



HOGAN PREPARATORY ACADEMY

BOARD POLICIES

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POLICY 4110 – EMPLOYMENT: EQUAL OPPORTUNITY EMPLOYMENT

(Approved: 4.27.20)

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

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

POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES

(Approved: 4.27.20)

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

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

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

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POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES (continued)

(Approved: 4.27.20)

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

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

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

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

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

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES (continued)

(Approved: 4.27.20)

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

POLICY 4125 – EMPLOYMENT: NOTICE OF ARREST OR ABUSE COMPLAINT

(Approved: 4.27.20)

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

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

POLICY 4130 – EMPLOYMENT: CERTIFICATED STAFF CONTRACTS

(Approved: 4.27.20)

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

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

Visiting Scholar Certificate

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

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

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POLICY 4130 – EMPLOYMENT: CERTIFICATED STAFF CONTRACTS (continued)

(Approved: 4.27.20)

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

POLICY 4131 – EMPLOYMENT: EXTRA DUTY AND EXTENDED DUTY CONTRACTS

(Approved: 4.27.20)

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

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

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

POLICY 4140 – EMPLOYMENT: CERTIFICATED PERSONNEL REEMPLOYMENT

(Approved: 4.27.20)

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

POLICY 4150 – EMPLOYMENT: SUBSTITUTE TEACHER EMPLOYMENT

(Approved: 4.27.20)

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

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

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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

(Approved: 4.27.20)

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

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

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

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

(Approved: 4.27.20)

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

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

Overtime/Compensatory Time

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

POLICY 4310 – ABSENCES, LEAVE AND VACATION: GENERAL ATTENDANCE

(Approved: 4.27.20)

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

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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

(Approved: 4.27.20)

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

POLICY 4320 – ABSENCES, LEAVE AND VACATION: PERSONNEL LEAVE

(Approved: 4.27.20)

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

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

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

(Approved: 4.27.20)

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES
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POLICY 4330 – ABSENCES, LEAVE AND VACATION: HOLIDAYS AND VACATION

(Approved: 4.27.20)

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

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

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

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

(Approved: 4.27.20)

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

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

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

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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

(Approved: 4.27.20)

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

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

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

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

(Approved: 4.27.20)

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

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

(Approved: 4.27.20)

Guidelines for Organization-wide Committees

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

Guidelines for Organization-wide Committees with Employee Representation

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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

(Approved: 4.27.20)

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

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

POLICY 4505 – COMPENSATION: SALARY SCHEDULE

(Approved: 4.27.20)

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

POLICY 4510 – COMPENSATION: BENEFITS

(Approved: 4.27.20)

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 4510 – COMPENSATION: BENEFITS (continued)

(Approved: 4.27.20)

Insurance coverage options for staff members includes:

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

POLICY 4520 – COMPENSATION: SALARY DEDUCTIONS

(Approved: 4.27.20)

Withholding Taxes

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

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

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

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

Health, Dental and Vision

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

Tax Sheltered Annuities

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 4520 – COMPENSATION: SALARY DEDUCTIONS (continued)

(Approved: 4.27.20)

Additional Deductions

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

POLICY 4530 – COMPENSATION: WORKERS' COMPENSATION BENEFITS

(Approved: 4.27.20)

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

POLICY 4540 – COMPENSATION: GROUP INSURANCE BENEFITS

(Approved: 4.27.20)

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

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

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

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

Development or Physical Disabilities

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 4550 – COMPENSATION: RETIREMENT COMPENSATION

(Approved: 4.27.20)

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

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

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

Reporting Requirements

Ineligibility for Retirement Benefits

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

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

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

Reporting as Requested by KCPSRS

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 4610 – PERFORMANCE EVALUATION: INSTRUCTIONAL PERSONNEL

(Approved: 4.27.20)

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

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

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

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

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

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

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 4620 – PERFORMANCE EVALUATION: SUPPORT STAFF

(Approved: 4.27.20)

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

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

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

POLICY 4630 – PERFORMANCE EVALUATION: STAFF CONDUCT

(Approved: 4.27.20)

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

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

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POLICY 4630 – PERFORMANCE EVALUATION: STAFF CONDUCT (continued)

(Approved: 4.27.20)

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

POLICY 4650 – COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA

(Approved: 4.27.20)

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

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

(Approved: 4.27.20)

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

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

POLICY 4710 – SEPARATION – RESIGNATION: CERTIFICATED STAFF

(Approved: 4.27.20)

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

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

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

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

POLICY 4711 – SEPARATION – RESIGNATION: SUPPORT STAFF

(Approved: 4.27.20)

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

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

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POLICY 4720 – SUSPENSION OR TERMINATION: SUPPORT STAFF

(Approved: 4.27.20)

Non-Contractual Employees

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

Contractual Employees

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

POLICY 4731 – NON-RENEWAL/TERMINATION OF EMPLOYMENT AGREEMENT

(Approved: 4.27.20)

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

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

POLICY 4740 – REDUCTION IN FORCE: CERTIFICATED STAFF

(Approved: 4.27.20)

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

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

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POLICY 4741 – REDUCTION IN FORCE: SUPPORT STAFF

(Approved: 4.27.20)

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

POLICY 4810 – STAFF WELFARE: EMPLOYEE INFORMATION SHARING POLICY

(Approved: 4.27.20)

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

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

Section 2. Information Sharing

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

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

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

POLICY 4820 – STAFF WELFARE: EMPLOYEES WITH COMMUNICABLE DISEASES

(Approved: 4.27.20)

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

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

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

(Approved: 4.27.20)

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

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

POLICY 4830 – STAFF WELFARE: BOARD/STAFF COMMUNICATIONS

(Approved: 4.27.20)

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

POLICY 4840 – STAFF WELFARE: CONFLICT OF INTEREST

(Approved: 4.27.20)

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

POLICY 4850 – STAFF WELFARE: STAFF DISPUTE RESOLUTION

(Approved: 4.27.20)

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

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POLICY 4860 – STAFF WELFARE: PERSONNEL RECORDS

(Approved: 4.27.20)

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

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

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

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

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

POLICY 4865 – STAFF WELFARE: WHISTLEBLOWER PROTECTION

(Approved: 6.22.20)

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

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

Discussion of Hogan Prep Operations

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 5: PERSONNEL SERVICES

POLICY 4865 – STAFF WELFARE: WHISTLEBLOWER PROTECTION (continued)

(Approved: 6.22.20)

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

Disclosure of Prohibited Activity

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

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

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

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

Limitations on Protected Activity

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

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

HOGAN PREPARATORY ACADEMY BOARD POLICIES

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POLICY 4865 – STAFF WELFARE: WHISTLEBLOWER PROTECTION (continued)

(Approved: 6.22.20)

Referral to the State Auditor

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

Policy Posting

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

[§ 105.055 RSMo - Form 4560](#)

POLICY 4870 – STAFF WELFARE: DRUG FREE WORKPLACE

(Approved: 4.27.20)

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

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

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

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

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

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

(Approved: 4.27.20)

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

POLICY 4880 – STAFF WELFARE: USE OF HOGAN PROPERTY

(Approved: 4.27.20)

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

POLICY 4890 – STAFF WELFARE: ACTIVE SHOOTER TRAINING POLICY

(Approved: 11.16.20)

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

Teacher and Employee Training

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

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

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POLICY 4890 – STAFF WELFARE: ACTIVE SHOOTER TRAINING POLICY, (continued)

(Approved: 11.16.20)

Simulated Active Shooter and Intruder Response

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

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

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

Information Sharing

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