



“Spirit of Success”

BISHOP HOGAN
MEMORIAL SCHOOL

BISHOP HOGAN MEMORIAL SCHOOL

PARENT HANDBOOK ***2016-2017***

Bishop Hogan Memorial School

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Bishop Hogan Preschool

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Updated 07/13/2016

Whoever welcomes a child such as this for my sake
welcomes me. And whoever welcomes me
welcomes, not me, but him who sent me.

Mark 9:37



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I. INTRODUCTION

Dear Bishop Hogan Families,

Welcome to Bishop Hogan Memorial School! It is a wonderful place in which each individual (whether student, teacher or parent) makes a contribution! It is a school in which everyone can grow and develop in faith, knowledge and understanding. It is a school in which students are challenged to learn, to be responsible, and to take ownership.

Bishop Hogan Memorial School is a ministry of St. Columban Catholic Church and its Gospel message of Jesus Christ. It is a partnership between the Church, the staff, the families, and the students. It takes each and every one of the partners working and striving together to live out our mission, to reach our goals, and to provide the best possible learning and faith-filled environment for our children. Every partner needs to be aware of the mission, the policies, and guidelines of Bishop Hogan Memorial School, so it is important to be familiar with this handbook and its contents.

May we all work together in His name, this and every school year!

Sincerely,

Fr. Kneib, Pastor
Pam Brobst, Principal

General Information

Accreditation: BHMS is fully accredited by the North Central/AdvancEd Association Commission on Accreditation and School Improvement and the Missouri Chapter of the National Federation of State Non-Public School Accrediting Association.

Admission: Kindergarten students must be five (5) years of age by August 1. First grade students must be six (6) years of age by August 1. Certificates of birth and baptism and health records are requested at the time of registration. Missouri law requires up-to-date immunizations prior to entry into school.

We welcome students who are non-Catholic. There will be no distinction made because of religion. However, any non-Catholic enrolling as a student will take part in all phases of the school program including prayer, Mass, and Religion classes. This does not include participation in the reception of the sacraments.

K-8 School Hours: School doors open at 7:30 A.M. The school day begins at 8:00 A.M. and ends at 3:15 P.M.

Preschool Hours: Tuesday, Wednesday, and Thursday, from 8:00 A.M. to 11:30 P.M. Doors open at 7:50 A.M. Students may go to the gym in the elementary building, beginning at 7:30 A.M.

MISSION STATEMENT

Bishop Hogan Memorial Preschool and Elementary School, a ministry of St. Columban Parish, creates caring, responsible, knowledgeable youth through a strong religious and academic curriculum.

PHILOSOPHY

The philosophy of Bishop Hogan Memorial Preschool and Elementary School is to ensure the spiritual, intellectual, and physical growth of students and to teach the Catholic faith by instilling the news of salvation and the life of faith, This will be accomplished by:

- Honoring the partnership between parents, school, and church
- Offering service to others in the parish and community
- Growing in the Body of Christ by participating in the sacraments, worship and daily prayer
- Achieving academic excellence
- Nurturing students so they fully realize their uniqueness and potential

PARENTS AS EDUCATORS

The primary responsibility for the education of children belongs to the parents. Though shared with the school, the parents' responsibility remains paramount. The greatest single factor in building a child's intellectual, emotional, spiritual and moral attitudes is the example parents provide in the home.

Some parent responsibilities are:

- To attend Sunday Mass and contribute to Parish support through your envelopes.
- To provide proper diet and balance of sleep and exercise.
- To provide areas for home study and to encourage conscientious completion of assignments.
- To insist that your child obey the regulations and principles of good behavior/manners.
- To encourage the development of your child's individual talents and interests.
- To build religious traditions and family prayer into your lifestyle.
- To keep the Preschool and School informed as to special needs of your child and to read carefully all communications sent home from school.
- To attend PTO meetings, take advantage of conference times and to request additional times as needed.
- To read and support the regulations of this handbook, sign and return Admission Agreement form to the school office.
- To keep current with all school payments.
- To make sure the child arrives to school on time and is prepared for class.

NON-DISCRIMINATION POLICY

Bishop Hogan Memorial Early Learning, After School Care and Elementary School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or make available to students at school. It does not discriminate on the basis of sex, race, color, national and ethnic origin and disabling condition (if reasonable accommodations on the part of the school, the disabled person could be accommodated) in administration of its educational policies, admissions policies and athletic and other school-administered programs. The Equal Opportunity Coordinator for Bishop Hogan Memorial School is the School Board President.

II. ATTENDANCE

Regular school attendance is essential for a student to reach their maximum academic potential. Students are expected to be in school daily except under the following circumstances:

- *Medical or dental appointments that cannot be scheduled for non-school time.
- *Death in the immediate family
- *Fever, vomiting, or diarrhea

ABSENCES / TARDY POLICY

Excessive absences, as well as tardies, can contribute to poor academic performance. Even arriving a few minutes late starts the day off wrong for the student and is disruptive to the class. Therefore, we encourage students to be on time and to be present every day possible. Students who arrive in the classroom after 8:00 a.m. will be recorded **tardy**.

When a student arrives late, the student and parent must sign in at the office and state the reason he/she was tardy.

- 1) When five (5) tardies/absences are recorded for one quarter, the child's parents will receive a letter alerting them to the problem.
- 2) When eight (8) absences/tardies occur in one quarter the parents will be contacted by the principal.
- 3) If the problem continues, the student may be assigned an after-school detention. The parents will be notified in writing when the after-school detention will be served.

The absence/tardy count starts over at the beginning of each quarter.

Any time the child must leave the school grounds for appointments, etc. the teacher **MUST** be notified in advance.

It is required that any parent or guardian taking a child out of the Preschool or Elementary School before the end of the school day sign the child out at the office.

PRESCHOOL

The staff-to-children ratio is 16 to 1 (with aide). In preschool, children begin more structured age-appropriate learning activities, giving time for lots of social interaction with peers and teacher. We stress individuality, creativity, positive self-esteem, problem solving, building good communication skills, enhancing physical development, along with preparing a strong foundation for their next step, Kindergarten. **Children MUST BE completely toilet trained before entering preschool.**

Preschool hours: Tuesday, Wednesday, and Thursdays, 8:00 a.m. to 11:30 a.m. No lunch served. Preschool will follow the Bishop Hogan School calendar. If a child is dropped off before 7:50 they are to go to the gym.

Parents are asked to bring snacks. Teachers will have sign-up sheets.

Preschool children need to be picked up no later than **11:40** a.m.

Students will need:

Change of clothing to be left at the preschool in their cubby compartment.

Standard sized back-pack, large enough for a 2 pocket notebook to fit in. This will be used to transport children's work and important messages from the preschool. This should be brought each time your child comes to the preschool.

DROP OFF / PICK UP

Bishop Hogan Elementary School day begins at **8:00 a.m.** and closes at **3:15 p.m.** The designated route for pickup/drop off: **East on JFK, North on Easton, West on 10th, enter Parking Lot on North Side and circle around to the gym door.** The gym doors will open at **7:30 a.m.** and will be locked after 7:50. Students arriving after 7:50 may come to the south side door, where parents should drop off on the west side of the street (This will prevent students from having to cross the street). Students will be released from the gym door at **3:15 p.m.** Students not picked up by 3:30 will go to After School Care.

EARLY DISMISSAL

School will dismiss at 12:15 p.m. for early outs and for in-service meetings. The dates and times will be listed on the annual school calendar, monthly calendar, Eagle's Nest and Church Bulletin. Lunch will be served these days, unless otherwise noted.

VACATION POLICY

Vacation during the school term is discouraged. The principal and teacher are to be notified ahead of time if such vacation is planned. Assignments must be completed and given to the teacher at the end of the duly allotted time. Tests must also be made up if missed during this time period.

WEATHER DISMISSALS

Notification of early dismissal or school closing due to weather conditions will be reported on KMBC 9, KCTV 5, and KCHI (102.5 FM or 1010 AM.) If you have turned in the Message Alert Form you will receive an email or text. Please note: our snow days do not always coincide with the public school. Please listen to announcements regarding Bishop Hogan.

ILLNESS POLICY

A child must be fever free for 24 hours, without fever-reducing medication, before returning to school.

If your child gets a fever at school, a staff member will call the parent. A fever is considered to be **100.6°**.

Children must have had their antibiotic or prescribed medication for one full day before returning to school.

If a child has vomited or has had diarrhea the evening before, your child must be at home for one full day.

Conjunctivitis (Pink Eye) – child must be away from school for one (1) days before returning. The reason for this policy is that the children are in close proximity to one another and we are not able to adequately monitor the personal contact between children.

If children are found to have lice, their hair must be treated before returning to school.

Suspicious rashes and other symptoms may cause concern for the child or staff. If such things arise the staff may call parents/guardians to notify you so you may take your child to your physician for appropriate treatment.

Parents are asked to notify the school by 8:30 a.m. when their child is ill, or will be late or tardy for the school day.

Parents will be asked for symptoms their child is experiencing, because these are reported to the health center weekly.

When an illness lasts for more than 5(five) days, we will need a doctor's release for the child to return to school. For other planned absences, we ask parents to notify the office and classroom teacher in advance.

PRESCRIPTION MEDICATION

The school will administer medication only after we have an Authorization for Medication form completed by the parent.

The form will be effective for the entire school year unless the medication or dosages change. Prescription medication will be dispensed according to a doctor's orders. We ask that the parents deliver this medicine in person to the school office. Medication is to be in the original, labeled container from the pharmacy and should be unexpired.

NONPRESCRIPTION MEDICATION

All over-the-counter medications must be provided by the parents. It must be in the original container and will need to be kept in the office. These will only be dispensed after a Medication Authorization form is completed and on file with the office.

ACCIDENTS

Emergency information cards are to be completed at the beginning of each school year. In case of an accident, a child will receive care. In case of a serious injury an ambulance will be called. Parents/guardians will be notified.

HEALTH REQUIREMENTS AND PHYSICALS

At the beginning of the school year health and immunization records will be checked to insure the immunization requirements set forth by the State of Missouri are met. The parents of any child not in compliance with the law will be notified. Children will not be allowed to enter the Preschool or the Elementary School until he/she is in compliance.

Physical examinations are required by MSHSAA of students participating in the 7th/8th grade athletic program. The Livingston County Health Office offers free sports physicals through the school to all students.

As required by law, the school personnel will report to the Missouri Division of Family Services any suspected abuse or neglect of a child.

III SCHOOL ENVIRONMENT

DRESS CODE

Bishop Hogan Memorial School enforces a uniform policy. The details of this policy are outlined below. These guidelines are to be followed and parents will be contacted if a change of clothing is needed. We appreciate the parents help to insure their child adheres to the dress code.

Solid white or navy collared shirts – may be polo or button down short or long sleeve

NO COLORED TRIM or LOGOS

NO COLORED UNDERSHIRTS – ONLY white, navy, or grey allowed

Khaki or navy dress pants or shorts - no rivets, no holes in clothing.

Plaid, Tan or Navy jumper, navy or tan skirts or skorts- shorts are recommended to be worn under jumpers & skirts

Plaid items may be purchased from Parker Uniform, Cliftons or Ken Lauhoff

Students may wear navy or white Sweaters, navy pullover sweatshirts, or navy zip-up sweatshirts (NO LOGOS) in the classroom

Navy crew neck sweatshirts may be worn with a white polo shirt underneath.

Black, brown, navy or white socks must be worn with uniforms. Navy or white leggings or tights **may** be worn with uniforms.

Shirts must be tucked in. Appropriate shoes are required. Shoes may NOT have open toe or open heel. Shoes need to be tied at all times. **Tennis shoes are mandatory for PE and gym use.**

NO MAKEUP may be worn.

SHORTS:

Shorts may be worn in the Fall until November 1st. In the Spring, shorts may be worn beginning the 1st of April (Unless otherwise noted by principal). Shorts and skirts MUST be at least fingertip length.

Non-Uniform Days will be scheduled to recognize particular events or as part of community service. Appropriate clothing for a Catholic School is required: jeans without holes, appropriate tshirts, long shirts required over leggings, fingertip length shorts, no tank tops).

EIGHTH GRADE GRADUATION DRESS CODE

Boys: Dress slacks, Dress Shirt, Tie

Suite Coat/Jacket encouraged, but not required. Tuxes not allowed.

Girls: NO low-cut dresses in front or back,

NO spaghetti straps, NO halter tops. Wear sensible dress shoes.

FIRST COMMUNION DRESS CODE

Boys: Dark slacks, white dress shirt, tie

Girls: White dresses, veil, tiara, or circle of flowers

PRESCHOOL DRESS CODE

The preschool students are not required to wear the Bishop Hogan school uniform. Children may wear appropriate clothing that is comfortable and practical, blouses, tops & shirts. Children will have both indoor and outdoor play. Please wear appropriate shoes. Preferably **NO Crocs or flip flops.**

One extra set of clothing is required for your child to be kept here at the center. Consider your child's convenience when using the restroom (i.e. NO back zippers).

PHONE

When necessary, students may get permission to use the office phone during their class breaks or changing periods. Students should have their cell phones off while in the school building. Student's cell phones should be left at the door upon entering the school and placed in a designated holder. Teachers should confiscate any cell phone in a student's possession during the school day.

SCHOOL PUBLICATIONS

The school newsletter "The Eagle's Nest" is published weekly. An updated school calendar is published monthly. Classroom teachers send a weekly newsletter home. Important information about current topics of study and upcoming events are listed there.

PARENTS VISITING, PRESCHOOL AND ELEMENTARY SCHOOL

We always welcome parents into the school and classroom, however, please notify the teacher and office ahead of time if you would like to visit the child's classroom. **Please check in at the office before going to a classroom.** In order to minimize any interruptions to the learning environment, we ask that items for the students be left at the office.

VOLUNTEERS

An open door policy is always entertained. Volunteers, parents, guardians, grandparents, parishioners and civic resource personnel are welcomed and encouraged to participate in the Preschool and the Elementary School. If a person plans to be a regular volunteer, they need to complete "*Protecting God's Children*" training. Information on this training may be obtained at the school or parish office. Volunteers should report to the school office upon arrival.

Parents agree to volunteer and to share their TIME and TALENT with the students and families of Bishop Hogan Preschool and Elementary School by actively participating in a minimum of one school committee and/or serving a minimum of 15 hours as a school or fundraising volunteer. Parents will complete the volunteer form at the beginning of the year for the areas and hours they will be volunteering for. Parents agree to keep a log of hours served; a fee of \$10.00 per hour will be assessed for hours not served.

PARENT-TEACHER ORGANIZATION

Parents of the Preschool and the Elementary School are encouraged to take an active part in the P.T.O. Meetings are held four times a year, to inform parents of what is happening in our schools. The P.T.O. provides opportunities for both parents and teachers to meet. These meetings are held the first Thursday of September, November, February, April.

SCHOOL ADVISORY COUNCIL

School Advisory Council meetings are held the last Monday of each month at 5:30 p.m. Interested parents are welcome. Contact the Principal, Pastor, or any School Advisory Council member **in writing** to have your item placed on the agenda.

The 2015-2016 School Advisory Council Members are:

Father Kneib, Pam Brobst, David May, Jill Pfaff, Eric Witt, Stephanie Brobst, Angela Huwar, Kristy Lauhoff, Kathleen Radcliff, and Melanie Warren.

FLOWERS & GIFTS DELIVERED TO SCHOOL

Flower and gift deliveries to students are not encouraged. Flowers and gifts will not be distributed until the end of the school day.

IV. CURRICULUM **CURRICULUM PROGRAM**

The Bishop Hogan Preschool and Elementary School curriculum program is as follows:

The Preschool curriculum program will follow the diocesan Early Childhood curriculum, which prepares the child for reading and math readiness, phonics, fine and gross motor skills, language, listening skills and learning more about God.

The Kindergarten through Fourth Grade curriculum focuses on math, communication arts, social studies, science, and participating in Christian education. The Middle School (5th, 6th, 7th & 8th grade) curriculum extends the basics, with an emphasis toward high school preparedness, and Christian moral values. Careful attention is given to placement and pacing, depending upon the readiness of the student. Bishop Hogan Memorial Preschool and Elementary School follow the basic curriculum requirements of the State of Missouri and the Diocese of Kansas City-St. Joseph. Music, Art, Religion and Physical Education are taught at all grade levels. Grades 3-8 are taught Computers.

Band is an elective program and is offered in grades 5 through 8. There is an extra charge of \$15.00 a month for Band fees, which is not included in tuition. Students must provide their own instruments.

Emphasis is given to study skills in all grade levels.

Students participate in the Iowa Assessment in grades 3, 4, 5, 6, 7 and 8.

ACCELERATED PROGRAM – (WINGS)

Some Bishop Hogan students may qualify for the Public School Accelerated Program, Wings. If parents are interested in placing their child in this program, they must contact the Principal who will then contact a Public School Official for the necessary testing. If the child qualifies, they will miss part of one school day at Bishop Hogan. The parent is responsible for signing the student in and out. They are also responsible for the transportation to and from the Wings Program.

RECESS

Short periods are set aside for exercise and fresh air to promote increased learning. These will include supervised recess daily and physical education classes two times a week. All children will participate in supervised recess. Please have your child dressed appropriately for outside activities.

HOMEWORK

Homework will benefit students by reinforcing skills, teaching responsibility and involving parents in the learning process. Please work with your children in emphasizing the importance of completing homework on time.

LATE WORK POLICY

Students not turning their work in on time will receive - 5% off their grade for the first day late, second day late -10%, third day late -15% and possibly After-School Detention.

REPORT CARDS

Preschool assessment forms are completed quarterly and at the end of the school year. K-8 evaluations will be given mid-quarterly and quarterly with parent-teacher conferences in the fall and spring. Conferences may be requested throughout the school year, by either the teacher or the parents.

The grading scale for grades 3 through 8:

A+	100	B+	92	C+	83	D+	73	F	67 & below
A	99-94	B	91-85	C	82-75	D	72-70		
A-	93	B-	84	C-	74	D-	69-68		

HONOR ROLL

All students in grades 3 through 8 are eligible for the honor roll. All subjects are counted toward the honor roll.

HONOR ROLL REQUIREMENTS ARE:

“A” Honor Roll - All A’s

“A-” Honor Roll - All A’s, one B

“B” Honor Roll - All A’s and B’s

“B-” Honor Roll - All A’s and B’s, one C

FIELD TRIPS

Field Trip Permission slips will be sent home for each event and **must be totally completed and returned within 5 days.** Teachers are responsible for making transportation arrangements. Parents may be contacted for these trips.

FIELD TRIP VEHICLES/DRIVERS

Personally owned vehicles used for Preschool and Elementary School business shall meet the following requirements:

Drivers must be over 21 years of age;

Drivers must have completed “Protecting God’s Children” training and have completed a background check;

Drivers must have a valid driver’s license, a copy of which must be on file in the school office;

The Driver must carry liability insurance as required by State law. The insurance carried by the driver will be used before the Diocesan insurance comes into effect;

Each occupant must have and use a seat belt (or booster seat/car seat if the child meets the size requirement per Missouri State Highway Patrol)

COMMUNITY SERVICE

Students in Kindergarten through 8th grade will participate in service projects, at least once per semester. Classroom teachers will plan projects appropriate to the age of the students.

LIBRARY

Students are encouraged to utilize the library facilities. There is a replacement fee of \$5.00 or more for any book that has been lost, torn or misused.

PHYSICAL EDUCATION REQUIREMENTS

All P.E. classes are held on Tuesday and Thursdays. **Students need to wear tennis shoes on their P.E. day.**

Kindergarten through 6th grade girls should wear shorts under jumpers or skirts for P.E. 7th & 8th grade will be allowed to bring activity appropriate clothing. Fingertip length shorts and t-shirts appropriate to a school should still be adhered to.

All students are expected to participate in physical education classes unless a written parental or doctor’s excuse is presented to the teacher.

V. EXTRACURRICULAR ACTIVITIES

BASKETBALL

All coaches need to fill out an information form, have a background check done, and have taken Protecting God's Children class. Two coaches are required for all games and practices.

Extracurricular activities are intended to supplement our educational program. These activities are provided to contribute to the student's development of good citizenship, educational experiences and overall learning. It is a privilege and honor to participate. Students will be expected to display appropriate behaviors both during school and at all school functions.

Bishop Hogan Memorial School's 7th & 8th grade students have the opportunity to participate in specified sports with Chillicothe R-II. This agreement will be renewed annually. Participating students will be required to pay a sports fee that all Chillicothe R-II players pay. Students will also be required to have a yearly physical in order to participate.

EXTRACURRICULAR GUIDELINES

The student contract pertains to all students participating in any sport, field trips and school projects.

The student contract states that the student must:

- maintain a C average with no F's in any class, including music and P.E.
- show good citizenship within the school and at all school activities as outlined in the Citizenship Policy
- keep all assignments current, with no late assignments

- Athletes must follow MSSHA guidelines
- Athletes must have the sports contract signed by parent and player.

EXTRACURRICULUAR RESPONSIBILITIES

Teachers: It is the teacher's responsibility to send home notices about missing assignments. Students who have late assignments will not be eligible to participate in extracurricular activities until all late assignments are turned in.

Parents: Parents accept the responsibility of being in a partnership with the teacher to ensure that their child maintains acceptable grades and if his/her grades fall, they improve.

Students: It is the student's responsibility to remain current on all assignments, to exhibit good citizenship and maintain good grades.

VI. SCHOOL EXPECTATIONS

CHRISTIAN ATTITUDE/DISCIPLINE

The purpose of our school is to offer a Christian environment in which to learn. Students are taught and guided to respect each other in forming a Christ-centered community. The process of learning that life is a series of choices with their respective consequences is a lifelong journey. This journey begins through the experiences and loving consistency of home and school.

The Bishop Hogan Preschool and Elementary School agree that a consistent approach to discipline is essential for creating a positive Christian atmosphere in our learning community. We believe that every child, at each maturity level, is capable of assuming some responsibility for choices and the consequences that will follow.

We know that teaching respect and responsibility is most effective when limits are carefully planned, clearly explained, consistently upheld and supported by informed parents. The guidelines are as follows:

- Show respect, care and concern for each other, staff members and volunteers at school and away from school;
- Be respectful of property;
- Help to establish a spirit of cooperation in the school;
- Follow guidelines established for the classroom and at events away from school.
- Speak appropriately at all times;
- Remain on school premises unless permission has been given to leave the school grounds
- No water guns and knives are permitted on the school premises.
- School rules and regulations will be obeyed at all times.
- Cell phones will not be used during school hours of 7:30 a.m. to 3:15 p.m..

SERIOUS VIOLATIONS

Poor student behavior is detrimental to a school's learning environment . These detrimental behaviors include:

- Repeated and/or flagrant disrespect and disregard for authority;
- Repeated dismissal from class because of behavior;
- Bullying of any kind;
- Physically threatening or attacking a student, volunteer or staff member;
- Willful destruction of school or personal property;
- Possession of pornographic materials;
- The use or possession of tobacco, alcohol, illegal drugs and other harmful materials;
- Stealing, cheating or plagiarism;
- Any additional areas as cited in the DSO Administrative Manual.

CONSEQUENCES CHOSEN

Exhibiting Self - Discipline is our goal for all students. When a student chooses not to follow a rule, or is hurtful or disruptive, the following may occur according to the age of the student:

- Verbal reminder;
- Moved to a different location within the classroom;
- Time spent outside the classroom;
- Walking at recess
- Community service within the school
- A 15 or 30 minute stay after school;
- An eighth hour (1 hour after school);
- In-School Suspension with the Principal after three eighth hours;
- Expulsion after three In-School Suspensions;

Students will be expected to defray the cost of damaged books/ property.

Parents will be notified in writing of repeated misbehavior and of each 8th hour.

After a student has made choices in which they need to see the principal, the following steps will be taken:

1st Offense: The principal will talk with the student;

2nd Offense: The principal will talk with the student and the parents will be called.

3rd Offense: The student will write a letter to his/her parent explaining why they came to the principal's office and may receive a detention, before or after school, community service at school, or other age-appropriate consequences.

Other consequences may be chosen, depending upon the severity of the action:

- An in-school suspension for one day;
- An in-school suspension for three days;
- Expulsion.

The following situations may lead to expulsion:

- All avenues of remediation of the unacceptable behavior have been exhausted.
- When the moral and/or physical well-being of the student body is endangered.
- Where there is a prolonged and open disregard for school authority.
- Conduct detrimental to the reputation of the school.
- Immorality in talk or action
- Other serious or repeated offenses, which the administration deems appropriate for dismissal.

Ordinarily, before any expulsion is invoked:

- The principal warns the student.
- The parents are informed of the seriousness of the matter.
- The approval of the pastor is required before expulsion is invoked.
- The Diocesan School Office is informed in detail and in writing immediately following expulsion.

GRIEVANCE POLICY

In ordinary circumstances, the subject of the grievance first should meet in the following order:

- Meet in person with the aggrieved person or group;
- Meet with the teacher;
- Meet with the Principal;
- Meet with the Diocesan Superintendent of Schools.

Our School Advisory Council will not attempt to resolve grievances. They will refer aggrieved persons to the local process listed above.

DIOCESE OF KANSAS CITY-ST. JOSEPH

PARENT-TEACHER COVENANT

Because our school strives to be a faith community, parent cooperation and good parents-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians, and other caregivers, have the child's best interest at heart.

While the Preschool and the Elementary School are excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems, or who are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reason behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over our Preschool and Elementary School matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the Preschool or the Elementary School where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school and parish responsibilities the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of the Early Learning and the Elementary School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically and also the welfare of his or her fellow classmates.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of the Early Learning and Elementary School, as well as other children and families in our community.

LUNCH AND TITLE 1 FEDERAL PROCEDURES

COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAM

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and Improving America's Schools Act (IASA). A complaint is a formal allegation that a specific Federal or State law or regulation has been violated, misapplied or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate, parent, teacher, administration, or school board member or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied or misinterpreted. Any complaints regarding the operation of Food Service or Title I should follow the same procedures for grievances mentioned previously. A complainant may also go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education if the grievance procedure has been followed..

Anyone wanting more information about this procedure or how complaints are resolved may contact the Bishop Hogan Memorial School office at 646-0705.

TELECOMMUNICATIONS AND ELECTRONIC INFORMATION SOURCES

Students are responsible for good behavior on school computer networks. Communications on the network are public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided under adult supervision with students who agree to act in a considerate and responsible manner.

Student's use of telecommunications and electronic information resources, under adult supervision, will be permitted upon submission of signed permission and agreement forms by parent, guardians, and students.

Access to telecommunications will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Diocese and Bishop Hogan Preschool and Elementary School support and respect each family's right to decide whether or not to apply for independent access.

The following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in other's folders, work or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes;
- Access to Internet without adult supervision.

Sanctions:

- Violation may result in a loss of electronic or network access;
- Additional disciplinary action may be determined at the school level;
- When appropriate, law enforcement agencies may be contacted;
- Plagiarism – direct copying from a source used as a student's own works will result in a zero for the assignment and mandatory parent conference.

LITURGICAL CELEBRATIONS

Bishop Hogan Preschool and Elementary School students open and close each day with prayer. Kindergarten through 8th grade will have the opportunity to attend Mass with the entire student body each Friday. Each grade level will have the opportunity to attend group Masses or prayer services as scheduled. The students are expected to dress appropriately on the days they attend Mass. Parents are encouraged to attend along with their children. Bible, prayer services and reconciliation services will be held at appropriate times.

Occasionally throughout the school year classes may be attending funerals. Sometimes students will be asked to serve at funerals.

The crucifix and/or religious artifacts shall be displayed in places of honor throughout the Preschool and Elementary School. There are multi-cultural images of Jesus, Mary and other saints throughout the Preschool and Elementary School.

VII. FINANCIAL INFORMATION

HOT LUNCH PROGRAM

Bishop Hogan School is implementing their hot lunch program in accordance with Federal and State guidelines and the Wellness Program. Menus are made to fit the nutritional regulations. Parents are encouraged to have lunch with their child. We ask that you call before 9:00 a.m. if you plan to eat so we can add you to the lunch count. Parents are asked not to bring fast food items for their lunch. Students may bring bottled water in the cafeteria and in the classrooms.

Students will be issued a prepaid lunch card that may be paid weekly or monthly.

The cost of School lunch is \$1.65, and \$2.50 for adults. The cost of milk is \$ 0.30 if your child brings their lunch.

Please pay at the school office.

Applications for Free and Reduced Lunches will be sent home at the beginning of the school year. These applications are available throughout the school year if your financial situation changes. If bringing a sack lunch from home, please make sure the office is advised so you will not be charged.

Students may **not** bring soda in their lunches with the exception of Field Trips.

Brown Bag Lunch Policy: After 5 days of owing on lunches, the student will be served a brown bag lunch, which will consist of a peanut butter sandwich and water. This will still be charged at the regular lunch price of \$1.65.

We appreciate you being current on your lunch money.

SHARON SHAW GUARDIAN ANGEL FUND

Students attending Bishop Hogan Memorial Elementary School may be eligible for tuition assistance. Applications may be picked up in the school office, completed and returned for the process to begin. Beginning the school year of 2017-18, **the deadline for applications is July 1.** An interview will be conducted before the final decision is made. Father Kneib will contact applicants for a meeting.

FAMILY COMMITMENT

As members of the Bishop Hogan School Family, we understand that we are called to share our TIME, TALENT and TREASURE for the benefit of all students.

We agree to support the faith mission of Bishop Hogan Preschool and Elementary School as a Catholic School that has as its priority to teach the Gospel message, to build community and to serve the human community through prayer, worship and social action.

We agree to support the policies and procedures of Bishop Hogan Preschool and Elementary School established in this handbook as well as all other Diocesan School Policies.

We agree to support the administration and staff of Bishop Hogan Preschool and Elementary School by demonstrating support of classroom rules and procedures that have been approved by the administration. When voicing concerns directly related to school situations, we will follow the proper chain of command by first addressing the **teacher**, followed by the **principal** and then the **pastor**, when at all possible.

We agree to support the activities of Bishop Hogan Preschool and Elementary School by attending parent education meetings sponsored by the PTO and/or the School Advisor Council.

We agree to volunteer and to share our TIME and TALENT with the students and families of Bishop Hogan Preschool and Elementary School by actively participating on a minimum of one school committee and/or serving a minimum of 15 hours as a school volunteer. Parents will complete the volunteer form at the beginning of the year for the areas and hours they will be volunteering for. A fee of \$10.00 per hour will be assessed for hours not served.

We agree to participate in all fundraising activities for the good of our school community and/or make alternative financial arrangements.

We agree to be fiscally responsible and to share in the financial support of Bishop Hogan Preschool and Elementary School for the benefit of all the students.

There is a sign-off form that states that we have read, understood and do agree to the Bishop Hogan Preschool and Elementary School Commitment. Please return this to the school office. THANK YOU!!!

PRIVACY ACT

In compliance with Section 438 of the General Education Provision Act regarding privacy rights of parents and students, elementary and secondary schools in the Kansas City-St. Joseph Diocese will provide access to official records of current and former students to all who legitimately apply under terms of the act, including parents. The school adheres to the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, giving parents and students the right of access to records and the right to request the statements be changed or deleted.

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a Court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a Court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court order.

FEE DESCRIPTIONS

BISHOP HOGAN PRESCHOOL

Preschool Rates:

½ day Preschool Tuesday, Wednesday, Thursday \$100.00 per month (Total - \$900.00 Aug.- May)

The additional registration/supply fee is \$75.00

BISHOP HOGAN SCHOOL TUITION

Tuition is handled by a third party vendor, Smart Tuition. Payment arrangements will be made through Smart Tuition. Applications may be picked up at the school office.

The tuition rates are:

Parishioners:

Parish family (one child)	\$ 2,500.00
Parish family (2 nd child)	\$ 600.00
Parish family (3 rd child)	\$ 300.00
Parish family (4 th child)	\$ 250.00
Parish family (5 th child)	\$ 200.00
Parish family (6 th child or more) each child	\$ 100.00

Non-Parishioners:

Non-parish family (one child)	\$ 3,200.00
Non-parish family (2 nd child)	\$ 775.00
Non-parish family (3 rd or more) each child	\$ 475.00

Registration Fees:

Registration fees cover textbooks, library, computer and other instructional materials and are to be paid by final registration in August each year.

\$300.00 per year for one child

\$375.00 per year for two or more children

School fees must be paid by the end of the school year or the matter discussed personally with the Principal before the conclusion of the school year. Failure to pay all school fees or to make arrangements personally with the Pastor/Principal will result in the child's final grades being withheld. Also, a satisfactory arrangement is a prerequisite for admission for the next school year. (Fees include: Band fees, lunch money, registration fees, fund raising obligations, After School Care, Preschool tuition and School tuition).

Eighth Grade Graduates – all fees listed above must be paid in full, by day of graduation or diploma will be held along with grade card, records and transcripts.

Please keep your receipts for registration fees and your cancelled checks for tuition payments. These are your proof of payment.

LATE FEES

A \$40.00 late fee will be added by Smart Tuition if your payment is late. This will no longer be waived, so the late fee will be assessed. Please contact Smart Tuition if you have any questions.

AFTERCARE

Weekly Rates: Payment **must** be made by end of each month. If no payment is received, the balance owed will be added to the family's Smart Tuition account.

	5 Days	4 Days	3 Days	2 Days	1 Days
1st Child	\$27.00	\$21.00	\$18.00	\$12.00	\$6.00
2nd Child	\$22.00	\$17.00	\$15.00	\$10.00	\$5.00
3rd Child	\$17.00	\$13.00	\$12.00	\$8.00	\$4.00
Early release days	No charge	12:15-3:15 \$6.00	12:15-3:15 \$6.00	12:15-3:15 \$6.00	12:15-3:15 \$6.00

Regular rates apply on early release days for time period 3:15 to 5:00pm.

Early Dismissal Days

If there is an early dismissal for a teacher in-service, there will be no extra charge for students who are regularly 5 days a week After School Care participants. For all other additional early dismissals including teacher in-service, such as for inclement weather, heat, holidays, special occasions, etc., there will be a cost of \$6.00 from hours 12:15 to 3:15pm. From 3:15pm to 5:00pm regular rates apply.

BISHOP HOGAN MEMORIAL SCHOOL STAFF:

- Father Benjamin Kneib, Pastor brkneib@aol.com
- Pam Brobst, Principal pbrobst@bishophogan.org
- Leslie Holland, Administrative Assistant lholland@bishophogan.org
- Toby Minnis, Kindergarten Teacher tminnis@bishophogan.org
- Amanda Williams, Teacher 1st grade awilliams@bishophogan.org
- Jamee Greener, Teacher 2nd grade jgreener@bishophogan.org
- Jenny Buttman, Teacher 3rd grade jbuttman@bishophogan.org
- Donna Haffecke, Teacher 4th grade dhaffecke@bishophogan.org
- Joyce Blattner, Teacher Grades 5 & 6 / 5-8 Math blattner@bishophogan.org
- Theresa Armentrout, Teacher Grades 7 & 8 / 5-8 Science & Social Studies tarmentrout@bishophogan.org
- Mary Garr, Teacher Music/Band/Computers mandmgarr@gmail.com
- John Locker, P.E. Teacher jlocker@greenhills.net
- Belinda Bower, Cook & Custodian bbower@bishophogan.org
- Dorney Hecker, Maintenance

PRESCHOOL

- Pam Brobst, Director
- Mary Higgins, Pre-School Teacher 4yr old mhiggins@bishophogan.org
- Sami Lauhoff, Pre-School Teacher 3yr old slauhoff@bishophogan.org

Bishop Hogan Memorial School & Preschool
Bishop Hogan Fax

660.646.0705 or 660.646.3070
660.646.3070

"Spirit of Success"

- Preschool:** kidsareus@bishophogan.org
- Website:** www.bishophogan.org
- Facebook:** Bishop Hogan Memorial School, Chillicothe, Missouri



Bishop Hogan Memorial School | 2016-2017 CALENDAR

JULY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 **NO SCHOOL**
 3 **NO SCHOOL**
 Teacher In Service day
 4 **Classes Resume**
 16 **NO SCHOOL**
 M.L. King Day
Jan 29 – Feb. 4
Catholic Schools Week

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 Back to School Night
 Parent meeting
 14 PTO Pool Party
 6-8pm Chilli Bay
 17 **1st day for students,**
 ½ day. Dismissal 12:15

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

3 Mid-Term (108 days)
 17 **NO SCHOOL**
 Teacher Professional
 Development day
 20 **NO SCHOOL**
 Presidents' Day

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day/ **NO SCHOOL**
 16 Mid-Term
 30 Homecoming Parade 2:20

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8 End of 3rd Quarter (129 days)
 9 **NO SCHOOL**
 Teachers in-service
 10 **NO SCHOOL**
 Teacher Professional
 Development day

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 End of 1st Quarter(41 DAYS)
 14 **NO SCHOOL**
 Teacher In-service day
 20 **Early Dismissal 12:15**
 21 **NO SCHOOL**

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11 Mid-Term
 13 **Early Dismissal 12:15**
 14 **NO SCHOOL**
 Good Friday
 17 **NO SCHOOL**
 Easter Monday
 28 **Early Dismissal 12:15**
 29 **Dinner Auction**

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 **Veterans Day Program**
 11 Veterans Day
 Mid-Term (62 days)
 23 **NO SCHOOL**
 24 Thanksgiving Day
 25 **NO SCHOOL**

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 **Early Dismissal 12:15**
 16 End of 4th quarter
 17 **Early dismissal 12:15**
Last day of school
 29 Memorial Day

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8 **NO SCHOOL**
Immaculate Conception
 21 **Early Dismissal 12:15**
 End of 2nd Quarter (45/86 days)
Dec. 22 – Jan. 3 Christmas Break
 25 Christmas Day

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

PLEASE SIGN AND RETURN TO SCHOOL

ADMISSION AGREEMENT

Please read the entire Handbook. This paper **must be signed** and returned by September 15, 2016.

Bishop Hogan Memorial School is a school strongly steeped in Catholic heritage stressing strong moral and academic values. This tradition of Christian and academic excellence can only continue through the cooperation of the parents working in conjunction with the school to maintain these high goals. This is a very serious time in which parents must show their financial support for out school.

BISHOP HOGAN MEMORIAL SCHOOL IS ONLY AS STRONG AS THE FAMILIES WHO SUPPORT IT.

These obligations include registration fees, tuition, preschool/after school care bills, cafeteria lunches, and parish-wide fund-raising or alternative commitment.

I/We have received a copy of the Bishop Hogan Memorial School Student/Parent Handbook. I/We have read and understand the policies and procedures set for the in this handbook. I/We hereby accept them as conditions of enrollment for our child/ren in this school.

ALL FINANCIAL OBLIGATIONS MUST BE KEPT CURRENT

Date

Parent/Guardian Signature

Relationship

Student Signature

Grade

FUNDRAISING COMMITMENT

I understand I am responsible for assisting at the parish-wide fundraising commitment or making alternative arrangements with the principal.

_____ Work at fund raising projects OR _____ Make alternative arrangements