

HOGAN

PREP ACADEMY

HOGAN PREPARATORY ACADEMY

BOARD POLICIES

SECTION 6: SUPPORT SERVICES

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POLICY 5110 – BUILDING AND GROUNDS MANAGEMENT: MAINTENANCE AND INSPECTION

(Last approved: 02/24/2020)

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

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

POLICY 5120 – BUILDING AND GROUNDS MANAGEMENT: MAINTENANCE OF FACILITIES

(Last approved: 02/24/2020)

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

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

POLICY 5130 – BUILDING AND GROUNDS MANAGEMENT: ENERGY CONSERVATION MEASURES

(Last approved: 02/24/2020)

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

POLICY 5210 – SAFETY, SECURITY AND COMMUNICATIONS: HAZARDOUS MATERIALS

(Last approved: 02/24/2020)

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

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POLICY 5211 – SAFETY, SECURITY AND COMMUNICATIONS: EYE PROTECTION

(Last approved: 02/24/2020)

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

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

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

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

(Last approved: 02/24/2020)

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

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

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

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POLICY 5230 – SAFETY, SECURITY AND COMMUNICATIONS: ACCIDENT REPORTING

(Last approved: 02/24/2020)

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

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

(Last approved: 02/24/2020)

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

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

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

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

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

(Last approved: 02/24/2020)

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

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

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

(Last approved: 02/24/2020)

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

POLICY 5260 – SAFETY, SECURITY AND COMMUNICATIONS: SAFETY STANDARDS

(Last approved: 02/24/2020)

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

Safety Requirements

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

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

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

(Last approved: 02/24/2020)

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

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

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

(Last approved: 02/24/2020)

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

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

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

(Last approved: 02/24/2020)

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

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

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

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

(Last approved: 02/24/2020)

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

POLICY 5410 – INVENTORY MANAGEMENT: INVENTORY REQUIREMENTS

(Last approved: 02/24/2020)

Annual Inventory

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

This is done to provide:

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

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

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

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

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

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

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POLICY 5410 – INVENTORY MANAGEMENT: INVENTORY REQUIREMENTS (continued)

(Last approved: 02/24/2020)

Equipment Inventory

Inventory documentation includes:

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

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

(Last approved: 02/24/2020)

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

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

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

POLICY 5440 – INVENTORY MANAGEMENT: EQUIPMENT ON LOAN

(Last approved: 02/24/2020)

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

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POLICY 5510 – FOOD SERVICE PROGRAM: FOOD SERVICE MANAGEMENT

(Last approved: 02/24/2020)

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

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

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

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

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

(Last approved: 02/24/2020)

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

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

POLICY 5530 – FOOD SERVICE PROGRAM: COMPETITIVE FOOD SALES

(Last approved: 02/24/2020)

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

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POLICY 5540 – FOOD SERVICE PROGRAM: FOOD SAFETY

(Last approved: 02/24/2020)

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

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

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

Hogan Prep's Food Safety Program will focus on three (3) key points.

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

POLICY 5600 – TRANSPORTATION: CONTRACTED TRANSPORTATION SERVICES

(Last approved: 02/24/2020)

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

POLICY 5610 – TRANSPORTATION: SCHOOL BUS DRIVERS

(Last approved: 02/24/2020)

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

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POLICY 5610 – TRANSPORTATION: SCHOOL BUS DRIVERS (continued)

(Last approved: 02/24/2020)

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

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

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

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

POLICY 5620 – TRANSPORTATION: STUDENT TRANSPORTATION SERVICES

(Last approved: 02/24/2020)

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

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

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POLICY 5620 – TRANSPORTATION: STUDENT TRANSPORTATION SERVICES (continued)

(Last approved: 02/24/2020)

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

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

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

POLICY 5640 – TRANSPORTATION: BUS INSPECTIONS

(Last approved: 02/24/2020)

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

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

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

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POLICY 5660 – TRANSPORTATION: FIELD TRIPS

(Last approved: 02/24/2020)

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

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

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

(Last approved: 02/24/2020)

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

POLICY 5670 – TRANSPORTATION: USE OF SCHOOL BUSES

(Last approved: 02/24/2020)

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

POLICY 5710 – DATA GOVERNANCE

(Last approved: 02/24/2020)

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