

# **HOLY FAMILY SCHOOL APPLICATION PACKET 2012-2013**



**HOLY FAMILY SCHOOL  
4850 PEARL AVENUE  
SAN JOSE, CA 95136  
978-1355  
[www.hfsj.org](http://www.hfsj.org)**



## Why Choose Holy Family School?

**Holy Family School is a vibrant and successful Catholic school located in the heart of San Jose and Silicon Valley. Evidence of this success includes the following:**

- 96% of our graduates are accepted at their high school of first choice.
- We continue to receive full 6-year accreditations (the maximum allowable), as well as strong commendations, from the Western Association of Schools & Colleges (WASC).
- We have award-winning, fully credentialed teachers, a number of whom have taught at Holy family for many years.
- We have a curriculum that reaches the whole child including challenging academics, religious and enrichment programs, community service, and athletics.
- We continue to upgrade technology so that our students will possess the skills necessary for success in today's environment.
- Our facilities are modern and safe; and include a science lab, library, computer lab, and state of the art gymnasium.
- Parents of our students are very involved in school activities. Each year, total volunteer hours are in excess of 25,000!
- We support busy families with a hot lunch program, extended care, weekly e-mail newsletters, classroom websites and after school programs.

### **What parents are saying about our school:**

*"Holy Family School is a close-knit community. My child is well educated and cared for as well as being taught about service to others."*

*"Holy Family School offers outstanding academic programs and teachers. High expectations are put upon the students along with excellent support of the students so that they can meet those expectations and goals."*

*"Holy Family offers a well-rounded program with staff that is committed to students' excellence."*

*"Holy Family offers an outstanding, Catholic based education focused on the individuality of each student. Students are valued as Christian individuals within the community and learn to be both responsible and accountable."*

# MISSION STATEMENT

Holy Family School is a parish school rich in the tradition of Catholic education and committed to academic excellence. Our mission is to foster and to support the development of Catholic faith and identity while nurturing the whole child. In partnership with family, educators, and the whole parish community, we strive to promote the spiritual, intellectual, and social development of our students.

## SCHOOL MOTTO “Believe and Achieve”

## PHILOSOPHY

- We believe in providing an inclusive academic environment where the dignity and uniqueness of each student is valued.
- We believe that in preparing our students to be life-long learners, we honor families as the primary educators of their children, while teachers facilitate and complement the learning process.
- We believe and are committed to sharing the Gospel message through prayer, liturgy, reflection, study, and community service.
- We believe in and strive to create a community, which allows a child to learn and grow while developing a social sense of responsibility for self and others.

## SCHOOL WIDE LEARNING EXPECTATIONS RESULTS (SLEs)

When our students graduate from Holy Family they will have grown stronger in their spiritual, academic, and personal lives.

### **As persons of faith our students will:**

- Discover the love of God through loving one another.
- Foster Christian values – compassion, tolerance, justice, and a respect for the dignity of life.
- Participate actively in their faith development through sacraments, liturgical celebrations, and a variety of prayer styles.
- Demonstrate a personal faith relationship with God by living the Gospel values and teachings of Jesus Christ through justice based service and prayer.
- Have a basic knowledge of the teachings of the Church and the ability to make good moral and ethical decisions based on their Catholic faith.

### **As Life – Long Learners our students will:**

- Explore and develop their own unique gifts, talents and interests.
- Recognize the importance of a healthy lifestyle, and the negative effect of drug and alcohol use.
- Read for enjoyment and knowledge.
- Have the ability to work cooperatively with others.
- Articulate ideas clearly and creatively, and communicate effectively through reading, writing, and speaking skills.
- Use technology to obtain, evaluate, and communicate information.
- Be prepared for the next level of education through critical thinking and problem solving skills.

### **As Responsible Citizens our students will:**

- Accept responsibility and consequences for their actions.
- Exhibit the social skills and moral values needed for responsible citizenship.
- Appreciate and respect the cultural diversity of our global community.
- Exhibit good sportsmanship.
- Grow in awareness and responsibility towards others and their community
- Develop strong character traits to strengthen self-esteem and build skills to meet life’s challenges.

## **BELONGING TO THE HOLY FAMILY COMMUNITY**

Families that choose to join the Holy Family community are committing to the philosophy of shared responsibility in the education of their child. It is a partnership between the parents and the school that supports the development of the whole child. What makes our parish school so special is that it is a community in the truest sense of the word - a place where our young people can gather to learn and experience our common faith and tradition as believers in Jesus Christ. Research has shown that children whose parents are involved in their child's education do better in the academic environment. In understanding this philosophy, we have instituted several programs and activities to encourage our parental involvement. Below is a list of these activities and a brief description of the expectation for participation.

### **Tuition**

As a private Catholic educational institution, our operating budget is funded solely by tuition payments made by parents and fundraising activities throughout the year. Tuition for the school year is based on teacher and staff salaries, and other educational costs. Tuition may be paid monthly or yearly. A tuition schedule is handed out yearly, along with a tuition agreement. In order to receive the discounted tuition rate *after one year of enrollment*, a Tuition Discount Request Form must be on file. This form needs to be *completed each school year*. To qualify, a family must be registered at Holy Family School for one year, participate in school activities, be current with Scrip commitment and volunteer hours, be a registered member of Holy Family Parish for one year, attend Mass regularly at Holy Family Parish, contribute in a consistent manner to support the parish using weekly Sunday envelopes or Parish Pay, and volunteer for parish ministries.

### **Service Hours**

Each family has an obligation to complete 40 hours of service each year. Single parent families and preschool are required to fulfill 20 hours. The purpose of this program is for all school parents to participate as volunteers in the activities of the school and/or parish. Activities include, but are not limited to, teacher aide, board member, field trip driver, working at festival, etc. A list of opportunities is sent home at the beginning of the school year, and may be found on our web site. In order to volunteer at Holy Family School, cleared fingerprint reports must be on file in the school office.

### **Scrip Commitment**

Each family is expected to purchase 4,000.00 of Scrip per school year to help offset operating budget expenses. This amount must be reached by the end of April 2013. Our list of Scrip participants is extensive to help all families meet this commitment.

### **PTG Fundraising Participation**

Our Parent-Teacher Group (PTG) sponsors several major fundraising events each year. These fundraisers currently are: a Fashion Show in the fall and Jog-A-Thon in the spring. The school also has an Annual Golf Tournament and Enchanted Evening Dinner/Dance Auction. All of the money raised goes to support the operating budget of the school, or specific projects that are not covered by the school budget. All families are required to participate in and support our fundraising events in some capacity.

### **School Development**

Our "Gifting of Faith" appeal will be used to fund our long-range plan which includes technology upgrades and other needed improvements. Last year we were able to raise over \$50,000 for the school. This is a tax-deductible way to help support the school. We ask our families to support this appeal based on their financial capabilities.

## **HOLY FAMILY SCHOOL APPLICATION INFORMATION AND ADMISSION POLICY**

All students interested in applying to Holy Family School must meet the following age criteria:

- Preschool – age 3 by September 1, 2012
- Kindergarten - age 5 by September 1, 2012
- First Grade - age 6 by September 1, 2012

\*Exceptions may be considered and must be based on specific criteria of readiness and performance. The decision will be made only after consultation with the parents, teacher, and Principal.

When selecting students for admission to Holy Family School, preference is given in the following order:

- Siblings of current Holy Family School students
- Registered, active Holy Family Parishioners
- Registered, active Catholics of another parish
- Catholics who are either not registered, non-participating, or non-supporting members of a Catholic parish
- Non-Catholics

### **Grade Readiness Testing**

Holy Family School tests every applicant for grade readiness. Grade Readiness testing will be held on Wednesday, February 8, 2012 between 1:30 p.m. and 4:00 p.m. for our Kindergarten applicants and on Wednesday, March 7, 2012 for our 1<sup>st</sup>-7<sup>th</sup> grade applicants. The test consists of age-appropriate evaluation for the younger grades and age-appropriate curriculum review for the upper grades. You must have a completed application on file by February 3, 2012 (priority status) for Kindergarten, and by February 17, 2012 for 1<sup>st</sup>-7<sup>th</sup> grade to attend testing.

### **Completed Application Consists of the Following:**

1. Application Fee - \$60.00 (Non-refundable)
2. Copy of County Birth Certificate (not a hospital copy)
3. Copy of Baptismal Certificate (if baptized)
4. Preschool evaluation or progress report (if applicable)
5. Copies of the previous two years Report Cards (1<sup>st</sup>-7<sup>th</sup> grade)
6. Copies of all Standardized Test Scores (1<sup>st</sup>-7<sup>th</sup> grade)
7. Current Teacher Recommendation Form (all grades)
8. Copies of Immunization Records (all grades)
1. Completed Application turned in no later than February 3, 2012 (Kindergarten, priority) and February 17, 2012 (1<sup>st</sup>-7<sup>th</sup> grade)

Return your application to Sheryl Citta, Admissions Director. Testing times will not be scheduled until your application is complete.

### **Acceptance Procedure:**

Acceptance information is not available by phone. All letters will be sent by March 2, 2012 for Kindergarten (priority) and March 29, 2012 for grades 1<sup>st</sup>-7<sup>th</sup>. All registration forms and a non-refundable registration fee of \$400.00 are due by March 11, 2012 for Kindergarten and April 9, 2012 for grades 1<sup>st</sup>-7<sup>th</sup>.



# HOLY FAMILY SCHOOL APPLICATION 2012-2013

## Father Information

Name \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Last First  
Address \_\_\_\_\_ Birthplace \_\_\_\_\_  
Number & Street City Zip  
Religion \_\_\_\_\_ U.S. Citizen? Yes \_\_\_ No\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Wk Ph(\_\_\_\_) \_\_\_\_\_ Cell Ph(\_\_\_\_) \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Drivers License No. \_\_\_\_\_

## Mother Information

Name \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Last First  
Address \_\_\_\_\_ Birthplace \_\_\_\_\_  
City Zip  
Religion \_\_\_\_\_ U.S. Citizen? Yes \_\_\_ No\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Wk Ph (\_\_\_\_) \_\_\_\_\_ Cell Ph (\_\_\_\_) \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Drivers License No. \_\_\_\_\_

## Step-Parent Information (If applicable)

Name \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Last First  
Address \_\_\_\_\_ Birthplace \_\_\_\_\_  
City Zip  
Religion \_\_\_\_\_ U.S. Citizen? Yes\_\_\_ No\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Drivers License No. \_\_\_\_\_

## Guardian Information (If child resides with a guardian, please complete the following)

Name \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Last First  
Address \_\_\_\_\_ Birthplace \_\_\_\_\_  
City Zip  
Religion \_\_\_\_\_ U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_  
Occupation \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Driver License No. \_\_\_\_\_

# APPLICATION STATEMENTS

## Placement Statement

Please describe the reasons why you have chosen to send your child(ren) to Holy Family School. Be complete and refer to what you consider to be the most important elements in this decision. This is an important part of the application and will be taken into consideration. (Use an additional sheet or the back of this one if necessary.)

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## Parent Commitment Statement

In making this application, I agree to the following:

1. Complete my Parent Volunteer Work Hours of 40 hours per family, or 20 hours per single-parent family.
2. Honor the Financial Agreement regarding tuition payments.
3. Participate in all fundraising projects of the school to the best of my ability, including purchasing the required \$4,000.00 (per family) in Scrip per year.
4. Read the School Handbook upon enrollment and be knowledgeable of school policies.
5. Engage in prayer and other activities with my child(ren) both at home and at school events in a manner that will promote my family's growth in faith. To participate with my child through the sacramental faith journey as required by church and school.
6. Attend mandatory parent meetings, such as Back to School Night, Sacramental meetings, Eighth grade parent meetings, PTG meetings, etc.
7. Show my support of the school by attending as many school and church sponsored events as possible.

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**Parent/Guardian**

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**Date**

# HOLY FAMILY SCHOOL

## RECOMMENDATION FORM ONLY-Grades 1-8

(Not a request for CUM FOLDER)

**To Applicant:** Please fill in the upper portion of this form including Parent Authorization for Release of Records and **give to your principal, teacher or counselor. They will mail it to us, do not return it yourself.**

APPLYING FOR GRADE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PRESENT SCHOOL NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS OF SCHOOL \_\_\_\_\_

### PARENT AUTHORIZATION FOR RELEASE OF RECORDS AND RECOMMENDATION

The undersigned hereby consents to release to Holy Family School a copy of all educational or psychological records for the above named student, including grades, test scores, recommendations and other information as may be requested.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

TO THE PRINCIPAL, TEACHER, OR COUNSELOR: The above named student is an applicant for admission into grade \_\_\_\_\_. We are requesting grades, test scores and a recommendation. This information is essential in evaluating the student. **DO NOT SEND CUM FOLDER!** Please mail the above information to Holy Family School, 4850 Pearl Avenue, San Jose, CA 95136. Thank you for your cooperation.

### ACADEMIC RECORD

Current year's grades		Last year's grades	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester

<b>Reading</b>		<b>Reading</b>	
<b>English</b>		<b>English</b>	
<b>Math</b>		<b>Math</b>	
<b>Conduct</b>		<b>Conduct</b>	

**TESTING RECORD:** Please send us a copy of this student's most recent standardized test scores.

Any special academic testing performed? Yes \_\_\_ No \_\_\_ Dates \_\_\_\_\_

Any accommodations or modifications given? \_\_\_\_\_

Study Skills	very good	average	below average
Homework	_____	_____	_____
Use of class time	_____	_____	_____
Independent assignments	_____	_____	_____

**Social Skills**                      **very good**                      **average**                      **below average**

Interaction with peers                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Interaction with adults                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Self-help                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

**YES**                      **NO**

Is this student able to remain on task?                      \_\_\_\_\_                      \_\_\_\_\_

Is this student focused in a small group?                      \_\_\_\_\_                      \_\_\_\_\_

Does this student interact well with peers?                      \_\_\_\_\_                      \_\_\_\_\_

Does this student display acceptable behavior?                      \_\_\_\_\_                      \_\_\_\_\_

**PARENTAL SUPPORT**                      **YES**                      **NO**

Maintains contact with teacher?                      \_\_\_\_\_                      \_\_\_\_\_

Supports teacher in attaining academic & behavioral objectives?                      \_\_\_\_\_                      \_\_\_\_\_

Evidences support of school program?                      \_\_\_\_\_                      \_\_\_\_\_

**RECOMMENDATION**

Highly recommended \_\_\_ Recommended with reservation \_\_\_ Not recommended \_\_\_

**COMMENTS:**

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All evaluations are confidential and will be used solely to determine suitability for admissions and placement.

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**Please mail completed form to:**

Holy Family School  
Attn: Sheryl Citta  
4850 Pearl Avenue  
San Jose, CA 95136