



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

"Spirit of Success"



BISHOP HOGAN MEMORIAL

ELEMENTARY SCHOOL
AND
PRESCHOOL

PARENT HANDBOOK
2011-2012

Bishop Hogan Memorial School
Bishop Hogan Preschool

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I. INTRODUCTION

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 educational curriculum.

PHILOSOPHY

The philosophy of Bishop Hogan Memorial Preschool and Elementary School recognizes Catholic education as a ministry entrusted by Jesus Christ to the Church. In teaching the Catholic faith we instill the news of salvation and the life of faith fostering spiritual, moral, intellectual, social, emotional and physical growth of students.

We believe that the task of Christian development will be accomplished by:

- proclaiming the Gospel message to all people;
- participating in an active faith community incorporating Christian moral values building up the Body of Christ;
- serving others; and
- participating in sacraments, worship, daily prayer and experiencing living the Spirit of Christ.

This philosophy enables us to provide an environment whereby each student may more fully realize his/her own uniqueness and human potential, in preparation for the enjoyment of life with God now and eternally.

PRESCHOOL 3's and PRE-K 4/5:

The ratio of staff to children is 16 to 1 (with aid). In this area children are completely toilet trained, 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, good communication skills, enhancing their physical development along with preparing a strong foundation for their next step, Kindergarten. **Children MUST BE completely toilet trained.**

ADMISSION

The Diocesan School Office recommends the following order of priority for admission to an elementary school or preschool.

1. Children of parishioners;
2. Children from families new to the parish who were enrolled in another Catholic school at their previous residence;
3. Children from families registered in other Catholic parishes;
4. Other children, including children from non-Catholic families:
 - a. Children from families with other children already enrolled;

- b. First child now reaching school age;
- c. Children registered on an approved waiting list.

PARENTS AS EDUCATORS

The primary responsibility for the education of children belongs to the parents. Though shared with the Preschool and 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 principals 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 (blue sheet) 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.

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 you 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.
4. 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. The following behaviors, therefore, are unacceptable within our community: we will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.
5. Commission of any of the above acts on part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on part of a parent, guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters; c) refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

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 made 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

Bishop Hogan Elementary School day begins at **8:00 a.m.** and closes at **3:00 p.m.** Students who walk to and from school should not be present before **7:50 a.m.** and should leave promptly after dismissal. Students arriving between 7:35 and 7:50 will go to the school gym. Students arriving before 7:35 must go to the Academy Building. Students not picked up by 3:10 will be sent over to the Academy Building and it is vitally important that students are supervised while on school grounds during school hours. **This is a Diocesan policy and it will be strictly enforced.**

The 2011-2012 Bishop Hogan Preschool and Elementary school year shall consist of 182 days of instruction.

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 will sign the child out at the office.

TARDY POLICY

Students who arrive in the classroom after 8:00 a.m. will be recorded tardy.

- When a student arrives tardy, the student and parent must sign in at the office and state the reason he/she was tardy.
- When five (5) tardies are recorded the child's parents will receive a letter.
- When eight (8) tardies occur in one quarter, the student will have an In-School Suspension for 1 day. The parents will be notified in writing when the student will serve the In-School Suspension.
- After the In-School Suspension is served for the eight (8) tardies, every fourth tardy will result in a 1 day In-School Suspension.
- The tardy count begins at the beginning of each quarter.

PRESCHOOL AND AFTER SCHOOL CARE

Bishop Hogan Preschool and After School Care is open Monday through Friday from 7:00 a.m. to 5:00 p.m. Care givers are required to leave at 5:00 no exceptions. Parents will be charged an additional **\$15.00 fee every 15 minutes the children not picked up by 5:00 p.m.**

We will be closed the following holidays: Parents will not be charged for these dates. (In the event that any of these holidays fall on the weekend, they will be observed either the Friday before the holiday or the Monday after the holiday.)

Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Friday after Thanksgiving	Easter Monday
December 24 and 25	July 4
News Year's Eve	Memorial Day

During the holidays listed above, if the total number of children needing care falls below 10, then the Preschool and After School will be closed. Parents will be notified in advance.

PRESCHOOL

Preschool: Monday through Friday 8:00 a.m. to 11:30 a.m. or
Tuesday, Wednesday, Thursday 8 a.m. to 11:30 a.m.

For those using Preschool only, children need to be picked up promptly at **11:30** or **noon** if staying for lunch.

Children are not picked up promptly parents will be charged an additional **\$10.00 fee**.

EARLY DISMISSAL

Schools will dismiss at 12:15 p.m. for early outs and for monthly in-service meetings. The dates and times will be listed on the annual school calendar, monthly calendar, Eagle's Nest and Church Bulletin.

VACATION POLICY

Vacation during the school term is discouraged. The principal and teacher are to be notified 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 during this time period.

WEATHER DISMISSALS

Notification of early dismissal or school closing due to weather conditions will be reported on KCTV 5, KCHI, 98.5 FM or 1010 AM. If you have turned in the Message Alert Form you will receive and email or/or text. Please note: our snow days do not always coincide with public schools. Please listen to announcements regarding Bishop Hogan.

ILLNESS POLICY

The following is the Illness Policy for the Preschool and Elementary School:

- If your child gets a fever while at the Preschool or Elementary School, a staff member will call the parent and the child is to be picked up within an hour from the call. There are NO exceptions to this policy. A fever is considered to be **100.6°C**. We will not give a fever reducer because this may mask other symptoms the child may have. A signed parental form for Tylenol or children's Motrin medication will be required. All medication is to be provided by parent in the original packaging.
- Children must have had their antibiotic or prescribed medication for one full day before returning to the preschool or elementary 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 the Preschool or Elementary School for three (3) days or more with medication depending upon the severity of the Pink Eye. 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.
- Lice- children's hair must be treated to kill live lice.
- Rashes, insect bites and other symptoms may cause concern for the child or staff. If such things arise the staff may call parents/guardians to notify you to take your child to your physician for appropriate treatment.

Parents are to notify by telephone the Preschool or Elementary School when their child is ill. Parents will be asked what symptoms their child is experiencing.

When an illness is over 5(five) days we will need a doctor's release for the child to return to Preschool or Elementary School. All other absences, trips, etc., parents are to notify in advance the Preschool or Elementary School teacher, director and/or principal.

MEDICATION

The Preschool and the Elementary School **will not have any over the counter medication**. The only medication to be dispensed must be in the original container and accompanied by a Medication Alert Sheet provided by the pharmacy. Over the counter medication will be dispensed according to a doctor's prescription. You must fill out a Medication Authorization form. The parents are to deliver this medicine in person to the Preschool or Elementary School offices and fill out a medication authorization form.

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

It is recommended all 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 of all 5th, 6th, 7th and 8th grade students participating in the athletic program. The Livingston County Health Office offers free summer sports physicals to all students going into 7th grade and above.

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

Effective during the 2008-2009 school year, Bishop Hogan Memorial School will implement a new uniform policy. The details of this new policy will be outlined below. These guidelines are to be strictly followed and no exceptions will be made.

It is the parents' responsibility to insure their child adheres to the dress code.

GIRLS:

Solid white collared shirts –

- may be polo or button down
- NO COLORED TRIM or LOGOS

Khaki or navy dress pants/shorts

- No rivets or cargo pockets
- a belt must be worn with dress pants for grade 3-8

Plaid skirt or jumper - Jumpers are recommended Kindergarten through 4th grade, skirts are recommended 5th through 8th grades.

- the plaid items must be purchased from **Parker Uniform**
- navy leggings are allowed – must be purchased from **Parker Uniform**
- shorts are recommended to be worn under jumpers & skirts

Navy sweatshirt or sweater

- hooded sweatshirts may be worn in the building from Dec 1 – Mar 21
- hoods may not be worn indoors
- must be solid navy – the only exception to this rule will be the Bishop Hogan logo.

Solid color black, brown, navy or white socks or tights must be worn with uniforms.

All girls must wear a brown or black belt with their dress pants and shirts must be tucked in. Appropriate shoes are required. Shoes may NOT have open toe or open heel; NO CROCS.

Shoes must be tied at all times. **Tennis shoes are mandatory for PE.** Socks are to be worn at all times. Please remember that the plaid items are an option but NOT a requirement. **NO MAKEUP may be worn.**

BOYS:

Solid white collar shirts

- may be polo or button down.
- NO COLORED TRIM or LOGOS –
- Khaki or navy dress pants/shorts
- no rivets or cargo pockets
- a belt must be worn with dress pants for grades 3-8

Navy sweatshirt or sweater

- hooded sweatshirts may be worn in the building from Dec 1 – Mar 21
- hoods may not be worn indoors
- must be solid navy – the only exception to this rule will be the Bishop Hogan logo

Solid Color black, brown, navy or white socks must be worn at all times.

All boys must wear a black or brown belt with dress pants/shorts and shirts must be tucked in. Appropriate shoes are required. Shoes may NOT have open toe or open heel; NO CROCS. Shoes must be tied at all times. **Tennis shoes are mandatory for PE.** Socks are to be worn at all times.

SHORTS: Shorts may be worn in the fall until the 1st of October. In the spring shorts may be worn beginning the 1st of May. (Unless otherwise noted by principal.)

Mass Clothing: Students should follow the above dress code.

If clothing is deemed inappropriate, the following consequences will occur:

1st Offense: Warning

2nd Offense: Parents will be called for a change of clothes to coincide with uniform

3rd Offense: For K-8, the student will have an 8th hour

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, shoulders must be covered with sleeve of dress – NO spaghetti straps, NO halter tops.
Wear sensible dress shoes.

PRESCHOOL DRESS CODE

Children may wear whatever is comfortable and practical, blouses, tops & shirts must be a solid color. No characters or logos may be on their clothing. Label all articles of clothing. Children will have both indoor and outdoor play each day. Please wear appropriate shoes, tennis shoes are mandatory for P.E. Each foot must be completely covered with shoe. **No CROCS, sandals or flip flops are to be worn.**

Practical clothing is required for children being toilet trained. **One extra set of clothing is required for your child and kept here at the center.** Consider your child's convenience when using the restroom (i.e. NO back zippers).

TELEPHONE

Only in cases of emergency and/or illness will student be allowed to use the office phone. **Cell phones, iPods and MP3 players are not allowed.**

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 in folders. The folder is to be signed by the parent and returned by the student within two days after receiving it.

PARENTS VISITING, PRESCHOOL AND ELEMENTARY SCHOOL

Please check in at the appropriate office before going to a classroom. Any items for the student may be left at the office. Please notify the teacher and office ahead of time for visiting the child's classroom.

VOLUNTEERS

Volunteers, parents, guardians, grandparents, parishioners and civic resource personnel are welcomed and encouraged to participate in the Preschool and the Elementary School. All volunteers **must** report to appropriate office and **must have** completed "Protecting All God's Children" training. Information on this training may be obtained at the school or parish office. Volunteers will complete a Hold Harmless Agreement when doing work that involves the risk of physical injury.

PARENT-TEACHER ORGANIZATION

Parents of the Preschool and the Elementary School are to take an active part in the P.T.O. Meetings are held five times a year to inform parents of what is happening in our schools. The P.T.O. provides opportunities for both parent and teacher to meet. Informative in-service programs will be offered at the P.T.O. meetings.

PTO OFFICERS

Kathy Baxter - President
Secretary
Jill Pfaff - Treasurer

SCHOOL ADVISORY COUNCIL

School Advisory council meetings are held the second Monday of each month. Interested parents are welcome. Contact Father Tom or any School Advisory Council member **in writing** to have your item placed on the agenda.

SCHOOL ADVISORY COUNCIL MEMBERS

Kim Kieffer	646-1529
Joella Shiflett	646-5303
Shawn Skoglund	646-4542
Kathy Carlton	646-1160
Annette Synder	646-6830
David May	646-6653

VEHICLE PARKING AND AFTER SCHOOL PICK UP

In order to ensure the safety of our students, the following policy will be in effect. **NO PARKING** on the West side of Trenton Street in front of the school. Parents may park in the North Parking Lot and walk their children to and from the building. After school pick-up of children will follow this designated route: **East on JFK, North on Easton, West on 10th, enter Parking Lot on North Side and circle around to the gym door.** When entering the Preschool please use the North parking lot or the East side of Trenton Street. PLEASE USE CAUTION !!!

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 prepares the child for reading and math readiness, phonics, fine tuning motor skills, listening skills and learning more about God.

The Kindergarten through Fifth Grade Elementary curriculum focuses on reading, math, language arts, writing and participating in Christian education. The Middle School (6th, 7th & 8th grade) curriculum program 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, Computers, Religion and Physical Education are taught at all grade levels.

Band is an elective program and is offered in grades 5 through 8. There is an extra charge for Band fees not included in tuition

Emphasis is given to study skills in all grade levels. Students participate in the Iowa Tests Basic Skills 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 the 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

Each day short periods are set aside for exercise and fresh air to promote increased learning. These will include supervised recess and physical education classes. All children will participate in supervised recess. Please have your child dressed appropriately for outside activities.

PRESCHOOL AND AFTER SCHOOL CARE

The Preschool and after school care is required by the State to provide outdoor activities for all children. Be sure your child is dressed appropriately for the days weather. **It is a must that children have jackets or coats for cool days for these outdoor activities.**

REST TIME

The Preschool will have rest times as required by the State for all children up to and including five years of age. There are NO exceptions to this rule. A labeled blanket and **SMALL** pillow must be provided for rest times. **These must be taken home each Friday and laundered.**

HOMEWORK

Homework will benefit students and teachers by reinforcing skills, teaching responsibility and involving parents in the learning process. Each teacher will announce and post his/her late homework policy. Please work with your children in emphasizing the importance of completing homework on time.

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 student assisted conferences required at the end of the first quarter. Conferences may be requested throughout the school year.

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 5 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

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 ISS with the Principal.

FIELD TRIPS

Field Trip Permission slips will be sent home for each event and **must be totally completed and returned**. Teachers will plan at least two field trips per year. Teachers are responsible for making transportation arrangements. Parents may be contacted for these trips.

The following shall occur on a field trip:

- teacher will offer a variety of experiences,
- parents/volunteers will have completed “All God’s Children” training and a background check,
- School ratio (Kindergarten through 8th Grade) will be one adult to every 10 students,
- Preschool ratio will be one adult to four children;
- each student riding in a vehicle must wear a seat belt;
- booster seats/car seats will be required as per guidelines stated by Missouri State Highway Patrol.

FIELD TRIP VEHICLES/DRIVERS

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

- Drivers must be over 21 years of age;
- Drivers must sign the Volunteer Driver Information Sheet and must have completed “All God’s Children” training and have completed a background check;
- Drivers must have a valid drivers license, a copy of which must be on file in the ELC or 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;
- No one may ride in the bed of pick-up trucks.

COMMUNITY SERVICE

Students Pre-K through 8th grade will participate in service projects. This is an expectation and part of their religion program. The Bishop Hogan Preschool and Elementary School Community Service Day is in September and all classroom teachers will plan projects appropriate to the age of the students.

LIBRARY

Students are encouraged to utilize the library facilities. Students must replace any book that has been lost, torn or misused. We encourage each student to read one book per week.

BAND

5th through 8th grade students attending Bishop Hogan Memorial School have the opportunity to participate in band. Students must have their own instruments and the cost is \$35.00 a month to be paid at the beginning of each month.

PHYSICAL EDUCATION REQUIREMENTS

All students in Bishop Hogan Memorial Preschool and Elementary School are required to participate in physical education classes. **Students must wear tennis shoes.** Preschool through 8th grade girls must wear shorts under jumpers or skirts. If a child is unable to participate in P.E. class a written parental or doctor's excuse must be presented to the teacher. When a student misses P.E. class the student may resume P.E. activity with a signed Doctor's authorization form.

BASKETBALL

The Vice Principal is responsible for ALL Basketball Games - the scheduling, the uniforms and recruiting coaches.

All coaches will fill out an information form and have the taken Protecting Gods Children.

Two coaches are required for all games and practices.

EXTRACURRICULAR ACTIVITIES

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 (see Christian Attitude-Discipline Page17) both during school and at all school functions.

Any student wishing to participate in an extracurricular athletic activity must obtain a physical prior to the first practice. Students participating in any extracurricular activity may not carry any F's at quarter or mid-term.

EXTRACURRICULAR GUIDELINES

The student contract pertains to all students participating in any sport, Student Council, 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, there are to be no late assignments.
- If a student is absent from school on any event day – the student is not allowed to participate in that event.
- have the contract signed by parent and player.

EXTRACURRICULUAR RESPONSIBILITIES

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

Parents: Parents accept the responsibility for seeing 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 and to exhibit good citizenship.

If a student grade drop to a D or F they have until the next week to bring up their grades:

- students will not be allowed to participate in any extracurricular activities until the following week when grades are checked on Friday's
- a conference with the teacher, parent and student is mandatory. **No extracurricular activity will be allowed until the conference is held.**

V. 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;
- Helping 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 gum, candy, radios, MP3 players, other electronic devices, water guns and knives are permitted on the school premises.
- School rules and regulations will be obeyed at all times.
- No cell phones are allowed.

SERIOUS VIOLATIONS

Serious student behaviors are detrimental to the learning and spirit of the school. 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

Discipline is a classroom learning experience and will be handled by the teacher. When a student chooses not to follow a rule, the following may occur according to the age of the student:

- Verbal reminder;
- Time out within the classroom;
- 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 or school disciplinarian the following steps will be taken. Depending upon the severity of the reason for sending a child to see the principal or school disciplinarian some of the steps could be skipped in order to respond appropriately to the choice of the action of the student.

- The principal will talk with the student;
- The principal will talk with the student and an assignment will be given;
- The student will write a letter to his/her parent explaining why they came to the principal's office and will receive an 8th hour;
- The student and parent will spend time at the choosing of the principal working around the school/church property to develop a better appreciation for the rules and concern of the school;
- An in school suspension for one day;
- An in school suspension for three days;
- Expulsion.

EXPULSION

The reasons for justifying expulsion from a Catholic School should be as serious as they are rare.

The following situations may lead to expulsion:

- When there is continued disruption, disrespect shown and other 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.
- At the next regular meeting following the expulsion of the student, the School Advisory Council members will be notified of the action taken.

GRIEVANCE POLICY

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

1. Meet in person with the aggrieved person or group;
2. Meet with the teacher;
3. Meet with the Principal;
4. 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.

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 200: 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.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the Bishop Hogan Memorial School:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning school, should be directed to the principal.
3. If the matter cannot be settled satisfactorily by the principal, it should be brought to the Bishop Hogan Memorial School Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

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. Preschool 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 will be attending funerals. Sometimes students will be asked to serve at funerals.

Eighth grade students have an annual retreat. The entire school has a retreat on Holy Thursday morning.

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.

VI. FINANCIAL INFORMATION

HOT LUNCH PROGRAM

Bishop Hogan School is implementing their hot lunch program in accordance with the Wellness Program set out by the Missouri Nonpublic School Accrediting Association. Parents are encouraged to have lunch with their child. In accordance with the Wellness Program parents are asked not to bring fast food items for their lunch. Students may bring bottled water in cafeteria and in the classrooms.

Lunches will be a prepaid lunch card that may be paid weekly or monthly. The cost of School lunch is \$1.50, and \$2.10 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

Brown Bag Lunch Policy: After 5 days of owing on lunches, they will be served a brown bag lunch. This will still be charged at the regular lunch price of \$1.50.

PLEASE KEEP CURRENT ON YOUR LUNCH MONEY!

GUARDIAN ANGEL FUND

Students attending Bishop Hogan Memorial Elementary School may be eligible for tuition assistance. An application to the Guardian Angel fund will begin the process to determine if a student is eligible for tuition assistance. Guardian Angel applications can be picked up in the school office.

PRESCHOOL - Ages 3, 4 and 5:

1. Change of clothing to be left at the preschool in their cubby compartment.
2. Standard size back-pack, large enough for a notebook or reading book to fit in. This will be used to transport children's work and important messages from the preschool. This must be brought each time your child comes to the preschool.
3. **Small pillow** and blanket for quiet/rest time. (Required for all ages.) These are to be taken home each Friday to be laundered

BISHOP HOGAN MEMORIAL SCHOOL **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 fifteen hours throughout the school year as a school volunteer. 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 blue 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!!!

INSURANCE

Each child in Bishop Hogan Preschool and Elementary school will be covered by supplemental school insurance as required by the Diocese.

LOST OR DAMAGED MATERIAL OR EQUIPMENT

Any classroom textbooks or library books that are lost or damaged must be paid for in full or replaced. This policy also applies to damage done to the buildings or to the property of others.

RECRUITMENT INCENTIVE

Knowing that satisfied parents are the best advertisement a school can have Bishop Hogan School has a recruitment incentive program. **Any parent who successfully recruits another family for Bishop Hogan will receive a \$500.00 credit on their tuition.** This is cumulative, a family could conceivably have all their tuition paid for the year. No credits will be given for families recruited above the value of the tuition.

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 MEMORIAL SCHOOL RATES

PRESCHOOL, DAYCARE AND AFTER SCHOOL CARE

After school program includes homework, craft, snack and outside time. Rates effective August 16, 2011. School age children have their own room in the Red Brick Building. Ages for the after school program are Kindergarten up to 5th grade.

Pre School Rates:

Full day Preschool	Monday through Friday	\$100.00 per week
½ day Preschool	Monday through Friday	\$50.00 per week
Full day Preschool	Tuesday, Wednesday, Thursday	\$60.00 per week
½ day Preschool	Tuesday, Wednesday, Thursday	\$30.00 per week

The registration/supply fee is \$95.00

After School Rates:

Grades K through 5 th	Monday through Friday	\$28.00 per week
After School Hourly Rate	As Needed	\$ 4.00 per hour

Payment is due each Friday. If your child only participates occasionally, payment is due that day.

On days when school is dismissed earlier than 3:00 p.m., the rate is **\$4.00** per/hour, in addition to the daily after school charge.

BISHOP HOGAN SCHOOL

TUITION

Tuition is due on the first of each month and past due on the 15th of the month. If a family is late in paying their tuition, a statement will be sent. After 60 days, a letter will be sent advising the family that the children will be removed from the school at the end of the Quarter unless payment for tuition and late fees is received in full to cover the time period involved. Payments may be made in ten (10) or twelve (12) month increments, annually or semi-annually. The tuition rates are:

Parishioners:

\$2,260.00 per year for one child
Additional \$200.00 per child added to the tuition

Non-Parishioners:

\$2,940.00 per year for one child
\$3,360.00 two children
Additional \$ 375.00 per child added to the tuition for two children

Registration Fees:

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

\$250.00 per year for one child
\$325.00 per year for two or more children

All fees must be paid before grade cards and/or transcripts will be released. Fees include: lunch money, registration fees, fund raising obligations, 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 canceled checks for tuition payments. These are your proof of payment.

LATE FEES

On accounts 30 days past due a \$5.00 late fee will be added.
On accounts 60 days past due a \$10.00 late fee will be added.

BISHOP HOGAN MEMORIAL SCHOOL STAFF:

Father Angelo Bartulica, Pastor	fatherangelo1@hotmail.com
Donna Saccaro, Principal	donna.saccaro@bishophogan.org
Brian Murrell, Vice Principal	brian.murrell@bishophogan.org
Linda Drummond, Administrative Assistant	linda.drummond@bishophogan.org
Heather Chapman, Pre-School Teacher 3 thru 5 yrs old	heather.chapman@bishophogan.org
Toby Minnis, Kindergarten Teacher	toby.minnis@bishophogan.org
Emily Constant, Teacher Grades 1 & 2	emily.constant@bishophogan.org
Denise Toole, Teacher Grades 3 & 4 / 5-8 Math	denise.toole@bishophogan.org
Donna Saccaro, Teacher Grades 5 & 6 / 3-8 Communication Arts	
Brian Murrell, Teacher Grades 7 & 8 / 3-8 Science & Social Studies	
Mary Garr, Teacher Music/Band/Computers	mary.garr@bishophogan.org
Brenda O'Halloran, Roving Teacher Grades 3-8	brenda.ohalloran@bishophogan.org
Krystle Stover, Nurse & P.E. Teacher	krystle.stover@bishophogan.org
Pat Nichols, Librarian	
_____, Cook	
Craig Myers, Facilitator of the Grounds	craig.myers@bishophogan.org
Joe Darr, Maintenance	

PRESCHOOL AND AFTER SCHOOL CARE

Donna Saccaro	Director
Heather Chapman	Pre-School Teacher 3 thru 5 yrs old
Bishop Hogan Memorial School	646.0705
Bishop Hogan Memorial School Preschool & Daycare	646.3070
kidsareus@bishophogan.org	
www.bishophogan.org	