"Come to me, all you that labor, and are burdened, and I will refresh you. Take up my yoke upon you, and learn of me, because I am meek, and humble of heart: and you shall find rest to your souls. For my yoke is sweet and my burden light."
Matthew 11: 28-30

Parent & Student Handbook

2026-2027

Sacred Heart Hybrid Academy Student Handbook 2026-2027

"Three things are necessary for the salvation of man:
to know what he ought to believe (truth);
to know what he ought to desire (beauty);
and to know what he ought to do (goodness)."

— SAINT THOMAS AQUINAS

At Sacred Heart Hybrid Academy, we are dedicated to providing a nurturing and academically challenging environment steeped in the liberal arts and rooted in the Catholic tradition. This handbook serves as a guide to our curriculum, policies, and expectations for the school year 2026-2027.

1. Mission and Vision

Mission Statement:

Sacred Heart Hybrid Academy seeks to assist families in educating their children and building up the domestic church by providing an academically strong education for Catholics in the Greenville area. Sacred Heart strives to grow students in love, wisdom, and virtue as we pursue Truth, Beauty, and Goodness through strong academics, service to their church and community, and living the liturgical year.

Statement of Faith

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come.

Amen.

2. Core Values

Catholic: Aligned with the Magisterium of the Catholic Church, rooted in Tradition, and striving to grow in virtue, Sacred Heart Hybrid Academy strives to glorify God in all things by offering academic classes that are always directed towards Him and His Truths. The salvation of souls is the ultimate goal of Sacred Heart Hybrid Academy.

Classical: Sacred Heart Hybrid Academy endeavors to grow in wisdom through the pursuit of the True, the Good, & the Beautiful. Through a blend of classroom instruction and homeschool days, we allow for an atmosphere where the body, mind, and soul are nourished in Catholic thought and mission for the salvation of souls and the glory of God. Parents and teachers enter a partnership for the co-education of our students. Our students have the best of both worlds, valuing family time while also being led in instruction with a guided structure and curriculum.

Community: Sacred Heart embodies a strong, authentic Catholic culture that aids families in building their domestic church.

3. Daily Operations

A student's success at Sacred Heart depends in large part on open communication between families, teachers, and school. This requires persistent effort by all parties, combined with mutual trust and respect. To that end, we ask that the following guidelines be followed:

Communication with Teachers:

Parents will be responsible for communicating with the teachers and administrators if there are questions or concerns. The expectations are:

- Teachers will strive to respond to parent communication within 24 – 48 hours.
- All communication will be respectful and charitable by both parties. If a resolution cannot be agreed upon, the Head of School will be looped into communication.
- During the school day, teachers are unavailable for parent consultation. Please contact the Head of School.

Communication with the School:

Sacred Heart uses email as a primary means of communication with faculty. All teachers have been issued an email address, which is available on the Parent Directory. A GroupMe is also set up for Sacred Heart families to communicate with each other. Please read your email for Sacred Heart updates, reminders, and requests. Notify the Administration immediately if your contact information changes at any time during the school year.

4. 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 15th**.

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.

5. Tuition Costs, Financial Commitment Policy and Tuition Agreement

At Sacred Heart Hybrid Academy, tuition and fee commitments constitute the primary source of operating revenue. As a small, mission-driven institution, Sacred Heart does not operate with large financial reserves. The guarantee of funds through timely tuition payments enables the school to meet fixed contractual obligations including facility rent, insurance premiums, instructional materials, and faculty compensation.

Enrollment constitutes a binding financial commitment for the full academic year, subject only to the refund provisions expressly stated below. Reliable tuition revenue is essential to maintaining classroom instruction, staffing stability, and program continuity for all enrolled students.

1. Non-Refundable Fees

The following fees are **non-refundable** and are required to secure enrollment:

- **Enrollment Fee:** $150 per student
  (Applied toward overhead expenses such as rent, insurance, accounting, and administrative costs.)
- **Lab, Art, Science, and Classroom Fees:**
  (Varies by class; covers consumable materials and specialized instructional supplies.)

- **Technology Fee:** $75 per student for Jupiter Ed

All non-refundable fees are due no later than July 1, 2026.

2. Tuition Payment Structure

- **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**

Standard Payment Schedule

Tuition must be paid in **two installments**:

- **First Payment:** August 1, 2026
- **Second Payment:** January 1, 2027

Extended Payment Plan

An extended monthly payment option is available for an additional **$50 administrative fee**. Payments under this plan are due on the **1st of each month**. Any payments after the 1st of the month will incur a **fee of $25 per late payment**. This plan is available on a case-by-case basis for extreme circumstances and will require an application and the approval of the Head of School.

Refund Policy

- The last day to withdraw is **July 15, 2026.** This must be done in writing in an email to the Head of School.
- After July 15, 2026, tuition is non-refundable, as staffing, materials procurement, and facility costs are committed based on enrollment numbers.

Acceptable Forms of Payment

- Cash
- Check
- Money Order

Important: Tuition must be current and paid in full (or up to date under an approved extended plan) by the start of classes on August 25, 2026. Students whose accounts are not current will not be permitted to attend until the account is brought into compliance.

3. Late Payment Policy

Timely payment is critical to maintaining operational stability and we appreciate your commitment to Sacred Heart.

Bi-Annual Payment Plan

A **$50 late fee** will be assessed for payments received after:

- August 1, 2026
- January 1, 2027

Extended Payment Plan

A **$25 late fee** will be assessed for any monthly payment not received by the 1st of the month. Late fees will be applied to the family's account and must be satisfied before future enrollment or re-enrollment.

4. Returned Checks (NSF)

- A **$35 fee** will be charged for any payment returned due to insufficient funds.
- After the second NSF occurrence within a single calendar year, all future payments must be made by:
    - Cash
    - Cashier's Check
    - Money Order

V. Financial Commitment Acknowledgment

By enrolling at Sacred Heart, families acknowledge that:

- The school relies upon consistent tuition revenue to fulfill its mission.
- Staffing, curriculum, and facility commitments are made based on enrollment projections.
- Timely payment is an act of partnership that supports the entire school community.
- Accounts must remain current in order for students to attend and continue enrollment.

If a family experiences hardship, we encourage prompt and honest communication with administration. Our desire is always to work together in good faith while ensuring the long-term stability of the school for all families. **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.**

6. School Day Procedures

Classes are held twice a week on Tuesday and Thursday for all students except for K/1st grade, which will only meet once a week on Thursdays. The school day runs from 8:15 AM – 3:30 PM. Please refer to the provided schedule for specific dates and times. Please notify the Head of School prior to the start of school if there are any problems with the agreed upon schedule and expectations.

Start of the School Day

- Sacred Heart Hybrid Academy holds classes on the campus of Lyman United Methodist Church, 106 Groce Rd., Lyman, SC.
- Drop off begins at 8:05 AM
- The opening assembly begins at 8:15 AM in the gym and will consist of an opening prayer, The Pledge of Allegiance, the Saint of the Day, and any important announcements for that day.
- If you are running late, please notify the Head of School as soon as possible.

Student Arrival

Students will arrive between 8:05 AM and 8:15 AM. The Head of School and teachers will welcome students and maintain decorum during student arrival. At 8:15 AM we will begin the school day with morning announcements and opening school prayers. Students are expected to be quiet and respectful.

Students who have a la carte classes and come in at different times of the day will use the front entrance. The Head of School or an assigned teacher will be responsible for opening the exterior door for the students upon arrival.

Opening School Prayer

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation of sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

Student Dismissal

School ends at 3:30PM. Before dismissal, all students and teachers will stand and recite the Closing School Prayer together in the gym, from which they will be dismissed when their designated ride has arrived. Students must be picked up no later than 3:45 PM. Please notify the Head of School if you are running late or if your child will be picked up by another parent.

Closing School Prayer

Prayer to the Sacred Heart of Jesus

O most Holy Heart of Jesus, fountain of every blessing, I adore Thee, I love Thee and with a lively sorrow for my sins, I offer Thee this poor heart of mine. Make me humble, patient, pure, and wholly obedient to Thy will. Grant, good Jesus, that I may live in Thee and for Thee. Protect me in the midst of danger; comfort me in my afflictions; give me health of body, assistance in my temporal needs, Thy blessing on all that I do, and the grace of a holy death. Within Thy Heart, I place my every care. In every need, let me come to Thee with humble trust saying, 'Sacred Heart of Jesus, help me'. Amen

Lunch

Students will be led by teachers in the table blessing in their classrooms before they depart for lunch.

Table Blessing

Bless us, O, Lord and these thy gifts which we are about to receive from thy bounty, through Christ our Lord, Amen. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Lunch times will vary for the students. Kindergarten through 5th Grade will have the first lunch block from 11:30 am - 12:15 pm and all 6th through 12th graders will have lunch between 12:30 pm - 1:15 pm. All students must bring a sack lunch that does not require heating or refrigeration.

Parents and siblings may join their children for lunch. Unless a scheduled visit has been planned, parents and siblings should not accompany students to the classrooms. Students are responsible for cleaning their own space and throwing away their trash.

Hallway and Outdoor Expectations

Students are expected to be quiet and respectful of other classes while they are in the hallways and should walk in a single file line on the right-hand side of the hallway.

When at all possible, students will get to play outdoors. All efforts should be made to be inclusive, kind, and sportsmanlike in our behaviors.

Middle and High School students may choose to do safe, appropriate handicrafts during recreation time such as needlework and leatherwork.

7. School Policies

Inclement Weather Policy

All decisions regarding school closing, delayed start, and early dismissal will be made by the Head of School. Families will receive an email by no later than 6:30AM on the school day with information regarding closings or a delayed start. In the event of missed class time, teachers will email the parents what the assignments are for that week. Parents will be responsible for teaching all material at home to their children.

Study Hall

A study hall will be offered for any students in grades 6 and above for blocks when they are not taking a class. All study halls will be monitored by an adult. Students are not to use any technology unless it has been approved by the Head of School. Technology that may be used includes a computer for the purpose of watching a recorded class, participating in a live online class, and/or completing any homework that requires the use of a computer. Students are not allowed to play games, chat with friends online, or freely surf the internet. This policy will be strictly maintained and failure to comply will be noted and parents will be contacted. See our behavioral policy for more details.

Storage and Lost/Found

There are no areas for students to store any items outside of the school day. If lost items are found, those items will be stored in a locked cabinet until the next school day where the staff will attempt to return to the student. **Please make sure to have the student's name printed clearly on all personal items.**

Security

Lyman Methodist Church is a locked facility that requires the use of a key fob to be admitted. Only announced, known visitors will be admitted to the facility. No visitors will be alone with any children, with the exception of parents visiting their own children.

Attendance

Attendance is crucial for both students and teachers. Our students are expected to be present and on-time for all classes.

Weapons

Teachers and students are prohibited from bringing anything that is considered a weapon or could be construed as a weapon. This includes, but is not limited to: knives (including pocket knives), guns, pepper spray, etc. We understand that a child may inadvertently place one of these items in their bag. For the first offense, we will simply remove the weapon, notify the parent and ask that it not happen again. If it happens again, further disciplinary consequences will be enforced.

Birthdays and Special Occasions

During birthdays please advise the teacher one week prior of any treat that will be brought in. A class list will be distributed to make sure nobody is without a treat.

Other special occasions to be celebrated at school will be communicated ahead of time and a list of volunteers will be asked to provide the necessary items for the class.

Medical Procedures

Our faculty and staff are not trained professionals in medicine nor in emergency situations. We will do everything in our power to assist, call emergency contact numbers if necessary and also 911. If a student must bring medicine to school this must be labeled and stored properly and brought to the Administration. We have the right to refuse administering any medicine for any reason.

Also, we cannot accommodate nor restrict what the students bring in their lunch. We require that if your child has a severe allergy, they must be competent to avoid the substance without your presence. We will do everything in our power to help assist but in this matter it is up to you and to your child for the first and last line of defense.

Uniforms

We believe that it is important for a child to be able to express themselves uniquely through their appearance. However, the school does require a neat and tidy appearance in order to keep with our decorum of a serious education. Uniforms are to be worn at all times while on campus.

1. Hair must be well-groomed and styled fashionably. Boys must have their hair neatly groomed and combed. If their hair is below their ears, it must be in a ponytail or pulled back. Facial hair for boys is allowed, as long as it is neatly groomed and maintained.
2. Jewelry may be worn but in limited quantities. One or two bracelets, a watch, earrings that are not too distracting, no more than two necklaces (chokers excluded) are allowed.
3. Nail length must be a reasonable length with nails free of debris. Nail polish may be worn as long as it is not bright or distracting colors. Soft colors like nude, pastels, or clear polish are welcome.
4. Parents will be notified by the Head of School if there are any concerns, and no disciplinary action will be taken unless the violation continues.

Classroom Food and Drink Policy

Students may have a non-spill water bottle with them at school. If they become a distraction for the students, students will be asked to set them aside with their book bag.

Grades 6 and below should store their water bottles with their book bags. Teachers will offer frequent movement and drink breaks.

No student is allowed to bring coffee or energy drinks to school.

Students may have food in the classrooms during snack time. Snack time may take place at 10:30 AM and 2:30 PM for Middle and High School. Snack time may happen before or after recess for Grades 6 and below at the teacher's discretion..

Technology Policy

SHHA has a no cell phone policy during the school day. Cell phones will only be permitted by students who drive themselves to school or out of medical necessity. In the case of drivers, these phones will be

given to the Head of School at the beginning of the day and returned at the end of the day. The parent may reach the Head of School at any point during the day if a message needs to be relayed to their child.

If a student has a cell phone for medical reasons, that phone may be kept on their person at all times after approval from the Head of School. It is not to be used for other purposes during the school day.

Teachers should not be contacted as they are busy in the classroom with instruction. Students are not permitted to have any other technology like iPads, tablets, computers, etc. unless it has been approved by the Head of the School for use of schoolwork during study hall. We believe that the best learning is accomplished through books, paper, and pen/pencil. This is substantiated by numerous clinical studies that affirm learning is best done by the student's hand rather than on a computer.

Recreation Time
Sacred Heart students will have outdoor recreation time after lunch, if the weather permits. Students should come to school with appropriate outerwear each day. Grades 5 and below will have a recess in the morning and the afternoon. This time is critical for children and an important part of their school day. Teachers will not take recess away from a student as a means of discipline. Students may bring simple, non-technology dependent games or activities for recess such as a frisbee, yo-yo, jump rope, etc. Sacred Heart cannot be held responsible for the upkeep or return of these items.

Tutoring for Students

If for any reason you believe your student needs extra help we will work with you to recommend tutors in the area. The teachers can be consulted if they may be willing to tutor your child. The fees associated with this will be determined by the teacher and family.

8. Health and Safety

Safety Procedures
All our staff and volunteers have had a background check and have completed the necessary church training modules required to be in contact with minors.

A fire-drill will be conducted the third week of school for the safety of all teachers and students. The Head of School must be notified if a student cannot participate for any reason.

Attendance is taken each morning. Students who are dropped off late or picked up early must remain under the guidance of an adult.

First Aid
A basic first aid kit is available in the Study Hall/Teacher's Lounge. Any injuries or illnesses must be reported to the Head of School, who will then contact the parent.

Illness Policy
In consideration of the health of all students as well as preventing the spread of illness to others, a student should be symptom-free without medication from the following for a full 24 hours before returning to school:

- Fever – Temperature of 100.4° or above WITHOUT the use of fever reducing medication
- Vomiting /Diarrhea

If your child has a contagious illness, such as flu or strep throat, they should remain at home until they are no longer contagious. In regards to all other symptoms, please use common sense and a sensitivity towards the health of others.

9. Grading Policies

Grade	Percentage Range	Grade Point Value
A	100%-90%	4.0
B	89%-80%	3.9-3.0
C	79%-70%	2.9-2.0
D	69%-60%	1.9-1.0
F	59%-and below	0.9-.10

Sacred Heart Hybrid Academy will divide the school term into four quarters, with report cards being sent home at the end of each quarter. Report cards are to be signed by the parent, and returned to the school the following week. At the end of the fourth quarter, they may be kept by the parents.

In elementary school, none of the work will be graded by the teacher; parents are responsible for all grading. For middle school, the composition work will be graded and other teachers may choose to do their own grading. This will be communicated in the syllabus. If a parent desires that more of the middle school work be graded, each parent will need to contact the teacher and pay them directly for this service. Sacred Heart will not be involved in these transactions or responsible for any disagreements between the two parties. During the high school years, the teachers will grade all submitted work.

We are here to guide and co-teach. We are not responsible for issuing final grades. If there is a reason your student needs accommodation, we will work with parents to assist the parents where possible and reasonable.

High School (Grades 9–12)

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

1. **Late Assignment Policy:**
    - **a.** All late assignments will incur a **10% reduction** of the total grade earned.
    - **b.** 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**.
    - **c.** 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.**
    - **d.** 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.

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.

10. 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.

School Information

Physical School Location	Mailing Address
Lyman Methodist Church 106 Groce Road Lyman, SC 29365	Sacred Heart Hybrid Academy 110 Rivendell Dr. Anderson, SC 29621

Sacred Heart Administrators

Name	Position	Email
Jessica Sadowski	Head of School	jessica@sacredhearthybridacademy.org
Kristina Hernandez	Executive Assistant	kgrabosky13@gmail.com
Pam Gustek	Treasurer/Accounting	pam@sacredhearthybridacademy.org

Board of Directors

Name	Position	Email
Jessica Sadowski	President; Voting member	jessica@sacredhearthybridacademy.org
Joseph Pearce	Voting Member	jpearce.co@outlook.com
Mindy Hoang	Voting Member	longandmindy@gmail.com
Jared Staudt	Voting Member	rjstaudt@protonmail.com
Daryl Stevens	Voting Member	dstevens@studio202.com
Pam Gustek	Treasurer, Non-Voting member	pam@sacredhearthybridacademy.org
Kristina Hernandez	Secretary, Non-Voting member	kgrabosky13@gmail.com

Campus Map

Pull through from Groce Rd. or Community St. and park in the Southern parking lot if you are early.

Enter from the right side of the circle drive as you are looking at the Church. There will be orange cones and teachers waiting outside. Students will enter into the Gymnasium which is the lowest part of the building in this picture. If it is raining, pick and drop off will be under the easement.

Please do not forget to put your name placard placed on your dashboard where it can easily be seen in the car line.

Student Code of Conduct

Mission Alignment:
At Sacred Heart Hybrid Academy, our goal is to support families in the education and formation of their children in the Catholic Faith, fostering love, wisdom, and virtue in pursuit of Truth, Beauty, and Goodness. The following Code of Conduct reflects our commitment to Christ-centered learning, respect for others, and personal responsibility.

1. Faith and Virtue

- Students are expected to participate respectfully in prayer and other religious activities.
- Christian virtues such as kindness, humility, honesty, docility, and charity should be practiced at all times.
- Disrespectful language, behavior, or actions contrary to Catholic teaching will not be tolerated.

2. Respect for Others

- Students will treat teachers, staff, parents, and peers with courtesy and respect.
- Teasing, bullying, gossip, or exclusion are strictly prohibited.
- Disagreements should be handled peacefully and with maturity.

3. Academic Integrity

- Students must complete their own work honestly and follow all guidelines of academic integrity.
- Cheating, plagiarism, or using unauthorized assistance on assignments will result in disciplinary action (see Cheating and Plagiarism Policy).

4. Classroom Conduct

- Students are expected to come prepared with necessary materials and completed assignments.
- Active participation, attentive listening, and respectful engagement are expected during class.
- Disruptive or distracting behavior is not permitted.

5. Dress Code and Appearance

- Students are to follow the academy's dress code, presenting themselves neatly and modestly.
- Clothing should reflect the dignity of the student and the learning environment.

6. Property and Environment

- Students must show care and respect for all school property, church facilities, books, and materials.
- Classrooms and common areas should be left clean and orderly.
- Stealing, vandalism, or damaging property will result in disciplinary action and restitution.

7. Technology Use

- Personal devices may only be used with teacher permission and for academic purposes.
- Inappropriate or distracting use of technology is not allowed during school hours.
- Any content accessed or shared must align with Catholic values.

8. Parent Partnership

- As a hybrid homeschool program, the success of Sacred Heart relies on close cooperation between parents and staff.
- Parents are expected to uphold the values of the academy at home and support their child's behavior and formation.
- Open communication between families and staff is essential.

9. Discipline and Correction

- Students who violate this Code of Conduct will be corrected with charity and clarity.
- Consequences may include verbal warnings, written notices, parent meetings, behavioral contracts, suspension from class days, or dismissal from the academy, depending on the severity or frequency of infractions.

10. Commitment to Growth

We believe that formation is a lifelong journey. Students are encouraged to take responsibility for their actions, seek reconciliation when needed, and strive each day to become more fully the person God created them to be.

Code of Conduct Violations

Behavior Policy for Academic Classes

It is the responsibility of each teacher to review the following behavioral guidelines with their class in a way that is developmentally appropriate at the beginning of classes and periodically throughout the year. Teachers are expected to affirm positive actions and correct actions that are inconsistent with SHHA Code of Conduct. Developmentally appropriate expectations are to be considered, understanding that additional instruction for younger students may be necessary.

Classroom expectations are as follows:

- Be respectful of your teacher and classmates
- Use respectful language
- Refrain from wasting class time with distracting behavior
- Respect the personal space of others
- Listen and follow instructions
- Help keep classroom/school clean and organized
- Be mindful of the physical safety of others
- Technology policy followed (see section)

While praise and positive consequences are always preferred, it is the responsibility of the classroom teachers and administrators to implement the following procedures if necessary:

Three Strike System:

1. The student will receive a verbal warning.
2. The student will be spoken to privately about their behavior and reminded they will be asked to leave class if behavior persists.
3. The student will be sent to the administrative staff and asked to draw or write quietly about what happened to cause removal. The child will then be welcomed back to the class or at the beginning of the next class when they are calm and ready to participate. If a child cannot remain in the next class, parents will be contacted and asked to pick up their child, and a parent conference will be arranged. If a student is removed from class, parents will be notified by email or a note home from the teacher. The Head of the School will be included in emails or made aware of any written communication between teachers and parents to gain full understanding of the situation as it is being resolved. If the matter is not resolved between the parents and teacher, it will be referred to the Head of the School.

Bullying

Sacred Heart has a zero-tolerance policy for bullying. Sacred Heart teachers will be trained to recognize bullying and to manage their classrooms in a way that minimizes opportunities for bullying behavior. Bullying is typically defined as abuse or an imbalance of power. Bullying can be physical, verbal, or psychological and may occur in-person, online or through text messages. Bullying is typically a pattern of interaction and not a single occurrence. Bullying may take a variety of forms and not every unkind or negative social interaction should be considered bullying. Students who believe themselves or another student are being bullied should immediately report their concerns to the Head of School. Accusations of bullying will be taken with the utmost seriousness and investigated by Sacred Heart Administration. Bullying accusations which are confirmed may result in suspension or immediate dismissal from the school without financial refund.

Serious offenses against Code of Conduct

Open, immediate, and ongoing communication is always the best way to support students and the school. If a parent believes their child will need additional classroom support to succeed at Sacred Heart, a plan should be discussed and created to best support that student prior to the start of classes, or as soon as the need for support is identified. If classroom behavior is a consistent problem, parents, teachers and administration should meet to create an individual plan to address concerns. Every reasonable effort will be made to work with your family, your child, and your personal circumstances. However, it is unfair to the other students and families to allow behavior that disrupts their learning on a consistent basis. In this instance, it may be determined that Sacred Heart may not be a fit for your child at this time. Finally, there may be some offenses whose seriousness may result in the immediate dismissal of a student from the Sacred Heart Hybrid Academy for the semester without financial refund. The consequence would be dependent on the nature and severity of the circumstances and up to the discretion of the Sacred Heart administration. Some examples may include:

- Physically attacking another student
- Confirmed bullying
- Possession of weapons, cigarettes, vape pens, or other illegal substances
- Use of illicit internet material on campus
- Cheating/Plagiarism
- Sexual or racial harassment
- Leaving school grounds without permission
- Vandalism

- Egregious behavior off-campus

Academic Integrity

Students are expected to submit their own work and understand the difference between using the web for research and cheating. A learning curve for our younger students would be expected and some instruction in proper citations will be included in the curriculum.

Cheating and Plagiarism Policy

Purpose:
Sacred Heart Hybrid Academy is committed to fostering academic integrity and the formation of students in truth and virtue. As a Catholic homeschool hybrid program, we hold ourselves and our students to high moral and academic standards. This policy outlines our expectations regarding academic honesty, defines cheating and plagiarism, and explains the consequences of academic dishonesty.

Definitions:

Cheating is any dishonest behavior intended to give an unfair advantage in academic work. This includes, but is not limited to:

- Copying another student's work during a test, quiz, or assignment
- Using unauthorized materials (notes, phones, calculators, etc.) during an assessment
- Allowing another student to copy one's work
- Submitting someone else's work as one's own

Plagiarism is the act of presenting someone else's words, ideas, or creative expression as one's own, without proper attribution. This includes:

- Copying and pasting from websites or books without citing the source
- Paraphrasing someone else's ideas without acknowledgment
- Turning in work completed by another person or technology (student, parent, AI tool, etc.)
- Failing to use quotation marks for directly quoted material

Expectations:

- Students are expected to complete their own work honestly and with integrity.
- Parents should support their children in learning but must not complete assignments or assessments on their behalf.
- All outside sources used in assignments or projects must be properly cited.
- Teachers will provide age-appropriate instruction on proper citation practices.

Consequences for Violations:

First Offense:

- The student will receive a **zero** on the assignment.
- A **written warning** will be issued and a copy placed in the student's file.

- Parents will be notified and asked to discuss the importance of honesty at home.

Second Offense:

- The student will receive a **zero** on the assignment.
- A **meeting** will be required with the student, parents, and teacher or administrator.
- The student may be placed on **academic probation**.

Third Offense:

- The student may be subject to **dismissal** from Sacred Heart Hybrid Academy.

Redemption and Formation:

As a Catholic institution, we believe in the power of repentance, forgiveness, and redemption. Students who violate this policy will be encouraged to take responsibility and reflect on their choices. Teachers may assign a reflective writing assignment or restorative project to help students understand the moral and academic consequences of dishonesty.

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): _____