



**HOGAN PREPARATORY ACADEMY**

**BOARD POLICIES**

**SECTION 3: STUDENTS**

<b>Policy Number</b>	<b>Policy Title</b>	<b>Page Number</b>
<b>2100</b>	<b>Nondiscrimination and Student Rights</b>	<b>4</b>
<b>2105</b>	<b>Nondiscrimination and Student Rights: Civil Rights, Title IX - Section 504 Policy</b>	<b>4-5</b>
<b>2110</b>	<b>Nondiscrimination and Student Rights: Equal Education Opportunity</b>	<b>5</b>
<b>2120</b>	<b>Nondiscrimination and Student Rights: Students of Legal Age</b>	<b>6</b>
<b>2130</b>	<b>Nondiscrimination and Student Rights: Harassment</b>	<b>6</b>
<b>2140</b>	<b>Nondiscrimination and Student Rights: Marital, Parental Status of Students</b>	<b>6</b>
<b>2150</b>	<b>Nondiscrimination and Student Rights: Strip Searches Policy</b>	<b>7</b>
<b>2160</b>	<b>Nondiscrimination and Student Rights: Interviews, Interrogations and Removal from School</b>	<b>8</b>
<b>2170</b>	<b>Nondiscrimination and Student Rights: Distribution of Non-Curricular Publications by Students</b>	<b>8</b>
<b>2180</b>	<b>Nondiscrimination and Student Rights: Pledge of Allegiance</b>	<b>8-9</b>
<b>2200</b>	<b>Admission and Withdrawal</b>	<b>9</b>
<b>2210</b>	<b>Admission and Withdrawal: Entrance Age</b>	<b>9-10</b>
<b>2220</b>	<b>Admission and Withdrawal: Compulsory Attendance Ages</b>	<b>10</b>
<b>2260</b>	<b>Admission and Withdrawal: Homeless Students</b>	<b>10-11</b>
<b>2270</b>	<b>Admission and Withdrawal: Migrant Students</b>	<b>11</b>
<b>2275</b>	<b>Admission and Withdrawal: Military Children</b>	<b>11-15</b>
<b>2290</b>	<b>Admission and Withdrawal: Denial of Admission and Withdrawal from School</b>	<b>15-16</b>
<b>2310</b>	<b>Attendance: Student Attendance</b>	<b>16</b>
<b>2320</b>	<b>Attendance: Part-Time Attendance</b>	<b>17</b>



## HOGAN PREPARATORY ACADEMY

### BOARD POLICIES

#### SECTION 3: STUDENTS

<b>Policy Number</b>	<b>Policy Title</b>	<b>Page Number</b>
<b>2330</b>	<b>Attendance: Student Early Dismissal Procedures</b>	<b>17</b>
<b>2340</b>	<b>Attendance: Truancy and Educational Neglect Procedures</b>	<b>17</b>
<b>2400</b>	<b>Student Educational Records</b>	<b>18</b>
<b>2410</b>	<b>Student Educational Records: Health Information Records</b>	<b>18</b>
<b>2520</b>	<b>Student Academic Achievement: Promotion and Retention</b>	<b>19</b>
<b>2600</b>	<b>Student Discipline</b>	<b>20-21</b>
<b>2610</b>	<b>Student Discipline: Misconduct &amp; Disciplinary Consequences</b>	<b>21</b>
<b>2620</b>	<b>Student Discipline: Firearms and Weapons in School</b>	<b>22</b>
<b>2640</b>	<b>Student Discipline: Student Use of Tobacco, Alcohol and Drugs</b>	<b>22-23</b>
<b>2641</b>	<b>Student Discipline: Drug-Free Schools</b>	<b>23</b>
<b>2651</b>	<b>Student Discipline: Student Dress</b>	<b>24</b>
<b>2652</b>	<b>Student Discipline: Student Conduct on Buses</b>	<b>24</b>
<b>2653</b>	<b>Student Discipline: Student Participation in Organizations and Gangs</b>	<b>24-25</b>
<b>2654</b>	<b>Student Discipline: Student Use and Care of School Property</b>	<b>25</b>
<b>2655</b>	<b>Student Discipline: Bullying</b>	<b>25-27</b>
<b>2660</b>	<b>Student Discipline: Detention</b>	<b>27</b>
<b>2661</b>	<b>Student Discipline: In School Suspension</b>	<b>27</b>
<b>2662</b>	<b>Student Discipline: Suspension</b>	<b>27</b>
<b>2663</b>	<b>Student Discipline: Expulsion</b>	<b>28</b>
<b>2664</b>	<b>Student Discipline: Enrollment or Return following Suspension and/or Expulsion</b>	<b>28</b>
<b>2670</b>	<b>Student Discipline: Corporal Punishment</b>	<b>28</b>
<b>2671</b>	<b>Student Discipline: Student Discipline Hearings</b>	<b>28</b>
<b>2672</b>	<b>Student Discipline: Discipline of Students with Disabilities</b>	<b>29</b>



**HOGAN PREPARATORY ACADEMY**

**BOARD POLICIES**

**SECTION 3: STUDENTS**

<b>Policy Number</b>	<b>Policy Title</b>	<b>Page Number</b>
<b>2673</b>	<b>Student Discipline: Reporting of Violent Behavior</b>	<b>29</b>
<b>2710</b>	<b>Student Welfare: Reporting Student Abuse</b>	<b>29-30</b>
<b>2730</b>	<b>Student Welfare: Supervisor of Students</b>	<b>30</b>
<b>2740</b>	<b>Student Welfare: Student Safety</b>	<b>31</b>
<b>2750</b>	<b>Student Welfare: Student Wellness</b>	<b>31</b>
<b>2760</b>	<b>Student Welfare: Students in Foster Care</b>	<b>32-35</b>
<b>2785</b>	<b>Student Welfare: Student Suicide Awareness</b>	<b>35</b>
<b>2810</b>	<b>Student Services: Guidance and Counseling Services</b>	<b>35-36</b>
<b>2815</b>	<b>Student Services: Contact and Involvement with Outside Agencies</b>	<b>37</b>
<b>2820</b>	<b>Student Services: Psychological Testing of Students</b>	<b>37</b>
<b>2830</b>	<b>Student Services: Health Services</b>	<b>37</b>
<b>2850</b>	<b>Student Services: Inoculations of Students</b>	<b>38</b>
<b>2860</b>	<b>Student Services: Students with Communicable Diseases</b>	<b>38-39</b>
<b>2870</b>	<b>Student Services: Administering Medicines to Students</b>	<b>39</b>
<b>2880</b>	<b>Student Services: Student Physical Examination</b>	<b>39</b>
<b>2890</b>	<b>Student Services: Do Not Resuscitate (DNR) Order</b>	<b>40</b>
<b>2910</b>	<b>Activities and Athletics: Student Publications</b>	<b>40</b>
<b>2920</b>	<b>Activities and Athletics: Interscholastic Activities and Athletics</b>	<b>41</b>
<b>2940</b>	<b>Activities and Athletics: Student Group Use of School Facilities</b>	<b>41</b>

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2100 – NONDISCRIMINATION AND STUDENT RIGHTS**

*(Last approved: 05/18/20)*

The Board reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

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

*(Last approved: 12/14/20)*

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

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

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

# HOGAN PREPARATORY ACADEMY BOARD POLICIES

## SECTION 3: STUDENTS

### **POLICY 2105 – CIVIL RIGHTS, TITLE IX, SECTION 504 POLICY, (continued)**

*(Last approved: 12/14/20)*

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.

---

[1] 42 U.S.C. 2000d *et seq.*

[2] 29 U.S.C. 794.

[3] 20 U.S.C. 1681 *et seq.*

[4] 42 U.S.C. 6101 *et seq.*

### **POLICY 2110 – NONDISCRIMINATION AND STUDENT RIGHTS: EQUAL EDUCATIONAL OPPORTUNITY**

*(Last approved: 05/18/20)*

It is the policy of the Board to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

Hogan Prep's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by Hogan Prep will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2120 – NONDISCRIMINATION AND STUDENT RIGHTS: STUDENTS OF LEGAL AGE**

*(Last approved: 05/18/20)*

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement and reporting.

### **POLICY 2130 – NONDISCRIMINATION AND STUDENT RIGHTS: HARASSMENT**

*(Last approved: 05/18/20)*

It is the policy of Hogan Prep to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. Hogan Prep prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of HPA policy for any student, teacher, administrator, or other school personnel to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of School policy for any teacher, administrator, or other school personnel to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of Hogan Prep.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of Hogan Prep.

Hogan Prep will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

### **POLICY 2140 – NONDISCRIMINATION AND STUDENT RIGHTS: MARITAL, PARENTAL STATUS OF STUDENTS**

*(Last approved: 05/18/20)*

Students who are married, pregnant or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities and other educational benefits provided by Hogan Prep.

# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2150 – STRIP SEARCHES POLICY**

*(Last approved: 12/14/20)*

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

#### Section 1. Strip Searches

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

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

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

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

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

#### Section 2. Emblem, Insignia or Garment

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

#### Section 3. Violation of Policy

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

# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2160 – NONDISCRIMINATION AND STUDENT RIGHTS: INTERVIEWS, INTERROGATIONS AND REMOVAL FROM SCHOOL**

*(Last approved: 05/18/20)*

#### **Interview or Interrogation**

The School has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

#### **Removal of Students From School**

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

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

*(Last approved: 05/18/20)*

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

### **POLICY 2180 – NONDISCRIMINATION AND STUDENT RIGHTS: PLEDGE OF ALLEGIANCE**

*(Last approved: 12/14/20)*

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

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

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



# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2180 – NONDISCRIMINATION AND STUDENT RIGHTS: PLEDGE OF ALLEGIANCE, (continued)**

*(Last approved: 12/14/20)*

Section 2. Pledge of Allegiance.

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

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

### **POLICY 2200 – ADMISSION AND WITHDRAWAL**

*(Last approved: 05/18/20)*

Hogan Prep shall enroll only students that reside in the Kansas City Missouri School District, nonresident students eligible to attend a district's school under an urban voluntary transfer program, or nonresident students who transfer from an unaccredited district under section 167.895, RSMo, provided that the charter school is an approved charter school, as defined in section 167.895, RSMo, and subject to all other provisions of section 167.895. This charter school does not limit admission based on race, ethnicity, national origin, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

If capacity of Hogan Prep is insufficient to enroll all students who submit an application during the open enrollment period (established in March of each year), HPA will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission. A waiting list will then be established. If the number of students is equal or less than the number of openings at any grade level, all students will be enrolled on a first-come-first-served basis. Students on the waiting list will be used to fill remaining vacancy by grade level.

Hogan Prep gives preference for admission of children whose siblings attend a Hogan Prep school or whose parents are employed by Hogan Prep and reside in the Kansas City Missouri School District.

A student will be considered officially enrolled when the student and his/her parent/guardian have completed the official admissions packet and it has been approved. Partial applications will not be considered for enrollment and may result in being placed on the waiting list if the grade level is filled.

### **POLICY 2210 – ADMISSION AND WITHDRAWAL: ENTRANCE AGE**

*(Last approved: 05/18/20)*

#### **Entrance Age for Pre-Kindergarten Programs**

If Hogan Prep chooses to maintain a pre-kindergarten program, the students must have reached the age of three (3) before August 1 of the school year beginning that calendar year to be eligible for admission.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2210 – ADMISSION AND WITHDRAWAL: ENTRANCE AGE (continued)**

*(Last approved: 05/18/20)*

##### **Entrance Age for Kindergarten**

To be admitted to kindergarten or to summer school prior to the student's regular term, a student must be five (5) years old before August 1st preceding entrance.

##### **Entrance Age for First Grade**

To be admitted to first grade a student must be six (6) years old before August 1st preceding entrance. However, students who have completed an accredited kindergarten program will be considered for enrollment in the first grade regardless of the August 1st cut-off date. A birth certificate will be required as proof of age.

##### **Military Dependents**

Military dependents who have completed an accredited pre-kindergarten or kindergarten program in another state may enter kindergarten or first grade regardless of age. Hogan Prep will facilitate the timely enrollment of children of military families and will ensure that they are not placed at a disadvantage due to difficulty in their transfer of education records from the previous school district(s) or variations in entrance legal requirements.

#### **POLICY 2220 – ADMISSION AND WITHDRAWAL: COMPULSORY ATTENDANCE AGES**

*(Last approved: 05/18/20)*

The Board shall abide by the compulsory attendance laws of the state by requiring Hogan Prep resident students between the ages of seven and either seventeen years or successful completion of sixteen credits toward high school graduation, to attend school full time, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations. For purposes of this Policy, a completed credit toward high school graduation is defined as one hundred hours of instruction or more in a course.

Any student age seventeen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office by Hogan Prep.

#### **POLICY 2260 – ADMISSION AND WITHDRAWAL: HOMELESS STUDENTS**

*(Last approved: 05/18/20)*

The Board is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other Hogan Prep students. In carrying out this commitment, Hogan Prep will identify and assess the needs of the its homeless students; provide for the placement of its homeless students in the school of best interest; provide access to HPA's programs; and appoint a homeless

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2260 – ADMISSION AND WITHDRAWAL: HOMELESS STUDENTS, (continued)**

*(Last approved: 05/18/20)*

liaison. The Superintendent will review all HPA policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

#### **POLICY 2270 – ADMISSION AND WITHDRAWAL: MIGRANT STUDENTS**

*(Last approved: 05/18/20)*

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

The Board directs the administration to screen students, as required by law, to assist the state in identifying migratory children. If Hogan Prep becomes aware of any student who might be a migrant student, the superintendent or designee will notify the state director of migrant education, as designated by the Department of Elementary and Secondary Education (DESE), so that the student may be formally recognized as a migrant student.

The administration will develop written administrative procedures for ensuring that migrant students, once identified, receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children, Hogan Prep will:

1. Screen students and assess the educational and related health and social needs of each student identified as migrant.
2. Provide a full range of services to migrant students, including applicable Title I programs, special education, gifted education, career or technical education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for HPA staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

#### **POLICY 2275 – ADMISSION AND WITHDRAWAL: MILITARY CHILDREN**

*(Last approved: 02/22/21)*

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

# HOGAN PREPARATORY ACADEMY BOARD POLICIES

## SECTION 3: STUDENTS

### **POLICY 2275 – ADMISSION AND WITHDRAWAL: MILITARY CHILDREN (continued)**

(Last approved: 02/22/21)

#### **Section 1. Definitions**

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

#### **Section 2. Applicability**

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

# HOGAN PREPARATORY ACADEMY BOARD POLICIES

## SECTION 3: STUDENTS

### **POLICY 2275 – ADMISSION AND WITHDRAWAL: MILITARY CHILDREN (continued)**

*(Last approved: 02/22/21)*

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

### **Section 3. Student Eligibility and Enrollment**

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

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

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

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

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

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

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

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

# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2275 – ADMISSION AND WITHDRAWAL: MILITARY CHILDREN (continued)**

*(Last approved: 02/22/21)*

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

## **Section 4. Placement and Attendance**

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

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

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

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

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

## **Section 5. Graduation**

Section 5.1. Hogan Preparatory Academy shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency, or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2275 – ADMISSION AND WITHDRAWAL: MILITARY CHILDREN (continued)**

*(Last approved: 02/22/21)*

sending school, Hogan Prep shall provide an alternative means of acquiring coursework so that graduation may occur on time.

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

#### **POLICY 2290 – ADMISSION AND WITHDRAWAL: DENIAL OF ADMISSION AND WITHDRAWAL FROM SCHOOL**

*(Last approved: 09/28/20)*

##### **Denial of Admission**

A student who is conditionally enrolled pending a Waiver of the Proof of Residency Requirement hearing may be denied admission and barred from attending school after denial of the student's waiver request as provided in Regulation 2230 and state law.

A student may be denied admission based upon a previous disciplinary expulsion that would result in expulsion from Hogan Prep or criminal conduct as provide in Policy and Regulation 2664 and state law.

A nonresident student who is not otherwise entitle to a free public education within the Kansas City of Missouri Public School District boundaries, may be denied admission for any nondiscriminatory reason in accordance with Hogan Prep policies, regulations and rules and state and federal law.

##### **Administrative Removal of Student from Enrollment Not Resulting from Student Disciplinary Action**

Upon information that calls into question a student's entitlement to a free public education from Hogan Prep, the Superintendent/Designee will attempt to contact the student's parent(s) or guardian and give him/her the opportunity to respond. If the Superintendent/Designee determines after this communication or attempted communication that the student is not entitled to a free public education from Hogan Prep, the Superintendent/Designee will provide written notification of this determination to the parent(s)/guardian and will notify the parent(s)/guardian of the right to appeal this determination to the Board. The student will not be removed from Hogan's enrollment and barred from school attendance until after the time period to appeal to the Board has expired or if the Superintendent/Designee's Determination is appealed, the Board has upheld the Superintendent/Designee's determination.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2290 – ADMISSION AND WITHDRAWAL: DENIAL OF ADMISSION AND WITHDRAWAL FROM SCHOOL, (continued)**

*(Last approved: 09/28/20)*

##### **Voluntary Student Withdrawal**

Students who voluntarily withdraw from school for any reason are required to notify the building principal and provide a specific reason for withdrawal.

Each building principal will submit a monthly report to the Superintendent concerning the identity and reason of each student withdrawing from school.

##### **Requests to Transfer Student's Records to Another Public, Private or Charter School**

Building principals will respond within five (5) business days to requests by other schools for the records of students transferring from Hogan Prep schools. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Regulation 2673.

##### **Course Credit – Virtual Learning**

Students who are enrolled in classes which are fulfilled via virtual learning are eligible to receive either 50% or 100% of course credit. If the student has completed 50% of the course requirements at the time of withdrawal or transfer, s/he will be eligible for 50% of the course credit. If the student has completed 100% of the course requirements at the time of withdrawal or transfer, s/he will be eligible to receive 100% of the course credit. These course completion parameters have been established by the State of Missouri's Department of Elementary and Secondary Education (DESE).

#### **POLICY 2310 – ATTENDANCE: STUDENT ATTENDANCE**

*(Last approved: 05/18/20)*

The Board believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.



## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2320 – ATTENDANCE: PART-TIME ATTENDANCE**

*(Last approved: 05/18/20)*

Students may attend Hogan Prep schools on a part-time basis as provided by state law and regulations of the Board.

#### **POLICY 2330 – ATTENDANCE: STUDENT EARLY DISMISSAL PROCEDURES**

*(Last approved: 05/18/20)*

Students are to be released from school during school hours only with permission of the building principal/designee.

Early dismissal of a student may be approved only by the principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.

#### **POLICY 2340 – ATTENDANCE: TRUANCY AND EDUCATIONAL NEGLECT PROCEDURES**

*(Last approved: 05/18/20)*

The Board believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Missouri Division of Social Services – Children’s Division when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Social Services – Children’s Division. The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2400 – STUDENT EDUCATIONAL RECORDS**

*(Last approved: 05/18/20)*

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

Hogan Prep will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended Hogan's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. Hogan Prep has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by Hogan Prep, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, Hogan Prep will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

#### **POLICY 2410 – STUDENT EDUCATIONAL RECORDS: HEALTH INFORMATION RECORDS**

*(Last approved: 05/18/20)*

Except as otherwise required to comply with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

# HOGAN PREPARATORY ACADEMY BOARD POLICIES

## SECTION 3: STUDENTS

### POLICY 2520 – STUDENT ACADEMIC ACHIEVEMENT

(Last approved: 05/24/21)

#### Promotion and Retention

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

#### Academic Probation

A student is on academic probation if he/she fails 3 (three) or greater classes in a semester. During academic probation a student is subject to academic monitoring if the condition(s) of his/her probation is/are not removed by the end of the next term. In addition, the student may be required to:

- Participate in a meeting with an administrator and parent/guardian
- Suspend participation in all extra-curricular activities until progress report time
- Fulfill the requirements of an academic probation contract
- Participate in tutoring or study sessions before/after school
- Repeated placement on academic probation may result in further actions

#### Graduation

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

#### Graduation Requirements:

Language Arts: 4 Credits

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

Social Studies: 3 Credits

Science: 3 Credits

Fine Arts: 1 Credit

Physical Education: 1 Credit

Practical Arts: 1 Credit

Health: .5 Credit

Personal Finance: .5 Credit

Electives: 8 Credits

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

**Total:** 26 units of credit

# HOGAN PREPARATORY ACADEMY BOARD POLICIES

## SECTION 3: STUDENTS

### POLICY 2600 – STUDENT DISCIPLINE

*(Last approved: 05/18/20)*

Basic to our philosophy is our belief that education is more a cooperative art than a science. Cooperation between the student, parent/guardian, and staff insures a positive climate for learning. To that end we expect that each student will:

- Be in school
- Be on time to school
- Be in class on time
- Be on task
- Do their personal best
- Allow all others (including adults) to do their personal best

Additional required behaviors which contribute to a positive climate for learning include:

- Appropriate language
- Compliance with the established dress code
- A hall pass when permission is given to leave the classroom during class time
- Refrain from eating and drinking in all classrooms, library, computer labs, and other locations as requested
- Being in her/her assigned lunch
- Keeping food and beverages in the cafeteria
- Disposing of trash in provided receptacles
- Meeting with teacher(s), when requested, after school or as soon as possible if parental notification is necessary

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, an atmosphere that promotes academic achievement, and to ensure the orderly operation of Hogan Preparatory Academy. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the administration.

A school employee is authorized to confiscate any item, which is defined as a weapon, a drug (controlled substance), or any item, which is forbidden by Missouri or federal statute. A school employee is authorized to take temporarily from any student any item (hats, electronic devices, etc.), which has been described in these policies and regulations, or any item, which is causing difficulty in the school environment. Such items will be returned to the student or parent by an administrator when he/she judges it to be proper to do so.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### ***SECTION 3: STUDENTS***

#### **POLICY 2600 – STUDENT DISCIPLINE (continued)**

*(Last approved: 05/18/20)*

The Missouri Safe Schools Act requires Hogan Preparatory Academy to define acts of school violence and any other offenses that constitute a serious violation of the school's discipline policy. A serious violation of the school's discipline policy is defined as:

1. Any act of school violence
2. Any offense which is required by law to be reported to law enforcement officers
3. Any offense which results in a suspension for more than 10 school days

#### **Student Behavior in the Community**

Students may be suspended or expelled from school due to participation in situations and in behaviors which could cause disruption in the academic process.

#### **Confidentiality of Student Information**

Student's records will be confidential. Staff will be notified on a 'need to know' basis concerning violent behavior of students.

All students attending school in Hogan Prep schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with Hogan Prep's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of HPA students to the extent allowed by law will be subject to discipline up to and including expulsion.

#### **POLICY 2610 – STUDENT DISCIPLINE: MISCONDUCT & DISCIPLINARY CONSEQUENCES**

*(Last approved: 05/18/20)*

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2620 – STUDENT DISCIPLINE: FIREARMS AND WEAPONS IN SCHOOL**

*(Last approved: 05/18/20)*

Hogan Prep recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. Hogan Prep will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. Hogan Prep complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

#### **POLICY 2640 – STUDENT DISCIPLINE: STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS**

*(Last approved: 05/18/20)*

##### **Smoking**

The Board believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

##### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and Hogan Prep, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2640 – STUDENT DISCIPLINE: STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS (continued)**

*(Last approved: 05/18/20)*

substance, while at school, on school premises, or at a school function under Hogan Prep’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witness’s statements. While not required, Hogan Prep administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

#### **CBD Products**

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of HPA students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

#### **POLICY 2641 – STUDENT DISCIPLINE: DRUG-FREE SCHOOLS**

*(Last approved: 05/18/20)*

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, Hogan Prep shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Hogan Prep shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

Hogan Prep certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. Hogan Prep conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2651 – STUDENT DISCIPLINE: STUDENT DRESS**

*(Last approved: 05/18/20)*

The Board expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Students and parents should refer to the Hogan Prep Student Handbook for dress code standards.

#### **POLICY 2652 – STUDENT DISCIPLINE: STUDENT CONDUCT ON BUSES**

*(Last approved: 05/18/20)*

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

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

*(Last approved: 05/18/20)*

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

The Board feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board acts to prohibit existence of gangs and gang activities as follows:

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

- Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
- Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.



# HOGAN PREPARATORY ACADEMY BOARD POLICIES

## SECTION 3: STUDENTS

### **POLICY 2653 – STUDENT DISCIPLINE: STUDENT PARTICIPATION IN ORGANIZATIONS AND GANGS** **(continued)**

*(Last approved: 05/18/20)*

- Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - Soliciting others for membership in any gangs.
  - Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - Committing any other illegal act or other violation of school policies.
  - Inciting other students to act with physical violence upon any other person.

### **POLICY 2654 – STUDENT DISCIPLINE: STUDENT USE AND CARE OF SCHOOL PROPERTY**

*(Last approved: 05/18/20)*

The Board recognizes that acts of destruction, defacing, trespassing, burglary and theft of Hogan Prep property are contrary to the interests of students, staff and tax payers. Hogan Prep officials will cooperate fully with all law enforcement agencies in the prevention of crimes against HPA property as well as in the prosecution of persons involved in such conduct.

Hogan Prep will seek restitution from students and other persons who have damaged or destroyed HPA property. As permitted by law, Hogan Prep will also seek restitution from the parent/guardian of children involved in such misconduct.

### **POLICY 2655 – STUDENT DISCIPLINE: BULLYING**

*(Last approved: 05/18/20)*

Hogan Prep is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. Hogan Prep may prohibit and discipline for cyberbullying that originates on any HPA campus or at an HPA activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on HPA's campus or at an HPA activity

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2655 – STUDENT DISCIPLINE: BULLYING (continued)**

*(Last approved: 05/18/20)*

using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of Hogan Prep students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. Hogan Prep employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the School designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report.

Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

Hogan Prep shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on Hogan's web page (as a Board policy) and a copy shall be placed in the Administrative Office.

Hogan Prep shall provide information and appropriate training to HPA staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

Hogan Prep shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. Hogan Prep shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2655 – STUDENT DISCIPLINE: BULLYING (continued)**

*(Last approved: 05/18/20)*

effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. Hogan Prep administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

#### **POLICY 2660 – STUDENT DISCIPLINE: DETENTION**

*(Last approved: 05/18/20)*

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

#### **POLICY 2661 – STUDENT DISCIPLINE: IN-SCHOOL SUSPENSION**

*(Last approved: 05/18/20)*

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

#### **POLICY 2662 – STUDENT DISCIPLINE: SUSPENSION**

*(Last approved: 05/18/20)*

*Suspension* refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of Hogan Prep regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board. Only the Board may impose suspensions in excess of 180 consecutive school days.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2663 – STUDENT DISCIPLINE: EXPULSION**

*(Last approved: 05/18/20)*

The term “expulsion” refers to permanent exclusion from School.

If a student consistently or flagrantly refuses to conform to school policies, rules and/or regulations, the Superintendent may impose expulsion as the Board’s designee. The student, their family or representative may appeal an expulsion to the Board or a committee of Board members convened for disciplinary purposes.

#### **POLICY 2664 – STUDENT DISCIPLINE: ENROLLMENT OR RETURN FOLLOWING SUSPENSION AND/OR EXPULSION**

*(Last approved: 05/18/20)*

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until Hogan Prep has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

#### **POLICY 2670 – STUDENT DISCIPLINE: CORPORAL PUNISHMENT**

*(Last approved: 05/18/20)*

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

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of Hogan Prep.

#### **POLICY 2671 – STUDENT DISCIPLINE: STUDENT DISCIPLINE HEARINGS**

*(Last approved: 05/18/20)*

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a discipline hearing the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of Hogan Prep students and staff.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2672 – STUDENT DISCIPLINE: DISCIPLINE OF STUDENTS WITH DISABILITIES**

*(Last approved: 05/18/20)*

The obligation and the responsibility to attend school regularly and to comply with Hogan Prep's discipline policies applies to all students. When appropriate, Hogan Prep may discipline a student with a disability who has not complied with HPA's discipline policies in a manner that is consistent with Hogan Prep's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

A manifestation determination hearing must be held upon reaching ten (10) days out of school to determine if the discipline is a manifestation of the disability.

#### **POLICY 2673 – STUDENT DISCIPLINE: REPORTING OF VIOLENT BEHAVIOR**

*(Last approved: 05/18/20)*

The Board requires school administrators to report acts of school violence to teachers and other Hogan Prep employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff members portions of any student's Individualized Education Program (IEP) that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the Principal/designee will report to law enforcement officials, as soon as is reasonably practical, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

#### **POLICY 2710 – STUDENT WELFARE: REPORTING STUDENT ABUSE**

*(Last approved: 05/18/20)*

The Board believes that school staff members, school volunteers and school contractors, are in unique positions to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees, volunteers and school contractors making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2710 – STUDENT WELFARE: REPORTING STUDENT ABUSE (continued)**

*(Last approved: 05/18/20)*

If a school employee, volunteer or school contractor has a reasonable belief that a student has been or maybe subjected to abuse or neglect, such employee, volunteer or school contractor and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, Hogan Prep may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school employee, volunteer or school contractor acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

Hogan Prep will annually provide employee and volunteer training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees and volunteers will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

Hogan Prep will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

#### **POLICY 2730 – STUDENT WELFARE: SUPERVISOR OF STUDENTS**

*(Last approved: 05/18/20)*

Students are to be under supervision of the professional staff at all times during school hours and at school sponsored activities.

It is the responsibility of principals to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2740 – STUDENT WELFARE: STUDENT SAFETY**

*(Last approved: 05/18/20)*

Hogan Prep places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. (See also Regulation 2610 - Behavioral Expectations.) In addition, and pursuant to the Every Student Succeeds Act, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

Hogan Prep will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee. Reportable offenses are set out in Regulation 2740.

#### **POLICY 2750 – STUDENT WELFARE: STUDENT WELLNESS**

*(Last approved: 05/18/20)*

Hogan Preparatory Academy is committed to the optimal development of every student. Hogan Prep believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe and health-promoting learning environment at every level, in every setting, throughout the school year.

Hogan Preparatory Academy promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. HPA supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

Hogan Prep does not allow food and beverage marketing and/or advertising for any foods and beverages that do not meet the Smart Snacks in School nutrition standards. *(Grandfathered scoreboards, coolers, vending machines, etc., must have been purchased prior to June 20, 2017)*

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE**

*(Last approved: 05/18/20)*

Hogan Prep is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for foster children, Hogan Prep will designate the Student Services Coordinator as *Liaison* to oversee and assess HPA's foster care program.

Hogan Prep recognizes students in foster care experience mobility in and out of the foster care system and from one home placement to another that may disrupt their education, and which may create barriers to academic success and on-time graduation. Hogan Prep, in collaboration with state and local agencies, will work to minimize or eliminate educational barriers for students in foster care, particularly in enrollment, transfer of student records, and transportation to their school of origin, where appropriate. For purposes of this policy, "school of origin" is the school in which the student is enrolled at the time of placement in foster care. Hogan Prep will, to the largest extent possible, ensure that a child in foster care enrolls or remains in his or her school of origin, unless a determination is made that remaining in the student's school of origin is not in the student's best interest.

In determining the student's best interest for purposes of this policy, the following factors will be considered:

1. Preference of the student;
2. Preference of the student's parent or educational decision making;
3. The student's attachment to the school, relationships with staff and peers;
4. Placement of the student's siblings;
5. Influence of the school climate on the student, including safety;
6. Availability and quality of the services in the school in meeting the student's educational and socioemotional needs;
7. History of school transfers and their impact;
8. Impact of the length of commute;
9. Whether the student has a disability under the IDEA or Section 504;
10. Whether student is an EL student receiving language services.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or return to a previously attended school in an adjacent district. Hogan Prep will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with HPA policies, regulations and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.



# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE (continued)**

*(Last approved: 05/18/20)*

If a foster care student transfers into Hogan Prep prior to or during a school year, Hogan Prep will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. Hogan Prep will conduct evaluations, where necessary, to ensure proper placement and services.

Hogan Prep will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, Hogan Prep may waive prerequisites for placement in an HPA course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, Hogan Prep will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending School and Hogan Prep will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of Hogan Prep while under juvenile court jurisdiction will receive a diploma in the same manner as other HPA students.

#### **Transportation**

Some students in foster care who are residents of Hogan Prep may need transportation to remain in their school of origin when it is in their best interest. To facilitate transportation for such students, Hogan Prep will collaborate with the state and/or local child welfare agencies to ensure that transportation for such students is arranged, provided, and funded. If there are additional costs incurred in providing transportation to the school of origin, Hogan Prep will provide such transportation if:

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

#### **Dispute Resolution**

In the event that a caregiver or education decision-maker disputes a Hogan Prep decision regarding the best interest or the provision of other educationally related services for a student in foster care, the caregiver or education decision-maker may use Hogan Prep's dispute resolution procedure.

During the pendency of the dispute resolution, the student shall remain in his or her school of origin in order to minimize disruptions and to reduce the number of moves between schools. Similarly, students attending their school of origin are entitled to continue to receive transportation during the appeal.

# HOGAN PREPARATORY ACADEMY BOARD POLICIES

## SECTION 3: STUDENTS

### **POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE (continued)**

*(Last approved: 05/18/20)*

In the event of such dispute, Hogan Prep will inform the educational decision-maker or parent of their right to appeal the Best Interest Determination in a language and format reasonably calculated to inform the parent/educational decision-maker of their rights. They will also be provided with the following:

1. Contact information for Hogan Prep's foster care point of contact.
2. An explanation of the Best Interest Determination.
3. A step-by-step description of how to appeal the Best Interest Determination at Level I.
4. A statement advising that the student will remain in the school of origin, receiving all appropriate educational services during the pendency of the appeal.
5. Timelines for dispute resolution at each level.
6. Notice of rights to appeal to DESE if the parent/educational decision-maker is not satisfied of the level decision.

#### **Level I**

In order to appeal from the Best Interest Determination, a parent/educational decision-maker must submit their appeal in writing. This writing must contain the following:

1. The school in which enrollment is sought.
2. The basis for seeking enrollment.
3. The requesting parent/educational decision-maker's name and contact information.

If the appeal is submitted by email, the subject line should provide "Foster Care Appeal."

The appeal letter must be submitted within ten (10) weekdays of receiving Hogan Prep's notice of the right to appeal the decision. Failure to timely submit an appeal letter may result in dismissal of the appeal.

The Superintendent/designee will arrange for a personal conference with the parent/educational decision-maker, the student where appropriate, and the student's case manager or point of contact. Prior to the meeting, the Superintendent will have reviewed the documentation from the Best Interest Determination meeting. The conference will be arranged within ten (10) days of receipt of the appeal letter and will be conducted as soon as practicable.

Within five (5) days of the conference, the Superintendent/designee will inform the parent/educational decision-maker as well as other parties attending the meeting of the Superintendent/designee's decision. The decision will be communicated in writing. The written decision will include the following:

1. Copy of the complete Level I appeal packet (appeal, Best Interest documents, notices, and decision).
2. The decision and an explanation of the decision.
3. Directions concerning the procedure to appeal the decision to Level II, including the DESE foster care point of contact, including that individual's name, phone number and email address.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2760 – STUDENT WELFARE: STUDENTS IN FOSTER CARE (continued)**

*(Last approved: 05/18/20)*

##### **Level II**

If the parent/educational decision-maker disagrees with the Level I decision, they may submit a written and dated appeal letter headed “Foster Child Appeal” which must include:

1. The school in which enrollment is sought and the basis for seeking such enrollment.
2. The parent/educational decision-maker’s name and contact information.
3. Best Interest Determination notes and reports.
4. Copy of the Level I appeal letter.
5. Copy of Hogan Prep’s Level I decision.

The appeal letter must be submitted to the DESE contact person and HPA’s Superintendent within five (5) days of receipt of the Level I decision. Hogan Prep will have five (5) days from receipt of the Level II appeal letter to submit its response, which will be headed “Foster Child Appeal.” Documents submitted after the stated deadline will not be considered.

The State’s decision will be made by a three-person panel including the DESE foster care point of contact, an additional DESE representative, and a representative of the state child welfare agency. The panel will make its decision within thirty (30) days of receipt of the Level II appeal letter. The DESE foster care point of contact will send the written decision to the parent/educational decision-maker and the Superintendent. The decision will include:

1. Copy of the Level II packet.
2. The decision and its explanation.

#### **POLICY 2785 – STUDENT WELFARE: STUDENT SUICIDE AWARENESS**

*(Last approved: 05/18/20)*

This policy and the accompanying regulation reflects Hogan Prep’s commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for HPA in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo. This policy and corresponding regulation will go into effect no later than July 1, 2018.

#### **POLICY 2810 – STUDENT SERVICES: GUIDANCE AND COUNSELING SERVICES**

*(Last approved: 05/18/20)*

Hogan Prep is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading HPA students to successful transitions into post-secondary education and into the workforce. Hogan Prep’s guidance and counseling program is

# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2810 – STUDENT SERVICES: GUIDANCE AND COUNSELING SERVICES (continued)**

*(Last approved: 05/18/20)*

implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. Hogan Prep’s guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.

The content of Hogan Prep’s program, consistent with the Missouri Comprehensive Guidance and Counseling Program, is divided into three broad areas as follows:

#### **Academic Development (ACAD)**

1. Students will apply skills needed for achievement in school, both cognitive and affective.
2. Students will utilize skills necessary to successfully transition between educational levels.
3. Individual student learning plans will be developed and monitored throughout the students’ HPA learning experience.

#### **Career Development**

1. Students will achieve life career goals through the consistent application of career exploration and planning skills.
2. Students will identify and locate information relevant to the “World of Work” and post-secondary training/education.
3. Students will achieve on-the-job success through the application of employment readiness skills.

#### **Personal/Social Development**

1. Students will achieve an understanding of themselves as individuals and as members of diverse local and global communities.
2. Students will interact with others in ways that manifest respect for individual and group differences.
3. Students will learn to apply personal safety skills and coping strategies.

#### **Identification of Critical Workforce Needs and Shortages**

1. Students will be given workforce needs and shortages information that will support students’ career pathway decisions prepared by the State Board of Education and the Department of Economic Development by November 1 of each school year.
2. Information received through collaboration between the State Board and the Department of Economic Development will be disseminated to students by November 1 of each school year.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2815 – STUDENT SERVICES: CONTACT AND INVOLVEMENT WITH OUTSIDE AGENCIES**

*(Last approved: 05/18/20)*

The Superintendent or Designee, in consultation with other staff members, is responsible for reviewing students' academic progress as well as personal/social concerns. Where appropriate, Hogan Prep will make contact with and/or put students and their parents/guardians in contact with outside agencies or professional resources. Where appropriate, Hogan Prep will cooperate and assist other agencies or professional resources that become involved with students. Student information will not be provided to outside agencies or professional resources until the student's parents/guardians or the eligible student has signed a release of information form. Except as required by law, including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, the cost of any services provided by the outside agency or professional resource is the sole responsibility of individual parents/guardians or eligible student.

#### **POLICY 2820 – STUDENT SERVICES: PSYCHOLOGICAL TESTING OF STUDENTS**

*(Last approved: 05/18/20)*

Psychological tests administered to students by qualified Hogan Prep personnel or appropriate diagnostic agencies will ensure quality psychological services, and will protect the educational rights, dignity and privacy of students and parents/guardians.

Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained. A conference will be held with the parent/guardian to review all test results and the student's specific educational needs in the educational program. Psychological data are only partial criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.

All psychological services provided by Hogan Prep or agencies contracted by Hogan Prep will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services. (See also Policy 2815 – Contact and Involvement with Outside Agencies)

#### **POLICY 2830 – STUDENT SERVICES: HEALTH SERVICES**

*(Last approved: 05/18/20)*

The Board believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a school-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated Hogan Prep administrator.

Hogan Prep will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

# **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

## **SECTION 3: STUDENTS**

### **POLICY 2850 – STUDENT SERVICES: INOCULATIONS OF STUDENTS**

*(Last approved: 05/18/20)*

All students attending Hogan Prep schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with Hogan Prep immunization requirements will result in exclusion from school until proof of compliance is provided. Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible.

The Superintendent/designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending Hogan Prep, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

Upon written request, Hogan Prep will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exception. The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

### **POLICY 2860 – STUDENT SERVICES: STUDENTS WITH COMMUNICABLE DISEASES**

*(Last approved: 05/18/20)*

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board or its designee has determined, based upon medical evidence, that the student:

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

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

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with Hogan Prep policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2860 – STUDENT SERVICES: STUDENTS WITH COMMUNICABLE DISEASES, (continued)**

*(Last approved: 05/18/20)*

students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Hogan Prep will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Principal.

#### **POLICY 2870 – STUDENT SERVICES: ADMINISTERING MEDICINE TO STUDENTS**

*(Last approved: 05/18/20)*

It shall be the policy of the Board that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to Hogan Prep procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.

#### **POLICY 2880 – STUDENT SERVICES: STUDENT PHYSICAL EXAMINATION**

*(Last approved: 05/18/20)*

The Board may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2890 – STUDENT SERVICES: DO NOT RESUSCITATE (DNR) ORDER**

*(Last approved: 05/18/20)*

The Board recognizes that some students have progressive medical conditions that may result in the students' death while present at school or school activities. Hogan Prep appreciates the difficult medical and emotional decisions that must be made when families choose to limit resuscitative efforts for these students. Accordingly, the administration shall develop procedures for evaluating requests by a parent or guardian that honor a Do Not Resuscitate (DNR) order from a licensed physician.

At a minimum, the procedures will require an individualized evaluation of each request. The procedures will comply with federal and state law. A health care and resuscitation/non-resuscitation plan shall be developed for each request and shall include a determination regarding what if any resuscitation efforts are appropriate. Health care and resuscitation/non-resuscitation plans will be developed by a multidisciplinary team that shall include the student's parents or guardians and physician; appropriate school personnel (including but not limited to, the principal, counselor, and school nurse) and their consultants; and when appropriate, the student. This team will consider the best interests of the student.

The team will also address and plan for the effect of a student's sudden death on other students and staff in each school setting in which the student participates. Health care and resuscitation/non-resuscitation plans shall be reviewed regularly and have a specific limited duration. Such plans will be communicated to all school personnel who have a need to know in order to implement these plans. The administration shall coordinate with local emergency medical services to implement the plans.

#### **POLICY 2910 – ACTIVITIES AND ATHLETICS: STUDENT PUBLICATIONS**

*(Last approved: 05/18/20)*

The Board encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the Superintendent as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.



## **HOGAN PREPARATORY ACADEMY BOARD POLICIES**

### **SECTION 3: STUDENTS**

#### **POLICY 2920 – ACTIVITIES AND ATHLETICS: INTERSCHOLASTIC ACTIVITIES AND ATHLETICS**

*(Last approved: 05/18/20)*

Hogan Prep provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

#### **Hazing**

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

#### **POLICY 2940 – ACTIVITIES AND ATHLETICS: STUDENT GROUP USE OF SCHOOL FACILITIES**

*(Last approved: 05/18/20)*

Pursuant to the Equal Access Act, The Board will provide an opportunity for student-initiated noncurricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political or philosophical content of the speech at such meetings.

An activity is to be considered curricular if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole; if participation in the group is a requirement for a course; or if academic credit is available for participation. Extracurricular activities include activities organized and supervised under the auspices of the school. Extracurricular activities primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. Any activity which does not meet the definition of a curricular or extracurricular activity will be considered noncurricular.