

# HOGAN PREP ACADEMY

## **Student & Parent District Handbook 2021-2022**

# HOGAN

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*This handbook summarizes the district policies and rules. The District Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at [www.hoganprep.net](http://www.hoganprep.net). In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls. This handbook's content may be changed from time to time throughout the 2020-2021 school year. An up-to-date version will be maintained online at [www.hoganprep.net](http://www.hoganprep.net). It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook. If you have any questions regarding this handbook, please contact your student's building principal. A School-Parent-Student compact should be found at the end of this handbook. Please sign and return to your building administrator to acknowledge you have read and understood the policies described in this handbook.*

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## General Information

### School Information

#### ***District Office***

5809 E. Michigan Ave  
Kansas City, MO 64130

### School Board

Dr. Mary Viveros - President  
Mr. Matt Sampson - Director  
Ms. Danielle Binion - Director  
Ms. Lynne Beavers - Director  
Ms. Robin Carlson - Secretary  
Mr. David Collier - Treasurer  
Mr. Albert Ray - Vice President

### District Administration and Staff

Dr. Jayson Strickland- Superintendent  
Jan Thomas- Executive Assistant to the Cabinet and Board Superintendent  
Dr. Tanya Shippy- Chief Operations Officer  
Theresa Williams- HR & Transportation Manager  
Jamie Berry- Chief Finance & Accountability Officer  
Izette Torres- Operations Manager  
Dr. Tamara Burns- Chief Academic Officer  
Poonam Sharma- District Coordinator of School Improvement

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Valorie Montgomery- Coordinator of Assessment, Data & Integrated Technology  
 Jazmine Salach- Director of Student Services  
 Jami Williams- Special Ed Process Coordinator  
 Jessica Gagewanamaker- Special Ed Process Coordinator  
 Arthur Seabury- District Social Worker

## Calendar and School Hours

### HOGAN PREPARATORY ACADEMY 2021-2022

Month	Calendar Grid	Key Dates
July 2021	Su M Tu W Th F Sa 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	July 4 Independence day 5 Holiday for 12-month Employees 26 Board Meeting
August 2021	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 9-11 New Teachers PD 12-13 HPA Staff PD 16 HPA Staff PD 20 Teacher Work Day 23 Students Return/Board Meeting
September 2021	Su M Tu W Th F Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	September 6 Labor Day - No School 15 Early Release 23 Mid Quarter 24 HPA Staff PD - No School 27 Board Meeting 29 Early Release
October 2021	Su M Tu W Th F Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 13 Early Release 22 HPA Staff PD- No School 25 Start of 2nd Quarter/Board Meeting 27 Parent Teacher Conferences - Early Release 28 Parent Teacher Conferences - No School 29 Non Work Day for Schools/Central Office Work Day
November 2021	Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	November 10 Early Release 22 Board Meeting 24-26 Thanksgiving - No School
December 2021	Su M Tu W Th F Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	December 2 Mid Quarter 8 Early Release 13 Board Meeting 20-31 Winter Break
January 2022	Su M Tu W Th F Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January 3 Students and Staff Return 13 End of First Semester 14 No School - Staff Work Day 17 Martin Luther King Jr. Day - No School 18 Start of 3rd Quarter 24 Board Meeting 26 Early Release
February 2022	Su M Tu W Th F Sa 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	February 9 Early Release 17 Mid Quarter 18 HPA Staff PD - No School 21 President's Day - No School 28 Board Meeting
March 2022	Su M Tu W Th F Sa 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	March 2 P/T Conferences - Early Release 3 P/T Conferences - No School 4 Non Work Day for Schools/Central Office Work Day 16 Early Release 21-25 Spring Break - Start of 4th Quarter 28 Board Meeting
April 2022	Su M Tu W Th F Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	April 15 HPA Staff PD - No School 25 Board Meeting 26 Mid Quarter 27 Early Release
May 2022	Su M Tu W Th F Sa 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	May 11 Early Release 23 Board Meeting 25 Early Release 26 Last Day for Students/Early Release 26 Last Day for Teachers 30 Memorial Day
June 2022	Su M Tu W Th F Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	June 27 Board Meeting

Any days that may need to be made up due to inclement weather or other unforeseen circumstances will be added to the end of the school calendar.

School year = 169 student days/1090 hours

High School  
816.444.3484  
Full Day 7:15-2:15  
Early Dismissal 12:15

Middle School  
816.444.4479  
Full Day 8:15-3:15  
Early Dismissal 1:15

Elementary School  
816.444.5010  
Full Day 9:15-4:15  
Early Release 2:15

\*Make-Up Days may potentially extend the school year.

KEY  
No School  
No Students  
Early Release  
Board Meeting



## Core District Values

### Manifesto

Every Hogan Prep student is a unique individual with talent, passion, and the power to reach their greatest potential. We champion their success through a community and culture of support, using education as a chance to transform curiosity into the positive pursuit of passion. We celebrate individuality and develop the confidence and skills to lead a life of impact, leadership, and legacy. We push our students to Do Amazing!

### Our Vision

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

### Our Mission

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

### Our Goal

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

## Policies and Procedures

*Hogan Preparatory Academy (Hogan) complies with the policies and guidelines established by the Board of Directors.*





## Admission

Hogan shall enroll only students that reside in the Kansas City Missouri School District. This Charter School does not limit admission based on race, ethnicity, national origin, sexual orientation, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

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

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

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

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

Students must reside within the boundaries of the Kansas City Missouri School District. A student must be 5 years old by September 1st in order to enroll in kindergarten.

## Attendance/Absenteeism

Hogan expects regular attendance (95% or higher) from all students. If a student will be absent, the parent/ guardian should call the office before 9:30 AM.

Excused Absences - personal injury, illness, family emergency, medical/dental appointments with verification, legal appointments, religious Holidays, funerals. Please send in written notification of such absences. ***These absences will still count toward a student's overall attendance percentage.***

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Unexcused Absences - oversleeping, transportation problems, unexcused illness without a doctor's or written note from the parent, family trips.

Tardiness - Arrival time is specific to each school building. Students arriving after the start of school will be considered tardy. Students should be signed in by a parent/guardian at the main office. Students who arrive tardy may not be escorted to class by a parent, as instruction has already started.

### Incentives

Various school-wide incentives will be implemented to encourage students to have outstanding attendance. Incentives may be dress down days, certificates, or other motivating rewards. Tardies and early sign-out from school will count towards a student's overall attendance.

Regular attendance is expected from all students. If it is necessary for a student to be absent or tardy the parent/guardian should call the attendance front office. Doctor's notes need to be received within 48 hours of the student's absence. Absences become part of the student's permanent record. The attendance office will attempt to contact parents/guardians when a student is absent or tardy from school, and the main responsibility lies with the parent/guardian and student to make sure the proper documentation is on file. Excessive absences could result in truancy status.

## Tardiness

When a student arrives late to school he/she must check in at the attendance office and get a pass before reporting to class. Excessive tardies will result in an intervention being taken.

## Truancy

A student absent from school without permission is considered truant and the student's parent/guardian will be contacted. A meeting or phone conference with the student, parent/guardian and administrator may be required. Repeated truancy will result in further intervention being taken

## Notice of Change of Address and/or Phone Number

Help us keep your child safe by ensuring the school has current contact information for every person listed in the student's file. If a change in address and/or phone number occurs, please contact the front office at your prospective school. *It is unlawful for a student to be in attendance without a viable parent/guardian contact. The school reserves the right to take disciplinary action, including withdrawal, if we are unable to reach a parent/guardian within a reasonable period of time.* It is the responsibility of the parent/guardian to ensure that

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the school has current contact on everyone listed in a student's file. If a change in address and/or phone number happens please contact the front office as soon As possible. It is unlawful for a student to be in attendance without a viable parent/guardian contact.

## Lunch

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

## Leaving School During the Day

When it is necessary for a student to leave school during the scheduled day, the student's parent/guardian must be contacted before permission will be granted. Students leaving school early must also sign out in the main office. Students leaving school without following the above procedure will be considered truant.

## Student Messages

There will be times when parents will find it necessary to call the school. If it is not an emergency, the secretary will take a message and have the teacher or administrator return your call at a suitable time, typically within 24 hours. Please make an effort to minimize classroom disruptions by communicating information with your children prior to the start of the school day. Students are not allowed to use the phone at any time without the permission of the classroom teacher, administration, etc. Students are not permitted to use cell phones at school.

## Visitors

All visitors entering Hogan must report to the front desk for a visitor's pass and may be asked to show proper identification. **Appointments are preferred.** Visitors should be sensitive to classroom instructional time. Observation visits should be limited to 10-15 minutes. *During virtual classroom hours, parents should not join meetings or lessons unless confirmed by the classroom teacher.*

## Dress Code

All students are required to wear the uniform dress code mandated for their particular school building.



## Incllement Weather

Local TV Stations will broadcast school closings for Hogan Preparatory Academy. We will also communicate it through our district website (hoganprep.net) as well as social media.; it is the responsibility of the parent/guardian to ensure the school has updated contact information on file.

## Transportation

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

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

- High School: 2:15 PM
- Middle School: 3:15 PM
- Elementary School: 4:15 PM

Parents should wait in the car rider line and follow the school's procedure for releasing students. Students who are picked up from school should be picked up no later than 2:30 PM (HS), 3:30 PM (MS) and 4:30 PM (ES) respectively. Consistent late pick-ups will be addressed by administration.

All students will have one primary method of transportation; this is how the students will get home on a daily basis. Changes to student's primary mode of transportation should be made by phone or written letter to the office or teacher no later than 3:30 PM. **Changes will not be made by verbal communication from children.** For safety reasons, changes received after 1:00 PM may not be honored. Failure to honor this policy may result in loss of transportation privileges to ensure safety and clarity for staff and students at dismissal.

We strive to get every child home safely and keep careful records. Please help us by making any transportation changes by phone or written note to the main office (not the teacher's cell phone or

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email) before 3:30 P.M. Emergency situations will be addressed by administration. Refusal to honor this policy may result in loss of transportation privileges to ensure safety and clarity for staff and students at dismissal.

## Field Trips

Field trips are an effective and worthwhile means of learning. Permission slips will be sent home to attain parent/guardian approval. If these slips are not returned by the assigned day, the student will not be allowed to attend. Students are expected to honor the school's Code of Conduct in order to attend field trips. Any parent/guardian volunteers (if needed) on field trips must fill out a volunteer form and be cleared through Human Resources before attending.

## School Expectations

### Student Code of Conduct

Hogan Preparatory Academy has adopted the Positive Behavior Interventions Supports (PBIS) as its discipline framework. In addition, we have incorporated Restorative Practices. Our behavior management philosophy is as follows:

### PBIS and Behavior Management Philosophy

Students will graduate with a distinct competitive advantage by developing the necessary social behaviors needed to find post-secondary success. By using the PBIS model, we set clear expectations, provide support in meeting those expectations, and encourage students to exhibit those positive social behaviors in their classrooms, buildings, and communities.

### Restorative Practices

Hogan recognizes the effectiveness of positive behavior interventions and supports restorative practices and progressive disciplinary measures that help build positive relationships. These interventions are a shift away from harsh and punitive disciplinary responses. Instead, they attempt to educate students about the harm caused by their actions, while seeking to reunite them with the school community.

### School Discipline

The Student Code of Conduct is designed to foster student responsibility for the rights of others, promote an atmosphere of academic achievement, and ensure the safe and orderly operation of HPA. No code can be expected to list each and every offense which may result in the use of disciplinary action. Ultimately, consequences are imposed based on the discretion of the Hogan administration.

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- This behavior matrix cannot be expected to identify all behaviors and consequences. Final consequence decisions are up to the administrator's discretion.

<b>Discipline Matrix</b>		
<b>Classroom Managed</b>	<b>Office Managed</b>	<b>Superintendent Referral</b>
<i><b>Behavior</b></i>	<i><b>Behavior</b></i>	<i><b>Behavior</b></i>
<ul style="list-style-type: none"> <li>• Disruptive Behavior</li> <li>• Excessive Talking</li> <li>• Tardies</li> <li>• Cheating/Plagiarism</li> <li>• Minor Tech Misuse</li> <li>• Minor Dishonesty</li> <li>• Minor Stealing</li> <li>• Unprepared for class</li> <li>• Obscene Language (Language that is not appropriate in the school setting).</li> <li>• Play Fighting</li> <li>• Unsafe Physical Behavior (jumping, running, etc.)</li> <li>• Unprepared for class</li> <li>• Obscene Gestures</li>   <li>• Dress Code Violation</li> <li>• Threats/Intimidation</li> <li>• Bullying ( Intentional repeated use of bodily acts to gain power over peers. Targeted a student’s sense of self with the goal of hurting or diminishing their standing with peers.</li> <li>• Bullying/Harassment (including on the basis of race, color, national origin, sex, disability, and religion.)</li> <li>• Insubordination (Overt and immediate refusal to follow a direction of a teacher).</li> </ul>	<ul style="list-style-type: none"> <li>• Skipping Class</li> <li>• Tech Misconduct</li> <li>• Major Tech Misuse</li> <li>• Major Dishonesty</li> <li>• Fighting (Mutual participation in an incident involving physical violence; minor/ major injury)</li> <li>• Vandalism (intentional conduct resulting in the destruction of or damage to property)</li> <li>• Bullying/Harassment (Chronic)</li> <li>• Bullying/Harassment (including on the basis of race, color, national origin, sex, disability, and religion.)</li> <li>• Theft (Using or taking property of another person or school district property without rightful ownership or permission).</li> <li>• Sexual Harassment (Unwelcome sexual remarks or advances, requests for sexual contact or favors, or other physical, verbal or graphic conduct that is severe, persistent or pervasive enough to create a intimidating or hostile learning environment)</li> <li>• Insubordination (Overt and/or repeated immediate refusal to follow a direction of a teacher, staff member, or administrator.)</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Abuse to Staff (Touching or striking a staff member against his or her will; intentionally causing bodily harm to a staff member)</li> <li>• Possession or distribution of drugs/alcohol</li> <li>• Major Theft (\$1000+)</li> <li>• Sexual Harassment</li> <li>• Vandalism (\$1000+)</li> <li>• Arson</li> <li>• Possession/Use of Weapon according to the Safe Schools Act.</li> </ul>

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### Possible Interventions/Consequences

Hogan Prep follows the guidelines of the Missouri Safe Schools Act. Pursuant to the Gun Free Schools Act, possession of a gun or explosive device at school or at a school event will result in expulsion. Administration reserves the right to deviate from the matrix as needed. Not following expectations in ISS will result in additional days of ISS or OSS. Students with an IEP will be handled on an individual basis.

<i><b>Classroom Managed</b></i>	<i><b>Office Managed</b></i>	<i><b>Superintendent Referral</b></i>
<ul style="list-style-type: none"> <li>● Re-teach</li> <li>● Verbal correction</li> <li>● Re-direct</li> <li>● Verbal reflection</li> <li>● Document minor incident</li> <li>● Written behavior reflection</li> <li>● Call/note to parent</li> <li>● Private conversation</li> <li>● Seat Change</li> <li>● Parent Conference</li> <li>● Positive Reinforcement</li> <li>● Progress sheets</li> <li>● Restorative practices</li> </ul>	<p><b>Parent contact, up to and including 5 days OSS, behavior contract</b></p> <ul style="list-style-type: none"> <li>● Administrator investigates</li> <li>● Student conduct recorded (written report)</li> <li>● Administrator determines intervention</li> <li>● Administrator provides feedback to staff and parents</li> <li>● Schedule change</li> <li>● Restorative practices</li> </ul>	<p><b>Parent contact, up to and including 5-10 days OSS, behavior contract. Immediate 10 days OSS and recommendation for suspension up to or including expulsion.</b></p> <ul style="list-style-type: none"> <li>● Administrator investigates</li> <li>● Possible suspension or expulsion</li> <li>● Police Investigation</li> <li>● Substance abuse counseling program.</li> </ul>

## Discipline Appeal

Building suspensions of 10 days or fewer cannot be appealed. Suspensions between 11 and 180 days require a hearing with the superintendent. A superintendent's suspension of 11 to 180 days can be appealed to the board of directors. Written notice of a desire to appeal a superintendent's suspension must be received by an administrator within 7 days of the suspension. The board of directors has the sole authority to expel students from Hogan Preparatory Academy for more than 180 days.

## School Property

Textbooks and library books are to be treated with care by the students, used wisely, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A fine or replacement cost may be assigned if books are lost or damaged.



## Bullying

Hogan Prep believes that all students are entitled to work and study in school-related environments that are free of harassment, intimidation and bullying. A safe and civil environment in school is necessary for our students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and our ability to educate students in a safe environment and therefore will not be tolerated. If you have been the victim of bullying or have witnessed the bullying of a Hogan student, complete the report form at the end of this handbook and submit it to administration.

## Corporal Punishment

Corporal punishment will not be used at HPA. However, the Hogan Preparatory staff will take reasonable measures to restrain students who are endangering themselves or others.

## Drug Free School Policy

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

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

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



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### Positive Behavior Matrix

Classroom	Office Referral	Superintendent Referral
<p><b><i>Behavior</i></b></p> <ul style="list-style-type: none"> <li>• Showing respect to teachers, students, and school staff.</li> <li>• Showing scholarship: actively listening, engaged, and participating in classroom activities and assignments.</li> <li>• Taking ownership and responsibility for learning.</li> <li>• Showing kindness .</li> <li>• Maintain positive behavior</li> <li>• Classroom Leadership</li> </ul>	<p><b><i>Behavior</i></b></p> <ul style="list-style-type: none"> <li>• Exemplary behavior outside of school.</li> <li>• School Leadership</li> <li>• School-wide awards</li> </ul>	<p><b><i>Behavior</i></b></p> <ul style="list-style-type: none"> <li>• City Recognized</li> <li>• Exemplary recognition outside of school.</li> <li>• District Wide awards</li> <li>• Positive Media Attention</li> <li>• District Student Leader</li> </ul>

## Academics

### Academic Expectation

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

### Homework

Homework is a shared responsibility among students, parents/guardians, and teachers. Homework offers valuable practice time and encourages independent study habits. It also provides parents an opportunity to see academic material related to the student's daily instruction and his/her level of independence and mastery with that material. Students should expect 10 minutes of homework per night, per grade level (for example, Kindergarten – 10 minutes, 1<sup>st</sup> grade – 20 minutes, etc.) Monday through Thursday.



## Honor Roll

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

## Report Cards

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

## Grading Policy

- Learning is our core purpose.
- Effective teaching is the most essential factor in student learning.
- Meaningful and specific feedback moves the learning process forward.
- Students are graded on their achievement of instructional outcomes. Work habits such as class participation and attendance are recorded separately.
- Hogan Prep is committed to ensuring that every student learns and succeeds.
- Report cards serve as a record holder of students' academic progress. They are also a communication tool for families, so they have formal documentation of their child's learning progress. For these reasons, report cards should be in a format that is clear, easy to understand, and universally acceptable.

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### Grade Weights and Percentages

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

## Academic Intervention and Support

A student will receive academic intervention and support if he/she fails more than one class in a semester. This will include academic monitoring and may be required to:

- Participate in a meeting with a parent/guardian, administrator, and advocate.
- Suspend participation in all extracurricular activities until at least progress report time.
- Participate in academic tutoring sessions.
- Students will receive wrap around services to promote each student's success



## Permanent Records

A complete academic and attendance record of every student who has attended Hogan Preparatory Academy is kept in the school office. The records contain information the student will need should they transfer to another school. This information is available by law for parents to view, typically within 24 hours. Records requested to be sent from Hogan to another academic institution will be processed within 72 business hours.

At the end of every quarter, parents will receive a report card. Parents will be given the report card for 1<sup>st</sup> and 3<sup>rd</sup> quarters at Parent-Teacher conferences. Second quarter report cards will be sent home with students, and 4<sup>th</sup> quarter report cards will be mailed.

## PowerSchool

Power School is Hogan's student information system. Parents/Guardians and students are issued IDs and passwords where individual students' grades and attendance can be accessed. Please contact the front office at each building to gain access to the system. Visit [hoganprep.powerschool.com](http://hoganprep.powerschool.com) to access the Power School link.

## Confidentiality

Student records will be confidential. Staff will be notified on a "need to know" basis concerning pertinent information in students' records. A written request from the legal guardian must be completed listing the names of who may receive the student's records. Photo identification must be provided when picking up student information.

## Promotion and Retention

Hogan students will be promoted on the recommendation of the classroom teacher and approval of administration. The classroom teacher will base his/her recommendation upon the following criteria:

1. Mastery of at least 70% of Missouri Learning Standards in English Language Arts and Mathematics on grade level unit assessments. Parents may request a copy of the standards at any time.
2. Reading within one-half year of his or her grade level as measured by the STAR reading and/or Teacher's College diagnostic reading assessment or making above average growth toward that goal.

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3. Maintain an overall 90% attendance rate. All absences (including suspension), tardy arrivals, or early departures are factored into overall attendance rate, whether excused or unexcused.
4. Standardized test scores, grades, social/emotional development, birthdate, and other pertinent data will also be considered in determining promotion.

The decision to retain a student is a process that the Hogan staff follows to ensure the best interests of the student. Newly enrolling students may be asked to take an academic screening to determine students' strengths and areas for academic growth. Appeals may be made to the superintendent, who will make the final decision on any placement decision.

## Title I Tutorial Services

Title I is a federally funded program approved by the Missouri State Department of Education. Title I services are available for eligible students in the elementary schools. Students may participate in small group tutorial activities in reading to reinforce the basic skills taught in the regular classroom. The Title I teacher and classroom teacher work cooperatively to plan supplemental activities in these two subject areas. Our district is required to inform you of certain information that you, according to The Elementary and Secondary Education Act (ESEA), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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



## Extra Curricular Activities

Hogan Preparatory Academy offers students a wide variety of extra curricular activities in order to explore their interests and talents.

### The Student Council

The Student Council provides a bridge between students and administration. Membership is composed of elected class officers and elected class representatives. Activities sponsored by Student Council include Leadership Workshops, Student Support Groups, and planning student events at the school. Must have a 2.5 GPA in the previous semester.

### Future Leaders of Tomorrow

Future Leaders of Tomorrow provides an opportunity for students to increase their capacity in demonstrating leadership skills in the building and in the community. Members are selected through an application process. They are responsible for assisting new students to the building, advocating for student choice to administration, and giving feedback about various things in the school.

### Sports

Sports provide opportunities for students to showcase and increase their athletic and leadership skills.

- *Football* - Fall
- *Volleyball* - Fall
- *Cheerleading* - Fall/Winter
- *Basketball* - Winter
- *Track and Field* - Spring
- *Wrestling*- Winter

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



## Academic Eligibility

A student that fails more than one (1) class in the preceding semester is not eligible to participate in extracurricular activities. Any student representing Hogan Preparatory Academy in an extracurricular activity or as a candidate for school honors must, at a minimum, fulfill the requirements of both Hogan Preparatory Academy and the Missouri State High School Activities Association (MSHSAA). Student must pass 80% of classes the prior semester in order to meet eligibility requirements.

## Student Health Information

### Medical Information

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

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

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

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

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

### Medical Assistance

It is strongly encouraged that prescription and non prescription medications be dispensed by the student's parent/guardian before and/or after school. If it is necessary for a student to take medication during school hours, the parent/guardian must provide a written doctor's order (Medication Form) and the medication must be in the original container with the prescription label

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attached. All prescription and nonprescription medication must be kept in the main office at the high school. It is the student's responsibility to come to the appropriate office to take the medication. A log will be kept of the date and time(s) medication is dispensed.

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

## Medical Administration

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

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

## Student Health Records

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

## Communicable Diseases

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





## Parent Involvement

### Parent Involvement

Throughout this handbook, there is important information for parents/guardians, and families to understand about the policies, procedures and academic education of Hogan students. Parents, guardians and families of students attending Hogan Preparatory Academy can make a difference by being involved with the school. Families are also encouraged to volunteer their time at the school and to support Hogan's athletic teams and extra curricular activities. To be involved and share your time and talent with the school, please contact the front office.

### Parent-Teacher Conferences

It is expected that all parents will attend Parent-Teacher/Family Advocacy conferences in the fall and spring of each year after the end of the first quarter (Wednesday, October 28th and Thursday, October 29th) and during third quarter (Thursday, March 24th and Friday, March 25th). These times are set aside for you to check in with your student's Advocate and other teachers, but parents are encouraged to be in contact and visit with teachers whenever they would like.

## Parent Rights

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

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

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- What baccalaureate degree major a teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

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



## Family Resources

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

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

- You have the right to inspect your child's education records.
- You have the right to ask for an amendment to any of your child's education records which you believe to be erroneous, misleading, or an invasion of your or your child's privacy.
- Personally identifiable information from your child's education records can only be disclosed to third parties outside this school or school district with your express written consent, except to the extent that FERPA allows for such disclosures without your consent. One of FERPA's exceptions allows for such disclosures to school officials who have legitimate educational interest in having access to personally identifiable information in your child's education record. School officials include contractors or other parties to whom the district has outsourced services. A school official has a legitimate educational interest if he or she needs the information in order to perform some aspect of his or her job.
- If you believe that Hogan Preparatory Academy has violated your FERPA rights, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington DC 20202.

### McKinney Vento Homeless Services

Students in transitional housing are eligible to receive support services through the McKinney Vento federal aid program. For more information please contact a teacher, administrator, or the student support services coordinator.

### Foster Care Support

Students in foster care are eligible to receive support services. For more information please contact a teacher, building administrator, or the student support services coordinator.



## Counseling Services

Counseling services are available as needed. For more information, please contact a teacher, administrator, or social worker.

## Reporting Abuse or Neglect

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the appropriate county department of social services or local law enforcement agency.

### Board Policy 2710

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

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

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

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

## Complaints

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

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

Any individual or organization may file a complaint. Such a complaint must be in writing and signed; it must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint can be submitted to the



Superintendent of Hogan Preparatory Academy or to DESE. If the issue cannot be resolved at the local level, the complainant may appeal to DESE.

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

## **Elementary School Information**

### **Location**

2803 E. 51st St.  
Kansas City, MO 64130  
(816) 444-5010

### **Administration**

Avanti McDowell- Principal  
Brian Childs- Assistant Principal  
Jessica Garcia-Administrative Assistant

### **Building Hours**

The school day begins at 9:00 A.M. and ends at 4:00 P.M. Breakfast is served in the classroom from 8:40-9:00 A.M. Students eating breakfast should arrive by 8:40 A.M. Students who arrive after 9:30 A.M. are tardy and must sign in at the front desk. Office hours are from 8:00 A.M until 4:30 P.M. Monday through Friday.

### **Electronics**

If at all possible, students should not bring cell phones or other electronic devices to school. If brought to school, they should be powered off and stored in students' backpacks or lockers, not in pockets, coats, desks, or a secure place identified by staff. HPA is not responsible for lost, broken, or stolen devices, including cell phones.

Please do not attempt to contact your child on his/her cell phone during the school day. Hogan staff retains the right to confiscate any phones or electronic devices that are visible and placed in a secure location until the end of the school day. If the problem continues, a meeting with administration or staff will be required.



## Lost and Found

Hogan Preparatory Academy is not responsible for lost or misplaced personal items, including electronic devices. Personal items should be labeled with the student's first and last name for easy identification in the event of loss. If your child has lost something, please have him or her ask the teacher to visit the Lost and Found in the office. Students must have permission to visit the Lost and Found.

## Uniform Policy

Students are expected to be in uniform each day. The HPA uniform consists of:

- Khaki, black, or navy blue pants, shorts, skorts, or jumpers - fingertip-length
- White or maroon polo shirts with the official Hogan Preparatory Academy logo, tucked in
- Shirts, both short and long sleeves (only white, maroon, black or gray) may be worn under Hogan uniform shirts; students will be asked to remove any other colored t-shirts.
- Students may wear a solid color maroon, white, navy, or black sweatshirt or sweater to class (no writing/advertisements or other colors)
- Students may wear solid color maroon, white, navy, or black tights/leggings under approved Hogan shorts, skorts, or jumpers.
- Prohibited attire: denim or denim-like fabrics, flip flops, house slippers, tank tops, sleeveless shirts, hooded sweatshirts, bandanas, other non-religious head coverings, and other apparel deemed inappropriate by administration
- On official dress down days, nothing with holes, fraying, or rips may be worn; no attire that advertises or displays an illegal substance or act, advertisements for alcoholic beverages or tobacco, and attire that is profane/obscene in nature or inappropriate for school.

## Middle School Information

### Location

6409 E. Agnes  
Kansas City, MO 64133  
(816) 444-4479

### Administration

Kelsey Jinkens- Principal  
Jerome Bobbitt- Assistant Principal  
Kira Morrison- Administrative Assistant



## Cell Phones/Electronic Devices

All electronic devices must be stored in student assigned lockers. Cell phones should not be utilized during instructional time. Student messages should be sent through the front office instead of through student cell phones.

## Lockers and Locks

Students should use their designated lockers to store and lock all personal materials.

## Lost and Found

Hogan Preparatory Academy is not responsible for lost or misplaced personal items. Students should check the lost and found before or after school or with permission from an adult. Items in the lost and found will be cleaned and donated monthly.

## Uniform Policy

Students are expected to be in uniform each day. The HPA uniform consists of:

- Khaki, black, or navy blue pants, shorts, skirts, or jumpers - fingertip-length.
- White or maroon polo shirts with the official Hogan Preparatory Academy logo, tucked in • Shirts, both short and long sleeves (only white, maroon, black or gray) may be worn under Hogan uniform shirts; students will be asked to remove any other colored t-shirts. Long sleeve uniform shirts can be purchased from the office.
- Students may wear a Hogan jacket inside the building during school hours. No other jackets may be worn.
- Students may wear solid color maroon, white, navy, or black tights/leggings under approved Hogan shorts, skirts, or jumpers.
- Prohibited attire: denim or denim-like fabrics, flip flops or open toed or open back shoes of any kind, house slippers, tank tops, sleeveless shirts, hooded sweatshirts or jackets, bandanas, other non-religious head coverings, and any other apparel deemed inappropriate by administration.
- On official dress down days, nothing with holes, fraying, or rips may be worn; no attire that advertises or displays an illegal substance or act; advertisements for alcoholic beverages or tobacco; and attire that is profane/obscene in nature or inappropriate for school.



## High School Information

### Location

1221 E. Meyer Blvd  
Kansas City, MO 64131

### Administration

Edwin Wright - Principal  
Phil Lascuola - Assistant Principal/Athletic Director  
Kelli Jackson - Administrative Assistant  
Kendra Young - Administrative Assistant

### Building Hours

Hogan Preparatory Academy is open from 6:30 am to 7:30 pm. Students involved in extracurricular activities or tutoring must be with a sponsor, coach, or staff member. The main office is open from 7:00 am to 3:00 pm.

### Cell Phones/Electronic Devices

Students are asked to keep their phones in their locker or put away during class time. Students are allowed to use cell phones during passing periods and in the cafeteria (during their lunch shift). However, NO picture-taking and/or recording is allowed. Misuse of electronics will result in a usage contract. Please route all student communication to the front office.

*\* Hogan Preparatory Academy is not responsible for loss or theft of any electronic device.*

### Lockers and Locks

Students will be assigned a locker with a lock. It is the students responsibility to know their locker combination and not to share it with other students. Any lock that must be cut off for any reason must be replaced and the student will be charged \$7.00. All locks must be school issued locks. Students are to use their own locker and not share with another student. Students and parents/guardians must be aware that a student's locker is school property and may be searched by school Administration at any time without notice or warning. Personal property should be kept in lockers. Hogan is not responsible for lost or missing items.



## Student ID

All students must wear their ID badge while at school. All replacement ID Badges MUST be paid for in cash at the time of purchase.

## Dual Credit College Course

Dual Credit courses are open to all students who qualify for them.

## Course Change Request

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

## Uniform Policy

Students are expected to be in dress code at all times during school hours.

- Solid Pants
- Hogan Shirt

## Parking

Students are to park in the west parking lot. Parking behind the school is reserved for staff. Parking is not permitted on the front and back driveways by order of the KCMO Fire Department. Loitering in the parking lot is not allowed. Students that aren't involved in an after school activity need to leave the parking lot 10 minutes after dismissal. Parking privileges may be revoked by administration for unsafe driving or illegal activity.

## Virtual Learning

We realize that many families have been impacted medically, physically, and emotionally by the COVID-19 pandemic and believe that their children's education could be better met through a virtual platform. Virtual instruction will align with all state and district standards and guidelines and will parallel the rigors of the daily instruction delivered in our district school buildings. Although we cannot offer everything that is offered in our traditional schools, students in grades K-12 will receive what they need to further their education. Some lessons will be synchronous (the teacher delivering a live lesson or the students are participating in live discussions), and some lessons will be asynchronous (students working independently accessing work previously created.)

*\*Due to the nature of virtual learning, portions of this handbook may be specific to in-person teaching and learning.*





## Technology Agreement

### Hogan Preparatory Academy Parent and Student Technology Agreement

Student Name		Grade Level	
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#### 1. Introduction

Hogan Preparatory Academy believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff.

This policy provides guidelines and expectations for students and families who are issued district devices. The use of this equipment is meant to enrich the learning experience for the student as they work to acquire the necessary skills and knowledge to become successful in school and in life. To that end, only the student may use a school provided device.

When using a school provided device at home, students must adhere to the same standards as if they were using the device at school. Students must continue to follow the technology use policy found in this document.

#### Type of Device:

Chromebook Serial No:	
Tablet Serial No:	
Hot Spot Serial No:	
Other:	

#### 2. Guidelines and Rules for Use of School Provided Devices.

Our technology devices are an educational investment to enrich the learning experience for students. For this reason:

- Students are expected to take care of the device and power adapter cord during home use.

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- Parents and students must read and agree to all policies and procedures for use, care and maintenance of the device(s).
- Students and parents must pay a \$50 refundable user care and repair fee. Should your device require repairs during the school year, those costs will be deducted from your refundable deposit.
- If a student withdraws from the District, the student must turn in the Chromebook, adapter and cord on the last day of attendance by. Failure to return the Chromebook, adapter, or cord either at the end of the school year or when withdrawing from the District will result in a fee of up to \$250 to cover the replacement cost. In addition, the District may file a report of stolen property with local law enforcement if not returned.

Estimated Repair Costs (subject to change) Payments of repair/replacement costs will be made through the school main office by appointment only. Below are sample replacement costs:

Description	Replacement Cost
Broken Keyboard	\$25
Broken Screen	\$25
Missing Power Adapter Cord	\$15
Replacement Cost of Device	\$250

### 3. Parent Agreement:

- I understand that I am responsible for this device and for my student's use of this device at home while the school is temporarily closed;
- I understand that the use of this device is intended for the continued education of my child; and
- I will comply with the Student Acceptable Use Policy of the school.

#### I agree to:

- ensure my student is using the device in a safe and secure manner;
- apply the same standards of behavior and conduct as are expected in the school, classroom, or other district setting;
- monitor the activity to be sure the device is being used for educational activities and learning, and for other purposes as permitted by the school administration only;
- comply with all laws, Board policies, and administrative guidelines regarding the use of copyrighted materials;
- keep the device in good condition by my student and that it is not damaged, lost or stolen; and
- keep usernames and passwords confidential.

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I understand that I am financially responsible for the device issued if it is lost, damaged or stolen and I will pay for any damage and/or replacement of the item. I understand that the device is to be returned to the school immediately upon the day school reopens.

**STUDENT:**

Student Name (Printed)	
Student Signature	
Date	

**PARENT:**

Parent/Guardian Name (Printed)	
Parent/Guardian Signature	
Date	
Parent/Guardian Phone Number	
Parent/Guardian Email Address	
Deposit Amount Collected	
Deposit Paid By (Cash or Credit)	
Additional Notes:	



## Student Technology Agreement

### Hogan Preparatory Academy

#### Student Technology Agreement

Students have the privilege of using different forms of technology at Hogan to enhance learning. Students are responsible for understanding and following the technology expectations below. Please review this agreement related to the use of technology at Hogan Prep High School. Place your initials next to each expectation and sign below so you can begin using technology right away!

#### **Student's Daily Responsibilities**

*I understand my daily responsibilities.*

**Student initials** \_\_\_\_\_

- Devices should be used for educational purposes only.
- Devices should never be left unattended.
- Students should only use their assigned device.
- Always place devices on a stable surface when using.
- Keep food and drink away from devices at all times.
- Maintain battery life of device (charge regularly).
- Devices should be stored and maintained according to must be checked in and checked out daily according to classroom procedures.

#### **Digital Citizenship**

*I understand how to be a good citizen with technology.*

**Student initials** \_\_\_\_\_

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

#### **Unacceptable Behavior**

*I know what behavior is not appropriate with technology.*

**Student initials** \_\_\_\_\_

It is unacceptable to take, send, or view pictures, websites or movies that are not related to classroom instruction.

- It is unacceptable to intentionally damage a device in any way.
- It is unacceptable to use a device that is assigned to another student.
- It is unacceptable to access or change any settings on the devices.
- It is unacceptable to share my username and password with anyone.

**We have reviewed, understand, and agree to follow this Technology Agreement.**

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Student Name (Printed)			
Student Signature			
Date		Grade	



## Forms

### **Bullying Incident report**

#### **BULLYING INCIDENT REPORT FORM**

If you have been the target of bullying or have witnessed the bullying of a Hogan student, complete this form and submit it to the building principal.

Date Filed:	Your Name:	Phone Number(s):
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**You are a:**

Student	Parent	Employee	Volunteer
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Date(s) of alleged bullying:

--

Name of student(s) subjected to bullying:

--

Person(s) alleged to have committed the bullying or harassment:

--

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back side of this form, if necessary.

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Name of Witnesses:

--

Have you reported this to anyone else: Yes No. If so, who?


\*Signature of Complainant

--

*Students have the right to complete this form anonymously. However, it will be easier for administration to investigate this matter if as much information as possible is provided.*

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***This Section is for use of District Administration:***

Date Received by Principal

Investigative Action taken:

Result of Investigation/Action taken:

Signature of Principal:





## Permission for the Administration of Medication

Student Health Services SHS-1 Form

### AUTHORIZATION TO GIVE MEDICATION AT SCHOOL

#### PARENT MUST SUPPLY MEDICATION TO BE STORED AT SCHOOL

This form must be completed if medication has to be administered during the school hours, on field trips, or during a school chaperoned “before” or “after” school activity. A parent must supply the medication to be stored at school. Please **DO NOT** send the medication to school with the students. **Please give all medication at home before or after school hours when possible as some medication may not need to be given during school hours.**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ School Year: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Known Allergies: \_\_\_\_\_

I hereby request Hogan Preparatory Academy School District, through the Principal or designee, to supervise/assist with administering this medication to my child, according to the instructions contained in the statement below in accordance with the Hogan Preparatory Academy Schools’ Medication Policy. I understand the following:

Medications (both prescription and non-prescription) **MUST** be in the original labeled container (no baggies, foil, etc.) and must match the instructions.

The parent/legal guardian is responsible for assuring the school receives the specific instructions regarding medication usage, including the medication and related equipment.

The parent/legal guardian is responsible for informing the school of any changes with the medication. New medications or new doses **WILL NOT** be given until a new form is completed.

All medication should be taken directly to the school office/school clinic by the parent.

All unused or discontinued medication will be properly disposed of at the end of the school year if not picked up prior to or on the last day of school.

Medications that have been discontinued must be picked up within one week or will be properly disposed of by an administrator or designee.

School employees will not assume any liability for supervising or assisting in administering of medication (to include choking, allergic reactions, side effects, and/or any health risks related to this medication).

# HOGAN

## PREP ACADEMY

Completion of this form for prescription medication authorizes the principal or the designee to discuss the medication order/request with the prescribing healthcare provider if indicated and/or needed.

**I release Hogan Preparatory Academy School District and any Hogan Preparatory Academy employee from any liability associated with administering this medication. Parent/Legal Guardian authorization signature is needed for both prescription and non-prescription medications.**

<b>Parent/ Legal Guardian Name</b>			
<b>Printed Name Legibly:</b>		<b>Date:</b>	
<b>Home Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>		<b>Work Phone:</b>	

**ONE MEDICATION PER FORM- SUBMIT FORM TO THE FRONT OFFICE**

**NON-PRESCRIPTION MEDICATION (to be completed by Parent/Legal Guardian)**

<b>Medication Name:</b>		<b>Diagnosis/Condition/Illness Requiring Medication:</b>
<b>Start Date:</b>	<b>Stop Date:</b>	<b>Dosage, Route and Time(s) of Administration:</b>

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**PRESCRIPTION MEDICATION-** (This Section **MUST** be completed by a Physician/Healthcare Provider **ONLY**)

<b>Medication Name:</b>	<b>Prescribed Dosage:</b>
<b>Possible Side Effects:</b>	<b>Route, Time and Other Special Instruction of Administration:</b>
<b>Diagnosis/Condition/Illness Requiring Medication:</b>	

**PHYSICIAN'S SIGNATURE:** \_\_\_\_\_

**PRINT PHYSICIAN NAME LEGIBLY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Office/ Contact Number :** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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**This Section to be complete by Administrator or Designee ONLY**

<b>Date Received:</b>	<b>Medication Name:</b>	<b># of Doses:</b>
<b>Expiration Date:</b>	<b>Completed by:</b>	<b>Date Returned to Legal Guardian:</b>



## **Student Bus Contract**

### **Hogan Preparatory Academy Student Bus Contract**

#### **General Information**

Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner. Riding the school bus is a privilege. Students who are safe and respectful while at the bus stop and while riding the bus have the privilege. Students who do not follow the rules may receive a bus conduct report by a bus driver and appropriate consequences will be administered. School staff may also report students' bus conduct and action will be taken.

#### **Student Pledge:**

I agree to ride the bus SAFELY.

I will sit in my assigned seat.

I will stay seated and keep my hands and feet out of the aisle.

I will keep hands, feet and objects to myself

I will keep all objects in my backpack (no food, drink, toys, etc)

I agree to show RESPECT.

I will follow adults' directions the first time.

I will use kind words and a quiet voice.

If I choose not to follow this contract, my parents/guardian will be notified and the following consequences may occur, in any order deemed appropriate by school officials:

1. Parent phone call
2. An Apology letter
3. Community service or other restorative tasks
4. Bus suspension or removal

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Signatures indicate that you have read/discussed, understand, and agree to the above statements.

Student Name	Grade	Bus Number

Student's Signature	
Parent's Signature	
Administrator's Signature	

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## PREP ACADEMY

### Bus Behaviors & Consequences

Bus Behaviors		Bus Consequences		
Level 1 Offense	Level 2 Offense		Level 1 Offense	Level 2 Offense
Standing on bus	Profanity toward bus driver/monitor	1st consequence	Warning	10 day bus suspension
Profanity	Destroying property	2nd consequence	10 day bus suspension	1 month bus suspension
Putting body parts out the windows	Inappropriate items on bus	3rd consequence	1 month bus suspension	Semester bus suspension
Not following directs	Throwing items on bus			
Getting on/off at wrong stop	Physical violence			
Littering				