



Sacred Heart School | Salinas

Celebrating Quality Catholic Education since 1906

Thank you for your interest in Sacred Heart School! As a parent/guardian who is considering a Catholic school for your son or daughter, you are making two very positive statements about yourself and your attitudes toward education. First, you are saying that education is very important to you and your child. In fact, it is so important that you are willing to pay for your child's education. Second, you are saying that you want a school that will educate the spirit as well as the intellect. At Sacred Heart School, you are choosing an environment that emphasizes Catholic values; an atmosphere that fosters **Reverence, Respect, and Responsibility**. We welcome the opportunity to invite your child and your family into the Sacred Heart community.

Mission Statement

Sacred Heart School, a ministry of Sacred Heart Parish, unites dedicated parents, faculty, and staff in a safe, nurturing environment to cultivate with students a lifelong commitment to Catholic values, learning, and service which is centered on **Reverence, Respect and Responsibility**.

School Philosophy

We seek to create a Christian family environment in which we affirm the worth of each individual and promote positive self-esteem. We emphasize **Reverence, Respect, and Responsibility**. We foster global awareness and service to others. We encourage partnership with our parents, the primary educators, to achieve the educational goals of Sacred Heart School students. Throughout our curriculum and instruction, we guide students of varied abilities to achieve their full potential and become responsible and moral decision-makers in a world of advancing technology and challenged Christian values.

Non-Discrimination Policy

Sacred Heart School, in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. Sacred Heart School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, scholarships, and loan payments, and athletic and other school administered programs. While Sacred Heart School does not discriminate against students with special needs, a full range of services may not be available. Likewise, Sacred Heart School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color and national and/or ethnic origin. Sacred Heart School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

We Envision Our Graduates as:

Reverent Catholics who: live each day as Jesus lived; have an active prayer life at school and at home; understand and participate in the teachings and traditions of the Catholic church; appreciate and care for all of God's creation; demonstrate a spirit of service to others.

Respectful Individuals who: respect themselves and others by following the *Golden Rule*; demonstrate respect for all God's creation; recognize that everyone is equal in God's eyes; contribute to an active learning environment.

Responsible learners who: work collaboratively using individual's God given talents; utilize critical thinking skills; set and work towards meeting goals and deadlines; develop independence in learning.

Responsible citizens who: think before acting in order to make good choices; accept accountability for their own actions and see each situation as a learning experience; understand technology and use it wisely.



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2019-20 Tuition and Fees

Tuition

Transitional Kindergarten (*Transitional Kindergarten students must be age 5 by December 1, 2019)

\$4,800.00

Kindergarten through Eighth Grade (*Kindergarten students must be age 5 by September 1, 2019)

\$5,800.00

Testing Fee (Non-refundable. Must be paid on date of admission test. This is a one-time fee.)

\$125.00 per student

Registration Fee (Non-refundable; include textbooks; some instructional supplies; and testing materials. This is an annual fee)

\$400.00 per student

Building Fee (Non-refundable. This is an annual fee)

\$350.00 per family

Sibling Student Discounts (Discount is applied to the youngest sibling tuition)

2nd child - \$250.00 per family • 3rd child - \$350.00 per family • 4th child - \$450.00 per family

Athletic Fee (Fee is per sport that your child plays on a Sacred Heart School team. Grades 5-8)

\$35.00

Graduation Fee (Applies to each eighth grade student. Fee is due no later than December 1 of the graduating year)

\$150.00

Chromebook "Purchase to Own" – Grade 7 and 8:

\$200.00

Tuition Payment Plans (Families may pay in full, by semester or monthly)

In Full: Must be paid via cashier's check, money order or personal check on or before August 5, 2019. A \$50.00 discount per student is given for full payment.

Semester Plan: Must be paid through the *FACTS* tuition collection company. *FACTS* enrollment fee is charged on this plan. No cash or credit cards are accepted. Deductions are withdrawn from your checking or savings account. Semester tuition is collected in August and January. One half of the tuition withdraw can be made on the 5th or 20th of August and January. Tuition payments are due no later than the 20th of the month. *FACTS* will charge a fee on returned withdrawals. Payments received after the 20th are subject to a \$25 late fee.

Monthly Plan: Must be paid through the *FACTS* tuition collection company. *FACTS* enrollment fee is charged on this plan. No cash or credit cards are accepted. Deductions are withdrawn from your checking or savings account. Monthly tuition is collected August 2019 through May 2020. Withdrawals can be made on the 5th or 20th of each month. Tuition payments are due no later than the 20th of the month. *FACTS* will charge a fee on returned withdrawals. Payments received after the 20th are subject to a \$25 late fee.

Financial Aid:

Financial aid is applied through *FACTS*. Applications are available on the school's website. Sacred Heart School will disperse aid based on need as reported by *FACTS*.



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Frequently Asked Questions

What is the school schedule?

Transitional Kindergarten begins at 8:00am and dismisses at 12:00pm Monday through Friday.

Kindergarten begins at 8:00am and dismisses at 2:00pm Monday through Friday.

Grades 1-8 hours begins at 8:00am and dismisses at 3:00pm Monday, Tuesday, Wednesday, and Friday. On Thursday, school dismisses at 2:00pm on Thursdays for faculty collaboration time.

Does the school provide before and after school care?

Our extended care is available for students enrolled at Sacred Heart School during school days. The hours of operation are 7:00-8:00am and 3:15 – 5:45pm (12:00pm for transitional kindergarten students). The program provides an after school snack, homework supervision, supervised playground activities, art and crafts as well as indoor and outdoor activities. Extended care fees can be found on the website under programs/extended care and in the extended care enrollment packet.

What curriculum and standards are used?

Sacred Heart School offers a challenging academic program that aligns with the California State Standards. Our goal is to prepare each student fully for the next academic year and beyond.

Do students have to wear uniforms?

Students are required to arrive in uniform and neatly groomed daily. Uniforms can be purchased through Ace High Designs. Links are available on school's website. The uniform and shoe guidelines are outlined in the Family Handbook.

What is the family service program?

The program serves as a reminder that we want you to be a significant part of our school life. Our program offers a variety of ways in which you can offer your help and share your talents. All families are required to contribute 35 hours of service per school year.

What is required to volunteer?

Per the Diocese of Monterey, all school volunteers must be Life Scan fingerprinted, complete the *Virtus* online training and volunteers who wish to drive on field trips must complete the online Safe Driver course. Volunteers must also show proof of a TB test every four years. Information and forms for fingerprinting, *Virtus* and safe driver training are available in the front office and on the school's website.

Is there a probation period?

A probationary period for the first trimester exists for any new student. Before the conclusion of the first trimester, academic ability, attitude, behavior and general adjustment will be reviewed and evaluated. A parent conference will be held if necessary. At the conclusion of the probation period the following may be considered: the student may: continue at grade level; probation will be extended; return to previous grade level if space is available; be recommended for another school or will be dismissed.



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Application Process

School tours

Parents and students are welcome to visit our beautiful campus and see the students in a hands on environment. Tours of the school are given on Tuesday mornings. Contact the school to schedule your tour.

Order of admittance

New students are accepted in the order of: siblings of currently enrolled students (includes preschool and school) and then by the date of application received. We begin accepting new students in February for the next school year.

Admission test

All incoming students are given an admissions test through STAR Reading and STAR Math. The admissions test is not pass-fail, rather a gauge of academic skill. Admission test for the next school year are scheduled in late February.

Application checklist

To be considered an applicant at Sacred Heart School, please include submit the following to the Admissions department.

- Completed Admission Application
- Completed Transcript Request form (grades 1-8)
- Teacher Evaluation Form (Completed by current teacher)
- Current photograph
- Certificate of Live Birth
- Current immunizations records
- Copy Health Examination for incoming Transitional Kindergarten, Kindergarten & First grade
(State law requirement)
- First Holy Communion Certificate (if applicable)
- Copy of most recent report card (grades 1-8)
- Copy of most recent State test scores (ie: ITBS, SAT, STAR, Stanford, etc) (grades 3-8)

Contact:

Please contact Tina Lavorato in our Admissions Office with any questions or to schedule a tour at tlavorato@shschool.com or 831-771-1310.



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Application for Admissions

School Year: 20__ - __

Applicant Information

Full Legal Name: _____
Last First Middle Nickname

Home Address: _____
Number Street City State Zip

Mailing Address (if different from above): _____

Primary Phone: _____ **Birth Date:** _____ **Age:** _____ **Birthplace:** _____

Circle the grade your child is planning to enter at Sacred Heart School: TK K 1 2 3 4 5 6 7 8

Race: Asian American Indian/Native Alaskan Black/African American Native Hawaiian/Pacific Islander White Two or more races

Ethnicity: Hispanic Non-Hispanic

Current School: _____
Name Address City State Zip

Current School Phone: _____ **Current Grade:** _____ **Principal Name:** _____

Has the applicant had any special testing?: (ie: IEP, Speech, RSP, 504, OT). No Yes, If yes, please provide documentation

Student is living with: Both Parents Father Only Mother Only Father/Stepmother Mother/Stepfather Guardian

Parent/Guardian Information

Relationship: Mother Stepmother Guardian **Status:** Married Separated Divorced Remarried Widow

Full Name: _____ **Primary Phone:** _____ **Secondary Phone:** _____

Home Address (if different than applicant): _____

Email (Print clearly): _____ **Alum – Class of** _____ **Maiden Name:** _____

Occupation/Title: _____ **Employer:** _____ **Phone:** _____

Step parent Name: _____ **Phone:** _____

Relationship: Father Stepfather Guardian **Status:** Married Separated Divorced Remarried Widow

Full Name: _____ **Primary Phone:** _____ **Secondary Phone:** _____

Home Address (if different than applicant): _____

Email (Print clearly): _____ **Alum – Class of** _____

Occupation/Title: _____ **Employer:** _____ **Phone:** _____

Step parent Name: _____ **Phone:** _____

Religious Affiliation: _____ If Catholic, Name of Church: _____

If Catholic and applicable: Date of First Holy Communion: _____

Please list any siblings that are currently attending Sacred Heart School and/or Preschool OR if you are submitting application for school or preschool:

Name of Sibling: _____ Attending School Preschool OR Submitting sibling application for School Preschool

Name of Sibling: _____ Attending School Preschool OR Submitting sibling application for School Preschool

List any relatives who are currently attending or who have attended Sacred Heart School

Name: _____ Relationship: _____ Current Grade: _____ Alum-Class of _____

Name: _____ Relationship: _____ Current Grade: _____ Alum-Class of _____

Parent/Guardian Questions: (You may include additional sheets if necessary)

Why do you want your child to attend Sacred Heart School? _____

What expectations do you have for your child during his/her education at Sacred Heart School? _____

Please list activities that you and/or your spouse participate in at your current school? _____

What primary language is spoken at home? English Spanish Other: _____

How did you learn about Sacred Heart School? Website Friend Church bulletin Alum Other: _____

If you were referred by a current family, please list child first & last name _____

Thank you for taking the time to complete our Admission Application. To be considered for admission, please return the following:

1. Completed Admissions Application
2. Certificate of Live Birth
3. Current immunization records
4. Copy Health Examination for incoming Transitional Kindergarten, Kindergarten & First grade (State law requirement)
5. Recent school photograph of the applicant for identification purposes
6. Copy of most recent report card (grades 1-8)
7. Copy of most recent test scores (ie: ITBS, SAT, STAR, Stanford, etc) (grades 3-8)
8. Teacher Evaluation Form (completed by current teacher)

Testing Fee: \$125 is due on the date when the applicant takes the admissions test

Office Use:
Date Received: _____
Fees:
Testing: _____
Registration: _____
Building: _____



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Transcript Request

Parent Authorization for Release of Records

Parent to complete the information below and return with Admissions Application

Please print

Student: _____
Last First Middle

Parent/Guardian: _____
Last First Middle

Name of Current School: _____

School Address: _____
Street City State Zip

School Phone: _____ Fax: _____

Parent Authorization for Release of Records and Evaluations: The understand hereby consents to the release to the appropriate personnel of Sacred Heart School all education records, including evaluations and such other information as may be requested about the above named student. This information will remain confidential. It will be used for admissions and placement purposes and will not be released to any parties outside the school.

Signature of Parent/Legal Guardian

Date

Please mail transcript records to:
Sacred Heart School
Admissions Office
123 W. Market Street, Salinas, CA 93901
Phone: 831.771.1310 x12 Fax: 831.771.1314

Office Use: 1st request date: _____ 2nd: _____ 3rd: _____



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Teacher Evaluation

The student named below has applied for admission to Sacred Heart School. Please note your responses will be held in strict confidence. We would appreciate your thoughtful evaluation of this student. You may email (tlavorato@shschool.com), fax or mail this form to Sacred Heart School.

Parent to Complete:

Applicant's Name: _____ Grade student is applying for: _____
School student currently attends: _____ Current grade: _____
School Address: _____ City: _____ Zip: _____
School Phone # () _____ School Fax # () _____

Teacher to complete portion below:

How long have you known this student: _____
Has this applicant ever been a disciplinary problem? If so, please explain. _____

About the Applicant

- | | | | | |
|-------------------------------|---|--|--|---|
| Academic Achievement | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Better than tests | <input type="checkbox"/> Below Expectation |
| Conduct | <input type="checkbox"/> Good Conduct | <input type="checkbox"/> Usually Good Behavior | <input type="checkbox"/> Occasional Misconduct | <input type="checkbox"/> Poor |
| Integrity | <input type="checkbox"/> Highly Developed | <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Usually Trustworthy | <input type="checkbox"/> Questionable |
| Consideration of Others | <input type="checkbox"/> Very Thoughtful | <input type="checkbox"/> Considerate | <input type="checkbox"/> Usually Considerate | <input type="checkbox"/> Rarely Considerate |
| Social Interaction with Peers | <input type="checkbox"/> Healthy Relationship | <input type="checkbox"/> Usually Relates Well | <input type="checkbox"/> Has Occasional Problems | <input type="checkbox"/> Relates Poorly |
| Stability | <input type="checkbox"/> Stable | <input type="checkbox"/> Somewhat Tense | <input type="checkbox"/> Seeks Much Attention | <input type="checkbox"/> Easily Frustrated |

Applicants Family Information

- | | | | | | |
|---|--|---|---|---------------------------------|-------------------------------------|
| Communication with School | <input type="checkbox"/> Always | <input type="checkbox"/> Usually | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Rarely | <input type="checkbox"/> Don't Know |
| Cooperation with Faculty & Administration | <input type="checkbox"/> Always | <input type="checkbox"/> Usually | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Rarely | <input type="checkbox"/> Don't Know |
| Participation in Child's Education | <input type="checkbox"/> Overly Involved | <input type="checkbox"/> Appropriately Involved | <input type="checkbox"/> Sometimes Involved | <input type="checkbox"/> Rarely | |

We welcome additional comments or concerns: _____

Please check this box if you would like us to call you to discuss this student in greater detail.

Teacher's Name : _____ Contact Phone # () _____

Email Address: _____