



# 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 with families to instill a lifelong commitment to Catholic Values in a safe and nurturing environment. We are committed to 21st Century learning focused on collaboration, communication, creativity, and critical thinking. Sacred Heart School provides an exemplary academic foundation, and develops students who faithfully serve their communities and the world with 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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## 2021-22 Tuition and Fees

### **Tuition**

*Transitional Kindergarten* (\*Transitional Kindergarten students must be age 5 by December 1, 2021)

\$4,800.00

*Kindergarten through Eighth Grade* (\*Kindergarten students must be age 5 by September 1, 2021)

\$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)

2<sup>nd</sup> child - \$250.00 per family • 3<sup>rd</sup> child - \$350.00 per family • 4<sup>th</sup> 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 8<sup>th</sup> grade student. Fee is due no later than September 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 check, money order, or credit card on or before August 5, 2021. A \$50.00 discount per student is given for full payment. *FACTS* enrollment and credit card fees are charged on this plan.

**Semester Plan:** Must be paid through the *FACTS* tuition collection company. *FACTS* enrollment and credit card fees are charged on this plan. Deductions are withdrawn from your checking, savings or credit card account. Semester tuition is collected half the amount in August and remaining half in January. Deductions can be made on the 5<sup>th</sup> or 20<sup>th</sup>.

**Monthly Plan:** Must be paid through the *FACTS* tuition collection company. *FACTS* enrollment and credit card fees are charged on this plan. Deductions are withdrawn from your checking, savings or credit card account. Monthly tuition is collected August through May on the 5<sup>th</sup> or 20<sup>th</sup> of each month.

### **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 you 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. Open house dates are posted on the school's website. Tours of the school are given on Tuesday mornings after Open House dates. Contact the school to schedule your tour.

### Order of admittance

New students are given priority of acceptance in the order of: siblings of currently enrolled students, parishioners of Sacred Heart Church & alumni families, students attending Catholic School and then students that are not yet affiliated with Sacred Heart Church in the order of application submission. The order of priority does not guarantee admission to Sacred Heart School. Enrollment in preschool does not guarantee admission to Sacred Heart School. 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 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)
- ☐ Sacrament of Baptism Certificate (if applicable)
- ☐ 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](mailto: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 ☐ PreschoolName 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. Sacrament of Baptism and/or First Holy Communion Certificate (if applicable)
6. Recent school photograph of the applicant for identification purposes
7. Copy of most recent report card (grades 1-8)
8. Copy of most recent test scores (ie: ITBS, SAT, STAR, Stanford, etc) (grades 3-8)
9. 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:** 1<sup>st</sup> request date: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_



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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](mailto: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: \_\_\_\_\_