Primary & Lower Schools Family Handbook

Our Mission

As a Catholic, Independent, Sacred Heart school for students of all faiths, Academy of the Sacred Heart educates students to learn, serve and lead with confidence, self-awareness and integrity.

Our Vision

Academy of the Sacred Heart graduates are collaborative problem solvers and transformative leaders. We accomplish this by fostering a community of learners who are purposeful, authentic, knowledgeable, inquisitive, analytical, creative, discerning, empathetic, humble and resilient.

Handbook Introduction

The following information and policies are written to guide families. The Academy of the Sacred Heart is a community, and as such, the atmosphere of the school depends on a sense of responsibility and self-discipline of each member. The school community depends on trust and the wise use of personal freedom.

Academy of the Sacred Heart reserves the right to make changes to the Family Handbook during the school year. The handbook has been written in good faith to be as comprehensive as possible, and is intended to be a guide in regard to a majority of issues; however it cannot predict all issues that may arise in the school year and therefore it does not supersede good judgment or formation of solutions and/or consequences.

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History and Guiding Principles

History

The Society of the Sacred Heart (R.S.C.J.) has its origins in Paris where it was established in 1800 by Saint Madeleine Sophie Barat. She responded to the educational needs that followed in the wake of the religious, intellectual, political, and social upheaval of the French Revolution. In its subsequent development as an order, now associated with some 200 schools and colleges throughout the world, the Society has remained dedicated to the education of young women and young men. Adapting its programs to the requirements of specific times and places, the Society maintains its concern with "the value of the student as a person growing into full Christian participation in a democratic society."

Academy of the Sacred Heart is part of the Schools of the Sacred Heart that were founded by the Religious of the Sacred Heart in 1800. Academy of the Sacred Heart is the oldest independent school in Michigan, founded in 1851.

Goals & Criteria

Each Sacred Heart school promotes the educational mission of the Religious of the Sacred Heart. We share with the other members of the nationwide Network of Sacred Heart Schools five common goals and a commitment to educate to:

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

With a belief in the capacity of each student, Academy of the Sacred Heart students are expected to achieve their highest level of scholarship while learning to assume leadership roles as responsible, compassionate and contributing members of their community and their world.

Philosophy of Sacred Heart Education

Sacred Heart education is framed by the assumption that education is a developmental process that lays the foundation for the students to become integral persons, people who live lives of integrity. As Sacred Heart Educators, we are primarily concerned with the development of the whole person. Within an atmosphere charged by the presence of the divine, we engage each student's heart, mind, and will.

Academy of the Sacred Heart is a Catholic school that provides an excellent academic education and formation based upon the morals, teachings, and practices of the Catholic Church, inclusive of Archbishop Vigneron's Pastoral Letter on Gender Identity.

Daily Prayers

Primary School

With my heart, head and hands I pray,
Help me to be a good friend and make wise choices each day.

Lower School

I am a child of the Sacred Heart
Each day, dear Lord, I will:
Love as you love,
Study and learn,
Help those who need me,
Be a friend to all,
And make wise choices.
Saint Madeleine Sophie, hear my prayer.
Saint Rose Philippine, hear my prayer.

Sacred Heart Traditions
Academy of the Sacred students enjoy many customs, practices and traditions.

> *Congé*: This day is recognized by students at Academy of the Sacred Heart as signaling a day when they take leave of their regular studies and channel all energy into having fun at the end of the year.
>
> *Feast Days*: The Schools recognize the accomplishments and impact of two of the Founding Mothers of Schools of the Sacred Heart -- St. Madeleine Sophie Barat and St. Rose Philippine Duchesne -- on their Feast Days, May 25 and November 18 respectively.
>
> *Goûter*: Goûter is a long-standing tradition in Sacred Heart schools. In the days of the boarding schools, when it was not uncommon for classes to meet until five o'clock in the afternoon, it was necessary to provide the students with a mid-afternoon snack. Today, goûter is the term often used for a snack.
>
> *Prize Day*: Prize Day brings a formal end to the school year in Sacred Heart schools. Students are recognized for their academic and growth achievements throughout the year. The school community comes together for a formal assembly to distribute the prizes.

Attendance

Attendance is directly related to school success, fostering the building of community and engagement in the optimal student experience. Parents are asked not to plan family trips and vacations on school days and to limit appointments during school hours. All absences and tardies from school, including sickness, appointments and late arrivals, become part of a student's official record.

All children need to begin the school day on time. Parents should understand that they are responsible for their children's attendance and punctuality. A tardy student misses opening exercises and initial instructions.

Reporting Absences & Tardies
In case of a necessary absence or late arrival, a parent or guardian is required to report the absence/tardy to the school no later than 9 a.m. by calling 248-646-8900 ext. 415 (or emailing attendance@ashmi.org) and indicating the reason for the student's absence. In the event an absence is not reported, the assistant will call

the student's parents. Parents should also report any flu-like symptoms, serious health issues and communicable illnesses to the school nurse at 248-646-8900 ext. 424.

Required information to include in voicemail or email:

- Student's full name
- Late or absent?
- Reason for absence:
    - Appointment
    - Illness (Please specify type)
    - Family issue, bereavement, vacation, etc.

Excessive Absences
When a student accumulates excessive absences or days tardy, parents will be contacted, and every effort will be made to understand and remedy the situation.

Attendance and After-School Activities
Students absent for more than 50% of a school day (students need to arrive before lunch) may not participate in athletic or extra-curricular activities for the day or weekend should the absence occur on a Friday.

School Expectations for Extended Absences
When students are absent from school for four or more consecutive days, make-up work will be provided in a reasonable manner:

- What can be provided ahead of the trip – with reasonable effort by the teacher – will be;
- What cannot be provided ahead of the trip will be given to the student when they return;
- The student will have a reasonable (determined by the teacher) amount of time to complete assignments.

Leaving Early
If your child needs to be picked up early from school, please contact the Primary and Lower School administrative assistant, Chelsea Kozlowski (ckozlowski@ashmi.org). All early pickups will be from the West Circle Door.

Please do not email last-minute dismissal changes or other time-sensitive information to classroom teachers. They may not be able to check their email messages in a timely manner to accommodate your request.

Arrival, Dismissal & Heart Enrichment Program

Arrival
Student arrival begins at 7:45 a.m. Parents may drop-off students via the car-line at the East or South entrances. A faculty or staff member will be present each morning between 7:45 a.m. - 7:55 a.m. to assist students with exiting vehicles at the East Entrance. Students getting dropped off at the South Entrance are expected to safely exit the vehicle and enter the building independently. Parents walking students to the building are asked to say goodbye to their children at the door of the school entrance once your child is comfortable finding his/her locker and classroom. Students should be unpacked and ready to learn by 8:00 a.m. when classes are beginning. Students arriving after 8:00 a.m. will be marked late or absent.

Dismissal
Students are dismissed at 3:10 p.m. each day unless otherwise noted on the school calendar. Students remain in the building during dismissal and are called out via walkie talkie upon parent arrival. Each family will be given a car sign at the beginning of the school year to place on the car dashboard as well as explicit dismissal directions to help expedite the dismissal process. Please keep your car sign on your dashboard throughout the school year. For the safety and security of all students, parents are asked not to enter the building during dismissal.

Heart Enrichment Program
Students arriving prior to 7:45 a.m. or remaining after 3:30 p.m. must be supervised in the Enrichment Program. All students are required to be registered in the Enrichment Program in case of an unplanned late pick-up. Primary School students that are being dropped off prior to 7:45 a.m. must be escorted by a parent to the Dritsas Gym for early risers.

In addition to before and after school care, scheduled after school activities are offered to Primary and Lower School students via the Heart Enrichment Program. Brochures describing the different offerings will be provided and information can also be obtained from the website at ashmi.org/student-life/enrichment-program.

Athletics (Lower School only)

Go Gazelles! Lower School students are able to participate in athletic offerings in the fall, winter and spring seasons. The goal of the athletic program at this level is to promote community, and build foundation skills, while trying out different sports. All offerings have regular practices and some also offer competitive matches via in-school scrimmages and/or games against local schools/club teams. Grade 4 students will have the opportunity to participate in CYO sponsored sports with students in Grades 5 and 6 for selected sports.

Questions regarding athletics can be directed to Paige Comito, Athletic Director: pcomito@ashmi.org

Behavioral Expectations

Positive Discipline - Behavior Prevention

Academy of the Sacred Heart incorporates the Positive Discipline program into our school culture. It is a program that encourages the development of healthy social and other life skills that is mutually respectful to adults and children. Positive Discipline uses both kindness and firmness at the same time and is neither punitive nor permissive. Interpersonal skills, judgment, and the ability to respond to the limits and consequences of everyday life with responsibility and integrity are emphasized by our faculty and staff in their daily interactions. Positive Discipline is preventive: as individuals in the community develop more skills to self-regulate and problem solve, disciplinary incidents are reduced.

Student Behavioral Interventions

Students are expected to engage in the spirit of the *Goals & Criteria* of a Sacred Heart education. Unkind and disrespectful behavior is seen as a violation of the *Goals & Criteria* inherent in the mission, and will be addressed by the school in partnership with parents.

Learning, particularly in regard to choices and behavior, requires feedback to support student growth. The intent for such feedback is that it be educational. In most cases, correction will take the form of a verbal correction, redirecting conversation, and reflection. Some infractions warrant consequences that promote greater accountability and may include restorative conversations, written or verbal apology, loss of privileges, community service or helping task, parent communication or conference, behavior support plan or daily check-ins.

Ongoing behavior that detracts from the educational experience of others, including any form of harassment, is not permitted. While we recognize that children in Primary and Lower School are still developing social and emotional skills, we are committed to creating a safe and respectful learning environment for all. We anticipate that with appropriate prevention, guidance, and timely intervention, most behavioral concerns can be addressed in a supportive and developmentally appropriate way. Situations that rise to the level of harassment (defined below) will result in disciplinary action that could include suspension and dismissal from school.

Harassment

Bullying, intimidation, or harassment at Academy of the Sacred Heart is prohibited.

Examples of this type of conduct include but are not limited to incidences of:

- explicit and offensive references or gestures
- unwelcome physical contact
- intimidating interference with personal space
- name calling or taunting, including the appropriation and distribution of another's image, or likeness
- language of any kind which is disparaging or demeaning

This policy prohibits harassment whenever it is related to school activity or school attendance and includes school grounds, and/or school activities. Should substantiated conduct outside the school environment come to the attention of school officials, the student may also be subject to disciplinary action. Parents are expected to partner with the school in upholding this policy and supporting a safe and respectful environment for all students.

Suspension
Serious violations of the Goals & Criteria or the expectations outlined in this handbook may result in suspension. Suspension may occur either in school or out of school, depending on the nature of the behavior and the circumstances. Suspension means that a student shall be prohibited from attending classes for a period of time deemed necessary by the administrative team. Suspension may be deemed appropriate due to a prolonged pattern of repeated lesser violations. During suspension, the student will not be allowed to attend classes. When a suspension is served, any class missed will be considered an official absence and students will be expected to complete their assignments during that time.

Expulsion
Expulsion shall mean that a student will not be allowed to continue attendance at Academy of the Sacred Heart. The administration shall invoke expulsion when the situation warrants this penalty. The Head of School is the only administrator who can enforce the penalty of expulsion.

Reasons for suspending or expelling a student include but are not limited to:

- behavior of the student that is dangerous and/or detrimental to other students and staff
- bullying
- demonstration of physical violence
- insubordination (an attitude of unwillingness to cooperate)
- any other major misconduct that the school feels warrants suspension or expulsion

If a student experiences or witnesses hurtful or inappropriate behavior, they are encouraged to speak with a teacher or administrator. Parents who become aware of concerning behavior are also encouraged to report it to school leadership so it can be addressed promptly and thoughtfully. Reports of bullying, harassment, or other offensive conduct will be taken seriously and thoroughly investigated.

The Academy of the Sacred Heart is committed to creating a safe and respectful environment for all students and will not tolerate retaliation against anyone, student or parent, who, in good faith, brings forward a concern or participates in an investigation. We ask that families partner with us in reinforcing expectations and supporting a culture of kindness, responsibility, and accountability.

Birthdays

Birthdays are important occasions in the lives of young children and celebrated on a monthly basis at school. Students with birthdays in the month celebrated will be honored during the day. Students may not bring in birthday treats. Birthday dates for the 2026-2027 school year will be noted on the Primary and Lower School monthly calendars.

Communication

Parents can expect consistent communication from the school to promote a strong parent-school partnership. Communication takes various forms as listed below.

Weekly Emails
Families will receive an all-school email communication each Wednesday afternoon. This email will include a link to a Primary and Lower School specific newsletter highlighting the student experience and providing reminders for upcoming school events or changes to the daily schedule or uniform.

Monthly Calendars
Separate Primary and Lower School monthly calendars will be sent home prior to the start of each month. The calendars note special events for the month including formal uniform or non-uniform days, liturgies, student performances and events, days off school or noon dismissals, etc.

School Website
The school website, ashmi.org, is a great resource to access school calendars, parent volunteer sign-up pages, school forms, athletic information, Heart Enrichment information and a wealth of other information.

Social Media
Pictures are posted to Facebook and Instagram on a regular basis to highlight the student experience throughout all learning communities. Follow along @sacredheartmi on Instagram or on Facebook at facebook.com/sacredheartmi/

Goûter (Daily Snack)

Students in Kindergarten through Grade 4 are able to bring a healthy snack from home to eat mid-morning. The snacks need to be easily eaten in a short time period. Primary and Lower School classrooms are nut-free zones. Please refer to the list below for approved snacks:

- Apple Sauce
- Banana
- Cheese stick
- Clementine
- Crackers
- Cut fruit or vegetables
- Dried fruit
- Dried cereal
- Drinkable or self-serve yogourt
- Nut-free snack bars or trail mix
- Popcorn
- Pretzels

*Pre-K students will receive a snack provided from the school during mid-morning.

Primary afternoon snack
An afternoon snack will be available for Primary School students in one of the p.m. learning centers each day.

Health and Wellness

Health and wellness policies are developed in accordance with Goal V, Criterion 2: *All members of the school community take personal responsibility for health and balance in their lives supported by a school culture that promotes spiritual, intellectual, physical and socio-emotional well-being.*

Allergy Policy

In recognition of the growing number of students enrolled at the Academy of the Sacred Heart with potentially life-threatening allergies, this policy has been developed to establish consistent, systemic practices by which students with allergies may be cared for during the school day. We emphasize the essential partnership between the school, families and medical personnel to maintain the health and safety of the student with life-threatening allergies. Our goals are to protect the individual student with life-threatening allergies from exposure to specific allergens and to increase awareness and compassion in the school community.

*The complete allergy policy can be found here: Allergy Policy

Exclusion to Illness Policy

The Academy of the Sacred Heart follows the recommendations of the Oakland County Health Division, Centers for Disease Control and Prevention (CDC), and the Michigan Department of Health and Human Services regarding communicable diseases. The exclusion period recommended is the minimum amount of time and applies to uncomplicated cases. Often the school will require a letter of clearance from your child's pediatrician in addition to keeping your child home during the exclusion period.

We understand the need for parents to return to work. However, we are responsible for the well-being of all students under our care. **Therefore, the school reserves the right to request a clearance note from a physician at the school's discretion.** The full exclusion to illness policy can be found here: Exclusion to Illness Policy

Physical or Psychological Well Being

If a student is suspected of endangering his or her physical and or psychological well being in any way, the school has the right to require that the student receive a physical and/or psychological evaluation immediately. Prior to returning to the school, the evaluation would need to be reviewed by a designated staff member and the family would need to meet with the Director of the Primary and Lower School. If a student needs to leave the school for an extended period of time due to personal illness, psychological issues or family needs, the school will work closely with the family in making arrangements for a student's leave and re-entry into the school.

Lockers

Primary and Lower School students each have a personal locker to store their belongings in. Every child should have a book bag or backpack that fits in the locker. Backpacks with wheels are not necessary. Book bags and backpacks that do not fit in the locker are not allowed.

Locker Accessories/Decorations
Students may use a locker stacker if desired. Simple locker decorations are permitted. **No stickers are allowed, only magnets**. The decorations cannot become a distraction during the school day, and if they do, the student will be asked to take the object(s) home.

Lunch Program

Each child in the Primary and Lower School will receive a lunch each school day. Our lunch provider is Plum Market. On field trip days, boxed lunches will be provided.

Parent-School Partnership

What does it mean to educate a child of the Sacred Heart? The process begins as a partnership of parents, faculty and administration guided by the *Goals and Criteria*. Parent-School Partnership is founded on the belief that parents, the school and the students must establish and maintain a relationship of mutual trust and respect in all aspects of school life, but most especially in the education of our students.

Parents must understand that a positive and constructive working relationship between the School and a student's family is essential to fulfilling our mission. If the School reasonably concludes that the actions of a parent, or the lack of support from a family, are inconsistent with this relationship or seriously interfere with the School's accomplishment of its educational purposes, enrollment may be suspended or discontinued.

Expectations
To ensure the best outcomes for students, our parent-school partnership is guided by the following expectations:

- Mutual Respect and Trust: We ask that parents trust in the care and professional judgment of our educators. In return, we commit to communicating openly, compassionately, and thoughtfully.

- Collaborative Problem Solving: When challenges arise—academic, behavioral, or social—parents are expected to work constructively with the school to support their child. This includes participating in meetings, responding to communication, and partnering on action plans.

- Proper Channels: Sacred Heart can expect parents to use proper channels to communicate concerns and to seek a collaborative solution to problems. First contact should be with the teacher, extracurricular program advisor or coach. If the concern is not addressed, the next step would be to contact the Learning Community Leader. If after this step there is still concern, the last step would be to contact the Head of School.

First contact: Individual teacher, extracurricular program advisor or coach
Next: Director or Associate Director of Learning Community
Last: Head of School

Social media or public forums (e.g. parent group chats) are not appropriate venues for school-related concerns.

- Supportive Engagement**:** The mission of Sacred Heart education relies on family cooperation. Refusal to engage in respectful dialogue, undermining school efforts, or failing to support a shared plan may jeopardize a student's standing at the Academy.

PAASH (Parent Association)
All Sacred Heart parents are members of the Parents Association of the Academy of the Sacred Heart (PAASH). The Parents Association objectives are to promote community building among parents of students attending the Academy of the Sacred Heart, faculty, staff and students; and to initiate and support projects that aid the Academy spiritually, socially and financially.

PAASH meetings and events are held throughout the school year. To contact the PAASH Officers, you may email paash@ashmi.org.

Parent Teacher Conferences
Parent Teacher Conferences are held in November and March after the completion of Trimester 1 and Trimester 2 respectively. Parents must sign-up for conferences during the time slots allotted. All end of trimester conferences must be held on the days allotted. If parents are unable to attend during the allotted time slots, parents must contact the PRI/LS Directors and the student's home base teacher. End of year conferences may be scheduled on an as-needed basis by parent or teacher request.

Policy on Teacher Assignment Requests
We are committed to creating a positive and productive learning environment for all students. Our dedicated team of educators works diligently to balance multiple factors when forming classes each year. These factors include, but are not limited to, student learning styles, academic needs, social and emotional development, and overall class composition. The process of assigning students to classes is complex and requires careful consideration of numerous elements to ensure the best possible educational experience for every child.

Our priority is to create balanced and effective learning environments that encourage the optimal growth of each student. We trust in the professionalism and expertise of our teaching staff and are confident that every teacher is dedicated to providing high-quality education and fostering a nurturing classroom atmosphere.

We encourage you to honor the process of creating balanced classrooms. Therefore, we ask that you do not request a specific teacher or to place your child in class with a certain friend or student. Please rely on the professional judgment of our teachers and faculty and trust that we will group students to provide the most inspiring and educational learning environment.

Progress Reports and Report Cards

Report cards are completed three times a year at the end of each trimester. Parents receive student report cards at Parent Teacher Conferences for Trimester 1 and 2, and the Trimester 3 report card is placed in the student end of year packets. Report cards are also uploaded to the Parent Portal for viewing at any time. In addition to report cards, teachers utilize a variety of assessment tools to measure student growth. Assessment results will be shared with parents at conferences.

Restroom Use/Toileting

Students may ask the teacher to use the restroom whenever they need to at school. Entire classes may also take a scheduled bathroom break, depending on the grade level. For our youngest students, children should practice independently using the restroom and washing their hands at home to help them feel more confident with performing these tasks independently at school.

Extra Clothes/Toileting- Primary School Specific
Each child needs to bring a change of clothes to keep at school. The Primary School is not a childcare center so we are not licensed to do any toileting. Students in the Primary School must be independently potty-trained before the start of school.

Sacramental Preparation

Catholic Sacramental preparation is an integral part of the Lower School religion program. Grade 2 students prepare for and celebrate Solemn Eucharist as a class. Grade 4 students prepare for and celebrate Reconciliation as a class. All students prepare for the Sacraments at school and non-Catholic students are strongly encouraged to participate in the Solemn Eucharist liturgy and Reconciliation prayer service at which they will receive a special blessing. A mandatory parent meeting for all Grade 2 and 4 parents is scheduled each year to review important information about these spring-time celebrations.

Special Events

Special Events In The Primary and Lower Schools
**PRI indicates the event takes place in the Primary School Only*
**LS indicates the event takes place in the Lower School Only*
No indication means it takes place in both communities

- All-School Liturgies
- ASH Works Events (*LS)
- Christmas Concerts
- 100th Day Celebration (*PRI)
- Halloween Activities/Storytellers in the Woods
- Grandparents & Grandfriends' Days
- Thanksgiving Feast
- Hip-Hop Along
- Lenten Prayer Service (*PRI)
- March National Reading Month Activities
- Reconciliation (Grade 4)
- Science Night + Egg Drop (*LS)
- Solemn Eucharist (Grade 2)
- St. Madeleine Sophie Awards (*LS)
- Student-led Rosaries (*LS)

Supplies

Student supply lists can be found below and are also linked on the school website at www.ashmi.org/forms.

Supplies for all Primary School students:

- ❏ Backpack (must fit inside locker of 12" width x 11" depth)
- ❏ 1 pair of P.E. shoes that fasten with Velcro and stay at school
- ❏ A complete change of clothes, including socks and undergarments to keep at school in a plastic bag, all items labeled
- ❏ Personal water bottle that is spill-proof and has a leak-proof cap (no exposed straws)
- ❏ 3 boxes of tissues to give to classroom teacher
- ❏ 1 container of clorox/lysol wipes to give to classroom teacher

Supplies for all Lower School students:

- ❏ Backpack (must fit inside locker)
- ❏ P.E. shoes that *stay* at school
- ❏ Personal water bottle that is spill-proof and has a leak-proof cap (no exposed straws)
- ❏ 3 boxes of tissues to give to classroom teacher
- ❏ 1 container of clorox/lysol wipes to give to classroom teacher

Grade 3 students will also need:

- ❏ Durable and washable case to hold school supplies. Case must be at least 8.25" in length. Suggested dimensions are 8.25"L x 6"H x 2"D
- ❏ Access to a computer to use at home for homework

Grade 4 students will also need:

- ❏ 1.5" binder (student's choice of color)
- ❏ 1 sturdy plastic folder with holes to insert in 3 ring binder
- ❏ Durable and washable case to hold school supplies. Case must be at least 8.25" in length. Suggested dimensions are 8.25"L x 6"H x 2"D
- ❏ Access to a computer to use at home for homework

Labeling

It is imperative that all school supplies and clothing be clearly and permanently labeled. Students should also label all personal possessions, including book bags and lunch containers.

Technology Policy

The internet provides many educational benefits for students. In the Primary and Lower School, students will experience some of these benefits such as:

- Researching information for class projects and activities
- Collaborating on projects with classmates
- Watching and/or creating videos related to school subjects
- Practicing foundational skills via learning applications such as IXL
- Taking virtual tours
- Collecting images for school activities
- Participating in learning activities such as coding programs

With these benefits in mind, it is also necessary to discuss appropriate behavior for students as they learn to navigate technology.

Grades K-2

For the younger students in Grades K-2, students will primarily use the iPads and Chromebooks for skill reinforcement in math and language arts or coding, or to access websites as directed by their teachers. Homebase teachers closely monitor and guide students as they use technology. In addition, students begin to learn to be responsible and good digital citizens.

Grades 3-4

As students in the upper grades of Lower School begin to use the Internet for more advanced learning experiences; they are also expected to become good digital citizens. In both grades, students learn and discuss topics such as cyberbullying, privacy, online responsibility, and their digital footprint.

Students in Grades 3-4 begin to create documents and presentations and store their information in their Google accounts via Google drive. The benefits of using Google Drive include allowing students to access their schoolwork from home, asking their teachers and peers school-related questions, and having teachers give feedback and comments directly on students' work. In addition, students are able to collaborate on projects with each other.

One of the features of these Google accounts is that users can see the history of their work. This important feature illustrates that their work is never entirely deleted. Each revision is saved along with the time and name of the person who made any revisions. Thus, they learn to see how their digital footprint is established.

Since students in Grades 3 and 4 will begin to use their Google accounts to share information as they collaborate with peers, it is necessary to adhere to the following guidelines:

- Students will use their Google accounts for school-related purposes only.
- Students may not share their passwords with anyone. If students suspect someone knows their password, they need to request for it to be changed.
- Students may not write negative comments on the work of another student.
- Students may not log in to another student's Google account. If a student notices that someone forgot to sign out, they should tell the teacher.

- Students must tell a teacher/parent/other adult if there is inappropriate material in their Google accounts.

If a student fails to adhere to any one of these guidelines, the Associate Head of the Lower School and the parents will be notified.

These Google accounts have email capability and the email function is kept deactivated until students have instruction in digital citizenship and how to responsibly use email. Further, the Google accounts cannot be accessed by anyone outside of the school community (i.e. they cannot receive junk, spam, or ads), and students will be instructed to not share their passwords. If any negative online behavior is reported, the student and parents must speak with the Associate Head of Lower School.

Personal Electronic Devices
Cell phones, Apple watches, Air pods, iPads, Fitbits or any personal electronic devices are not permitted at school or on school trips. If brought to school, they will be collected by the classroom teacher and returned to the parent/guardian to remain at home. All technology needed for instruction is provided by the school. An analog watch is a great choice for students wishing to wear a watch as school-aged children are learning to read analog clocks.

Uniform

The wearing of the school uniform reflects a sense of pride and identification with the Academy of the Sacred Heart. 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 students are expected to follow the uniform policy each school day, except on designated non-uniform days.

BOYS DAILY UNIFORM *May be worn throughout the school year except on formal uniform days*
Navy blue pants (can be chino or corduroy) ● Navy blue shorts may be worn from September-October 15 & April 15-June ***Worn with:*** ● Short sleeve or long sleeve jersey polo in white, navy, green or red (school logo required on shirt) ● White or navy crew socks
Optional: black or brown leather belt, no designs
Optional: Vest or pullover sweater with ASH logo or ASH spirit wear sweatshirt
Shoes: Solid closed-toe, full-back sneaker or dress shoe. The majority of the shoe should be one color, the sole of the shoe can be a different color than the fabric of the shoe. NO light-up shoes, slippers/"fur-lined" shoes (such as Uggs), Crocs, sandals, moccasins, or boots are permitted.

BOYS FORMAL UNIFORM

Worn on liturgy days and special occasions as designated on the PRI/LS calendar

Navy blue pants (can be chino or corduroy)

- No shorts are permitted on formal days

Worn with:

- Short- or long-sleeved white button down oxford shirt
- Uniform tie
- Navy blue sweater or vest with ASH rose window logo (required on all formal uniform days)
- Navy blue crew socks

Optional: black or brown leather belt, no designs

*ASH spirit wear is not permitted on formal days

Solid closed-toe, full-back sneaker or dress shoe. The majority of the shoe should be one color, the sole of the shoe can be a different color than the fabric of the shoe. NO light-up shoes, slippers/"fur-lined" shoes (such as Uggs), Crocs, sandals, moccasins, or boots are permitted.

GIRLS DAILY UNIFORM (2 Options)

May be worn throughout the school year except on formal uniform days

OPTION 1: Belair plaid uniform jumper

- Primary School: Jewel Neck Empire Waist Shift (discontinued) or Jewel Neck Drop Waist Jumper
- Lower School: Jewel Neck Drop Waist Jumper

Worn with:

- Short sleeve or long sleeve jersey polo in white, navy, green or red
- Navy blue shorts or leggings for under the jumper

OPTION 2: Belair plaid skort

Worn with:

- Short sleeve or long sleeve jersey polo in white, navy, green or red (school logo required on shirt)

Navy or white crew or knee-high socks, navy tights

Optional: Navy blue cardigan sweater with ASH rose window logo or ASH spirit wear sweatshirt

Shoes: Solid closed-toe, full-back sneaker or dress shoe. The majority of the shoe should be one color, the sole of the shoe can be a different color than the fabric of the shoe. NO light-up shoes, slippers/"fur-lined" shoes (such as Uggs), Crocs, sandals, moccasins, or boots are permitted.

GIRLS FORMAL UNIFORM *Worn on liturgy days and special occasions as designated on the PRI/LS calendar*
Belair plaid uniform jumper ● Primary School: Jewel Neck Empire Waist Shift (discontinued) or Jewel Neck Drop Waist Jumper ● Lower School: Jewel Neck Drop Waist Jumper ***Worn with:*** ● Short- or long-sleeved white peter-pan collar button down shirt ● Navy blue knee-high socks or tights, no leggings ● Navy blue cardigan sweater with ASH rose window logo (required on all formal uniform days)
*ASH Spirit Wear is not permitted on formal days
Shoes: Solid closed-toe, full-back sneaker or dress shoe. The majority of the shoe should be one color, the sole of the shoe can be a different color than the fabric of the shoe. NO light-up shoes, slippers/"fur-lined" shoes (such as Uggs), Crocs, sandals, moccasins, or boots are permitted.

Blue/Gold ASH Spirit Wear

On designated blue/gold days, students may wear Sacred Heart branded blue and gold attire in lieu of the daily uniform. Blue/gold days are to encourage school spirit and are held on pep rally days or as indicated on the school calendars.

Glossary of Sacred Heart Terms

For a list of common and unique words used at Sacred Heart Schools worldwide and specifically at Academy of the Sacred Heart, Bloomfield Hills, please refer to the *Glossary of Sacred Heart Terms* document.