



# Sacred Heart School | Salinas

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Celebrating over 100 years of Quality Catholic Education

## Application for Admission 2012-2013 School Year



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**Thank you for your interest in Sacred Heart School!** As a parent 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 is a ministry of Sacred Heart Parish that brings together dedicated parents, faculty and staff to provide the best Catholic education for transitional kindergarten through eighth grade children in the Salinas Valley.

## 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.

## Acceptance to Sacred Heart School

Applicants are accepted in this order of priority:

- Siblings of currently enrolled students
- Sacred Heart parishioners
- Catholics of other parishes
- Applications of other faiths

## 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, admissions policies, scholarship and loan programs, 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.



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## Our Vision – We Envision Our Graduates As:

### **Faithful Catholics who:**

- Demonstrate the beliefs and traditions of the Catholic Church
- Apply the teachings of Jesus to their lives
- Recognize God's presence in themselves and others
- Demonstrate our school principles, of ***“Reverence, Respect and Responsibility”***

### **Lifelong learners who:**

- Value education and continue their intellectual curiosity and eagerness for learning
- Develop academically, physically, morally and creatively, as a whole person
- Strive for success while learning to deal with life's challenges and disappointments

### **Problem solvers who:**

- Use available resources to find answers to questions they have about the world
- Work independently and collaboratively to find solutions to challenges
- Use critical thinking and organizational skills as tools for success

### **Responsible citizens who:**

- Show awareness of and responsibility for God's creation
- Involve themselves in their school, community, and world while exhibiting global awareness
- Appreciate cultural diversity
- Demonstrate school principles of ***“Reverence, Respect, and Responsibility”***
- Are proactive in maintaining healthy minds, bodies, and attitudes by adopting a healthy life style focused on wellness.



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## **Application Process Checklist for the 2012-2013 School Year**

Applications are not complete unless all of the following information is received.

- Complete Application for Admissions**  
Please complete and return the **Application** and the \$25.00 non-refundable application fee.
- Admissions Test**  
Your testing appointment and consideration for enrollment is based in the order that the application is received. The \$100.00 testing fee will be collected on the testing date. If you are transferring from another Catholic school, we do not require an Admissions Test.
- Letters of Acceptance**  
Applicants will receive notification of acceptance two weeks after the testing date.
- Birth Certificate**
- Immunization records**
- Copy of Health Examination for incoming Transitional Kindergarten, Kindergarten and First grade students** (State law requirement)
- Baptism certificate** (if applicable)
- First Eucharistic certificate** (if applicable)
- Copy of the most recent report card**
- Copy of test scores such as ITBS, SAT, STAR, Stanford, etc.**

### **Admissions Testing Date**

February 10, 2012  
8:30 a.m. – 3:30 p.m.



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## Tuition and Fees

Applications will not be accepted unless fully completed and returned with the required application and testing fees.

### Tuition Rates for the 2012-2013 school year (tuition subject to change)

<b>Transitional Kindergarten</b>	\$4,000 per student; student must be age 5 by January 1, 2013
<b>Kindergarten through Eighth Grade</b>	\$4,800 per student; Kindergarten student must be age 5 by October 1, 2012

### Registration Fees for the 2012-2013 school year (fees subject to change; non-refundable; includes textbooks; some instructional supplies; and testing materials)

**Registration Fee** \$375.00 per student payable with registration paperwork  
Non-refundable

**Building and Maintenance Fee** \$350.00 per family payable with registration paperwork  
Non-refundable

**Athletics Fee** There is an additional Athletics Fee of \$35.00 per sport assessed to those children participating in any of the after school programs.

**Graduation Fee** Every Graduating Eighth Grader will be assessed a \$100.00 Graduation Fee due by January 31, 2013.

### Multiple Student Discount

2 <sup>nd</sup> child discount	\$250.00 per family
3 <sup>rd</sup> child discount	\$350.00 per family
4 <sup>th</sup> child discount	\$400.00 per family

### Tuition Payment Plans

#### **2012-2013 Payment Plans and Due Dates**

Sacred Heart School uses FACTS for tuition payments. With FACTS you can have your tuition payment withdrawn from your checking or savings account. You can choose to have your payment withdrawn on the 5<sup>th</sup> or 20<sup>th</sup> of the month. No cash accepted. Depending on your elected payment plan, tuition payments are due by the 20<sup>th</sup> day of the month. There will be a \$25.00 late fee charged for any payment received beyond the 20<sup>th</sup> day of the month. Returned checks will be subject to a \$25.00 service fee.

**In Full:** Pay in full on or before August 10, 2012 to Sacred Heart by cashier's check, money order, or personal check. (\$50 discount given to full payment)

**10 Month Plan:** Pay 10 monthly payments beginning August 5, 2012 through and including May 20, 2013 to Facts Tuition.

**Semester Plan:** One-half of the tuition due on or before August 10, 2012 and one-half of the tuition due on or before January 10, 2013.



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## **Extended Care Program**

An Extended Care Program is available for students enrolled at Sacred Heart School. Extended Care provides before school and after school supervised playground activities, art and crafts and indoor programs. Please see Extended Care for enrollment forms.

**Director:** Mrs. Christina Suibielski, 831-771-1310 x 14

**Extended Care Program Hours:** 7:00 a.m. – 8:10 a.m. and 12:30 p.m. – 5:45 p.m.

## **Family Service**

The family service program serves as reminder to all 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. Each family is required to participate in at least one major fundraising event.

## **Fingerprinting**

All school volunteers must be fingerprinted through the Diocese of Monterey. Please contact the school office for further information and forms. Volunteers are required to have a TB test every 4 years.

## **Shield The Vulnerable**

All school volunteers are required to sign up for **Shield The Vulnerable**, a child abuse awareness on-line course.

For more information go to: [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

## **Uniforms**

Each student is required to be in complete uniform and neatly groomed each day. Uniforms are purchased through Joy Per's Shoes and School Uniforms in Salinas.

## **Probation Status**

A probationary period for the first quarter exists for any new student. Consideration for continuance at Sacred Heart School also depends on tuition being current.

Before the conclusion of the first quarter, academic ability, attitude, behavior and general adjustment will be reviewed and evaluated. A parent conference will be held if necessary.

Possible outcomes:

The student may continue at grade level

The student must return to previous grade level if space is available at Sacred Heart School

The student will be recommended for another school



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## Application for Admissions

Please attach a recent photograph of your child here to assist us in familiarizing ourselves with your child and family.

### Applicant Information

Full Legal Name of Applicant: \_\_\_\_\_  
Last First Middle

Preferred Name/Nickname: \_\_\_\_\_ Candidate for Grade Level \_\_\_\_ Social Security #: \_\_\_\_\_

Applicant's Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Church, Temple, other: \_\_\_\_\_ City: \_\_\_\_\_

Date of Baptism: \_\_\_\_\_ Date of First Holy Communion: \_\_\_\_\_ Date of Confirmation \_\_\_\_\_

Ethnic Origin (optional):  African American  Native American /Alaskan  Caucasian  Chinese  Filipino  
 Japanese  Hispanic/Latino  Native Haw./Pac. Island  Other: \_\_\_\_\_

Current School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current School Phone # ( ) \_\_\_\_\_ School District you live in: \_\_\_\_\_

Current grade: \_\_\_\_\_ Number of years at current school: \_\_\_\_\_ Principal: \_\_\_\_\_

Student is living with  Both Parents  Father only  Mother only  Father/Stepmother  Mother/Stepfather  
 Guardian  Father is deceased  Mother is deceased

Mother  Stepmother  Guardian (check one)  Married  Separated  Divorced  Remarried  
 Alum - Class of \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_ Employer: \_\_\_\_\_ Business # ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father  Stepfather  Guardian (check one)  Married  Separated  Divorced  Remarried  
 Alum - Class of \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_ Employer: \_\_\_\_\_ Business # ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Please complete the following lines if one parent resides at a different address.*

Mother  Father (check one)  Married  Separated  Divorced  Remarried;  
If Remarried, Spouse's Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_ Employer: \_\_\_\_\_ Business # ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Relatives who are currently attending and/or alums of Sacred Heart School**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  Current Grade: \_\_\_\_\_  Alum Class of: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  Current Grade: \_\_\_\_\_  Alum Class of: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  Current Grade: \_\_\_\_\_  Alum Class of: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  Current Grade: \_\_\_\_\_  Alum Class of: \_\_\_\_\_

**Applicant's siblings**

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_  
Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_  
Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_  
Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

**PARENT / GUARDIAN QUESTIONS** *Please include additional sheets if necessary.*

How did you hear about Sacred Heart School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Please describe any special circumstances that may affect your child's performance in school: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Please explain what you are presently doing for your family's spiritual growth and why you desire a Catholic education for your child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the activities that you and/or your spouse participate in at your current parish/grammar school: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sacred Heart School recognizes the close relationship between parent involvement and student achievement. If your child is accepted to SHS, how do you plan to become involved in student life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Sacred Heart School | Salinas Transcript Request Form

Sacred Heart School | Salinas  
Admissions Office  
123 W. Market Street, Salinas, CA. 93901  
831.771.1310 x12 • Fax 831.771.1314

*Please fill in the section below including Parent Authorization for Release of Records.*

Student: \_\_\_\_\_  
Last First Middle

Parent / Guardian: \_\_\_\_\_  
Last First Middle

Name of Current School: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Address of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Parent Authorization for Release of Records and Evaluations

The undersigned 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 only for admissions and placement purposes and will not be released to any parties outside the school.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



# Sacred Heart School | Salinas 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. Thank you in advance for the completion of this form.*

Applicant's Name: \_\_\_\_\_ Grade student is applying for: \_\_\_\_\_

School student currently attends: \_\_\_\_\_ Current grade: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone # ( ): \_\_\_\_\_ School Fax # ( ): \_\_\_\_\_

How long have you known this student: \_\_\_\_\_ email Address: \_\_\_\_\_

*We welcome your recommendation regarding this candidate. Please consider the student's contribution to your school as well as the ways in which the parents support their child.* \_\_\_\_\_

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*Has this applicant ever been a disciplinary problem? If so, please explain.* \_\_\_\_\_

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### Applicant Candidacy

*Please rate the applicant's candidacy for Sacred Heart School in the following areas:*

	Enthusiastically	Strongly	Fairly Strong	Without Enthusiasm	Not Suited	Don't Know
Academic Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teacher Evaluation (page 2)

About the Applicant

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

Applicants Family Information

- Communication with School                       Always                       Usually                       Sometimes                       Rarely                       Don't Know
- Attendance at School Functions                       Always                       Usually                       Sometimes                       Rarely                       Don't Know
- Cooperation with Faculty & Administration       Always                       Usually                       Sometimes                       Rarely                       Don't Know
- Fulfillment of Financial Responsibilities       Always                       Usually                       Sometimes                       Not Applicable                       Don't Know
- Participation in School Community                       Very Helpful                       When Given Opportunity                       Seldom                       Never                       Don't Know
- Participation in Child's Education                       Overly Involved                       Appropriately Involved                       Sometimes Involved                       Rarely Involved
- Parents' Expectations for Student                       Realistic                       Unrealistic                       Unknown                       Other \_\_\_\_\_

*We welcome additional comments or concerns below:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Contact Phone # ( ): \_\_\_\_\_