



HOGAN PREPARATORY ACADEMY

BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0100 – LEGAL STATUS: DISTRICT NAME AND IDENTIFICATION CODES

(Last approved: 11/25/2019)

The Charter School is an independent public school. The School is a nonprofit corporation organized under the authority of the State Legislature and exercises power delegated directly and indirectly by the Missouri State Legislature.

The official, corporate name of the Charter School, location and contact information are:

Hogan Preparatory Academy, Inc.
5809 Michigan Avenue
Kansas City MO 64130
816-444-3484

County, District and Federal Identification Codes are:

048-904/County/District Code
43-1817830 Federal Identification Number (FEIN)

POLICY 0110 – LEGAL STATUS: CHARTER

(Last approved: 11/25/2019)

The School operates under a charter from the University of Central Missouri (UCM). The School's charter serves as a contract between the School and its sponsoring institution.

The School's charter includes its mission statement, a description of the school's organizational structure and bylaws, a financial plan, the School's policy for securing personnel services, personnel qualification, professional development plan, description of the grades and ages of its students, calendar of operations and criteria for measurement of the School's effectiveness.

The School's Charter will also provide:

- Educational goals and objectives
- Description of the educational programs and curriculum
- Terms of the Charter
- Student performance standards
- Governance plan
- Policies on student discipline

The Board acknowledges that the School may be placed on probation by UCM at any time if the School fails to meet its statutory requirements or its commitments to the School's assurance. The purpose of the probationary period is to allow the School to change methodology, leadership, or other factors to bring the School in compliance with the law or the requirements of UCM.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0110 – LEGAL STATUS: CHARTER (continued)

(Last approved: 11/25/2019)

The Board further acknowledges that the School Charter may be revoked by UCM if the School commits a serious breach of one or more provisions of its charter for:

- Failure to meet academic standards
- Failure to meet generally accepted standards of fiscal management
- Failure to provide information necessary to confirm compliance with the procedure of this Charter within 45 days of request
- Violation of law

POLICY 0200 – BOARD ORGANIZATION: SCHOOL DISTRICT PHILOSOPHY

(Last approved: 11/25/2019)

In carrying out its responsibilities, the Board is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board will attempt in every case to act in the best interests of its students.

POLICY 0210 – BOARD ORGANIZATION: BOARD PURPOSE AND ROLES

(Last approved: 11/25/2019)

The Board performs three basic functions in the management of the School:

Legislative

The Board shall exercise full legislative rule and management authority for the School by adopting policy and directing all procedures necessary for the governance of the School's educational and administrative responsibilities.

Executive

The Board shall delegate to the Superintendent the responsibility of implementing all Board policy.

Appraisal

The Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices and program outcomes. The achievement level of students shall be the guiding standard through which all success shall be measured.

Sponsors – The Board will not contract with sponsors other than UCM without UCM's agreement to the division of sponsor responsibilities.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0220 – BOARD ORGANIZATION: STATEMENT OF PRACTICES

(Last approved: 11/25/2019)

Attendance

Members shall attend all regularly scheduled Board meetings insofar as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the Secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as actual, physical attendance at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board.

Knowledge

Members bring a variety of experiences to their Board positions. Members shall come to Board meetings informed concerning the issues to be considered.

Abstentions

Members shall avoid abstaining except when required by statute or Board policy. The members of the Board have been selected to make difficult decisions on behalf of the students, parents, patrons and employees of the school. The concept of trusteeship requires each member to review the issues under the Board's consideration and to take a stand regarding those issues. A member who has conformed to the above-described tenets of knowledge, open discussion, independent judgment, and civility should be prepared to cast a vote on each of the issues before that member.

Cooperation/Delegation

Members should work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent. Members shall not attempt to by-pass, undermine, or usurp the Superintendent's authority and responsibility for the daily operation of the schools.

Conflict of Interest

Members shall avoid being placed in a position of conflict of interest, and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute and Board policy.

Accessibility

Members are accessible to the School and reside within a reasonable distance from the School.

Confidentiality

Members shall not disclose confidential information. Information is confidential if it is:

- (a) Communicated during executive session, or
- (b) Otherwise communicated with a mutual understanding of confidentiality.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0220 – BOARD ORGANIZATION: STATEMENT OF PRACTICES (continued)

(Last approved: 11/25/2019)

Acceptance of Gifts

Members shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts from any person, organization, group, or entity doing business or desiring to do business with the School.

Contact with Vendors

Members, if contacted by a vendor requesting information about the School's bidding procedures, whether of a general nature or with regard to specific goods or services to be bid, shall provide the vendor with the name and business telephone number of the administrator responsible for purchasing such goods or services. The member shall request that the vendor contact the relevant administrator and direct all questions and concerns to the administrator.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board's concerns and actions.

Visits to Schools

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will inform the Superintendent who will arrange such visit(s) through appropriate principal(s). Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

Training

Board members will receive continuous training. First-year board members will receive 8 hours of training per year. Other board members will receive 4 hours of training per year.

Educational Welfare

Members shall remember always that the first and greatest concern must be the educational welfare of the students attending the School.

Background Checks

Members shall obtain a background check prior to beginning service on the School's board. Copies of such background checks will be available to the public at the School's Business Office.

Site Visits

UCM will visit the school annually to observe and assess the educational performance. In addition, UCM will conduct such on-site visits whenever the operation or management of the School is changed. UCM representatives will be placed on the agenda of a Board meeting to review the results of the on-site visit.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0230 – BOARD ORGANIZATION: BOARD OFFICERS

(Last approved: 11/25/2019)

The Board will conduct an annual meeting to elect officers. At a minimum, the Board will elect a president and a secretary. Other officer positions will be filled as needed.

POLICY 0240 – BOARD ORGANIZATION: BOARD MEMBER RESIGNATION

(Last approved: 11/25/2019)

Any Board member who wishes to resign from office shall inform the Board president or secretary in writing. The Board secretary shall certify to the Board that the office is vacant. The Board will then appoint a replacement to serve.

POLICY 0250 – BOARD ORGANIZATION: BOARD CODE OF ETHICS

(Last approved: 11/25/2019)

The purpose of the Board is:

1. To govern and control the affairs of the School as provided by law and Board policy.
2. To discover and interpret the educational needs, attitudes, and interests throughout the School as a guide to developing and setting priorities for an educational program.
3. To exercise judgment in reviewing, considering and voting on school wide policies affecting the operation of the school.
4. To oversee the management and fiscal control of the School as provided by law and to review, evaluate and judge the effectiveness of the educational program.

The roles of members of the Board are:

1. To recognize that it is the responsibility of the Board to see that the school is properly administered, not to administer them.
2. To hold the Superintendent responsible for the implementation of Board policies and the administration of the School.
3. To give the Superintendent authority commensurate with his/her responsibility.
4. To vote on Board matters only after considering the recommendation of the Superintendent and any interested citizens.
5. To maintain a working rapport with other members of the Board and the Superintendent.
6. To respect and encourage the right of others to hold and express opinions.
7. To support the Board once a legal decision has been made by a majority vote.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0250 – BOARD ORGANIZATION: BOARD CODE OF ETHICS (continued)

(Last approved: 11/25/2019)

8. To avoid inappropriate or disparaging remarks, in or out of Board meetings, about other Board members or their opinions.
9. To realize that the responsibilities are district-wide.
10. To recognize that authority rests with the Board in legal session and no individual Board member has legal authority to request action from the staff.
11. To avoid any comments which may be interpreted as undermining the administration of the School.
12. To assure that special committees, when appointed, have a well-defined objective and that there is an understanding that the committee serves in an advisory capacity.

In addition, members of the Board will:

1. Work through the Superintendent and his/her staff.
2. Support the Superintendent's efforts to appoint the most qualified persons as employees of the School.
3. Reinforce the efforts of the Superintendent and the staff so that they may perform their assigned responsibilities in the most effective manner.
4. Provide the Superintendent Counsel as requested or required.
5. Make every effort to keep all citizens informed about the quality and condition of public education in the School.
6. Initiate and implement all efforts to secure adequate financial support for the School.
7. Assure that all transactions of the School are ethical, open and aboveboard.

POLICY 0260 – BOARD ORGANIZATION: NEPOTISM, CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

(Last approved: 11/25/2019)

Members of the Board will conduct themselves in a manner which complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board members will declare his/her interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0270 – BOARD ORGANIZATION: BOARD COMPENSATION

(Last approved: 11/25/2019)

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.

POLICY 0280 – BOARD ORGANIZATION: BOARD TRAVEL

(Last approved: 11/25/2019)

So long as the organization's budget allows, travel and accompanying expenses may be authorized by a majority of the Board of Directors for any of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the District's Business Office within a reasonable time frame an itemized account of expenses.

POLICY 0290 – BOARD ORGANIZATION: BOARD COMMITTEES

(Last approved: 11/25/2019)

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board itself.

Committee Guidelines

1. Committees created by the Board will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

Committee Meetings

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Superintendent will comply with the notice and open meeting provision applicable to Board meetings. The School's custodian of records will maintain a current list of such advisory committees.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0300 – BOARD ORGANIZATION: BOARD MEETINGS

(Last approved: 11/25/2019)

Regular

The regular meeting of the Board is typically held on the 4th Monday in each month, at the hour of 5:30 p.m. when public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

Special

Special meetings may be held at the time set by the Board or on the call of the Board President or any four members of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and matters to be considered will be posted in the same manner as postings for regular Board meetings.

Quorum and Majority Vote

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the letting of contracts, employment of personnel, approval of bills for payment and the ordering of warrants require an affirmative vote of a majority of the Board. Absent Board members may submit a proxy vote through the Board president.

Closed Meetings

The Board may vote to conduct closed executive sessions as provided for in Policy 0340 – Closed Board Meetings/Executive Sessions. In order to enter executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if a member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.

Recording of Board Meetings

The open sessions of Board meetings may be audio or video taped. The Board has adopted guidelines set forth in Policy 0300 – Board Meetings to minimize the potential disruptive effect of such recordings.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0300 – BOARD ORGANIZATION: BOARD MEETINGS (continued)

(Last approved: 11/25/2019)

Firearms and Weapons

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons. (See also Policy 1432 – Prohibition Against Firearms and Weapons.)

POLICY 0310 – BOARD ORGANIZATION: MEETING AGENDA

(Last approved: 11/25/2019)

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Board President, in consultation with the Superintendent, and shall be included in any public notice of such meetings. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be distributed to each member of the Board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four-day prior notice impossible.

The agenda for each meeting of the Board shall be adopted or modified by a motion by a majority of those Board members present. Once the agenda is approved, it shall require a vote of a majority of the Board members present to make additional modifications.

The agenda for closed sessions shall be announced in closed session; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo as valid grounds for a closed meeting session. (Refer to Policy 0340 – Closed Board Meetings/Executive Sessions.)

POLICY 0320 – BOARD ORGANIZATION: PARTICIPATION BY THE PUBLIC

(Last approved: 11/25/2019)

A designated period of time may be provided for public comments at all regular Board meetings. The Board is very interested in citizen viewpoints and problem; however, citizens are encouraged to work through problems at the school and/or administrative levels before coming to the Board. Remarks may be limited. Questions directed to the Board may not always be answered immediately. All questions will be responded to by an appropriate person as soon as possible. Persons who wish to suggest items for the agenda should contact the Superintendent.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0330 – BOARD ORGANIZATION: MEETING MINUTES

(Last approved: 11/25/2019)

Open Session Minutes

Minutes of Board meetings shall be available to the public for inspection at the Superintendent's office, at reasonable hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken.

Closed Session Minutes

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance are honor-bound not to disclose the details or discussions or minutes of the closed session. Any vote taken during a closed session will be taken and recorded by a roll call vote.

POLICY 0340 – BOARD ORGANIZATION: CLOSED MEETINGS

(Last approved: 11/25/2019)

The Board reserves the right, as provided by law, to close meetings, records and votes as they relate to matters below. All discussion and action by the Board in executive session must be related to the reasons set forth in motion to enter executive session. The minutes of the executive session shall be recorded and maintained in a separate, confidential minute book. (See Policy 0330 – Board Meeting Minutes)

Legal Matters

Litigation including privileged communications between the Board, its representatives, and its attorneys. Upon completion of the litigation or upon execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

Real Estate Matters

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the School's interests. Any vote or public record approving such contract shall become available to the public upon execution of the contract.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0340 – BOARD ORGANIZATION: CLOSED MEETINGS (continued)

(Last approved: 11/25/2019)

Personnel Matters

Actions related to the hiring, firing, disciplining or promotion of a School employee when the performance or individual merit of this employee is considered. Any vote on a final decision to hire, fire, promote or discipline will be available to the public within seventy-two (72) hours of the close of the meeting, except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of Board action on such personnel matters will include notice of how each Board member voted on the proposition.

Student Matters

Scholastic probation, expulsion, discipline, or graduation of identifiable persons, including records of individual test or examination scores subject to the provisions of the Board's student records policy and regulation.

Student Testing Matters

Testing and examination materials before a test or examination is given and until use of the test is discontinued.

Bidding Matters

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

Personnel Records

Individually identifiable personnel records, performance ratings or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of the school.

Communications with School Auditor

Confidential and privileged communication between the Board and its auditor, including the auditor's work product. However, final audit reports issued by the auditor will be open.

Security Systems

Information provided to the School by outside consultants relating to the security of School facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters, which were prepared for the School, are deemed to be open records.

HOGAN PREPARATORY ACADEMY BOARD POLICIES
SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0350 – BOARD ORGANIZATION: NOTIFICATION OF BOARD MEETINGS

(Last approved: 11/25/2019)

Notice of meetings of the Board including committees of the Board will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided at least twenty-four (24) hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to minimize public participation, notice of Board meetings will be posted at the School. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on an existing school website.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0400 – BOARD POLICY: BOARD POLICY DEVELOPMENT, ADOPTION AND REVIEW

(Last approved: 11/25/2019)

The development and adoption of policies to govern operation of the School are the responsibility of the Board. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the School may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Implementation

The Superintendent is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student/parent handbooks that interpret Board policies and state rules and regulations which affect the population set. The handbooks shall be revised annually and distributed.

Review

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.

Posting Board Policies and Student Handbooks

During long periods of time in which the School maintains a website, the Board's policies and regulations along with student handbooks will be posted on the website.



**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 2: GENERAL ADMINISTRATION**

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**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 2: GENERAL ADMINISTRATION**

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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1110 – RELIGIOUS EXPRESSION

(Last approved: 12/19/2020)

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 – Religious or Controversial Issues.)

POLICY 1210 – CALENDAR REQUIREMENTS: SCHOOL YEAR AND SCHOOL DAY

(Last approved: 12/19/2020)

Beginning with the 2019-20 school year, the Board will annually adopt a school calendar that will provide for 1,044 hours of pupil attendance with no minimum number of school days. The beginning of the school year will not generally be set more than fourteen (14) calendar days prior to Labor Day. Should the Board decide to set an earlier start date, the Board will:

- Give public notice of the meeting to discuss an earlier start date
- Conduct a public meeting
- Vote at that meeting to allow an earlier start date

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date.

The District will only be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. For purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat. With the start of the 2020-21 school year, “excessive heat” will be added to the definition of “inclement weather.”

However, beginning in the school year 2020-21, the District will not be required to make up any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year, if DESE has approved an alternative method of instruction plan submitted by the District.

(Completely updated to reflect MCE and DESE standards)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1300 – PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

(Last approved: 12/19/2020)

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District’s Compliance Officer to handle inquiries or complaints regarding the District’s non-discrimination policies:

CO Name	Jamie Berry
CO Title	Chief Finance and Accountability Officer
CO Address	5809 Michigan Avenue, Kansas City, MO 64130
CO Number	816-444-3484

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

POLICY 1405 – SCHOOL/COMMUNITY RELATIONS: PARENT/FAMILY INVOLVEMENT IN EDUCATION

(Last approved: 12/19/2020)

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 1410 – SCHOOL/COMMUNITY RELATIONS: RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

(Last approved: 12/19/2020)

It is the District policy to cooperate fully with law enforcement agencies in promoting the welfare of District's students, staff and the community. As provided in Policy and Regulation 2673, District officials will satisfy the reporting requirements of the Safe Schools Act. (See also Policy 2150 - Searches by School Personnel, and Policy 2160 - Interviews, Interrogations and Removal from School.)

POLICY 1420 – SCHOOL/COMMUNITY RELATIONS: COMMUNITY USE OF SCHOOL FACILITIES

(Last approved: 09/28/2020)

Priority for use of school district facilities is reserved for students enrolled at Hogan Prep. Facility use includes curriculum based learning, tutoring, extracurricular activities and the distribution of student support services. In situations where students are doing virtual learning, Hogan's facilities will remain open and available to students for delivery of academic and support services.

School District facilities are available for community use when facilities are not required for instructional or administration purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use school facilities under this policy, the District will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: SCHOOL VOLUNTEERS

(Last approved: 12/19/2020)

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students.

Screened Volunteers

Individuals who assist our schools on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay for the cost of obtaining such criminal records checks. Screened volunteers may have access to students' educational records where necessary and when supervised by a staff member.

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SECTION 2: GENERAL ADMINISTRATION

POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: SCHOOL VOLUNTEERS (continued)

(Last approved: 12/19/2020)

Non-Screened Volunteers

Non-screened volunteers are those individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer's consent, obtain a criminal records check from local law enforcement prior to beginning volunteer service. The District will assume any costs in obtaining such records checks.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and may be interviewed prior to beginning volunteer service. (Form 1425). The District serves the right to deny individual applicants where the best interests of the educational program are served.

POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS

(Last approved: 12/19/2020)

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present. Sex offenders cannot reside within 1,000 feet of a school or victim unless the individual is receiving treatment in a treatment facility or nursing home for purposes of getting treatment.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS (continued)

(Last approved: 12/19/2020)

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

POLICY 1431 – SCHOOL/COMMUNITY RELATIONS – CODE OF CONDUCT - ADULTS

(Last approved: 12/19/2020)

The Board of Directors is committed to providing a safe, harassment-free environment for students and employees, which promotes mutual respect, civility and orderly conduct among Hogan Preparatory Academy employees, parents and the public. The district discourages uncivil behavior. This policy is not intended to deprive any person of his or her freedom of expression, but rather to maintain a safe, orderly educational environment for our students.

Therefore, the Board has established a code of conduct for parents, patrons, and visitors during communications as well as while on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Uncivil behavior shall be defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is aggressive, hostile, volatile, coercive, intimidating, violent, harassing or bullying, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district.

Examples of uncivil behavior include, but are not limited to, the use of profanity, disrupting or threatening to disrupt school or office operations, threatening the health or safety of others, willfully causing property damage, loud or offensive language that might provoke a violent reaction, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 1431 – SCHOOL/COMMUNITY RELATIONS – CODE OF CONDUCT - ADULTS (continued)

(Last approved: 12/19/2020)

characteristic, or behavior that is out of control. Uncivil behavior may be verbal or nonverbal and can occur during face-to-face or written communications, telephone conversations, voice mail messages, and any other electronic means or medium of communication.

Any individual who engages in uncivil behavior will be advised by the employee to whom the remarks are directed to communicate in a civil manner. If the individual does not stop the uncivil behavior, the district employee will notify the individual that the meeting and/or communication is terminated, and the district employee shall notify his/her supervisor of such incident immediately. If the uncivil behavior occurs on school district property or during a school district activity, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of any future communication which may include advising the individual that they are not allowed on school district property or at school district activities until further notice and that any future communication be directed only to the supervisor.

Physical or violent behavior will result in a ban by the Board from school premises and activities and will be referred to law enforcement and any other relevant agency. The Board will determine the length of the ban. Failure to comply with the restricted access provided in this policy will result in the filing of civil and/or criminal charges.

POLICY 1432 – SCHOOL/COMMUNITY RELATIONS: PROHIBITION AGAINST FIREARMS AND WEAPONS

(Last approved: 12/19/2020)

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials and as otherwise provided in this policy. As used in this policy, the phrase *school premises* includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1440 – SCHOOL/COMMUNITY RELATIONS: RESEARCH REQUESTS

(Last approved: 12/19/2020)

Requests for research studies involving students and/or staff of the School must be submitted to the Superintendent for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of the Superintendent.

The district will provide UCM with the necessary information and data to conduct research and make decisions to support an improve Charter Schools. Student privacy will be respected in all such matters.

POLICY 1450 – SCHOOL/COMMUNITY RELATIONS: ACCESS TO SCHOOL DOCUMENTS

(Last approved: 12/19/2020)

The District provides public access for the inspection and copying of the District's public records. As a general practice, the District requires advance payment of a copy fee which does not exceed ten (10) cents per page for pages not larger than nine by fourteen inches and a search and duplication fee that does not exceed the average hourly rate of pay for District clerical staff. However, copies of the District's public records may be provided without a fee or at a reduced fee when the Board determines that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction. In accordance with state law, search time that would require more than clerical duplication of documents may be charged at the actual cost of research time.

Similarly, the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, disks, video tapes, films, pictures, slides, graphics, and illustrations. The District requires advance payment not to exceed the cost of copies, staff time (not to exceed the average hourly rate of pay for clerical staff), and the cost of the disk or tape used for duplication.

In order to facilitate public access to the District's public records, the Board will appoint a custodian of records. The custodian will be responsible for maintaining the District's public records as well as for assuring access to the District's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District's administrative office. The procedures for implementing public access provided in this policy are set forth in Regulation 1450.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1460 – SCHOOL/COMMUNITY RELATIONS: COMMUNITY INVOLVEMENT IN DECISION MAKING

(Last approved: 12/19/2020)

The Board of Education recognizes that many residents of the District may be especially qualified to take an active part in school affairs because of their training, experience, or personal characteristics and encourages them to take an active part in school affairs.

The Board shall give substantial weight to the advice it receives from individuals and community groups interested in the District's schools, but shall use its own judgment in arriving at decisions.

POLICY 1470 – SCHOOL/COMMUNITY RELATIONS: PUBLIC GIFTS TO SCHOOLS

(Last approved: 12/19/2020)

The Board of Education recognizes the educational value of appropriate gifts to schools from Parent Teacher Organizations (PTO), other civic groups, corporations, or individuals, and encourages their use to enrich the instructional program. Therefore, gifts which may serve to enhance and extend the work of the schools may be received by the District as approved by the Board.

POLICY 1480 – SCHOOL/COMMUNITY RELATIONS: PUBLIC COMPLAINTS

(Last approved: 12/19/2020)

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 1510 – OFFICE METHODS AND DATA MANAGEMENT: RECORDS

(Last approved: 12/19/2020)

Custodian of District Records

The Board of Education will designate the custodian of District records who shall maintain, protect, and make such records accessible to authorized persons.

POLICY 1520 – OFFICE METHODS AND DATA MANAGEMENT: SCHOOL DISTRICT ANNUAL REPORT

(Last approved: 12/19/2020)

School District officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be distributed to all media outlets serving the District, and will be made available to all District patrons, and to each member of the General Assembly representing a legislative District that contains a portion of the School District.

POLICY 1600 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION

(Last approved: 12/19/2020)

Where appropriate the District will seek to participate in private, state and federal grant programs as recommended by the Administration and approved by the Board of Education. Procedures for development of grant proposals are set forth in Regulation 1620 - Private, State and Federal Funding.

POLICY 1610 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PROTECTION OF STUDENT RIGHTS

(Last approved: 12/19/2020)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1610 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PROTECTION OF STUDENT RIGHTS (continued)

(Last approved: 12/19/2020)

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

POLICY 1620 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PRIVATE, STATE AND FEDERAL FUNDING

(Last approved: 12/19/2020)

Grants from outside agencies are to be related to the needs and priorities of the District in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, inservice education, or capital improvement. Grants may lead to research and development that will be of value to the District. All such funds will be deposited, accounted, and reported through the District's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of the School District who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for District use must clear the request with the Superintendent of Schools or designee before preparing an application. The application must then be approved by the Board of Education before submission to the source of funding.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1620 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PRIVATE, STATE AND FEDERAL FUNDING (continued)

(Last approved: 12/19/2020)

Grants cannot be requested that would require District expenditures not budgeted in the current fiscal year. District funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents must be secured.

POLICY 1621 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: TITLE I

(Last approved: 12/19/2020)

Parent Involvement

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Staff Qualifications

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

Reporting Requirements

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

POLICY 1710 – ADMINISTRATIVE ORGANIZATION AND ROLES: ADMINISTRATIVE REPORTS

(Last approved: 12/19/2020)

The Board of Education may require reports from the Superintendent and other administrative officials concerning the status of District programs, educational needs and long-term District planning. The Board will take steps to monitor the success of District schools in achieving their educational objectives.

The District will provide UCM with all information necessary to confirm compliance with all provisions of the District's Charter and relevant state statutes in a timely manner as requested by UCM. Specifically, the District will provide UCM a copy of all Core Data Screens submitted to DESE.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 1720 – ADMINISTRATIVE ORGANIZATION AND ROLES: SUPERINTENDENT OF SCHOOLS

(Last approved: 12/19/2020)

The Superintendent is the chief administrative officer of the School District. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all School District personnel. The Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board, and for the functions listed in Regulation 1720.

The Superintendent is the authorized representative and signatory for all official matters pertaining to the School District.

Qualifications of the Superintendent of Schools

The Superintendent shall hold Missouri Teacher's and Superintendent's Certificates and have prior teaching experience. Prior experience as a school administrator is desirable.

Terms of Employment

The Superintendent's contract will be based on a twelve-month year, with salary and work year to be established by the Board.

Contract

The Superintendent of Schools may be employed by the Board of Education for a term of from one (1) to three (3) years. The terms of the Superintendent's employment will be contained in a written contract signed by the Superintendent, the Board President and the Board Secretary. During the term of the Superintendent's contract, the amount of compensation and benefits provided in the contract may not be changed.

Evaluation of the Superintendent

The Board of Education will evaluate the performance of the Superintendent in or by February in each contract year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals provided to the Board of Education.

Termination

The employment of the Superintendent terminates upon expiration of the Superintendent's contract. The decision to extend the Superintendent's contract or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the Superintendent's employment contract, the Superintendent's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1730 – ADMINISTRATIVE ORGANIZATION AND ROLES: BUILDING ADMINISTRATION

(Last approved: 12/19/2020)

Under the supervision of the Superintendent or the Superintendent's designee, the building principals serve as the instructional leaders of their assigned buildings. In that capacity, building administrators are responsible for the implementation of Board policies and regulations. Each building administrator will be evaluated on his/her instructional leadership and the success of his/her students.



HOGAN PREPARATORY ACADEMY

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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2100 – NONDISCRIMINATION AND STUDENT RIGHTS

(Last approved: 05/18/20)

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

POLICY 2110 – NONDISCRIMINATION AND STUDENT RIGHTS: EQUAL EDUCATIONAL OPPORTUNITY

(Last approved: 05/18/20)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

POLICY 2120 – NONDISCRIMINATION AND STUDENT RIGHTS: STUDENTS OF LEGAL AGE

(Last approved: 05/18/20)

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement and reporting.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 2130 – NONDISCRIMINATION AND STUDENT RIGHTS: HARASSMENT

(Last approved: 05/18/20)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of School policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The District will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

POLICY 2140 – NONDISCRIMINATION AND STUDENT RIGHTS: MARITAL, PARENTAL STATUS OF STUDENTS

(Last approved: 05/18/20)

Students who are married, pregnant or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities and other educational benefits provided by the District.

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POLICY 2160 – NONDISCRIMINATION AND STUDENT RIGHTS: INTERVIEWS, INTERROGATIONS AND REMOVAL FROM SCHOOL

(Last approved: 05/18/20)

Interview or Interrogation

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

Removal of Students From School

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

POLICY 2170 – NONDISCRIMINATION AND STUDENT RIGHTS: DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS BY STUDENTS

(Last approved: 05/18/20)

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

POLICY 2180 – NONDISCRIMINATION AND STUDENT RIGHTS: PLEDGE OF ALLEGIANCE

(Last approved: 05/18/20)

Schools shall ensure that the Pledge of Allegiance is recited at least once per school day. No student shall be required to recite the Pledge of Allegiance.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2200 – ADMISSION AND WITHDRAWAL

(Last approved: 05/18/20)

The District shall enroll only students that reside in the Kansas City Missouri School District, nonresident students eligible to attend a district's school under an urban voluntary transfer program, or nonresident students who transfer from an unaccredited district under section 167.895, RSMo, provided that the charter school is an approved charter school, as defined in section 167.895, RSMo, and subject to all other provisions of section 167.895. This charter school does not limit admission based on race, ethnicity, national origin, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

If capacity of the District is insufficient to enroll all students who submit an application during the open enrollment period (established in March of each year), the District will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission. A waiting list will then be established. If the number of students is equal or less than the number of openings at any grade level, all students will be enrolled on a first-come-first-served basis. Students on the waiting list will be used to fill remaining vacancy by grade level.

The District gives preference for admission of children whose siblings attend a school in the District or whose parents are employed by the District and reside in the Kansas City Missouri School District.

A student will be considered officially enrolled when the student and his/her parent/guardian have completed the official admissions packet and it has been approved. Partial applications will not be considered for enrollment and may result in being placed on the waiting list if the grade level is filled.

POLICY 2210 – ADMISSION AND WITHDRAWAL: ENTRANCE AGE

(Last approved: 05/18/20)

Entrance Age for Pre-Kindergarten Programs

If the District chooses to maintain a pre-kindergarten program, the students must have reached the age of three (3) before August 1 of the school year beginning that calendar year to be eligible for admission.

Entrance Age for Kindergarten

To be admitted to kindergarten or to summer school prior to the student's regular term, a student must be five (5) years old before August 1st preceding entrance.

Entrance Age for First Grade

To be admitted to first grade a student must be six (6) years old before August 1st preceding entrance. However, students who have completed an accredited kindergarten program will be considered for enrollment in the first grade regardless of the August 1st cut-off date. A birth certificate will be required as proof of age.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2210 – ADMISSION AND WITHDRAWAL: ENTRANCE AGE (continued)

(Last approved: 05/18/20)

Military Dependants

Military dependants who have completed an accredited pre-kindergarten or kindergarten program in another state may enter kindergarten or first grade regardless of age. The District will facilitate the timely enrollment of children of military families and will ensure that they are not placed at a disadvantage due to difficulty in their transfer of education records from the previous school district(s) or variations in entrance legal requirements.

POLICY 2220 – ADMISSION AND WITHDRAWAL: COMPULSORY ATTENDANCE AGES

(Last approved: 05/18/20)

The Board of Education shall abide by the compulsory attendance laws of the state by requiring District resident students between the ages of seven and either seventeen years or successful completion of sixteen credits toward high school graduation, to attend school full time, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations. For purposes of this Policy, a completed credit toward high school graduation is defined as one hundred hours of instruction or more in a course.

Any student age seventeen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office by the School District.

POLICY 2260 – ADMISSION AND WITHDRAWAL: HOMELESS STUDENTS

(Last approved: 05/18/20)

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless liaison. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 2270 – ADMISSION AND WITHDRAWAL: MIGRANT STUDENTS

(Last approved: 05/18/20)

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students. (See also Policy 6274 – Instruction for Migrant Students.)

The Board of Education directs the administration to screen students, as required by law, to assist the state in identifying migratory children. If the District becomes aware of any student who might be a migrant student, the superintendent or designee will notify the state director of migrant education, as designated by the Department of Elementary and Secondary Education (DESE), so that the student may be formally recognized as a migrant student.

The administration will develop written administrative procedures for ensuring that migrant students, once identified, receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children, the District will:

1. Screen students and assess the educational and related health and social needs of each student identified as migrant.
2. Provide a full range of services to migrant students, including applicable Title I programs, special education, gifted education, career or technical education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

POLICY 2290 – ADMISSION AND WITHDRAWAL: DENIAL OF ADMISSION AND WITHDRAWAL FROM SCHOOL

(Last approved: 09/28/20)

Denial of Admission

A student who is conditionally enrolled pending a Waiver of the Proof of Residency Requirement hearing may be denied admission and barred from attending school after denial of the student's waiver request as provided in Regulation 2230 and state law.

A student may be denied admission based upon a previous disciplinary expulsion that would result in expulsion in the District or criminal conduct as provide in Policy and Regulation 2664 and state law.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2290 – ADMISSION AND WITHDRAWAL: DENIAL OF ADMISSION AND WITHDRAWAL FROM SCHOOL

(Last approved: 09/28/20)

A nonresident student who is not otherwise entitled to a free public education in the District, may be denied admission for any nondiscriminatory reason in accordance with District policies, regulations and rules and state and federal law.

Administrative Removal of Student from Enrollment Not Resulting from Student Disciplinary Action

Upon information that calls into question a student's entitlement to a free public education in the District, the Superintendent/Designee will attempt to contact the student's parent(s) or guardian and give him/her the opportunity to respond. If the Superintendent/Designee determines after this communication or attempted communication that the student is not entitled to a free public education in the District, the Superintendent/Designee will provide written notification of this determination to the parent(s)/guardian and will notify the parent(s)/guardian of the right to appeal this determination to the Board of Education. The student will not be removed from the District's enrollment and barred from school attendance until after the time period to appeal to the Board has expired or if the Superintendent/Designee's Determination is appealed, the Board has upheld the Superintendent/Designee's determination.

Voluntary Student Withdrawal

Students who voluntarily withdraw from school for any reason are required to notify the building principal and provide a specific reason for withdrawal.

Each building principal will submit a monthly report to the Superintendent concerning the identity and reason of each student withdrawing from school.

Requests to Transfer Student's Records to Another Public, Private or Charter School

Building principals will respond within five (5) business days to requests by other schools for the records of students transferring from District schools. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Regulation 2673.

Course Credit – Virtual Learning

Students who are enrolled in classes which are fulfilled via virtual learning are eligible to receive either 50% or 100% of course credit. If the student has completed 50% of the course requirements at the time of withdrawal or transfer, s/he will be eligible for 50% of the course credit. If the student has completed 100% of the course requirements at the time of withdrawal or transfer, s/he will be eligible to receive 100% of the course credit. These course completion parameters have been established by the State of Missouri's Department of Elementary and Secondary Education (DESE).

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2310 – ATTENDANCE: STUDENT ATTENDANCE

(Last approved: 05/18/20)

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

POLICY 2320 – ATTENDANCE: PART-TIME ATTENDANCE

(Last approved: 05/18/20)

Students may attend District schools on a part-time basis as provided by state law and regulations of the Board of Education.

POLICY 2330 – ATTENDANCE: STUDENT EARLY DISMISSAL PROCEDURES

(Last approved: 05/18/20)

Students are to be released from school during school hours only with permission of the building principal/designee.

Early dismissal of a student may be approved only by the principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.

POLICY 2340 – ATTENDANCE: TRUANCY AND EDUCATIONAL NEGLECT PROCEDURES

(Last approved: 05/18/20)

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Missouri Division of Social Services – Children’s Division when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2340 – ATTENDANCE: TRUANCY AND EDUCATIONAL NEGLECT PROCEDURES – (continued)

(Last approved: 05/18/20)

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Social Services – Children’s Division. The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

POLICY 2400 – STUDENT EDUCATIONAL RECORDS

(Last approved: 05/18/20)

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 2410 – STUDENT EDUCATIONAL RECORDS: HEALTH INFORMATION RECORDS

(Last approved: 05/18/20)

Except as otherwise required to comply with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

POLICY 2520 – STUDENT ACADEMIC ACHIEVEMENT

(Last approved: 05/18/20)

Promotion and Retention

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

Academic Probation

A student is on academic probation if he/she fails 3 (three) or greater classes in a semester. During academic probation a student is subject to academic monitoring if the condition(s) of his/her probation is/are not removed by the end of the next term. In addition, the student may be required to:

- Participate in a meeting with an administrator and parent/guardian
- Suspend participation in all extra-curricular activities until progress report time
- Fulfill the requirements of an academic probation contract
- Participate in tutoring or study sessions before/after school
- Repeated placement on academic probation may result in further actions

POLICY 2600 – STUDENT DISCIPLINE

(Last approved: 05/18/20)

Basic to our philosophy is our belief that education is more a cooperative art than a science. Cooperation between the student, parent/guardian, and staff insures a positive climate for learning. To that end we expect that each student will:

- Be in school
- Be on time to school

- Be in class on time
- Be on task
- Do their personal best
- Allow all others (including adults) to do their personal best

Additional required behaviors which contribute to a positive climate for learning include:

- Appropriate language
- Compliance with the established dress code
- A hall pass when permission is given to leave the classroom during class time

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2600 – STUDENT DISCIPLINE (continued)

(Last approved: 05/18/20)

- Refrain from eating and drinking in all classrooms, library, computer labs, and other locations as requested
- Being in her/her assigned lunch
- Keeping food and beverages in the cafeteria
- Disposing of trash in provided receptacles
- Meeting with teacher(s), when requested, after school or as soon as possible if parental notification is necessary

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, an atmosphere that promotes academic achievement, and to ensure the orderly operation of Hogan Preparatory Academy. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the administration.

A school employee is authorized to confiscate any item, which is defined as a weapon, a drug (controlled substance), or any item, which is forbidden by Missouri or federal statute. A school employee is authorized to take temporarily from any student any item (hats, electronic devices, etc.), which has been described in these policies and regulations, or any item, which is causing difficulty in the school environment. Such items will be returned to the student or parent by an administrator when he/she judges it to be proper to do so.

The Missouri Safe Schools Act requires Hogan Preparatory Academy to define acts of school violence and any other offenses that constitute a serious violation of the school's discipline policy. A serious violation of the school's discipline policy is defined as:

1. Any act of school violence
2. Any offense which is required by law to be reported to law enforcement officers
3. Any offense which results in a suspension for more than 10 school days

Student Behavior in the Community

Students may be suspended or expelled from school due to participation in situations and in behaviors which could cause disruption in the academic process.

Confidentiality of Student Information

Student's records will be confidential. Staff will be notified on a 'need to know' basis concerning violent behavior of students.

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POLICY 2610 – STUDENT DISCIPLINE: MISCONDUCT & DISCIPLINARY CONSEQUENCES

(Last approved: 05/18/20)

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

POLICY 2620 – STUDENT DISCIPLINE: FIREARMS AND WEAPONS IN SCHOOL

(Last approved: 05/18/20)

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

POLICY 2640 – STUDENT DISCIPLINE: STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS

(Last approved: 05/18/20)

Smoking

The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 2640 – STUDENT DISCIPLINE: STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS (continued)

(Last approved: 05/18/20)

Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witness’s statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

CBD Products

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school

related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

POLICY 2641 – STUDENT DISCIPLINE: DRUG-FREE SCHOOLS

(Last approved: 05/18/20)

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130

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POLICY 2641 – STUDENT DISCIPLINE: DRUG-FREE SCHOOLS (continued)

(Last approved: 05/18/20)

- Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

POLICY 2651 – STUDENT DISCIPLINE: STUDENT DRESS

(Last approved: 05/18/20)

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Students and parents should refer to the Hogan Prep Student Handbook for dress code standards.

POLICY 2652 – STUDENT DISCIPLINE: STUDENT CONDUCT ON BUSES

(Last approved: 05/18/20)

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

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POLICY 2653 – STUDENT DISCIPLINE: STUDENT PARTICIPATION IN ORGANIZATIONS AND GANGS

(Last approved: 05/18/20)

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of school District policies.
 - d. Inciting other students to act with physical violence upon any other person.

POLICY 2654 – STUDENT DISCIPLINE: STUDENT USE AND CARE OF SCHOOL PROPERTY

(Last approved: 05/18/20)

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and tax payers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

POLICY 2655 – STUDENT DISCIPLINE: BULLYING

(Last approved: 05/18/20)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict

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SECTION 3: STUDENTS

POLICY 2655 – STUDENT DISCIPLINE: BULLYING (continued)

(Last approved: 05/18/20)

intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2655 – STUDENT DISCIPLINE: BULLYING (continued)

(Last approved: 05/18/20)

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

POLICY 2660 – STUDENT DISCIPLINE: DETENTION

(Last approved: 05/18/20)

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

POLICY 2661 – STUDENT DISCIPLINE: IN-SCHOOL SUSPENSION

(Last approved: 05/18/20)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

POLICY 2662 – STUDENT DISCIPLINE: SUSPENSION

(Last approved: 05/18/20)

Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not

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POLICY 2662 – STUDENT DISCIPLINE: SUSPENSION (continued)

(Last approved: 05/18/20)

more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

POLICY 2663 – STUDENT DISCIPLINE: EXPULSION

(Last approved: 05/18/20)

The term “expulsion” refers to permanent exclusion from School.

If a student consistently or flagrantly refuses to conform to school policies, rules and/or regulations, the Superintendent may impose expulsion as the Board’s designee. The student, their family or representative may appeal an expulsion to the Board or a committee of Board members convened for disciplinary purposes.

POLICY 2664 – STUDENT DISCIPLINE: ENROLLMENT OR RETURN FOLLOWING SUSPENSION AND/OR EXPULSION

(Last approved: 05/18/20)

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

POLICY 2670 – STUDENT DISCIPLINE: CORPORAL PUNISHMENT

(Last approved: 05/18/20)

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

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POLICY 2671 – STUDENT DISCIPLINE: STUDENT DISCIPLINE HEARINGS

(Last approved: 05/18/20)

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a discipline hearing the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

POLICY 2672 – STUDENT DISCIPLINE: DISCIPLINE OF STUDENTS WITH DISABILITIES

(Last approved: 05/18/20)

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. When appropriate, the District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

A manifestation determination hearing must be held upon reaching ten (10) days out of school to determine if the discipline is a manifestation of the disability.

POLICY 2673 – STUDENT DISCIPLINE: REPORTING OF VIOLENT BEHAVIOR

(Last approved: 05/18/20)

The Board requires school administrators to report acts of school violence to teachers and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff members portions of any student's Individualized Education Program (IEP) that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the Principal/designee will report to law enforcement officials, as soon as is reasonably practical, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

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POLICY 2710 – STUDENT WELFARE: REPORTING STUDENT ABUSE

(Last approved: 05/18/20)

The Board believes that school staff members, school volunteers and school contractors, are in unique positions to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees, volunteers and school contractors making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee, volunteer or school contractor has a reasonable belief that a student has been or maybe subjected to abuse or neglect, such employee, volunteer or school contractor and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school district employee, volunteer or school contractor acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee and volunteer training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees and volunteers will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children’s Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children’s Division’s website for more information on reporting abuse and neglect.

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POLICY 2730 – STUDENT WELFARE: SUPERVISOR OF STUDENTS

(Last approved: 05/18/20)

Students are to be under supervision of the professional staff at all times during school hours and at school sponsored activities.

It is the responsibility of principals to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.

POLICY 2740 – STUDENT WELFARE: STUDENT SAFETY

(Last approved: 05/18/20)

The District places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. (See also Regulation 2610 - Behavioral Expectations.) In addition, and pursuant to the Every Student Succeeds Act, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The District will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee. Reportable offenses are set out in Regulation 2740.

POLICY 2750 – STUDENT WELFARE: STUDENT WELLNESS

(Last approved: 05/18/20)

Hogan Preparatory Academy is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe and health-promoting learning environment at every level, in every setting, throughout the school year.

Hogan Preparatory Academy promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

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POLICY 2750 – STUDENT WELFARE: STUDENT WELLNESS (continued)

(Last approved: 05/18/20)

The District does not allow food and beverage marketing and/or advertising for any foods and beverages that do not meet the Smart Snacks in School nutrition standards. (*Grandfathered scoreboards, coolers, vending machines, etc., must have been purchased prior to June 20, 2017*)

POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE

(Last approved: 05/18/20)

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the Student Services Coordinator as *Liaison* to oversee and assess the District's foster care program.

The Board recognizes students in foster care experience mobility in and out of the foster care system and from one home placement to another that may disrupt their education, and which may create barriers to academic success and on-time graduation. The District, in collaboration with state and local agencies, will work to minimize or eliminate educational barriers for students in foster care, particularly in enrollment, transfer of student records, and transportation to their school of origin, where appropriate. For purposes of this policy, "school of origin" is the school in which the student is enrolled at the time of placement in foster care. The District will, to the largest extent possible, ensure that a child in foster care enrolls or remains in his or her school of origin, unless a determination is made that remaining in the student's school of origin is not in the student's best interest.

In determining the student's best interest for purposes of this policy, the following factors will be considered:

1. Preference of the student;
2. Preference of the student's parent or educational decision making;
3. The student's attachment to the school, relationships with staff and peers;

4. Placement of the student's siblings;
5. Influence of the school climate on the student, including safety;
6. Availability and quality of the services in the school in meeting the student's educational and socioemotional needs;
7. History of school transfers and their impact;
8. Impact of the length of commute;
9. Whether the student has a disability under the IDEA or Section 504;
10. Whether student is an EL student receiving language services.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or return to a previously attended school in an adjacent district. The District will accept for credit full or partial

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POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE (continued)

(Last approved: 05/18/20)

course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services.

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students.

Transportation

Some students in foster care who are residents of the District may need transportation to remain in their school of origin when it is in their best interest. To facilitate transportation for such students, the District will collaborate with the state and/or local child welfare agencies to ensure that transportation for such students is arranged, provided, and funded. If there are additional costs incurred in providing transportation to the school of origin, the District will provide such transportation if:

- The local child welfare agency agrees to reimburse the District for such costs;
- The District elects to pay the costs; or
- The District and the local child welfare agency agree to share the cost.

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POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE (continued)

(Last approved: 05/18/20)

Dispute Resolution

In the event that a caregiver or education decision-maker disputes a District decision regarding the best interest or the provision of other educationally related services for a student in foster care, the caregiver or education decision-maker may use the District’s dispute resolution procedure.

During the pendency of the dispute resolution, the student shall remain in his or her school of origin in order to minimize disruptions and to reduce the number of moves between schools. Similarly, students attending their school of origin are entitled to continue to receive transportation during the appeal.

In the event of such dispute, the District will inform the educational decision-maker or parent of their right to appeal the Best Interest Determination in a language and format reasonably calculated to inform the parent/educational decision-maker of their rights. They will also be provided with the following:

1. Contact information for the District’s foster care point of contact.
2. An explanation of the Best Interest Determination.
3. A step-by-step description of how to appeal the Best Interest Determination at Level I.
4. A statement advising that the student will remain in the school of origin, receiving all appropriate educational services during the pendency of the appeal.
5. Timelines for dispute resolution at each level.
6. Notice of rights to appeal to DESE if the parent/educational decision-maker is not satisfied of the level decision.

Level I

In order to appeal from the Best Interest Determination, a parent/educational decision-maker must submit their appeal in writing. This writing must contain the following:

1. The school in which enrollment is sought.
2. The basis for seeking enrollment.
3. The requesting parent/educational decision-maker's name and contact information.

If the appeal is submitted by email, the subject line should provide "Foster Care Appeal."

The appeal letter must be submitted within ten (10) weekdays of receiving the District's notice of the right to appeal the decision. Failure to timely submit an appeal letter may result in dismissal of the appeal.

The Superintendent/designee will arrange for a personal conference with the parent/educational decision-maker, the student where appropriate, and the student's case manager or point of contact. Prior to the meeting, the Superintendent will have reviewed the documentation from the Best Interest Determination meeting. The conference will be arranged within ten (10) days of receipt of the appeal letter and will be conducted as soon as practicable.

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POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE (continued)

(Last approved: 05/18/20)

Within five (5) days of the conference, the Superintendent/designee will inform the parent/educational decision-maker as well as other parties attending the meeting of the Superintendent/designee's decision. The decision will be communicated in writing. The written decision will include the following:

1. Copy of the complete Level I appeal packet (appeal, Best Interest documents, notices, and decision).
2. The decision and an explanation of the decision.
3. Directions concerning the procedure to appeal the decision to Level II, including the DESE foster care point of contact, including that individual's name, phone number and email address.

Level II

If the parent/educational decision-maker disagrees with the Level I decision, they may submit a written and dated appeal letter headed "Foster Child Appeal" which must include:

1. The school in which enrollment is sought and the basis for seeking such enrollment.
2. The parent/educational decision-maker's name and contact information.
3. Best Interest Determination notes and reports.
4. Copy of the Level I appeal letter.
5. Copy of the District's Level I decision.

The appeal letter must be submitted to the DESE contact person and the District's Superintendent within five (5) days of receipt of the Level I decision. The District will have five (5) days from receipt of the Level II appeal letter to submit its response, which will be headed "Foster Child Appeal." Documents submitted after the stated deadline will not be considered.

The State's decision will be made by a three-person panel including the DESE foster care point of contact, an additional DESE representative, and a representative of the state child welfare agency. The panel will make its

decision within thirty (30) days of receipt of the Level II appeal letter. The DESE foster care point of contact will send the written decision to the parent/educational decision-maker and the Superintendent. The decision will include:

1. Copy of the Level II packet.
2. The decision and its explanation.

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POLICY 2785 – STUDENT WELFARE: STUDENT SUICIDE AWARENESS

(Last approved: 05/18/20)

This policy and the accompanying regulation reflects the District’s commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo. This policy and corresponding regulation will go into effect no later than July 1, 2018.

POLICY 2810 – STUDENT SERVICES: GUIDANCE AND COUNSELING SERVICES

(Last approved: 05/18/20)

The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading District students to successful transitions into post-secondary education and into the workforce. The District’s guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.

The content of the District’s program, consistent with the Missouri Comprehensive Guidance and Counseling Program, is divided into three broad areas as follows:

Academic Development (ACAD)

1. Students will apply skills needed for achievement in school, both cognitive and affective.
2. Students will utilize skills necessary to successfully transition between educational levels.
3. Individual student learning plans will be developed and monitored throughout the students’ District learning experience.

Career Development

1. Students will achieve life career goals through the consistent application of career exploration and planning skills.
2. Students will identify and locate information relevant to the “World of Work” and post-secondary training/education.
3. Students will achieve on-the-job success through the application of employment readiness skills.

Personal/Social Development

1. Students will achieve an understanding of themselves as individuals and as members of diverse local and global communities.
2. Students will interact with others in ways that manifest respect for individual and group differences.
3. Students will learn to apply personal safety skills and coping strategies.

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POLICY 2810 – STUDENT SERVICES: GUIDANCE AND COUNSELING SERVICES (continued)

(Last approved: 05/18/20)

Identification of Critical Workforce Needs and Shortages

1. Students will be given workforce needs and shortages information that will support students’ career pathway decisions prepared by the State Board of Education and the Department of Economic Development by November 1 of each school year.
2. Information received through collaboration between the State Board and the Department of Economic Development will be disseminated to students by November 1 of each school year.

POLICY 2815 – STUDENT SERVICES: CONTACT AND INVOLVEMENT WITH OUTSIDE AGENCIES

(Last approved: 05/18/20)

The Superintendent or Designee, in consultation with other staff members, is responsible for reviewing students' academic progress as well as personal/social concerns. Where appropriate, the District will make contact with and/or put students and their parents/guardians in contact with outside agencies or professional resources. Where appropriate, the District will cooperate and assist other agencies or professional resources that become involved with students. Student information will not be provided to outside agencies or professional resources until the student's parents/guardians or the eligible student has signed a release of information form. Except as required by law, including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, the cost of any services provided by the outside agency or professional resource is the sole responsibility of individual parents/guardians or eligible student.

POLICY 2820 – STUDENT SERVICES: PSYCHOLOGICAL TESTING OF STUDENTS

(Last approved: 05/18/20)

Psychological tests administered to students by qualified District personnel or appropriate diagnostic agencies will ensure quality psychological services in the District, and will protect the educational rights, dignity and privacy of students and parents/guardians.

Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained. A conference will be held with the parent/guardian to review all test results and the student's specific educational needs in the educational program. Psychological data are only partial criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.

All psychological services provided by the District or agencies contracted by the District will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services. (See also Policy 2815 – Contact and Involvement with Outside Agencies)

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POLICY 2830 – STUDENT SERVICES: HEALTH SERVICES

(Last approved: 05/18/20)

The Board believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

POLICY 2850 – STUDENT SERVICES: INOCULATIONS OF STUDENTS

(Last approved: 05/18/20)

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible.

The Superintendent/designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exception. The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

POLICY 2860 – STUDENT SERVICES: STUDENTS WITH COMMUNICABLE DISEASES

(Last approved: 05/18/20)

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

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POLICY 2860 – STUDENT SERVICES: STUDENTS WITH COMMUNICABLE DISEASES (continued)

(Last approved: 05/18/20)

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Principal.

POLICY 2870 – STUDENT SERVICES: ADMINISTERING MEDICINE TO STUDENTS

(Last approved: 05/18/20)

It shall be the policy of the Board that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to

District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.

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POLICY 2880 – STUDENT SERVICES: STUDENT PHYSICAL EXAMINATION

(Last approved: 05/18/20)

The Board may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

POLICY 2890 – STUDENT SERVICES: DO NOT RESUSCITATE(DNR) ORDER

(Last approved: 05/18/20)

The Board recognizes that some students have progressive medical conditions that may result in the students' death while present at school or school activities. The District appreciates the difficult medical and emotional decisions that must be made when families choose to limit resuscitative efforts for these students. Accordingly, the administration shall develop procedures for evaluating requests by a parent or guardian that the District honor a Do Not Resuscitate (DNR) order from a licensed physician.

At a minimum, the procedures will require an individualized evaluation of each request. The procedures will comply with federal and state law. A health care and resuscitation/non-resuscitation plan shall be developed

for each request and shall include a determination regarding what if any resuscitation efforts are appropriate. Health care and resuscitation/non-resuscitation plans will be developed by a multidisciplinary team that shall include the student's parents or guardians and physician; appropriate school personnel (including but not limited to, the principal, counselor, and school nurse) and their consultants; and when appropriate, the student. This team will consider the best interests of the student.

The team will also address and plan for the effect of a student's sudden death on other students and staff in each school setting in which the student participates. Health care and resuscitation/non-resuscitation plans shall be reviewed regularly and have a specific limited duration. Such plans will be communicated to all school personnel who have a need to know in order to implement these plans. The administration shall coordinate with local emergency medical services to implement the plans.

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POLICY 2910 – ACTIVITIES AND ATHLETICS: STUDENT PUBLICATIONS

(Last approved: 05/18/20)

The Board encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the Superintendent as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

POLICY 2920 – ACTIVITIES AND ATHLETICS: INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

(Last approved: 05/18/20)

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

Hazing

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

POLICY 2940 – ACTIVITIES AND ATHLETICS: STUDENT GROUP USE OF SCHOOL FACILITIES

(Last approved: 05/18/20)

Pursuant to the Equal Access Act, The Board will provide an opportunity for student-initiated noncurricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political or philosophical content of the speech at such meetings.

An activity is to be considered curricular if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole; if participation in the group is a requirement for a course; or if academic credit is available for participation. Extracurricular activities include activities organized

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 3: STUDENTS

POLICY 2940 – ACTIVITIES AND ATHLETICS: STUDENT GROUP USE OF SCHOOL FACILITIES (continued)

(Last approved: 05/18/20)

and supervised under the auspices of the school. Extracurricular activities primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. Any activity which does not meet the definition of a curricular or extracurricular activity will be considered noncurricular.



**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3100 – FINANCIAL MANAGEMENT

(Last approved: 12/19/2019)

The Board will adopt a series of policies to provide direction regarding the School District's budget and financial affairs which reflect the educational philosophy of the District and provide a framework in which the District's administration can effectively operate.

The budget and finance processes will conform to all state and local requirements as set forth by the State constitution, State statutes, Department of Elementary and Secondary Education rules, and Board policies. Good business necessitates keeping accurate, legal and understandable records of receipts and expenditures. It is also essential that procedures be followed which will help to insure that the budget adopted by the Board is effective in providing parameters for the fiscal affairs of the District.

The purpose of the District budget and financial policies will be to provide direction for a systematized procedure that maintains continuity from year to year and informs the public regarding the education and financial operations of the District.

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY

(Last approved: 12/19/2019)

Fiscal Requirements under Title I, Title II, and Title IV of ESSA

The District shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

Documentation shall be maintained, or caused to be maintained, by the Chief Finance and Accountability Officer. The documentation must clearly demonstrate the supplementary nature of federal funds.

Prior to expending funds, the Chief Finance and Accountability Officer shall consult the appropriate OMB circular (OMNI Circular) or other federal guidance to determine what costs are allowable under the grant awarded. The Chief Finance and Accountability Officer shall ensure that all grant funds are expended in accordance with the requirements in Allowability and the Circular or other applicable federal law or rule.

Allowability

To be allowable under a federal award, costs must meet the following general criteria and be documented that such criteria are met:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to the types or amount of cost items;
- Be consistent with the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity;

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)

(Last approved: 12/19/2019)

- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period;
- Be adequately documented; and
- Be net of all applicable credits.

Standards for Documentation of Personnel Expenses (2 C.F.R. §200.430, OMNI DESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015)

Time and Effort: Records are required for all employees, including teachers, paraprofessionals, administrators, and other staff that are paid with federal funds to document the time and effort they spend within the program. The portion of the federally paid salary should be reflective of the actual activity, not budgeted, the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as a match for a federal program.

Semi-Annual Certification: Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually.

Monthly Personnel Activity Report (PAR): Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs). Salaries or wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable under Federal awards. Charges for salaries must be based on records that accurately reflect the work performed. These records must be:

- Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Incorporated into the official records;
- Reflecting the total activity for which the employee is compensated, not to exceed 100%;
- Encompassing all activities (federal and non-federal);
- Compliant with established accounting policies and practices; and
- Distributed among specific activities or cost objectives.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)

(Last approved: 12/19/2019)

Charter Schools Program (CSP), ESSA Title IV, Part C

If Hogan Preparatory Academy receives CSP grants, the Chief Finance and Accountability Officer shall ensure that HPA shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

The Chief Finance and Accountability Officer shall directly administer or supervise the administration of any projects funding through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

When using CSP funds to enter into a contract for equipment or services the Chief Finance and Accountability Officer shall comply with the applicable federal procurement standards.

Use of Federal Grant Funds for Procurement

The Chief Finance and Accountability Officer shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to Hogan Preparatory Academy considering price, quality, and other relevant factors deemed appropriate by the District.

Pursuant to the Conflict of Interest Board Policy, no employee, officer, or agent of, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (eg. Purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- e. Procurement documents shall be made available, upon request, to appropriate government officials.

The Chief Finance and Accountability Officer shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis of contractor selection. The Chief Finance and Accountability Officer shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)

(New Policy Addition - Required)

All prequalified lists of persons, firms, or products which are used in acquiring goods and services must be reviewed and kept current and shall include enough qualified sources to ensure maximum open and free competition.

The District shall utilize the most appropriate procurement method based on the particular procurement. The District will utilize one of the following methods or any more restrictive method:

- Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services which are up to \$10,000. This purchase may be awarded without soliciting competitive quotations.
- Small purchase procedures. Small purchase procedures are those simple and informal procurements for securing services, supplies or other property that cost between \$10,001 and \$249,999. Price and rate quotations must be obtained from at least two qualified sources.
- Sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.
- Competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type of contract is awarded.
- Noncompetitive proposals. This is the solicitation of a proposal from only one source and may be used only when one or more of the following applies:
 - The item is available only from a single source;
 - The public emergency for the requirement will not permit a delay;
 - The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
 - After solicitation of a number of sources, competition is determined inadequate.

Travel Costs

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. These costs are reimbursable with appropriate approval and documentation of expenses. Travel costs charged to Federal awards/funds must meet the requirements of 2 C.F.R. § 200.474.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days if the trip and results in charges consistent with those normally allowed in like circumstances in the District's non-federally-funded activities and in accordance with the District's written travel reimbursement policies.

Cost incurred by employees for travel, including costs of lodging, other subsistent, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed changes normally allowed by the school as a result of the District's written travel policy.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)

(Last approved: 12/19/2019)

If these costs are charged to the Federal award, documentation must justify that (1) the participation of the individual is necessary to the Federal award, and (2) the costs are reasonable and consistent with the District's travel policy. Documentation may include any of the following: an agenda; prior written approval; and/or written justification statement.

The District shall not use its grant funds for temporary dependent care costs unless specifically permitted by the authorizing statute, regulation, and Department.

Compliance with Cash Management Improvement Act

In order to comply with the Cash Management Improvement Act (CMIA) the Department of Elementary and Secondary Education will only make payments to the District for reimbursements. Reimbursements are only for funds "spent" – transactions that are recorded on the District's books and the funds delivered to the recipients.

The District may only make requests for payment once an initial budget application for the grants has been approved and must only include actual cumulative expenditures up to the payment request submission date.

The District must at least annually submit an accounting of any interest earned on any Federal funds to the federal Department of Health and Human Services through the Department of Elementary and Secondary Education. The school may retain up to \$500 of earned interest annually on all combined Federal programs for administrative expenses. The school must document all administrative expenses in order to claim the interest offset. Under this section, the interest calculation is the amount of reimbursement times the annualized Federal interest rate for the fiscal year times the number of business days the funds were held until delivery. The federal interest rates may be found at <http://www.fms.treas.gov/cmia/index.html>.

POLICY 3106 – FINANCIAL MANAGEMENT: FRAUD PREVENTION

(Last approved: 12/19/2019)

The District is committed to protecting the public funds with which it has been entrusted. Minimizing the losses to fraud and corruption is an essential part of ensuring that all of the District's resources are used for the purpose for which they are intended.

The public is entitled to expect the District to conduct its affairs with integrity, honesty and openness, and demand the highest standards of conduct from those working for it and with it.

Definition of Fraud and Corruption

Although there is no precise legal definition of fraud, the term is used to describe a multitude of offences, including deception, forgery, theft, misappropriation, collusion and false representation of material facts. Corruption arises when a person receives any benefit which influences them and causes them to act differently when conducting District business.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3106 – FINANCIAL MANAGEMENT: FRAUD PREVENTION (continued)

(Last approved: 12/19/2019)

The District's Response

Board policy requires that matters involving any financial irregularities are referred to the Superintendent for investigation. These matters are taken seriously and additional action, such as disciplinary proceedings and/or prosecution, will be taken where evidence of offences is found.

The Superintendent/designee will:

- Compile a report of findings for submission to the Board with a recommendation as to whether disciplinary action is appropriate.
- Where appropriate, coordinate with the police in order for them to consider taking criminal action.
- Advise departments on how to address procedural weaknesses identified during investigation.

The Investigation Process

The purpose of any investigation is to establish the facts in an equitable and objective manner.

The process will involve the use of authority or delegated powers to:

- screen allegations or information to gauge their credibility;
- secure all evidence;
- interview suspects;
- interview witnesses;
- take statements; and
- coordinate with departments or other agencies (including the police).

The Superintendent/designee will establish and record the basis of the concerns raised and establish what further actions are required. The Board will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, the Chief Financial Officer will inform the District's external auditors.

Whenever possible, the individual raising the concern will be advised of the outcome of the investigation. If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Superintendent who will arrange any further investigation as he/she deems appropriate. The Superintendent will send a written response to the individual concerned.

Reporting Suspicions

If fraud or corruption is suspected, then the matter should be reported without delay. Employees should report suspicions to a supervisor at the outset and retain all evidence. However, if it is thought the supervisor might be involved or there may be a conflict of interest, the matter should be reported directly to a more senior administrator.

It is recognized that for some individuals, raising a concern under this procedure may be a difficult experience.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3106 – FINANCIAL MANAGEMENT: FRAUD PREVENTION (continued)

(Last approved: 12/19/2019)

All reported incidents will be investigated.

All reports will be dealt with in confidence, with staff being informed on a need to know basis only.

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, the District will:

- not allow the person raising the concern to be retaliated against for doing so;
- treat retaliation against whistle blowers as a serious matter leading to disciplinary action that may include dismissal;
- not attempt to conceal evidence of poor or unacceptable practice;
- take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct; and
- ensure confidentiality clauses in employment contracts do not restrict, forbid or penalize whistle blowing.

Overall Objectives

The District's overall objective is to identify and maintain good practices, address weaknesses in current processes and introduce improved systems for the management of those processes. The end result is that of minimizing the amount of fraud and corruption which may occur within the system and significantly reduce the opportunity for fraud or corruption to occur in the future.

POLICY 3110 – FINANCIAL MANAGEMENT: PREPARATION OF BUDGET

(Last approved: 12/19/2019)

Each year the Superintendent of Schools is required to submit to the Board of Education for their consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year. The Board may accept, reject, modify or request revisions of the budget, but will adopt a budget by June 30, according to statutory provisions.

By law the approved estimated expenditures for each fund cannot exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund. After the beginning of the fiscal year, the Superintendent shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

POLICY 3111 – FINANCIAL MANAGEMENT

(Last approved: 12/19/2019)

The fiscal year begins annually on the first day of July and ends on the thirtieth day of the following June.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3112 – FINANCIAL MANAGEMENT: BUDGET IMPLEMENTATION AND TRANSFER

(Last approved: 12/19/2019)

The annual budget governs the expenditures and obligation of all funds for the District. The Superintendent/designee will establish procedures for funds management and reporting.

No funds may be spent which are not authorized by the annual budget. If an unanticipated need arises, the Board may approve the Superintendent's recommendation to (1) appropriate an amount to cover a needed expenditure from unencumbered budget surplus from the proper fund, or (2) revise the budget to transfer funds from one account to another as permitted by state statutes and DESE regulations.

The Superintendent or Finance Administrator will prepare or oversee the preparation of a monthly statement to account for each month's expenditures and the total spent to date for the fiscal year. The monthly statement will include all receipts and remaining balances for each fund account.

POLICY 3120 – FINANCIAL MANAGEMENT: CASH MANAGEMENT

(Last approved: 12/19/2019)

The District has occasion to receive cash during its normal operations. The following shall govern all cash transactions:

Documentation

All cash transactions shall be recorded in writing, such as by handwritten receipt detailing from whom the money and in what amount, which shall be signed and dated by the principal or his or her designee who has the authority to receive cash on behalf of Hogan Preparatory Academy.

Depositing Cash

The District's Chief Finance and Accountability Officer or their designee shall be responsible for collecting cash from the schools and depositing that cash in the bank account. Cash will be collected and deposits will be made monthly at a minimum. All undeposited cash shall be kept in a secured location on school premises with limited access.

Expenditures

Under no circumstances will cash be used to make purchases.

Segregation of Duties

The Superintendent of the District or their designee shall ensure that appropriate segregation of duties exists with regards to the handling of all money transactions including reconciliation.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3130 – FINANCIAL MANAGEMENT: STATE AND FEDERAL PROJECTS

(Last approved: 12/19/2019)

With Board of Education approval, the School District may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations and other conditions for use of such funds.

The Superintendent shall be the designated District official responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable the District to verify program compliance and success. The Superintendent shall keep the Board fully informed.

Staff involvement will be solicited by the administration in the planning, implementation and evaluation of programs authorized and approved within the guidelines of Title I of the Improving American Schools Act of 1994 and/or other significant legislative enactments. The vehicle for such involvement shall be determined by the administration, with the approval of the Board of Education.

POLICY 3140 – FINANCIAL MANAGEMENT: BANKING SERVICES

(Last approved: 12/19/2019)

Bank Accounts

The Board President and Superintendent of the District have the authority to open a business checking account, a business operating account, and a business line of credit on behalf of Hogan Preparatory Academy to be used to hold the school's assets.

The Board President and Superintendent have the authority to enter into an agreement with a bank or other Federally insured financial institution once the Board has adopted a formal resolution at a board meeting held in accordance with its bylaws designating the bank for the District to use for its financial transactions. Once the resolution has been adopted, the Board President and Superintendent have the authority to enter into an agreement with the selected financial institution. The agreement should be signed by the Board President and Superintendent.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3140 – FINANCIAL MANAGEMENT: BANKING SERVICES (continued)

(Last approved: 12/19/2019)

Checks

Any authorized check drafted on the District’s designated bank account over \$5000 shall require two signers from the Board. Each check must be completed in its entirety before it is signed by either party. The following officers and staff are authorized to sign checks from the bank account on behalf of the school:

- Board President
- Superintendent
- Chief Operating Officer
- Chief Finance and Accountability Officer
- Chief Academic Officer

Checks received shall be endorsed “for deposit only” and deposits should be made daily by someone other than the person who prepared the deposit.

Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. An expense reimbursement form containing the name of the payee and the details of the reimbursement must be completed by the requestor and approved with a signature by his/her manager. The expense reimbursement form will then be submitted to the District’s business office for processing.

Checks payable to cash for any reason are prohibited.

Mail Procedures

A non-accounting staff person should receive the mail, open it and immediately turn over all received checks to the Chief Finance and Accountability Officer for deposit.

Bank Reconciliations

There will be a segregation of duties between individuals responsible for cash receipts and cash disbursement and the individual(s) responsible for bank reconciliations.

The Chief Finance and Accountability Officer or their designee is responsible for bank reconciliations a minimum of once monthly. Each bank statement, assets, and liabilities shall be reconciled to both the checkbook and general ledger.

Credit Card Procedures

Credit card use shall be limited and only the following employees are currently authorized to use credit cards:

- Superintendent
- Chief Operations Officer
- Chief Finance and Accountability Officer
- Chief Academic Officer
- Building Principals

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3140 – FINANCIAL MANAGEMENT: BANKING SERVICES (continued)

(Last approved: 12/19/2019)

Credit cards are to be used for school expenditures only. They may not be used for personal purchases and/or cash transactions and shall be maintained using the highest level of security.

The District shall maintain a credit card limit of no more than \$15,000, to be split among the approved card holders.

Credit card transactions over \$3,000 must receive prior board approval. Credit card transactions exceeding \$10,000 are prohibited.

All credit card transactions must be accompanied by the original receipts documenting each transaction or a missing receipt form signed by the employee's manager.

POLICY 3150 – FINANCIAL MANAGEMENT: PAYMENT PROCEDURES

(Last approved: 12/19/2019)

All money received by the District shall be disbursed only for the purposes for which they are collected or received.

The Superintendent will give final authorization for all bills paid. Payment of bills shall be approved by the Chief Finance and Accountability Officer after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made without an itemized invoice showing the name of the person or firm to whom payment is due and presented. Furthermore, the invoice must have been issued in response to an approved purchase order.

POLICY 3160 – FINANCIAL MANAGEMENT: INVESTMENT OF DISTRICT FUNDS

(Last approved: 12/19/2019)

The Board has an obligation to the citizens of the District to direct the management of District funds. The primary objective of the District's investment plan will be legality, safety, liquidity, yield and the provision of a capital base for future needs. In the management of such funds, the District adheres to the "prudent investor" rule. Investments will be made with judgment and care, under the circumstances, which persons of prudence, discretion and intelligence exercise in the management of their own investments. Funds will be managed for investment, not for speculation considering the safety of the funds invested and the probable income to be derived.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3160 – FINANCIAL MANAGEMENT: INVESTMENT OF DISTRICT FUNDS (continued)

(Last approved: 12/19/2019)

District personnel, including Board members, who are involved in the investment of District funds, will not engage in any personal business activity which could:

1. Impair their ability to make impartial decisions concerning investment of District funds;
2. Conflict with proper execution of the District's investment program; or
3. Create an appearance of impropriety.

District employees and directors involved in investment of District funds will disclose any material interests in financial institutions in which they conduct business. Such disclosure will include, but not be limited to any personal financial/investment positions that could be related to the performance of the District's investment portfolio. Similarly, District employees and directors involved in investment of District funds will not engage in personal investment transactions with the same individual with whom business is conducted on behalf of the District.

Investments will be made through banks or securities dealers who have been approved by the Investment Committee of the State Treasurer's Office. Such banks and securities dealers will have been subjected to an appropriate investigation by the staff of the State Treasurer's Office. This investigation will include, among other things, a written review of the firm's financial statements and the background of the sales representatives. All approved dealers must be fully licensed and registered FINERA Brokers/Dealers or exempt banks. Criteria used to select securities dealers include:

1. Financial strength and capital adequacy of firm;
2. Services provided by firm;
3. Research service available;
4. Resume, reputation, and qualifications of sales representatives.
5. Due diligence and firm references; and
6. State government expertise.

The performance goals of the District's active investment management program, over time, should produce book yields which are greater than yields from low risk passive investments. In analyzing the results of the District's investment program, the District will calculate the book yield and total rate of return on District funds compared to the appropriate security market indexes.

The Superintendent/designee will direct the preparation of quarterly investment reports providing a summary of the District's current investment portfolio and all transactions executed since the last report.

Such investment reports will be prepared by the appropriate bank(s) or security dealers for review by the Board and the Superintendent. Investment reports are considered to be public records and will be made accessible to the public.

Criteria and procedures implementing the District's investment policy have been approved by the Board and are contained in Regulation 3160.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3170 – FINANCIAL MANAGEMENT: PURCHASES BY AND/OR SOLICITATION OF SCHOOL STAFF

(Last approved: 04/27/2020)

Conflict of Interest

The District maintains a written code of standards of conduct which governs the performance of District employees who may be engaged in the award and administration of contracts. These standards will include a prohibition against employees who are involved in the selection, award or administration of a contract supported by Federal funds, if a conflict of interest, real or apparent, would be involved.

A conflict of interest would arise if a District board member or employee, any member of their family, their partner, or an organization which employs or is about to employ any of the parties named in this paragraph, has a financial or other interest in the firm selected for the award.

Neither District board members, nor employees will accept gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to sub-agreements. This rule will not apply to gifts of less than ten dollars (\$10,00), or is an unsolicited item of nominal intrinsic value. Violations of these conflict of interest provisions will result in disciplinary action up to and including termination for employees, and up to and including public of a violating Board member.

Endorsements

Employees of the District will not endorse products or services in such a manner that will identify the employee as an employee of the School District.

Procurement Activities

In any purchasing activities all employees shall refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with the School District. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school.

Solicitation/Distribution

The advertising of sale or distribution of any goods or service on school property, for any school activity, shall have prior approval from the building principal or Superintendent. This includes but is not limited to: school personnel, students, parents/guardians, relatives, general public and commercial businesses.

Solicitations of School Staff

Agents, solicitors, and salespersons will be denied the privilege of seeing the school staff during the school day except with permission of the administration.

POLICY 3180 – FINANCIAL MANAGEMENT: PROCUREMENT OF PROFESSIONAL SERVICES

(Last approved: 12/19/2019)

The Board of Education and the Administrators recognize that some professional services are necessary on certain occasions to assist in the governance of the District. These services include attorneys to provide legal counsel with specific expertise regarding education policy matters, architects, certified public accountants to

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3180 – FINANCIAL MANAGEMENT: PROCUREMENT OF PROFESSIONAL SERVICES

(Last approved: 12/19/2019)

annually audit the financial statements of the District and to provide answers to questions that arise during the course of the fiscal year. Similarly, it may be necessary to obtain financial advisory services to monitor the long range debt objectives of the District, as well as, bond counsel to address questions that arise with existing debt and various reports occasionally sought by the Missouri State Auditor and the United States Treasury branch of Internal Revenue Service and others.

While in some instances it may be possible to seek bids for the financial services and bond counsel each time a need arises, there are also numerous benefits to maintaining longer term relationships with specific professionals. Having a satisfactory relationship with a professional service provider includes fair pricing, timely delivery, dependable and sound advice concerning areas of expertise, a personality match with administrators and board members and numerous other factors. As long as the board members and administrators are comfortable with the quality of services provided, it is not essential that annual bidding occur merely to drive prices to their lowest level. By losing historical memory of any professional service provider, the District may in the long run incur more expense for the new firm to educate their representatives. On other occasions if the administrator expresses belief that service quality is slipping, expenses and fees are escalating at unacceptable levels, or any other non-favorable working situation is developing, nothing in this policy is intended to preclude seeking proposals from other vendors offering similar services. The Board of Education and Administration believes that the collective expertise within the District is sufficient to judge if and when seeking alternative providers is prudent.

POLICY 3230 – PAYROLL: EXPENDITURES FOR CERTIFICATED STAFF

(Last approved: 12/19/2019)

The Board shall expend for tuition, teacher retirement, and compensation for certificated staff an amount that reflects the requirements as outlined in state statute and Department of Elementary and Secondary Education regulations.

POLICY 3310 – REVENUE: REVENUE FROM TAX SOURCES

(Last approved: 12/19/2019)

State Tax Sources

All state funds will be accepted for the operation of the District as provided by entitlement by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

The Superintendent or their designee is responsible for filing all required reports and forms to obtain state funds to which the District is entitled to receive according to developed rules and regulations.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 3330 – REVENUE: BONDED INDEBTEDNESS

(Last approved: 12/19/2019)

The School Board may issue bonds for any District expenditures as prescribed in state law. Funds raised through the sale of bonds may be expended only for the purpose set forth in the election which authorized the sale.

POLICY 3331 – REVENUE: BORROWED FUNDS

(Last approved: 12/19/2019)

State law authorizes the Board to borrow funds in anticipation of the collection of revenue in order to insure the continuity in the operations of the District. The Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within the guidelines established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

POLICY 3340 – REVENUE: BUILDING USE

(Last approved: 12/19/2019)

All receipts from fees for the use of school property by individuals or community groups shall be deposited in the General Fund.

POLICY 3350 – REVENUE: STUDENT FEES AND FINES

(Last approved: 12/19/2019)

Fees

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study which are offered for credit. Students shall be required to pay for materials which are used in constructing projects or other items which are to be removed from the school and are thereby the property of the student. All projects constructed at school with materials provided by the school are property of the School and therefore shall not be removed from school unless approved by the appropriate administrator.

Students may be charged fees or admission for participation in activities which are voluntary, such as attendance at school athletic or other co-curricular events.

Fines

Every effort shall be made to protect the financial resources of the School by collecting all payment for student fines, lost or damaged textbooks, damage or vandalism to school property. Collected fines shall be deposited in the appropriate account in order to charge replacement costs for books, materials, equipment or repaired property to the appropriate budget item.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3370 – REVENUE: FUND-RAISING

(Last approved: 12/19/2019)

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the Superintendent or their designee.

Any fund-raising activity which involves students or employees shall require the approval of the Superintendent or their designee. Involvement is defined as: any activity which advertises the school, students, or school organization.

POLICY 3380 – REVENUE: SALE/LEASE OF REAL PROPERTY

(Last approved: 12/19/2019)

The Board may vote to sell or lease real property, land and/or buildings which are no longer needed by the District.

POLICY 3390 – REVENUE: SALE/LEASE OF PERSONAL PROPERTY

(Last approved: 12/19/2019)

Whenever the District has personal property (ie., desks, file cabinets, materials, equipment) which it no longer needs, a majority of the Board may vote to sell or lease such surplus property. The proceeds from the sale or lease of surplus personal property will be placed in the appropriate fund.

POLICY 3410 – ACCOUNTING AND REPORTING: ACCOUNTING SYSTEM

(Last approved: 12/19/2019)

The District adopts a fiscal year that begins on the first day of July and ends on the thirtieth day of the following June.

The Hogan Preparatory Academy will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

Accounting Records

The District shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

Internal Controls

The District shall maintain effective control and accountability of all state and local funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The District shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3410 – ACCOUNTING AND REPORTING: ACCOUNTING SYSTEM (continued)

(Last approved: 12/19/2019)

Source Documentation

Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and sub-grant award documents, etc.

Budget Control

The District shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant or sub-grant. Financial information must be related to performance or productivity data, including the grant or sub-grant agreement. Applicable federal cost principles, agency program regulations, and the terms of grant and sub-grant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

Account Code Structure

The District shall use the account code structure as described in the Missouri Department of Education's Chart of Accounts.

POLICY 3425 – ACCOUNTING AND REPORTING: ACCOUNTABILITY PORTAL

(Last approved: 12/19/2019)

By September 1, 2019, the District will develop, maintain and make publically available, on its website, a researchable accountability portal containing an expenditure and revenue document. The document will detail actual income, expenditures and disbursements for the current calendar or fiscal year. The District's financial accounting software will detail actual year-to-date income; actual year-to-date and expenditures; and detail the year-to-date check register. The data may be in the form of a searchable Word, Excel or PDF document or provide a link to a database the District may have. Alternatively, the District may provide on its website a direct link to the Department of Elementary and Secondary Education's (DESE) website which has detailed financial and budgetary information about the District.

The District's accountability portal will contain only information that is a public record and not confidential or otherwise protected by state or federal law. The District will not post online any personal information relating to payroll including but not limited to payroll deductions, payroll contributions, or any other information that is confidential or statutorily protected. As provided elsewhere, employee contracts are public documents and are subject to Sunshine Law requests.

The financial data contained in the District's accountability portal will be updated at least quarterly. The District will archive the financial data for a minimum of ten (10) years. The archived financial data will remain accessible and searchable during this period.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3430 – ACCOUNTING AND REPORTING: AUTHORIZED SIGNATURE

(Last approved: 12/19/2019)

The Board of Hogan Preparatory Academy shall designate at least one current board members to be included as an authorized signature on all financial accounts of the District.

The Board shall notify all financial institutions that serve the District of the board member who is to be included as an authorized signature on financial accounts.

The Board shall annual certify to the Missouri Charter Public School Commission that the financial institutions that serve the District have on file the authorization form for the board member who is to be the signature on all financial accounts.

POLICY 3440 – ACCOUNTING AND REPORTING: TRAVEL AND REIMBURSEMENT

(Last approved: 12/19/2019)

It is the policy of the Board to pay reasonable travel expenses for those who travel on District business and whose trip has been approved in advance from the Superintendent or their designee. These expenses may include registration, transportation, meals, lodging, tolls and parking charges. Expense are reimbursed only when properly accounted for by an individual and approve by the Superintendent or their designee.

Reimbursements to Board members must be approved by the Board.

POLICY 3450 – ACCOUNTING AND REPORTING: SALES TAX

(Last approved: 12/19/2019)

Pursuant to Chapter 144, R.S.Mo., school districts are exempt from Missouri sales and use tax on purchases. All sellers or vendors shall be furnished a copy of the official State of Missouri Tax Exemption Letter by the Finance Office at the time a purchase order is delivered.

Administrators, teachers, or other school staff who have been authorized to make purchases for the District from local retail dealers will provide a copy of the tax-exempt letter to such dealer at time of purchase.

District representatives are prohibited from using the District tax-exempt letter for purchase of articles for personal use.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3510 – ACCOUNTING AND REPORTING: ANNUAL AUDIT AND FINANCIAL REPORT

(Last approved: 12/19/2019)

Annual Audit

Annually, the books and accounts of the District will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The Chief Finance and Accountability Officer shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination and approval.

Once the Board receives the final report, it must vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.

The Superintendent shall ensure that a copy of the annual audit report is filed in a timely manner with the Sponsor. The audit report should include a certificate signed by the Chair of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

Annual Financial Statement

The Chief Finance and Accountability Officer shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general source from which funds are derived;
- b. the total disbursements of the fund, itemized by the nature of the expenditure; and
- c. the balance in the fund at the close of the fiscal year.

The Superintendent shall ensure that the annual financial statement is submitted to the Sponsor in a timely manner pursuant to deadlines.

POLICY 3610 – SCHOOL ACTIVITIES FUND: MANAGEMENT

(Last approved: 12/19/2019)

School activity funds are used to finance a program of student activities which supplement but do not take the place of the instructional programs provided by the Board of Education. Whether funds are collected from student contributions, club dues, special activities, or result from admissions to events or from other fund-raising activities, all funds will be under the jurisdiction of the Superintendent and building principals. The funds will be expended to benefit students currently enrolled in school. The management of the funds will be in accordance with good business practices, including sound budgetary and accounting procedures, and will be audited in the same manner as District funds. There shall be full disclosure of the sources and expenditures of all funds.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3710 – INSURANCE: INSURANCE PROGRAMS

(Last approved: 12/19/2019)

The Board of Education shall maintain adequate insurance programs to cover property, liability and personnel, within the requirements of good risk management and state law. The administration will recommend to the Board the kind and amount of property, casualty and/or liability insurance needed for the protection of the District property, employees, and Board of Education, and will administer insurance authorized by the Board, unless otherwise directed.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service by obtaining quotations or by negotiations, whichever method is advantageous to the District.

The District will maintain coverage on all buildings and capital outlay contents. Coverage should be 100% without coinsurance if available.

Liability coverage should include comprehensive general liability, employee benefits liability, vehicular liability and school board legal liability. (See also Policy 3730 - Liability Insurance.)

POLICY 3730 – INSURANCE: LIABILITY INSURANCE

(Last approved: 12/19/2019)

The Board recognizes that legal actions may be initiated from time to time against the School District as a corporate entity, against the Board as a whole, against Board members as individuals, or against District officers, employees or other agents. The Board also recognizes the contribution that is rendered to the students of the District by volunteers and is mindful that legal actions may be initiated against these individuals as well.

To protect members of the Board, District officers, employees, other agents and volunteers in the performance of their duties and responsibilities, the Board will defend its Board members, officers, employees, other agents and volunteers against claims for suits arising out of the performance of their duties and responsibilities. The Board shall indemnify its Board members, officers, employees, other agents and volunteers against all financial liability or loss resulting from such claims or suits including judgments for damages, attorney's fees, fines, court costs and amounts paid in settlement of such matters and reasonable and customary ancillary costs. Ancillary costs may include, for example, travel expenses incurred by Board members or others if they must appear for a case that is being tried outside the area.

The protection provided by this policy shall apply on an occurrence basis, which means that an individual will be indemnified even though he/she is no longer a member of the Board of Education or employed by or otherwise associated with the District when the lawsuit is filed.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3730 – INSURANCE: LIABILITY INSURANCE (continued)

(Last approved: 12/19/2019)

The Board reserves the right, however, to deny representation and indemnification to any person covered by their Board policy in any instance in which there would be no coverage under the District applicable liability insurance program in which the claim "results in civil judgment or criminal conviction for" an intentional tort, immoral conduct, violation of any criminal or civil statute or violation of Board policy or regulations or administrative order or directive, whether verbal or written.

As a prerequisite to the right of legal representation and indemnification, any person who is served with legal notice commencing any action or proceeding against him/her for which indemnification is sought is required to immediately notify the Superintendent of the legal action after receipt of such legal notice.

The District shall maintain a program of self-insurance and/or insurance coverage sufficient to provide the legal defense and indemnification described in this policy. However, the District's purchase of liability insurance does not waive the District's entitlement to sovereign immunity.

POLICY 3740 – INSURANCE: BOND FOR EMPLOYEES

(Last approved: 12/19/2019)

All employees who are authorized HPA check signers shall be covered by a Surety/Fidelity bond in an amount to be determined by the Board of Education with premiums to be paid by the District.



HOGAN PREPARATORY ACADEMY

BOARD POLICIES

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HOGAN PREPARATORY ACADEMY

BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4110 – EMPLOYMENT: EQUAL OPPORTUNITY EMPLOYMENT

(Approved: 4.27.20)

The Board of the District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES

(Approved: 4.27.20)

The District Board, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students. For Title I staff qualifications and hiring, refer to Policy and Regulation 1621 – Title I.

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Additionally, and prior to offering employment to any teacher who had previously been employed by a Missouri school district or charter school, the Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. The District will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division.

All persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with the District. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES (continued)

(Approved: 4.27.20)

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. All District employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment. The District will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.

The District will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the District Local Agency Security Officer (LASO). The District's LASO Security Officer will be responsible for implementation and oversight of the District's Use of MACHS for all applicants. Any employee who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination.

All vacancies should be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days. However, in order to hire a Board member's spouse, the position must have been advertised. (Refer to Policy 0260 – Nepotism, Conflict of Interest and Financial Disclosure.)

The Superintendent or his designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.

Additionally, when requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or his designee shall disclose to the requesting school the allegations of sexual misconduct and the findings of a Children's Division investigation.

Any school district employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES (continued)

(Approved: 4.27.20)

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

POLICY 4125 – EMPLOYMENT: NOTICE OF ARREST OR ABUSE COMPLAINT

(Approved: 4.27.20)

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest.

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

POLICY 4130 – EMPLOYMENT: CERTIFICATED STAFF CONTRACTS

(Approved: 4.27.20)

Employment contracts will be in writing and will be signed by the employee and the Board president. Contracts will include the amount of annual compensation and the days of service. Certificated staff members under contract include teachers and administrative staff.

The Board may elect to employ certain certificated individuals on a part-time basis, as needed. Part-time employees will not be provided the benefits provided to full-time employees. In addition, part-time certificated employees who do not teach at least four hours per day will not be eligible for pension benefits.

Visiting Scholar Certificate

The District may employ teachers with the Visiting Scholar Certification under the following provisions:

1. Verification from the District that such teacher will be employed as part of a business-education partnership designed to build career-pathways to teach in the ninth grade or higher for which the teacher's academic degree or professional experience qualifies the teacher.
2. Appropriate and relevant bachelor's degree or higher, occupational license or industry-related recognized credential.
3. Completion of the application for a one year visiting scholar certificate.
4. Completion of a background check as required by state law.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4130 – EMPLOYMENT: CERTIFICATED STAFF CONTRACTS (continued)

(Approved: 4.27.20)

Under these circumstances, Department of Elementary and Secondary Education may issue a one year visiting scholar certificate. The visiting scholar may renew their certificate for a maximum of two (2) years based upon completion or completion of the requirements listed above; completion of professional development required by the District and attainment of a satisfactory performance-based teacher evaluation.

POLICY 4131 – EMPLOYMENT: EXTRA DUTY AND EXTENDED DUTY CONTRACTS

(Approved: 4.27.20)

Certificated employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board. Compensation for such positions will be provided in accordance with a Board approved extra duty salary schedule.

Certificated employees may be contracted for additional days beyond the regular contract period. Compensation for such extended duty will be calculated on the existing salary schedule. The Board may establish a separate salary schedule for summer school assignments.

Assignment to extra duty, extended duty and summer school is for no longer than one (1) year and may be renewed or eliminated annually upon the recommendation of the Superintendent and at the discretion of the Board.

POLICY 4140 – EMPLOYMENT: CERTIFICATED PERSONNEL REEMPLOYMENT

(Approved: 4.27.20)

The reemployment of contracted personnel shall be considered not later than the regular June meeting of the Board. All such employees shall be recommended by the Superintendent, and approved by the Board.

POLICY 4150 – EMPLOYMENT: SUBSTITUTE TEACHER EMPLOYMENT

(Approved: 4.27.20)

The Board will employ qualified substitutes for all employee groups. The Superintendent/designee will prepare and submit to the Board a procedure for reporting absences.

Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the vendor contract approved by the Board of Education.

Records shall be kept by the Superintendent concerning number of days taught by substitutes and the amount of funds expended. The Board shall be informed concerning this data at periodic intervals.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4220 – PERSONNEL ASSIGNMENT: CERTIFICATED STAFF DUTIES, SCHEDULED AND WORKING HOURS

(Approved: 4.27.20)

The school year will be set annually by the Board. The start date and number of contracted days will be contained in staff contracts. The length of the teaching day will also be set by the Board.

Certificated staff are required to be on duty during the teaching day. In addition to the teaching day, certificated staff are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration and Board of Education.

Regular attendance is essential in order to maintain a high quality of instruction. Employees with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

POLICY 4221 – PERSONNEL ASSIGNMENT: SUPPORT STAFF DUTIES, SCHEDULED AND WORKING HOURS

(Approved: 4.27.20)

The school year and work calendars will be set annually by the Board. Work hours may be changed by the administration as needed.

Regular attendance is essential in order to maintain a high quality of instruction. Employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Overtime/Compensatory Time

Employees who work overtime must receive prior authorization from their immediate supervisors.

POLICY 4310 – ABSENCES, LEAVE AND VACATION: GENERAL ATTENDANCE

(Approved: 4.27.20)

Regular attendance is essential in providing students with high quality instruction. Employees will earn Personal Time Off (PTO) as follows:

- **10 Month Employees**
 - Earn 8 hours per month for ten months per school year (August – May), for a total of 80 hours per year.
 - May carry forward a maximum of 40 hours each year.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4310 – ABSENCES, LEAVE AND VACATION: GENERAL ATTENDANCE (continued)

(Approved: 4.27.20)

- **12 Month Employees**
 - Earn hours based on their length of employment at Hogan Preparatory Academy.
 - First – Third Years – Will accrue 10.7 hours per month (128.40 hours per year)
 - Fourth – Ninth Years – Will accrue 14.7 hours per month (176.40 hours per year)
 - Tenth Year and Beyond – Will accrue 18.0 hours per month (216.00 hours per year)
 - May only carry forward a maximum of 80 hours each year.

POLICY 4320 – ABSENCES, LEAVE AND VACATION: PERSONNEL LEAVE

(Approved: 4.27.20)

The Board shall adopt regulations for the following types of leave for District employees:

1. Personal Time Off (PTO)
2. Bereavement Leave
3. Leave for Jury Duty
4. Military Leave
5. Leave of Absence
6. Family and Medical Care Leave (See Policy and Regulation 4321.)

POLICY 4321 – ABSENCES, LEAVE AND VACATION: FAMILY AND MEDICAL LEAVE

(Approved: 4.27.20)

The Board recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with service members' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4330 – ABSENCES, LEAVE AND VACATION: HOLIDAYS AND VACATION

(Approved: 4.27.20)

The Board will annually adopt a calendar that will provide for the following holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day After Thanksgiving
10. Christmas Day
11. Day After Christmas

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

POLICY 4410 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: GENERAL PROFESSIONAL DEVELOPMENT

(Approved: 4.27.20)

The Board encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

It is the policy of the Board of Education that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth for all employees. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board of Education.

As a result of the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to make a maximum contribution to the District's effort to provide quality educational programs and services for all students.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4411 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: PROFESSIONAL DEVELOPMENT PROGRAM

(Approved: 4.27.20)

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers.

The Professional Development Program shall further be in compliance with the "Outstanding Schools Act" Section 7 of Senate Bill #380 of the 87th General Assembly.

The Superintendent or designee will assign staff to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School District; and review and evaluate the District's staff development program.

POLICY 4420 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: CONFERENCES AND TRAVEL

(Approved: 4.27.20)

The Superintendent or designee may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent/designee and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration

POLICY 4430 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: SCHOOL COMMITTEES

(Approved: 4.27.20)

Guidelines for District-wide Committees

A written description of each district-wide committee established in the District will be posted in each building explaining the goals and objectives of the committee and the method used to select members to the committee.

Guidelines for District-wide Committees with Employee Representation

District-wide committees may be formed for the purpose of recommending policy changes to the administration and Board. Employees who are selected to serve on these committees should represent all buildings and/or interests of the employee group(s).

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4440 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: MENTORING PROGRAM

(Approved: 4.27.20)

The District's mentoring goal is to facilitate the growth and development of new educators by pairing them with experienced veteran educators. Through the effort of both the mentor and the mentee, the mentee shall draw upon the experience and knowledge of the veteran mentor to enhance their own professional skills and enhance student learning. It is vital to the success of our students that new educators become integrated, through the mentoring program, into the school's culture and are given the opportunity to better themselves with the assistance of one of their veteran peers.

Through the mentoring program the Board hopes to not only create a stronger learning community but also a community where the strong professional and personal bonds between the educators in the District provide students and employees the best possible working and learning environment.

POLICY 4505 – COMPENSATION: SALARY SCHEDULE

(Approved: 4.27.20)

The Superintendent or their designee, with input from staff members, will prepare salary schedules annually for all non-administrative employee groups. These schedules will be submitted to the Board for approval. (See also Policy 4131 - Extra Duty and Extended Duty Contracts.) Salary recommendations for all administrators will be prepared and submitted to the Board annually. Administrative salaries will be based upon a variety of factors including, educational preparation, years of service within the District, and within public education, years of service as an administrator at each administrative level, regional comparisons to similar districts, number of contracted days, administrative responsibilities, and salaries of other District administrators within category - building and central office. Consideration will be given to administrators' previous salary for all newly hired administrators.

POLICY 4510 – COMPENSATION: BENEFITS

(Approved: 4.27.20)

The Board offers fringe benefits to full-time staff members. The extent and nature of fringe benefits provided may vary by employee group and work schedule. The Board provides a monthly allowance to all full time employees which can be applied to major medical, dental, and/or vision insurance.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4510 – COMPENSATION: BENEFITS (continued)

(Approved: 4.27.20)

Insurance coverage options for staff members includes:

1. Health, Dental and Vision Insurance
2. Social Security and Medicare Insurance
3. Unemployment Compensation Insurance
4. Workers' Compensation Insurance
5. Voluntary Life
6. Voluntary Short-term and Long-term Disability
7. Accident Insurance
8. Critical Illness Insurance

POLICY 4520 – COMPENSATION: SALARY DEDUCTIONS

(Approved: 4.27.20)

Withholding Taxes

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Public School Retirement System of the School District of Kansas City, Missouri (KCPSRS)

All employees who work at least 25 hours per week are members of KCPSRS. All eligible employees must participate in KCPSRS and therefore, it is a condition of employment.

Health, Dental and Vision

All insurance premiums in excess of Board share will be deducted for all employees on a twelve month (12) month prorated basis each month.

Tax Sheltered Annuities

The School District provides for payroll deduction and processing for employees participating in tax-sheltered annuities.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4520 – COMPENSATION: SALARY DEDUCTIONS (continued)

(Approved: 4.27.20)

Additional Deductions

Any staff member may authorize additional voluntary deductions for payment of dependent coverage for medical benefits, Cafeteria 125 Plan, Supplemental insurance (such as accident, disability or cancer), Life insurance, and Critical Illness Insurance.

POLICY 4530 – COMPENSATION: WORKERS' COMPENSATION BENEFITS

(Approved: 4.27.20)

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits according to the Workers' Compensation Law of the State of Missouri ("the Law"). Employees driving School owned or subsidized vehicles are not covered by this policy when driving such vehicles to or from the home or to or from work. Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy.

POLICY 4540 – COMPENSATION: GROUP INSURANCE BENEFITS

(Approved: 4.27.20)

The Board directs that medical group insurance coverage for staff members will be provided. The Superintendent/designee will solicit proposals and make recommendations to the Board for approval of the insurance provider.

Employees shall be given information regarding COBRA benefits at the times of employment and separation.

The contract for medical insurance will be submitted for competitive bidding at least once every three (3) years.

For purposes of this policy competitive bidding means public notice of the request for medical insurance bids and the provision of information about district participants, claims history, and the details of the District's existing health insurance policy and proposed modifications.

Development or Physical Disabilities

The District's medical group insurance for staff members, after January 1, 2020, will provide coverage for the diagnosis and treatment of autism spectrum disorders and for the diagnosis and treatment of developmental or physical disabilities to the extent that such diagnosis and treatment is not already covered by the District's health plan.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4550 – COMPENSATION: RETIREMENT COMPENSATION

(Approved: 4.27.20)

Retirement provisions for all eligible employees will be in accordance with the provisions of the Public School Retirement System of the School District of Kansas City, Missouri (KCPSRS).

Full-time certificated staff employed after April 15, 1986, are subject to the Medicare portion of Social Security.

At the time of initial employment an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits are contingent upon the employee notifying the District of a qualifying event.

Reporting Requirements

Ineligibility for Retirement Benefits

If an employee or former employee is charged or convicted of any of the listed felonies, where such felony is committed in direct connection with or related to the employee's duties with the District, the District will notify the employee's retirement plan. Such reporting is only required where such filing was committed after August 28, 2014 and where District administrators knew of such charge or conviction. The District will further provide to the respective retirement plan all information related to the charge or conviction that is in the District's possession. Reportable offenses include:

1. Stealing involving money, property, or services valued at \$5,000.00 or more;
2. Receiving stolen property involving money, property, or services valued at \$5,000.00 or more;
3. Forgery;
4. Counterfeiting;
5. Bribery of a public servant;
6. Acceding to corruption 576.020

Conviction of one of the felonies set out in this policy may result in ineligibility for retirement benefits.

Reporting as Requested by KCPSRS

The District will cooperate with KCPSRS requests for information concerning the District's use of KCPSRS retired persons providing substitute teaching or other positions that would normally require certification. This reporting/assistance request applies to such retired persons who provide such services through an independent contractor.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4610 – PERFORMANCE EVALUATION: INSTRUCTIONAL PERSONNEL

(Approved: 4.27.20)

The Board's ultimate goal in education is to provide the highest quality educational experience to all District students. The District's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance.

The evaluation process for every employee is an on-going process that takes place every day. Formal, summative evaluations will be prepared and reviewed with each teacher annually. All other District employees will receive summative evaluations annually.

The District's performance evaluation system incorporates the seven “Essential Principles of Effective Evaluation” adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance;
2. Establishes performance indicators for educators based on their level of performance;
3. Uses student learning, based on a variety of performance measures, in the evaluation process;
4. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers;
5. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate and reliable; and
6. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

Notwithstanding the State's essential principles, the major focus on the District's evaluation system is on positive learning outcomes, cognitive and affective, for District students. Educators are responsible for the positive learning outcomes for their students.

District evaluators will be trained and assessed on their ability to consistently evaluate educators under their discretion.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4620 – PERFORMANCE EVALUATION: SUPPORT STAFF

(Approved: 4.27.20)

The development of a competent support staff is a major objective of the performance evaluation. All supervisors and/or principals will complete an annual written evaluation on all support staff under their supervision. The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.

POLICY 4630 – PERFORMANCE EVALUATION: STAFF CONDUCT

(Approved: 4.27.20)

The Board requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4630 – PERFORMANCE EVALUATION: STAFF CONDUCT (continued)

(Approved: 4.27.20)

17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
 - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
 - b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
 - c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
 - d. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
 - e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
 - f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
 - g. Utilizing students to attend to personal errands for the staff member.
 - h. Allowing students to drive a staff member's vehicle.

POLICY 4650 – COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA

(Approved: 4.27.20)

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4650 – COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA (continued)

(Approved: 4.27.20)

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

POLICY 4710 – SEPARATION – RESIGNATION: CERTIFICATED STAFF

(Approved: 4.27.20)

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons. All requests to be released from a contract should be accompanied by \$3,000 in good funds for liquidated damages.

- Should the Superintendent agree to recommend a contact release, the funds will be returned.
- Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the funds will be retained by the District per the liquidated damages clause in the employment contract.

POLICY 4711 – SEPARATION – RESIGNATION: SUPPORT STAFF

(Approved: 4.27.20)

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4720 – SUSPENSION OR TERMINATION: SUPPORT STAFF

(Approved: 4.27.20)

Non-Contractual Employees

Individuals employed without a contract are subject to suspension and dismissal at any time. The Superintendent is authorized to suspend such employees with pay subject to Board review. In addition, the Superintendent may recommend the suspension without pay or termination of non-contractual employees to the Board.

Contractual Employees

During the term of the employment contract, a support staff employee may be suspended with pay pending review of the Board. Prior to suspension or termination, such support staff employees will be informed of the reason for discipline and will be given an opportunity to respond to those reasons. Contractual employees, who are not offered a new contract, are not entitled to meet with the Board of Education. However, in such situations, the employee may review the nonrenewal with the Superintendent/designee.

POLICY 4731 – NON-RENEWAL/TERMINATION OF EMPLOYMENT AGREEMENT

(Approved: 4.27.20)

Hogan Preparatory Academy is an at-will employer. Either party may terminate the relationship at any time with or without cause and with or without notice, except for those prohibited by law (e.g. based on gender, age, ethnicity, race, religious belief, etc.)

In the event the employee terminates the contract prior to the expiration of the stated term, the District retains the right to pursue liquidated damages as stated in the contract.

POLICY 4740 – REDUCTION IN FORCE: CERTIFICATED STAFF

(Approved: 4.27.20)

If it becomes necessary to reduce the number of teachers due to a decrease in enrollment, District reorganization or the financial condition of the District, the Board will act to retain the most qualified teachers while following all applicable statutory guidelines.

The Board may place a teacher upon unrequested leave of absence without pay when the Board determines that such action is necessary because of a decrease in pupil enrollment, District reorganization or the financial condition of the District.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4741 – REDUCTION IN FORCE: SUPPORT STAFF

(Approved: 4.27.20)

The Board is authorized to reduce the number of support staff when in the Board's sole discretion factors including, but not limited to, decreases in student enrollment, District reorganization or financial reasons necessitate such reduction. In making such staff reductions, the Board will seek to retain those staff members best able to serve the needs of District's students.

POLICY 4810 – STAFF WELFARE: EMPLOYEE INFORMATION SHARING POLICY

(Approved: 4.27.20)

The Board of Hogan Preparatory Academy adopts the following policy regarding the sharing of employee information.

Section 1. The Superintendent or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

Section 2. Information Sharing

Section 2.1 HPA shall provide information about a former employee to another public school upon request.

Section 2.2 HPA shall share the following information: information regarding the violation of the published regulations of the Governing Board of the District by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Governing Board after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Section 3 All current and potential employees shall be given notice of this policy upon its adoption.

POLICY 4820 – STAFF WELFARE: EMPLOYEES WITH COMMUNICABLE DISEASES

(Approved: 4.27.20)

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4820 – STAFF WELFARE: EMPLOYEES WITH COMMUNICABLE DISEASES (continued)

(Approved: 4.27.20)

School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

POLICY 4830 – STAFF WELFARE: BOARD/STAFF COMMUNICATIONS

(Approved: 4.27.20)

While the primary line of communication between the staff and the Board remains through the Superintendent, the Board expresses a desire to maintain open communication with the certificated and support staff. Open communication between Board and staff facilitates continuing improvement of education and the proper disposition of personnel matters that may arise.

POLICY 4840 – STAFF WELFARE: CONFLICT OF INTEREST

(Approved: 4.27.20)

District employees are prohibited from engaging in any activity that would conflict, or raise a reasonable question of conflict, with their responsibilities in the District.

POLICY 4850 – STAFF WELFARE: STAFF DISPUTE RESOLUTION

(Approved: 4.27.20)

The Board recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file a complaint under Policy and Regulation 1300 based on harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any characteristic provided by law.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4860 – STAFF WELFARE: PERSONNEL RECORDS

(Approved: 4.27.20)

Personnel files on all employees will be maintained in the District's administrative offices. It is the intent of the Board to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all District employees.

The District will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate District administrators, legal counsel, or state agencies with authority.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a critical nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

POLICY 4865 – STAFF WELFARE: WHISTLEBLOWER PROTECTION

(Approved: 6.22.20)

The District is committed to provision of a quality education in a transparent and supportive environment. Employees who engage in certain discussions of District operations; disclosure of alleged prohibited activities or testimony before a court, administrative, or legislative body will not be subject to disciplinary action as provided in this Policy 4865. The protection of this policy extends to dismissal, demotion, transfer, reassignment, suspension, reprimand, warrant of such disciplinary action, withholding of work irrespective of whether such action affects the employees' compensation.

The following categories of employment activity are protected under this policy.

Discussion of District Operations

Employees are protected in discussing the operations of the District with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public or any state official or body charged with investigating any alleged misconduct described in this policy. Such protection will not restrict or preclude the administration from disciplining an employee who knew the information discussed was false; the information was closed or confidential under law, or when the

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4865 – STAFF WELFARE: WHISTLEBLOWER PROTECTION (continued)

(Approved: 6.22.20)

discussions relate to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority, or endangerment of public health or safety.

Disclosure of Prohibited Activity

Employees are protected in making disclosures of any prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes demonstrates:

- Violation of any law, rule or regulation.
- Mismanagement, a gross waste of funds or abuse of authority, violation of policy, waste of public resources, attention of technical findings, or communication of scientific opinion, breaches of professional ethical census, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law.

Similarly, no employee will be required to give notice to a supervisor prior to disclosing any activity set out in this subsection.

Employees are protected in their testimony before a court, administrative body, or legislative body regarding an alleged prohibited activity or disclosure of related information.

Limitations on Protected Activity

The employee protections set out in this policy will not prohibit:

- A supervisor from requiring employees to inform the supervisor concerning legislative requests for information; the substance of testimony made or the substance of testimony to be made to legislators on behalf of the District.
- A supervisor may preclude an employee from leaving their assigned work area during normal work hours or without complying with the applicable rules, regulations and policies. However, this limitation will not apply when an employee is requested by a legislator/legislative committee to appear before such legislative committees.
- A supervisor from disciplining an employee who represents his/her personal opinions as the opinion of the District.
- A supervisor from disciplining an employee who discloses or discusses information the employee knew was false; the information is closed or is confidential under the provisions of the open meetings law or any other law; or the disclosure relates to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority or the endangerment of public health or safety.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4865 – STAFF WELFARE: WHISTLEBLOWER PROTECTION (continued)

(Approved: 6.22.20)

Referral to the State Auditor

Where an employee alleges that they were disciplined for disclosure or discussion of information related to the receipt or expenditures of public funds, the employee may request the state auditor to investigate the alleged misconduct and whether unlawful disciplinary action was taken as provided in this policy.

Policy Posting

The District will post a summary of this policy in locations in all District facilities where it would reasonably be expected to come to attention of all District employees. In addition, this policy will be posted on the District's website.

§ 105.055 RSMo - Form 4560

POLICY 4870 – STAFF WELFARE: DRUG FREE WORKPLACE

(Approved: 4.27.20)

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4870 – STAFF WELFARE: DRUG FREE WORKPLACE (continued)

(Approved: 4.27.20)

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

POLICY 4880 – STAFF WELFARE: USE OF DISTRICT PROPERTY

(Approved: 4.27.20)

Employees may be provided access to and use of District property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators.



HOGAN PREPARATORY ACADEMY

BOARD POLICIES

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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5110 – BUILDING AND GROUNDS MANAGEMENT: MAINTENANCE AND INSPECTION

(Last approved: 02/24/2020)

The Board recognizes the tremendous investment in the District's facilities, buildings, grounds and equipment. It is acknowledged that normal deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration can be reduced and repair and replacement costs held within reasonable limits. Therefore, the Board believes that a proper program of preventive maintenance is a requirement for efficient and economic building operation.

The District shall survey and assess the exposure of friable asbestos in all buildings. A written report shall be filed with appropriate state agencies, and will be available for public review in the Superintendent's office. The report shall be filed as required by law. The District shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency.

POLICY 5120 – BUILDING AND GROUNDS MANAGEMENT: MAINTENANCE OF FACILITIES

(Last approved: 02/24/2020)

A maintenance department shall be provided to perform general building maintenance tasks and a custodial department shall be provided to perform routine cleaning tasks. These services may be outsourced. The maintenance and custodial personnel shall be under the supervision of a maintenance/custodial supervisor; however, supervision shall also be provided by the building principal.

Capital outlay work for new and existing buildings shall normally be done through a general contractor. District employees may be used when the use of a general contractor is not feasible.

POLICY 5130 – BUILDING AND GROUNDS MANAGEMENT: ENERGY CONSERVATION MEASURES

(Last approved: 02/24/2020)

In the interest of sound control of District financial resources and in general ecological management, the Board of Education directs that the Administration develop procedures for utilities use that will best meet the need of conservative utilization of these resources.

POLICY 5210 – SAFETY, SECURITY AND COMMUNICATIONS: HAZARDOUS MATERIALS

(Last approved: 02/24/2020)

The District will develop and implement written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5211 – SAFETY, SECURITY AND COMMUNICATIONS: EYE PROTECTION

(Last approved: 02/24/2020)

All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class:

1. Exposure to molten materials.
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
3. Heat treatment, tempering or kiln firing of any materials.
4. Gas, electric arc or other forms of welding.
5. Repair or servicing of any vehicle.
6. Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.

Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the School District. These devices may be issued to the students or provided at work stations for individual activities. If the devices are issued to the students, principals are authorized to charge students for loss, damage or failure to return any device issued.

POLICY 5220 – SAFETY, SECURITY AND COMMUNICATIONS: SCHOOL BUS SAFETY

(Last approved: 02/24/2020)

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5230 – SAFETY, SECURITY AND COMMUNICATIONS: ACCIDENT REPORTING

(Last approved: 02/24/2020)

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a school-sponsored activity.

POLICY 5240 – SAFETY, SECURITY AND COMMUNICATIONS: WEATHER AND FIRE EMERGENCIES

(Last approved: 02/24/2020)

At the direction of the Superintendent of Schools, the principal will determine areas in each building which are best suited for the protection of students during civil defense emergencies, including adverse weather conditions. School will not be dismissed in the case of a civil defense alert or tornado warning.

It shall also be the duty of the Superintendent of Schools to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The principal will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full week of school and quarterly thereafter.

The District may adopt emergency plans for the use of the District's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of federal commodity foods, and the use of school buildings and buses.

POLICY 5241 – SAFETY, SECURITY AND COMMUNICATIONS: EMERGENCY SCHOOL CLOSINGS

(Last approved: 02/24/2020)

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given over local radio and television stations and automated dialing alert system (RAM Alert). Unless individually approved by the Superintendent, after-school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5250 – SAFETY, SECURITY AND COMMUNICATIONS: USE OF TOBACCO PRODUCTS

(Last approved: 02/24/2020)

The Board recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds and vehicles. This Policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

POLICY 5260 – SAFETY, SECURITY AND COMMUNICATIONS: SAFETY STANDARDS

(Last approved: 02/24/2020)

The Board directs the Superintendent to ensure that the administration and management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times District supervisors will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal.

Safety Requirements

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited.
5. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
6. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
7. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor immediately.
8. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
9. The use of employer provided safety devices is mandatory.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5270 – SAFETY, SECURITY AND COMMUNICATIONS: SECURITY OF BUILDINGS AND GROUNDS

(Last approved: 02/24/2020)

The District will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program address man-made and natural disasters.

The administration will develop procedures to ensure that school facilities are safeguarded against criminal acts and negligent use. All District employees are responsible for the care and proper use of School District property. Maintenance personnel are responsible for the care, repair and annual maintenance of District equipment and facilities. After school access to District facilities is limited to authorized individuals and groups.

POLICY 5280 – SAFETY, SECURITY AND COMMUNICATIONS: VANDALISM AND THEFT

(Last approved: 02/24/2020)

The administration will take appropriate actions to punish individuals determined to have vandalized District property. Such actions include, but are not limited to school disciplinary action, restitution and criminal and civil charges.

Incident reports are to be sent to the Superintendent/designee by the building administrator no later than the day following an incident. A telephone call to the Superintendent/designee is to be made on the day of discovery as soon as practical.

POLICY 5310 – PURCHASING AND SUPPLY MANAGEMENT: PURCHASING FURNITURE AND EQUIPMENT

(Last approved: 02/24/2020)

The Superintendent/designee shall develop a standardized furniture and equipment list for each type of facility in the School District. Furniture or equipment needed in addition to the standardized list requires specific approval of the Superintendent/designee prior to bidding or purchase.

Furniture and equipment shall be purchased in accordance with the policies governing bidding requirements and purchasing procedures of the Board of Education.

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease/purchase agreements with vendors. Any agreement which may result in District ownership of the leased object must contain a provision which allows the District an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease/purchase agreements shall be considered expenditures for capital outlay and shall be paid pursuant to the provisions of section 165.011, RSMo., Budget and Current Financing.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5320 – PURCHASING AND SUPPLY MANAGEMENT: PREFERENCE FOR MISSOURI PRODUCTS

(Last approved: 02/24/2020)

Preference will be given to making District purchases to all commodities manufactured, mined, produced, or grown within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals when quality and price are approximately the same.

POLICY 5410 – INVENTORY MANAGEMENT: INVENTORY REQUIREMENTS

(Last approved: 02/24/2020)

Annual Inventory

The Board shall require a physical count of all stock supply and equipment items at least once each year. This inventory total shall be recorded on the District's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the District.

The building principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, computers, audio-visual equipment, and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems). "Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

"Physical Property" does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Loses its original shape or appearance
2. Expendable (more feasible to replace than repair)
3. Inexpensive item with value less than \$250.00.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5410 – INVENTORY MANAGEMENT: INVENTORY REQUIREMENTS (continued)

(Last approved: 02/24/2020)

Equipment Inventory

Inventory documentation includes:

1. Description
2. Serial/ID number
3. Finding source
4. Federal Award Identification Number (FAIN) where applicable
5. Title holder, if applicable
6. Acquisition date
7. Cost
8. Percentage of Federal participation, if any
9. Location
10. Use and Condition
11. Disposition, if applicable

POLICY 5420 – INVENTORY MANAGEMENT: MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

(Last approved: 02/24/2020)

All School District instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by the District are school property and will bear identification of School District ownership. Obsolete materials and worn out equipment will be replaced on a regular basis.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels, enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals are responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher shall keep an accurate record of books issued to students. Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.

POLICY 5440 – INVENTORY MANAGEMENT: EQUIPMENT ON LOAN

(Last approved: 02/24/2020)

School District equipment is not to be lent to individuals or groups outside the schools. Deviation from this policy requires permission from the Superintendent/designee.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5510 – FOOD SERVICE PROGRAM: FOOD SERVICE MANAGEMENT

(Last approved: 02/24/2020)

The Superintendent/designee will develop and implement procedures for operating a food services program. In addition, the Superintendent/designee will monitor the quality and efficiency of the District's food service program.

The District's food service program will comply with all state and federal regulations for food quality and financial reimbursement.

The Board may elect to contract with a food service management company to manage the District's food service program.

The duration of contracts with food service management companies will be limited to one (1) year with no more than four (4) annual renewals.

POLICY 5520 – FOOD SERVICE PROGRAM: UNIFORM PROGRAM FOR FREE AND REDUCED-PRICE MEALS

(Last approved: 02/24/2020)

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

POLICY 5530 – FOOD SERVICE PROGRAM: COMPETITIVE FOOD SALES

(Last approved: 02/24/2020)

In order to comply with requirements of Part 210, National School Lunch Program, and Part 220, School Breakfast Program as amended, respecting the sale of food in competition with meals served under the National School Lunch Program and the School Breakfast Program, the sale of categories of foods of minimal nutritional value during the meal periods in the cafeteria is prohibited. The restricted categories of foods are identified as soda water (carbonated beverages), water ices, chewing gum and certain candies (hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies and candy-coated popcorn).

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5540 – FOOD SERVICE PROGRAM: FOOD SAFETY

(Last approved: 02/24/2020)

The purpose of the District's food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service.

Serving safe food is a critical responsibility for school food service and is a key aspect of a healthy school environment. Keeping foods safe is a vital part of healthy eating. When properly implemented, the District's food safety program will help ensure the safety of school meals served to District students.

In order to carry out these goals and comply with federal law, the District's Food Safety Program will include written plans for each school and will be consistent with Hazard Analysis and Critical Control Point (HACCP) principles.

The District's Food Safety Program will focus on three (3) key points.

1. Food preparation areas will be maintained in a clean and sanitary manner. This includes ensuring that workers hands, utensils, and food contact areas are clean and sanitary so as to avoid cross contamination.
2. Temperature controls will be strictly adhered to. Food will be cooked and served at the proper temperature.
3. Standard Operation Procedures should be developed to ensure sanitation; to ensure that food is maintained at the proper temperatures, and to facilitate other safety aspects of the food service program.

POLICY 5600 – TRANSPORTATION: CONTRACTED TRANSPORTATION SERVICES

(Last approved: 02/24/2020)

The District will contact with local transportation companies whenever the need for school transportation arises. The Superintendent/designee will be responsible for obtaining assurances that all safety guidelines are met, maintenance schedules are kept up to date and regulatory guidelines are met.

POLICY 5610 – TRANSPORTATION: SCHOOL BUS DRIVERS

(Last approved: 02/24/2020)

The safety and welfare of District students is of paramount importance to the Board. Accordingly, no person will operate any school bus owned by or under contract with the District unless the driver has qualified for a school bus endorsement and has complied with the relevant rules and regulations of the Department of Revenue and all final rules issued by the Secretary of the United States Department of Transportation. A driver may also qualify if they possess a valid school bus endorsement on a valid commercial driver's license.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5610 – TRANSPORTATION: SCHOOL BUS DRIVERS (continued)

(Last approved: 02/24/2020)

School bus endorsements are issued to applicants who meet the following qualifications:

- Has a valid state license;
- Is at least 21 years of age;
- Has passed an operator’s examination prescribed by the Department of Revenue. Such Examination to include the commercial driver’s license skills test (CDL); and
- Has obtained a satisfactory health certificate which will be valid for two (2) school years.

As deemed necessary by the District, individual drivers may be required to provide evidence of continued good health.

Operators who are 70 years of age or older will be required to annually pass the commercial driver’s license skills test. Such annual examination does not include the pre-trip inspection portion of the CDL.

POLICY 5620 – TRANSPORTATION: STUDENT TRANSPORTATION SERVICES

(Last approved: 02/24/2020)

The Board of Education, in accordance with state law, shall provide free transportation for eligible students attending the District schools. The Superintendent/designee shall ensure that the transportation services of the District meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education, i.e., Missouri Pupil Transportation Administrative Handbook, Missouri Minimum Standards for School Buses, Missouri Certified Bus Driver Instructor's Manual, and Missouri School Bus Driver Manual, as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by the Board of Education.

According to regulations of the Department of Elementary and Secondary Education, bus transportation will be provided to and from District schools for all students who reside three and one-half (3.5) miles or more from the school located in their attendance areas. State regulations provide for reimbursement to districts providing transportation for those students living more than one (1.0) mile from their attendance area school. The District may transport students who reside less than one (1.0) mile from school when students are required to cross a state highway or county arterial without access to sidewalks, traffic signals, or a crossing guard and no existing bus stop is changed to avoid administrative penalty. In such instance the District will request a waiver of the administrative penalty. The Superintendent/designee is directed to prepare annually a plan for student transportation services for the upcoming school year which addresses student transportation needs within the limitations of District finances, including state aid for transportation services. The plan will address mileage distance from school and grade level requirements for receiving transportation to be provided by the District. This plan shall be presented for School Board approval no later than the regular August Board meeting of each school year. In cases when the transportation plan remains

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5620 – TRANSPORTATION: STUDENT TRANSPORTATION SERVICES (continued)

(Last approved: 02/24/2020)

the same as the prior school year, the plan may be submitted to the School Board as an information rather than an action item.

Qualified individuals under Section 504 or the IDEA will be provided bus transportation by the District between home and the special education program. Transportation for a student with disabilities under the IDEA or Section 504 will be provided between schools if the student's IEP team or Section 504 team determines that such transportation is necessary as a related service due to the student's disability. Eligibility for transportation as a related service must be stated in the student's IEP or Section 504 Plan. If a disabled student's IEP team or Section 504 Team determines that certain accommodations, modifications or supports are necessary to appropriately transport the student, the District shall provide such accommodations, modifications or supports as indicated in the student's IEP or Section 504 plan.

Students are expected to comply with behavioral expectations as stated in Policy 2652 - Student Conduct on Buses, while they are passengers in District vehicles.

POLICY 5640 – TRANSPORTATION: BUS INSPECTIONS

(Last approved: 02/24/2020)

All District vehicles that are used to transport students will be inspected annually by the Missouri State Highway Patrol after February 1 of each school year.

The Superintendent/designee shall ensure that bus inspections conducted by the transportation contractor shall not be made more than sixty (60) days prior to operating the vehicles during the school year. Bus drivers and bus maintenance employees have the responsibility to inspect, report and remedy any condition of District buses which poses an unreasonable risk of harm to students and staff.

Newly purchased, newly leased, newly placed into service, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity to carry more than ten (10) passengers including the driver, and used to transport students, shall meet state and federal specifications and safety standards applicable to school buses.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 6: SUPPORT SERVICES

POLICY 5660 – TRANSPORTATION: FIELD TRIPS

(Last approved: 02/24/2020)

The use of bus transportation services for field trips may be authorized from Board appropriated funds budgeted for field trips if approved by the Superintendent/designee.

Transportation services may be provided for school-related activities provided the sponsoring organization pays the cost. The Superintendent/designee will approve such requests based upon the availability of buses and drivers.

POLICY 5661 – TRANSPORTATION: FIELD TRIP TRANSPORTATION IN AUTHORIZED VEHICLES/COMMON CARRIERS

(Last approved: 02/24/2020)

Authorized vehicles other than approved school buses may be used for transportation of students. The number of students transported shall be limited to the number of seat belts available in the authorized vehicle. The Board shall adopt regulations for transportation in other than approved school buses and standards for use of authorized common carriers.

POLICY 5670 – TRANSPORTATION: USE OF SCHOOL BUSES

(Last approved: 02/24/2020)

School buses will be used only for the transportation of students to and from school or for District educational purposes.

POLICY 5710 – DATA GOVERNANCE

(Last approved: 02/24/2020)

The District is committed to protecting the privacy of its students and staff. In order to meet that commitment, this policy outlines how operational and instructional activity will be carried out to ensure that District data is accurate, accessible and protected.



HOGAN PREPARATORY ACADEMY

BOARD POLICIES

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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 7: INSTRUCTIONAL SERVICES

POLICY 6110 – CURRICULUM SERVICES: CURRICULUM DEVELOPMENT

(Last approved: 02/24/2020)

The Board recognizes the need and value of a systematic and on-going program of curriculum review. The Board encourages and supports the professional staff in its efforts to identify and review new curricular ideas, develop and improve existing programs and evaluate all instructional programs.

The Board directs the Superintendent to continuously carry out the curriculum development and implementation process. As used in this Policy, curriculum is the process, attitudes, skills and knowledge that is taught and learned at the appropriate levels in District schools.

However, the Board is responsible for the approval and adoption of curriculum used by the District.

Similarly, the Board may adopt the District's own education standards, in addition to those already adopted by the state, provided the additional standards are in the public domain and do not conflict with the standard adopted by the State Board of Education.

POLICY 6111 – CURRICULUM SERVICES: CURRICULUM PLANNING

(Last approved: 02/24/2020)

The plan for curriculum development will address all requirements indicated by the Outstanding Schools Act of 1993 including the Show-Me-Standards: Section 160.514, RSMo and Code of State Regulations, 5 CSR 50-375.100. These standards include performance (process) standards and knowledge (content) standards. All curriculum developed by the District shall satisfy moving District students toward achieving Missouri's definition of what students should know and be able to do by the time they graduate from high school.

POLICY 6112 – CURRICULUM SERVICES: CURRICULUM RESEARCH

(Last approved: 02/24/2020)

The Board directs that all curriculum developed and/or adopted by the District shall be based on current research relative to how students best learn. Resources to be consulted include, but are not limited to, local or area universities, State Department of Elementary and Secondary Education services, Association for Supervision of Curriculum Development and similar national, state and/or local curriculum organizations. Every effort should be made to insure that District curriculum is current and based on sound educational research findings.

POLICY 6113 – CURRICULUM SERVICES: CURRICULUM DESIGN

(Last approved: 02/24/2020)

The design of District curriculum shall follow curriculum frameworks offered by the State Department of Elementary and Secondary Education which are intended to provide assistance in aligning local curriculum with the Show-Me-Standards.

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POLICY 6114 – CURRICULUM SERVICES: CURRICULUM ADOPTION

(Last approved: 02/24/2020)

All curriculum developed by District staff shall be formally presented to the HPA Board for official approval before classroom implementation.

POLICY 6115 – CURRICULUM SERVICES: STATE MANDATED CURRICULUM – CONSTITUTION, AMERICAN HISTORY, MISSOURI GOVERNMENT, CIVICS

(Last approved: 02/24/2020)

The HPA Board adopts the following policy for state mandated curriculum associated with the US Constitution, American History, Missouri government, and civics.

Seventh and eighth grade education shall offer regular courses of instruction in the Constitution of the United States and of the State of Missouri and in American history and institutions, which shall begin no later than the seventh grade and continue in high school to an extent determined by the state commissioner of education.

High school will offer in grade nine, ten, eleven or twelve a course of instruction in the institutions, branches, and functions of the government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process. Each pupil who receives a high school diploma or certificate of graduation shall satisfactorily complete such a course of study. Such course shall be of at least one semester in length and may be two semesters in length.

The school may waive the requirements of this subsection for any student who transfers from outside the state to a Missouri high school if the student can furnish documentation deemed acceptable by the school of the student's successful completion in any year from the ninth through the twelfth grade of a course of instruction in the institutions, branches, and functions of state government, including local governments, and of the government of the United States, and in the electoral process.

American history courses at the elementary and secondary levels shall include in their proper time-line sequence specific referrals to the details and events of the racial equality movement that have caused major changes in United States and Missouri laws and attitudes.

No pupil shall receive a certificate of graduation unless he has satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri, and in American history and American institutions, and American civics. The civics portion of the examination shall consist of one hundred questions similar to the one hundred questions used by the United States Citizenship and Immigration Services administered to applicants for United States citizenship. The civics examination requirement may be waived for any student with a disability if recommended by the student's IEP committee.

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POLICY 6116 – CURRICULUM SERVICES: STATE MANDATED CURRICULUM – HUMAN SEXUALITY

(Last approved: 02/24/2020)

Human Sexuality Instruction

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.

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POLICY 6116 – CURRICULUM SERVICES: STATE MANDATED CURRICULUM – HUMAN SEXUALITY (continued)

(Last approved: 02/24/2020)

19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
- a. A person does not verbally or physically consent; or
 - b. Submission to an act is the result of force, threat of force, or the placement of another in fear;
or
 - c. A previous or current dating, social, or sexual relationship in and of itself; or
 - d. A person chooses to dress in any particular manner; or
 - e. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

POLICY 6118 – CURRICULUM SERVICES: BRAILLE INSTRUCTION

(Last approved: 02/24/2020)

For the purpose of this section, student is defined as: any student who has a visual impairment that, even with correction, adversely affects the student's educational performance and who is determined eligible for special education services under the Individuals with Disabilities Act

A student shall receive instruction in braille reading and writing as part of their individualized education plan unless the individual education program team determines, after an evaluation of a student's reading and writing media, including an evaluation of the student's future needs for instruction in braille or the use of braille, that instruction in braille or the use of braille is not appropriate.

Instruction in braille reading and writing shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

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POLICY 6118 – CURRICULUM SERVICES: BRAILLE INSTRUCTION (continued)

(Last approved: 02/24/2020)

The student's individualized education plan shall specify:

(a) How braille will be implemented as the primary mode for learning through integration with normal classroom activities. If braille will not be provided to a child who is blind, the reason for not incorporating it in the individualized education plan shall be documented;

(b) The date on which braille instruction will commence;

(c) The level of competency in braille reading and writing to be achieved by the end of the period covered by the individualized education plan; and

The duration of each session.

POLICY 6119 – CURRICULUM SERVICES: READING INSTRUCTION

(Last approved: 02/24/2020)

Pursuant to the Missouri Reading Instruction Act (Section 170.014, RSMo) the District shall have reading programs in kindergarten through grade three based in scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas. The program may include “explicit systematic phonics”, which, for the purposes of this section, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.

POLICY 6120 – CURRICULUM SERVICES: CURRICULUM GUIDES

(Last approved: 02/24/2020)

Written curriculum guides shall be developed and Board approved for implementation in the following areas K-12:

1. English/Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Foreign Language

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POLICY 6120 – CURRICULUM SERVICES: CURRICULUM GUIDES (continued)

(Last approved: 02/24/2020)

Health education is to include drug education and AIDS education as mandated by federal legislation.

Curriculum Guides at all levels will include a philosophy statement and sections defining behavioral goals and objectives reflecting content standards, teaching resources, and evaluation criteria reflecting performance standards. Each Guide will include strategies for interdisciplinary studies and cooperative classroom implementation.

POLICY 6130 – CURRICULUM SERVICES: DRUG EDUCATION

(Last approved: 02/24/2020)

The Board understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.

Follow federal mandates concerning drug and alcohol education.

POLICY 6140 – CURRICULUM SERVICES: SERVICES FOR STUDENTS WITH DISABILITIES

(Last approved: 02/24/2020)

The District does not utilize a separate curriculum for students with disabilities. It is the policy of the District to implement a program of regular and special education based on the individualized needs of each disabled student. The District will provide special education and/or related services to students with disabilities in accordance with applicable law, including the IDEA, its implementing regulations, the Missouri State Plan for

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POLICY 6140 – CURRICULUM SERVICES: SERVICES FOR STUDENTS WITH DISABILITIES (continued)

(Last approved: 02/24/2020)

Part B of the IDEA, Section 504 of the Rehabilitation Act of 1973, its implementing regulations, and Title II of the Americans with Disabilities Act.

For students identified as disabled under the Individuals with Disabilities Act (IDEA), each student's IEP team will develop an Individualized Educational Plan (IEP) that will address how that student's disability affects that student's involvement and progress in the general curriculum. Each student's IEP team also will, in accordance with IDEA, create an IEP that includes a statement of the special education, related services and supplementary aides and services that will enable the student to be involved in and make progress in the general educational curriculum.

As provided in student's individualized education program (IEP), students will receive instruction in Braille or the use of Braille. However, the student's IEP team will determine, after an examination of a student's reading and writing skills, needs and appropriate reading and writing media, including an evaluation of the student's future needs for instruction, if the use of Braille is appropriate.

POLICY 6150 – CURRICULUM SERVICES: CURRICULUM SERVICES FOR AT-RISK STUDENTS

(Last approved: 02/24/2020)

The Board directs that curriculum be developed to meet the needs of students at risk of failure. This curriculum is to include strategies infused in all areas of regular education, K - 12, to address the special needs of students at-risk due to disadvantaged backgrounds.

As provided by state and federal guidelines and funds, the Board directs the administration to utilize funds from ESEA, Title I and state programs for alternative education, among others, as resources for curriculum development for students at-risk.

POLICY 6180 – CURRICULUM SERVICES: ENGLISH AS A SECOND LANGUAGE (ESL/ESOL)

(Last approved: 02/24/2020)

The Board is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

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POLICY 6180 – CURRICULUM SERVICES: ENGLISH AS A SECOND LANGUAGE (ESL/ESOL) (continued)

(Last approved: 02/24/2020)

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

POLICY 6190 – CURRICULUM SERVICES: MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM (MOCAP)

(Last approved: 02/24/2020)

As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

The school shall pay the costs associated with the course or courses if:

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and

The school approves the student's enrollment in a Missouri course access and virtual school program course or courses. If the school disapproves the student's enrollment, the school shall provide the reason in writing and it shall be for "good cause." The student's family shall be notified they have a right to appeal to the charter school governing body during a governing body meeting. The family of the student shall be given an opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program and the charter school shall provide its "good cause" justification for denial. The family and the charter school shall also provide their reasons in writing and these documents shall be entered into the official minutes of the meeting of the governing body. The charter school governing body shall issue their decision in writing within thirty calendar days and then an appeal may be made to the department of elementary and secondary education. The department of elementary and secondary education shall provide a final enrollment decision within seven calendar days. Good cause shall be defined as "a determination that doing so is not in the best educational interest of the student."

The school shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the parent handbook, registration documents and on the school's website.

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POLICY 6190 – CURRICULUM SERVICES: MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM

(continued)

(Last approved: 02/24/2020)

The school shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. The school shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state adequacy target as defined in RSMo 163.011, as calculated at the end of the most recent school year for any single, year-long course and nor more than seven percent of the state adequacy target for any single semester equivalent course.

If a student is a candidate for A+ tuition reimbursement, the school shall attribute no less than ninety-five percent attendance to any such student who completed a virtual course.

Pursuant to rules to be promulgated by the department of elementary and secondary education, the school shall allow the following:

- If a student transfers into the school while enrolled in a Missouri course access and virtual school program course or full time virtual school, the student shall continue to be enrolled in such course or school.
- When a student transfers into the school, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by the school.

The school shall monitor student progress and success, and take into account the department of elementary and secondary education's and provider's recommendations regarding a student's enrollment in the program. The school may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

The school shall monitor student progress and success, and course or full-time virtual school quality, and annually provide feedback to the department of elementary and secondary education regarding course quality.

POLICY 6210 – INSTRUCTION: INSTRUCTIONAL TIME

(Last approved: 02/24/2020)

Instructional Time

The primary focus of the District's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

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POLICY 6220 – INSTRUCTION: STUDENT TEACHERS AND INTERNS

(Last approved: 02/24/2020)

The Board authorizes contractual arrangements to be made for the acceptance for training of student teachers from regularly accredited colleges and universities to the extent that the training of these student teachers will both enhance educational opportunities of the classroom students as well as provide a training opportunity for the student teacher.

Guidelines will be prepared for the direction of staff members in handling the student teacher program. These guidelines will also be written to provide a definite program for the improvement of the student teacher while assigned to the District.

POLICY 6230 – INSTRUCTION: TEXTBOOK SELECTION AND ADOPTION

(Last approved: 02/24/2020)

The Superintendent/designee will appoint a committee of teachers and administrators to review textbook offerings in specific instructional areas. The committee will submit its report together with its recommendation to the Superintendent. The Superintendent will consider the committee's report and make a recommendation to the Board for final approval.

POLICY 6231 – INSTRUCTION: TEXTBOOK USAGE - STUDENTS

(Last approved: 02/24/2020)

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

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POLICY 6240 – INSTRUCTION: INSTRUCTIONAL MATERIALS

(Last approved: 02/24/2020)

The Superintendent/designee shall formulate administrative regulations as necessary to be included in faculty handbooks relative to the purchase and appropriateness of instructional materials. Guidelines relative to guest lecturers or presentations shall be included.

POLICY 6241 – INSTRUCTION: CHALLENGED MATERIALS

(Last approved: 02/24/2020)

The Board has the ultimate responsibility for establishing the curriculum and for purchasing instructional and/or media materials to be used in the District. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and the established curriculum.

It is therefore the policy of the Board to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political, or religious views. Every effort will be made to provide materials that present all points of view concerning international, national and local problems and issues of our times. Books, or other instructional or media materials of sound factual authority, shall not be prescribed, nor removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. The Board will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Instructional or media materials used in the District's educational program consist of various types of print and non-print materials. Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public. However, the principles of academic freedom and the freedom to read must be defended, rather than the materials.

If a challenge is made, it should be properly channeled through guidelines and procedures established by the Board.

POLICY 6242 – INSTRUCTION: RELIGIOUS OR CONTROVERSIAL ISSUES

(Last approved: 02/24/2020)

Religious education is the responsibility of the home and church. The espousal by any teacher or staff member of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students.

No partisan political views may be espoused by any teacher or staff member; however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

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POLICY 6243 – INSTRUCTION: COPYRIGHTED MATERIALS

(Last approved: 02/24/2020)

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by the School District, and any civil rights of authorship are forfeited with payment by the District for production of materials.

POLICY 6250 – INSTRUCTION: INSTRUCTION FOR STUDENTS WITH DISABILITIES

(Last approved: 02/24/2020)

It is the policy of the District to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

The District will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B of the IDEA. For appeal procedures and information as to where to obtain a copy of the District's 504 Procedural Safeguards regarding identification, evaluation or educational placement of a student under Section 504, refer to Regulation 2110 - Equal Education Opportunity.

When providing print materials to students with visual impairments, the District will adhere to the National Instructional Materials Accessibility Standards (NIMAS) or will provide such print materials in timely fashion via high quality accessible materials.

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POLICY 6260 – INSTRUCTION: EDUCATIONAL SURROGATE

(Last approved: 02/24/2020)

The Board directs the Administration to determine whether a disabled student is in need of a surrogate parent within thirty (30) days of the date of notification that the student is living within District jurisdiction. The Administration is directed to notify the Division of Special Education at the Missouri Department of Elementary and Secondary Education in writing within ten (10) days of the determination that such need exists.

POLICY 6270 – INSTRUCTION: INSTRUCTION FOR AT-RISK STUDENTS

(Last approved: 02/24/2020)

The School District shall meet all federal and state requirements for identifying and providing services to educationally at-risk students.

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

POLICY 6273 – INSTRUCTION: INSTRUCTION FOR HOMELESS STUDENTS

(Last approved: 02/24/2020)

The Board is committed to providing access to educational opportunities to eligible homeless students. Services will be provided consistent with federal law and with Missouri's state plan for the education of homeless children. (See also Policy 2260 – Admission of Homeless Students)

POLICY 6274 – INSTRUCTION: INSTRUCTION FOR MIGRANT STUDENTS

(Last approved: 02/24/2020)

The Superintendent will develop appropriate means to identify migrant students and to develop a plan to meet the educational needs of these children. Migrant students will be provided the full range of education and related services provided to other District students. (See also Policy and Regulation 2270 - Admission of Migrant Students.)

The educational plan may consist of the following:

1. Assess the educational ability of the student and determine an accurate grade placement, course assignments and any special education services that may be needed.
2. Identify any health and social needs and contact the appropriate public agencies for extended services.

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POLICY 6274 – INSTRUCTION: INSTRUCTION FOR MIGRANT STUDENTS (continued)

(Last approved: 02/24/2020)

3. Provide professional development activities for the teachers and support staff as related to migrant students.
4. Involve the parents in the educational program.

POLICY 6310 – LIBRARIES, MEDIA AND TECHNOLOGY SERVICES: SCHOOL LIBRARIES

(Last approved: 02/24/2020)

The Board believes that it is the responsibility of the District's library/media centers to provide materials which reflect the ideals and beliefs of religious, social, political, historical and ethnic groups, and their contributions to American and world cultures. Materials will be selected which are related to and support the District's curriculum. Selection of and access to library/media materials will be based upon the contribution to the education program and the age appropriateness of the materials.

Intellectual Access

The library/media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library/media program should have access to resources and services free of constraints resulting from artificial barriers. Artificial barriers should not prevent students from accessing and using resources except as defined by District policies and regulations, including but not limited to selection, acquisition and Internet usage policies and regulations.

Confidentiality

The District recognizes the need for confidentiality of school library records. Therefore, no person will release any library record of any student, faculty or other library user to any third party except as provided by law.

POLICY 6320 – LIBRARIES, MEDIA AND TECHNOLOGY SERVICES: INTERNET USAGE

(Last approved: 02/24/2020)

A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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POLICY 6320 – LIBRARIES, MEDIA AND TECHNOLOGY SERVICES: INTERNET USAGE (continued)

(Last approved: 02/24/2020)

B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Internet Safety Training

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Chief Finance & Accountability Officers and the individual building principals.

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POLICY 6420 – TEST SECURITY POLICY

(Last approved: 09/28/20)

All standardized testing materials shall be stored, distributed and collected according to procedures that insure the security and authorized access to test booklets. The Superintendent shall designate a District test coordinator who will direct the administration and security procedures for each testing site.

Teacher Responsibilities for Test Administration

Prior to the administration of any District or State standardized test, the principal/designee will review with the teachers the testing guidelines that they and the students are to follow. The principal/designee shall distribute this policy and any other testing guidelines to all teachers, require them to sign and return one copy and keep a copy for their files.

The guidelines listed below are examples; others may be provided by the principal/designee.

1. Teachers are not to review the test questions or content prior to its being given to the students.
2. Teachers are not to give any assistance to the students during the administration of the test.
3. Teachers are to review only the purpose of the test, the directions, the time restraints and what the students are to do upon completion of the test.

Violation of these and other administrative testing guidelines by the teacher may result in disciplinary action against the teacher, up to and including termination.