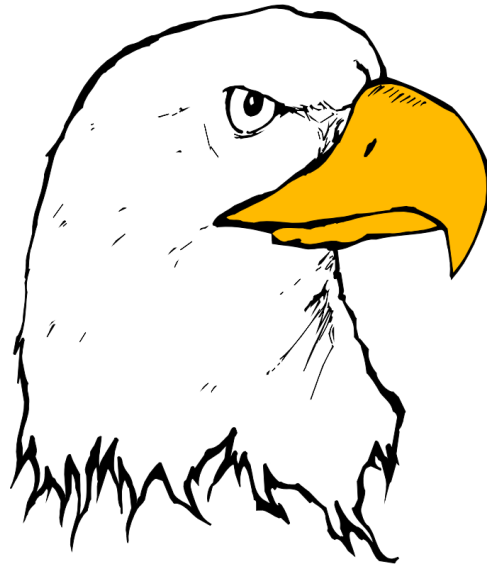


**BISHOP HOGAN  
MEMORIAL SCHOOL  
PARENT AND STUDENT  
HANDBOOK  
2020-2021**



*“Don’t be afraid, for I am with you. Don’t be discouraged, for I am you God. I will strengthen you and help you. I will hold you up with my victorious right hand.” Isaiah 41:10*

Bishop Hogan Memorial School  
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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. Koster, 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:** 3 to 4 year old, Tuesday, Wednesday, and Thursday, from 8:00 A.M. to 11:00 P.M. 4 to 5 year old, 12:00 P.M. to 3:15 P.M. (4 year old). Doors open at 7:45 A.M.

## MISSION STATEMENT

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

## MOTTO

Empowering students through academic excellence and spiritual growth

## PHILOSOPHY

The philosophy of Bishop Hogan Memorial 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 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. (the last page of the handbook)**
- 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 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 can be made on the part of the school) 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 Advisory Board President.

## **KINDERGARTEN ENROLLMENT**

### **Age of Entrance**

A child entering kindergarten must be five (5) years of age by July 31. A child entering grade one must be six (6) years of age by July 31 or have successfully completed kindergarten. Date of birth should be certified by either birth or baptismal certificate, and this information should be noted on the permanent record.

## 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 be contacted by the principal.
- 2) When eight (8) absences/tardies occur in one quarter the student will be assigned an after-school detention. Every subsequent absence/tardy following for the remainder of the quarter will result in an after-school detention.
- 3) If the problem continues, the student and parents will need to meet with the principal and the pastor.

The absence/tardy count start over at the beginning of each quarter. To be awarded Perfect Attendance at the end of the year, students can have no absences or tardies.

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

\*\*If a parent or guardian is taking a child out of school before the end of the school day, please sign the child out at the office.

## PRESCHOOL

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: (Preschool / 3 to 4 year old) Tuesday, Wednesday, and Thursdays, 8:00 a.m. to 11:00 a.m., (Pre-K / 4 to 5 year old) 12:00 p.m. to 3:15 p.m. No lunch served.

Preschool will follow the Bishop Hogan School calendar.

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

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

Bishop Hogan Elementary School day begins at **8:00 a.m.** and closes at **3:15 p.m.** The designated route for pickup: **East on JFK, North on Easton, West on 10<sup>th</sup> & South on 10<sup>th</sup> along West side, students should enter double glass doors.** The front doors will open at **7:30 a.m.** and will be locked after 8:00. Students arriving after 8:00 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).

## PICKUP

Students will be released at **3:15 p.m.** Follow the same traffic route as with drop off. Students will be dismissed from double glass doors as parents pull up. Parents who want to walk up to pick up their child may park in parking lot and wait on sidewalk **North** of glass doors. 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. 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 should 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. With extended vacations, the teacher will prepare assignments ahead of time for up to 3 consecutive days. Assignments for additional days will be given when the student returns.

## **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**

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 7<sup>th</sup>/8<sup>th</sup> grade athletic program. The Livingston County Health Office offers free sports physicals in the spring to 4-8th 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 School's Dress Code:

1. Creates a sense of school spirit and belonging to the Bishop Hogan family
2. Ensures the equality of all students regardless of race, gender, or financial standing
3. Promotes the Gospel message that each person is special in the eyes of God.

The details of this policy are outlined below. It is the parents' responsibility to ensure their child(ren) adhere to the dress code. Students who violate the dress code will be held responsible and the parents will be called if appropriate clothing needs to be brought for their child(ren) to change into. We appreciate the parents help to insure their child adheres to the dress code.

Shirts: Solid white or navy collared shirts – may be polo or button down short or long sleeve  
NO COLORED TRIM or LOGOS on shirts

Undershirts ONLY white, navy, or grey t-shirts are allowed.

Jumpers/Skirts Plaid, Tan or Navy jumper, navy dresses, navy or tan skirts or skorts- shorts are recommended to be worn under jumpers & skirts, or navy or white leggings. Skirts must be knee-length. No sweats, pajama bottoms, yoga pants, or any other type of leg coverings apart from shorts or leggings should be worn under a skirt.

Pants Khaki or navy dress pants. No rivets, no holes in clothing. No spandex, stretch fabric, or overly tight-fighting pants may be worn.

Shorts Walking shorts, khaki or navy, may be worn from April 1 to November 1. They need to be no shorter than 2 inches above the knee. Running shorts are not permitted.

Socks Solid-colored black, brown, navy, or white socks must be worn with uniforms. No brightly colored or multi-colored socks are allowed (No Logos). Low-cut, solid white socks are allowed but need to be showing above shoes and contain no colored trim.

Shoes Shoes need to have closed toe and heel. Shoes need to be tied at all times. **Tennis shoes are mandatory for P.E. and gym use.**

#### Sweatshirts

Sweaters Students may wear navy or white Sweaters, navy pullover sweatshirts, BHMS monogram sweaters/vest/pullovers (purchased from [www.frenchtoast.com](http://www.frenchtoast.com)), or navy zip-up sweatshirts in the classroom (NO LOGOS). Navy crew neck sweatshirts should be worn with a white polo shirt underneath. Students may also wear the Bishop Hogan hooded sweatshirts that have the scripture verse on the back. Uniform shirts must be worn under any sweatshirt or sweater.

**Clothing may be purchased at ANY department store or shop online at [www.frenchtoast.com](http://www.frenchtoast.com)**

**NO MAKEUP may be worn**, including colored lip gloss.

Hair Hair should be clean and neat. Students must keep hair out of their eyes and off their face. Boys' hair must be at or above the collar. No facial hair is allowed and sideburns must not go past the bottom of the ear.

**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, or normal uniform bottoms. T-shirts may be worn with appropriate messages or images. Socks must be worn. **No yoga pants, spandex, or tight fitting clothing may ever be worn.**

## 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. Dresses need to be at least fingertip length.

## 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.**

**Parents are asked to provide an extra set of clothing to be kept here at preschool.** 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 will 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

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 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 share their TIME and TALENT with the students and families of Bishop Hogan School by actively participating in a minimum of one school committee and serving a minimum of 15 hours as a school or fundraising volunteer. **Four of these hours must be part of the Dinner Auction fundraiser, plus each family is asked to donate \$100.00, (gift or monetary).** Parents will complete the volunteer form at the beginning of the year for the areas they will be volunteering for. Parents agree to keep a log of hours served; **a fee of \$250 will be assessed if 15 hours are not served. This will be added to your child's tuition cost in June.**

## **PARENT-TEACHER ORGANIZATION**

Parents are encouraged to take an active part in 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. Officers are President – Kristy Lauhoff, Vice-President – Ashley Gabrielson, and Secretary/Treasury – Laura Bailey.

## **SCHOOL ADVISORY COUNCIL**

School Advisory Board meetings are held the last Monday of each month at 5:15 p.m. Contact the Principal, Pastor, or any School Advisory Council member **in writing** to have your item placed on the agenda.

### ***The 2019-2020 School Advisory Council Members are:***

Father Koster, Pam Brobst, David May, Jill Pfaff, Dianna Haynes, Stephanie Brobst, 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 be distributed at the end of the school day.**

## **IV. CURRICULUM** **CURRICULUM PROGRAM**

The 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 (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> 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 Art & Computers. All students, K-8, have access to iPad, or computers. Our students, grades 3-8, have one-to-one Chromebooks.

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. Parents are responsible for the transportation to and from the Wings Program. The program is offered this year to 2-8 grade.

## **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. Regular homework and practice have been identified as significant research-based instructional strategies (Marzano, Pickering, and Pollack). Research has also indicated that regular completion of homework is one of the most important study habits necessary for student achievement. Please work with your children in emphasizing the importance of completing homework on time. Parents are encouraged to contact the teacher if their child is spending an inordinate amount of time with homework.

A general guideline is:

- Kindergarten 10-15 minutes
- 1<sup>st</sup> – 3<sup>rd</sup> grade 20 minutes
- 4<sup>th</sup> -5<sup>th</sup> grade 30-45 minutes
- 6<sup>th</sup> – 8<sup>th</sup> grade 60-75 minutes

Our homework policy for absentees is that for every school day the student is absent, two school days are given to make up homework.

## REPORT CARDS & PARENT CONFERENCES

Preschool assessment forms are completed at the end of each semester. K-8 evaluations will be given mid-quarterly and quarterly with parent-teacher conferences in the fall and optional conferences in the spring. Conferences may be requested throughout the school year, by either the teacher or the parents. The teacher is in the best position to help with problems that arise in the classroom. Parents should contact the teacher through email or phone to make meeting arrangements.

The grading scale for grades 3 through 8:

A+	100	B+	92	C+	83	D+	73	F	67 & below - unsatisfactory
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 8<sup>th</sup> 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. The goal for all of our students is that they be equipped to facilitate any library. Our staff will work to develop our students into information – literate and lifelong readers. 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 6<sup>th</sup> grade girls should wear shorts under jumpers or skirts for P.E. 7<sup>th</sup> & 8<sup>th</sup> 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.

### **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.
- Students must be in attendance for at least 3 hours of the school day to attend an extracurricular activity that evening.

### **EXTRACURRICULAR 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. Participation will be determined by Friday of the following week's games.

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.

### **COOP WITH CHILlicothe MIDDLE SCHOOL**

Students in grades 7 and 8 are eligible to participate in extracurricular activities, other than basketball, at Chillicothe Middle School. Athletes must follow MSHAA guidelines. Activities include: girls' volleyball, girls' softball, boys' football, girls' and boys' track, Scholar Bowl team, and girls' sideline cheer. Students will be required to have a yearly physical in order to participate.

## **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
- 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.
- 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.

### **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 or before 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 8<sup>th</sup> hour.

Discipline is handled primarily by the teacher in his/her classroom. If a situation arises where a student can no longer stay in the classroom and must be sent to the office, that student will meet with Fr. Koster (Dean of Students) and appropriate disciplinary measures will be taken and the parents will be notified by the office. After school detentions are served on the day of the infraction unless other arrangements need to be made from 3:30-4 pm. Detention will be served either with the teacher who gave the detention or with the Dean. Rationale for all disciplinary measures taken will be in writing and available to the parents.

If discipline continues to be an issue for particular students, a meeting will be held with the parents, the Dean, and the Principal.

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.

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.

## **Emergency Preparedness**

Revised June 2017

Dear Bishop Hogan School Parent/Guardian:

We want you to be aware that Bishop Hogan has made preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after-hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and visitors from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you and your designated representative in an emergency.
3. Tune your radio to 102.5 KCHI OR 101.7 KMZU and your TV to KQ2 for emergency announcements and status reports. You will receive instructions on where you should go and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child.
4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
5. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
6. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
7. When your child is at home following an emergency, try to keep your child away from the news being broadcast over various media. Have an emergency plan at home. Decide on a telephone number to call outside our community or a place to rendezvous if separated. Keep a "disaster supplies kit" containing drinking water, nonperishable food, batteries, flashlight, radio, medication, toothbrushes, etc. ([www.redcross.org](http://www.redcross.org)).

We are proud that ours is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact me at (660)646-0705.

Sincerely,

Pam Brobst, Principal



# **DIOCESE OF KANSAS CITY-ST. JOSEPH**

## **PARENT-TEACHER COVENANT**

### **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.

### **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.

### **SEXUAL HARRASSMENT POLICY**

Sexual harassment will not be tolerated. Bishop Hogan is in strict compliance with the sexual harassment policies of the Diocese of Kansas City/St. Joseph. The diocesan policies are listed below:

It is the policy of the Diocese, in accordance with providing a positive discrimination-free environment that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including termination of employment, or, in the case of a student, suspension or expulsion.

Sexual harassment is defined as either:

1. Unwelcome sexual advances or requests for sexual activity by a Diocesan in an employee position or authority to another Diocesan employee or to a student, or by one student to another student
2. Unwelcome verbal or physical conduct of a sexual nature by a Diocesan employee or student to another Diocesan employee or to a student, when: Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employee decisions

The purpose or result of such conduct to a reasonable person is to create an intimidating, hostile or offensive environment.

- Care should be taken to ensure that students are informed of what constitutes sexual harassment.

Sexual harassment may be physical, verbal, or nonverbal.

Physical harassment may include any unwanted sexually oriented physical act, such as:

- Grabbing or touching someone, especially his or her sexual parts
- \*Tearing or pulling at a person's clothing
- \*Purposely bumping or rubbing against a person
- \*Kissing or holding a person against his or her will
- \*Impeding a person's movements or preventing a person from moving freely

Verbal sexual harassment means offensive words or comments, spoken privately or in front of others. For example:

- \*Comments about body parts or rating people's bodies
- \*Sexual suggestions or threats
- \*Questions about personal life
- \*Spreading sexual rumors or stories
- \*Sexual jokes
- \*Using sexual orientation as an insult
- \*Using sexist, derogatory language

Nonverbal, sexual harassment includes:

- \*Staring or pointing at a person's body or body parts
- \*Making obscene gestures,
- \*Displaying obscene sexual material or placing it in someone's desk
- \*Writing people's names along with sexual remarks, suggestions, or drawings in public places

Retaliation is prohibited against any person who brings an accusation of sexual harassment or who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, the Diocese may discipline an employee or student who has been determined to have brought an accusation of sexual harassment in bad faith.

Any employee or student who believes he or she has been sexually harassed should report the complaint to the Principal. The Principal will gather preliminary information and then report the complaint to the Diocesan School Office.

Upon receiving a complaint of sexual harassment against an employee or student, the Diocesan School Office will investigate and, if substantiated, will confer with the Principal to initiate the appropriate disciplinary procedures.\

Disciplinary action or consequences will be tailored to the gravity of the offense or infraction, to the age and maturity of the student, and to the overall effect on the growth and development of the student.

In the case of sexual harassment, the following will usually be the course of action:

- \*1<sup>st</sup> Offense-Formal Warning. Pastor and parents informed
- \*2<sup>nd</sup> Offense-In school suspension and conference with parents, student, teacher, and principal
- \*3<sup>rd</sup> Offense-Expulsion

### **ANTI-BULLYING PROCEDURE POLICY**

According to the Missouri Statue 160.775, 'Bullying' is intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral or written communication, and any threat of retaliation for reporting of such acts.

It is further defined as unwanted and purposeful behaviors including but not limited to: teasing, threatening, intimidating, cyber bullying, sexual harassment, religious harassment or racial harassment, public humiliation, social exclusion, and rumor or spreading of falsehoods.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student that:

- \*Places a student in reasonable fear of harm
- \* Has the effect of substantially interfering with a student’s educational performance
- \*Has the effect of substantially negatively impacting a student’s emotional or mental well-being
- \*Has the effect of substantially disrupting the orderly operation of a school

**First Offense:** The incident is documented by the teacher and the children involved. The teacher will handle the situation and the documentation will be sent to the office and the teacher will notify the parent.

**Second Offense:** The incident is documented by the teacher and the children involved. The parents, child and teacher must meet with the principal to address the cause of the persistent behavior. The purpose of this meeting is to determine what personal needs the child is trying to meet through bullying others. With this information, the team can help the child meet his/her needs through positive behavior. The pastor will be given a copy of the paperwork.

**Third Offense:** The incident is documented as in the previous offenses. The parents, child, and teacher meet with the Principal to formulate a behavioral plan and contract. The plan is designed with specific, measurable behavioral goals and with a community service project to promote empathy and compassion for others. There will be a time limit imposed for completion of the behavioral contract. If the behavior contract is not completed in the allotted time, the student will have out-of-school detention (with no make-up work) until the contract is met.

All specific cases of bullying should be brought to the attention of the child’s teacher or principal.

### **REPORTING SAFETY CONCERNS, THREATS, & INCIDENTS**

It is always best to report all safety concerns and threatening situations directly to a teacher, administrator, or other adult staff member. However, if this is not possible, the Threat Assessment, Incident Management and Prevention Services (TIPS) reporting system allows for reports to be made by students, parents, faculty, staff, neighbors and anyone in the community concerned about the safety of our students and schools. Reports can be made confidentially, and anonymously, any time you know of a concerning or threatening situation by completing an online form at [www.bishophogan.org](http://www.bishophogan.org). Simply click on the TIPS icon at the bottom of the homepage. However, anonymously reporting a concern or threatening situation makes it very difficult for the administration to investigate or respond to the situation. **If there is a possible or perceived imminent threat, the reporting party should contact 911 or the local police ASAP.** School and diocesan level personnel are notified immediately when your report is submitted and your case will be investigated and appropriate action taken. Examples of threats that could be reported through TIPS include instances of Assault, Bullying, Bus Incident, Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self-Harm or Suicidal Ideation, Student Assistance Referral, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy.

### **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.

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 access as well as other disciplinary or legal actions;
- 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 8<sup>th</sup> 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. 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 and parents will be notified. 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.

## **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 lunch card that may be paid weekly or monthly.** The cost of school lunch is \$2.05 and \$2.70 for adults. The cost of milk is \$ 0.30 if your child brings their lunch. Please pay at the school office or send lunch money in an envelope that is clearly marked. \*We appreciate you being current on your lunch money.

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 your child brings a sack lunch from home, they should inform the teacher during lunch count. Students may **not** bring soda in their lunches, with the exception of Field Trips.

### **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. Applications for the next school year **must be submitted by June 1.** Any extension of that deadline must be approved by Fr. Koster. The applications will be evaluated anonymously by the Finance Committee of the parish with assistance given based on need and available funds.

# BISHOP HOGAN MEMORIAL SCHOOL | 2020-2021 CALENDAR

AUGUST 2020						
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					

10-11 Principal Meeting's  
 12 New Teacher Orientation  
 17-21 Teacher In-Service  
 20 Open House  
 25 First Day of School  
 Early Dismissal 12:15

FEBRUARY 2021						
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						

1-5 Catholic Schools Week  
 5 Mid Term 3<sup>rd</sup> Quarter  
 8-12 **Parent Teacher Conference**  
 12 **NO SCHOOL**  
 Diocesan Teacher In Service  
 15 **NO SCHOOL**  
 Presidents Day  
 17 ASH WEDNESDAY

SEPTEMBER 2020						
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			

7 **NO SCHOOL**  
 Labor Day  
 18 Mid-Term 1<sup>st</sup> Quarter  
 20 Fall Festival  
 28 **NO SCHOOL**  
 Teacher In-Service

MARCH 2021						
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			

12 **NO SCHOOL**  
 Teacher In-Service  
 12 End of 3<sup>rd</sup> Quarter

OCTOBER 2020						
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

16 End of First Quarter  
 19-23 **Parent Teacher Conference**  
 16 **NO SCHOOL**  
 Diocesan Teacher Conference  
 22 Early Dismissal 12:15  
 23 **NO SCHOOL**

APRIL 2021						
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	

1 **NO SCHOOL**  
 Holy Thursday  
 2 **NO SCHOOL**  
 Good Friday  
 5 **NO SCHOOL**  
 Eater Monday  
 16 Early Dismissal 12:15  
 17 Dinner Auction  
 23 Mid Term 4<sup>th</sup> Quarter

November 2020						
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					

1 All Saints Day  
 11 Veterans Day  
 13 Mid Term 2<sup>nd</sup> Quarter  
 21? Holiday Parade  
 Holiday Bazaar  
 25-27 Thanksgiving Break  
**NO SCHOOL**

MAY 2021						
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					

7 Early Dismissal 12:15  
 Teacher In-Service  
 10 Mother's Day  
 15 8<sup>th</sup> Grade Graduation  
 19 Last Day of School  
 Early Dismissal 12:15

DECEMBER 2020						
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		

22 End of 2<sup>nd</sup> Quarter  
 Early Dismissal 12:15  
**23-Jan 1**  
 Christmas Break

JUNE 2021						
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			

14 Flag Day  
 21 Father's Day

JANUARY 2021						
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 **NO SCHOOL**  
 Teacher In-Service  
 5 Classes Resume  
 18 **NO SCHOOL**  
 Martin Luther King Jr. Day

JULY 2021						
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

# Admission Agreement

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.

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. \$250.00 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.

We agree to keep current on all financial obligations.

THANK YOU!!!

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 forth in this handbook. I/We hereby accept them as conditions of enrollment for our child/ren in this school.

**THIS MUST BE SIGNED AND RETURNED BY SEPTEMBER 11, 2020.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade



This Covenant agreement represents our commitment to collaborate with the work of the Catholic School in the spiritual formation of our children. As the first teachers of our children in faith, we hereby accept responsibility to support Church teaching in the school, participate in church services every week, and see that our children attend church every week.

For Catholics, this Covenant is an agreement to participate in the Holy Sacrifice of the Mass, on all Sundays (weekends) and Holy Days.

For non-Catholics this Covenant is an agreement to attend weekly church services in your denomination.

We acknowledge that the teachers are also pledged to this Catholic/Christian commitment. Because the partnership of parents and teachers in the formation of children is so important, we accept the family covenant for church attendance as a way of honoring the third commandment, as an extension of our baptismal vows and as essential for the spiritual formation of our children.

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Parent/Legal Guardian

---

Date

## **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)	\$ 2,808.00
Parish family (2 <sup>nd</sup> child)	\$ 800.80
Parish family (3 <sup>rd</sup> child)	\$ 457.60

#### **Non-Parishioners:**

Non-parish family (one child)	\$ 3,569.28
Non-parish family (2nd child)	\$ 1,001.00
Non-parish family (3rd or more) each child	\$ 657.80

#### **Registration Fees:**

Registration fees cover textbooks, library, computer and other instructional materials and are to be paid by final registration in August each year or added to the child's tuition.

\$300.00 per year for one child

\$375.00 per year for two or more children

School fees must be current on the payment schedule by the end of the school year or the matter discussed personally with the Principal before the conclusion of the school year. Families **must** be current on **all** fees owed to the school in order to register for the next school year. Failure to pay all school fees without arrangements made with the Pastor will result in the withdrawal of the student(s) from Bishop Hogan. 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 by agreed upon plan with the administrator, 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.

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

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 Ryan Koster, Pastor ..... [rkoster@bishophogan.org](mailto:rkoster@bishophogan.org)
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