



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

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POLICY 1110 – RELIGIOUS EXPRESSION

(Last approved: 12/19/2019)

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

POLICY 1210 – CALENDAR REQUIREMENTS: SCHOOL YEAR AND SCHOOL DAY

(Last approved: 12/19/2019)

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

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

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

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

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

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POLICY 1300 – PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

(Last approved: 12/14/2020)

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

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

CO Name	Dr. Tanya Shippy
CO Title	Chief Operations Officer
CO Address	5809 Michigan Avenue, Kansas City, MO 64130
CO Number	816-444-3484

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

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POLICY 1301 – TITLE IX SEXUAL HARASSMENT POLICY

(Last approved: 12/14/2020)

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

The School will comply with:

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

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

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

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

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TITLE IX SEXUAL HARASSMENT POLICY, (continued)

(Last approved: 12/14/2020)

Section 1. Definitions

Section 1.1 The following definitions are applicable to this policy:

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

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

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

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

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

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

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

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

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

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

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TITLE IX SEXUAL HARASSMENT POLICY, (continued)

(Last approved: 12/14/2020)

increased security or monitoring of certain areas of the campus, and other similar measures. The school must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining confidentiality could not impair the ability of the recipient to provide supportive measures.

Section 2. Designation of Title IX Coordinator

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

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

Section 3. Notification

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

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

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

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

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

Section 4. Response to Sexual Harassment

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

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

Section 4.3. The Title IX Coordinator must promptly contact the complainant to discuss the availability of

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(Last approved: 12/14/2020)

supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

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

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

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

Section 5. Grievance Process for Formal Complaints of Sexual Harassment

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

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

Section 5.3. Grievance Process Requirements

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

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

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

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

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(Last approved: 12/14/2020)

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

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

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

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

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

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

Section 5.5. Investigation of a Formal Complaint

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

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

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

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

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

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

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

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

Section 5.6. Hearings.

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

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(Last approved: 12/14/2020)

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

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

Section 5.7.1. The written determination must include:

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

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

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

Section 5.8. Remedies.

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

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(Last approved: 12/14/2020)

Section 5.9. Appeals.

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

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

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

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

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

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

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

Section 5.10. Consolidation.

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

Section 5.11. Dismissal.

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

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TITLE IX SEXUAL HARASSMENT POLICY, (continued)

(Last approved: 12/14/2020)

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

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

Section 6. Informal Resolution Process

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

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

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

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

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

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

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TITLE IX SEXUAL HARASSMENT POLICY, (continued)

(Last approved: 12/14/2020)

Section 7. Recordkeeping

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

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

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

Section 8. Retaliation.

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

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

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

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

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

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

(Last approved: 12/19/2019)

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

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

(Last approved: 12/19/2019)

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

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

(Last approved: 09/28/2019)

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

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

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

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POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: SCHOOL VOLUNTEERS

(Last approved: 12/19/2019)

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

Screened Volunteers

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

Non-Screened Volunteers

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

Application for Volunteer Service

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

POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS

(Last approved: 12/19/2019)

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

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

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

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

(Last approved: 12/19/2019)

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

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

Observations by Parents, Advocates, or Others

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

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

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

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

(Last approved: 12/19/2019)

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

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

(Last approved: 12/19/2019)

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

Examples of uncivil behavior include, but are not limited to, the use of profanity, disrupting or threatening to disrupt school or office operations, threatening the health or safety of others, willfully causing property damage, loud or offensive language that might provoke a violent reaction, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or behavior that is out of control. Uncivil behavior may be verbal or nonverbal and can occur during face-to-face or written communications, telephone conversations, voice mail messages, and any other electronic means or medium of communication.

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

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

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

(Last approved: 12/19/2019)

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1432 – SCHOOL/COMMUNITY RELATIONS: PROHIBITION AGAINST FIREARMS AND WEAPONS, (continued)

(Last approved: 12/19/2019)

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

POLICY 1440 – SCHOOL/COMMUNITY RELATIONS: RESEARCH REQUESTS

(Last approved: 12/19/2019)

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

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

POLICY 1445 – ORGAN, EYE, AND TISSUE DONATION INFORMATION

(Last approved: 12/14/2020)

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

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

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

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

Section 2. Student Instruction

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

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

(Last approved: 12/19/2019)

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

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

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

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

(Last approved: 12/19/2019)

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

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

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

(Last approved: 12/19/2019)

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1480 – SCHOOL/COMMUNITY RELATIONS: PUBLIC COMPLAINTS

(Last approved: 12/19/2019)

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

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

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

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

POLICY 1510 – OFFICE METHODS AND DATA MANAGEMENT: RECORDS

(Last approved: 12/19/2019)

Custodian of Hogan Prep Records

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

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

(Last approved: 12/19/2019)

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

The Annual Report will be distributed to all media outlets serving Hogan Prep, and will be made available to all HPA patrons, and to each member of the General Assembly representing a legislative District within the HPA school boundaries.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1600 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION

(Last approved: 12/19/2019)

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

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

(Last approved: 12/19/2019)

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

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

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

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

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

(Last approved: 12/19/2019)

Grants from outside agencies are to be related to the needs and priorities of Hogan Prep in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, inservice education, or capital improvement. Grants may lead to research and development that will be of value to HPA. All such funds will

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

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

(Last approved: 12/19/2019)

be deposited, accounted, and reported through the organization's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

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

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

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

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

(Last approved: 12/19/2019)

Parent Involvement

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

Staff Qualifications

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

Reporting Requirements

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

POLICY 1710 – ADMINISTRATIVE ORGANIZATION AND ROLES: ADMINISTRATIVE REPORTS

(Last approved: 12/19/2019)

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1710 – ADMINISTRATIVE ORGANIZATION AND ROLES: ADMINISTRATIVE REPORTS, (continued)

(Last approved: 12/19/2019)

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

POLICY 1720 – ADMINISTRATIVE ORGANIZATION AND ROLES: SUPERINTENDENT OF SCHOOLS

(Last approved: 12/19/2019)

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

The Superintendent is the authorized representative and signatory for all official matters pertaining to Hogan Prep.

Qualifications of the Superintendent of Schools

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

Terms of Employment

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

Contract

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

Evaluation of the Superintendent

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

Termination

The employment of the Superintendent terminates upon expiration of the Superintendent's contract. The decision to extend the Superintendent's contract or to deny such extension lies in the total discretion of the Board. In addition, and as provided in the Superintendent's employment contract, the Superintendent's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1730 – ADMINISTRATIVE ORGANIZATION AND ROLES: BUILDING ADMINISTRATION

(Last approved: 12/19/2019)

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