

NEW PARENT HANDBOOK



2026-2027 School Year

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CONTACT INFORMATION

Address	9450 NE 14 th Street, Bellevue, WA 98004
Phone	425-451-1773
Fax	425-450-3918
Office Hours	8:00 am – 4:00 pm Mondays - Fridays
Website	school.sacredheart.org
Principal	David Burroughs x11601
Vice Principal	Erica Pierson x11602
Dean of Students	Amy Davis x11607
Director of Admissions	Caroline Johnson x11603
Director of Development	Corey Raney x11605
Director of Major Events	Claire Smith x11604
Office Manager	Val Bromfield x11500
Health Room	Ann Marie Thompson 425-283-4270
School Psychologist	Nicole Morton x11606
Extended School Services (ESS)	Paige Sullivan (during ESS hours: 425-577-2422)

To receive text messages from Sacred Heart School,
please text ***YES*** to **79041** to opt in.

COMMUNICATION

Bloomz	Bloomz is a website and mobile app used for schoolwide and grade-level announcements, as well as a place to store photos which are preserved as the class moves on at SHS. The app is open only to SHS families. You will be added as a member to the Sacred Heart School group as well as to the grade level group for each of your children at SHS. At least one parent from each family should download the Bloomz mobile app and turn on either email or push notifications to ensure that you receive all important information. For details about setting up Bloomz, updating your notification settings, and more, please refer to “Bloomz Communication App” handout.
School-Wide Communication	School Newsletter: <i>From the Heart</i> A weekly newsletter titled <i>From the Heart</i> is sent weekly (Fridays) from the school office via Bloomz. It includes information and announcements about upcoming school events, family and student activities, as well as important information from the Principal, Vice Principal, and Parish. We strongly encourage you to read <i>From the Heart</i> regularly to stay up to date on important information.
	School Website: https://school.sacredheart.org/ The website has the most current school calendar, past editions of <i>From the Heart</i>, information about CYO Athletics and all extracurricular activities, as well as important school news.
	Classroom Community Coordinators (CCCs) Parents at each grade level work to support their grade level teaching team and the parents at this level. During the summer months, the CCCs work to put together at least two playdate opportunities for their grade level students. Throughout the year, the CCCs communicate with parents about grade level or school-wide events that might be of interest to them. The CCCs will also reach out to parents during the year asking for help with classroom activities and field trips. All CCC communications are sent via Bloomz.
Teacher Communication	PowerSchool PowerSchool is the primary tool K-8 teachers use to communicate with parents about their child’s academic progress. Teachers will enter at least one grade per week for each of the subjects they teach. As grades are posted in the teacher’s grade book, they are immediately posted to PowerSchool.
	Weekly Newsletters All PreK-5 teachers send weekly newsletters to their classroom families. Classroom newsletters are sent via Bloomz.

GETTING STARTED AT SACRED HEART

Uniforms	Uniform Policy Our full uniform policy can be found on the website. Be sure to review this with your child before the first day of school.																																																												
	Uniform Providers Sacred Heart School uses the following uniform providers: 1. Lands’ End www.landsend.com. On their website, select school tab and enter school code 900085846. 2. Tommy Hilfiger www.globalschoolwear.com. On their website enter school code SACR07																																																												
	Used Uniforms All families are welcome to purchase gently used uniforms at a reduced rate from the school via the following: 1. Used Uniform Closet 2. Used Uniform Sale – June 8th 2:30-4:00pm & July 30th 10:00-11:30am																																																												
School Hours	Regular School Hours <u>Grades 1-8:</u> Monday – Friday 8:25am–3:15pm <u>Kindergarten:</u> Monday – Friday 8:25am–3:10pm <u>Pre-Kindergarten Full Day:</u> Monday – Friday 8:25am–3:10pm <u>Pre-Kindergarten Half Day:</u> Monday – Friday 8:25am–12:00pm Staff are outside on duty daily at 8:10, doors open at 8:15, and classes officially begin at 8:25.																																																												
	Please note the staggered dismissal times for Pre-K and Kindergarten students during the first two weeks of school: <table><tr><th colspan="6">Start of the School Year Dismissal Times</th></tr><tr><th></th><th><i>Mon</i> 8/31</th><th><i>Tue</i> 9/1</th><th><i>Wed</i> 9/2</th><th><i>Thur</i> 9/3</th><th><i>Fri</i> 9/4</th></tr><tr><td>Pre-K</td><td></td><td>11:30</td><td colspan="3">→</td></tr><tr><td>Kindergarten</td><td><i>Desk & Locker Day</i></td><td>11:45</td><td colspan="3">→</td></tr><tr><td>Grades 1-8</td><td></td><td>3:15</td><td colspan="3">→ 11:45</td></tr><tr><th></th><th>9/7</th><th>9/8</th><th>9/9</th><th>9/10</th><th>9/11</th></tr><tr><td>Pre-K</td><td></td><td>12:30*</td><td colspan="3">→</td></tr><tr><td>Kindergarten</td><td><i>Labor Day, No School</i></td><td>12:45</td><td colspan="3">→</td></tr><tr><td>Grades 1-8</td><td></td><td>3:15</td><td colspan="3">→</td></tr><tr><td colspan="6">*half day pre-k students dismiss at noon</td></tr></table>	Start of the School Year Dismissal Times							<i>Mon</i> 8/31	<i>Tue</i> 9/1	<i>Wed</i> 9/2	<i>Thur</i> 9/3	<i>Fri</i> 9/4	Pre-K		11:30	→			Kindergarten	<i>Desk & Locker Day</i>	11:45	→			Grades 1-8		3:15	→ 11:45				9/7	9/8	9/9	9/10	9/11	Pre-K		12:30*	→			Kindergarten	<i>Labor Day, No School</i>	12:45	→			Grades 1-8		3:15	→			*half day pre-k students dismiss at noon					
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	There is no afternoon ESS for Pre-K or Kindergarten students until Monday, September 14th.																																																												
Extended School Services (ESS)	After school childcare is available until 6:00pm for all students (Pre-K–8 th grade) through the Extended School Services (ESS) program. Morning care is available for Kindergarten- 8 th grade students starting at 7:00am. To register, please visit your Finalsite Parent Portal . You will find the application listed under your students “optional checklist items.” Please contact ESS Director Paige Sullivan (psullivan@sacredheart.org) with any questions.																																																												

Morning Drop-Off	Pre-K: Upper Lot Please park in the upper lot (spaces in the center of the lot) and walk your children to the classroom between 8:15 and 8:25am.
	Kindergarten – 2nd Grade: Upper Lot - Drop off in the upper lot between 8:05 and 8:25am. - Pull straight ahead to the library entrance before stopping to let your children out right next to the staff member on duty. Please have your children exit from the passenger side of the car, and walk safely to the sidewalk all the way to the school building. - Carefully continue to drive around the back of the school via the one-way loop and exit on 97th Avenue NE.
	3rd Grade – 8th Grade: Lower Lot - When dropping off students in the lower parking lot please enter via NE 14th Street. - Drop off in the lower lot between 8:05 and 8:25am. - If there are no cars ahead of you, please pull your car all the way to the forward before stopping to unload your child(ren). - If there are cars ahead of you, please pull into line behind them. Please wait until you have at least reached the basketball hoop (located past the Church stairs) before unloading your child(ren). - Please make sure your child(ren) exit from the driver's side of your vehicle whenever possible to avoid students crossing lines of traffic. - If you are planning to park your car (i.e., to volunteer at the school, attend a meeting, etc.) please drop off your child(ren) in the drop-off line and then drive around to a parking space. Please do not park to drop-off your children as they would then have to cross the line of traffic. - If students or parents are waiting to cross the traffic line, please follow the directions of the staff member on duty about when to wait and when to drive. - Please do not pull out of the drop-off line and drive around the cars in front of you. Waiting in line for a few more moments helps to keep the drop-off safe for everyone. - Exit via the north end of the parking lot (near the big toy) onto 97th Avenue NE.
Afternoon Pick-Up	Half Day Pre-K: Upper Lot Please park outside the gate at the upper lot. The Pre-K teacher(s) or aide(s) will walk your child outside. Carefully drive around and exit onto NE 14th Street.
	Full Day Pre-K, Kindergarten, and 1st Grade ONLY: Upper Lot - The upper lot is only for Pre-K, Kindergarten, 1st Grade, carpools with Kindergarten and 1st Grade, or exceptional needs (i.e., injured students). - Please park in the upper lot and then drive around the back of the school via the one-way loop The upper lot Big Toy is not available after school as it is used by our ESS program. You may use the lower lot Big Toy after 3:30pm.
Afternoon Pick-Up Continued	2nd Grade – 8th Grade: Lower Lot - Enter the lot via NE 14th Street and park following the directions of the parking supervisor. - If you are going to remain in your car to pick up your child and leave quickly, please park head-in a #1 space (i.e. one of the “front” parking spaces with room for another car to park behind you).

	• If you are going to get out of your car to talk with other parents, go into the school, etc., please park in a #2 space (i.e., behind a #1 space). In this way you will not block other cars. • For the safety of the students, please DO NOT back up your vehicle into the walk zone. EXIT the lot via the north end of the parking lot (near the big toy). • Children may play on the Big Toy in the lower lot after school under parent supervision only beginning at 3:30pm. 
BYOD (Bring Your Own Device)	All students entering grades 6-8 are required to purchase a Microsoft Surface device, which they will use during their years at our school. BYOD requirements and tips for purchasing affordable devices can be found on our school website.
Summer Skills	All students entering grades 1-8 are asked to participate in our summer skills program. Summer skills work packets can be found on our website starting in June. If you would like a hard copy, please let Caroline Johnson know (cjohnson@sacredheart.org).
Health Room	Should your child become sick, Health Room staff/volunteers are available during school hours. The Health Room is staffed by Ann Marie Thompson (annmariet@sacredheart.org) and supported by parent volunteers.
Early Dismissals	It is necessary to sign your student in/out at the school office (through our Verkada system) if they are late to school or will be picked up early. When picking up your child early, we will call your student's classroom when you arrive. Please allow enough time so pickup isn't rushed.
Absence/ Tardies	When your child is not coming to school or is going to be tardy, please notify the school by 9:00am with your child's name, classroom, and reason for absence/late arrival. Notices should be sent by email to the school office manager at attendance@sacredheart.org as well as your child's homeroom teacher. Please walk your student to the office and sign them in when they arrive late to school.
Volunteering/ Visiting the School	We welcome parent volunteers at SHS and have many opportunities for you to actively participate at the school and in your child's classroom. Volunteers/visitors are required to sign in and out at the school office and to wear a visitor badge (the Verkada system will print one out for you when you check in).

PARENT LEADERSHIP

School Commission	The School Commission is a faith-based advisory board to the Pastor of Sacred Heart Parish and to the Principal of Sacred Heart School. The Commission's responsibilities include supporting the Mission, Vision, and Goals for our school. The commission also creates and implements the Strategic Plan to ensure proper planning for the future advancement and excellence of our school. The commission develops and evaluates school policies, means to finance the school (tuition structures, financial development and fundraising), and structures for marketing and communication for the school. The School Commission is composed of the Parish Pastor, the School Principal, seven or more members (appointed by the Pastor and Principal), Parents' Club President, and a Secretary. Appointed members are parents of Sacred Heart School students or members of Sacred Heart Parish. If you have any questions about School Commission, please feel free to contact the School Commission Chair.
Parents' Club	Sacred Heart Parents' Club is dedicated to building a strong faith-based community with our teachers, staff, students, and parents. All parents of students attending Sacred Heart School are considered members of Parents' Club. Our Board organizes several social activities, volunteer opportunities, and fundraisers each year to promote excellence in our school and to build community. The Parents' Club Board meets monthly. Board meetings are open to any parents who wish to attend. Please contact our Parents' Club Board President.
Welcome Family Program	Each new family to Sacred Heart School is provided a Welcome Family. This "experienced" family will be excited to help you navigate your way through your first year at SHS. They will let you know about upcoming events, answer questions you may have regarding policies and/or procedures and connect you with other families in our community. Caroline Johnson will assign a welcome family to you, or you can request a family you already know. Please email Caroline if you have any questions cjohnson@sacredheart.org.

VOLUNTEERING AT SACRED HEART

Service Jobs	The Sacred Heart School Service Program consists of parent jobs that make a significant contribution to the success of Sacred Heart School and enrich the academic education and student environment for all our students. It is our hope that there are many jobs that match your talents, interests, and availability. There are more jobs than families in the school, and the program relies on your generosity of time and talent.
Service Job Requirement	All school families are required to fulfill at least one service job per school year. Only official Service Program jobs fulfill the requirement. Service Program sign-ups are done online with Signup Genius. These signups will go out at 7am on May 18, 2026 for recess duties, and then again at 7am on May 20, 2026 for all other volunteer jobs. Families may “opt-out” of a service job for a fee of \$2,500.
Jobs That Fulfill the Service Requirement	Examples of Service jobs include: • Operations (i.e. Health Room, Playground, Classroom Aide) • Auction (i.e. Procurement, Marketing, Décor) • Fundraising (i.e. Jogathon) • Leadership (i.e. Parent’s Club Board, CYO Board) A complete list of Service Jobs can be found on the website: https://school.sacredheart.org/parents/service-jobs If you have questions about Service Jobs, please email servicejobs@sacredheart.org.
Safe Environment Requirements	The Archdiocese of Seattle has had a long commitment to the protection of children, youth, and vulnerable adults. The Archdiocese of Seattle requires all Church personnel (defined as all clergy, all employees, and all volunteers who have ongoing, unsupervised contact with minors and vulnerable adults) to take part in our Safe Environment Program in three ways. They must: 1. Successfully undergo a criminal background check every three years 2. Complete the Protecting God’s Children course 3. Read and sign the Archdiocesan conduct policy You may complete these requirements by accessing the Virtus database, our Catholic Risk Retention Group focused on the prevention of abuse. New Church personnel will need to create a Virtus profile (http://www.virtus.org/virtus/index.cfm) under the “First Time Registrant” tab. Applicants will not be eligible to work or volunteer in any capacity until these requirements have been satisfied. Note: All staff and volunteers are considered ‘Church personnel’. We strongly encourage ALL parents to comply with Safe Environment requirements regardless of intent to volunteer in the immediate future. If you have questions regarding Safe Environment, please contact Amy Davis: adavis@sacredheart.org

PARENTS' CLUB FUNDRAISING

Scrip	When you purchase Scrip, you are purchasing negotiable gift cards that are used just like cash, with no expiration dates. At any of these companies, you buy what you normally buy, but pay with the Scrip cards you have purchased through our program, and Sacred Heart School earns a percentage of your total scrip purchase. Please see the school website for more information!
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DEVELOPMENT OFFICE FUNDRAISING

Annual Fund	The Sacred Heart School Annual Fund supports our school's current operational needs, and programs that enrich the student experience each day. Because tuition primarily covers teacher and staff salaries, Annual Fund gifts are essential in sustaining the exceptional Catholic education SHS provides while helping keep tuition as affordable as possible. Donations directly benefit the school and are welcomed year-round from July 1–June 30, our community comes together on November 3, 2026, to “Fill the Heart” in support of the Annual Fund. There are many ways to give; online, direct deposit, Venmo, DAF and stock. Many families can also submit their contributions and volunteer hours to their employer for corporate matching programs to double or even triple the impact of their gift. For Annual Fund questions, please contact our Director of Development, Corey Raney: craney@sacredheart.org.
Auction	January 30, 2027 – Our annual Auction Gala is one of our most popular adult social and fundraising events! The theme will be announced at Back to School Night in September. Over the past two years, the Gala has raised over \$1 million for our school. We especially encourage all new families to attend as it is a wonderful way to get to know your new community. Families are encouraged to procure, purchase, or donate a minimum of \$200 for the auction. If you have questions please contact Claire Smith, Director of Major Events – csmith@sacredheart.org
Jog-a-thon	It's a student-led fundraiser that supports our school's operational needs, expenses and program enhancements. This event usually takes place in Spring!
SHS fundraising dollars support many areas of the school's operating costs, including: • Maintenance, Facilities, and Equipment • Campus Upgrades • Office and School Supplies • Instructional Expenses • Professional Development	

EXTRA CURRICULAR ACTIVITIES

CYO Sports	Please refer to our website for more information about CYO Sports and registration forms. Watch <i>From the Heart</i> for details about registration. Fall Sports: Soccer (Pre-K-8) and Cross Country (K-8) Winter Sports: Basketball (grades 4-8) & Volleyball (grades 4-8) Spring Sports: Track & Field (grades 3-8) & Basketball (grade 3) No experience required, only the desire to learn and have fun! Coaches and assistant coaches are always needed and appreciated. Any questions, please contact Randall Kimbrough (rkimbrough@sacredheart.org).
Playmakers	Sacred Heart School offers a drama program for grades 2nd-8th. Each year, the school puts on one major production where students are encouraged to participate in some way whether that is auditioning for a speaking part or signing-up to be a part of the tech crew. Due to the popularity of this program, there may be a limited number of students that can participate in a production. Performances for the major production will take place on March 12-14, 2027. If you have any questions, please contact Britt Boyd (bboyd@sacredheart.org).
After School Activities	Sacred Heart School partners with outside providers for additional after school activities. These include: • Smart with Art • Music Kids • Chess Wizards • Pokémon Club These offerings vary from year to year based on interest. To learn more, visit our website: SHS After School Activities.