



Student & Family Handbook  
2024 - 2025

HOGAN PREPARATORY ACADEMY K-12

1331 E. Meyer Blvd

Kansas City, MO

64131 (816) 444-3464

[www.hoganprep.net](http://www.hoganprep.net)



## TABLE OF CONTENTS

<b>Calendar for 2024-2025 School Year</b>	<b>4</b>
<b>Board Members and PLA Academic Team</b>	<b>5</b>
<b>Vision, Mission, and Goal</b>	<b>5</b>
<b>Core District Values</b>	<b>5</b>
<b>Administration and Leadership Team</b>	<b>6</b>
<b>Building Hours</b>	<b>6</b>
<b>Parent Involvement</b>	<b>7</b>
<b>PowerSchool</b>	<b>7</b>
<b>Policies and Procedures</b>	<b>7</b>
<b>Admission</b>	<b>7</b>
<b>Notice of Change in Address And/Or Phone Number</b>	<b>8</b>
<b>Transportation</b>	<b>8</b>
<b>Field Trip Expectations</b>	<b>9</b>
<b>Social Media Usage</b>	<b>10</b>
<b>Family Advocacy Conferences</b>	<b>10</b>
<b>Graduation Requirements</b>	<b>11</b>
<b>Notice for Medical Information</b>	<b>12</b>
<b>Inclement Weather</b>	<b>13</b>
<b>Parking</b>	<b>13</b>
<b>Lunch Procedures</b>	<b>14</b>
<b>Backpacks</b>	<b>14</b>
<b>ID Badges</b>	<b>14</b>
<b>Attendance and Absenteeism</b>	<b>14</b>

# HOGAN

PREP ACADEMY

<b>Electronics</b>	<b>16</b>
<b>Academics</b>	<b>16</b>
<b>Report Cards</b>	<b>16</b>
<b>Honor Roll</b>	<b>16</b>
<b>Grade Weights and Percentages</b>	<b>17</b>
<b>Grading Guidelines</b>	<b>18</b>
<b>College and Career Readiness</b>	<b>18</b>
<b>Dual Enrollment Courses</b>	<b>18</b>
<b>Course Change Requests</b>	<b>19</b>
<b>Academic Intervention and Support</b>	<b>19</b>
<b>Extracurricular Activities</b>	<b>19</b>
<b>Academic Eligibility</b>	<b>20</b>
<b>Textbook Usage</b>	<b>20</b>
<b>Dress Code</b>	<b>22</b>
<b>Positive Behavioral Interventions and Supports (PBIS)</b>	<b>23</b>
<b>Student Code of Conduct</b>	<b>24</b>
<b>Drug Free Schools</b>	<b>28</b>
<b>Safe Schools Act</b>	<b>32</b>
<b>Standard Complaint Resolution Procedures For Title Programs under the Every Student Succeed Act (ESSA)</b>	<b>44</b>
<b>Family Educational Rights and Privacy Acts (FERPA)</b>	<b>44</b>
<b>Student Information Confidentiality</b>	<b>45</b>
<b>Student Welfare - Reporting Student Abuse</b>	<b>45</b>
<b>Parents' Rights under "Every Student Succeed Act" (ESSA)</b>	<b>47</b>
<b>School-Parent-Student Compact</b>	<b>48</b>
<b>Technology Agreement</b>	<b>50</b>



# HOGAN

PREP ACADEMY

## Hogan Prep Academic Board Members

CEO: Earl Martin Phalen, President

President: Dr. Danielle Binion

Vice-President: Mr. Daniel Smith

Treasurer: Dr. Pokam Ngomsi

Secretary: Ms. Erin Lenihan

Board Members: Mr. Joel Ritchie

Ms. Natalie Lewis

Board Clerk: Ms. Jan Thomas



## Phalen Leadership Academies Academic Team

Chief Academic Officer: Andrea Robinson

Executive Director: Ladonna Johnson

Regional Director: Dr. Tamara Burns

Director of Compliance & Accountability: Dr. Annelise Thurber

Academic Leader in Residence: Dominique Betts

## Hogan Preparatory Academy Mission, Vision, and Goal

### *Our Vision*

To inspire our students, families, and community to succeed by unlocking their greatest potential

### *Our Mission*

Hogan Preparatory Academy is an organization of leaders, educators, and mentors working closely with families and the community to help students unlock their greatest potential. Hogan prepares them for college and career success by providing education, experience, and passion that equips them with a distinct competitive advantage.

### *Our Goal*

To graduate Hogan Prep students who are college and career ready with a distinct competitive advantage.

# HOGAN

PREP ACADEMY

<b>HOGAN PREP HIGH SCHOOL 9TH - 12TH</b>	
<p>Principal: Michael Jones</p> <p>Assistant Principal: Allison Duncan</p> <p>Dean of Climate &amp; Culture: Courtland Smith</p> <p>Athletic Director/Director of Facilities: Phil Lascuola</p> <p>Counselor: Lisa Barner-9th Grade</p> <p>Counselor: Tina Richardson-Grades 10-12</p>	<p>Hogan Prep High School 1331 East Meyer Boulevard Kansas City, MO 64132</p> <p>816-444-3464</p> <p>Start time: 9th - 7:15 a.m. 10th - 12th 8:15 a.m.</p> <p>Dismissal: 9th - 2:15 p.m. 10th thru 12th - 3:15 p.m.</p> <p>Hogan Preparatory Academy is open from 6:30 a.m. to 7:30 p.m. Students involved in extracurricular activities or tutoring must be with a sponsor, coach, or staff member.</p>
<b>HOGAN PREP MIDDLE SCHOOL 7TH - 8TH</b>	
<p>Principal: Dr. Simone Chambers</p> <p>Assistant Principal: LaTonya Meeks, Ed.S.</p> <p>Counselor: Lisa Barner-7th &amp; 8th grade</p>	<p>Hogan Prep High School 1331 East Meyer Boulevard Kansas City, MO 64131</p> <p>816-444-4479</p> <p>Start time: 7:15 a.m. Dismissal: 2:15 p.m.</p>
<b>HOGAN PREP ELEMENTARY KINDERGARTEN - 6TH</b>	
<p>Principal: Krischawna Robinson</p> <p>Assistant Principal: Elvin Barchers</p> <p>Counselor: Rickina Rand</p>	<p>Hogan Prep High School 6409 Agnes Ave Kansas City, MO 64132</p> <p>816-444-5010</p> <p>Start time: 9:15 a.m. Dismissal: 4:15 p.m.</p>

# HOGAN

## PREP ACADEMY

### **Parent Involvement**

Throughout this handbook, there is important information for parents/guardians and families to understand about the policies, procedures, and academic education of Hogan students. Parents, guardians, and families of students attending Hogan Preparatory Academy can make a difference by being involved with the school. Families are also encouraged to attend both Advocacy Family Conferences and to support Hogan's athletic teams and extra curricular activities. If interested in sharing your time and talent with the school, please contact the front office.

### **PowerSchool**

PowerSchool is Hogan's student information system. Parents/Guardians and students are issued IDs and passwords where individual students' grades and attendance can be accessed. To access your child's information in PowerSchool please visit [hoganprep.powerschool.com](http://hoganprep.powerschool.com) or contact the following front office staff to gain access to the system.

- Grades PK-6: Temeka Cobbins [tcobbins@hoganprep.net](mailto:tcobbins@hoganprep.net) or 816-444-5010
- Grades 7-8: RemyDiGreathouse [rgreathouse@hoganprep.net](mailto:rgreathouse@hoganprep.net) or 816-444-4479
- Grades 9-12: Kelli Jackson [kjackson@hoganprep.net](mailto:kjackson@hoganprep.net) or 816-444-3464
- Grades 9-12 Kendra Young [kyoung@hoganprep.net](mailto:kyoung@hoganprep.net) or 816-444-3464
- Central Office K - 12: Jan Thomas [jthomas@hoganprep.net](mailto:jthomas@hoganprep.net) or 816-444-3484

### **Policies and Procedures**

Hogan Preparatory Academy (Hogan) complies with the policies and guidelines established by the Board of Directors. To access the HPA Board Policies visit the Hogan website at [www.hoganprep.net](http://www.hoganprep.net) and click on our About section.

### **Admission**

Hogan shall enroll only students that reside in the Kansas City Missouri School District. This Charter School does not limit admission based on race, ethnicity, national origin, sexual orientation, 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 the capacity of the school is insufficient to enroll all students who submit an application during the open enrollment period (March of each year), the school 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 admitted, with the exception of Safe Schools violations. After the open enrollment period, students will be enrolled on a first come

# HOGAN

## PREP ACADEMY

first serve basis. Students on the waiting list will be used to fill remaining vacancies by grade level. Hogan gives a preference for admission of children whose siblings attend Hogan or whose parents are employed at Hogan **AND** reside in the Kansas City Missouri School District. Students must reside within the boundaries of the Kansas City Missouri School District.

A student will be considered officially enrolled at the Hogan 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 be placed on the waiting list if the grade level is filled.

A student must have successfully completed an 8th grade program prior to being considered for enrollment in the Hogan Prep Academy High School.

### **Notice of Change in Address And/Or Phone Number**

It is the responsibility of the parent/guardian to ensure that the school has current contact on everyone listed in a student's file. If a change in address and/or phone number happens please contact front office staff at your scholar's school to update:

- Grades PK-6: Temeka Cobbins [tcobbins@hoganprep.net](mailto:tcobbins@hoganprep.net) or 816-444-5010
- Grades 7-8: RemyDi Greathouse [rgreathouse@hoganprep.net](mailto:rgreathouse@hoganprep.net) or 816-444-4479
- Grades 9-12 Kendra Young [kyoung@hoganprep.net](mailto:kyoung@hoganprep.net) or 816-444-3464

It is unlawful for a student to be in attendance without a viable parent/guardian contact.

### **Transportation**

Hogan provides bus transportation to and from school.

- Students should arrive at their stop at least five minutes early.
- Students must ride their assigned bus and get off at their designated stops.
- Students are not permitted to ride the bus with other students or family members unless an extenuating circumstance is approved by administration in advance.
- A signed Transportation Agreement must be on file for bus riders.
- Students are expected to maintain appropriate behavior on buses; consistent misbehavior will result in suspension or removal from Hogan transportation.
- Parents/Guardians are expected to maintain an appropriate standard of communication with bus drivers.
- Parents of kindergarten students must be present at the bus stop upon
- Under no circumstance should parents/guardians board a school bus. Family behavior that impedes the safety of students or violates the standard of professional communication will result in the student's suspension or removal from Hogan transportation.



# HOGAN

## PREP ACADEMY

Car riders are released by Hogan staff at the following time:

- High School: Grade 9: 2:15 p.m.; Grades 10-12: 3:15 p.m.
- Middle School: Grades 7-8: 2:15 p.m.
- Elementary School: Grades K-6: 4:15 p.m.

Families should wait in the car rider line and follow the school's procedure for releasing students. Students who are picked up from school should be picked up no later than 4:30 p.m. for grades K-6; 2:30 p.m. for grades 7-9; and 3:30 p.m. for grades 10-12. Consistent late pick-ups will be addressed by administration.

All students will have one primary method of transportation; this is how the students will get home on a daily basis. Permanent or short-term changes to a student's primary mode of transportation should be made in writing either by letter or email to the front office staff. Daily changes need to be made one hour before dismissal: K-6 grades - no later than 3:15 p.m.; 7-9 grades - no later than 1:15 p.m.; 10-12 grades - no later than 2:15 p.m. For safety reasons, changes received after the specified times may not be honored. Failure to honor this policy may result in loss of transportation privileges to ensure safety and clarity for staff and students at dismissal.

Students are responsible for adhering to the transportation method that has been established by their parent/guardian as documented in PowerSchool, including any changes made in writing to school officials.

We strive to get every child home safely and keep careful records. Please help us by making any daily transportation changes by phone or written note to the main office, (not the teacher's cell phone or email), before the specified times. Emergency situations will be addressed by administration. Refusal to honor this policy may result in loss of transportation privileges to ensure safety and clarity for staff and students at dismissal.

### **Field Trip Expectations**

- Students leaving with a group on a field trip are expected to return with the group unless prior transportation arrangements have been made with a parent/guardian and a chaperone has been informed of the arrangement.
- All participants in a system-sponsored field trip must sign a statement agreeing to follow Hogan Prep rules and the rules of any sponsoring host or organization.



## **Social Media Usage**

Students are encouraged to exercise caution when participating in social media or online communications, both within the Hogan community and beyond. Students who participate in online interactions must remember that their posts are subject to the same standards in the Student Handbook under the Code of Conduct.

Social media reaches audiences far beyond the community and can leave lasting impressions. Students must use social sites responsibly and be accountable for their actions. Students should not post or link to social networking sites that they would not want peers, teachers, college admissions officers, or future employers to access. Students should utilize privacy settings to control access, never share personal information with unknown parties and/or on unsecure sites, and be protective of site passwords. Misrepresentation of someone else's identity, including acting as or posting as another individual, should also be avoided.

Students should be respectful to others when communicating online, and refrain from profane, obscene or threatening language. Cyberbullying is considered an act of harassment. Cyber threats are online materials that threaten or raise concerns of violence against others, suicide or self-harm. Students involved in cyberbullying or cyber-threats may result in disciplinary action.

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.

## **Family Advocacy Conferences**

It is expected that all parents will attend Family Advocacy conferences in the fall and spring of each year after the end of the first quarter, (Thursday, October 24th) and during the third quarter, (Thursday, February, 13th). These times are set aside for you to check in with your student's Advocate and other teachers; parents are encouraged to be in regular contact with teachers.

# HOGAN

PREP ACADEMY

## Graduation Requirements

### Hogan Prep Academy



## GRADUATION DIPLOMA OPTIONS



Foundation

Subject	Credits
English	4 <sup>*</sup>
Social Studies	3 <sup>**</sup>
Mathematics	3 <sup>***</sup>
Science	3
Fine Arts	1
Practical Arts	1
PE	1
Personal Finance	0.5
Health	0.5
World Languages (same language)	N/A
Electives	7 <sup>****</sup>
<b>TOTAL Credits</b>	<b>24</b>

# of Required MVAs

1

Recommended

Subject	Credits
English	4 <sup>*</sup>
Social Studies	3 <sup>**</sup>
Mathematics	4 <sup>***</sup>
Science	3
Fine Arts	1
Practical Arts	1
PE	1
Personal Finance	0.5
Health	0.5
World Languages (same language)	2
Electives	6 <sup>****</sup>
<b>TOTAL Credits</b>	<b>26</b>

# of Required MVAs

1

Advanced

Subject	Credits
English	4 <sup>*</sup>
Social Studies	4 <sup>**</sup>
Mathematics	4 <sup>***</sup>
Science	4
Fine Arts	1
Practical Arts	1
PE	1
Personal Finance	0.5
Health	0.5
World Languages (same language)	2
Electives	4 <sup>****</sup>
<b>TOTAL Credits</b>	<b>26</b>

# of Required MVAs

2

Specific Graduation Requirements

\*Must include 1-credit ELA 9, 1-credit ELA 10, and 2-credits ELA Electives (Foundation & Recommended -1 can be speech or debate)

\*\*Must include 1-credit Amer Hist, 1-credit World Hist, and .5 credit Amer Gov & .5 Econ

\*\*\*It is recommended college-bound scholars take 4-credits of Math (Recommended & Advanced must be Algebra 1 and higher)

\*\*\*\*It is recommended college-bound scholars complete 2-years of the same world language.

\*\*\*\*\*MVA=Market Value Asset. Scholars will have numerous methods to earn 1 or more before graduation.

All scholars, including Missouri Option scholars, are required to participate in EOC assessments in Algebra I, English II, Biology, and Government prior to high school graduation.



## NOTICE FOR MEDICAL INFORMATION

**Medical Forms** – Each student must have a Medical Form on file.

**Illness** - Sick children should not come to school. Students with a temperature above 100.0 degrees or who have thrown up will be sent home, and must be fever-free without medicine for 24 hours before returning.

**Allergies** - A child that is allergic to any food must have a doctor signed form on file.

**Immunizations** – All students are expected to comply with Missouri state immunization law. It is the responsibility of the parent/guardian to ensure proof of up-to-date immunizations are on file. If immunizations are not on file and in compliance, students may not attend school.

**Medical Emergencies** - In the case of a medical emergency, every effort will be made to contact the parent/guardian listed on the student information form. If the parent/guardian cannot be contacted, the nurse, an administrator, (or designated school official), will secure medical assistance as necessary. Hogan Preparatory Academy will not be responsible for any financial costs or liability due to the absence of the parent/guardian. It is the parent/guardian's responsibility to provide accurate contact information and necessary written permission statements.

### Medical Assistance

It is strongly encouraged that prescription and non prescription medications be dispensed by the student's parent/guardian before and/or after school. If it is necessary for a student to take medication during school hours, the parent/guardian must provide a written doctor's order (Medication Form) and the medication must be in the original container with the prescription label attached. All prescription and nonprescription medication must be kept in the main office on the school campus. It is the student's responsibility to come to the appropriate office to take the medication. A log will be kept of the date and time(s) medication is dispensed.

# HOGAN

## PREP ACADEMY

### **Medical Administration**

Giving of medicine to children during school hours shall be restricted to necessary medication that cannot be given on an alternate schedule. When medication is to be administered by school officials, the medicine must be in the original container with a label affixed by a pharmacy, with the prescriber's name, student's name, and name and dosage of medication. In addition, a request must be filled out and signed by the parent/guardian. Nonprescription drugs may only be given with written orders from a parent or physician detailing the name of the student, the name of the drug, dosage, and time interval that the drug is to be given, as well as stating the medical condition for which it is given. The parents/guardians of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. School personnel will not administer the first dose of any medication.

*\*\*Students are not allowed to carry prescription or over the counter medications; including inhalers.*

### **Student Health Records**

Student's records will be confidential. A written request from the legal guardian must be completed listing the names of who can receive student records. A photo ID must be provided at time of pickup of information or student.

### **Communicable Diseases**

Missouri law requires that students with a contagious disease be excluded from school until medical clearance is received. Students must be without fever (100.0 F or above) or other flu-like symptoms for 24 hours without medicine before returning to school.

### **Inclement Weather**

Local TV Stations will broadcast school closings for Hogan Preparatory Academy. We will also communicate it through our district website ([hoganprep.net](http://hoganprep.net)), via phone blast, as well as social media.

### **Parking**

Students are to park in the west parking lot in the designated space according to the permit provided. Staff will have designated parking spaces. All parking spaces are reserved and require a parking permit. Parking is not permitted on the front and back driveways by order of the KCMO Fire Department. Loitering in the parking lot is not allowed. Students that aren't involved in an after school activity need to leave the parking lot within 10 minutes after dismissal. Parking privileges may be revoked by administration for unsafe driving or illegal activity.

# HOGAN

## PREP ACADEMY

### **Backpacks**

Students are to have clear or mesh backpacks to carry their belongings. There are no lockers in the buildings. If applicable, student athletic bags will be kept in a designated locked area, which will be monitored by the sponsoring coach..

### **Lunch Procedures**

Students must be in the lunchroom (or designated area) during their respective lunch period. Hogan Prep will not allow lunch to be delivered from anyone other than a parent/guardian during the students assigned lunch period. Parents/guardians may bring food to their child, but not other students. For students in lunch detention, no outside food is allowed. Lunches brought by parents/guardians must be eaten during the designated lunch period. Hogan Prep will not excuse students from class due to a parent/guardian delivering lunch late. Outside food is not allowed at any time besides during lunch periods, unless given prior approval by administration.

### **ID Badges**

All students and staff must wear their ID badge while at school related events which include but are not limited to field trips and athletic events.

### **Attendance**

1. Daily Absence Reporting:
  - a. Parents/Guardians should notify the school by telephone each day a student is absent by 9:30 a.m. for K-6 grades; 8:30 a.m. for grades 7-9; and 9:30 a.m. for 10-12 grades. If the parent/guardian fails to notify the school, contact will be attempted by a school representative.
  - b. Doctor's notes need to be received within 48 hours of the student's absence.
  - c. Students absent without a parent's/guardian's excuse may be considered truant.
  - d. All absences, including those approved in advance by parent/guardian or school officials, except school-sponsored activities, may count against a student's attendance.
  - e. Hogan encourages parents/guardians to schedule any appointments after school hours.
  - f. Excessive absences may affect a student's academic achievement.
  - g. Parents/Guardians may be required to submit supporting documentation in order to excuse the absence of their student if absenteeism is excessive.
2. A student arriving late to school must report to the Front Office for a pass to their

# HOGAN

## PREP ACADEMY

first class. **Students must remain on school grounds and in the building until dismissal.**

3. Parents/Guardians must notify the Front Office if their child needs to leave. Parents/Guardians must check out through the Front Office for their absence to be considered excused. **Students who leave school without prior consent and without checking through the office will be considered truant.**
4. Students represent Hogan in a variety of athletic and academic activities. When a student serves as a representative of their school, the student is not considered absent. Students who choose to participate in extracurricular activities are to make-up all assignments missed when classes are missed. Students must attend school for at least 50% of the school day in order to be eligible for participation in an activity.
5. A student is late if they are not present at the start of class. A student arriving to class after ten minutes without proper authorization is considered truant. Students who are frequently late, either at the beginning of the day or to classes, may be subject to interventions.
6. School administration will determine whether the student's absence is excused or unexcused. Truancy is a violation of state statutes as well as school regulations and may result in interventions, home visits, or a referral to truancy court.
7. Multiple strategies will be implemented before a student may be withdrawn for non-attendance. No student will be withdrawn from Hogan until there is documentation of the attempted calls, home visits, copies of letters and documentation of other interventions, when applicable, in the student's file. Additionally, Hogan employees will report incidences of abuse/neglect to the Division of Youth Services as required by law.

### **Attendance Consequences**

Students who have an excessive number of unexcused absences as defined in the attendance policy will not earn credit for courses and may be retained in the same grade unless absences are waived in accordance with this policy. Students and Parent/Guardian will have an opportunity to appeal any loss of credits and/or retainment recommended by administration.

In addition to the policies and procedures set forth herein, Hogan Prep will report suspected incidents of educational neglect to the Children's Division Department of Youth Services and will report truancy in accordance with the local truancy ordinance. Once a citation is issued by a Hogan Prep representative, the parent/guardian and student are mandated to appear in truancy court. Truancy court is held every Tuesday at 10:00 a.m. The warning or citation will be mailed or delivered.



# HOGAN

## PREP ACADEMY

Policies and procedures governing English Language Students and students with disabilities within the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973 shall take precedence over this attendance policy where an application of this policy conflicts with the legal rights provided to such students.

**Any student will be removed from Hogan Prep's roster after 10 consecutive days of absences and/or inactivity. Multiple attempts will be made prior to this step to ensure due process for students and families.**

### **Electronics**

Cell phones and electronic devices are not to be used by students at school during the instructional day. Electronics include: cell phone, apple/smart watch, airpods/earbuds. Hogan will provide earbuds or headphones when needed. Electronic devices must remain locked in the school provided Yondr Bag in silent or airplane mode. Every student in grades 5th through 12th is assigned a personal Yondr Bag. While the Yondr Bag is considered school property, it is each student's responsibility to bring their Bag with them to school every day and keep it in good working condition. Failure to comply with this safety protocol may result in loss of privileges; suspension (in and out of school); and continued refusal to comply can result in expulsion.

Hogan Academy is not responsible for ANY lost, stolen, or damaged electronic devices.

### **Academics**

At Hogan Preparatory Academy academic excellence is essential to the development of the whole person. High expectations and excellence in academic performance are the standards. Students are expected to submit assignments completed and on time.

### **Report Cards**

Report cards are mailed to the parent/guardian at the end of each semester. Only grade cards sent out in January and June become a permanent part of the student's record. In addition to grade cards, the parent may sign in on the PowerSchool portal in order to check the progress of their students at any time. It is always the responsibility of the parent and student to communicate with each other about progress. A parent may call or email their child's advocate or teacher and leave a message to communicate about a particular class.

### **Honor Roll**

Grades 7-12

A student with a term grade point average (GPA) of 3.0 or higher, with no grade below a "C", is eligible for the Honor Roll. A student with a term GPA of 3.5 or higher, with no grade



# HOGAN

## PREP ACADEMY

below a "C", is considered eligible for the Principal's Honor Roll.

### Grade Weights and Percentages

**High School and Middle School Grading Scale**

Grading Scale		
Grade	Percentage	Weight
A+	97-100%	4.00
A	93-96%	4.00
A-	90-92%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	0.67
F	< 60%	0.00

**Elementary Grading Code Definition**

<p><b>Achievements Toward Grade Level Standards</b></p> <p><b>4-Exceeding</b></p> <p><b>3-Meeting</b></p> <p><b>2-Progressing Toward Meeting</b></p> <p><b>1-Not Meeting</b></p>	<p><b>Effort, Social Development, and Work Habits</b></p> <p><b>C-Consistently</b></p> <p><b>O-Often</b></p> <p><b>S-Sometimes</b></p> <p><b>R-Rarely</b></p>
--	---

### 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



## **Grading Guidelines**

Student grades reflect a student's academic performance and provide feedback to students and families about academic progress. Grades in all classes will be based on tests, quizzes, homework, projects, and participation as determined by the classroom teacher. Grades will not be based on student behavior or attendance.

Students with absences (excused or unexcused) will be given the opportunity to make up any missed tests or assignments; it is the student's responsibility to communicate with the teacher about the missed work.

Parent engagement is an important part of every student's academic success. Teachers and advocates will notify parents/guardians by phone or email before a student receives a failing grade for each academic quarter.

Each academic department/individual teacher may have their own grading policy that aligns with the school-wide policy. Teachers will update student grades in PowerSchool weekly. Students and families are encouraged to monitor grades regularly.

## **Academic Integrity**

Academic dishonesty of any kind will not be tolerated and may result in the student receiving no credit for their work.

## **College and Career Readiness**

Students are encouraged to:

- Use all available school resources for academic success.
- Consistently check grades or transcripts to know where they stand related to grade promotion or graduation.
- Participate in the development of their individual learning plan and engage in the discovery, exploration, and participation of market value assets.
- Think about future college and career plans and engage in courses/activities that will cultivate the skills needed to be successful.

## **Dual Enrollment College Course- Grades 9 -12**

Dual enrollment courses are courses that earn high school and college credit simultaneously. These courses are open to all students who meet eligibility requirements defined by the partnering university.

# HOGAN

## PREP ACADEMY

### **Course Change Requests - Grades 9 -12**

All changes must be completed by the end of the 2nd week of the term. Hogan Preparatory Academy has the right to deny a request for a change in courses.

### **Academic Intervention and Support**

All students receive academic monitoring by their advocate, school counselor, and administration. Students who are struggling to be academically successful will receive multiple levels of support, including, but not limited to:

- Participation in a meeting with a parent/guardian, administrator, and advocate
- Suspend participation in all extracurricular activities until progress has been made
- Participate in tiered support with appropriate interventionists (reading, math, behavioral) during the school day
- If needed, wrap-around services and resources will be provided to ensure each student's overall success.

### **Extracurricular Activities**

Hogan Preparatory Academy strives to offer students a wide variety of extracurricular activities in order to explore their interests and talents.

- **Student Council** provides a bridge between students and administration. Membership is composed of elected class officers and elected class representatives. Activities sponsored by Student Council include Leadership Workshops, Student Support Groups, and planning student events at the school. Must have a 2.5 GPA in the previous semester.
- **Hogan Leadership Academy** provides an opportunity for students to increase their capacity in demonstrating leadership skills in the building and in the community. Members are selected through an application process. They are responsible for assisting new students to the building, advocating for student choice to administration, and giving feedback about various things in the school. Sponsored by the principal. Meetings will be held bi-monthly.

# HOGAN

## PREP ACADEMY

- **Sports** provide opportunities for students to showcase and increase their athletic and leadership skills. MS/HS
  - Football - Fall
  - Volleyball - Fall
  - Cheerleading - Fall/Winter
  - Basketball - Winter
  - Track and Field - Spring
  - Wrestling - Winter (Middle School only)

Students who are on the suspension list will not be allowed to attend or participate. Students must have at least a day of attendance following a suspension to attend or participate in extracurricular activities.

### **Dances**

School sponsored dances are held occasionally. Participants must arrive within 90 minutes of the start time and will not be readmitted after leaving. Hogan Preparatory Academy students are allowed to bring a guest who has been pre approved by the Administration.

Guests must be accompanied by a Hogan student, and **must present a photo ID**. Students who are on the suspension list will not be allowed to attend. Students must have at least a day of attendance following a suspension to attend.

### **Academic Eligibility**

A student that fails more than one (1) class in the preceding semester is not eligible to participate in extracurricular activities. Any student representing Hogan Preparatory Academy in an extracurricular activity or as a candidate for school honors must, at a minimum, fulfill the requirements of both Hogan Preparatory Academy and the Missouri State High School Activities Association (MSHSAA).

Students must pass 80% of classes the prior semester in order to meet eligibility requirements.

### **Textbook Usage**

Textbooks and library books are to be treated with care by the students, used wisely, and returned in good condition when the assignment or course is concluded. The student to

# HOGAN

## PREP ACADEMY

whom a textbook or library book is issued will be held responsible for its return in good condition. A fine or replacement cost may be assigned if books are lost or damaged.

### **Missouri Course Access Program for virtual instruction (MOCAP)**

MOCAP can be an effective education option for some students. Hogan Preparatory Academy may offer virtual courses to students. Eligible students may enroll in virtual courses offered through MOCAP after they have been certified as eligible by Hogan Prep. Hogan Preparatory Academy will accept all grades and credits earned through virtual instruction and MOCAP. To learn about Missouri Course Access and Virtual School Program, visit <https://mocap.mo.gov/>

# HOGAN

## PREP ACADEMY

### Dress Code

## HOGAN PREP ACADEMY Dress Code

Collar shirts will be worn Monday through Thursday, and on Fridays scholars will be able to wear any color Hogan shirt.

Visit this link to order uniform apparel: <https://phalen.info/hoganuniforms>



*Order your Scholar Uniforms Here!*

TOPS
<b>Polo Style Shirt w/ Collar</b>
Grades K-6 will wear black or maroon Hogan collar shirts.
Grades 7-8 will wear maroon Hogan collar shirts.
Grades 9-12 will wear black Hogan collar shirts.



Sweatshirt
(in school colors)



Vests
Vests must remain UNZIPPED.



BOTTOMS
<b>Colors</b>
Khaki, Navy or Black
<b>ALL BOTTOMS: MUST HAVE LOOPS</b>
<b>BELTS: ARE REQUIRED</b>
<b>PANT TYPES</b>
Slacks, Shorts, Skirts, Skorts, Uniform Dresses
All shorts, skorts and skirts must be to the top of the knee.
*** All bottoms with loops require A BELT.
<b>***NO DESIGNER NAMES SHOULD BE VISIBLE.</b>



Cargo Pants & Jeans
<b>ARE NOT ACCEPTABLE</b>



NOTE: Inappropriate messages, images or designs on any attire are prohibited.

SHOES
<b>Closed toes shoes ONLY for safety reasons.</b>



UNACCEPTABLE
Crocks, slip-ons, house slippers, flip flops.



HEADWEAR
Hats or Caps that are part of a uniform at a school activity is allowed.
Head covering worn for Religious or Medical reasons are allowed with documentation.

NOT ALLOWED
<b>CAPS OR HATS</b>
<b>DURAGS</b>
<b>BONNETS/SCARFS</b>
<b>BANDANAS</b>
<b>SWEAT BANDS</b>
<b>LEGGINGS</b>
<b>HOODIES</b>
<b>BLANKETS</b>
<b>SUNGLASSES</b>

**Visit Us | Enroll in a Charter School Today! Discover a Brighter Future for Your Scholar | Contact Us**  
**Hogan Prep Academy | Grades K-12**  
**Elementary: 6409 Agnes, Kansas City, MO 64130**  
**Middle/High: 1331 E. Meyer Blvd, Kansas City, MO 64131**  
**Elementary: 816.444.5010**  
**Middle: 816.444.4479**  
**High: 816.444.3484**  
**HoganPrep.net**

Students are expected to be in uniform each day.

# HOGAN

## PREP ACADEMY

### Positive Behavioral Interventions and Supports (PBIS)

PBIS will be used to teach and model the behaviors expected of all scholars.

HOGAN PREP SCHOOL-WIDE EXPECTATIONS					
	Hallways	Restroom	Cafeteria	Classroom	Recess
<b>Respectful</b>	<p>Walk with quiet feet</p> <p>Voice level 0</p> <p>Walk on the right side of the hallway</p> <p>Hands, feet, and body to self</p>	<p>Voice level 0</p> <p>Throw paper towels into the trash can</p> <p>Flush when finished</p> <p>Toilet paper in the toilet</p> <p>Hands, feet, and body to self</p>	<p>Eat your own food</p> <p>Use quiet voices at the table</p>	<p>One voice at a time</p> <p>Hands, feet, and body to self</p>	<p>Listen and follow directions fo all teachers and staff</p> <p>Be kind to others</p>
<b>Accepting</b>	<p>If not with a class, hae shall pass</p> <p>Walk</p> <p>Use self-control</p> <p>Face forward at all times</p>	<p>If not with a class, hae shall pass</p> <p>Wash your hands with soap and water</p> <p>2 paper towels per hands washed</p> <p>Use self-control</p>	<p>Line up quickly when instructed</p> <p>Tell adult when there is a spill</p> <p>Keep food on your plate</p>	<p>Use materials correctly</p> <p>Be focused and ready to learn</p> <p>Take care of personal and school property</p> <p>Follow directions the first time</p>	<p>Be where you are supposed to be</p> <p>Use equipment correctly</p>
<b>Model Responsibility</b>	<p>Use appropriate manners</p> <p>Listen and follow directions of all teachers and staff</p> <p>Give others personal space</p>	<p>Use appropriate manners</p> <p>Listen and follow directions of all teachers and staff</p> <p>Give others personal space</p> <p>Respect privacy of others</p>	<p>Use please and thank you</p>	<p>Use please and thank you</p>	<p>Give others personal space</p> <p>Hands feet, and body to self</p>
<b>Show Ownership</b>	<p>Be where you are supposed to be</p> <p>Follow adult directions</p>	<p>All bodily waste remains in the toilet</p> <p>Do not mark on stall doors or walls</p> <p>Return to class quickly</p>	<p>Sit at your assigned table</p> <p>Clean your eating area before you leave your seat</p>	<p>Actively participate in class</p> <p>Have a growth mindset</p>	<p>Line up quickie and quietly when you class is directed</p> <p>Use problem solving skills</p>

# HOGAN

## PREP ACADEMY

### Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility for the rights of others, promote an atmosphere of academic achievement, and ensure the safe and orderly operation of HPA. No code can be expected to list each and every offense which may result in the use of disciplinary action. Ultimately, consequences are imposed based on the discretion of the Hogan administration. This behavior matrix cannot be expected to identify all behaviors and consequences. Final consequence decisions are up to the administrator's discretion.

Level 1	Level 2	Level 3	Level 4
Disruptive Behavior	Open Defiance	Verbal Abuse And/OR Threat To Others	Physical Abuse To Staff
	Obscene Language And/OR Gestures		
Tardies	Skipping And/OR Eloping From Class		
Tech Misuse	Tech Misconduct	Recording And/OR Sharing Fights	Assault
Academic Dishonesty	Possession And/OR Distribution Of Unnecessary Articles	Theft	Sexual Harassment
Inappropriate Touching	Mimicking Fighting/ Play Fighting	Fighting	Arson
			False Alarm
		Vandalism	Possession And/OR Use Of Weapon
			Possession And/OR Distribution of Drugs/Alcohol
			Terrorist Threat
			Bomb Threat



# HOGAN

PREP ACADEMY

	Level 1	Level 2	Level 3	Level 4
1st Consequence	Managed at the classroom level with teacher parent contact	Parent Contact	Parent Meeting, up to and including 10 day OSS, behavior contract	Parent Meeting, 10 Day OSS, disciplinary hearing, behavior contract
2nd Consequence	Managed at the classroom level with teacher parent contact	Parent Meeting, 1-3 Day ISS	Parent Meeting, MTSS, 10 Day OSS, disciplinary hearing, behavior contract	Parent Meeting, 10 Day OSS, disciplinary hearing with recommendation for suspension up to or including expulsion, behavior contract
3rd Consequence	Parent Contact, 1-3 Day ISS	Parent Meeting, 3-5 Day ISS, Behavior Contract	Parent Meeting, MTSS, 10 Day OSS, disciplinary hearing with recommendation for suspension up to or including expulsion, behavior contract	
4th Consequence	Parent Meeting, 3-5 Day ISS, Behavior Contract	Parent Meeting, up to and including 10 day OSS, behavior contract		
5th Consequence	Parent Meeting, 3-5 Day OSS, Behavior Contract	Parent Meeting, 10 Day OSS, disciplinary hearing, behavior contract		



### **Disruptive Behavior Consequences**

- Pursuant to the Gun Free Schools Act, possession of a gun or explosive device at school or at a school event will result in expulsion
- Administration reserves the right to deviate from the matrix as needed
- Not following expectations in ISS will result in additional days of ISS or OSS
- Any student who receives 3 discipline consequences of level 2 or higher will be referred to Care Team
- Students with an IEP will be handled on an individual basis.

### **Bullying**

In order to promote a safe learning environment for all, Hogan strictly prohibits all forms of bullying and cyberbullying. Hogan also prohibits retaliation against any person who reports an act of bullying among or against students.

#### Definitions

- **Bullying**: In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with educational performance, opportunities or benefits of any student; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts.
- **Cyberbullying**: A form of bullying committed by 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, telephone, a cell phone or other wireless communication device, computer or other device. The system has jurisdiction over cyberbullying that uses the system's technology resources or that originates on Hogan property, a Hogan activity or on school transportation. Even when cyberbullying does not involve Hogan property, activities or technology resources, the system will impose actions for those who engage in cyberbullying that materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the system is otherwise allowed by law to address the behavior.

#### Designated Officials

The principal is hereby designated as the individual to receive and investigate reports of

# HOGAN

## PREP ACADEMY

bullying. The building principal shall designate at least two individuals who are authorized to receive and investigate reports of bullying in the principal's absence or discretion.

### Reporting Bullying

School employees, substitutes, or volunteers are expected to intervene to prevent student bullying, assist those harmed, and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute, or volunteer who witnesses or has first-hand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one building, the report should be made to the principal or designee of the building in which the incident took place or to the principal/ designee of the building attended by the majority of the participants in the incident.

### Interventions

Students who participate in bullying, or who retaliate against those who report bullying, will be disciplined in accordance with Hogan's Student Handbook. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from activities, and other interventions deemed appropriate by the principal or regional director. The Local Educational Agency will contact law enforcement when required by law or notify social media companies of inappropriate online activity when necessary.

Even in situations where Hogan does not have the ability to discipline a student for bullying, such as when acts take place off campus, the principal or designee will take appropriate actions to assist. Such actions may include, but are not limited to, contacting the parent/guardian of each party, communicating that these actions are not allowed in Hogan, notifying the appropriate staff to assist and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

Hogan employees and substitutes who violate this policy will be subject to the consequences appropriate to the degree of harm implemented. Volunteers who violate this policy will no longer be permitted to volunteer.

### **CONCEAL AND CARRY FIREARMS LEGISLATION**

Anyone carrying a firearm, including individuals with conceal and carry permits, will not be

# HOGAN

## PREP ACADEMY

allowed on any school property without the consent of the Regional Director or his/her designee or building Principal or the LEA's Board of Directors. This includes possession of a firearm in a vehicle on the premises of a school facility.

### **WEAPONS**

Weapons, including guns, knives, mace, or any items designed to inflict injury to others are prohibited on school grounds. In compliance with the "Gun Free Schools Act" (Federal) and §160.261 RSMo. (Amended 1995): If it is determined that a student brought a weapon (as defined below) to school in violation of this policy, the student shall be suspended for a period of not less than one year, or be recommended for expulsion and referred to the appropriate legal authorities. The regional director will review every incident in which a student brings a weapon to school. A student's suspension may be amended based solely on the regional director's discretion, per state law.

**Definition:** For purposes of this section the term "weapon" shall mean a firearm as defined under 18 U.S.C. 921. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant. Violation of this policy will result in suspension and referral to the regional director. Simulated weapons (including water guns) are prohibited and disciplinary actions shall be imposed according to the Student Handbook.

### **DRUG FREE SCHOOLS**

The Hogan Schools are concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any Hogan property, in any district-owned vehicle or in any other Hogan-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any Hogan-sponsored or Hogan-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of Hogan.

The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c). Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be

# HOGAN

## PREP ACADEMY

referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the regional director. All controlled substances shall be turned over to local law enforcement.

### 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 a program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **BUYING, SELLING, TRADING OF PRODUCTS**

- Except for school-approved fundraisers, buying, selling and trading items, including personal items, is not allowed.
- Hogan is not responsible for reimbursement for the loss of personal items and products are considered to be personal items.

### **INVESTIGATION PROTOCOL**

An investigation shall be conducted for any parties who express a conflict, concern, or report within the Hogan Local Educational Agency:

- Sexual harassment, misconduct, or violence
- Bullying/threats
- Discrimination based on age, sex, race, sexual orientation/identification, gender, religion, or nationality
- Physical or verbal harm or assault

Administration has a timeline of sixty (60) days to complete the investigation. The protocol for investigations are:

- 1) Collect written statements from the alleged victim, the alleged aggressor, and any witnesses that were present. Statements should be collected individually and in a

# HOGAN

## PREP ACADEMY

safe space for all parties.

- 2) Following the collection of the statements, administration will conduct a follow-up to ask clarifying questions based on the statements.
- 3) Review of any security footage (if applicable) as well as any previous incidents that may have occurred, including interventions that have been implemented.
- 4) Examine all documentation and determine next steps moving forward. This can include:
  - a) Short-term suspension
  - b) Success plan
  - c) Disciplinary hearing
  - d) No further action due to evidence collected
- 5) Inform all parties of the decision and why that decision was made.

*Please note that names, videos, statements or any other investigative materials are confidential information and cannot be shared with anyone, except law enforcement officials with a court order.*

### **SUSPENSION GUIDELINES**

A school principal may suspend a student, in accordance with Hogan's Code of Conduct, for up to 10 consecutive school days. A principal may refer a student for a disciplinary hearing for discipline incidents that may warrant a long-term suspension. A disciplinary hearing may result in a suspension of up to 180 days, or a referral to Hogan's Board of Directors for expulsion.

### **SUSPENSION OR EXPULSION**

The authority of the principal, regional director and Board of Directors, to suspend or expel students, as provided in §167.161 and §167.171, RSMo., shall be exercised only in conformity with the provision of said statutes and of the rules of the Board governing method and procedure, specification of charge, right of appeal, right to counsel and of hearing. Students who are suspended or expelled for any reason are prohibited from attending or taking part in any Hogan-sponsored activity, regardless of location, or any activity that occurs on school property.

### **RAMS ROOM PROCEDURES**

The purpose of a RAMS room is to keep students engaged in school during situations which might otherwise result in an out-of-school suspension. The RAMS room process is a highly structured environment allowing students an environment to recover from situations in which a student's presence in their classroom may not be appropriate, including, but not limited to: conflict resolution, proactive check-ins, or disruptive behavior.

# HOGAN

## PREP ACADEMY

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Hogan believes that out-of-school suspensions should be a last resort and only in response to behavior that is harmful to others or which violates the Missouri Safe Schools Act.

Trauma-informed and restorative practices are to be provided prior to the consideration of an out-of-school suspension. If a student is given an out-of-school suspension, the purpose of the suspension is to allow time for staff to develop a plan upon the student's return to school.

### **MAKE-UP WORK PROCEDURE FOR OSS STUDENTS**

Make-up work shall be provided for all absences, including suspensions. School administration and teachers are expected to work collaboratively to provide make-up work to students serving out of school suspensions. After a student obtains their make-up work, students will be given one (1) day for each day absent to complete the work and receive full credit upon completion. Work should be scaled to be manageable for a student comparable to the amount of days missed. If students miss more than 3 days due to suspension, work should be provided during their absence to allow additional time to make up assignments.



## **PROVISIONS OF THE MISSOURI SAFE SCHOOLS ACT**

### **SECTION I. CORPORAL PUNISHMENT**

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of Hogan shall administer or cause to be administered corporal punishment upon a student attending Hogan schools. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons.

### **SECTION II. MANDATORY DISCIPLINE FOR CERTAIN WEAPONS VIOLATIONS**

If a student is determined to have brought any of the following weapons to school or upon school property in violation of this and other Local Educational Agency policies, the student shall be suspended for a period of not less than one (1) calendar year or recommended for expulsion, except that the regional director may modify such suspension or recommendation for expulsion on a case-by-case basis: firearm, blackjack, concealable firearm, explosive weapon, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, "taser" (or stun-gun), mace, pepper spray or switchblade knife.

For purposes of this section, a "knife" means a dagger, dirk, stiletto or bladed-hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. In determining whether a student will be subject to a mandatory one (1) year suspension, a "knife" shall not include any ordinary pocket knife with a blade of four inches in length or less. However, an ordinary pocket knife with a blade of any length is a "weapon" as that term is used in this and other LEA policies and the possession, sale, use or transfer of a pocket knife on school property will subject a student disciplinary action, including, but not limited to, suspension and/ or expulsion.

### **SECTION III. SERIOUS VIOLATIONS OF THE DISCIPLINE POLICY**

\*\*\*All Tier III Behaviors of the Student Handbook are considered serious violations of the Hogan's discipline policy. **REVIEW**

### **SECTION IV. VIOLENT ACTS**

Pursuant to the Safe Schools Act, the phrase "act of school violence" or "violent behavior" means the exertion 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 in service on behalf of the LEA or while involved in school activities. "Serious physical injury" is physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body. For example, assaulting a student, a



# HOGAN

## PREP ACADEMY

teacher or any other school personnel of Hogan and a third-degree assault is considered a violent act.

### **SECTION V. RESTRICTIONS ON ATTENDING SCHOOL WITHIN HOGAN**

No student shall be readmitted or enrolled in a regular program of instruction if: a) the student is convicted of; b) an indictment or information is filed against the student and no judgment is found; c) a petition is filed under Section 211.091 RSMo. alleging the student committed an act and no judgment is found; or d) a person was adjudicated to have committed an act.

This section shall not prohibit the re-admittance or enrollment of any student if a petition has been dismissed or when a student has been acquitted or adjudicated not to have committed any of the above acts. In addition, this section shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability. Finally, nothing in this section shall be construed to prohibit an LEA that provides an alternative education program from enrolling a student in an alternative education program if the LEA determines such enrollment is appropriate.

### **SECTION VI. SUSPENSION RESTRICTIONS FOR SERIOUS VIOLENT ACTS**

Students on suspension for any of the behaviors listed under Notice of Provisions, Requirements and Definitions under the Safe Schools Act or any act of violence or drug-related activity defined by Board of Directors policy as a serious violation of school discipline pursuant to Section III. Serious Violation of Hogan's Discipline Policy and Section IV. Violent Acts, shall have as a condition of their suspension the requirement that the student is not allowed, while on suspension, to be within one thousand (1000) feet of any school where the student attended school unless the student:

- Is under the direct supervision of his or her parent or guardian;
- is under the direct supervision of another adult designated by the student's parent or guardian, in advance, in writing, to the principal of the school which suspended the student;
- is in an alternative school that is located within one thousand (1,000) feet of a school in the LEA where the student attended school; or
- resides within one thousand (1,000) feet of any school in the LEA where they attended school, in which case the student may be on the property of his or her residence without direct adult supervision.

Any student violating the condition of suspension required pursuant to this section may be subject to expulsion or further suspension pursuant to the provisions under Behaviors and Interventions. In making such determination, Hogan shall consider whether the student poses a threat to the safety of any student or school employee and whether the student's unsupervised presence within one thousand (1,000) feet of the school is disruptive of the school's disciplinary policy. Removal of any student with a disability is subject to state and



federal procedural rights.

## **SECTION VII. REINSTATEMENT CONFERENCES**

Prior to the readmission or enrollment of any student who has been suspended for more than ten (10) consecutive days for an act of school violence; or suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion regardless of whether or not the act was committed at a public school or private school in the state and discuss any remedial actions needed to prevent future occurrences of such conduct.

Hogan may carry out a suspension or expulsion imposed by another in-state or out-of-state school district, private school, charter school or parochial school if similar conduct in this LEA would have also resulted in suspension or expulsion. The parent/legal guardian, surrogate parent or student may request a conference. The conference shall include the appropriate school officials, including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student and parents/guardians of the student or any agency having legal jurisdiction, care, custody or control of the student. The school board shall notify in writing the parent/guardian and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

## **PROCEDURES FOR SUSPENSION AND EXPULSION OF STUDENTS**

*Note: Students with special needs (i.e. IEPs or Section 504 Plans) must be disciplined in accordance with federal and state law, as well as Board of Directors policy.*

### **SECTION I. OUT OF SCHOOL SUSPENSION (10 DAYS OR LESS)**

Principals or their designees, subject to the appropriate due process procedures and state statutes, may summarily suspend any student for up to ten (10) school days for violation of the Student Handbook. Any suspension shall be immediately reported to the regional director, who may revoke the suspension at any time. *Note: Parents/Guardians and students do not have the right to appeal short-term suspensions.*

Prior to imposing the suspension, the principal or their designee must follow the following procedures:

1. Determine whether the student is a special needs student. The student is a special needs student if any of the following are present:
  - Students has an Individual Education Plan (IEP);
  - Students has a Section 504 Accommodation Plan or request;
  - Students are in the process of being considered or evaluated for a disability; or

# HOGAN

## PREP ACADEMY

- Students are suspected of having a disability.

If the student is not a special needs student, the principal or their designee should proceed as discussed below. *Refer to Section IV for procedures for the suspension and expulsion of special needs students.*

1. Inform the student, verbally or in writing, of the charges against them and give them the opportunity to admit or deny the allegations.
2. If the student denies the charges, they must be given an explanation of the facts as known to school personnel and an opportunity to present their version of the incident before any interventions are imposed.
3. If they deem it necessary, the principal or their designee may conduct a further investigation into the matter before imposing a disciplinary suspension.

#### NOTE:

- For purposes of this policy, the principal may designate an assistant principal to act on the principal's behalf, subject to the principal's supervision.
- In some cases, the principal or assistant principal may choose to shorten the length of suspension after a parent conference or if another satisfactory solution to the problem is agreed upon. In such cases, the teacher involved in the offense resulting in suspension will be consulted.
- When issuing a mandatory parent conference, principals and/or their designee may not use the lack of parent conference as an alternative form of suspension.

#### **EMERGENCY SUSPENSION**

Any student who poses a continuing danger to persons or property or is an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and a student's opportunity to present their version of the facts shall be provided as soon as possible thereafter. The principal or their designee authorizing the emergency suspension shall make reasonable efforts to inform a parent/guardian of the student as soon as possible thereafter. A student subjected to emergency suspension shall not be removed from school until adequate provisions have been made for the student's transportation and safety.

#### **SECTION II. LONG - TERM SUSPENSION (11-180 SCHOOL DAYS)**

The regional director may suspend students from school for a period of eleven (11) days to one hundred and eighty (180) days after the student and their parents/guardians have been afforded a disciplinary conference. For purposes of this policy, the regional director may designate the Students Discipline Officer to act on their behalf, subject to the regional director's supervision.

# HOGAN

## PREP ACADEMY

During the conference, the student is subject to the following Due Process safeguards.

1. The student shall be given notice, either oral or written, of the charges against them.
2. The student shall be given notice, either oral or written, of the charges against them.
3. The student shall be given notice, either oral or written, of the charges against them.
4. If the student denies the charges, they shall be given an oral or written explanation of the facts which form the basis for the proposed suspension. The student shall be given an opportunity to present their version of the incident before any interventions are imposed. A student has the right to bring witnesses on their behalf.
5. Prompt notification will be given to the student's parents/guardians of the regional director or designee's actions, the reasons for such action and the right to a hearing before the Board of Directors. This notice shall be provided at the conclusion of the hearing or made by certified mail, addressed to the student's parents/guardians at their last address.

### **Right to Appeal**

Parents/guardians may appeal the decision of the regional director or their designee. The appeal must be in writing and filed with Hogan's Legal Services Department within seven (7) calendar days of notice of the suspension. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

If the student gives notice that they wish to appeal the long-term suspension to the school board, the suspension shall be stayed until the school board renders its decision, unless the regional director determines that the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as is practicable.

In the event of an appeal, the regional director shall promptly transmit to the Board of Directors a fully written report of the facts relating to the long-term suspension, the action taken by the regional director and the reasons therefore.

### **SECTION III. EXPULSIONS**

The Board of Directors is the only governing body within the LEA which may expel a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale and good conduct of the students. Prior to expelling a student, the parent and/or guardian must be given notice and a hearing before the Board of Directors. The parent/guardian, or student if eighteen years or older, may waive the expulsion hearing.

If not waived, the hearing will be held on the date set by the Board. The Board will make a

# HOGAN

## PREP ACADEMY

good faith effort to notify parents/guardians of the time, date and place of the hearing.

In all hearings for expulsions and/or appeals of long-term suspensions, the following procedures will be adhered to:

1. The parents/guardians will be notified in writing of:
  - The charges against the student;
  - their right to a hearing;
  - the date, time, and place of the hearing;
  - their right to counsel; and
  - their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses.

All such notifications will be addressed to the student's parent/guardian and mailed by certified mail and regular mail to the student's parent/guardian at the last address shown on student records.

2. Prior to the Board of Director's hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and student's parent/ guardian will be provided with copies of the documents to be introduced at the hearing by school administration.
3. The hearing will be closed. At the hearing, the administration or counsel for the administration will present the charges, testimony and evidence to support such charges. The student, their parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Directors shall deliberate in Executive Session and shall render a decision to dismiss the charges, suspend the student for a specified period of time or expel the student from the LEA's schools. The administration or its counsel, by director of the Board of Directors, shall promptly prepare and transmit to the parents/guardians written notice of the decision. Written notice of the decision will also be submitted to the principal and regional director.

#### NOTE:

- During any period of suspension (i.e. short and long-term or expulsion), students are prohibited from being on school property at all times. In addition, students are prohibited from attending and/or participating in any LEA-sponsored activities on or off school property.

# HOGAN

## PREP ACADEMY

### **SECTION IV. SUSPENSION AND EXPULSION OF SPECIAL NEEDS LEARNERS**

*Students with special needs, as defined by federal and state laws and regulations, shall be subject to the provisions of this Student Community Standards, except as otherwise provided by this section. The term "Exceptional Education" shall mean and include the administrative unit or units responsible for the direction of the Department of Exceptional Education. The student's parent/guardian and Exceptional Education staff shall be involved in all administrative decisions under this Student Handbook involving students with special needs.*

Due Process: Due process procedures applicable to removal, suspension or expulsion of students from public schools under state law shall be afforded to qualified students in accordance with School Board policy on Students Suspension and Expulsion.

Authority of School Personnel: School personnel may consider any unique circumstances on a case by case basis when determining whether a change of placement, consistent with other requirements of this section, is appropriate for a student with a disability who violates the Student Community Standards.

Ten (10) School Days or Less: A school may remove a student with a disability who violates the Student Handbook from their current placement to an appropriate interim alternative educational setting, another setting or suspension, for no more than ten (10) school days in the same school year (to the extent such alternatives are applied to students without disabilities) without providing services. Once a student has been removed from their placement for a total in excess of ten (10) school days in the same school year, this agency must, during any subsequent days of removal in that school year, determine what special education services will be provided to the student.

Long-Term Suspension: If a school seeks to give a student with a disability an out-of-school suspension that totals more than ten (10) school days in one (1) school year and the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration that the procedures would be applied to students without disabilities except services must be provided to ensure the student receives a free, appropriate, public education, although it may be provided in an interim alternative educational setting.

Change of Placement: A removal of a student with a disability from the student's current educational placement is a significant change of placement if:

The proposed exclusion of a student is permanent (expulsion), for an indefinite period, for more than ten (10) consecutive school days or a series of suspensions that cumulatively

# HOGAN

## PREP ACADEMY

amount to more than ten (10) days that creates a pattern of exclusions under the Individual Disabilities Education Act.

a. The determination of whether a series of suspension creates a pattern is made on a case-by-case basis. Among the factors considered in determining whether a series of suspension has resulted in a "significant change in placement" are the length of each suspension, the proximity of the suspensions to one another, the total amount of time the student is excluded from school, and the similarity of the misconduct. In no case, however, may serial, short-term exclusions be used to avoid the requirements of re-evaluation before cumulative suspensions of more than ten (10) days. The LEA's determination of whether a pattern of misconduct has occurred is subject to review through due process and judicial proceedings. Suspensions that, in the aggregate, are for ten (10) days or fewer are not considered to be a significant change in placement.

Services: School officials may suspend students with disabilities as defined in the IDEA for a total of up to ten (10) school days (consecutive or cumulative) during a school year without providing procedural safeguards (i.e. without providing IEP services).

If students with disabilities are given recovery room (suspension in school) and continue to receive access to IEP services, and the general curriculum, and participate with non-disabled students to the same extent as specified in their IEP, suspension days do not count toward the ten-day limit.

School administrators may consider unique circumstances and determine on a case by case basis whether or not to apply full punishment for incidents as defined in this Student Handbook or students with disabilities, and may suspend a student for fewer days than set forth in the code for a single incident.

Manifestation: When school officials anticipate a referral for suspension days of more than ten (10) for the school year, or a long-term suspension/expulsion, the IEP team must meet to hold a manifestation determination. At a Manifestation Determination, the IEP team reviews the student's IEP, evaluation report, information from the parent/guardian and observations of the student and disciplinary incident to determine whether or not the incident is related to or caused by the student's disability.

If the decision made by the IEP team that the incident is:

- A. Related to, has a substantial relationship to, or is caused by the student's disability;
- B. OR the incident was a direct result of the school's failure to implement the student's IEP.

Then the incident IS determined to be a manifestation of the student's disability, and a



# HOGAN

## PREP ACADEMY

disciplinary change in placement (suspension/ expulsion) cannot occur. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative setting. (See below for special circumstances.)

Additionally, if the incident is related to or caused by the student's disability, if necessary the IEP team should review or revise the student's Behavior Intervention Plan to address the incident/misconduct for which the student is being disciplined. If the student doesn't have a Behavior Intervention Plan, the IEP team should refer the student for a Functional Behavior Assessment in order to develop a Behavior Intervention Plan to address the misconduct.

If the student's behavior is NOT a manifestation of their disability, then school officials may apply the Student Handbook. In no event, however, may the student be suspended for more than 10 days in a school year without providing appropriate educational services.

**Protection for Students Not Yet Eligible for Special Education and Related Services** Students who have not been identified as disabled may be subjected to the same disciplinary measures applied to students without disabilities if the school did not have prior knowledge of the disability. If the school is deemed to have knowledge that the student had a disability before the behavior that caused the disciplinary action, the student may assert any of the protections for students with disabilities in the area of discipline.

A school has knowledge of the disability when:

- The parent/guardian has expressed a concern that the student needs special education services to supervisory or administrative personnel of the appropriate educational agency or a teacher of the student; or,
- the parent/guardian has requested an evaluation; or,
- The student's teacher or other school staff has expressed specific concern about a pattern of the student's behavior directly to the director of special education or to other supervisory personnel in accordance with the agency's established student find or special education referral system.

A school would not be deemed to have knowledge that the student had a disability, if this agency conducted an evaluation and determined that the student did not have a disability; or determined that an evaluation was not necessary and provided proper Prior Written Notice refused prior to the behavior incident; or, if the parent of the student has not allowed an evaluation of the student pursuant to IDEA or has refused services.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited. Until the evaluation is completed (assuming this



# HOGAN

## PREP ACADEMY

agency is not deemed to have knowledge that the student had a disability prior to the behavior that caused the disciplinary action), the student remains in the educational placement determined by the LEA, that can include suspension or expulsion without educational placement determined by the LEA, that can include suspension or expulsion without educational services. If the student is determined to have a disability, this agency shall provide special education and related services and follow all required procedures for disciplining students with disabilities.

### **Determination that Behavior Was a Manifestation**

If the conduct was a manifestation of the student's disability, and the school has not conducted a functional behavioral assessment, the IEP team shall conduct a functional behavioral assessment, and implement a behavioral intervention plan for such students. If the student already had a behavioral intervention plan when the conduct occurred, the IEP team must review the plan and, if necessary, modify it to address the behavior. If the behavior was a manifestation of the student's disability, unless the removal is due to weapons, drugs or serious bodily injury, the student must be returned to the placement from which the student was removed. The parent and the school, however, may agree to a change of placement as part of the modification of the behavioral intervention plan.

### **Special Circumstances**

Whether or not the behavior was a manifestation of the student's disability, school personnel may remove a student to an alternative educational setting (determined by the IEP team) for up to forty-five (45) school days if, while at school, on school grounds or at a school function under the jurisdiction of the State Educational Agency or Local Educational Agency:

- A) Carries/has a weapon.
- B) Knowingly has or uses illegal drugs, sells or solicits the sale of illegal or controlled substances.
- C) Has inflicted serious bodily injury upon another person.

On the date this is made, the parent must be notified of the decision, and provided the Procedural Safeguards statement.

### Determination of Setting

The interim alternative educational setting must be determined by the IEP team for removals that are changes of IEP placement or forty-five (45) school day suspensions described under special circumstances.

### Parent Appeal

If the parent of a student with a disability disagrees with any decision regarding IEP placement, the

# HOGAN

## PREP ACADEMY

manifestation determination under this subsection or the school believes that maintaining the current setting of the student is substantially likely to result in injury to the student or to others, they may request a due process hearing.

### Authority of Hearing Officer

A qualified hearing officer must conduct the due process hearing and make a decision. The hearing officer may:

- A) Return the student with a disability to the IEP placement from which the student was removed if the hearing officer determines that the removal was a violation of the requirements described under the heading Authority of School Personnel, or that the student's behavior was a manifestation of the student's disability; or
- B) order a change of IEP placement of the student with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current setting of the student is substantially likely to result in injury to the student or to others.

These hearing procedures may be repeated, if the LEA believes that returning the student to the original setting is substantially likely, to result in injury to the student or to others.

Whenever a parent or LEA files a due process complaint to request such a hearing, a hearing must be held, except as follows: The State Educational Agency must arrange for an expedited due process hearing that must occur within twenty (20) school days of the date the hearing is requested and must result in a determination within ten (10) school days after the hearing. Unless the parents and the LEA agree, in writing, to waive the meeting or agree to use mediation, a resolution meeting must occur within seven (7) calendar days of receiving notice of the due process complaint. The hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) calendar days of receipt of the due process complaint. A party may appeal the decision in an expedited due process hearing in the same way as they may for decisions in other due process hearings.

### Placement

When the parent or the school has filed a due process complaint related to disciplinary matters, the student must, unless the parent and the State Educational Agency or Local

# HOGAN

## PREP ACADEMY

Educational Agency agree otherwise, remain in the interim alternative educational setting pending the decision of the hearing officer, or until the expiration of the time period of removal as provided for and described under the heading Authority of School Personnel, whichever occurs first.

### Reporting Crimes Committed by Students with Disabilities

Nothing in this part shall be construed to prohibit this agency from reporting crimes, to appropriate law enforcement and judicial authorities or to prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by students with disabilities. An agency reporting a crime shall ensure copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime. Transmittal of records must be in accordance with Family Educational Rights and Privacy Act (FERPA).

### Definitions

Controlled substances mean a drug or other substance identified under schedules I, II, III, IV or V in Section 202(c) of the Controlled Substances Act (21 USC 812 (c)). Illegal drug means a controlled substance but does not include such a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law. Substantial evidence means beyond a preponderance of the evidence. Weapon means dangerous weapon as defined under paragraph (2) of the first subsection (g) of Section 930 of Title 18, United States Code. The term "dangerous weapon" means a weapon, device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 4 inches in length.

A serious bodily injury involves an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ or mental faculty (18 USC 1365 (h)(3)).

Parents' Rights under "Every Student Succeed Act" (ESSA)

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

# HOGAN

## PREP ACADEMY

- What baccalaureate degree major a teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, districts must provide to each parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **Standard Complaint Resolution Procedures For Title Programs under the Every Student Succeed Act (ESSA)**

A complaint is a formal allegation that a specific federal law or regulation has been violated, misapplied, or misinterpreted by school personnel or by DESE personnel.

Any individual or organization may file a complaint. Such a complaint must be in writing and signed; it must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint can be submitted to the Executive and Regional Directors of Hogan Preparatory Academy or to DESE. If the issue cannot be resolved at the local level, the complainant may appeal to DESE.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Regional Director of Hogan Preparatory Academy.

### **Family Educational Rights and Privacy Acts (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with regard to the education records of your children. If you are a student who is at least eighteen years old, FERPA affords you, not your parents, these rights. Under FERPA, these are your rights:

- You have the right to inspect your child's education records.
- You have the right to ask for an amendment to any of your child's education records which you believe to be erroneous, misleading, or an invasion of your or your child's privacy.
- Personally identifiable information from your child's education records can only

# HOGAN

## PREP ACADEMY

be disclosed to third parties outside this school or school district with your express written consent, except to the extent that FERPA allows for such disclosures without your consent. One of FERPA's exceptions allows for such disclosures to school officials who have legitimate educational interest in having access to personally identifiable information in your child's education record. School officials include contractors or other parties to whom the district has outsourced services. A school official has a legitimate educational interest if he or she needs the information in order to perform some aspect of his or her job.

- If you believe that Hogan Preparatory Academy has violated your FERPA rights, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington DC 20202.

### **Student Information Confidentiality**

Student's records will be confidential. A written request from the legal guardian must be completed listing the names of who can receive student records. A photo ID must be provided at time of pickup of information or student.

### **Student Welfare - Reporting Student Abuse**

Board Policy 2710

The Board believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well being.

School employees who know or have reason to believe that another school employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.



### **Right to Attend Board Meetings**

Board meetings occur monthly and are open to the public. For meeting dates and agendas, please visit <https://www.hoganprep.net/about/board-policies-minutes>



Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title IA funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Please contact our office at (816) 444-3484 if you have any questions.

Sincerely,

Hogan Preparatory Academy Administrative Team



## **SCHOOL-PARENT-STUDENT COMPACT**

Hogan Preparatory Academy, the parents/guardians, and students acknowledge that optimal student learning and progress requires hard work, determination, dedication, and cooperation among all involved in the educational process. We acknowledge that parents/guardians/students have a choice, and by choosing Hogan Preparatory Academy, we agree to uphold the high standards for learning and conduct established by Hogan. In turn, Hogan Preparatory Academy acknowledges the responsibility we have to partner with parents/guardians/students and provide high quality learning experiences to prepare students to be successful in college once they have completed their K-12 experience.

## **SCHOOL RESPONSIBILITIES**

Hogan Preparatory Academy and its staff will:

- Provide a safe and secure environment conducive to learning.
- Provide a rigorous and relevant educational program for students.
- Establish and enforce high standards for student achievement and conduct.
- Communicate with students and parents/guardians about expectations, procedures and student progress.
- Be accessible to parents/guardians by phone, email, and scheduled conferences.
- Provide parents/guardians opportunities to participate in their student's school experience.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Hogan parent(s)/guardian(s) will:

- Ensure my student is at school every day and on time, except when ill or otherwise excused by the school.
- When my student is absent, I will call the school and provide documentation to support my student's absence within 48 hours of my student returning to school.
- Provide a quiet time and suitable place for my student to study.
- Attend school conferences and meetings as requested.
- Sign and return requested documents. This includes, but is not limited to: discipline referrals, detentions, or progress reports.
- Retrieve my student from school on time from school functions or when called to do so.
- Read and become familiar with the student/parent handbook.
- Provide my student with the appropriate school uniform and support the



# HOGAN

## PREP ACADEMY

enforcement of the uniform policy.

- Acknowledge that bus transportation is a privilege which can be revoked.
- Follow all established procedures designed to provide for student and staff safety.
- Be involved with my student's education, activities, and events as much as possible.

### STUDENT RESPONSIBILITIES

Hogan students will:

- Attend school and classes regularly and will be on time.
- Be prepared for class and have my materials ready or let the teacher know what supplies you need.
- Show respect for all school staff, students, and the public.
- Demonstrate pride in the appearance of school buildings and grounds.
- Try hard, listen, cooperate and participate in the school experience planned for me. This means I will limit distractions in the classroom and engage in the learning process.
- Deliver and return all school forms signed by my parent/guardian.
- Learn and abide by the school rules and procedures.
- Wear the appropriate school uniform at all times.
- Conduct myself with pride and respect as I represent Hogan Preparatory Academy outside the school setting.

Hogan Preparatory Academy, parent(s)/guardian(s), and students acknowledge that failure to fulfill the outlined responsibilities that have been agreed upon may result in serious consequences.

Administrator/School Representative \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

# HOGAN

## PREP ACADEMY

### Technology Agreement

Students have the privilege of using different forms of technology at Hogan to enhance learning. Students are responsible for understanding and following the technology expectations below.

Please review this agreement related to the use of technology at Hogan Prep High School. Place your initials next to each expectation and sign below so you can begin using technology right away!

### Student's Daily Responsibilities

*I understand my daily responsibilities.* Student initials \_\_\_\_\_

- Devices should be used for educational purposes only.
- Devices should never be left unattended.
- Devices may only be used in the assigned classroom under teacher supervision/direction.
- Students should only use their assigned device (their number).
- Always place devices on a stable surface when using.
- Devices should not distract learning in the classroom (sound, screen effects, etc.).
- Keep food and drink away from devices at all times.
- Devices must be checked in and checked out daily according to classroom procedures.

### Digital Citizenship

*I understand how to be a good citizen with technology.* Student initials \_\_\_\_\_

- Visit only websites approved by the teacher or directly related to the topic the teacher assigns.
- Stay on task during class time and use devices only for activities the teacher approves.
- If you accidentally visit a website or app that is not approved, let the teacher know immediately.
- Devices are your responsibility. Only use the device assigned or asked of you by the teacher.

### Unacceptable Behavior

*I know what behavior is not appropriate with technology.* Student initials \_\_\_\_\_

- It is unacceptable to take, send, or view pictures, websites or movies that are not related to classroom instruction.
- It is unacceptable to intentionally damage a device in any way.
- It is unacceptable to use a device that is assigned to another student.
- It is unacceptable to access or change any settings on the devices.

We have reviewed, understand, and agree to follow this Technology Agreement and the Hogan Preparatory Academy School District's Technology Acceptable Use Policy.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Date of Signature: \_\_\_\_\_