

Admission Information

Nondiscriminatory Policy

Sacred Heart Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission.

Since we are a religious oriented school, we give preference to members of the Roman Catholic Church. We welcome members of other denominations when class size allows.

Admission

- Students applying for Pre-3 must be three years old by September 1 of the year of entrance and potty trained
- Students applying for Pre-4 must be four years old by September 1 of the year of entrance.
- Students entering Kindergarten must be five years old by September 1 of the year of entrance.
- Students entering First Grade must be six years old by September 1 of the year of entrance.
-

The following is a guideline for order of admission:

- Practicing Catholic families from Sacred Heart Parish with children enrolled in our school.
- Practicing Catholic families from Sacred Heart Parish with the oldest child entering Kindergarten.
- Practicing Catholic families transferring into Sacred Heart Parish with children presently enrolled in a Catholic School.
- Practicing Catholic families with school age children enrolled in Religious Education classes.
- Practicing Catholic families from other parishes.
- Siblings of Non-Catholic students.
- Other families.
-

Note: Practicing Catholic is defined as one who attends Mass regularly, participates in the sacramental life of the Church, and who is a registered, contributing member of the parish, and has a Faith Direct Account registered with Sacred Heart that is being actively used. Families from other parishes will need to get a letter from their priest stating that they are participating in all of the ways listed above. No child is automatically enrolled in a grade. The principal and pastor must approve each enrollment. The principal maintains a waiting list.

Admission Requirements

All initial enrollments are probationary for the first six weeks of school. Those students, whose conduct proves detrimental to the development of the faith community, will not be allowed to continue at Sacred Heart Catholic School. The students' academics will also be evaluated continuously during this period. If it is determined that SHCS is not meeting the needs of the child, the child may be dismissed.

Parents are expected to set a good example by attending Church, living the Gospel, and showing interest in their child's progress by reinforcing religious concepts at home. They should attend parent/teacher conferences; take an active part in parent programs, and support school policies, teachers, and administrators.

All tuition for the current year must be paid by the end of the school year in order for a student to be admitted the following year.

Required Forms

- Child's birth certificate
- Immunization records
- Baptismal certificate if student is Catholic and other sacramental records if applicable.
- Previous school records if applicable

Students with exceptional learning needs will be admitted on a case-by-case basis pending a meeting with the principal and grade-level teacher to determine if the special needs can be accommodated.

Transfer Students

Students transferring from local schools, entering grades 1-6 must provide copies of report cards for the past two years, academic test results, and if applicable, copies of Individualized Education Plans (IEP) or Individualized Service Plans (ISP) at the time of application.

Students entering grades 1-6 may be required to have an admission interview. Families will be called to schedule an interview if this is necessary. Students may also be screened before admitted.

Before a prospective transferring student is admitted:

1. The parent/guardian shall supply the school with complete permanent records from the school the student last attended. These must include immunization records, grades, standardized test results, information concerning special education services and/or other educational information that is available to the child.
2. The principal will obtain verbal or written recommendations regarding the student academic/behavioral history from the previous school administration.
3. After evaluating the information received and discussing this with the classroom teacher to whom the child would be assigned, the principal will determine if both the educational needs of the student can be met by the services available and if the presence of the prospective student will be an asset to the present school clients and school program.
4. Admission is on a probationary basis for a period of six weeks, which may be extended if necessary. The student is expected to be in compliance with the regulations as stated in this handbook, as well as the academic and behavioral regulations set forth by the teacher.
5. Sacred Heart Catholic School will abide by all grade placement recommendations made by the previous school.

Tuition

Parents of new enrollees must be practicing Catholics to qualify for the Catholic rate. Each parent that is a practicing Catholic must provide the office with the church envelope number. If the parent is from another parish, they may provide a letter from their parish priest or a year-end statement showing financial support for parish activities. Sacred Heart Catholic School is a non-tax supported school. You are our primary partner in the education of your child. Nothing the school wishes to accomplish is possible without your help.

Among your many responsibilities are your financial obligations. We must insist that those financial obligations be paid in a timely manner. We are always willing to work with parents who may be experiencing difficulties. A meeting to arrange a workable solution must be scheduled with the principal through the school office.

Tuition is a flat rate for the year divided into payments over the school year. Payments are broken down into an eight, nine- or ten-month schedule. Preschool is a 10-month program.

Tuition payments are due the 1st of each month. Tuition payments can also be made in a one lump-sum total payment. Tuition payments are late after the 10th of each month. Failure to meet tuition commitment within 45 days of the due date may result in the student being removed

from the Sacred Heart Catholic School enrollment. A late fee of \$5 will be added if tuition is not paid by the 10th of each month. There will be a \$25 late charge applied to all returned checks. We welcome payment from grandparents, parishioners, and parents; however, it is the responsibility of the primary custodial parent to make sure all balances are resolved before the end of the school year. All multiple sibling discounts will go to the primary custodial parent.

Families of Sacred Heart must have a tuition contract signed by both parents or custodians on file in the office by the end of the first full week of school.

Registration

A registration fee must be paid at the time of enrollment. These fees are non-refundable.

Tuition Rates 2025-2026

Enrollment Fees

Full Day and Half Day Preschool- \$300

Pre-K-6th Grade-\$400

3 Year Old Full Day Preschool Tuition

7:45-5:30 p.m.

Catholic: Monthly-\$641

Non Catholic: Monthly-\$784

Full Day Preschool tuition includes lunches, snacks, and aftercare.

3 Year Old Half Day Preschool Tuition

7:45-11:30 p.m.

Catholic: Monthly-\$350

Non Catholic: Monthly-\$420

Half Day Preschool tuition includes lunches.

Pre-Kindergarten- 6th Grade Tuition-\$9,277

Enrollment Fees Pre-K-6th-\$400 (for those who are not approved by the PCTC)

Tuition is based on the Following:

1. Applied for Parental Choice Tax Credit
2. Approval Letter or Denial Letter Turned into the School Office
3. Tax Credit Scholarship
4. Lindsey Nicole Henry Scholarship
5. Multiple Child Grants (up to \$1,000 per child)
6. Parish Support Grant
7. Additional Parish Support Grant-need based (All Parish Support Grants must be applied for in FACTS)

Tuition Can be Paid in 10 Months increments

Extended Care-3:30-5:30 p.m.

Catholic: \$11/day or \$125month

Non-Catholic: \$12/day or \$150month

Multiple Student Family Grant*

**The discount will apply to the youngest child. There is no discount available on aftercare.*

Grants

Grants are available for students. **Every person receiving financial assistance must complete this process in order to continue receiving assistance.** Applications for Grants **must** be submitted online at <https://online.factsmgt.com/signin/44BTN>. Applications must be received by May 1st. This process will cost \$40. There is a limited amount of money budgeted for grants so applying for one does not guarantee approval. Grants are granted on a basis of need by the grants committee. The forms must be returned by the date provided in the letter in order to be considered by the committee. Grants must be reapplied for yearly.

Grants are awarded in the following order:

- Practicing Catholic families from Sacred Heart Parish with children enrolled in our school.
- Practicing Catholic families from Sacred Heart Parish with the oldest child entering Kindergarten.
- Practicing Catholic families transferring into Sacred Heart Parish with children presently enrolled in a Catholic School.
- Practicing Catholic families with school age children enrolled in Religious Education classes.
- Practicing Catholic families from other parishes.
- Other families.

Families who are awarded grants must complete 20 hours of service.

Enrollment fees, aftercare, and lunches are not included in any scholarship. Grants awards are strictly confidential. Please do not even discuss this with your children. Breaking this confidentiality could result in loss of the grant.

Grants are paid on the 10-month tuition schedule.

Curriculum

Sacred Heart follows the standards of the Oklahoma City Archdiocese. Please see the link below for standard specifics.

<https://archokc.org/curriculum>

The School, Administration and Staff Philosophy

Sacred Heart Catholic School is an educational community where parents, students, faculty, and clergy seek to grow in understanding, appreciating, and living the Gospel message. We believe our school environment promotes spiritual, academic, social, personal, and physical growth. We encourage respect for self and others as we seek to build a climate of justice and equality.

The family is first to instruct children in the truths of the Catholic faith. In the church community through prayer, liturgy, and service, children witness and experience the Catholic faith. The school builds on this foundation by fostering an understanding of the church's teachings, traditions, and Holy Scriptures.

Each individual brings to Sacred Heart Catholic School his/her own God-given gifts. Sacred Heart Catholic School recognizes this rich cultural diversity and works to develop the potential of each student as each fulfills God's purpose in life.

Staff members teach in a manner that manifests the Christian faith through Christian living. Staff members are professionally competent, student-centered persons deeply committed to building a Christian community within the school and preparing our students for Christian leadership in our world.

God is the reason for our school. With guidance from the Holy Spirit, we will strive daily to create a Christ-filled environment and to use our talents to know, love, and serve God and others.

Goals

Sacred Heart School's primary goals are to promote:

- Student participation in the Wednesday Children's Mass, prayer and communion at the opening of each school day, classroom prayer at noon, and prayer based on need or request,
- Religious education classes for all students each day,
- Participation and worship during Holy Days and at particularly eventful times,
- Promoting student/teacher/support personnel behaviors which exhibit Biblical teachings and life principles, e.g. respect, responsibility, Fruits of the Spirit, citizenship, and others.
- A positive learning environment that builds a solid academic foundation, educational opportunities that are creative, developmentally correct, stimulating and challenging to students, cross-age and peer tutoring, and an after-school daycare program,
- Educational and sports activities that provide opportunities for both sportsmanship and fellowship between public and parochial schools,
- High level of parental involvement and volunteerism that both supports the school and the students,
- School wide participation in local, state, national, and international community outreach service, that contributes to the need and well-being of others.

History

Sacred Heart Catholic School was reopened in the fall of 1995 after being closed in 1968. The school was reopened with Preschool and Kindergarten and added a grade each year. As of the 2020-2021 school year, Sacred Heart Catholic School offers 3-year-old preschool through 6th grade. New construction of the building began in December 1998, adding two preschool rooms, a library/media center, offices, four classrooms, restrooms, and storage. Sacred Heart Catholic School was chosen in 2009 as the first Catholic School in Oklahoma to participate in the Oklahoma A+ Schools program.

Accreditation

Sacred Heart has been accredited by the Oklahoma Conference of Catholic Schools Accrediting Association since December 2004. Sacred Heart is accredited until 2025.

School Administration

The pastor under authority of the archbishop is the primary spiritual leader of the parish of which the school is a part. The pastor delegates immediate direction of the school and its instructional program to the principal, who leads the school in accordance with the policies of the Archdiocesan Catholic School Office and the parish School Advisory Council.

The principal is the administrative, instructional and faith leader, in cooperation with the pastor, responsible for the physical and fiscal operations of the school. This includes planning and financial prudence, making policy recommendations and implementing School Advisory Council policy. The principal is responsible for the education and well-being of children entrusted to the school by the parents and communicating to parents and the parish the successes and needs of the school. The principal hires teachers and is responsible for their spiritual and instructional growth. Other administrative personnel may be hired.

Current 2024-2025 Faculty and Staff

Pastor	Father Lance Warren
Principal	Mrs. Shannon Statton
Pre-3	Ms. Tayna Ramsey and Mrs. Vania Novotny
Pre-4	Ms. Olivia Allison and Holly Statton
Kindergarten	Mrs. Emily O'Hara
First Grade	Mrs. Erin Barton
Second Grade	Mrs. Sarah Dill
Third Grade	Mrs. Dainta Mezzell-Henderson
Fourth Grade	Mrs. Molly Baxter
Fifth Grade	Mrs. Ronda Moss

6 th Grade	Mrs. Roxanne Jorski	
Art	Mrs. Sierra Wilson	
PK-6 th P.E.	Mrs. Sierra Wilson	
Administrative Assistant/Public Relations		Mrs. Holly Eaton
Lunchroom Mgr.	Lupita Guerrero	
Lunchroom	Sandra Perez	