



Hogan Preparatory Academy Board Policies Section 1: Organization, Philosophy & Goals

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POLICY 0100 – LEGAL STATUS: ORGANIZATION 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

DESE and Federal Identification Codes are:

048-904 DESE Identification Code
43-1817830 Federal Identification Number (FEIN)



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POLICY 0110 – LEGAL STATUS: CHARTER

(Last approved: 11/25/2019)

The School operates under a charter from the Missouri Public Charter School Commission (MPCSC). 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 MCPSC 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 MCPSC.

The Board further acknowledges that the School Charter may be revoked by MCPSC 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



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POLICY 0200 – BOARD ORGANIZATION: SCHOOL 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.



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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 MCPSC without MCPSC's agreement to the division of sponsor responsibilities.



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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.



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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.

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



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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

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



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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, secretary and treasurer. Other officer positions will be filled as needed.



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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.



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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.
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 school-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.



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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.



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

(Last approved: 02/22/2021)

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.

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree of consanguinity or affinity. Provided the Board member does not debate or vote upon the employment, the Board may vote to employ a person related to a Board member.



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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.



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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 School's Business Office within a reasonable time frame an itemized account of expenses.



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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.



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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.



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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.

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.)



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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.)



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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.



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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.



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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.

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.



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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.



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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.



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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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POLICY 1110 – RELIGIOUS EXPRESSION

(Last approved: 12/19/2019)

Hogan Prep 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, Hogan Prep and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, Hogan Prep 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.)



Hogan Preparatory Academy Board Policies Section 2: General Administration

POLICY 1210 – CALENDAR REQUIREMENTS: SCHOOL YEAR AND SCHOOL DAY

(Last approved: 12/19/2019)

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.

Hogan Prep 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, Hogan Prep 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 Hogan Prep.



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POLICY 1300 – HARASSMENT POLICY

(Last approved: 9/27/2021)

The Hogan Preparatory Academy Board adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Unlawful Harassment

1.1 In accordance with applicable law, Hogan Preparatory Academy prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, or any other basis protected by federal, state, or local law. Hogan Prep is committed to taking all reasonable steps to prevent harassment from occurring.

1.2 Unlawful harassment because of sex, race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age or any other protected characteristic includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting or threatening to report harassment, or for participating in an investigation, proceeding or hearing conducted by an investigating agency.

1.3 Prohibited harassment is not necessarily limited to the loss of a job or some other economic benefit. Prohibited harassment that impairs an employee's ability to work or emotional well-being at work is considered a violation of this policy and will not be tolerated.



Hogan Preparatory Academy Board Policies

Section 2: General Administration

SECTION 2. Reporting

2.1 The Hogan Preparatory Academy reporting procedure provides for an immediate, thorough and objective investigation of any harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies to any employee subject to harassment. An employee may have a claim of harassment even if he or she has not lost a job or some economic benefit.

2.1.1 If any employee believes he/she has been harassed on the job, or is aware of the harassment of others, the employee should provide a written or verbal report as soon as possible to their most immediate supervisor, unless the immediate supervisor is a part of the grievance, in which case the next most immediate individual in authority. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.)

2.1.2 All incidents of harassment that are reported will be thoroughly investigated and documented. HPA will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

2.1.3 If the Board determines that harassment has occurred, it will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

SECTION 3. Protection Against Retaliation

3.1 Under federal law, retaliation against any employee by another employee or by the school for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the school or a federal or state enforcement agency is prohibited.



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3.1.1 Employees should report any retaliation to their most immediate supervisor, unless the immediate supervisor is a part of the grievance, in which case the next most immediate individual in authority.

3.1.2 Any complaint will be immediately objectively and thoroughly investigated in accordance with the investigation procedure outlined above.

3.1.3 In a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

SECTION 4. Liability for Harassment

4.1 Any employee, including any supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment. An employee who engages in harassment may be held personally liable for monetary damages, should a lawsuit be filed.

SECTION 5. Additional Enforcement Information

5.1 Employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) services as a neutral fact finder to investigate and resolve harassment complaints in employment. Employees who believe that they have been harassed may file a complaint directly with the EEOC by contacting the nearest office of the EEOC at 400 State Avenue, Suite 905, Kansas City, KS 66101, 913-340-8810.



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POLICY 1301 – TITLE IX SEXUAL HARASSMENT POLICY

(Last approved: 12/14/2020)

The Board of Hogan Preparatory Academy agrees to adopt the following policy regarding compliance with Title IX:

The School will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended[1], prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended[2], prohibiting discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended[3], prohibiting discrimination on the
4. basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of
5. Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
6. The Age Discrimination Act of 1975, as amended[4], prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The School shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The School may designate only one employee to serve as both the Title IX and Section 504 Coordinator. That individual must assume the responsibilities of both coordinators.

It is the policy of the School to process all grievances fairly and expeditiously, with the



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intent of resolving them in a mutually agreeable manner.

Section 1. Definitions

Section 1.1 The following definitions are applicable to this policy:

Actual knowledge: notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the school, or any employee of the school. The actual knowledge standard is not met when the only official of the school with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures.

Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Deliberate indifference: a response to a sexual harassment claim that is clearly unreasonable in light of the known circumstances.

Education program or activity: locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment: conduct on the basis of sex that satisfies one or more of the following:

An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

"Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C.12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).



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Supportive measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where not formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. These measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security or monitoring of certain areas of the campus, and other similar measures. The school must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining confidentiality could not impair the ability of the recipient to provide supportive measures.

Section 2. Designation of Title IX Coordinator

Section 2.1. Hogan Prep shall designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX. This employee shall be referred to as the Title IX Coordinator.

Section 2.2. The Title IX Coordinator's information shall be prominently displayed on the school's website and in each handbook made available to students, parents or legal guardians of students, applicants for admission and employment, and employees

Section 3. Notification

Section 3.1. The school shall provide notification to applicants for admission and employment, students, parents or legal guardians of students, and employees of the following:

The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator.

That the school does not discriminate in education programs and activities on the basis of sex, and that the school is required by Title IX not to discriminate.

The school does not discriminate in admission and employment, and that inquiries about the application of Title IX may be directed to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the federal Department of Education, or both individuals.



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The school's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the recipient will respond.

Section 4. Response to Sexual Harassment

Section 4.1. If the school has actual knowledge of sexual harassment the school must respond promptly in a manner that is not deliberately indifferent.

Section 4.2. The school's response must treat complainants and respondents equitably by offering supportive measures to a complainant, and by following the grievance process as defined in Section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Section 4.3. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Section 4.4. The school may remove a respondent from the school's education program or activity on an emergency basis, provided the school undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Section 4.5. The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process. This training shall also include how to use any technology at a live hearing, issues of relevance of questions and evidence, and issues of relevance to create an investigative report that fairly summarizes the relevant evidence. This training must be posted on the school's website.

Section 4.6. The school may place an employee on administrative leave during the pendency of a grievance process that complies with Section 5.



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Section 5. Grievance Process for Formal Complaints of Sexual Harassment

Section 5.1. The school's treatment of a complainant or respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Section 5.2. All provisions of the grievance process outlined in this policy must be applied equally to complainants and respondents.

Section 5.3. Grievance Process Requirements

Section 5.3.1 The grievance process must treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent.

Section 5.3.2. The grievance process must be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures are imposed on a respondent.

Section 5.3.3. Remedies must be designed to restore or preserve equal access to the school's education program or activity.

Section 5.3.4. All relevant evidence, including both inculpatory and exculpatory evidence, must be evaluated.

Section 5.3.5. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

Section 5.3.6. The Title IX coordinator, any individual designated as an investigator, decision-maker or any individual designated to facilitate an informed resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Section 5.3.7. The school shall select an unbiased individual to serve as the decision-maker. This individual shall not be the Title IX coordinator or the investigator.



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Section 5.4. Notice of Allegations. Upon receipt of a formal complaint, the school must provide the following written notice of the known parties:

- Recipient's grievance process, including an informal resolution process.
- Allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- The parties may have an advisor of their choice, who may be, but is not required to be an attorney.
- The parties may inspect and review evidence.
- Any provision in the school's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Section 5.4.1 If the school decides to investigate any allegations not provided in the original notice as outlined in Section 5.4, the school must provide notice of the additional allegations to the parties whose identities are known.

Section 5.5. Investigation of a Formal Complaint

Section 5.5.1. During an investigation, the school must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the school and not the parties.

Section 5.5.2. The school must obtain consent of a party to use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or paraprofessional acting in the profession's or paraprofessional's capacity or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party.

Section 5.5.3. The school must provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.

Section 5.5.4. The parties may not be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.



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Section 5.5.5. Parties must be provided the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any relevant meeting or proceeding by the advisor of their choice, who may be an attorney. The school may not limit who may be an advisor, however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions are applied equally.

Section 5.5.6. The school must provide any party with written notice of the date, time, location, participants, and purpose of all hearing, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Section 5.5.7. The school must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the school must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The school must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Section 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if so provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

Section 5.6. Hearings.

The school may choose to provide a hearing. Regardless of whether a hearing is provided, the school must, after the investigative report is sent to both parties, provide an opportunity before a decision is reached, for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.



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Section 5.6.1. With or without a hearing, questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Section 5.7. Determination Regarding Responsibility. The decision-maker, who is someone other than the Title IX coordinator or the investigator, must issue a written determination regarding responsibility.

Section 5.7.1. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the school's code of conduct to the facts.
- Statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided by the school to the complainant.
- The school's procedures and permissible bases for the complainant and respondent to appeal.

Section 5.7.2. The written determination must be provided to the parties simultaneously.

Section 5.7.3. The determination regarding responsibility becomes final either on the date the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.



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Section 5.8. Remedies.

The Title IX coordinator is responsible for effective implementation of any remedies.

Section 5.9. Appeals.

The school must offer both parties an appeal from a determination regarding responsibility and from a school's dismissal of a formal complaint or any allegations on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- The school may offer an appeal equally to both parties on additional bases.

Section 5.9.1. The school must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties

Section 5.9.2. The school must ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding the responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

Section 5.9.3. Both parties must be given a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome

Section 5.9.4. The school must issue a written decision describing the result of the appeal and the rationale for the result

5.9.5. The school must provide the written decision simultaneously to both parties.



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Section 5.10. Consolidation.

The school may consolidate formal complaint as to allegations of sexual harassment against more than one respondent, or more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Section 5.11. Dismissal.

After an investigation, if it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, the conduct did not occur in the school's education program or activity, or did not occur against a person in the United States, then the recipient must dismiss the formal complaint with regard to that conduct for the purposes of sexual harassment under Title IX. This dismissal does not preclude action under another provision of the school's code of conduct.

Section 5.11.1. A complaint or any allegations therein, may be dismissed at any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; if the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Section 5.11.2. Upon dismissal of a complaint or any allegation therein, the school shall promptly send written notification of the dismissal and the reason(s) therefore simultaneously to the parties.

Section 6. Informal Resolution Process

Section 6.1. The school may not require as a condition enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.

Section 6.2. The school may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

Section 6.3. At any time prior to the determination regarding responsibility, the school may facilitate an informal resolution process that does not involve a full investigation.



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The school may do this if the parties are provided a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be share.

The parties must provide their voluntary, written consent to the informal resolution process

The school does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Section 7. Recordkeeping

Section 7.1. The school must maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity.
- Any appeal and the result of that appeal.
- All training materials.

Section 7.2. For each response under Section 4, the school must create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The school must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school's education program or activity. If the school does not provide supportive measures, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.



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Section 8. Retaliation.

No individual may be intimidated, threatened, coerced, or discriminated against for the purpose of interfering with any right or privilege secured by Title IX because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. The school must keep confidential the identity of all parties.

Section 8.1. The exercise of rights protected under the First Amendment does not constitute retaliation.

Section 8.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

* This policy must be posted on the school's website.



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

(Last approved: 12/19/2019)

The Board 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 HPA staff as knowledgeable partners in educating HPA 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 Hogan Prep'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.



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

(Last approved: 12/19/2019)

It is Hogan Prep's policy to cooperate fully with law enforcement agencies in promoting the welfare of our students, staff and the community. As provided in Policy and Regulation 2673, Hogan Prep 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.)



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

(Last approved: 09/28/2019)

Priority for use of school 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 facilities are available for community use when facilities are not required for instructional or administration purposes. Use of Hogan Prep facilities is subject to approval of the community group's application and is subject to conditions established by the Board 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, Hogan Prep will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.



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POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: VOLUNTEERS & CHAPERONES **POLICY**

(Last approved: 09/27/2021)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1.

The School encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

SECTION 2. Chaperone Duties and Responsibilities

2.1 All students must ride in school provided transportation both to and from the field trip and during transport during a field trip to multiple locations. At no time will students ride in transportation not provided by the school unless prior approval by administration is granted in writing.

2.2 School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all students.

2.3 Adults observing behavior by students or other adults that is contrary to school policy or procedure should immediately report the incident to a school staff member or administration.

2.4 School staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.



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- 2.5 The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.
- 2.6 Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.
- 2.7 Chaperones may not bring siblings of their child who is attending the trip.
- 2.8 Chaperones may not leave the group or venue at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones and School staff are expected to participate in all activities planned as part of the field trip itinerary.
- 2.9 Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a field trip from departure from the school to arrive at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.
- 2.10 Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.
- 2.11 Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.
- 2.12 A School staff member or chaperone should never leave students unattended.
- 2.13 Students should remain with their specific chaperone unless authorized by a school staff member.
- 2.14 Students who become ill during the course of a field trip should be brought to a school staff member. Parents of the student should be promptly contacted by the school staff member. The school staff member and chaperone will work collaboratively to ensure the child is properly attended.
- 2.15 All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and school staff.



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POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS

(Last approved: 12/19/2019)

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 Hogan Prep school.

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 HPA property, in any HPA 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.

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.



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The building principal must then grant written permission for the observation to occur. Hogan Prep 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.



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

(Last approved: 9/27/2021)

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. Hogan Prep 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 Hogan Prep.

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 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 Hogan Prep employee will notify the individual that the meeting and/or communication is terminated, and shall notify his/her supervisor of such incident immediately. If the uncivil behavior occurs on school property or during a school 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



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individual that they are not allowed on school property or at school 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 Superintendent from school premises and activities and will be referred to law enforcement and any other relevant agency. The Superintendent, in consultation with 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.



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

(Last approved: 12/19/2019)

The presence of firearms and weapons poses a substantial risk of serious harm to Hogan Prep 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 Hogan Prep 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 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.



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POLICY 1440 – SCHOOL/COMMUNITY RELATIONS: STUDENT & CLASSROOM OBSERVATIONS POLICY

(Last approved: 9/27/2021)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. Classroom Observations.

1.1 While the School acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the School to protect the privacy of all students.

1.2 Requests for observations by an outside educational or clinical professional must be submitted in writing to the Superintendent or his/her designee for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Education Rights and Privacy Act (“FERPA”) and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

1.3 Superintendent or his/her designee must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

1.4 If the outside professional is approved for the observation, all data collected shall be provided to the Superintendent or his/her designee.

1.5 Upon request, the Superintendent or his/her designee may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Superintendent or his/her designee an



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appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.



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POLICY 1445 – ORGAN, EYE, AND TISSUE DONATION INFORMATION

(Last approved: 12/14/2020)

The Governing Board Hogan Preparatory Academy adopts the following policy on organ, eye, and tissue donation information.

Section 1. Presentation on Organ, Eye, and Tissue Donation

Section 1.1. Any state or nationally recognized program or organization that provides unbiased information on organ, eye, and tissue donation that requests to present information on organ, eye, and tissue donation to the Board shall be allowed to give such a presentation and shall be allotted no less than thirty minutes for the presentation.

Section 1.2. The Board shall consider the information presented and decide whether to present such information to students and parents in the school and the manner in which such information shall be presented.

Section 2. Student Instruction

Section 2.1. No student shall be required to participate in any instruction relating to information about organ, eye, and tissue donation if the student has any sincerely held religious or emotional belief which is contrary to such instruction.



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POLICY 1450 – SUNSHINE LAW POLICY

(Last approved: 9/27/2021)

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body must appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record, or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That Jan Thomas be and hereby is appointed custodian of records of Hogan Preparatory Academy and that such custodian is located at 6409 Agnes, Kansas City, MO 64132.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by the statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided:
 - a. Paper copies - 10 cents per page for copies 9 x 14 or smaller
 - b. Duplicating time - \$15 per hour
 - c. Research time - billed at actual cost
4. That it is the policy of the Hogan Preparatory Academy Board that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That Hogan Preparatory Academy hereby closes all public records to the extent authorized by law.
6. That Hogan Preparatory Academy shall comply with sections 610.010 to 610.035, RSMo, the Sunshine Law, as now existing or hereafter amended.



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POLICY 1455 – PUBLIC INSPECTION POLICY

(Last approved: 9/27/2021)

The Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

The School shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil resident in the LEA in which the school is located the following information:

- A. The school's charter;
- B. The school's most recent annual report card published according to section 160.522 RSMo;
- C. The results of background checks on the charter school's board members; and
- D. If operated by a management company, a copy of the written contract between the Governing Board of the School and the educational management organization or the charter management organization for services. The charter school may charge reasonable fees, not to exceed the rate specified in section 610.026, RSMo for furnishing copies of documents under this subsection.

The school website shall contain a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for a current calendar or fiscal year.



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

(Last approved: 12/19/2019)

The Board recognizes that many residents living within the boundaries of Hogan Prep 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 Hogan Prep's schools, but shall use its own judgment in arriving at decisions.



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

(Last approved: 12/19/2019)

The Board 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 Hogan Prep as approved by the Board.



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POLICY 1480 – SCHOOL/COMMUNITY RELATIONS: PUBLIC COMPLAINTS

(Last approved: 12/19/2019)

Although no member of the community shall be denied the right to petition the Board 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

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



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POLICY 1510 – OFFICE METHODS AND DATA MANAGEMENT: RECORDS

(Last approved: 12/19/2019)

Custodian of Hogan Prep Records

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



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

(Last approved: 12/19/2019)

School 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 Hogan Prep, and will be made available to all HPA patrons, and to each member of the General Assembly representing a legislative District within the HPA school boundaries.



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POLICY 1600 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION

(Last approved: 12/19/2019)

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



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

(Last approved: 12/19/2019)

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.

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.

Hogan Prep 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.



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

(Last approved: 12/19/2019)

Grants from outside agencies are to be related to the needs and priorities of Hogan Prep 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 HPA. All such funds will be deposited, accounted, and reported through the organization'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 Hogan Prep who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for HPA 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 before submission to the source of funding.

Grants cannot be requested that would require Hogan Prep expenditures not budgeted in the current fiscal year. Hogan Prep 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.



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

(Last approved: 12/19/2019)

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, Hogan Prep will submit its Federal Title I LEA Plan, describing HPA's Title I services.



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POLICY 1710 – ADMINISTRATIVE ORGANIZATION AND ROLES: ADMINISTRATIVE REPORTS

(Last approved: 12/19/2019)

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

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



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POLICY 1720 – ADMINISTRATIVE ORGANIZATION AND ROLES: SUPERINTENDENT OF SCHOOLS

(Last approved: 12/19/2019)

The Superintendent is the chief administrative officer of Hogan Preparatory Academy. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all School 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 Hogan Prep.

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 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 will evaluate the performance of the Superintendent by July 31 of each contract year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals provided to the Board.

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.



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POLICY 1730 – ADMINISTRATIVE ORGANIZATION AND ROLES: BUILDING ADMINISTRATION

(Last approved: 12/19/2019)

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.



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POLICY 2100 – NONDISCRIMINATION AND STUDENT RIGHTS

(Last approved: 05/18/20)

The Board 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 ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.



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POLICY 2101 – LOCAL EDUCATION AGENCY TITLE I.A PARENTAL INVOLVEMENT POLICY AND SCHOOL TITLE I.A PARENTAL INVOLVEMENT POLICY

(Last approved: 09/27/21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents and family members of participating children a written parental and family engagement policy as required by the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (parental involvement policy).

I. LOCAL EDUCATIONAL AGENCY POLICY.

In General: A local education agency may receive Title I, Part A funds only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members consistent with the provisions below. Such programs, activities, and procedures shall be planned and implemented with meaningful consultations with parents of participating children.

Written Policy: Each local educational agency that receives funds under Title I, Part A shall develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parent and family engagement policy that is incorporated into the local education agency's plan developed under section 1112, establishes expectations and objective for meaningful parent and family involvement, and describes how the local educational agency will:

- Involve parents and family members in the joint development of the plan under section 1112, and the support and improvement plans under section 1111.
- Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance; which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education



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- Coordinate and integrate parent and family involvement strategies under this part with parent and family engagement strategies under relevant federal, state, and local programs such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction program for Preschool Youngsters, and State-run programs?
- Conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the quality of schools served under this part, including barriers to greater participation by parents in activities authorized under this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions. The LEA should use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parental and family engagement policies described in this section; and
- Involve parents in the activities of the schools served under Title I, Part A, which may include establishing a parental advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Reservation of Funds:

Each local educational agency shall reserve at least 1 percent of such agency's allocation under Title I, Part A, subpart 2 to carry out parental and family involvement, including family literacy and parenting skills, (unless 1 percent of such agency's allocation under Title I, Part A, subpart 2 for the fiscal year for which the determination is made is \$5,000 or less.)

Parents of children receiving services under Title I, Part A shall be involved in the decisions regarding how funds reserved as set forth above are allocated for parental involvement activities.



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II. SCHOOL PARENTAL INVOLVEMENT POLICY.

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, that shall describe the means for carrying out the requirements of Policy Involvement, Shared Responsibilities for High School Academic Achievement, and Building Capacity for Involvement and Accessibility.

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the challenging needs of parents and the school.

Special rule - If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.

Amendment - If the local educational agency has a school-district level parental and family engagement policy that applies to all parents and family members in all schools served by the local educational agency, such agency may amend that policy, if necessary, to meet the requirements of this subsection.

Parental comments - If the plan under section 1112 is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local educational agency submits the plan to the State.

Policy Involvement.

Each school served under Title I, Part A shall:

- (1) Convene an annual meeting, at a convenient time, at the beginning of the school year, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain Title I, Part A, its requirements, and their right to be involved. The school shall have sign-in sheets for this meeting and retain such sign-in sheets, the agenda for the meeting and minutes of the meeting for audit purposes by DESE;



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- (2) Offer a flexible number of meetings, such as meetings in the morning or evening and may provide with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of its programs, the school may use that process, if such process includes an adequate representation of parents and participating children;
- (4) Provide parents of participating children -
 - (a) Timely information about programs under this part;
 - (b) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
 - (c) If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
- (5) If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Shared Responsibilities for High Student Academic Achievement.

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

- (1) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their children's



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classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

- (2) Address the importance of communication between teachers and parents on an on-going basis through, at a minimum:
 - (a) Parent-teacher conferences in elementary schools, at least annually during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - (b) Frequent reports to parents on their children's progress; and
 - (c) Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - (d) Ensuring regular two-way meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Building Capacity for Involvement.

To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A:

- (1) Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- (2) Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;
- (3) Shall educate teachers, specialized instructional support personnel, principals, and other School Leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool



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Youngsters, the Parents as Teachers Program, and the public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more full participating in the education of their children;

- (5) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
- (6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- (7) May provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
- (8) May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- (9) May train parents to enhance the involvement of other parents;
- (10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (11) May adopt and implement model approaches to improving parental involvement;
- (12) May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- (13) May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (14) Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

III. ACCESSIBILITY.

In carrying out the parent and family engagement requirements, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the informed participation of parents and family members including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Section 1111 in a format and, to the extent practicable, in a language such parents understand.



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POLICY 2105 – CIVIL RIGHTS, TITLE IX, SECTION 504 POLICY

(Last approved: 12/14/20)

The Board of Hogan Preparatory Academy agrees to adopt the following policy regarding compliance with Title IX, Section 504:

1. Title VI of the Civil Rights Act of 1964, as amended[1], prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended[2], prohibiting discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended[3], prohibiting discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended[4], prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The School shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The School may designate only one employee to serve as both the Title IX and Section 504 Coordinator. That individual must assume the responsibilities of both coordinators.

It is the policy of the School to process all grievances fairly and expeditiously, with the intent of resolving them in a mutually agreeable manner.



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POLICY 2110 – NONDISCRIMINATION AND STUDENT RIGHTS: EQUAL EDUCATIONAL OPPORTUNITY

(Last approved: 05/18/20)

It is the policy of the Board 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.

Hogan Prep'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 Hogan Prep 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.)



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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.



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POLICY 2130 – NONDISCRIMINATION AND STUDENT RIGHTS: HARASSMENT

(Last approved: 05/18/20)

It is the policy of Hogan Prep 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. Hogan Prep 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 HPA policy for any student, teacher, administrator, or other school personnel 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 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 Hogan Prep.

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 Hogan Prep.

Hogan Prep 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.



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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 Hogan Prep.



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POLICY 2150 – STRIP SEARCHES POLICY

(Last approved: 12/14/20)

The Hogan Prep Board adopts the following policy on strip searches.

Section 1. Strip Searches

Section 1.1. No employee or volunteer at the school shall perform a strip search of any student of the school.

Section 1.2. A student may be strip searched by or under the authority of a commissioned law enforcement officer.

Section 1.3. A student may be strip searched by a school employee only if a commissioned law enforcement officer is not immediately available and if the school employee reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person.

Section 1.4. If a student is strip searched by an employee of the school or a commissioned law enforcement officer, the school will attempt to notify the student's parent or guardian as soon as possible.

Section 1.5. For the purposes of this policy, strip search means the inspection of a person's anus or genitalia, including but not limited to inspections conducted visually, manually or by means of any physical instrument. A strip search shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student; give medical attention to a student; provide health services to a student; or screen a student for medical conditions.

Section 2. Emblem, Insignia or Garment

Section 2.1. No employee or volunteer in or board member of the school shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.

Section 3. Violation of Policy

Section 3.1. Any employee of the school who violates Section 1 of this policy shall be immediately suspended without pay, pending an evidentiary hearing, when such employee is entitled by statute or contract to such hearing. If an employee is not entitled to such evidentiary hearing, the employee shall be suspended pending completion of due process or further disciplinary action.



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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 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.



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

(Last approved: 05/18/20)

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



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POLICY 2180 – NONDISCRIMINATION AND STUDENT RIGHTS: PLEDGE OF ALLEGIANCE

(Last approved: 12/14/20)

The Hogan Prep Board adopts the following policy regarding the USA flag and Pledge of Allegiance.

Section 1. Display of Flag of the United States of America

Section 1.1. The School shall display in a prominent place either inside the school entry or upon the outside of the school building or upon a pole erected in the school yard the flag of the United States of America.

Section 2. Pledge of Allegiance.

Section 2.1. The school shall ensure that the Pledge of Allegiance to the flag of the United States of America is recited in at least one scheduled class for every student enrolled in the school no less often than once per school day.

Section 2.2. No student shall be required to recite the Pledge of Allegiance.



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POLICY 2200 – ADMISSION AND WITHDRAWAL

(Last approved: 05/18/20)

Hogan Prep 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 Hogan Prep is insufficient to enroll all students who submit an application during the open enrollment period (established in March of each year), HPA 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 the remaining vacancy by grade level.

Hogan Prep gives preference for admission of children whose siblings attend a Hogan Prep school or whose parents are employed by Hogan Prep 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.



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POLICY 2210 – ADMISSION AND WITHDRAWAL: ENTRANCE AGE

(Last approved: 05/18/20)

Entrance Age for Pre-Kindergarten Programs

If Hogan Prep 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.

Military Dependents

Military dependents who have completed an accredited pre-kindergarten or kindergarten program in another state may enter kindergarten or first grade regardless of age. Hogan Prep 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.



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POLICY 2220 – ADMISSION AND WITHDRAWAL: COMPULSORY ATTENDANCE AGES

(Last approved: 05/18/20)

The Board shall abide by the compulsory attendance laws of the state by requiring Hogan Prep 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 Hogan Prep.



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POLICY 2260 – ADMISSION AND WITHDRAWAL: HOMELESS STUDENTS

(Last approved: 05/18/20)

The Board 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 Hogan Prep students. In carrying out this commitment, Hogan Prep will identify and assess the needs of its homeless students; provide for the placement of its homeless students in the school of best interest; provide access to HPA's programs; and appoint a homeless liaison. The Superintendent will review all HPA 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.



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POLICY 2270 – ADMISSION AND WITHDRAWAL: MIGRANT STUDENTS

(Last approved: 05/18/20)

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

The Board directs the administration to screen students, as required by law, to assist the state in identifying migratory children. If Hogan Prep 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, Hogan Prep 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 HPA staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.



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POLICY 2275 – ADMISSION AND WITHDRAWAL: MILITARY CHILDREN

(Last approved: 02/22/21)

This policy implements the obligations of Hogan Preparatory Academy under the Interstate Compact on Educational Opportunity for Military Children.

Section 1. Definitions

- A. Active Duty: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.
- B. Deployment: the period one (1) month prior to the service members' departure from their home station on military orders through six (6) months after return to their home station.
- C. Education(al) records: those official records, files, and data related to a student and maintained by the school or local education agency including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocol and individualized education programs.
- D. Extracurricular activities: a voluntary activity sponsored by the school or local education agency or an organization sanctioned by the local educational agency. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
- E. Military installation: a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other U.S. Territory. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.
- F. Receiving state: the state to which a child of a military family is sent, brought, or caused to be sent or brought.
- G. Sending state: the state from which a child of a military family is sent, brought, or caused to be sent or brought.
- H. Transition: 1) the formal and physical process of transferring from school to school or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.



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Section 2. Applicability

Section 2.1. This policy applies to the children of: (1) active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; (2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and (3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

Section 2.2. This policy shall not apply to children of: (1) inactive members of the National Guard and military reserves; (2) members of the uniformed services now retired, except as provided for in Section 2.1; (3) veterans of the uniformed services, except as provided for in Section 2.1; and (4) other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

Section 3. Student Eligibility and Enrollment

Section 3.1. Upon receipt of the unofficial education records by Hogan Prep, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Section 3.2. Simultaneous with enrollment and conditional placement of student, Hogan Prep shall request the student's official education record from the school in the sending state. If Hogan Prep is the school in the sending state, Hogan Prep will process any such request and furnish the official education records to the school in the receiving state within ten (10) days.

Section 3.3. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Section 3.4. Hogan Prep is prohibited from charging tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

Section 3.5. A transitioning military child shall have thirty (30) days from the date of enrollment to obtain any required immunization(s).



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Section 3.6. A transitioning military child, placed in the care of a non-custodial parent or other person standing in local parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend Hogan Prep if he/she was enrolled while residing with the custodial parent.

Section 3.7. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite

grade level in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the state of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

Section 3.8. Hogan Prep shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

Section 4. Placement and Attendance

Section 4.1. When the student transfers before or during the school year, Hogan Prep shall initially honor placement of the student in educational courses on the student's enrollment in the sending state school and/or educational assessment conducted at the school in the sending state if the courses are offered. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude Hogan from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

Section 4.2. Hogan Preparatory Academy shall initially honor placement of the student in educational programs based on current educational assessment conducted at the school in the sending state or participation/placement in like programs in the sending state. Such programs include, but are not limited to: 1) gifted and talented programs, and 2) English as a second language (ESL). This does not preclude Hogan Prep from performing subsequent evaluations to ensure appropriate placement of the student.

Section 4.3. Hogan Preparatory Academy shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP). Hogan Prep shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities to provide such students with equal access to education. This does not preclude Hogan from performing subsequent evaluations to ensure appropriate placement of the student. Nothing in this section exempts Hogan Prep from the requirements of federal and state law.



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Section 4.4. Hogan Preparatory Academy may waive course/programs prerequisites, or other preconditions for placement in courses/programs.

Section 4.5. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of Hogan Prep to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

Section 5. Graduation

Section 5.1. Hogan Preparatory Academy shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency, or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, Hogan Prep shall provide an alternative means of acquiring coursework so that graduation may occur on time.

Section 5.2. Should a military student transferring at the beginning or during his or her senior year of high school be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. Hogan Preparatory Academy shall ensure cooperation, as either the sending or receiving local education agency, in the event of the situation described in this section.



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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 from Hogan Prep or criminal conduct as provided in Policy and Regulation 2664 and state law.

A nonresident student who is not otherwise entitled to a free public education within the Kansas City of Missouri Public School District boundaries, may be denied admission for any nondiscriminatory reason in accordance with Hogan Prep 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 from Hogan Prep, 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 from Hogan Prep, 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. The student will not be removed from Hogan'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.



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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 Hogan Prep 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).



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POLICY 2310 – ATTENDANCE: STUDENT ATTENDANCE POLICY

(Last approved: 10/25/21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. The Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the School Leader. Individual petitions for any deviation from full-time attendance shall be considered by the School Leader on the merits of the individual student's application and in compliance with applicable state law or regulations.

Section 2. Students may attend the School on a part-time basis as provided by the applicable state law and regulations of the Board.

Section 3. In order to receive maximum benefit from instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

Section 4. Attendance Rules.

4.1 Absences will be classified as excused or unexcused absences. The following circumstances are excused absences:

- a. Personal illness or attendance in school endangers a student's health or the health of others.
- b. A serious illness or death in a student's immediate family necessitating absence from school.
- c. A court order or an order by a governmental agency mandating absence from school.
- d. Observance of religious holidays.
- e. Conditions rendering attendance impossible or hazardous to student health or safety.
- f. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or



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combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

4.2 Unexcused absences are all failures to attend school for a reason other than the ones listed in section 4.1.

4.3 If a student is absent from school, the student must bring a written excuse the day the student returns to school.

4.4 When the student is absent, the school will attempt to contact the parent/guardian to determine the cause of absence. However, a written excuse must be brought, whether or not contact with a parent/guardian is made by phone. The School Leader's designee for absentee calls will maintain an accurate phone log.

Section 5. Student Early Dismissal Procedures

Students are to be released from school during school hours only with permission of the School Leader/designee. Early dismissal of a student may be approved only by the School Leader/designee. Normally, requests for early dismissal must be in writing, signed and dated by the parent/guardian.

Section 6. Student Truancy and Educational Neglect Procedures

The Board believes regular attendance is critical 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 student with or without knowledge of the parent/guardian and for which no excused absence is approved. When a pattern of truancy becomes evident, the School Leader/designee will investigate and take such action as circumstances dictate.



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Section 210.155 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 parent/guardian.

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 School Leader/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 School Leader shall inform the Superintendent/designee that a report has been made and keep the Superintendent/designee apprised of the status of the case.



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POLICY 2315 – ATTENDANCE: VIRTUAL LEARNING

(Last approved: 09/27/21)

Absences and Tardiness

When students miss class, they jeopardize their academic success. Attendance is monitored closely. There are no “excused absences” at Hogan Preparatory Academy. Every absence, for whatever the reason, counts against Hogan’s attendance goals for students. Failure to maintain satisfactory attendance will result in a meeting with administration to discuss ongoing enrollment at Hogan. Please note a student that has ten (10) consecutive days of absence will be automatically removed from the roll of Hogan Preparatory Academy on the eleventh day and will have to apply for re-admittance. For students enrolled in Hogan Prep Virtual Academy, failure to complete assignments for ten (10) consecutive days will result in automatic removal from the roll of Hogan Preparatory Academy on the eleventh day and the student will have to apply for re-admittance to the virtual program. Please note that re-admittance is not guaranteed. The dis-enrolled student will be placed at the bottom of the waitlist, if any, for his/her grade and will be re-admitted based on class availability.

Absences should be for personal illness, severe illness in the family, a death in the family, or other serious situations. Part-day absences should be for unavoidable medical appointments or similar types of situations. Students may make up their work in these cases. Parents or guardians are asked not to permit their student to be absent for any other reason.

When a student misses school, it is his or her responsibility to obtain assignments and to complete all work missed during the absence. In general, previously assigned homework is due when the student returns. Students must complete missed work within the same number of days they were absent unless there are extenuating circumstances and other arrangements have been made in advance.



Hogan Preparatory Academy Board Policies Section 3: Students

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.

Hogan Prep 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 Hogan's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. Hogan Prep 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 Hogan Prep, 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, Hogan Prep 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.



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POLICY 2410 – STUDENT EDUCATIONAL RECORDS: HEALTH INFORMATION RECORDS

(Last approved: 09/27/21)

The Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Except as otherwise required by the Individuals with Disabilities 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. Only the School Leader or his/her designee shall have access to the locked file cabinet or secure computer file.



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POLICY 2520 – STUDENT ACADEMIC ACHIEVEMENT

(Last approved: 05/24/21)

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

Graduation

The state minimum high school graduation requirements comprise 24 units of credit that must be earned to graduate. At Hogan Preparatory Academy, students must earn 26 units of credit to graduate.

Graduation Requirements:

Language Arts: 4 Credits

Mathematics: 4 Credits (3 Must be Algebra 1 or higher)

Social Studies: 3 Credits

Science: 3 Credits

Fine Arts: 1 Credit

Physical Education: 1 Credit

Practical Arts: 1 Credit

Health: .5 Credit

Personal Finance: .5 Credit

Electives: 8 Credits

**Of the 8 credits, 2 consecutive credits of foreign language are strongly recommended as well as 3 credits in preparation of their career exploration and early college opportunities (MVAs).*

Total: 26 units of credit



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POLICY 2600 – STUDENT DISCIPLINE POLICY

(Last approved: 10/25/21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. Purpose

1.1 The School's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the School community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the students' age and grade level, the student's previous disciplinary history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the School prefers to reassign disruptive students to alternative educational settings rather than suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

The Board authorizes the immediate removal of a student upon a finding by the School Leader that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.



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Section 2. Enforcement

The School Leader is responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the School Leader. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All LEA staff is required to enforce LEA policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the LEA shall annually receive instruction related to the specific content of the LEA's disciplinary policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

Section 3. Investigation Process

When a violation of school rules is reported or suspected, the School Leader or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, **teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed.** Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff should be utilized for their experience as determined by the circumstances of the matter. If an incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.



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Section 4. Definitions of Disciplinary Methods

4.1 In-School Suspension

Defined as the removal of a student from regular classes and assignment to an in-school suspension setting in the School. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The School Leader has the final decision.

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

4.2 Out of School Suspension

Defined as the removal of a student from School (or school bus) for one to ten school days. The School Leader may impose an out of school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

Long-term suspension is defined as the removal of a student from School (or school bus) for more than ten and up to 180 school days. Only the hearing officer appointed by the superintendent or the school's Governing Board may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the hearing officer or the school's Governing Board. A student on long term suspension is not allowed on school property and may not participate in any school activities or school functions.



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In some cases (limited to one per student per academic year), the School Leader may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (ie. immediately before final exams). This does not apply to offenses that are in violation of state or federal law or that involve weapons, violence, or drugs.

4.3 Expulsion

Defined as a permanent removal of a student from his or her regular educational setting. Only the school's Governing Board may impose expulsion.

4.4 Alternative School

A student who is removed from his/her local school for more than 10 school days may be allowed to attend an alternative school for instruction, academic support, and counseling. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

4.5 Probation

Probation means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the School Leader, the hearing officer, or the school's Governing Board. Violation of a local school or school system rule while on probation may result in further disciplinary action, including a possible referral to the hearing officer.

4.6 Restrictions on School Activities

Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, (including the prom or graduation exercises) if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the School Leader for permission for the student to participate in school-sponsored activities. If denied permission by the School Leader, the parent or guardian may appeal to the school's Governing Board. The Board's decision shall be final.



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Section 5. Offenses and Consequences

5.1 Reporting to Law Enforcement

It is the policy of the School to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the LEA is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviant sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The School Leader shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the LEA's policy.

In addition, the School Leader shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the School is aware is under the jurisdiction of the court.



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5.2 Documentation in Student's Discipline Record

The School Leader, his/her designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any of the following offenses constitute a serious violation of the School's policy and must be documented in the student's discipline record in accordance with law:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out of school suspension for more than ten school days.

5.3 Prohibition Against Being On or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the School Leader or his/her designee. Any student who is suspended for any offenses listed in section 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of any public school in the LEA unless one of the following conditions exist:

1. The student is under direct supervision of the student's parent, legal guardian, or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the School Leader of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.
4. The student resides within 1,000 feet of a public school in the LEA and is on the property of his or her residence.

If a student violates this prohibition, he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension", listed below.

5.4 Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.



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Arson - starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days out of school suspension or expulsion. Restitution if appropriate.

Assault - 1) Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days out of school suspension or expulsion. Restitution if appropriate.

Assault - 2) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense	Expulsion
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Automobile/Vehicle Misuse - Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failures to follow established rules for parking or driving on school property.

First Offense	School Leader/Student conference, suspension or revocation of parking privileges, detention, in school suspension, 1-10 days out of school suspension.
Subsequent Offense	Revocation or parking privileges, detention, in school suspension, or 1-180 days out of school suspension.



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Bullying - Intimidation, harassment and attacks on a student or multiple students, perpetrated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-down, threats, extortion or theft, damaging property, cyberbullying, and exclusion from a peer group.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Bus or Transportation Misconduct - Any offense committed by a student on, while waiting for, or entering transportation provided by or through the school shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty - Any act of lying, whether verbal or written, including forgery.

First Offense	Nullification of forged document. School Leader/Student conference, detention, in school suspension, or 1-10 days out of school suspension.
Subsequent Offense	Nullification of forged document. School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension.

Disrespect of Staff - Willful or continuing willful disobedience of a directive or request by a LEA staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a LEA staff member and that is rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings.

First Offense	School Leader/Student conference, detention, in school suspension, 1-10 days out of school suspension, or expulsion.
Subsequent Offense	Detention, in school suspension, 1-180 days out of school suspension or expulsion.

Disruptive Conduct or Speech - Verbal, written, pictorial or symbolic language or gestures that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of LEA policy or



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considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	School Leader/Student conference, detention, in school suspension, 1-10 days out of school suspension.
Subsequent Offense	Detention, in school suspension, 1-180 days out of school suspension or expulsion.

Drugs/Alcohol - 1) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Drugs/Alcohol - 2) Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Drugs/Alcohol - 3) Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.



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Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Failure to Meet Conditions of Suspension - Coming within 1,000 feet of any public school in the LEA while on suspension for an offense that requires reporting to the law enforcement or for an act of school violence or drug related activity. See section of this regulation entitled, "Prohibition Against Being On or Near School Property During Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense	Verbal warning, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	Verbal warning, detention, in school suspension, 1-180 days out of school suspension, or expulsion.

False Alarm (see also "Threats or Verbal Assaults") - Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense	Restitution. School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	Restitution. School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.



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Fighting (see also "Assault") - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Harassment/Discrimination - Use of verbal, written, or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonable interfering with a student's educational environment or creates an intimidating, hostile, or offensive educational environment. Examples of illegal harassment include but are not limited to graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Hazing - Any activity that a reasonable person believe would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purpose of imitation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Public Display of Affection - Physical contact that is inappropriate for the school setting including but not limited to kissing and groping.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
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Subsequent Offense	Detention, 1-180 days out of school suspension or expulsion.
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Sexual Harassment/Discrimination - 1) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, request for sexual favors and other unwelcomed sexual advances.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	In school suspension, 1-180 days out of school suspension or expulsion.

Sexual Harassment/Discrimination - 2) Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	In school suspension, 1-180 days out of school suspension or expulsion.

Sexual Misconduct - Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts of sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	In school suspension, 1-180 days out of school suspension or expulsion.



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Technology Misconduct - 1) Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense	Teacher/Student conference, temporary confiscation of device, and/or detention.
Subsequent Offense	Teacher/Student conference, School Leader/Student conference, temporary confiscation of device, detention, or 1-180 days out of school suspension.

Technology Misconduct - 2) Attempting, regardless of success, to gain unauthorized access to technology system or information; to sue LEA technology to connect to their systems in evasion of the physical limitation of the remote system; to copy LEA files with authorization; to interfere with the ability of others to utilize LEA technology; to secure a higher level of privilege without authorization; to introduce computer "virus", "hacking" tools, or other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

First Offense	Restitution, School Leader/Student conference, loss of use privileges, detention, in school suspension, 1-180 days out of school suspension.
Subsequent Offense	Restitution, loss of user privileges, detention, in school suspension, or 1-180 days out of school suspension.

Technology Misconduct - 3) Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or etiquette rules governing student use of LEA technology.

First Offense	Restitution, School Leader/Student conference, loss of use privileges, detention, in school suspension, 1-180 days out of school suspension.
Subsequent Offense	Restitution, loss of user privileges, detention, in school suspension, or 1-180 days out of school suspension.



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Theft - Theft, attempted theft or knowing possession of stolen property.

First Offense	Return of or restitution for property, School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension.
Subsequent Offense	Return of or restitution for property, 1-180 days out of school suspension.

Threat or Verbal Assault - Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitutes a "true threat" against the LEA, its students or employees will be immediately reported to law enforcement and will subject the student to suspension and a possible referral of expulsion. The definition of "true threat" shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Tobacco - Defined as possession and/or use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense	Confiscation of tobacco product, School Leader/Student conference, detention, in school suspension.
Subsequent Offense	Confiscation of tobacco product, School Leader/Student conference, detention, in school suspension.

Truancy - Defined as absence from school without the knowledge of consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense	School Leader/Student conference, detention, 1-3 days in school suspension.
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Subsequent Offense	Detention or 3-10 days in school suspension.
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Unauthorized Entry - Entering or assisting any other person to enter a LEA facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any person to enter a LEA facility through an unauthorized entrance; assisting unauthorized persons to enter a LEA facility through any entrance.

First Offense	School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension.
Subsequent Offense	1-180 days out of school suspension or expulsion.

Vandalism - Defined as the willful damaging or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense	Restitution, School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension or expulsion.
Subsequent Offense	Restitution, in school suspension, 1-180 days out of school suspension or expulsion.

Weapons - 1) Defined as the possession or use of any instrument or device, other than those defined in 18. U.S.C § 921, 18 U.S.C § 930(g)(2) or section 571.010 RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense	School Leader/Student conference, in school suspension, or 1-180 days out of school suspension or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.



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Weapons - 2) Possession or use of a firearm as defined in 18 U.S.C § 921 or any instrument or device defined in section 571.010 RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C § 930(g)(2).

First Offense	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense	Expulsion.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2605 – STUDENT DISCIPLINE: SECLUSION, RESTRAINT & PUNISHMENT POLICY

(Last approved: 09/27/21)

The Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. General Policy Provisions

1.1. The use of chemical restraint, mechanical restraint, or prone restraint, as defined by Missouri Department of Education Rule 160-5-1-.35, is prohibited in the School.

1.2 The use of seclusion, as defined by Missouri Department of Education Rule 160-5-1-.35, is prohibited within the School.

1.2.1 Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

1.2.2. Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

SECTION 2. Physical Restraint

Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

2.1. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

2.2. Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.



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2.3 All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

2.4. Before any staff member may implement physical restraint, he or she should have completed an approved training program.

2.4.1 Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

2.4.2 Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each of the provided training sessions. Copies of such documentation will be made available to the Missouri Department of Education or any member of the public upon request.

2.5. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

2.6. Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

2.7. Whenever physical restraint is used on a student the school or program where the restraint is administered shall notify the student's parent or legal guardian within one school day after the use of restraint.

SECTION 3. Time-Out

This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.



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SECTION 4. Student Fights or Altercations

This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

SECTION 5. Physical Restraints

The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

SECTION 6. Law Enforcement or Emergency Medical Personnel Assistance

6.1. In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

6.2. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

SECTION 7. Corporal Punishment

7.1. For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable. No person employed by or volunteering on behalf of the School shall administer corporal punishment or cause corporal punishment to be administered upon a student attending LEA schools.

7.2. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the School's policy on student seclusion, isolation, and restraint is not a violation of this policy.



Hogan Preparatory Academy Board Policies Section 3: Students

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, Hogan Prep 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 - 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.

Hogan Prep 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.

Hogan Prep 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. Hogan Prep 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.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2651 – STUDENT DISCIPLINE: STUDENT DRESS

(Last approved: 05/18/20)

The Board 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. 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.



Hogan Preparatory Academy Board Policies Section 3: Students

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.



Hogan Preparatory Academy Board Policies Section 3: Students

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

(Last approved: 05/18/20)

The Board prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by Hogan Prep.

The Board 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 acts to prohibit existence of gangs and gang activities as follows:

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

- 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.
- 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.
- 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:
 - Soliciting others for membership in any gangs.
 - Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - Committing any other illegal act or other violation of school policies.
 - Inciting other students to act with physical violence upon any other person.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2655 – STUDENT DISCIPLINE: BULLYING

(Last approved: 05/18/20)

Hogan Prep 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 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. Hogan Prep may prohibit and discipline for cyberbullying that originates on any HPA campus or at an HPA 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 HPA's campus or at an HPA 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 Hogan Prep 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. Hogan Prep 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 School 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.



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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 incidents, 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 contact.

Hogan Prep 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 Hogan's web page (as a Board policy) and a copy shall be placed in the Administrative Office.

Hogan Prep shall provide information and appropriate training to HPA 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.

Hogan Prep 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. Hogan Prep 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. Hogan Prep 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.



Hogan Preparatory Academy Board Policies Section 3: Students

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 Hogan Prep 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.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2670 – STUDENT DISCIPLINE: CORPORAL PUNISHMENT

(Last approved: 05/18/20)

No person employed by or volunteering for Hogan Prep shall administer or cause to be administered corporal punishment upon a student attending HPA 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 Hogan Prep.



Hogan Preparatory Academy Board Policies Section 3: Students

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 Hogan Prep students and staff.



Hogan Preparatory Academy Board Policies Section 3: Students

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 Hogan Prep’s discipline policies applies to all students. When appropriate, Hogan Prep may discipline a student with a disability who has not complied with HPA’s discipline policies in a manner that is consistent with Hogan Prep’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.



Hogan Preparatory Academy Board Policies Section 3: Students

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 Hogan Prep 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.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2710 – STUDENT WELFARE: REPORTING OF CHILD ABUSE AND NEGLECT

(Last approved: 09/27/21)

The Governing Board of Hogan Preparatory Academy adopts the following regulation effective on the date that the policy is adopted by the Board.

SECTION 1. Mandatory Reporters

The following individuals are mandatory reporters:

1. Teacher
2. Principal
3. School official
4. Any other person with responsibility for the care of children

SECTION 2. Reporting

2.1 All mandatory reporters have a duty (RSMo 210.115) to report suspected child abuse and neglect, including truancy and educational neglect to the Missouri Department of Social Services, Children’s Division. Such report shall be made via the Child Abuse and Neglect Hotline or the Online Mandated Reporting portal.

2.2 Mandatory reporters who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person shall also report such belief to their supervisor.

2.3 Any other school employee who is not a mandatory reporter shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.

2.4 An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protection services, as designated by the Children’s Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.



Hogan Preparatory Academy Board Policies Section 3: Students

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.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2740 – STUDENT WELFARE: STUDENT SAFETY

(Last approved: 05/18/20)

Hogan Prep 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.

Hogan Prep 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.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2750 – STUDENT WELFARE: STUDENT WELLNESS

(Last approved: 05/18/20)

Hogan Preparatory Academy is committed to the optimal development of every student. Hogan Prep 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. HPA 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.

Hogan Prep 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)*



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE

(Last approved: 05/18/20)

Hogan Prep 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 foster children, Hogan Prep will designate the Student Services Coordinator as *Liaison* to oversee and assess HPA's foster care program.

Hogan Prep 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. Hogan Prep, 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. Hogan Prep 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. Hogan Prep will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with HPA policies, regulations and practices.



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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 Hogan Prep prior to or during a school year, Hogan Prep 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. Hogan Prep will conduct evaluations, where necessary, to ensure proper placement and services.

Hogan Prep will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, Hogan Prep may waive prerequisites for placement in an HPA course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, Hogan Prep 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 School and Hogan Prep 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 Hogan Prep while under juvenile court jurisdiction will receive a diploma in the same manner as other HPA students.

Transportation

Some students in foster care who are residents of Hogan Prep may need transportation to remain in their school of origin when it is in their best interest. To facilitate transportation for such students, Hogan Prep 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, Hogan Prep will provide such transportation if:

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



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Dispute Resolution

In the event that a caregiver or education decision-maker disputes a Hogan Prep 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 Hogan Prep'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, Hogan Prep 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 Hogan Prep'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 Hogan Prep's notice of the right to appeal the decision. Failure to timely submit an appeal letter may result in dismissal of the appeal.



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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.

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 Hogan Prep's Level I decision.

The appeal letter must be submitted to the DESE contact person and HPA's Superintendent within five (5) days of receipt of the Level I decision. Hogan Prep 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.



Hogan Preparatory Academy Board Policies Section 3: Students

POLICY 2770 – STUDENT WELFARE: HOMELESS STUDENT POLICY

(Last approved: 09/27/21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Hogan Preparatory Academy recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. Therefore, Hogan Prep, in accordance with state and federal law (Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act) and the Missouri State Plan for Homeless Children and Youth, will give special attention to ensure that homeless children in the LEA have access to free, appropriate public education.

Definitions:

A “homeless child” or “homeless youth” is one who:

- A. Lacks a fixed, regular, and adequate nighttime residence; and
- B. Includes -
 - a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
 - b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
 - d. Migratory children or youths who qualify as homeless because they are living in circumstances described in subdivisions (a) and © above.

The first category may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.



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The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Enrollment and Placement:

Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, LEAs must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, Hogan Preparatory Academy must:

- (a) Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or
- (b) Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining what is a child or youth’s best interest, Hogan Preparatory Academy must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth’s parent or guardian. If Hogan Preparatory Academy wishes to send a homeless child or youth to a school other than the school of origin or a school requested by the parent or guardian, Hogan must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law, Hogan Preparatory Academy may, however, require contact information.

If Hogan Prep is unable to determine the grade level of the student because of missing or incomplete records, Hogan shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child/youth.



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Transportation:

Transportation must be provided, at the request of the parent or guardian (or in the case of unaccompanied youth, the homeless coordinator) to and from the school of origin.

- If the homeless child or youth continues to live in the area served by the LEA in which the school of origin is located, that LEA must provide or arrange for the child's or youth's transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, then LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
- The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.

Services:

Each homeless child or youth shall be provided services comparable to services offered to other students in the LEA including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for children with disabilities, English learners, programs in career and technical education, programs for gifted and talented students, before-and-after school programs, school nutrition programs, and transportation.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of this LEA to provide for the transportation of the student. This may be achieved through the transportation services of this LEA, the school of origin, or another outside agency.



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Records:

Once LEA officials have determined that an enrolling student is homeless, the LEA's homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

Immunization:

If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in §section 167.181.3, RSMo.

Any records ordinarily kept by school, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new LEA. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator:

The Board will designate an individual to act as the LEA's homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The LEA shall inform school personnel, service providers and advocates working with homeless families of the duties of the LEA homeless coordinator.



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Resolving Grievances:

Level I - A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the LEA's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, then name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the Complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the Superintendent or his/her designee of the formal complaint and the disposition.

Level II - Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the Superintendent or his/her designee by filing a written appeal package. The package shall consist of the complainants' grievance and the decisions rendered at Level I. The Superintendent or his/her designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Superintendent or his/her designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III - If resolution is not reached in Level II, a similar written appeals package shall be directed through the Superintendent or his/her designee to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in a closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For LEA purposes, the decision of the Board is final.

Level IV - If the complainant is dissatisfied with the action taken by the Governing Board of the LEA, a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his/her findings within thirty (30) days to the LEA and the complainant. If the findings support the action taken by the LEA, such action will be confirmed. If the findings support the allegations of the complainant, the LEA will be



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directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.



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POLICY 2785 – STUDENT WELFARE: STUDENT SUICIDE AWARENESS

(Last approved: 05/18/20)

This policy and the accompanying regulation reflects Hogan Prep’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 HPA 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.



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POLICY 2810 – STUDENT SERVICES: GUIDANCE AND COUNSELING SERVICES

(Last approved: 05/18/20)

Hogan Prep is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading HPA students to successful transitions into post-secondary education and into the workforce. Hogan Prep's guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. Hogan Prep's 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 Hogan Prep'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' HPA 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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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.



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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, Hogan Prep will make contact with and/or put students and their parents/guardians in contact with outside agencies or professional resources. Where appropriate, Hogan Prep 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 students.



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POLICY 2820 – STUDENT SERVICES: PSYCHOLOGICAL TESTING OF STUDENTS

(Last approved: 05/18/20)

Psychological tests administered to students by qualified Hogan Prep personnel or appropriate diagnostic agencies will ensure quality psychological services, 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 Hogan Prep or agencies contracted by Hogan Prep 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 school-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated Hogan Prep administrator.

Hogan Prep 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.



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POLICY 2850 – STUDENT SERVICES: INOCULATIONS OF STUDENTS

(Last approved: 05/18/20)

All students attending Hogan Prep schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with Hogan Prep 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 Hogan Prep, 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, Hogan Prep 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.



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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 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.

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 Hogan Prep 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.

Hogan Prep 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.



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POLICY 2870 – STUDENT SERVICES: DISTRIBUTION OF MEDICINE TO STUDENTS

(Last approved: 09/27/21)

The Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. School Distribution and Administration of Medicine

1.1 The school nurse (or another employee designated by the Superintendent or his/her designee) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

1.1.1 Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.

1.1.2 The appropriate approval form for medication distribution must have been completed and signed by the parent or guardian for each medication.

1.1.3 The school nurse or other designated employee shall keep a written report of medication taken by the student.

SECTION 2. Student Possession and Self-Administration of Medication

2.1 The school shall grant any student authorization for the possession and self-administration of medication to treat the student's chronic health condition, including but not limited to asthma or anaphylaxis if:

2.1.1 A licensed physician prescribed or ordered such medication for use by the pupil and instructed such pupil in the correct and responsible use of such medication;

2.1.2 The pupil has demonstrated to the pupil's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered;



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2.1.3 The pupil's physician has approved and signed a written treatment plan for managing the pupil's chronic health condition, including asthma or anaphylaxis episodes and for medication for use by the pupil. Such plan shall include a statement that the pupil is capable of self-administering the medication under the treatment plan;

2.1.4 The pupil's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan and the liability statement.

2.1.5 The pupil's parent or guardian has signed a statement acknowledging that the school district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil or the administration of such medication by school staff. Such statement shall not be construed to release the School and its employees or agents from liability for negligence.

2.2 Pupils authorized to possess and self-administer medication may possess and self-administer such medication while in school, at a school-sponsored activity, and in transit to or from school or school-sponsored activity.

2.3 Such authorization shall only be effective for the school year in which it is granted. Such authorization shall be renewed by the student's parent or guardian each subsequent school year.

2.4 Any current duplicate prescription medicine, if provided by a student's parent or guardian or by the school shall be kept at the school in a location at which the student or school staff has immediate access in the event of an asthma or anaphylaxis or other emergency.

2.5 The written treatment plan, liability statement, and any other written documentation shall be kept on file at the school in a location easily accessible in the event of an emergency.



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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.



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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. Hogan Prep 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 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.



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POLICY 2920 – ACTIVITIES AND ATHLETICS: INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

(Last approved: 05/18/20)

Hogan Prep 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 Hogan Prep and poses a significant risk to the physical and mental welfare of HPA students. Hazing of students, on or off Hogan property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.



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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 non curricular 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 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 non curricular.



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Hogan Preparatory Academy Board Policies Section 4: Financial Operations

POLICY 3100 – FINANCIAL MANAGEMENT

(Last approved: 12/19/2019)

The Board will adopt a series of policies to provide direction regarding the School's budget and financial affairs which reflect the educational philosophy of Hogan Prep and provide a framework in which the HPA 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 Hogan Prep.

The purpose of Hogan Prep's 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 Hogan Prep.



Hogan Preparatory Academy Board Policies Section 4: Financial Operations

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

Hogan Prep 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;
- 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.



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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.

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.



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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 Hogan Prep.

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.

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.



Hogan Preparatory Academy Board Policies Section 4: Financial Operations

Hogan Prep shall utilize the most appropriate procurement method based on the particular procurement. Hogan Prep 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:

- o The item is available only from a single source;
- o The public emergency for the requirement will not permit a delay;
- o The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
- o 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 Hogan Prep's non-federally-funded activities and in accordance with Hogan Prep'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 Hogan Prep's written travel policy.



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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 Hogan Prep's travel policy. Documentation may include any of the following: an agenda; prior written approval; and/or written justification statement.

Hogan Prep 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 Hogan Prep for reimbursements. Reimbursements are only for funds "spent" – transactions that are recorded on Hogan Prep's books and the funds delivered to the recipients.

Hogan Prep 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.

Hogan Prep 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>.



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POLICY 3102 – FINANCIAL MANAGEMENT: CAPITAL ASSETS ACCOUNTING POLICY

(Last approved: 9/27/2021)

The Board of Hogan Preparatory Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.1. Definition of a Capital Asset

A capital asset that is tangible in nature; has a life that exceeds one year; of significant value (\$5,000 per unit); and reasonably identified and controlled through a physical inventory system. Examples include: land, buildings, machinery, and furniture.

Section 1.2 Documentation

The Chief Finance and Accountability Officer shall ensure that Hogan Preparatory Academy maintains accurate records of capital assets in accordance with applicable rules.

Section 1.3 Inventory

The Chief Finance and Accountability Officer will ensure that a physical inventory of capital assets takes place once every two years.

Section 1.4 Annual Audit

The annual financial audit required by the Board shall include an exhibit in the audit report identifying all capital assets and the ownership interest of local, state and federal parties.



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POLICY 3106 – FINANCIAL MANAGEMENT: FRAUD PREVENTION

(Last approved: 12/19/2019)

Hogan Prep 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 Hogan Prep's resources are used for the purpose for which they are intended.

The public is entitled to expect Hogan Prep 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 HPA business.

Hogan Prep'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



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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 Hogan Prep'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.

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, Hogan Prep will:

- not allow the person raising the concern to be retaliated against for doing so;
- treat retaliation against whistleblowers 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

Hogan Prep'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.



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POLICY 3110 – FINANCIAL MANAGEMENT: ANNUAL OPERATING BUDGET POLICY

(Last approved: 09/27/2021)

The Board of Hogan Preparatory Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Budget Process

1.1 The Superintendent or his designee will ensure that Hogan Preparatory Academy follows a budgeting process that is consistent with the requirements of all applicable state and federal laws and regulations.

1.2 Each year the Chief Finance and Accountability Officer is required to submit to the Board for consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.

1.3 Each year before the annual operating budget is drafted the Chief Finance and Accountability Officer shall ensure that a needs assessment of Hogan Preparatory Academy is drafted and finalized by the finance committee consisting of the CFO, the School Leader, and other individuals designated by the board. The needs assessment shall inform the drafting of the annual budget.

1.4 The Board shall formally adopt the budget in an open meeting held in accordance with the Board's bylaws by June 30, pursuant to all applicable laws and regulations and before the expenditure of any funds. The approved estimated expenditures for each fund shall not exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund.

1.5 The Secretary of the Board will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

1.6 After the beginning of the fiscal year, the Superintendent and Chief Finance and Accountability Officer shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

SECTION 2. Fiscal Compliance

The Chief Finance and Accountability Officer shall ensure that Hogan Preparatory Academy complies with all state and federal laws and rules concerning the budget and related processes of the school.



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POLICY 3111 – FINANCIAL MANAGEMENT: FISCAL YEAR

(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.



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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 Hogan Prep. 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.



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POLICY 3120 – FINANCIAL MANAGEMENT: CASH MANAGEMENT

(Last approved: 12/19/2019)

Hogan Prep 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

Hogan Prep'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 or their designee shall ensure that appropriate segregation of duties exists with regards to the handling of all money transactions including reconciliation.



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POLICY 3130 – FINANCIAL MANAGEMENT: STATE AND FEDERAL PROJECTS

(Last approved: 12/19/2019)

With Board approval, the School 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 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 Hogan Prep 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.



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POLICY 3140 – FINANCIAL MANAGEMENT: BANKING SERVICES

(Last approved: 12/19/2019)

Bank Accounts

The Board President and Superintendent 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 Hogan Prep 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.

Checks

Any authorized check drafted on Hogan Prep'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 Hogan Prep's business office for processing.

Checks payable to cash for any reason are prohibited.



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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

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.

Hogan Prep 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.



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POLICY 3150 – FINANCIAL MANAGEMENT: PAYMENT PROCEDURES

(Last approved: 12/19/2019)

All money received by Hogan Prep 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.



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POLICY 3160 – FINANCIAL MANAGEMENT: INVESTMENT OF FUNDS

(Last approved: 12/19/2019)

The Board has an obligation to the citizens of the Hogan Prep community to direct the management of HPA funds. The primary objective of Hogan'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, Hogan Prep 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 personnel, including Board members, who are involved in the investment of HPA funds, will not engage in any personal business activity which could:

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

Hogan Prep employees and directors involved in investment of HPA 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 Hogan Prep's investment portfolio. Similarly, Hogan employees and directors involved in investment of HPA funds will not engage in personal investment transactions with the same individual with whom business is conducted on behalf of Hogan Prep.

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.



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The performance goals of Hogan Prep'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 Hogan's investment program, Hogan Prep will calculate the book yield and total rate of return on HPA funds compared to the appropriate security market indexes.

The Superintendent/designee will direct the preparation of quarterly investment reports providing a summary of Hogan Prep'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 Hogan Prep's investment policy have been approved by the Board and are contained in Regulation 3160.



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

(Last approved: 04/27/2020)

Conflict of Interest

Hogan Prep maintains a written code of standards of conduct which governs the performance of Hogan 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 an HPA 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 Hogan Prep 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 Hogan Prep will not endorse products or services in such a manner that will identify the employee as an employee of Hogan Prep.

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. 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.



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POLICY 3180 – FINANCIAL MANAGEMENT: PROCUREMENT OF PROFESSIONAL SERVICES

(Last approved: 12/19/2019)

The Board and the Administrators recognize that some professional services are necessary on certain occasions to assist in the governance of Hogan Prep. These services include attorneys to provide legal counsel with specific expertise regarding education policy matters, architects, certified public accountants to annually audit the financial statements of Hogan Prep 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 Hogan Prep, 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, Hogan Prep 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 and Administration believes that the collective expertise within Hogan Prep is sufficient to judge if and when seeking alternative providers is prudent.



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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.



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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 Hogan Prep 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 Hogan Prep is entitled to receive according to developed rules and regulations.



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POLICY 3330 – REVENUE: BONDED INDEBTEDNESS

(Last approved: 12/19/2019)

The School Board may issue bonds for any Hogan Prep 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.



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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 Hogan Prep. 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.



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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.



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POLICY 3350 – REVENUE: STUDENT FEES AND FINES

(Last approved: 12/14/2020)

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study, which are offered for credit. Students are 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.

Students may be charged fees or admission for participation in activities, which are voluntary, such as attendance at school athletics, or other co-curricular events. The fee schedule for such events shall be submitted to the Board for approval annually.



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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.



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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 Hogan Prep.



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POLICY 3390 – REVENUE: SALE/LEASE OF PERSONAL PROPERTY

(Last approved: 12/19/2019)

Whenever Hogan Prep 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.



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POLICY 3410 – ACCOUNTING AND REPORTING: ACCOUNTING SYSTEM

(Last approved: 12/19/2019)

Hogan Prep 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

Hogan Prep 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

Hogan Prep 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. Hogan Prep shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

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

Hogan Prep 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

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



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POLICY 3425 – ACCOUNTING AND REPORTING: ACCOUNTABILITY PORTAL

(Last approved: 12/19/2019)

By September 1, 2019, Hogan Prep will develop, maintain and make publicly 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. Hogan Prep'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 Hogan may have. Alternatively, Hogan Prep 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 HPA.

Hogan Prep's accountability portal will contain only information that is a public record and not confidential or otherwise protected by state or federal law. Hogan Prep 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 Hogan Prep's accountability portal will be updated at least quarterly. HPA will archive the financial data for a minimum of ten (10) years. The archived financial data will remain accessible and searchable during this period.



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POLICY 3430 – ACCOUNTING AND REPORTING: AUTHORIZED SIGNATURES

(Last approved: 9/27/2021)

The Board of Hogan Preparatory Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. The Board of Hogan Preparatory Academy shall designate at least one current board member to be included as an authorized signature on all financial accounts of the school.

Section 2. The Board shall notify all financial institutions that serve the school of the board member who is to be included as an authorized signature on financial accounts.

Section 3. The Board of Hogan Preparatory Academy shall annually certify to the Missouri Charter Public School Commission that the financial institutions that serve the school have on file the authorization form for the board member who is to be the signature on all financial accounts.



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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 Hogan 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. Expenses are reimbursed only when properly accounted for by an individual and approved by the Superintendent or their designee.

Reimbursements to Board members must be approved by the Board.



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POLICY 3450 – ACCOUNTING AND REPORTING: SALES TAX

(Last approved: 12/19/2019)

Pursuant to Chapter 144, R.S.Mo., schools 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 Hogan Prep from local retail dealers will provide a copy of the tax-exempt letter to such dealer at time of purchase.

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



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

(Last approved: 12/19/2019)

Annual Audit

Annually, the books and accounts of Hogan Prep 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.



Hogan Preparatory Academy Board Policies Section 4: Financial Operations

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. 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 Hogan Prep funds. There shall be full disclosure of the sources and expenditures of all funds.



Hogan Preparatory Academy Board Policies Section 4: Financial Operations

POLICY 3710 – INSURANCE: INSURANCE PROGRAMS

(Last approved: 12/19/2019)

The Board 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 Hogan Prep property, employees, and Board, 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 Hogan Prep. Hogan Prep 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



Hogan Preparatory Academy Board Policies Section 4: Financial Operations

(Last approved: 12/19/2019)

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

To protect members of the Board, Hogan 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 or employed by or otherwise associated with Hogan Prep when the lawsuit is filed.

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 Hogan Prep 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.

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

POLICY 3740 – INSURANCE: BOND FOR EMPLOYEES



Hogan Preparatory Academy Board Policies Section 4: Financial Operations

(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 with premiums to be paid by Hogan Prep.



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POLICY 4110 – EMPLOYMENT: EQUAL EMPLOYMENT OPPORTUNITY POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Equal Opportunity Employment

The School is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention promotion, and contracted service. The School further commits itself to the policy that there shall be not unlawful discrimination against any person because of race, color, religion, disability, age, gender, national origin, or sexual orientation.

The School's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, national origin, or sexual orientation.

SECTION 2. Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities

Hogan Preparatory Academy shall comply with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. Hogan Preparatory Academy shall also provide reasonable accommodations for qualified individuals in accordance with these laws. HPA shall ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and during active employment with HPA.

Qualified applicants or HPA employees with disabilities should make formal requests in writing for accommodations.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES

(Approved: 4.27.20)

The 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 Hogan Prep 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 Hogan Prep 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. Hogan Prep 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 Hogan Prep. 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.

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 Hogan Prep 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. Hogan Prep will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.

Hogan Prep 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 Hogan Prep Local Agency Security Officer (LASO). HPA's LASO Security Officer will be responsible for implementation and oversight



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of Hogan Prep'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 Hogan employee. The information Hogan Prep should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the organization 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 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 Hogan employee, will not be disciplined or discriminated against because of such report.

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



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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 Hogan Prep 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.



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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

Hogan Prep may employ teachers with the Visiting Scholar Certification under the following provisions:

1. Verification 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.

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 Hogan Prep and attainment of a satisfactory performance-based teacher evaluation.



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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.



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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.



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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 Hogan Prep Board.

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.



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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 Hogan administration and Board.

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.



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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.



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POLICY 4310 – ABSENCES, LEAVE AND VACATION: PERSONAL LEAVE POLICY

(Approved: 10.25.21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

This policy covers all forms of personal leave including paid time off (PTO), holidays, bereavement, civic duty, and victim of crime leave.

Section 1. Paid Time Off (PTO)

1.1 PTO must be earned before it can be used.

The PTO benefit for all 10 and 11 month employees is intended for absences due to illness, personal emergencies, or for those rare special needs and obligations that cannot be addressed before or after the school day.

The PTO benefit for 12 month employees is an all-purpose time-off benefit to use for vacation, illness or injury, and personal business. Paid time off for eligible 12 month employees will begin to accumulate from the first day of the pay period coincident or following employment.

10 and 11 Month Regular Full-Time Employees

- 10 and 11 month regular full time employees will earn 8 hours a month for each month of their contract. 10 month regular full time employees will earn a total of 80 hours. 11 month employees will earn a total of 88 hours.
- 10 and 11 month regular full time employees may carry forward a total of 40 hours to the next fiscal year, beginning July 1st of each year.
- Excess hours for regular full time employees will be adjusted on June 30th and hours above the maximum carry forward amount of 40 hours may be eligible for reimbursement as described under PTO Reimbursement.

Regular Part-Time Employees

- Regular part time employees will earn a prorated number of hours a month based on the number of hours worked.
- Regular part time employees may carry forward a total of 40 hours to the next fiscal year, beginning July 1st of each year.



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- Excess hours for regular part time employees will be adjusted on June 30th. Any excess hours above the maximum carry forward amount of 40 hours may be eligible for reimbursement as described under [PTO Reimbursement](#).

12 Month Regular Full-Time Employees

- 12 month regular full time employees will earn hours based on the length of employment at HPA in accordance with the chart below:

Years of Service	Accrued Hours per Month	Accrued Hours per Year
1-3	10.7 hours	128.40 hours
4 & Beyond	14.7 hours	176.40 hours

- 12 month regular full-time employees may carry forward a total of 80 hours to the next fiscal year, beginning July 1st of each year.
- Excess hours for 12 month regular full time employees will be adjusted on June 30th and hours above the maximum carry forward amount of 80 hours may be eligible for reimbursement as described under [PTO Reimbursement](#).

1.2 PTO Reimbursement

Reimbursement for employee unused PTO which is beyond the maximum carryover amount will be considered and approved by the HPA Board annually. This approval will be based on budget considerations and the financial health of the organization. The Board will vote on PTO reimbursement by no later than March of each fiscal year. **To the extent possible, the Board will work to approve some form of PTO reimbursement but will have the authority to modify the payout schedules shown below.*

- In order to qualify for PTO reimbursement, 10 and 11 month employees must not have taken any PTO after returning from spring break.
- If PTO reimbursement is approved, employees will receive their PTO reimbursement with the July 15th payroll.
- PTO reimbursement is based on the number of excess PTO hours and whether the employee will remain an HPA employee for the next fiscal year.
- PTO reimbursement for non-returning employees will be based on their total PTO hours.
- If the HPA Board approves PTO reimbursement, the payout will be determined as follows:



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PTO REIMBURSEMENT FOR ALL STAFF LEAVING HPA

Number of Excess Hours	Reimbursement Amount**
1-8 HOURS	\$0
9-20 HOURS	\$250
21-40 HOURS	\$400
41-60 HOURS	\$550
61-80 HOURS	\$700
81-100 HOURS	\$850
101-160 HOURS	\$1000

PTO REIMBURSEMENT FOR ALL RETURNING STAFF

Number of Excess Hours	Reimbursement Amount**
1-8 HOURS	\$100
9-20 HOURS	\$250
21-40 HOURS	\$500
41-60 HOURS	\$750
61+ HOURS	\$1000

**** Reimbursement Amounts are provided as examples. Reimbursement amounts will be determined by the HPA Board as a part of their annual review of PTO reimbursement.***

+ 10 and 11 month employees who take PTO after spring break will not be eligible for PTO reimbursement.



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Section 2. Holidays

HPA will grant paid time off to all full time employees on the holidays listed below, provided they fall within the normal work months for the individual. Part time employees are not eligible for holiday pay. Administration reserves the right to designate a holiday as a work day based on the needs of the school.

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Friday following Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

Generally, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the PTO benefit that would otherwise have applied. Holidays will not be counted as hours worked for the purposes of determining overtime pay.

Section 3. Bereavement

Up to 3 days of paid bereavement leave may be provided to regular full time employees. (If approved, this time is not counted against PTO balances.) HPA defines "immediate family" as spouse, partner, parent, grandparent, child, sibling, the employees' spouse's parent, partner, grandparent, child, or sibling. Employees may, with their supervisor's approval, use available PTO for additional time off as needed.

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. All requests for time off must be submitted through the



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current absence tracking software. Employees must provide documentation in the form of a funeral program or obituary to the office of Human Resources upon return to work.

Section 4. Civic Duty

4.1 Time Off to Vote

HPA encourages employees to fulfill their civic responsibilities by participating in elections.

Generally, employees are able to find time to vote either before or after their regular work schedule. In the unlikely event an employee's work schedule prevents him/her from voting during polling times, HPA will make arrangements for the employee to take time off to vote.

All requests for time off must be submitted through the current absence tracking software. Employees should request time off to vote at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Time off for voting should be reported and coded appropriately on timekeeping records.

4.2 Time Off for Jury Duty

HPA encourages all employees to do their civic duty. HPA will cooperate fully with local, state and federal courts in allowing employees to serve on juries.

To qualify for paid jury or witness duty leave, employees must submit to his/her supervisor a copy of the summons as soon as it is received. All requests for time off must be submitted through the current absence tracking software. In addition, proof of service must be submitted to HPA HR when the period of jury or witness duty is completed. Of course, employees are expected to report for work whenever the court schedule permits.

Section 5. Time Off for Crime Victims



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Employees who are crime victims will be allowed to take leave to consult with the district attorney or attend the criminal proceeding as provided under Missouri law. Documentation may be requested to support such requests for leave. HPA will comply with Missouri law regarding the granting of time off and the use of PTO for such time off.



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POLICY 4321 – ABSENCES, LEAVE AND VACATION: FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

This policy is limited to any rights or benefits contained in the Family and Medical Leave Act (FMLA).

SECTION 1. Eligible Employees

1.1 Employees of Hogan Preparatory Academy who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave and are employed at a worksite where 50 or more employees are located within 75 miles of the worksite are eligible to take twelve (12) weeks of unpaid leave under FMLA.

1.2 An employee may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Adoption or foster placement of a child with the employee;
3. To care for the employee's spouse, son, daughter, or parent, if that person has a serious health condition;
4. Serious health condition of employee that prevents the employee from performing the job functions;
5. Because of a qualifying exigency (hereinafter defined) arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation;
6. To care for a covered service member (hereinafter defined) with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin.

SECTION 2. Definitions



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“Covered Servicemember” means a member of the Armed Forces, including a member of the National Guard of Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member’s office, grade rank or rating.

“Instructional employee or other key position” means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

“Parent” means a biological parent or one who acted in place of a parent when the employee was a child. The term “parent” does not include parent “in-law”.

“Qualifying exigency” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a health care provider.

“Son or daughter” means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.

“Spouse” means a husband or wife.

SECTION 3. Amount and Type of Leave Taken

3.1 Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption, or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.



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3.2 If both spouses work for Hogan Prep and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition.

3.3 Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a parent, spouse, or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

3.4 Intermittent or Reduced Leave - An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. Hogan Prep will require a certification, in the form described in Section 3.7 below, to document the medical necessity of such intermittent leave.

3.5 Notification of Leave - If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to their manager. If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

3.6 Benefits and Return to Work - Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by the school while on FMLA leave. HPA will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

Hogan Prep may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employer's absence during leave will not alter benefits which the employee accrued before taking leave.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, Hogan Prep may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by the school ("key employee") if such denial is necessary to prevent substantial and grievous economic injury to the school's operation, as determined by the Board. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

3.7 Required Certification and Reporting - The Board requires that a request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee on a form to be provided by the Board.

This certification must include:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. If the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care for the family member and the estimated time needed for such care;
4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Board.

Hogan Prep, at its own expense, may obtain the opinion of a second health care provider of its own choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, Hogan Prep may, at its own expense, obtain a third opinion from a health care provider upon which HPA and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both HPA and the employee.

Upon an employee's return after leave for his/her own serious health condition, Hogan Prep may require the employee to obtain certification from a health care provider that the employee is able to resume work.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Hogan Preparatory Academy may require an employee on FMLA leave to report periodically to their manager on the employee's status and intent to return to work.

3.8 Special Provisions - When an instructional employee or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number of working days in the period during which the leave would extend, HPA may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, HPA may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three weeks; and
2. The employee would return to work during the three-week period before the end of the term.

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

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

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 Hogan Board 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.

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 Hogan Prep's effort to provide quality educational programs and services for all students.

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

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

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; and review and evaluate Hogan Prep's staff development program.

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

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Guidelines for Organization-wide Committees

A written description of each organization-wide committee established at Hogan Prep 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 Organization-wide Committees with Employee Representation

Organization-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).

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

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

Hogan Prep'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 HPA educators provide students and employees the best possible working and learning environment.

POLICY 4500 – COMPENSATION: PAYROLL POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

SECTION 1. Accurate & Timely Payroll

The Chief Finance and Accountability Officer shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

SECTION 2. Payment of School Employees

School employees shall be paid:

- a. In United States currency;
- b. By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United States currency; or
- c. By the electronic transfer of funds to the employee's bank account pursuant to a direct deposit agreement signed by the employee.

SECTION 3. Paydays

Paydays for all HPA employees shall be on the 15th and 30th of each month.

SECTION 4. Withholding of Wages

The Chief Finance and Accountability Officer shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable law and rules.

- a. The school is ordered to do so by a court of competent jurisdiction;
- b. The school is authorized to do so by state or federal law; or
- c. The school has written authorization from the employee to deduct part of their wages for a lawful purpose

SECTION 5. Teachers Retirement System

As prescribed by Statute, all teachers at Hogan Preparatory Academy shall be members of the Kansas City Public Schools Retirement System and subject to its regulations. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation.

POLICY 4505 – COMPENSATION: SALARY SCHEDULE

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

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 with Hogan Prep, and within public education, years of service as an administrator at each administrative level, regional comparisons to similar organizations, number of contracted days, administrative responsibilities, and salaries of other HPA 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)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

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.

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

POLICY 4520 – COMPENSATION: SALARY DEDUCTIONS

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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

Hogan Prep provides for payroll deduction and processing for employees participating in tax-sheltered annuities.

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)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

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)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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.

POLICY 4550 – COMPENSATION: RETIREMENT COMPENSATION

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

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 Hogan Prep of a qualifying event.

POLICY 4600 – PERFORMANCE EVALUATION: PERSONNEL EVALUATION POLICY

(Approved: 9.27.21)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Staff Observations and Evaluations

1.1 The Superintendent shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

1.2 Each certified staff member shall be formally observed and evaluated by their manager on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

1.3 Each classified staff member shall be formally evaluated by their manager on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

1.4 The manager shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

1.4.1 The Employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary with the dissent; however, the document, regardless of acknowledgement or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

1.4.2 Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Governing Board or its designated committee is considered final.

POLICY 4630 – PERFORMANCE EVALUATION: STAFF CONDUCT

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

The Board requires all staff members to serve as positive role models for Hogan students. Hogan Prep schools exist to provide quality, cognitive, and effective education for 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 community citizens in a professional manner.
10. Properly operate and maintain Hogan property.
11. Utilize Hogan Prep technology solely for school 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.
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 Hogan Prep 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 Hogan Prep 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.



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Section 5: Personnel Services

- 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 Hogan Prep curriculum, unless done as part of a Hogan Prep 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)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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.

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with Hogan 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 Hogan students.

Hogan Prep 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)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

(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.

POLICY 4720 – SUSPENSION OR TERMINATION: SUPPORT STAFF

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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 Hogan Board. 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 Board Policies

Section 5: Personnel Services

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, Hogan Prep retains the right to pursue liquidated damages as stated in the contract.

POLICY 4740 – REDUCTION IN FORCE: CERTIFICATED STAFF

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

If it becomes necessary to reduce the number of teachers due to a decrease in enrollment, Hogan Prep reorganization or the financial condition of Hogan Prep, 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, Hogan Prep reorganization or the financial condition of HPA.

POLICY 4741 – REDUCTION IN FORCE: SUPPORT STAFF

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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, Hogan Prep 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 Hogan's students.

POLICY 4810 – STAFF WELFARE: EMPLOYEE INFORMATION SHARING POLICY

(Approved: 9.27.21)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of the adoption by the Board.

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

2.1 The School shall provide information about a former employee to another public school upon request.

2.2 The School shall share the following information: information regarding any violation of the published regulations of the Governing Board of the School 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 adoptions.

POLICY 4820 – STAFF WELFARE: EMPLOYEES WITH COMMUNICABLE DISEASES POLICY

(Approved: 9.27.21)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Purpose of Policy

1.1 The Governing Board intends to ensure that no individual has potentially harmful exposure to infection or diseases.

SECTION 2. Definitions

2.1 Communicable disease: a disease that can be directly or indirectly transmitted from one person to another.

2.2 HIV infection: an infection in which the human immuno-deficiency virus is present.

SECTION 3. Protections

3.1 No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of the Governing Board solely because he or she is infected with a communicable disease or HIV infection.

3.2 A student or employee who is infected with a communicable disease or HIV infection will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Governing Board after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the School Leader it is necessary to consult a private physician.

SECTION 4. Prevention of Transmission

4.1 Each year, Hogan Prep shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

4.2 Education and policy review shall include procedures to reduce the risk of transmitting communicable disease and HIV infection, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

SECTION 5. Identification of Potential Risks

5.1 Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e. how long the disease is transmitted;
- The duration of the risk; i.e. how long the carrier is infectious;
- The severity of the risk; i.e. the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

5.2 If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Governing Board programs or to be employed by the Board.

5.3 In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a communicable disease, the Superintendent is authorized to remove the infected student or employee from HPA programs or employment for a period not to exceed ten days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

5.4 The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

SECTION 6. Privacy Rights

6.1 Neither the Board nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

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.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

POLICY 4840 – STAFF WELFARE: CONFLICT OF INTEREST

(Approved: 4.27.20)

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



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

POLICY 4850 – STAFF WELFARE: STAFF COMPLAINTS & GRIEVANCES POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Intent of the Policy



Hogan Preparatory Academy Board Policies

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1.1 The purpose of this policy is to provide a process for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

1.2 This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

SECTION 2. Definitions

2.1 Complaint - A complaint means any claim or grievance by an employee who is affected in his or her employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

2.2 Employee - Employee shall mean any person hired by HPA to perform services either full or part time.

2.3 Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

2.4 School Leader - Employee possessing that degree of administrative authority.

2.5 Parties in Interest - Any persons involved in the processing and investigation of the complaint.

2.6 Complaint File - A file maintained by the School Leader containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

2.7 Board - The Governing Board of Hogan Preparatory Academy.

2.8 Notification - means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

SECTION 3. Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of Hogan Prep who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements with which the school is required to comply.

3.2 The Board will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be received by the School's office via certified mail at the following address: 6409 Agnes, Kansas City, MO 64132.

3.3 The complainant and all parties in interest shall be adequately notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail.

3.4 The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses.

3.5 The Governing Board may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

3.6 At each level, an accurate record of the proceeding must be kept by mechanical means and all evidence shall be preserved and made available to the parties involved; all cost and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the Governing Board; provided however, the cost of transcribing the transcript of evidence and proceedings before the Board shall be borne by the party requesting same, and all costs of the records on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

3.7 The overall time frame from the initiation of the complaint until rendition of the decision by the Governing Board and notification thereof to the complainant shall not exceed thirty (30) days. In no instance shall there be more than ten (10) calendar days between the most recent alleged act about which a complaint may be filed and the first



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written notice of complaint is received nor shall there be more than ten (10) calendar days between the decision at any level and the date the appeal to the next level is received.

3.8 Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand delivered by a person designated by the Superintendent within twenty (20) business days of the hearing.

3.9 Decisions at each level shall be delivered to the complainant and the affected parties by a person designated by the Superintendent either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with Hogan Preparatory Academy.

3.10 If the complainant is dissatisfied with the review of the supervisor's decision, he or she must forward an appeal to HR within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. HR will notify the Superintendent or his/her designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to the Superintendent.

3.11 The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of his/her choice to assist in the presentation of the complaint at the Governing Board level. At the Board level nothing shall prevent the Board from having an attorney present to serve as the law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the School Leader or the complainant.

3.12 The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Governing Board level of the complaint process, unless it is determined by the School Leader presiding over the complaint that such evidence is relevant to the issues presented at the initial hearing and such evidence was either not made available by the administration or not discoverable by the complainant or unless it is presented and received in writing to the person presiding over the complaint at least five (5) days prior to the set date for the Governing Board hearing. A committee of the board will conduct the appeal proceeding within fifteen (15)



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working days and, within twenty (20) working days after the conclusion of the proceeding, will render a final decision.

3.13 The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated.

SECTION 4. Prohibited Reprisal Provision

4.1 No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.

SECTION 5. Collection of Information

5.1 Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.

POLICY 4860 – STAFF WELFARE: PERSONNEL RECORDS

(Approved: 4.27.20)



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Personnel files on all employees will be maintained in Hogan Prep'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 Hogan employees.

Hogan Prep 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 Hogan Prep 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)



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Hogan Prep is committed to provision of a quality education in a transparent and supportive environment. Employees who engage in certain discussions of Hogan 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 Hogan Prep Operations

Employees are protected in discussing the operations of Hogan Prep 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 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:



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- 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 Hogan Prep.
- 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 Hogan Prep.
- 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.

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

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

[§ 105.055 RSMo - Form 4560](#)

POLICY 4870 – STAFF WELFARE: DRUG FREE WORKPLACE

(Approved: 9.27.21)



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The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

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, students, and other employees. Employees who display 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 participate in and complete 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 their manager or HR of their conviction. Notification must be made by the employee to their manager or HR within five (5) days of the conviction. Within ten (10) days, the manager or HR will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The School will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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 all other medical records.

The School'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



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fails to respond to treatment, and performance is adversely affected, he/she will be subject to employment action in proportion to the performance problem.

Implementation of this policy will not require or result in any specific regulations, privileges, or exemptions from the standard administrative practices applicable to job performance requirements.

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

POLICY 4880 – STAFF WELFARE: USE OF HOGAN PROPERTY

(Approved: 4.27.20)



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

POLICY 4890 – STAFF WELFARE: ACTIVE SHOOTER TRAINING POLICY

(Approved: 11.16.20)



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This policy addresses Hogan Preparatory Academy's plan for active shooter training and associated drills.

Teacher and Employee Training

At the discretion of school administration, the school may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on school property.

The administration may conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

Simulated Active Shooter and Intruder Response

All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

1. Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
2. Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission

Information Sharing

Hogan Preparatory Academy shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.



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POLICY 5110 – BUILDING AND GROUNDS MANAGEMENT: MAINTENANCE AND INSPECTION

(Last approved: 02/24/2020)

The Board recognizes the tremendous investment in Hogan Prep'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.

Hogan Prep 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. Hogan Prep shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency.



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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. Hogan employees may be used when the use of a general contractor is not feasible.



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POLICY 5130 – BUILDING AND GROUNDS MANAGEMENT: ENERGY CONSERVATION MEASURES

(Last approved: 02/24/2020)

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



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POLICY 5210 – SAFETY, SECURITY AND COMMUNICATIONS: HAZARDOUS MATERIALS

(Last approved: 02/24/2020)

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



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POLICY 5211 – SAFETY, SECURITY AND COMMUNICATIONS: EYE PROTECTION

(Last approved: 9/27/21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

1. Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

“Industrial eye protective devices” means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, inc.



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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.

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



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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.



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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.

Hogan Prep may adopt emergency plans for the use of its 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.



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POLICY 5241 – SAFETY, SECURITY AND COMMUNICATIONS: SCHOOL SAFETY PLAN & EMERGENCY CLOSING PROCEDURES POLICY

(Last approved: 9/27/21)

The Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. School Safety Plan

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

SECTION 2. Emergency Suspension of School Operations or Activities

2.1 Hogan Preparatory Academy will typically follow school closures set by the Kansas City Public School System.

2.2 The Governing Board further authorizes the Superintendent or his/her designee to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

2.3 The Superintendent or his/her designee shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

2.4 School activities, including but not limited to extracurricular events, activities, clubs, competitions, and athletic events, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Superintendent or his/her designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.



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2.5 At the Superintendent's discretion, school activities as described in Section 2.4, may be canceled even after a completed school day if conditions exist to warrant such suspension. The Superintendent or his/her designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.



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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 Hogan Prep buildings, grounds and vehicles. This Policy applies to all employees, students and patrons attending school-sponsored activities and meetings.



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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 Hogan Prep 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 Hogan Prep 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.



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

(Last approved: 02/24/2020)

Hogan Prep 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 Hogan Prep employees are responsible for the care and proper use of Hogan Prep property. Maintenance personnel are responsible for the care, repair and annual maintenance of equipment and facilities. After school access to Hogan Prep facilities is limited to authorized individuals and groups.



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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 Hogan Prep 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.



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POLICY 5300 – PURCHASING AND SUPPLY MANAGEMENT: TEXTBOOKS POLICY

(Last approved: 9/27/21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1.

The term “textbook” means workbooks, manuals, or other books, whether bound or in loose-leaf form, intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

SECTION 2.

The school shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for prekindergarten students.

SECTION 3.

Only textbooks filed with the state board of education shall be purchased and loaned under this section. No textbooks shall be purchased or loaned under this section to be used in any form of religious instruction or worship.



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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 Hogan Prep facility. 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.

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 Hogan Prep ownership of the leased object must contain a provision which allows Hogan Prep an option to terminate the agreement on at least an annual basis without penalty.



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

(Last approved: 02/24/2020)

Preference will be given to making Hogan Prep 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.



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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 Hogan Prep'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 Hogan Prep.

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.



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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



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

(Last approved: 02/24/2020)

All Hogan Prep instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by Hogan Prep are school property and will bear identification of School 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.



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POLICY 5440 – INVENTORY MANAGEMENT: EQUIPMENT ON LOAN

(Last approved: 02/24/2020)

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



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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 Hogan Prep's food service program.

Hogan Prep'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 Hogan Prep'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.



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

(Last approved: 02/24/2020)

Hogan Prep 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 organization. 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.



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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).



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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.



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POLICY 5600 – TRANSPORTATION: CONTRACTED TRANSPORTATION SERVICES

(Last approved: 02/24/2020)

The District will contract 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.



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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.

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.



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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 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



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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.



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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.



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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.



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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.



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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.



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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.



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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 Hogan Prep schools.

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

Similarly, the Board may adopt Hogan Prep'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.



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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 Hogan Prep shall satisfy moving Hogan students toward achieving Missouri's definition of what students should know and be able to do by the time they graduate from high school.



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POLICY 6112 – CURRICULUM SERVICES: CURRICULUM RESEARCH

(Last approved: 02/24/2020)

The Board directs that all curriculum developed and/or adopted by Hogan Prep 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 ensure that Hogan Prep curriculum is current and based on sound educational research findings.



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POLICY 6113 – CURRICULUM SERVICES: CURRICULUM DESIGN

(Last approved: 02/24/2020)

The design of Hogan Prep 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 Hogan Prep staff shall be formally presented to the HPA Board for official approval before classroom implementation.



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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.



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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.
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 Hogan Prep's human sexuality instruction;
2. Their right to remove their student from any part of Hogan Prep's human sexuality instruction.

Hogan Prep'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.

Hogan Prep 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.



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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.

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.



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POLICY 6119 – CURRICULUM SERVICES: READING INSTRUCTION

(Last approved: 02/24/2020)

Pursuant to the Missouri Reading Instruction Act (Section 170.014, RSMo) Hogan Prep 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.



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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

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.



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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, Hogan Prep 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.



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POLICY 6140 – CURRICULUM SERVICES: SERVICES FOR STUDENTS WITH DISABILITIES

(Last approved: 05/24/2021)

Hogan Prep does not utilize a separate curriculum for students with disabilities. It is the policy of Hogan Prep to implement a program of regular and special education based on the individualized needs of each disabled student. Hogan Prep 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 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 aids and services that will enable the student to be involved in and make progress in the general educational curriculum.

As provided in a 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.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability a free and appropriate public education pursuant to law. The Individualized Education Program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

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The purpose of ESY services is not to provide the student with an opportunity to continue to progress toward existing annual goals or to initiate new goals. ESY services are intended to prevent serious regression on existing goals. A student will be eligible for ESY services if, based on available data, the student needs services beyond the regular school day/term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. A student will also be eligible for ESY services if the IEP team predicts regression/recoupment based on evaluation data and numerous factors, referenced below. This determination may be based on consideration of the following factors:

1. The nature and severity of the student's disability.



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2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress, including recoupment of established progress after extended breaks from school.
4. The student's behavior and physical needs.
5. Availability of alternative resources.
6. Areas of curriculum that need continuous attention.
7. Particular vocational needs of the student.

If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP.



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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.



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POLICY 6180 – CURRICULUM SERVICES: ENGLISH LANGUAGE LEARNERS

(Last approved: 12/14/2020)

DESE and LEAs share an obligation to ensure that their English Language Learner (ELL) programs and activities comply with the civil rights laws and applicable grant requirements. Title VI prohibits recipients of Federal financial assistance, including DESE and LEAs, from discriminating on the basis of race, color, or national origin. Title VI's prohibition on national origin discrimination requires DESE and LEAs to take "affirmative steps" to address language barriers so that ELL students may participate meaningfully in schools' educational programs.

Definitions:

The term "**Limited English Proficient**," (LEP) when used with respect to an individual, means an individual –

- A. who is aged 3 through 21;
- B. who is enrolled or preparing to enroll in an elementary school or secondary school;
- C. (i) who was not born in the United States or whose native language is a language other than English
(ii) who is a Native American or Alaska Native, or a native resident of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
(iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
 - a. the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
 - b. the ability to successfully achieve in classrooms where the language of instruction is English; or
 - c. the opportunity to participate fully in society.

"**English for Speakers of Other Languages**" (ESOL) are programs that teach language skills to students from non-English-speaking backgrounds.

"**English Language Learners**" (ELLs) are speakers of other languages who are in the process of learning English. This abbreviation may be used to indicate LEP students.



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A “**migratory**” child is defined as a child who is, or whose parent or spouse is, a migratory agricultural worker (including migratory dairy workers and migratory fishers). In order to obtain temporary or seasonal employment in agricultural or fishing work during the preceding 36 months (or to accompany a parent or spouse for such purpose), a migratory child is someone:

1. who has moved from one school district to another
2. who has moved from one administrative area to another in a state that is comprised of a single school district
3. who resides in a school district of more than 15,000 square miles and who migrates a distance of 20 miles or more to a temporary residence in order to engage in fishing activities.

The LEA’s coordinator for ELL programs is the Chief Academic Officer.

The Board directs the ELL coordinator to develop and implement language instruction that:

1. Identify English Language Learner (ELL) students through the use of a home language survey OR by including home language questions on the school enrollment form. The same assessment methods must be used on all students. If using an enrollment form, the questions should include at least the following:
 - a. Do you use a language other than English?
 - b. Is a language other than English used at home?

The Building Principal will develop procedures to ensure that all new and currently enrolled students complete the home language survey or an annual enrollment form, as applicable.

2. Assess for English proficiency any student who indicates the use of a language other than English, using a DESE-approved assessment instrument.
3. Determine the appropriate instruction environment for ELL students.

LEAs are responsible for providing an English language instruction educational program that increases the English proficiency and academic performance of all ELL students. The curriculum used must be tied to scientifically based research on teaching ELL students and must have demonstrated effectiveness.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving English for Speakers of Other Languages (ESOL) or bilingual instruction in order to determine their readiness for classrooms not tailored to ELL students.
5. Provide parents with notice of and information regarding the English language instruction educational program as required by law. To the extent practicable, the notice and information should be in a language that the parent can understand. Parental involvement will be encouraged and parents will be regularly apprised of their child’s progress.



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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.

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



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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 has 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.



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POLICY 6210 – INSTRUCTION: INSTRUCTIONAL TIME

(Last approved: 02/24/2020)

Instructional Time

The primary focus of Hogan Prep'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 Hogan Prep.



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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.



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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.



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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 by Hogan Prep. 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 Hogan Prep'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.



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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 Hogan Prep and its employees. Hogan Prep 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 Hogan Prep'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 Hogan Prep, and any civil rights of authorship are forfeited with payment by Hogan Prep for production of materials.



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POLICY 6250 – INSTRUCTION: INSTRUCTION FOR STUDENTS WITH DISABILITIES

(Last approved: 02/24/2020)

It is the policy of Hogan Prep 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.

Hogan Prep 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 Hogan Prep'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, Hogan Prep 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 Hogan Prep school boundaries. 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.



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POLICY 6270 – INSTRUCTION: INSTRUCTION FOR AT-RISK STUDENTS

(Last approved: 02/24/2020)

Hogan Prep 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.



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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)



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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 Hogan 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.
3. Provide professional development activities for the teachers and support staff as related to migrant students.
4. Involve the parents in the educational program.



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POLICY 6310 – LIBRARIES, MEDIA AND TECHNOLOGY SERVICES: SCHOOL LIBRARIES

(Last approved: 02/24/2020)

The Board believes that it is the responsibility of Hogan Prep'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 Hogan Prep's curriculum. Selection of and access to library/media materials will be based upon the contribution to the education program and the age

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 Hogan Prep policies and regulations, including but not limited to selection, acquisition and Internet usage policies and regulations.

Confidentiality

Hogan Prep 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.



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POLICY 6320 – LIBRARIES, MEDIA AND TECHNOLOGY SERVICES: INTERNET USAGE

(Last approved: 02/24/2020)

A. Introduction

It is the policy of Hogan Prep 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)].

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 Hogan Prep 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 Hogan Prep'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 Hogan Prep 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 Hogan Prep 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 Hogan Prep 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.



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POLICY 6445 – DYSLEXIA SCREENING POLICY

(Last approved: 11/16/20)

This policy addresses Hogan Preparatory Academy's dyslexia screening as mandated by the Department of Elementary and Secondary Education guidelines.

1. Hogan Preparatory Academy shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.
2. The Governing Board of Hogan Preparatory Academy shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.
3. Hogan Preparatory Academy shall offer all of its teachers two hours of training on dyslexia and related disorders. HPA may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contact hours of professional development.



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POLICY 6540 – PHYSIOLOGY TEXTBOOK POLICY

(Last approved: 12/14/20)

The Governing Board of Hogan Preparatory Academy adopts the following policy.

Section 1. Physiology Textbook

- 1.1 The school shall use a physiology textbook that contains at least one or more chapters on dental hygiene
- 1.2 The chapter(s) on dental hygiene shall convey the proper knowledge to students on the care, function, and relation of the teeth to general health



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POLICY 6550 – ALTERNATE METHODS OF INSTRUCTION MODEL POLICY

(Last approved: 12/14/20)

The Board of Hogan Prep adopts the following policy on Alternate Methods of Instruction.

Section 1. Alternative Methods of Instruction Plan Approval

Section 1.1. The School shall submit to the department of elementary and secondary education an application requesting approval of an alternative methods of instruction plan.

Section 1.2 The application submitted to the department of elementary and secondary education shall describe:

Section 1.2.1. The manner in which the school intends to strengthen and reinforce instructional content

while supporting student learning outside the classroom environment

Section 1.2.2. The process the school intends to use to communicate to students and parents the decision to implement alternative methods of instruction on any day of a closure

Section 1.2.3. The manner in which the school intends to communicate the purpose and expectations for a day in which alternative methods of instruction will be implemented to students and parents

Section 1.2.4. The assignments and materials to be used within the school for days in which alternative methods of instruction will be implemented to effectively facilitate teaching and support learning for the benefit of the students.

Section 1.2.5. The manner in which student attendance will be determined for a day in which alternative methods of instruction will be implemented. The method chosen shall be linked to completion of lessons and activities.

Section 1.2.6. The instructional methods, which shall include instruction through electronic means and instruction through other means for students who have no access to internet services or a computer.

Section 1.2.7. Instructional plans for students with individualized education programs.

Section 1.2.8. The role and responsibility of certified personnel to be available to communicate



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with students.

Section 2. Alternative Methods of Instruction Plan Implementation

Section 2.1. If school is closed due to exceptional or emergency circumstances, the school may use its Alternative Methods of Instruction Plan for up to thirty-six hours in a school year.

Section 2.2. The school shall notify students and parents on each day of the closure whether the alternative methods of instruction plan is to be implemented for that day. If the plan is to be implemented on any day of the closure, the school shall ensure that each student receives assignments for that day in hard copy form or receives instruction through virtual learning or another method of instruction.



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POLICY 6560 – PERSONAL PLAN OF STUDY POLICY

(Last approved: 12/14/20)

The Governing Board of Hogan Preparatory Academy adopts the following policy regarding the development of student personal plans of study.

Section 1. Personal Plan of Study

Section 1.1. Each student in the school, prior to his or her ninth grade year may develop with help from the school's guidance counselors a personal plan of student, which shall be reviewed regularly, as needed by school personnel and the student's parents or guardian and updated based upon the needs of the student.

Section 1.2. A personal plan of study shall present a sequence of courses and experiences that conclude with the student reaching his or her postsecondary goals, with implementation of the plan of study transferring to the program of postsecondary education or training upon the student's high school graduation.

Section 1.3. A student's person plan of study shall include, but not be limited to the following information:

1. Requirements for graduation from the school district or charter school;
2. Career or postsecondary goals;
3. Coursework or program of study related to career and postsecondary goals, which shall include, if relevant, opportunities that the district or school may not directly offer;
4. Grade-appropriate and career-related experiences, as outlined in the grade-level expectations of the Missouri comprehensive guidance program;
and
5. Student assessments, interest inventories, or academic results needed to develop, review, and revise the personal plan of study, which shall include, if relevant, assessments, inventories, or academic results that the school district or charter school may not offer.

Section 2. Waiver for Students with IEPs

Section 2.1. The school shall waive the requirements of this Policy for any student with a disability if recommended by the student's IEP committee.



HPA Board Policy - Virtual Education Observation Policy

Board Approved: 8.24.20

Virtual education allows students to build conceptual understanding and skill development without being physically present at school. The purpose of this policy is to outline expectations for virtual education.

Observation of Virtual Classroom Sessions

- Non-students are allowed to observe virtual classroom sessions.
- An individual wishing to observe a virtual classroom session must email the teacher in advance of the lesson with a request to observe the classroom session.
- An observer shall not participate in the lesson or interrupt the teacher to ask a question.
- The school administrator shall send a communication to parents or guardians at the beginning of the year sharing the virtual observation policy.

Protecting Student Privacy

- In order to protect the privacy of students participating in virtual classrooms, the school shall send a communication to parents/guardians and students requesting that no personally identifiable information that may be disclosed in the virtual classroom be shared or recorded.
- If a parent/guardian and/or student wishes to record or share personally identifiable information from a virtual classroom session, they must request prior written consent in order to share such information.



HPA Board Policy - Telework Policy

Board Approved: 8.24.20

Approved telework is provided to assure the goals and mission of Hogan Preparatory Academy are accomplished in a productive, thoughtful, and economical manner. Teleworking can increase employee productivity when there is a beneficial match between the needs of HPA and the employee.

Definitions

1. *Approved alternate location* is a work location approved by HPA that is not the employee's designated office or residence.
2. An *approved telework position* is an existing position that has been approved for teleworking by the District HR officer. The duties and responsibilities of eligible positions shall be suitable for telework. Individual telework schedules must fit the needs of HPA and employees.
3. *Designated office* is the employee's usual and customary HPA work address.
4. A home-based office is an area in an employee's residence used for work during teleworking hours.
5. *Teleworking or telecommuting* is the practice of working from a remote work location such as a home-based office or an approved alternate location.
6. *Teleworking schedule* is a flexible deployment of staff to meet HPA and employee needs. Telework may occur on either a regular schedule or episodic schedule. Teleworking may be less than full-time, supplemented by working at the designated office.

Procedures

A. *Telework Agreement*

1. Teleworking at HPA is a management option, not an employee right. It is a voluntary option extended to employees with the clear understanding that every job and every employee may not be adaptable for remote work. Telework is not an option that an employee can demand or has a right to expect. Instead, it is an option that management uses whenever there is agreement between the employee and the appropriate administrator that telework is most appropriate for the situation and circumstances.
2. This is a voluntary program for both HPA and the employee, and the arrangement can be terminated by either party.
3. The employee shall complete a Telework Agreement form and return it to the HR administrator at HPA's District office. Employees shall complete a new Telework Agreement form each year.
4. In the event of a mandatory school shutdown, it is a management option to allow employees to telework. In that circumstance, any employee who teleworks is still subject to this policy.



HPA Board Policy - Telework Policy

B. Employee Duties and Responsibilities

1. All applicable federal, state, and local laws, and HPA policies apply to teleworkers.

C. Training

1. Teleworkers will participate in specialized telework training, including strategies, expectations, commitment, and logistics.
2. In the event of an emergency school shutdown, HPA may waive any and all training requirements.

D. Authorized Expenses

1. HPA may authorize expenditures using established procedures and based on available funding for office equipment, software, communication devices and office supplies needed by teleworkers at their remote workplace. Any expenditures must be approved in advance by building or District leadership.

E. User Responsibilities for Computer Systems and Network Security

1. HPA retains ownership of all equipment provided for telework. When HPA equipment is used at a remote work location, the employee is financially responsible for that equipment if it is lost, stolen, or damaged because of that employee's negligence, misuse, or abuse. The use of any personal equipment by an employee for purposes of telework is done solely at the employee's risk.
2. Teleworkers must protect information and resources against theft, unauthorized access, tampering, and loss.
3. Teleworkers must comply with any and all school policies relating to computer and network use.



HPA Board Policy - Mask Policy

Board Approved: 8.24.20

This policy implements the Kansas City Department of Health's guidance that all employees, students, and visitors wear masks in any charter school building.

Mask Requirement

- All employees shall wear a mask covering their mouth and nose while in the school building.
- All students shall wear a mask covering their mouth and nose while in the school building.
- All visitors shall wear a mask covering their mouth and nose while in the school building.

Mask Safety

- The school will provide training as needed to employees and students on how to safely wear their mask.
- Parents will be provided with materials as needed describing proper mask care, including instructions for washing their student's mask.

Exemptions to Mask Requirement

- An individual is not required to wear a mask while eating, drinking, or engaging in active outdoor recess, outdoor physical education activities, or indoor physical education while maintaining physical distancing of 6 feet.
- Any student who is unable to wear a mask for medical reasons must provide a note from their doctor to the building principal's office describing the reason for requiring an alternative face covering or an exception to the mask requirement.
- Any employee who is unable to wear a mask for medical reasons must provide a note from their doctor to District HR describing the reason for requiring an alternative face covering or exception to the mask requirement. The employee shall request an accommodation and work through an interactive process with the District's HR department to identify any accommodations that permit the employee to work.

Failure to Bring Mask to School

- The first time an employee or a student forgets to bring their mask, the building will provide a mask. However, on subsequent occasions, the employee or student may be asked to return home to retrieve their mask.
- Any visitor who does not have a mask will be provided one.



HPA Board Policy - Mask Policy

Refusal to Wear a Mask

- Any employee without a medical exemption as set out above, who refuses to wear a mask, shall notify the school at least two weeks prior to students returning to school. The school may reassign or terminate such employee.
- No student may refuse to wear a mask without a signed note from their parent or guardian. Any student who refuses to wear a mask will be provided with learning materials and required to utilize virtual learning options.



HPA Board Policy - Health Screening Policy

Board Approved: 8.24.20

This policy implements the Kansas City Department of Health's guidance that health screening should occur for staff members and students.

Health Screenings

- There shall be daily reporting of self-health screenings for staff and students that include an assessment of symptoms and exposure to persons with a known or suspected COVID-19 diagnosis.
- Any visitor to the school shall complete a self-health screening report for COVID-19 symptoms.

Staff Member Screenings

- Prior to arrival to school, staff members shall screen themselves for COVID-19 related symptoms and report the outcome of that screening. HPA shall maintain records of staff self-screening.
- The building administrator or designee shall perform a temperature check on each staff member upon arrival to school.
- If a staff member screens positive for COVID-19, the staff member should not report to work and should contact the building administrator.

Student Screenings

- Prior to arrival at school, students with parental assistance, shall screen themselves for COVID-19 related symptoms and report the outcome of that screening to the building administrator or designee. The school shall maintain records of student self-screening.
- The school shall perform a temperature check on each student upon arrival to school.
- If a student member screens positive for COVID-19, the student should not report to school and should contact the building administrator.

Visitor Screening

- Prior to a visitor entering the school, the building administrator or designee should screen the visitor for COVID-19 symptoms and perform a temperature check.
- Visitors should sign-in and sign-out, recording times of entry and exit.



HPA Board Policy - COVID-19 Health Information Privacy Policy

Board Approved: 8.24.20

Health screenings and contact tracing are important aspects of the public health response to the COVID-19 pandemic, however, they require the District to collect personal health information. The District is committed to protecting the health information of its employees and students while engaging in health screenings and contact tracing.

1. Any health information received by the school shall be saved in a secure location and separated from any personnel or student files.
 - a. If the information is received electronically, the school shall store this information in a password protected electronic file. Only the school administrator and school health care provider shall have access to the password. If the information is received through non-electronic means, the school shall store this information in a locked file. Only the school administrator and school health care provider shall have access to the key to the file.
 - b. This information shall be securely discarded at the end of the school year.

2. If the school is made aware of a student or employee who has tested positive for COVID-19, the school shall only share student or employee's name or other personally identifiable information with the Department of Health.
 - a. The school shall notify students or employees who came in contact with the positive individual, however, the school is prohibited from sharing the individual's name or other personally identifiable information.
 - b. The school may notify students or employees who did not come in contact with the positive individual only to share the steps the school is taking to provide a safe and healthy school environment in light of a positive COVID-19 test.



HPA Board Policy - E-Learning Policy

Board Approved: 8.24.20

The purpose of e-learning is to ensure that students continue to build conceptual understanding and skill development even though they are not able to attend school in person. Students will receive course expectations, class announcements, and learning objectives in a digital format. Students will participate in a variety of activities, but not all will be digital in nature. The purpose of this policy is to outline procedures and expectations for e-learning.

Delivery of Instructional Materials

Instructional materials, including course expectations, class announcements, learning objectives, and class assignments, will be delivered to students on a regular basis. Materials will be delivered via the Seesaw learning platform in kindergarten to first grades and the Google classroom learning platform from 2nd to 12th grades.

Attendance

Attendance will be recorded based on work completed each week. In order to be considered present, a student must complete at least one required assignment each week per course. A week for the purposes of this policy begins Sunday and ends Saturday. (This is correct. Each week a weekly proficiency check has to be completed.)

Live Classroom Sessions

E-learning platforms will be used to host live and recorded class sessions. If your child is unable to attend a live session, the teacher will provide a recorded version of the video conference.

Teacher Office Hours

Teachers will have office hours which make them available by email or phone (via voicemail). Teachers will respond to all communication requests within 24 hours during office hours via phone or email. Teachers will provide their email and phone number to all parents/guardians.

Accommodation Support

Teachers or school administrators will hold a telephone conference with the parent(s)/guardian(s) of each student who has accommodations to discuss how the school will provide instruction to that student.

Special education students will receive accommodations outlined in their Individualized Educational Plan (IEP). English learners will receive accommodations according to the Individual Learning Plan



HPA Board Policy - E-Learning Policy

(ILP). Students with Section 504 Plans will receive appropriate accommodations outlined in their 504 Plan.



HPA Board Policy - Contract Tracing Policy

Board Approved: 8.24.20

This policy implements the Kansas City Department of Health's guidance regarding contact tracing.

1. Designated HPA staff will receive training on contract tracing.
2. Once a staff member or student has been diagnosed with COVID-19 or has a suspected case of COVID-19, designated HPA staff shall be responsible for identifying any student or staff member that should be considered exposed to the staff member or student who has been diagnosed with COVID-19 or has a suspected case of COVID-19.
3. The staff member in charge of communication with the Department of Health shall notify the Department of Health with information about the individual who has been diagnosed or has a suspected case of COVID-19 and any staff member or student who has been exposed to that person.
4. The school shall notify any exposed staff member or student and inform them not to return to school until their quarantine is complete.
5. The school may notify other staff members and students that there has been a person who is suspected of having COVID-19 or diagnosed with COVID-19. This notification should include the notice that unless a staff member or student has received a notice that they were exposed, they were not exposed to COVID-19.