom through models of conflict resolution and skills they need as citizens and leaders in our world. When all other channels of conflict resolution have been utilized, the Head of School should be notified of any concern or question. When contacting the school with a concern, question, or commendation, a parent may expect a reply from the school within 24 hours or one school day (*unless an emergency situation prevents the message from reaching the school*). See *Newsletter* section for additional information on communication with parents.

All personal data (including email addresses, telephone numbers and street address) available to parents through the family directory, the school web-site or the parent portal may not be used for any purpose other than those approved by the Academy of the Sacred Heart. This information may not be distributed to any other group, business or organization and should not be used for information distribution without the authorization of the Office of the Head of School.

COMPUTER USER AGREEMENT

Students who wish to use the school's electronic equipment (computers, printers, calculators, etc.) will be asked to read and sign an Acceptable Use Policy Agreement. Parents are asked to assist in upholding these standards of responsible use of technology.

CONFERENCES

Parent/teacher conferences provide an essential link between home and school. These meeting times allow for explanation of the report card, description of the academic program and the development of parent-teacher alliance. Attendance at parent/teacher conferences is expected for all parents. Due to the limited availability of faculty for parent-teacher conferences, make-up conferences are not available except in the event of a family emergency.

Early Childhood Program/Primary/Lower School/Kensington Hall/Middle School for Girls

Held bi-annually, an appointment is made for each child's parents with members of the instructional team. Learning Community Leaders are available for consultation. Co-curricular teachers will be available for conference as requested by parents. Additional parent/teacher conferences are held at the end of the school year on an as-needed basis, or at other times at the request of either party.

Middle School for Girls

The Middle School for Girls conference highlights student-directed conferences for each child with the grade level team. The Middle School for Girls student-led conferences focus on the reflections of the student on her successes and challenges in becoming a life-long learner. Attendance by the parent(s) with the child is essential to the process.

Upper School

Conferences are scheduled four times during the academic year to keep parents well informed on the academic progress of each student in the Upper School. With increased academic expectations and in preparation for the college application process, attendance at Upper School parent/teacher conferences is extremely important. Additional conferences (with or without student presence) are scheduled as needed.

DISCIPLINE POLICY

The spirit of Sacred Heart education is rooted in a child's relationship to God, to self and to others. As a child grows in "age, wisdom and grace", greater personal responsibility is expected of each child. Through consistency, love, compassion and high expectations, we form the spirit of each child in recognizing the consequences of behavior and making choices consistent with the values of the *Goals and Criteria*. Discipline and student conduct are rooted in the *Goals and Criteria* and all disciplinary decisions are subject to review by the Head of School.

A school-wide reflection process resulted in the articulation of those practices of discipline used by all adults in a predictable and consistent manner, delivered with compassion, kindness and care. The descriptions, or rubrics, below are the result of this reflection and provide guidelines for those ways of correcting unacceptable behavior and strengthening those behaviors expected of a student of the Sacred Heart.

While the *Goals and Criteria* provide the foundation for all disciplinary practices, four of the criteria provide specific direction in the character formation of each child:

"The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity." I, 2

"The school promotes a safe and welcoming environment in which each person is valued, cared for and respected." IV, 2

"School policies and practices promote self-discipline, responsible decision-making, and accountability." V, 2

"All members of the school community show respect, acceptance and concern for themselves and for others."
V, 2

Together, we create a community of hope where each person is valued and the highest expectations for each person's personal responsibility joins together for the sake of others. We expect nothing but the best of ourselves and our children, modeling those actions that we expect of our children.

Primary School

The teacher nearest to the problem deals with it at the time. At the first opportunity the incident is reported to the child's homebase teacher. Methods to be used include:

Behavior	Discipline Action
Temper Tantrum	<ul style="list-style-type: none"> • isolate, then ignore
Running	<ul style="list-style-type: none"> • assign a task giving limited choice
Arguing	<ul style="list-style-type: none"> • problem solve with teacher support
Abusing materials or classrooms	<ul style="list-style-type: none"> • deprive the use of the materials and/or classroom area
Disrespect to others including: <ul style="list-style-type: none"> • teasing • unkind gestures/looks • name calling • insulting • excluding others • mean words • swearing 	<i>May include some or all of the following actions:</i> <ul style="list-style-type: none"> • 15-second intervention • restate hurtful behavior • discuss briefly an alternate action to disrespectful behavior • removal from activity or area to reflect • role play with adult alternative behavior • action apology • discussion with Learning Community Leader • parent notification
Physical Contact including: <ul style="list-style-type: none"> • punching • kicking • spitting • scratching (no blood) 	<i>May include some or all of the following actions:</i> <ul style="list-style-type: none"> • 15-second intervention • restate definition of hurtful behavior • immediate 4-7 minute time out • discuss alternative action • role play with adult • documentation • action apology • discussion with Learning Community Leader • parent notification • in-school suspension from activities at Learning Community Leader's discretion
Severe physical contact including: <ul style="list-style-type: none"> • biting (draws blood) • scratching (draws blood) • any physical contact that results in serious injury to the other student 	<ul style="list-style-type: none"> • 15-second intervention • immediate time-out with Learning Community Leader • documentation • discuss alternative behavior • parent notification • send home for the remainder of the school day • action apology upon return to school

Lower School

Students' behaviors are expected to be consistent with the *Goals and Criteria*. The faculty disciplines the student in a manner which helps the student to grow socially while maintaining each student's dignity. There are two forms of disciplinary action a teacher can take. They are Character Development Reflection or Lower School Behavior Rubric.

Character Development Reflection

If a student's behavior negatively impacts their learning or the class' learning, the student will receive a Character Development Reflection slip, which requires them to reflect on their behavior. Such behaviors include not being prepared for class repeatedly, talking at inappropriate times, or showing disrespect for adults, students, or materials. The first time a student receives this notification it is filled out by the student and signed by the teacher. For the second infraction, the completed slip is sent home for a parent to sign. Upon receiving a third Character Development Reflection slip within a trimester the student conferences with the Lower School Administrator. Based on the conversation, the student and administrator decide the steps necessary to modify these behaviors for the future. Each trimester all previous slips are destroyed so the student may start fresh.

Behavior Rubric

If a student’s behavior harms another student’s body, feelings, reputation or belongings, the faculty member follows the process identified on the Lower School Behavior Rubric.

<i>Behavior Rubric</i>		1st Offense	2nd Offense	3rd Offense	4th Offense
Behavior that would hurt someone’s feelings/property/reputation	<ul style="list-style-type: none"> • Name calling • Gestures • Putdowns/teasing • Lying • Rumors • Intentional exclusion • Physical invasion of space/property 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • Action apology 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • Action apology • 1 silent supervised lunch 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • Action apology • 2 silent supervised lunches • Parent/student conference
Behavior that could injure others or harm property	<ul style="list-style-type: none"> • Pushing • Shoving • Grabbing • Kicking • Tripping • Pinching • Defacing property 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • Action apology • 1 silent supervised lunch 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • Action apology • 1 silent supervised lunch • Student calls home 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • 2 silent supervised lunches • Student calls home • Parent/student conference 	
Behavior that purposely causes injury	<ul style="list-style-type: none"> • Hitting • Biting • Spitting • Stealing • Punching • Threatening • Damaging Property 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • Action apology • 1 silent supervised lunch • Student calls home 	<ul style="list-style-type: none"> • 15-second intervention • <i>Time to Think</i> form completed • Action apology • 2 silent supervised lunches • Parent/student conference 		

Kensington Hall

FOR THE KENSINGTON HALL CODE OF CONDUCT, PLEASE VISIT WWW.ASHML.ORG/FORMS UNDER “KENSINGTON HALL FORMS”.

This code of conduct includes academic and non-academic expectations for the Knights of Kensington Hall.

Behavior	1st Offense*	2nd Offense*	3rd Offense*
Body and facial gestures in the context of denigrating others: <ul style="list-style-type: none"> • Eye rolling • Sighing • Insulting • “Dissing” • Intimidating stares • Leering • Mean or rude gestures 	<ul style="list-style-type: none"> • 15-second intervention • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Possible infraction notice 	<ul style="list-style-type: none"> • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Silent lunch and/or infraction notice 	<ul style="list-style-type: none"> • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • One after school detention • Parent notification and conference
Denigrating others verbally or physically <ul style="list-style-type: none"> • Gossiping • Rumors • Name-calling • Verbal put-downs • Taunting • Ridiculing • Humiliating • Purposeful exclusion • Damaging/mis-handling another’s property • Writing graffiti • Pushing, shoving 	<ul style="list-style-type: none"> • 15-second intervention • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Silent lunch and/or infraction notice 	<ul style="list-style-type: none"> • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Infraction notice and parent notification by student • One after school detention 	<ul style="list-style-type: none"> • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Two after-school detentions • Parent notification and conference
<ul style="list-style-type: none"> • Threatening • Racial & sexual harassment/slurs • Inappropriate touching • Stalking • Intimidation • Extortion • Hitting • Punching • Kicking • Stealing • Cheating • Cyber bullying 	<ul style="list-style-type: none"> • 15-second intervention • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Infraction notice and/or after school detention 	<ul style="list-style-type: none"> • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Infraction notice and parent notification by student • One after school detention 	<ul style="list-style-type: none"> • One-on-one conversation with a KH staff member or Learning Community Leader • Apology/restitution by offender • Parent notification and conference • Half day in-school suspension

*Consequences will be determined by the staff involved. Offenses will be judged on a case-by-case basis. Student behavioral expectations and consequences are based on the Student Handbook & Code of Conduct.

Middle School for Girls

FOR THE MIDDLE SCHOOL FOR GIRLS STUDENT HANDBOOK, PLEASE VISIT

WWW.ASHMI.ORG/FORMS UNDER “MIDDLE SCHOOL FOR GIRLS FORMS”

***This code of conduct includes academic and non-academic expectations
for the Gazelles of the Middle School for Girls***

Category	Possible Behaviors	First Offense	Second Offense	Third Offense	Fourth Offense
Behavior that would hurt someone's feelings/property/reputation	Name calling, facial expressions & gestures, putdowns/teasing, lying, starting & spreading rumors, starting & spreading gossip, exclusion, physical invasion of space & property (horseplay), taking another's belongings	15 Second Intervention	15 Second Intervention & Time to Think Form with parent signature	15 Second Intervention & Time to Think form with parent signature & Reflection and Action Plan with Mrs. Mayer and possibly advisor	15 Second Intervention & Time to Think form with parent signature & Child calls home & silent lunch & parent/child conference with Mrs. Mayer and advisor*
Behavior that could injure or harm others and/or property	Pushing, shoving, grabbing, kicking, tripping, pinching, hitting, threatening, stealing, defacing or damaging property	15 Second Intervention & Time to Think Form with parents signature, Mrs. Mayer calls home (both parents) & Apology & Consequence	15 Second Intervention & Time to Think Form with parents signature, Mrs. Mayer calls home (both parents) & Apology & parent/child conference with Mrs. Mayer and advisor with Consequence TBD	*	

Improper use of technology	Having device (cell phone, iPod, iTouch, digital camera, etc.) out without permission, using device at inappropriate times	15 Second Intervention	15 Second Intervention & Time to Think Form with parent signature, & device is taken from student until end of school day	15 Second Intervention & Time to Think form with parent signature & Reflection and Action Plan with Mrs. Mayer and possibly advisor, & device is taken from student until end of school day	15 Second Intervention & Time to Think form with parent signature & Child calls home & parent/child conference with Mrs. Mayer and advisor*
Use of technology that would hurt or harm someone's feelings/property/reputation	Communication (text, email, picture message, status update, etc.) that is negative, violation of the AUP contract (using someone else's account or password, offensive language, sending messages in someone else's name, etc.),	15 Second Intervention & Time to Think Form with parent signature, Mrs. Mayer calls home (both parents) & Apology & Consequence	15 Second Intervention & Time to Think Form with parent signature, Mrs. Mayer calls home (both parents) & Apology & parent/child conference with Mrs. Mayer and advisor with Consequence TBD	*	

*As each behavior reaches the maximum number of offenses, the consequence for another infraction will be determined at a parent/child conference.

Upper School

FOR THE UPPER SCHOOL HANDBOOK, PLEASE VISIT WWW.ASHMI.ORG/FORMS UNDER "UPPER SCHOOL FORMS"

This code of conduct includes academic and non-academic expectations for the Gazelles of the Upper School.

Definition of Aggression: The willful and conscious desire to invade an individual's space to hurt them physically, emotionally, socially, or spiritually.

Verbal/Written (online) Behavior	1st Offense	2nd Offense	3rd Offense
<p>Inappropriate body and facial gestures including (but not limited to):</p> <p>Eye rolling, sighing, insulting, intimidating stares, leering, mean or rude gestures, gossiping, rumors, name-calling, taunting, ridiculing, humiliating, exclusion, pushing/shoving.</p>	Pink Slip	Detention Meeting with Dean	Detention Meeting with Dean
			<p>4th Offense Meeting with the School Administration Student calls parent ISS</p>
Behavior disruptive to the learning of others	Student is removed from class and sent to the Dean Pink Slip Issued	Student is removed from class and sent to the Dean Detention Counseling is established Student calls parents	Student is removed from class and sent to the Dean Student calls parents A parent meeting is established for the student to return to class ISS
<p>Damaging property, writing graffiti, stealing, tampering with locks or locker</p> <p>Threatening behavior, racial harassment, stalking, intimidation, extortion, hitting, punching, and kicking and cyber-bullying.</p>	<p>Detention</p> <p>Remove students and send to meet the Dean</p> <p>Behavior Contract and/or Counseling established</p> <p>Student calls parent</p>	<p>Meeting with the Dean</p> <p>Student calls parents</p> <p>ISS</p>	<p>Meeting with the School Administration and parents. Further consequences to be determined on a case by case situation.</p>
<p>An active effort requires everyone to take ownership of their actions as well as to report any breach of community they see to the Dean of Students.</p> <p>For our Learning Community to be successful at appreciating each others' differences and gifts, everyone needs to positively affect our environment.</p>			

ELEVATOR

The use of the elevator is important for those who are unable to use the stairs. With adult authorization, students may use the elevator if they are injured or are carrying something unusually heavy.

ELECTRONIC COMMUNICATION DEVICES

In light of recent events and our concern for students' safety, the Academy of the Sacred Heart shall allow students (according to the specifications below) to possess electronic communication devices in school subject to the following rules and regulations:

- A) **Possession of electronic communication devices.** On school property and at school-sponsored activities, Upper School and middle school students may possess but not use electronic communication devices unless authorized by school personnel. Lower School students may not possess or use electronic communication devices unless authorized by the Learning Community Leader. The school is not responsible for the loss of any electronic device.
 - I. Students in Kensington Hall must register and check-in their cellular devices at the beginning of each school day in the Kensington Hall office. Each student will then retrieve his cellular device at the end of each school day.
- B) **Use of devices on school grounds.** Students who are permitted to possess electronic communication devices may not turn on or use the devices on school grounds unless they receive permission from a supervising adult or there is an emergency situation.
- C) **Use of devices on buses.** Students may not use devices on the bus during a school-sponsored activity, unless directed to do so by school personnel.
- D) **Parents must request permission for other uses.** If a student wishes to use an electronic communication device at an unauthorized time, his/her parent or guardian must submit a written request for permission to the Learning Community Leader, through the use of a form available in the school office.
- E) **Disciplinary action.** It is the student's responsibility to ensure that his/her devices are turned off and out of sight during unauthorized times. Any student who violates the above rules is subject to disciplinary action consistent with the student handbook and at the discretion of the Learning Community Leader.

EMERGENCY EVACUATION

We are committed to maintaining a safe, secure, and faith-filled community for all. The Academy of the Sacred Heart continues to use crisis management and risk management assessment tools to revise and refresh our emergency procedures and our crisis management plans. Careful communication with our students, well-trained adults, and frequent practices provide the basis for our emergency procedures. Below are listed the most common situations regarding emergency evacuation of the building and property:

**At any time that emergency sirens are activated or information is communicated,
silence should be maintained.**

Emergency situations and all pertinent information will be communicated by the Head of School. Information will be posted on the Academy of the Sacred Heart website: www.ashmi.org. In the event of a property evacuation, emergency information will also be posted on the website for Newton Country Day School of the Sacred Heart: www.newtoncountryday.org. News information will be communicated through the following media sources:

Television: Channel 2/Fox 2
Television: Channel 4/WDIV-NBC
Television: Channel 7/WXYZ-ABC
Radio: WJR (760 AM)
Radio: WWJ (950 AM)

Fire: When the fire alarm rings, all building occupants must exit the building through the nearest exterior door and proceed to the gathering locations on the Middle School for Girls athletic field, the large playground, or the administration circle. Each office and classroom has posted evacuation diagrams. No one should re-enter the building until instructed to do so by the Head of School or her designee. In the event of a threat to the building, the property evacuation signal will be activated and the evacuation process will be initiated. If the fire alarm rings during dismissal or arrival times, drivers are required to move their cars off the road, allowing room for emergency vehicles to reach the school, and to abandon their cars moving toward the secure locations with the children.

Tornado: When the Oakland County Emergency Weather Siren sounds or when a threatening weather condition exists, the weather alert siren will be activated through the computer, television, telephone, and hand-held siren systems. Upon hearing the alert, all students and adults leave their location in the building and move to the ground floor. Students move to a pre-assigned area to meet their homeroom teachers where attendance is taken and they remain until the Head of School or her designee indicates that the conditions are safe and they may return to class. Only a member of the administrative team may dismiss a child from this emergency location. All adults in the building, volunteers, faculty, staff, administration, and visitors, must go to the ground floor and follow the directions of the administrative team. Parents who choose to take their own child home during an emergency situation, assumes all responsibility for such a decision and for the welfare of the child.

Emergency Evacuation of Property: Emergency evacuation of the property happens only when all other options for student/adult safety have been considered. Evaluation of emergency procedures and property risks identifies our property as a safe and secure environment that would provide a haven of safety for both parents and children. The highest area of risk involves the train tracks on Kensington Road and the hazards a train derailment would present. Emergency evacuation of the property follows the guidelines of building evacuation for fire, and proceeds to emergency evacuation. The Head of School, or her designee, are the only agents to authorize emergency evacuation of the property.

When all parties have reached the fire drill location and attendance has been taken, the property evacuation siren will indicate the need for property evacuation. With the direction of the administrative team, all students and adults move to the tennis courts, where property evacuation begins. The emergency evacuation site is St. Thomas More parish.

St. Thomas More Catholic Church
4580 North Adams Road
Troy, Michigan 48098
(248) 647-2222

The students in the Early Childhood Program and Primary School are transported to the Head of School's residence located on Squirrel Road. All other students, faculty and adults begin walking to St. Thomas More by crossing Squirrel Road and proceeding through the subdivision to Adams Road. When a class group reaches St. Thomas More, attendance should again be taken, and the class should remain together. A student or adult may only be dismissed from the emergency evacuation site by a member of the administrative team, who accounts for

the attendance and dismissal of all members of the school community. No one, under any circumstances, should return to the school property until authorized by law enforcement officials and the Head of School.

Communication with the Board of Trustees, parents, and the media will be initiated by the Head of School as soon as the property evacuation begins and again when it has been accomplished. Copies of the updated emergency records for students, faculty and staff are available at St. Thomas More, as well as in the home of the Head of School and the local law enforcement agency. This data will be used to contact parents and to authorize release of students according to the written permission as authorized on the Emergency Data Form. Faculty and staff are expected to remain with students until all students in their area of responsibility have been released, unless a member of the administrative team authorizes departure.

Our security assessment recommended that we secure a location outside of the metropolitan area for emergency contact, in the event of a property evacuation. Our sister school, Newton Country Day School in Newton, MA, will be our emergency contact (and we will be theirs). If we were to evacuate our property, in addition to all other mechanisms of communication, our emergency information would be available on Newton's website at www.newtoncountryday.org. This presumes that in such an emergency, we would be unable to contact our own server and computer system and that contacting a member of the Network of Sacred Heart Schools would provide the most reliable information source.

Emergency Notification:
In case of emergency, please call:
Academy of the Sacred Heart, 248-646-8900
www.ashmi.org

FIELD TRIPS

Field trips or special programs are those designed to supplement the curriculum and to offer additional opportunities for the integration of the *Goals and Criteria* into the student's experience. Proposed by faculty members within a learning community and approved by the Learning Community Leader, the field trip provides both academic and personal growth. In addition to the approval process required by the Academy, the student's parent/guardian must approve the student's participation in each field trip by completing the Field Trip Permission Form and returning it by the date due.

In the event of the following:

- A parent/guardian does not approve participation by the student in the field trip;
- The permission slip is not returned on or before the due date;
- A student's behavior is not consistent with the *Goals and Criteria*;
- Or class trips which are out-of-town, if student behavior is inconsistent with the *Goals and Criteria*, a student could be sent home at the parents' expense.

The student remains at school during the time of the field trip (normal school hours). During this time, programming and supervision is provided for the student, according to the particular needs of the situation.

Every effort is made to minimize the additional cost of field trips by including as many costs as possible in cost of tuition. When additional cost is necessary, the field trip cost should not prevent a child's participation in the program. If the cost presents undue hardship and would prevent student participation, the parent/guardian should contact the Head of School, who will arrange confidential financial consideration and assistance.

GOVERNANCE - BOARD OF TRUSTEES

The Board of Trustees holds the mission of the Academy of the Sacred Heart in trust, and bears particular responsibility for the fiduciary responsibility of the Academy. In collaboration with the educational mission of the Society of the Sacred Heart, the Board of Trustees sets policy for the Academy and hires the Head of School. Accountable to the Board of Trustees, the Head of School is responsible for all daily operations of the school. The Board of Trustees, a voluntary group of women and men who shape the future of the Academy, leads the Academy with the help of a strategic plan and Board Committees that support the work of the Board. The Board of Trustees of the Academy of the Sacred Heart plans for the future with confidence in the Heart of faith.

Board of Trustee Committees

Building and Grounds aids the Academy of the Sacred Heart administration with professional advice, “ensuring that existing physical property is safe, conforms to all codes, and is adequate to the needs of the school.” (Board of Trustees policy)

Committee on Trustees is responsible for Board development and evaluation of candidates for Board of Trustees, mentoring of new trustees, and evaluation of Board of Trustees performance.

Development is charged with the responsibility of advancing the mission of the school and the *Goals and Criteria* of Sacred Heart education. By assuming a leadership role in fundraising and other community development activities, the Development Committee must concern itself with all aspects of the Academy of the Sacred Heart’s presentation of itself to current parents, prospective families, alumnae, and the wider community in which we live. The manner in which the school communicates has a direct impact upon its ability to raise funds and attract new students. (Board of Trustees policy)

Executive consists of the officers of the corporation, including Board Chair, Vice-Chair, Treasurer, Secretary and Head of School (ex-officio). The executive committee sets the agenda for the Board and in case of emergency acts on behalf of the Board according to the succession of responsibility and authority given in the by-laws.

Finance is responsible for protecting and enhancing the assets of the corporation, accurate and timely reporting of financial statements (externally, the annual audit, plus internal statements), and monitoring all budgets and loans.

Formation to Mission provides and implements an ongoing plan for educating members of the Board of Trustees and members of Board committees in the heritage and mission of Sacred Heart education and the mission of the Society of the Sacred Heart.

Legal provides guidance to the Board of Trustees on legal issues, arranges for periodic legal audits, oversees any disputes or other legal actions against the school, consults with school administrators on legal issues as needed, keeps bylaws up to date.

Major Gifts provides leadership to the Board of Trustees in the cultivation and solicitation of Major Gifts to sustain and increase the endowment funds, as well as to provide financial resources to implement the capital needs of the Strategic Plan.

Marketing provides direction to the Board of Trustees regarding implementation of the Strategic Plan, and assessment of marketing needs with particular emphasis on student admissions and retention. Further, realizing the importance of strategic, consistent communication with all constituents, the Marketing Committee oversees the positioning of the Academy, opportunities to promote the Academy through the media, and the crafting of

messages presented to all of the Academy's constituents: current and prospective families, alumnae/alumni and the larger community in which we live. As the Marketing Committee is charged with brand stewardship, all external exposure/branding, including facility rentals for any purpose outside of sacramental use, fall under its purview and are subject to review.

Board Task Force a group of volunteers assembled by the Board of Trustees to conduct a limited mandate addressing a specific need (i.e., Strategic Planning, Technology, etc.) of the Academy. A Board of Trustees task force is usually chaired by a Trustee and reports directly to the Board during the mandate and upon its conclusion.

GUM

Early Childhood Program/Primary/Lower/Kensington Hall/Middle School for Girls: Students may not chew gum in school.

Upper School: Gum chewing is not allowed at school gatherings, in the Chapel, in the Media Center, at assemblies, in foreign language classrooms, in the Drama room (on stage or back stage), in science labs, or at liturgy. Students are expected to throw gum away by wrapping it in paper and putting it in a wastebasket. Chewing gum is permitted if done in an appropriate manner, in the appropriate place, at the appropriate time.

HEALTH SERVICES

A school nurse is available during the school day from 8:30 a.m. to 3:30 p.m. to help ensure the health and welfare of the community. Students may be sent home at the nurse's discretion. Specific health policies are as follows:

1. Michigan state law requires that a student have a complete immunization record on file in the nurse's office in order to attend school. This must be completed by the first day of class.
2. The Academy of the Sacred Heart requires all students new to the Academy, those entering a new section of the school (Early Childhood Program, Pre-Kindergarten, Grade 2, Grade 5, Grade 9) and all Upper School students who are taking Physical Education to have a current physical examination form on file at the beginning of the school year. In addition, all students (middle and upper) participating in interscholastic sports must have a current physical on file with the Athletic Director before participation may begin. The athletic participation physical form may be found on the school website at www.ashmi.org/forms.
 - a. Due to the Department of Human Services Rules and Regulations, all Early Childhood Program students must have a yearly physical examination.
3. The Michigan Public Health Act requires that all medications brought to school, including over-the-counter medicines, be accompanied by a written doctor's order or parental permission. All forms may be found on the school website at www.ashmi.org/forms.
4. Employees are trained annually by the school nurse in OSHA standards and blood-borne pathogens.
5. To prevent the possible spread of infection in our school, we ask that a child who has a temperature of 100.5 or higher not attend school and not return to school until they are fever free for 24 hours; additionally, a child who has vomiting or diarrhea is not to return to school until they have been symptom-free for 24 hours.
6. A written note from a physician may excuse a student from physical education or sports. The physician should indicate the reason and length of exclusion.

7. Emergency Cards – parents must verify all information on emergency cards and return them to the office of the section of the school in which their child(ren are) is enrolled. According to State law, students without an emergency card on file will not be allowed to stay in school. Please include all telephone numbers, including cellular phones. If a change is made in the emergency information, please login to the Parent Portal and update your information in PCR Educator or come into the school office to make the change.
8. Parents are asked to notify the school office immediately upon learning a child has a communicable disease.

HOME TOYS

Early Childhood Program: Early Childhood Program children should not bring toys, food or money to school with the following exceptions:

1. **Infant/Toddler:** Until such time as the children in the Infant/Toddler section of the Early Childhood Program are able to eat solid food, parents must provide all food-related products.
2. **Nap items:** Naptime is a difficult time for some children. If there is an item(s) (i.e. blanket, pillow, stuffed animal, etc.) that would make this time easier for your child, it may be brought to school. All items must be clearly marked with your child's name.
3. **Show and Share Bag:** Show and share items may be brought in if your child has received the "Show and Share Bag." All items must be clearly marked with your child's name.
4. **Science specimens:** Children may bring in science specimens and give them to a teacher immediately upon arrival. If, however, the specimen is a live animal, parents are asked to write a note or call the day before so we may make adequate preparations to care for the animal.
5. **Books:** Books may be brought in and given immediately to a teacher for morning sharing. All items must be clearly marked with your child's name.

LABELING

It is imperative that all school clothing, including P.E. clothing, be clearly and permanently labeled. Students should also label all personal possessions including book bags, water bottles, and lunch containers. Formula, baby food and bottles must be clearly labeled with the child's name and date the food was prepared.

LICENSING

Our Early Childhood Program and Extended Day are controlled by the rules and regulations of the State of Michigan, Department of Human Services and operate within the guidelines of the Licensing Rules for Child Care Centers (effective 12/7/06).

LOGO

The Academy of the Sacred Heart bears both a legacy and a commitment to the *Goals and Criteria* of Sacred Heart education. As the official symbol of the Academy of the Sacred Heart, the Board of Trustees designates the Head of School as the authorizing agent for the use of the official logo. The official school logo, cast in blue, is a replication of the Rose Window located in the chapel. With five lines intersecting through the cross, the logo demonstrates the centrality of the Sacred Heart of Jesus and the five Goals of Sacred Heart education. The external circle, with neither beginning nor end, gives witness to the Academy's fidelity to God and to the legacy of excellence in more than 160 years of education in metropolitan Detroit. With ten scalloped areas that bear images of our tradition, the Rose Window serves as the organizing image of the educational mission and commitment to the "Children of the Sacred Heart."

As the official representation of the Academy of the Sacred Heart, the logo may only be used with authorization of the Head of School. The logo may not be manipulated, altered, changed in color or proportion or used in a way that is not authorized. Requests for logo use must be submitted in writing to the Head of School and will be considered in light of the guidelines developed for logo use by the Marketing Committee of the Board of Trustees. Response to requests for logo use will be communicated in writing within three working days (unless otherwise indicated) by the Head of School.

When authorized, there are three versions of the logo that may be used:



Guidelines for logo use are:

- School logo may only be printed on pre-approved projects
- The font may not be changed
- Color may not be changed unless pre-authorization is obtained from the Head of School
- Placement and size must be consistent throughout the piece
- Any promotional material with the logo must be pre-approved by the Head of School. This includes, but is not limited to, flyers, t-shirts, school supplies, other clothing or backpacks, etc.
- Logo may not be placed on items or on areas, that are not consistent with the *Goals and Criteria*

Additionally, the Kensington Hall logo, which includes a banner beneath the Rose Window, is available for use **ONLY** when specifically referring to Kensington Hall. It should **NOT** be used on any materials that will represent or be used by several learning communities (these items would require the all-school logo). As the official logo of Kensington Hall, its use may only be authorized by the Head of School, and cannot be altered in any way. The available versions are as follows:



(Logos above must be printed no smaller than 1.5")



(Logos above must be printed no smaller than 3.5")

The colors used when printing the logos above are always PMS 282 blue and PMS 124 gold.

LUNCHES

The Academy of the Sacred Heart's lunch service is provided by:

Educational Catering, Inc.

Phone: 248-419-4885

Toll Free: 800-595-9503

Web-site: www.ed-cat.com

ECI will collect and administer all payments for lunch meals. Parents will have the option of going online or sending in a check with your child (made payable to Educational Catering, Inc. or ECI).

All patrons, including parents, students, and school staff, have the option of pre-paying for weeks or even months at a time. While that is a convenience that is appreciated by many, ECI also offers the convenience of allowing a patron to make their decision at lunch time on whether or not to purchase that day. Lunch menus may be found online, under the Calendar Tab, by selecting “Lunch Calendar”.

Three ways to pay for lunch:

1. Cash at the time of purchase (**middle schools and Upper School only**)
2. Check sent to the school (made payable to Educational Catering, Inc. or ECI), used to provide a debit card balance for purchase of lunch
3. Master Card (internet fee) or Visa (internet fee) at www.diningpay.com, which places a balance on a debit card used for purchase of lunch

Once you have an account opened, the account will be debited at lunch time following a purchase made by your child. You will receive weekly balance notification via email, if you have entered your email address into the Educational Catering, Inc. website (www.ed-cat.com).

Early Childhood Program/Primary School/Lower School will have available:

- **Entrée of the day:** The menu will feature an entrée of the day, with specific focus on the particular tastes and preferences of the school community, including all-time favorites such as spaghetti and meatballs, beef tacos, baked chicken, as well as slightly more sophisticated fare, such as beef stroganoff, chicken alfredo, cheese enchiladas, meat or vegetable lasagna and much, much more.
- **Soup and Salad:** Choice of a delicious soup with either a salad from the salad bar (pre-packaged for the younger students) or one of ECI’s freshly made pre-packaged salads including chef salad, chicken Caesar salad, and trio salad (fruit, tuna and chicken).
- **A-la-carte Offerings (price for a-la-carte items will be posted in cafeteria)**
 - Sandwich
 - Soup (without salad)
 - Salad Bar (without soup)
 - Fruit or vegetables
 - Baked potato

*cookies cannot be purchased as an a-la-carte item

Kensington Hall/Middle School for Girls/Upper School: In addition to the items noted above, the following will be available:

- **A-la-Carte menu:** On a daily basis, the a-la-carte choices will include deli-style sandwiches, fresh salads, fruit, hamburgers and dessert items. This wider variety can be a contributor to the encouragement of good eating patterns. The price for the a-la-carte items will be posted daily.

Pricing: Will be determined annually

Using Debit Cards

Debit cards provide the mechanism to pay for lunch. Each child will have a debit card from ECI, whether they use it or not.

The debit card can be accessed in two ways:

1. Student has the debit card in hand
2. ECI personnel locate the debit card balance by having the student indicate their name

Early Childhood/Primary School/Lower School:

- Students will only have to give their name to ECI personnel without using an actual debit card.

Kensington Hall and Middle School for Girls:

- ECI will retain debit cards. Each day, debit cards will be distributed to students as they line up for lunch. They may also access their accounts by giving their names to ECI personnel. Middle school students may also pay for selections with cash, **BUT WE STRONGLY ENCOURAGE THE USE OF DEBIT CARDS.**

Upper School:

- Students will retain debit cards or pay cash. While they may access their accounts by giving their last names, this practice will be highly discouraged as it will be an important opportunity for teaching the essential skills of responsibility.

Policy Regarding Unpaid Lunch Balance:

If a family has an unpaid balance of \$75.00 or more that has not been addressed for 14 days, a student will be unable to add additional charges to the family account. The list of students who are ineligible for the ECI debit service will be given to Learning Community Leaders on Friday. To avoid unnecessary embarrassment and consistent with our Wellness Policy, children PK-Grade 6 will be given a pre-determined substitute lunch (i.e. cheese or peanut butter sandwich) and parents will be called by the Finance Office. Students in Grades 7-12 will be notified that they are unable to add balance to the family account and will need to call their parents to ask that a lunch be provided.

MEDIA CENTER PROCEDURES

Early Childhood Program

The Infant/Toddler and Preschool programs have a scheduled library period each week. Preschool program children may check out one book per week as long as previously checked out materials have been returned or paid for. Parents are billed the current market value for lost or damaged materials.

Primary/Lower School

Each class in the Primary is scheduled for one period per week. Students may check out books for one week only. Lower School students may check out the number of books equal to their grade level. They may keep material for a major report until the report is due. Students are charged 10 cents/day for overdue materials. Parents are billed the current market value for lost or damaged materials.

Any Lower School student with outstanding fines or overdue materials is not allowed to check out new materials from the Media Center.

Kensington Hall, Middle School for Girls, and Upper School

Students may check out materials for two (2) weeks; they may be renewed one time only. They may keep material for a major report until the report is due. Students are charged 10 cents/per day for overdue materials. Parents are billed the current market value for lost or damaged materials.

Any student with outstanding fines or overdue materials is not allowed to check out new materials from the Media Center.

For middle schools and Upper School students

Final grades/transcripts are withheld for failure to return all materials or pay fines.

NEWSLETTER

Electronic newsletters are available online by 2:00 p.m. each Friday at www.ashmi.org in the “Parents” section.

Early Childhood Program

An eNewsletter is published weekly. Weekly themes are sent home with your child and serve as the medium to communicate. “Note” day is Wednesday of each week.

Primary/Lower School/Kensington Hall/Middle School for Girls/Upper School

An eNewsletter is published weekly. A Primary Press is sent home weekly with the Primary students. Dates of athletic events, concerts, and other important events happening at school can be found on the school website, www.ashmi.org, by using the athletic and calendar links.

PARENT ASSOCIATIONS

ASHletics: Voluntary organization of parents whose purpose is to support and strengthen the athletic programs at the Academy of the Sacred Heart. ASHletics meets on the second or third Tuesday of the month, on alternating months. All members of the Sacred Heart community are invited to participate in ASHletics.

Parents Association of Academy of the Sacred Heart (PAASH): PAASH is the official parent organization at the Academy of the Sacred Heart. All current parents are members of this organization. Each family is assessed dues with tuition and encouraged to participate in the monthly activities of the organization. Providing social connection between parents and educational programs to address parent concerns, the PAASH offers a variety of activities involving both students and parents. Consult the school newsletters or website for a listing of activities and officers.

PARKING AND TRAFFIC PATTERN

Parking is not permitted in the fire lanes located on the circle in front of the administration entrance, on the Lower School circle (*other than Early Childhood Program parents*), or in front of the Field House. No parking is allowed in front of the dumpster.

Several 10-minute parking spaces have been reserved at the Lower School circle drive. Families with Early Childhood Program students will be furnished with parking permits, which will allow parking in these designated spaces. This provides for the safety of our Early Childhood Program students as they enter and exit the building each day. Please display your permit clearly when parking in the 10-minute parking spaces provided. **Police will ticket any car parked in the circle drive without a permit.**

Fire lane violations will be subject to a \$125 fine (given by the Bloomfield Hills Police/Fire Department) and/or towing at the owner's expense. The fire department is prepared to enforce all fine regulations.

Faculty or students who require handicapped parking must apply to the Finance Office and comply with handicapped regulations of the State of Michigan.

You must enter and exit the property from the same entrance between the hours of 7:30 a.m. and 3:45 p.m. For the safety of all our children, a barricade will be placed at the stop sign between the Lower School Circle and the Field House.

As a general rule, we recommend that all families with children in multiple learning communities have all children meet at the youngest child's pick-up point. If you require an alternate arrangement, please see your Learning Community Leader/School Assistant. Similarly, arrangements can be made for those who carpool; however, proper parent authorization is required to do so.

If your drop-off/pick-up point is the Lower School Circle: Enter the Academy using the south Kensington (Main) Entrance, proceed to the right through the Lower School loop, and exit using the south Kensington Entrance. If you need to accompany your child or need to wait for a child, please pull into an available parking space in the south parking lot.

If your drop-off/pick-up point is the Administration entrance: Enter the Academy using the north Kensington Entrance, which is closest to Long Lake Road. Proceed through the loop to the right around the circle to the drop-off/pick-up area and exit using the north Kensington Entrance. If you need to wait for a child, please continue around the circle. Please remember that the outside lane next to the administration sidewalk is not for parking, but only for loading/unloading. The inside lane is a moving lane in which you continue circling until your child is ready for pick up.

If your drop-off/pick-up point is the Administrative Parking Lot Circle: Enter the Academy using the north Kensington Entrance, which is closest to Long Lake Road. Proceed to the top of the driveway, yield and turn left into the administrative parking lot. Drive to the east end of the parking lot and stop to load/unload children. If you need to wait for a child, please continue around the lot. Exit the Academy using the north Kensington Entrance.

If your drop-off/pick-up point is the Field House: Enter the Academy using the Squirrel Road Entrance and proceed past the parking lot into the traffic circle to the drop-off/pick-up area and exit using the Squirrel Road Entrance. If you need to wait for a child, please pull into an available parking space in the Field House parking lot.

PARKING LOTS

Early Childhood Program/Primary/Lower/Kensington Hall/ Middle School for Girls: Students are not allowed in school parking lots at any time unless they are accompanied by an adult. If they have written permission to go home with an Upper School student, they must be picked up at their regular door. Students must remain with the supervising adult until time of departure.

SCHOOL CLOSINGS

Any cancellation of school will be announced on the radio by 6:00 a.m. (WJR 760 AM, WWJ 950 AM, television channels 2 (Fox 2), 4 (WDIV) and 7 (WXYZ)), and posted on the school website. Parents may sometimes have to make their own decisions when driving conditions are perceived as hazardous in their area. Parents who wish to have a text message sent to their hand-held communication device, should register and indicate their preferences by visiting the Parent Portal, and then “My Account”. A tutorial is available for your convenience.

In case of bad weather during the day, we follow the advice of the Michigan State Police. If school must be closed during the day, this will also be on the radio or television. Parents may use their own discretion in determining whether to pick up a child during the day when the forecast is threatening.

SMOKING

The Academy of the Sacred Heart is a smoke-free community. There is no smoking by anyone at any time in the school building or on the school grounds (this includes cars in the parking lot).

SNACKS

Early Childhood Program

A daily snack is provided for Early Childhood Program students who are able to eat solid foods. The Early Childhood Program works directly with a nutritionist to ensure the nutritious value of each snack. A monthly calendar is posted in each Early Childhood Program classroom, which provides daily snack details.

HEART Enrichment Program/Late Shiners

Students are provided a snack.

Primary School

A nutritious snack is served in the morning and afternoon.

Lower School

The students may bring a healthy snack from home. If a student does not bring a snack, two saltines will be provided. The snacks need to be easily eaten in a short time period. Please refer to the list below for approved snacks:

- Banana
- Cheese stick
- Clementine
- Crackers
- Cut up fruit or vegetables
- Dried fruit
- Dry cereal
- Fruit squeezes or single serve soft fruit
- Go-gurt, drinkable or soft-serve yogurt
- Grapes
- Nut-free snack bars or trail mix
- Popcorn

- Pretzels

Kensington Hall/Middle School for Girls

Students are encouraged to bring healthy snacks for the mid-morning break. Students may bring labeled bottled water to classrooms.

STUDENT/FAMILY DIRECTORY

The Student/Family Directory of the Academy of the Sacred Heart, the mailing list, and faculty/staff list are not distributed to any outside agency, firm, or institution and should not be duplicated for any reason. This information is held as confidential and should only be used for communication within the school operations and community. We do all that is possible to maintain the confidentiality of our constituency and hold all information in the directory as confidential. All requests for mailing lists or use of any or all parts of the directory should be directed to the Head of School. Families wishing to not have personal information published in the Directory may elect to do so by completing a Request to Withhold, which can be found at www.ashmi.org/forms.

STUDENT SAFETY

The safety of our children is of the utmost importance. Whenever students are in the building, the expectation is that they are supervised. **Therefore, outside of normal school hours and scheduled school activities, it is imperative that students are accompanied by an adult when in the building.**

TELEPHONE USE

Lower School

Students are discouraged from using school telephones when they have forgotten their lunch, books, homework assignments, etc. We encourage students to learn from experience and take responsibility for their actions in order to become more self-reliant and independent. Emergency phone calls will be made with faculty or staff supervision.

Kensington Hall/Middle School for Girls

Students are discouraged from using the office telephones when they have forgotten their lunch, books, homework assignments, sports equipment, team shirts, instruments, etc. We encourage students to take responsibility for their actions in order to become more self-reliant and independent. Emergency phone calls will be made with office supervision.

Upper School

Communication is very important. Students may use the phone in the office of the Dean of Students to make school calls only. Personal calls should not be made during school hours. Students **MAY NOT USE** the phones at the Portry, the Media Center, or in any other office or classroom without prior permission.

During the school day, students may not take incoming phone calls. Parents are asked to refrain from calling the school to leave messages for students. *All arrangements for transportation, appointments, etc. should be taken care of prior to your arrival to school. As always, emergencies will be handled promptly.* In the event of a parent call, the call will be taken by the school assistant or Dean of Students, and the phone message will be either

posted on the student's locker or emailed to the student.

TRANSPORTATION

Bloomfield Hills School Bus: Families interested in using the Bloomfield Hills bus service must contact the Transportation Department directly. Please note that for the 2012-2013 school year, students of the Academy of the Sacred Heart will only be able to ride the bus home as the Bloomfield Hills schools morning bus drop off is at 8:20 a.m.

Bloomfield Hills Transportation Office: (248) 341-6290

Sacred Heart students are under school authority to their bus stop. Each student is to remain in a seat and talk quietly. Students are under the authority of the driver. Improper behavior while riding will result in disciplinary action, including suspension from riding. Electronic communication devices are not to be used on the Bloomfield Hills bus.

Carpool Riders: These students are under the jurisdiction of their drivers. The admissions office may be contacted for carpool information by calling the school at 248-646-8900 ext. 131.

UNIFORM POLICY

The wearing of the school uniform reflects a sense of pride and identification with the Academy, and must display a standard of appropriateness and neatness. All students are expected to follow this uniform policy each school day, except on designated non-uniform days.

Early Childhood Program

There are no uniforms required in the Early Childhood Program. Parents of infants/toddlers shall provide diapers, wipes, bibs and additional clothing, which will be stored in a storage unit provided by the Academy of the Sacred Heart. All supplies from home will be clearly labeled with the child's name. It is highly recommended that children be sent in attire appropriate for daily activities. Attire should allow for freedom of movement and should be that which is easily washed and maintained. Shoes should offer appropriate support for gross motor activities. All children **must** have at least one complete change of clothes left at school. All clothing should be clearly labeled with the child's name.

Primary School

Girls:

Formal Uniform: Plaid "shift" jumper purchased from Dennis Uniform Manufacturing Company, white blouse (peter-pan collar), navy blue tights or navy blue knee socks.

Daily Uniform: In addition to a white blouse, a navy blue, green, red, white, or yellow solid color collared shirt (long or short sleeves – cotton, knit, or broadcloth) may be worn. Knee socks or tights in navy blue or matching the color of the shirt may be worn. Navy blue leggings or shorts may be worn under the uniform for warmth on cool days. Sweaters may be worn, but must be navy blue cardigans.

Boys:

Formal Uniform: White dress shirt, navy slacks, uniform tie.

Daily Uniform: Navy blue slacks in wool, corduroy, or cotton, and in lieu of a white dress shirt, a red, navy, green, yellow, or white solid color collared shirt (long or short sleeves – cotton, knit, or broadcloth) may be worn. Sweaters may be worn, but must be navy blue cardigans or

pullovers. No blue jeans or cartoon t-shirts are allowed. Socks in navy blue or matching the color of the shirt may be worn.

Boys & Girls:

- School sweatshirts: Items with the Academy of the Sacred Heart logo may be worn with the daily uniform.
- Shoes: Black, dark brown, or navy blue leather shoes, with a low heel and full back, that tie, buckle, slip-on or velcro fasten are required. No clogs, sandals or platforms may be worn in school. Every child must have a pair of athletic shoes that stay at school for P.E. classes.
- Formal Uniform: Required for All-School Liturgies and other special occasions as noted in weekly Newsletters.
- Summer Uniform: May be worn in May, June, August and September. Students may wear navy blue walking shorts (girls may also choose to wear a navy skort) in lieu of the school jumper or pants with a white polo shirt and white or navy crew socks. White polo shirts with the school logo are available at the School Spirit Store.
- P.E. Uniform: Navy shorts or leggings may be worn under the jumper. Athletic shoes (school use only) are required for all students **and must be kept at school.**
- Outdoor wear: In cold weather all children must have snow pants, boots they can pull on, and warm hat and mittens. We spend part of each day out of doors except in extremely cold weather or if it is raining. Children are required to go outside with their class.
- Jewelry: Wearing of jewelry is strongly discouraged. Jewelry which is a distraction or a safety risk may not be worn. The school is not responsible for lost items.
- Nail Polish: Students may not wear colored nail polish. Clear nail polish is allowed.
- Hair Accessories: No hats or scarves may be worn, the exception being for religious mandates. Hair accessories should coordinate with the uniform.

Lower School

Girls:

- Formal Uniform: Jumper (purchased from Dennis Uniform Manufacturing Company), white blouse (peter pan collar), navy blue tights or navy blue knee socks.
- Daily Uniform: In addition to a white blouse, a navy blue, green, red, white, or yellow solid color collared shirt (long or short sleeves – cotton, knit, or broadcloth) may be worn. Knee socks or tights in navy blue or matching the color of the shirt may be worn. Navy blue leggings or pants in jumper plaid may be worn under the uniform for warmth on cool days. Sweaters may be worn, but must be navy blue cardigans.

Boys:

- Formal Uniform: White dress shirt, navy slacks, black or brown leather belt, uniform tie. Ties should remain on for the entire day on days requiring formal uniform.
- Daily Uniform: Navy blue slacks in wool, corduroy, or cotton, and in lieu of a white dress shirt, a red, navy, green, yellow, or white solid color collared shirt (long or short sleeves – cotton, knit, or

broadcloth). Sweaters may be worn, but must be navy blue cardigans or pullovers. No blue jeans are allowed.

Appearance: At all times during the school day and at school functions, hair should be kept neat and trim.

Boys & Girls:

School sweatshirts: Sweatshirts and vests purchased from the School Spirit Store with the Academy of the Sacred Heart logo may be worn with the daily uniform. Order forms may be found online at www.ashmi.org/forms.

Shoes: Black, dark brown, or navy blue leather shoes, with a low heel and full back, that tie, buckle, slip-on or velcro fasten are required for the Lower School child. No clogs, sandals, platforms, or athletic shoes may be worn in school. Shoes must have solid soles that do not collect mud and do not leave black marks on the floor.

Formal Uniform: Required for Liturgies, St. Madeleine Sophie Awards (monthly), and other special occasions.

Summer Uniform: May be worn in May, June, August and September. Students may wear navy blue walking shorts (girls may also choose to wear a navy skort) in lieu of the school jumper or pants with a white polo shirt and white crew socks.

P.E. Uniform: School short and t-shirt (from the School Spirit Store) and white socks. Any color or brand sweat suit and a pair of athletic shoes must be kept in the student's locker for wearing in P.E. only.

Creative Movement: Boys and girls will wear P.E. shirts and P.E. shorts.

Scout Uniform: May be worn in lieu of the school uniform on the meeting or field trip days.

Outdoor wear: In cold weather, all children must have snow pants, boots they can pull on, and a warm hat and mittens. We spend part of each day out of doors except in extremely cold weather or if it is raining. Children are required to go outside with their class.

Jewelry: Wearing of jewelry is strongly discouraged. Jewelry which is a distraction or a safety risk may not be worn. The school is not responsible for lost items.

Nail Polish: Students may not wear colored nail polish. Clear nail polish is allowed.

Hair Accessories: No hats, scarves or feathers may be worn, the exception being for religious mandates. Hair accessories must coordinate with the uniform.

Kensington Hall

Formal Uniform: Worn every Friday, Feast Day, days of liturgical celebrations, and other special occasions.

- official charcoal heather dress slacks
- blue oxford dress shirt
- white undershirt
- school tie

- black belt
- black dress shoes
- dark socks, over-the-ankle
- navy blazer (Grade 8),
- navy uniform sweater vest, or navy uniform sweater, or navy blazer (Grades 5, 6 and 7)

Daily Uniform:

- khaki chinos (no cargo pants)
- light blue button-down oxford dress shirt
- white undershirt
- brown belt
- dark socks, over-the-ankle
- dark brown casual dress shoes
- navy uniform sweater vest, navy uniform sweater, or approved navy sweater with no logo
- Chino shorts/khaki (seasonal) (no cargo shorts)

P.E. Uniform: Academy of the Sacred Heart P.E. shorts and shirt (available at the School Spirit Store; a supplemental plain gray t-shirt is optional).

Athletic Uniform: All athletes must have the ASH athletic warm-up (jacket and pant).

Jewelry: Wearing of visible jewelry is prohibited. Students may not wear hemp or rope jewelry or any types of “fad” jewelry. Earrings, and all visible piercings, are absolutely forbidden. Jewelry which is a distraction or a safety risk may not be worn. The school is not responsible for lost items.

Appearance: At all times during the school day and at school functions, hair should be kept neat, combed away from the face, and no more than three inches in length. Hair length should remain above the collar, above the eyebrows, and not covering any portion of the ears. No extraordinary styles or unnatural colors will be permitted. Sideburns are to remain trimmed and above mid-ear. No facial hair is permitted.

Middle School for Girls

Formal Uniform: Worn every Friday, Feast Days, Liturgies, or other special occasions.

- official plaid skirt with knife-pleats
- white **oxford cloth uniform blouse**: short sleeves or long sleeves
- navy blue crew-neck sweater or v-neck sweater vest with logo
- navy blue knee-length socks or navy blue tights

Daily Uniform:

- official plaid skirt
- shirt options (please **wear plain white undergarments**):
 1. white oxford cloth, button-down uniform blouse, short or long sleeves (banded bottom optional)
 2. white or navy blue cotton knit polo shirt, short or long sleeves, with or without Sacred Heart logo and with or without a banded bottom (white shirts with logo available at School Spirit Store)
 3. white cotton knit full or mock turtleneck, long sleeves

Sock Options:

- knee socks in solid colors of navy or white
- opaque tights with feet in navy, black or white
- above the ankle crew socks in navy blue, black or white

Sweaters/Sweatshirts:

- navy uniform sweater or sweater vest with logo
- all Sacred Heart or sports uniform sweatshirts over a uniform collared shirt

Footwear: Sturdy, sensible shoes with a low, flat heel, full toe and back; predominately solid color black, dark blue, brown or tan.

Wearing of the Uniform:

- skirts must have a sewn hem and be no shorter than a maximum of 4" from the ground when kneeling
- shirts/blouses must be tucked into the skirt (exception: the banded bottom white blouse purchased from Dennis Uniform Manufacturing Company)
- sweaters/sweatshirts – left cuff may be monogrammed with ¼" to ½" initials or last name, in gold or blue thread
- no logo, emblem or symbol of a brand on any part of the uniform (including socks, blouses, sweaters, turtlenecks)

Accessorizing:

- Anything which could be a distraction to others is not permitted (e.g. large or dangling earrings, large or multiple necklaces and/or bracelets, drastic changes to natural hair color).

P.E. Uniform: Navy blue P.E. shorts and gray t-shirt (available at the School Spirit Store)

Non-uniform (“Casual Dress”) Days:

Students are expected to look neat, modest, and dress safely (e.g. no hard tails, mini-skirts, bare midriffs, tank tops, torn or frayed jeans, or pajama bottoms, leggings, sweatpants, flip flops or high heels). Shorts may not be tight fitting and no shorter than a maximum of 5" from the ground when kneeling. Students risk losing this privilege if they are dressed inappropriately in any way.

Labeling: It is imperative that all school clothing, shoes, P.E. clothing and shoes be clearly and permanently labeled. Students should also label all personal possessions, including book bags, calculators, lunch containers and water bottles.

Summer Uniform Option:

- May be worn in September, May and June
- Students may choose to wear the navy blue walking shorts, no shorter than a maximum of 4" from the ground when kneeling (may be ordered through Dennis Uniform Manufacturing Co.) in place of the uniform skirt.

Winter Uniform Option:

- May be worn from October through April

- Navy blue, classic fit Chino-style pants, pleated or plain front (may be ordered through Dennis Uniform Manufacturing Company), in place of uniform skirt
- Students may wear black or navy blue leggings with the same color socks (no skin showing) under the uniform skirt

Prize Day Attire: All Grades: Please refrain from wearing all white or all black dresses. Students may wear a simple, modest spring dress or skirt and blouse, which is suitable to wear to a place of worship and is knee or tea length. Students in Grade 5, 6 and 7 should wear low-heeled comfortable shoes with backs. Students in Grade 8 may wear higher heels if comfortable, safe and with a back.

Upper School

The wearing of the school uniform reflects a sense of pride and identification with the Academy. The uniform allows all students to focus attention on academics and the life of the school community, and represents a belief that all students share standards of personal appearance.

All Upper School students are expected to follow this uniform policy when in the school building, at Service, or on school-related business (except when in the Student Lounge).

Formal Uniform: Worn on the first school day of the week, Fridays, Liturgy Days, and other special events and feast days.

- official green plaid skirt (skirt must have a sewn hem and be no shorter than a maximum of 5" from the ground when kneeling)
- white oxford blouse (may be banded)
- navy blue blazer with the school crest (crest may be purchased from the Dean of Students)
- solid navy blue knee socks or tights (free of tears or other physical deformities)
- navy blue, black, dark brown or light tan solid colored, closed-toe shoes
- no scarves, bandanas, sunglasses, visors, sweatbands, hoods, or hats may be worn with the formal uniform

Daily Uniform: The following variations to the **Formal Uniform** may be worn on Tuesday, Wednesday and Thursday:

- blue or green plaid skirt (skirt must have a sewn hem and be no shorter than a maximum of 5" from the ground when kneeling)
- white, pink, yellow, or light blue oxford-style blouse (may be banded)
- white, navy blue or red polo-style shirt, long or short sleeve (may be banded)
- navy crew neck, navy award style sweater, navy blue vest or athletic letter sweater over a collared shirt
- any Academy of the Sacred Heart sweatshirt (Bloomfield Hills or Network) or warm-up jacket over a collared shirt
- white turtleneck (to be worn under the blouse or sweater, **not alone**)
- solid color navy or white (without logos) knee length or ankle socks
- solid navy blue or black tights, with or without the same color socks, or leggings with the same color socks (no skin showing), free of tears or other physical deformities
- navy blue plain or pleated front, chino type pants (purchased from Dennis Uniform Manufacturing Company or Lands' End), or indistinguishable from this style

- no scarves, bandanas, sunglasses, visors, sweatbands, hoods, or hats may be worn with the regular uniform

Shoes: Navy blue, black, tan, or dark brown, solid-colored, closed toe shoes. Slippers, house shoes, or **“fur-lined”** shoes may NOT be worn as part of the uniform.

Wearing of the Uniform:

There is a standard of neatness required in the wearing of the uniform. Therefore, the following guidelines should be followed at all times:

- personal appearance should be of utmost importance and not be offensive; temporary body adornment and unnatural hair coloring are limited to pre-determined spirit events (**exception:** MHSAA rule of intimidation precludes any face painting or unnatural hair color for student athletes)
- no logo, emblem, or symbol of brand on any part of the uniform (including socks, blouses, sweaters, turtlenecks)
- blouses must be buttoned and tucked into the skirt (exception: the banded bottom white blouse purchased from Dennis Uniform Manufacturing Company)
- polo shirts with banded bottoms may be worn un-tucked
- skirts must be zipped and buttoned
- skirts must be worn at the waist, not around the hips
- skirts must have a sewn hem and be no shorter than a maximum of 5” from the ground when kneeling
- oversized blouses, skirts, and blazers are not appropriate attire for the school uniform, and will not be accepted
- only a plain white t-shirt may be worn under the blouse, and it may not extend below a short-sleeved polo shirt
- on non-uniform days, students wearing inappropriate clothing, as judged by the faculty and administration, will be asked to put on their school uniform
- no scarves, bandanas, sunglasses, visors, sweatbands, hoods, hats or leggings (showing skin) may be worn with the regular uniform
- no visible cleavage
- no form-fitting clothing

Nice No Jeans: This designation is used for special events that require a student to dress up. The following are also not permitted on Nice No Jeans days: skirt shorter than 5” from the floor while kneeling, jeans or denim of any color

Field Trip Uniform: Formal uniform

Drama and Choir Uniform:

Khaki pants worn with school shoes and the organization-specific t-shirt

Athletic Uniform: Students may wear the school skirt or navy pants worn with the team shirt or jersey (with same-color shirt below, with no writing on the sleeves) or a Sacred Heart sweatshirt. This does not include any team “spirit wear” or t-shirts. No sweatpants, tear-off pants or leggings showing skin may be worn. Game day socks may also be worn with closed toe shoes. All athletes may purchase the school-sponsored warm ups from the School Spirit Store. No flip-flops or shower-type shoes may be worn.

Non-Uniform Days:

Students are expected to dress in a neat and appropriate (as deemed by the faculty) manner for school. Sleeveless shirts are appropriate if the sleeve-width is greater than two (2) inches. Tube tops, halter tops, bare midriffs, short-shorts and boxer shorts, Hard Tails, leggings, and/or yoga pants are deemed to be inappropriate by the faculty. On non-uniform days, students wearing inappropriate clothing, as judged by the faculty and administration, will be sent home to change and will not be allowed to make up work missed in class. No hats, visors, or sunglasses may be worn. Additionally, flip flops, slippers, and shower-type shoes may only be worn if designated for the non-uniform day.

Prize Day Assembly:

At the closing assembly, graduates are asked to wear a white dress (street length); all other students are asked to wear a summer dress. As this is a formal occasion, students are asked to dress appropriately. All dresses should have sleeves (no spaghetti straps, off-the-shoulder or backless dresses). Underclass students are asked not to wear white dresses. No pants or shorts will be permitted.

Graduation:

The graduates wear a white dress, of their choosing, to graduation. As this is a formal occasion in the chapel, graduates are asked to dress appropriately. All dresses should have sleeves (no spaghetti straps, off-the-shoulder or backless dresses). Should the style of the dress not be consistent with this policy, a shawl or sweater will be worn in the Chapel.

PURCHASING UNIFORM ITEMS

Formal and daily uniform items may be purchased at any time directly from Dennis Uniform Manufacturing Company, 1532 North Opdyke Road, Suite #450, Auburn Hills, Michigan or go to: www.dennisuniform.com, enter our school code: **HAS**, make your selections and process your order.

Physical education shorts and shirt are available through the School Spirit Store. Visit www.ashmi.org/store to place an order.

VACATIONS

School vacation days are carefully scheduled. Vacations taken at other times are strongly discouraged because of interference with learning. If a family vacation must be taken at a time other than calendar-scheduled times, we ask that:

Early Childhood Program

School Year Infant/Toddler and Preschool: A note should be brought in at least one week prior to the vacation or planned absence notifying the teacher.

12-Month Infant/Toddler: Two tuition-free vacation weeks are available for 12-month contracts only. These may only be taken in full week increments and require a two-week written notice. If notice is not provided, you will be charged at the contracted rate.

Primary School

- A note should be brought in at least one week prior to the vacation or planned absence notifying the homeroom/homebase teacher.
- The faculty should not be asked to provide “homework” or make-up work.

Lower School

- A note should be brought in at least one week prior to the vacation or planned absence, notifying the homeroom teacher.
- The faculty is not asked to prepare packets in advance or tutor students on a material missed due to vacation. Students should be responsible for working on missed material. Teachers will determine the due date for make-up work.
- Please avoid standardized testing week and parent/teacher conferences.

Kensington Hall/Middle School for Girls

- A note brought in at least one week prior to a vacation or planned absence, shown to, and initialed by each of his/her teachers.
- Students are responsible for working independently on material missed. Teachers will determine with the student the due date for make-up work.
- Please avoid standardized testing week and parent/teacher conferences.

Upper School

It is expected that all students be in class the days prior to and the days following a scheduled school holiday. If absent, the student will receive a failing mark (50% of the grade earned) on the missed work. Students will not be permitted to take an exam prior to the scheduled absence for “on-time” credit. If a student is ill, she must present a doctor’s note to the Director of the Upper School in order to be permitted to make up work. Calendars for the school year are sent home during the previous year so those parents can plan accordingly.

When Parents are Out of Town: If at any time during the year both parents will be out of town, please notify the school office in advance regarding (1) where your children will be staying and (2) who will be responsible for and caring for your children in your absence and (3) who will pick up your child at the end of the school day.

VISITING CLASSES

Early Childhood Program

Parents are welcome to visit at their convenience. Notification should be given in advance.

Primary School

Parents may spend a morning or afternoon in the Primary School when it will not interfere with nor inhibit normal instruction. Please call and make arrangements with your child’s Homebase teacher when you wish to visit. Due to the many schedule changes in December and May, parent visits are not suggested during these months.

Lower School/Kensington Hall/Middle School for Girls/Upper School

With advance notification, parents may visit the Lower School/Kensington Hall/Middle School for Girls/Upper School, so long as it does not interfere with normal instruction. Due to busy schedules in September, December and May, no visits will be scheduled during these months.

VOLUNTEER OPPORTUNITIES FOR PARENTS

ASHletics: Parents booster club that supports the Academy's athletic programs.

Annual Giving: Parent-directed fundraising campaign to meet the costs of school operations. Annual Giving provides student programs, services, and professional development opportunities for faculty and staff. The Annual Giving program needs volunteers to help create and distribute materials, Class Representatives to coordinate the giving at each grade level, and volunteers to staff the Annual Giving Phone-A-Thon.

Benefit: Major fundraising event for the Academy of the Sacred Heart that assists in meeting the operating costs of the educational program. The Benefit is led, planned, and operated by parent volunteers in cooperation with the Development Office. Volunteers are needed for every aspect of planning, preparation, and participation in the Benefit.

Children of Mary Sodality: An international association of women in Sacred Heart schools dedicated to prayer, reflection, and spiritual growth.

Curricular: Parents are needed to help with the curricular programs as identified by each Learning Community Leader. These volunteer opportunities include the Media Center, assisting with substitute teaching (if certified to teach), and classroom projects.

Co-Curricular: Including chaperones and Room Parents, these volunteer opportunities, as identified by each learning community, provide the opportunity for parents to assist with school programs and to meet other parents within a section.

Parents Association of Academy of the Sacred Heart (PAASH): Through dues assessed with tuition, all parents and guardians of Academy students are members of PAASH. The Association, governed by elected members and the Head of School, organizes events and activities throughout the school year to foster relationships among parents and help further the school's mission.

All-School volunteer opportunities for parents include the following (Sign-Up Form can be found at www.ashmi.org/forms):

ASHletics

- Concessions
- Support of athletic programs

Admissions

- Open House events
- Student recruitment

Development

- Benefit volunteers
- Annual Giving volunteers

PAASH

- All-School Picnic & Liturgy
- First Day of School Coffees

- Care for ASH Days
- Ladies Fall Brunch
- DASH (Dads of ASH) Breakfasts
- Teacher Appreciation Luncheon
- Faculty/Staff Year-End Luncheon

General

- Community service
- School Spirit Store
- School section opportunities

Glossary of Sacred Heart Terms

School Sections are identified internally using the following titles:

Early Childhood Program: Includes the Infant/Toddler Program for children six weeks to 2 ½ years old and the Preschool for students 2 ½-4 years old.

Primary School: Pre-Kindergarten, Kindergarten, Grade 1

Lower School: Grades 2, 3, 4

Kensington Hall: Grades 5, 6, 7, 8 (boys)

Middle School for Girls: Grades 5, 6, 7, 8

Upper School: Grades 9, 10, 11, 12

When advertising the school to the wider community, the following distinctions are made:

Early Childhood Program-Lower School: Co-ed

Kensington Hall: Boys in Grades 5, 6, 7, 8

Middle School for Girls: Grades 5, 6, 7, 8

Upper School for Girls: Grades 9, 10, 11, 12

I, II, III, IV Academic: Traditional Sacred Heart terminology for the students of the Upper School. As a translation of the French, these terms refer to the first, second, third and fourth years of the Upper School.

AASH: Associated Alumnae and Alumni of the Sacred Heart, with an office in St. Louis, Missouri, fosters a closer union among Sacred Heart alumnae and alumni nationally. More information regarding the activities of AASH can be found through our website or via the AASH website, www.aashnet.org.

After School Learning Center: Since 1988, the tutorial and educational enrichment program sponsored by the Academy and staffed by volunteers who build bridges of relationship between children and adults of the Academy and our neighboring Pontiac public schools. Funded entirely through private donations and grants, outside of the Academy operating budget, this project exemplifies *Goal III* of Sacred Heart education, “Social awareness which impels to action.”

AIMS: The Association of Independent Michigan Schools (AIMS) is a non-profit organization of primary, elementary, and secondary schools whose purpose is to support and advance independent education in Michigan. The Academy of the Sacred Heart is a member in good standing and has provided leadership in the organization since its inception. This membership of independent schools supports collaboration, professional development, student programs and provides the opportunity for a unified force in legislation or accreditation which supports the common goal of independent schools. A conference for all AIMS teachers and administrators is held on alternate years to address common professional development topics. For more information, visit the AIMS website, www.aims-mi.org.

Alumnae and Alumni Board: The local chapter of the Alumnae and Alumni of the Sacred Heart is led through the efforts of the Alumnae and Alumni Board. This group of volunteers meets on alternating months, with meeting dates posted on the web calendar. This group provides the leadership for all alumnae and alumni activities, including Community in Action Day, the Christmas Eve Children’s Liturgy and Evenings of Reflection, among others. The Alumnae and Alumni also publish an e-newsletter, which is available online.

AMASC: World Association of Alumnae and Alumni of the Sacred Heart; promotes communication among Sacred Heart alumnae and alumni throughout the world. This international organization links the efforts of alumnae and alumni throughout the world and provides global connection for all alumnae and alumni. Graduates of the Upper School and Kensington Hall receive an “International Passport,” which

recognizes their inclusion in this international network and welcomes them into any Sacred Heart community in the global network. More information regarding the activities of AMASC can be located through our website or by visiting the AMASC website, www.amasc-sacrecoeur.org

Annual Giving: A parent-directed initiative to meet the costs of school operations, Annual Giving provides student programs, services and professional development opportunities for faculty and staff. This entirely volunteer effort supports the annual operating budget of the Academy of the Sacred Heart and provides for all expenses not covered through tuition, including athletic programs, special events, performing arts, field trips, facility upkeep and general operations. A donation may be made at any time to Annual Giving and can be done online through the website.

ASH Boosters Club: Parent booster club that supports the Academy's athletic programs in Kensington Hall, the Middle School for Girls and the Upper School. ASH Boosters Club meetings are posted on the calendar and usually take place on the second Tuesday of each month at 5:00 p.m. in the Cyber Café. All parents are welcome to attend. All proceeds generated through ASH Boosters Club provide additional equipment, transportation and support for the athletic programs.

Bauervic Gym: Small gym located behind the Dritsas gym, built while Kensington Academy was located on the grounds of the Academy of the Sacred Heart and named for the Bauervic-Paisley family who provided the funding for this addition. This gym can be reached through the Primary wing of the school or by walking through the Dritsas Gym.

Benefit: Major fundraisers for the Academy of the Sacred Heart that assist in meeting the operating costs for the educational program. The Benefit is led, planned and operated by parent volunteers in cooperation with the Development Office. The Benefit provides for specific needs of the Academy and supports the annual operating budget.

Blue and Gold Pages: This offering from PAASH (Parents Association of the Academy of the Sacred Heart) provides a listing of services, businesses and vendors related to the Academy of the Sacred Heart. Intended to promote support of the family of the Sacred Heart, parents, faculty and staff are welcome to provide contact information using the on-line registration provided on the website. We encourage parents to consult this listing when looking for a service or business.

Cache-Cache: A French term that has been handed down from generation to generation and refers to a group form of hide-and-seek traditionally played at Sacred Heart schools. Rules for Cache-Cache form an oral tradition of history that dates back to 1800s France and provides memories to last a lifetime as students recall the best hiding places and the secrets of searching as a group in silence and with great sport.

Candlelight Ball: A dinner dance sponsored by the Alumnae Association in June to honor the IV Academic graduates and their families. For more than 50 years this tradition has marked the threshold from Upper School to alumnae. The Candlelight Ball is sponsored by the Alumnae of the Sacred Heart and is chaired by a member of the Alumnae Board.

Child Study Team (CST): The Child Study Team is the structure used to consider a student's unique needs in order to maximize his/her growth. Areas of focus can include learning, social skills, psychological development or spiritual needs. The confidential process provides an opportunity for leaders from each learning community, along with the Head of School, the school counselor, the learning specialist and others, to assist parents in considering what special needs a child might have to reach his/her potential. Parents and faculty partner together in this process, which does not guarantee services, but does provide the opportunity to consider the needs of both gifted and learning challenged students.

Children of Mary: Children of Mary finds its origins in the early days of Sacred Heart education, when St. Madeleine Sophie Barat instituted a group of students, and later alumnae and friends, who would carry a commitment to apostolic works, a commitment to prayer and personal growth and a desire to deepen the presence of the Sacred Heart throughout the world. This international association has now expanded, inviting current parents and friends to join in this effort to address the spiritual hunger in the world today. The Children of Mary meets the first Thursday of each month at 1:30 in the Parlor. The meeting includes fellowship, input from the monthly speaker and a liturgy in the small chapel. The gathering concludes by 3:00 p.m. and is open to any member of the Sacred Heart family.

Congé: French word for “leave-taking” or farewell. Congé is an in-school holiday in most Sacred Heart schools where students leave their regular studies and channel all their energy into celebration and fun. On the Friday before Memorial Day Holiday, a Congé in honor of St. Madeleine Sophie Barat includes games, goûter, and a traditional lip synch performed by students for one another. There may be other, unscheduled Congé days at the discretion of the Head of School.

Development: Fundraising and friend-raising. Development activities each year include Annual Giving and Benefit, where parents, alumnae, past parents, faculty, staff and friends raise funds to supplement the Academy’s operating budget. Capital campaigns are also conducted as necessary to build assets to resolve needs that cannot be raised through annual fundraising.

Director (Head): Title for the singular leader of an area of operation, program or function of the school. Each Director is responsible to the Head of School (Headmistress) for all operations, curricular and co-curricular programs. The Directors are: Mrs. Barbara Lopiccolo, Admissions Director, Mr. J. Timothy Neis, Chief Financial Officer, Mr. Kevin Fogarty, Curriculum Director, Mr. Dino Vandenhede, Technology Director, Mrs. Patricia Wagner, Early Childhood Program Director, Mr. Agostino Visocchi, Extended Day/Enrichment/Social Media Director, Mr. Christopher Smedley, Kensington Hall Director, Ms. Kara Spicer, Lower School Director, Mrs. Angela Saylor, Middle School for Girls Director and Ms. Renee McNally, Primary School Director.

Dritsas Gym: Built in 1965 and named for Catherine Dritsas, who led the athletic program at the Academy of the Sacred Heart for more than 25 years. The Dritsas Gym can be accessed through the Field House, from the hallway near the Health Office and from the Primary Wing.

Early Childhood Program: The Early Childhood Program includes the Infant/Toddler Program and the Preschool Program. It is located on the ground floor of the building and is directed by Mrs. Patricia Wagner.

Early Risers/Late Shiner Programs: Continuity of the mission of Sacred Heart education into our before and after school programs is the goal of Early Risers/Late Shiners, offered through the Enrichment program. Early Risers refers to supervised but unstructured time before school begins. Early Risers begins at 7 a.m. and requires a one-time pre-registration. The program is held in the Field House; all students participating in Early Risers should enter the school through the Field House portry. The after school component, Late Shiners, provides free play opportunities, as well as those structured activities provided through the Enrichment Program. Late Shiners concludes at 6 p.m. each day and requires a one-time registration. All services for Early Risers and Late Shiners are billed monthly through the Finance Office. For more information, please consult the website and the parent handbook or Mr. Agostino Visocchi, program director.

Enrichment Program: The Enrichment Program offers quality before- and after-school programming delivered by certified instructors. ASH offers classes and social opportunities to extend a child's day, from learning creative arts to sports activities to receiving homework assistance. The Enrichment Program

offerings are published at the beginning of each semester and are updated through the website. Mr. Agostino Visocchi, is the Director of the Enrichment Program, and can be reached at extension 172.

Exchange: The opportunity for Upper School students to attend another Sacred Heart school during an academic year. Information regarding the Exchange program is available from the Mrs. Mary Jo Dawson in the College Counseling Office.

Family Groups: Family Groups are comprised of approximately 30 students, faculty and staff. Family groups are designed to be a microcosm of our school community. Groups gather together for selected service projects, activities or prayer several times each year. Family Groups are designated by a color and provide a cross-age group of adults and students. Designated upon entry to the school, the membership in a family group is consistent during all the years a child or adult is a member of the school community. Family Group activities are indicated on the web calendar. E-newsletters will contain information regarding any attire or activity needs for Family Group days.

Feast Wishes: Students' expression of gratitude and thanks to the faculty and administration, written and presented by the students at the Christmas liturgy and on the Feast of St. Madeleine Sophie Barat. This term also refers to the annual Christmas celebration provided by the Upper School students for the faculty and staff in appreciation for the service to the student body.

Field Day: End of the school year athletic celebration involving all students in team games. Field Days are typically held separately for each learning community.

Field House: Our 31,000 square foot multi-sport facility, which includes a cyber café, aerobics room, cardiovascular facilities and classrooms that house the After School Learning Center.

Formation to Mission: Every Sacred Heart school in the United States is engaged in the process of Formation to Mission; providing the opportunity for every adult and student in the Sacred Heart family to deepen their understanding and commitment to the attitudes and actions that flow from the commitment to the Sacred Heart of Jesus. Formation to Mission activities are present in all levels of the school community and invite each adult to take seriously the importance of our commitment to the *Goals and Criteria* of Sacred Heart education.

Gazelles: Mascot name for Middle School for Girls and Upper School athletics.

Goals and Criteria: Originally developed in 1975 and refined in 2005, these principles safeguard the vision and legacy of Sacred Heart education in the United States. The five *Goals* define the mission and specific criteria used for regular evaluation of Network Schools. The Goals and Criteria, along with the Foundational Principles, which outline the mandates of governance of a Sacred Heart school, are available through the website.

Goûter: French word for snack; one we translate in daily experience. Special snacks are provided on days of celebration.

Head of School (Headmistress): Accountable to the Board of Trustees for all operations. Sr. Bridget Bearss, RSCJ is the Head of School at the Academy of the Sacred Heart.

“House Built on Confidence”: Term often used to refer to the present site of the Academy. The reference was first made by Sr. Katherine Wansboro in the early fifties as she raised funds for the building of the school in Bloomfield Hills. The exact reference speaks of the Bloomfield Hills School as “The House Built on Confidence in the Heart of Jesus.”

ISACS: The Independent Schools Association of the Central States (ISACS) is a membership organization of 230 independent schools from 13 states of the Midwest region. The purpose of ISACS is to promote the development of strong learning communities characterized by high achievements, social responsibility, and independence of governance, programs and policies. This goal is achieved through a rigorous accreditation process, targeted professional development programs, and focused support services. The Academy of the Sacred Heart is an accredited member school in good standing and has completed all requirements for membership. For more information regarding ISACS, please visit the website, www.isacs.org.

Jefferson Avenue (1851-1918): The first location for the Academy of the Sacred Heart in Detroit. The very first building is still in existence on Jefferson Avenue across from the Renaissance Center, where an historic marker attests to the history of the Academy.

Kensington Academy: Founded on the grounds of the Academy of the Sacred Heart in 1968, Kensington Academy provided an education for boys in the spirit and tradition of Sacred Heart education. Kensington Academy moved off the property in 1982 and was an independent co-educational institution until 2006 when the Academy of the Sacred Heart and Kensington Academy merged together to again form an education steeped in the roots of Sacred Heart education.

Kensington Hall: Designation for the learning community once known as the Middle School for Boys, Grades 5 through 8. This term was adopted in 2007 following the merger with Kensington Academy as a way of honoring the history and tradition of Kensington Academy, whose foundation in 1968 created an all-boys education in the spirit and tradition of Sacred Heart education. The Kensington Hall Director is Mr. Christopher Smedley and is located on the third floor.

Knights: Mascot name for Kensington Hall athletics.

Lawrence Avenue: The second site of the Academy of the Sacred Heart from 1918-1957.

Learning Communities: The Academy of the Sacred Heart has within it six distinct learning communities (previously defined as *Divisions*). These Learning Communities are: Early Childhood Program, Primary School, Lower School, Kensington Hall, Middle School for Girls and Upper School. Each of these Learning Communities has a leader who provides the leadership, communication and oversees the program in close collaboration with other school leaders and the Head of School.

Lower School: Learning community that serves children in Grades 2-4, located on the ground floor. The Lower School Director is Ms. Kara Spicer.

Mater Admirabilis: “Mother Most Admirable,” the name given to the fresco painted by a Religious of the Sacred Heart in the school in Rome; reproductions are in every Sacred Heart School. “Mater” at the Academy is located in the vestibule of the chapel. The Feast of Mater, celebrated on October 20 with a liturgy, the blessing of children and goûter, also invites children and adults to wear pink in honor of the color Mary wears in this painting.

Middle School for Girls and Upper School: Learning communities that serve girls, Grades 5-12, and are headed by the Associate Head of School, Ms. Judith Hehs.

NCA: North Central Association; the Academy is a member school in good standing and has been recognized with continual accreditation from this organization, along with ISACS and the Network of Sacred Heart Schools.

Nature Center: Fifteen acres of land on the property that has been set aside, developed and dedicated as a natural area.

Neighboring: A gathering of current parents who live in geographical proximity to one another for the purpose of strengthening the adult community and providing the Head of School with the opportunity to converse, update and deepen her relationship with parents. One neighboring event is held each month and is hosted by a parent, usually including light dessert, and is open to all current parents. Invitations are sent by the Development office and a courtesy RSVP is requested.

Network: Twenty-four Sacred Heart schools in the United States and Canada historically interrelated and committed to the vision articulated in the *Goals and Criteria*. As the only independent federation of schools in the United States, the Network provides collaborative opportunities for trustees, employees, and students of member schools. Each school must demonstrate exemplary commitment to the *Goals and Criteria* as demonstrated through participation in the SHCOG process (see below).

Parents Association of the Academy of the Sacred Heart (PAASH): Through dues assessed with tuition, all parents and guardians of Academy students are members of the Parents Association of the Academy of the Sacred Heart. PAASH, governed by elected members and the Head of School, organizes events and activities throughout the school year to foster relationships among parents and help further the school's mission.

Portress: Person who staffs the portry, greets visitors and receives phone calls (receptionist).

Portry: Academy of the Sacred Heart term for the reception area at the Administration and Field House entrances. This term originates from a French designation of the entrance to schools, providing not only reception but a parlor for guests to be received.

Primary School: Learning community that serves children in Pre-Kindergarten, Kindergarten and Grade 1. The Primary School Director is Mrs. Renee McNally and is located on the ground floor.

Prize Day: Sometimes referred to as “Prizes,” the formal end of the school year where students are recognized for achievement and progress. Each learning community has a designated Prize Day where a tradition dating back to 1851 continues to invite parents to join as both gifts and challenges are articulated in developmentally appropriate ways. Prize Day attire for students is articulated in the All School Handbook, but should be similar to the attire worn to church or for a special occasion. Jeans, gym shorts or casual attire should not be worn by students on Prize Day. Each child should have a parent or family member in attendance at Prize Day. Students are dismissed for the summer holiday immediately following Prize Day.

Project Term: A 10-day experiential learning program for all students in the Upper School.

RSCJ: Abbreviation for the Religious of the Sacred Heart. Originally founded in France, the religious congregation founded the Academy in 1851 and continues to serve the school. With French as the common congregational language, the abbreviation is the French title, Religious de Sacré Coeur de Jesu (RSCJ). These letters are used behind the name of any professed Religious of the Sacred Heart.

SCG: Term used for the Upper School “School Community Governance Program” (student government) which involves every student and faculty member working (in groups) to organize and execute all Upper School activities.

SHCOG: Sacred Heart Commission on Goals, responsible for regulating and evaluating the commitment and compliance with the *Goals and Criteria* in each of the Network of Sacred Heart member schools.

The Academy of the Sacred Heart will complete a visitation and re-confirmation of the commitment to the *Goals and Criteria* and the values of Sacred Heart education in 2013-2014.

Saint Madeleine Sophie Awards: Monthly recognition of students in Grades 2, 3, and 4 for their exemplary behavior in living out one of the *Goals* of Sacred Heart education.

Saint Madeleine Sophie Barat: Foundress of the Society of the Sacred Heart in France in 1800 whose Feast Day is celebrated on May 25.

Saint Rose Philippine Duchesne: The Religious of the Sacred Heart who brought Sacred Heart education to North America in 1818. Her Feast Day is November 18. She was canonized on July 3, 1988.

Society of the Sacred Heart (or Religious of the Sacred Heart): Religious congregation of women founded in 1800, whose charism, presence and mission are the foundation of the Academy and its educational mission.

Spirit Store: The Spirit Store is located outside the Dritsas gym and is where purchases of official school apparel, water bottles, hats, etc. may be made. The Spirit Store is staffed by volunteer parents and is open every morning.

Tres Bièn: French for “very good;” historically this was the highest “note” or “mark” given during weekly assemblies in recognition of the previous week’s work.

Trustee Award: Award given by the Board of Trustees to a member of the metropolitan Detroit community who is distinguished in their commitment to and excellence in the *Goals and Criteria*. The Trustee Award is given when the Board of Trustees nominates a candidate worthy of this highest commendation.

Wansboro Award: Award given by the Alumnae Association each year to a person giving evidence of a life of service showing Confidence in the Heart of Christ. The award is named after Sister Katherine S. Wansboro who served as Headmistress at Lawrence Avenue and Bloomfield Hills for more than 20 years, and who successfully moved the school to its present location.