



# SACRED HEART

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## HYBRID ACADEMY

### Student Handbook Updates 2026-2027

Dear Families,

In this document are the updates for the 2026-27 school year. They include family service day requirements, the creation of a Sacred Heart Academic Advisory Committee, and tuition payment requirements. Please read through carefully and sign the last page. **Students will not be allowed to attend school until each family has signed up for their required service hours prior to August 15th and made their first of two tuition payments.** A Google document will be made available in the Parent Directory to sign up for these service day requirements.

#### Family Service Days Requirements

Parent involvement is essential to the mission of any homeschooling family but at Sacred Heart Hybrid Academy, it is key to not only effectively carrying out our partnership with families but also to building an authentic Catholic community.

Sacred Heart exists to support and enrich the Catholic homeschooling journey. Parents who actively engage in their children's learning help weave together faith, academic excellence, and virtue in everyday life that builds upon that foundation. By participating in classroom support, liturgical events, and shared learning experiences, parents deepen their child's formation and strengthen the bonds of the school community, creating an environment where every student thrives spiritually, intellectually, and socially.

#### Service Days

Each family at Sacred Heart Hybrid Academy is required to faithfully and dependably serve a set number of days and hours during the school year. Days will be selected by parents at the beginning of the school year so they have ample time to arrange their schedules ahead of time.

The service requirement is the same for all families, regardless of the number of courses for which your child is enrolled. This is a per family requirement and not per student. **If these days are not an option for your family, teaching a class for the year will fulfill these requirements.**

Over the course of the year, each family is responsible for:

- Three (3) substitute days
- Three (3) floater days
- One (1) liturgical celebration
- One (1) teacher snack day (on Thursday)
- One (1) holy hour per month to pray for the church facility, administration, teachers, and students (not enforced but rather done out of charity).

**Total number of days required per family: 8 days**

## **Set Up and Clean Up Days**

- Two (2) families are asked to volunteer as leads in setting up the classrooms at the start of every week (Tuesday mornings).
- Two (2) families are asked to volunteer as leads in cleaning up the classrooms and putting away tables and chairs at the end of every school week (Thursday afternoon).

Families who volunteer for these positions will not be required to sign up for any other positions unless they choose to. It is preferred that the same families do this each week.

## **Parent Positions**

### **Floater position:**

This parent assistant should be adaptable and prepared to support both middle and high school classrooms as needs arise. The role requires flexibility and a willingness to serve wherever additional assistance is required throughout the day.

Responsibilities include helping with recess and lunch supervision, assisting with classroom set-up, and addressing other tasks as they emerge.

The hours for the Floater position are **8:20 a.m. – 3:40 p.m.**

### **Liturgical Celebrations position:**

This parent will coordinate and lead the liturgical celebration for the designated feast day. A planning guide and budget will be provided to ensure consistency and appropriate stewardship. The parent will organize and direct the event, fostering a reverent and beautiful celebration in keeping with the liturgical calendar.

Arrival time is **11:00 a.m.** to allow for preparation before lunch. The parent will remain on campus until **1:45 p.m.**, overseeing both the celebration and post-event clean-up with student assistance.

This role requires close collaboration with the Head of School to ensure the celebration is authentically Catholic and thoughtfully executed. A minimum of two parent assistants will be needed to support the preparation and implementation of the event.

### **Setup position:**

This parent will oversee classroom set-up at the beginning of each week. Responsibilities include arranging tables and chairs and moving carts, which may involve lifting moderately heavy items to prepare the learning spaces for the day.

Given the physical nature of the work, this role is well-suited to two or three parents rotating throughout the school year. The time commitment is **Tuesdays from 7:40–8:10 a.m.** only.

### **Clean up position:**

This parent will oversee classroom clean-up at the conclusion of each week. Responsibilities include moving tables, chairs, and carts (which may be moderately heavy), wiping down surfaces, using the cordless vacuum, and emptying trash receptacles to ensure the classrooms are orderly and ready for the following week.

Because of the physical nature of the work, this role is well-suited to two or three parents rotating throughout the school year. The time commitment is **Thursdays from 2:30–3:30 p.m.** only.

### **Substitute position:**

This parent will serve as an on-call substitute when a teacher is absent due to illness or travel. Lesson plans will be provided with as much advance notice as possible, and the substitute will implement the plans as written. During the assigned class period(s), the substitute is responsible for instruction and student supervision.

The daily schedule will vary according to the class periods covered. On designated on-call days, the parent must remain available and prepared to report to school if needed. If no substitution is required on a scheduled on-call day, that day will still fulfill the parent's service obligation.

### **Teacher snack days:**

This parent will be responsible for providing a snack for ~15 teachers to show appreciation for their work at the school. Parents can send the snack in with their student or drop it off in the morning during carline. Teacher snack days are only on Thursdays.

## **Family Service Days Policies**

### **Opt Out Fees:**

If you are unable to participate in family service hours, you can pay an opt out fee of \$1,000 per family for the year. The fee must be paid by **August 15, 2026**.

### **Special circumstances:**

If you have a special situation that needs consideration, please let the Head of School know. (Examples: You work on one of the days school is in session and need to assist another day of the week or you have a physical limitation that prevents you from serving in a particular area.) We cannot guarantee we will be able to accommodate your situation and will do our best to work it out. However, it is ultimately *your responsibility* to fulfill your service requirements or find someone else ahead of time to do it for you.

**Sibling policy:**

If you have children who are not enrolled at Sacred Heart, please find alternative child care for them on the days that you are scheduled to assist. An exception is infants that can be worn on the mother.

**Absentee policy:**

If you are unable to fulfill your assigned day – whether due to illness, travel, or other circumstances – it is your responsibility to arrange a substitute by coordinating with another parent. Contact information is available in the Parent Directory on Google Drive.

Once a replacement has been secured, please notify the Head of School by email or text to confirm the change.

**No Show/Late policy:**

At Sacred Heart, our classroom assistants are an essential part of our partnership between parents and teachers. The strength of our community depends upon the faithful participation of every family.

Punctuality and reliability are necessary to ensure smooth instruction and proper supervision of students. A **\$25 late fee** will be assessed for arriving late to your assigned duty. A **\$250 No-Show fee** will be assessed if a parent does not appear for their assigned day and has not secured an approved substitute. Repeated absences or failure to follow the established substitute procedure may result in dismissal from the school.

We understand that genuine emergencies arise. In such cases, the Head of School must be contacted as soon as possible so that appropriate arrangements can be made. Clear and timely communication is essential.

Any assessed late or no-show fees must be paid prior to your child's next scheduled class day at Sacred Heart.

**Communication policy:**

Communication is key to any organization. Email is our primary form of communication and parents are expected to regularly check their email and respond to emails in a timely manner.

**Tuition Increase & Updates**

For the 2026–2027 academic year, tuition has been prayerfully reviewed and adjusted to reflect the rising costs associated with sustaining a faithful and academically excellent Catholic education. For the 2025–2026 academic year, the majority of administrative positions received minimal to no compensation. From a long-term sustainability and operational planning

perspective, this model is not viable. Establishing appropriate compensation structures is essential to ensure institutional stability, attract and retain qualified personnel, and responsibly prepare for future leadership and staffing needs.

This adjustment ensures that Sacred Heart can continue to provide high-quality instruction, attract and retain dedicated teachers, and cultivate a learning environment rooted in truth, virtue, and intellectual formation in the Catholic tradition.

- **Grades 9-12:** \$2,750 per instructional year (2 days a week for 32 weeks), à la carte for **\$500 per class; \$200 per study hall.**
- **Grades 7-8:** \$2,600 per instructional year (2 days a week for 32 weeks), à la carte is **not available.** Students may go to Study Hall if they do not want to take a class.
- **Grades 5-6:** \$2,500 per instructional year (2 days a week for 32 weeks), à la carte is **not available**

Tuition is payable in either one or two installments. Families may remit the full annual tuition by **August 1**, or choose a two-payment plan with installments due **August 1** and **January 1**.

Tuition constitutes a binding financial commitment for the academic year and is **non-refundable**. Sacred Heart secures faculty and allocates instructional resources based on annual enrollment. While families retain the freedom to withdraw at any time, tuition payments will not be returned.

For complete terms and conditions, please consult the **Financial Commitment Policy and Tuition Agreement Form**.

## 26 - 27 Grading Policies

### High School (Grades 9-12)

To promote accountability, time management, and academic discipline, the following grading policies will take effect for all high school students:

- **Late Assignment Policy:**
  - All late assignments will incur a **10% reduction** of the total grade earned.
  - Each student is granted **one (1) late assignment per semester per class without penalty**, provided the assignment is submitted **within one week of the original due date**.
  - After the one permitted exemption is used, all subsequent late assignments will receive the 10% deduction. After one week, the student will receive a **ZERO**.
  - With given notice from the parent in an email to the teacher, a teacher may waive the late penalty provided it is for a valid reason such as a scheduled trip or

medical reasons. This will be evaluated on a case-by-case basis and each teacher will make the final decision on a due date.

This policy is designed to balance mercy with responsibility, forming students in habits of diligence while recognizing that unforeseen circumstances may arise.

## **Middle School (Grades 6–8)**

Grading policies for middle school students will be determined by each teacher and clearly outlined in the individual course syllabus. Families are expected to review each syllabus carefully at the beginning of the academic year.

# **Mathematics Program Updates**

## **Algebra I and Geometry**

Beginning in the 2026–2027 academic year, both **Algebra I** and **Geometry** will include an expanded instructional format to strengthen mastery and long-term academic success.

### **Additional Tuition:**

- An additional **\$250 fee per course** will be assessed.

### **Instructional Structure:**

- Courses will meet an additional day each week on **Wednesday**, at the same time as the regularly scheduled class times.
- Instruction on this additional day will be delivered via **an online provided, to be determined**.

### **Technology Requirements:**

Students are responsible for having:

- A reliable working computer
- A functioning microphone
- A working camera

Two weeks prior to the start of school, the instructor will offer several preparatory sessions to:

- Practice logging into the platform
- Review classroom procedures
- Troubleshoot any technical issues

All students enrolled in Algebra I or Geometry are **required to attend one of these sessions prior to the start of school**. Specific dates will be announced at a later time.

**Purpose and Vision:**

The additional instructional day is intended to enhance conceptual understanding, increase fluency in mathematical reasoning, and ensure that students are well prepared for standardized college entrance examinations such as the SAT, ACT, and CLT.

This structure supports Sacred Heart’s mission to provide comprehensive, challenging, faithful, and excellence-driven academic formation.

## **Online Grade Reporting (Grades 7-12)**

For the 2026–2027 academic year, Sacred Heart will most likely implement an online grade reporting system for students in grades 7–12, which could incur an additional technology fee. Every effort will be made to make this extremely affordable if not completely free.

**Technology Fee:**

- An additional technology fee will be assessed for grades 7–12.
- The exact amount will be announced once Administration finalizes details with the provider.

**Platform Capabilities:**

The online system will allow for:

- Digital grade recording
- Assignment submission and grading
- Automated report card generation
- Ongoing academic record tracking

Parents will have the ability to review grades on a weekly basis, enabling closer oversight and partnership in their student’s academic progress.

This transition reflects a commitment to improved communication, transparency, and responsible stewardship of academic data while maintaining the personal and relational character of Sacred Heart’s educational model.

# **Academic Advisory Committee**

## **Our Educational Foundation**

At Sacred Heart Hybrid Academy, we believe that education is the formation of the whole person – mind, body, and soul. Rooted in the teachings of the Catholic Church, we understand parents to be the primary educators of their children, and the school to be a partner in that sacred responsibility.

All academic and disciplinary decisions are guided by respect for the dignity of the human person, the pursuit of truth, and the call to virtue. Our goal is not merely academic success, but the growth of students into mature young men and women who love what is good, true, and beautiful.

For this reason, Sacred Heart has established an Academic Advisory Committee to assist in careful discernment when significant academic or behavioral concerns arise.

## **Purpose of the Academic Advisory Committee**

The Academic Advisory Committee (AAC) supports the Head of School in matters that require thoughtful review and prayerful discernment, including:

- Student grade-level placement
- Ongoing academic struggles
- Concerns about cheating or academic dishonesty
- Serious behavioral issues
- Questions regarding continued enrollment

The Committee serves in an advisory role and consists of the Head of School (Jessica Sadowski) and two other administrators (Kristina Hernandez and Mindy Hoang) as well as two Board members (Joseph Pearce & Jared Staudt). Final decisions rest with the Head of School.

## **Student Placement and Academic Review**

When questions arise about a student's academic readiness or progress, the AAC may review:

- Teacher observations
- Student work
- Parent input
- Assessment results (when applicable)

If a student experiences ongoing academic difficulty, a support plan or probationary period may be recommended. Our desire is always to help the student grow and succeed. However, in rare cases where adequate progress is not made, further action may be necessary.

## **Academic Integrity**

Honesty is both a moral virtue and an academic expectation. Cheating, plagiarism, or falsification of work violates the trust that binds our community.

When concerns arise, the matter will be reviewed carefully. Consequences may include redoing work, loss of credit, probation, or, in serious or repeated cases, dismissal. Our aim is correction and restoration whenever possible.

The goal of education is to learn the material and foster intellectual curiosity and personal growth. Getting through classes with a certain grade is not in itself the goal. Students must do their own work to achieve this learning for formation as well as to progress to higher levels of learning. It is of no value to a student or to the reputation of Sacred Heart for the student to progress without having learned!

## **Behavioral Concerns**

Sacred Heart seeks to cultivate classrooms marked by charity, order, and respect. When serious or repeated behavioral concerns arise – including defiance, bullying, or disruption – the Committee may review the situation and parents will be expected to participate in the remedy.

Responses may include behavioral plans, probation, or other appropriate measures. While we are committed to mercy and growth, the school must also safeguard the well-being of the entire community.

## **Parent Partnership**

As a hybrid academy, Sacred Heart depends on strong collaboration between school and home. When significant breakdowns in partnership occur, the Committee may review whether continued enrollment serves the good of the student and the broader community.

## **Confidentiality and Appeals**

All Committee proceedings are confidential. Families will receive written communication regarding decisions affecting their child.

If a family believes a decision warrants reconsideration, a written appeal may be submitted to the Head of School within ten business days. The decision of the Head of School is final.

# Parent Acknowledgment & Agreement

Sacred Heart Hybrid Academy  
2026–2027 Academic Year

By signing below, I acknowledge that I have carefully read and understand the **Student Handbook Updates for the 2026–2027 academic year**, including but not limited to:

- Family Service Day requirements and policies
- Parent position responsibilities and time commitments
- Set-up and clean-up lead volunteer roles
- Opt-out fees, late fees, and no-show policies
- Tuition adjustments and financial commitment terms
- The structure and authority of the Academic Advisory Committee

I understand that:

1. My family is required to complete the full annual service commitment (or pay the \$1,000 opt-out fee by August 15, 2026).
2. Service day selections must be completed through the designated Google document prior to August 15, 2026.
3. Students will not be permitted to attend school until:
  - Service obligations have been scheduled, and
  - The first tuition payment (or full annual tuition payment) has been received.
4. Tuition constitutes a binding, non-refundable financial commitment for the academic year as outlined in the Financial Commitment Policy and Tuition Agreement. **If you do not withdraw in writing to the Head of School before July 15, 2026, you are responsible for the full year of tuition obligations.**
5. Failure to fulfill service requirements, financial obligations, or established school policies may result in assessed fees or possible dismissal.

I affirm my commitment to uphold these responsibilities in a spirit of partnership, fidelity, and service to the mission of Sacred Heart Hybrid Academy.

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_