



## Hogan Preparatory Academy Board Policies Section 3: Students

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*(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 ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

**POLICY 2101 – LOCAL EDUCATION AGENCY TITLE I.A PARENTAL INVOLVEMENT POLICY AND SCHOOL TITLE I.A PARENTAL INVOLVEMENT POLICY**



## Hogan Preparatory Academy Board Policies Section 3: Students

(Last approved: 09/27/21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

*In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents and family members of participating children a written parental and family engagement policy as required by the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (parental involvement policy).*

### I. LOCAL EDUCATIONAL AGENCY POLICY.

In General: A local education agency may receive Title I, Part A funds only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members consistent with the provisions below. Such programs, activities, and procedures shall be planned and implemented with meaningful consultations with parents of participating children.

Written Policy: Each local educational agency that receives funds under Title I, Part A shall develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parent and family engagement policy that is incorporated into the local education agency's plan developed under section 1112, establishes expectations and objective for meaningful parent and family involvement, and describes how the local educational agency will:

- Involve parents and family members in the joint development of the plan under section 1112, and the support and improvement plans under section 1111.
- Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance; which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education
- Coordinate and integrate parent and family involvement strategies under this part with parent and family engagement strategies under relevant federal, state, and local programs such as the Head Start program, Reading First program, Early



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Reading First program, Even Start program, Parents as Teachers program, and Home Instruction program for Preschool Youngsters, and State-run programs?

- Conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the quality of schools served under this part, including barriers to greater participation by parents in activities authorized under this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions. The LEA should use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parental and family engagement policies described in this section; and
- Involve parents in the activities of the schools served under Title I, Part A, which may include establishing a parental advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

#### Reservation of Funds:

Each local educational agency shall reserve at least 1 percent of such agency's allocation under Title I, Part A, subpart 2 to carry out parental and family involvement, including family literacy and parenting skills, (unless 1 percent of such agency's allocation under Title I, Part A, subpart 2 for the fiscal year for which the determination is made is \$5,000 or less.)

Parents of children receiving services under Title I, Part A shall be involved in the decisions regarding how funds reserved as set forth above are allocated for parental involvement activities.

#### II. SCHOOL PARENTAL INVOLVEMENT POLICY.

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, that shall describe the means for carrying out the requirements of Policy



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Involvement, Shared Responsibilities for High School Academic Achievement, and Building Capacity for Involvement and Accessibility.

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the challenging needs of parents and the school.

*Special rule* - If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.

*Amendment* - If the local educational agency has a school-district level parental and family engagement policy that applies to all parents and family members in all schools served by the local educational agency, such agency may amend that policy, if necessary, to meet the requirements of this subsection.

*Parental comments* - If the plan under section 1112 is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local educational agency submits the plan to the State.

Policy Involvement.

Each school served under Title I, Part A shall:

- (1) Convene an annual meeting, at a convenient time, at the beginning of the school year, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain Title I, Part A, its requirements, and their right to be involved. The school shall have sign-in sheets for this meeting and retain such sign-in sheets, the agenda for the meeting and minutes of the meeting for audit purposes by DESE;
- (2) Offer a flexible number of meetings, such as meetings in the morning or evening and may provide with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint



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development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of its programs, the school may use that process, if such process includes an adequate representation of parents and participating children;

- (4) Provide parents of participating children -
  - (a) Timely information about programs under this part;
  - (b) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
  - (c) If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
- (5) If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

#### Shared Responsibilities for High Student Academic Achievement.

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

- (1) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their children's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- (2) Address the importance of communication between teachers and parents on an on-going basis through, at a minimum:
  - (a) Parent-teacher conferences in elementary schools, at least annually during which the compact shall be discussed as the compact relates to the individual child's achievement;



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- (b) Frequent reports to parents on their children's progress; and
- (c) Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (d) Ensuring regular two-way meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

#### Building Capacity for Involvement.

To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A:

- (1) Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- (2) Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;
- (3) Shall educate teachers, specialized instructional support personnel, principals, and other School Leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and the public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more full participating in the education of their children;
- (5) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;



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- (6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- (7) May provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
- (8) May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- (9) May train parents to enhance the involvement of other parents;
- (10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (11) May adopt and implement model approaches to improving parental involvement;
- (12) May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- (13) May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (14) Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

#### III. ACCESSIBILITY.

In carrying out the parent and family engagement requirements, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the informed participation of parents and family members including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Section 1111 in a format and, to the extent practicable, in a language such parents understand.

#### **POLICY 2102 – LIMITED PUBLIC FORUM POLICY**

*(Last approved: 4.25.22)*



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The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

#### Section 1. Establishment of Limited Public Forum

1.1 A limited public forum is hereby established for student speakers at all Hogan Prep events at which a student is to publicly speak.

#### Section 2. Student Speakers

2.1 Student speakers at school events and graduation ceremonies shall be selected using the following neutral criteria:

- Student GPA
- Student attendance
- Student participation in HPA extracurricular activities

2.2 Student speakers are prohibited from engaging in obscene, vulgar, offensively lewd, or indecent speech.

2.3 Student expression in a limited public forum on an otherwise permissible subject shall not be excluded from the limited public forum because the subject is expressed from a religious viewpoint.

#### Section 3. Disclaimer

3.1 Any student speech at a school event or graduation ceremony does not reflect the endorsement, sponsorship, position, or expression of Hogan Preparatory Academy.

3.2 Such disclaimer shall be made in writing, orally, or both prior to a student speech at any school event or graduation ceremony.

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

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



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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.

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.

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

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



## Hogan Preparatory Academy Board Policies Section 3: Students

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.)

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

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



## **Hogan Preparatory Academy Board Policies Section 3: Students**

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)*



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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**



## **Hogan Preparatory Academy Board Policies Section 3: 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.

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

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



## **Hogan Preparatory Academy Board Policies**

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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.



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### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.

#### 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.



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### **POLICY 2190 – MISSOURI STUDENT RELIGIOUS LIBERTIES ACT POLICY**

*(Last approved: 4.25.22)*

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

#### Section 1. Anti-Discrimination

1.1 Hogan Preparatory Academy shall not discriminate against any person on the basis of a religious viewpoint or religious expression.

1.2 Hogan Preparatory Academy shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner HPA treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

#### Section 2. Student Expression in Homework and Classroom Assignments

2.1 Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions.

2.2 Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by Hogan Preparatory Academy.

2.3 Students shall not be penalized or rewarded on account of their religious content of their work. If an assignment requires a student's viewpoints to be expressed in course work, artwork or other written or oral assignments, Hogan Preparatory Academy shall not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work or assignment.



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#### Section 3. Student Prayer, Religious Activities, and Religious Expression

3.1 Students at Hogan Prep may pray or engage in religious activities or religious expression, before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression, provided that such religious expression or religious activities are not disruptive or scheduled instructional time or other educational activities and do not impede access to school facilities or mobility on school premises.

3.2 Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular student activities and groups.

3.3 Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the student's expression.

3.4 Religious groups shall be allowed to advertise or announce meetings in the same manner as student groups that meet for nonreligious activities.

3.5 Hogan Preparatory Academy may only disclaim sponsorship of non-curricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

#### Section 4. Student Clothing, Accessories, and Jewelry

4.1 Students at Hogan Preparatory Academy may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

#### Section 5. Construction

5.1 This policy shall not be construed to:

- Require any person to participate in prayer or in any other religious activity
- Violate the constitutional rights of any person



## **Hogan Preparatory Academy Board Policies**

### **Section 3: Students**

- Prohibit Hogan Prep from maintaining order and discipline in a content and viewpoint neutral manner
- Prohibit Hogan Prep from protecting the safety of students, employees, and visitors of the School.
- Prohibit Hogan Prep from adopting and enforcing policies and procedures regarding student speech at school, provided that the policies and procedures do not violate the rights of students as guaranteed by law.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **POLICY 2200 – SCHOOL ADMISSIONS POLICY**

*(Last approved: 04/25/22)*

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. The School shall enroll only:

- Students who reside in the Kansas City Missouri School District.
- Nonresident students eligible to attend a district’s school under an urban voluntary transfer program;
- 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.

Hogan Preparatory Academy 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.

Students will not be required to complete any test or measure in order to be admitted to Hogan Prep. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

Section 2. 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), the School will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission.

2.1 Priority enrollment will be given in the following order in accordance with the charter:

1. Currently enrolled students
2. Children of full time faculty and staff
3. Siblings of students currently enrolled on the date of the lottery
4. All other eligible students



## Hogan Preparatory Academy Board Policies

### Section 3: Students

#### Section 3. Lottery

3.1 The lottery process shall be published in advance and articulated prior to the commencement of the lottery.

3.2 The lottery shall be observed and certified by a third party individual.

#### Section 4. Wait List

4.1 Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have 3 days to complete the enrollment process before the opening will be offered to the next student on the waiting list.

4.2 It is the responsibility of the parent or guardian of the waitlisted student to provide updated contact information including a phone number and address, and an email if possible.

4.3 Parents or guardians of wait listed students must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in the inability to notify the parent of an opening waives the student's placement on the waitlist.

4.4 A school designee shall contact the next person on the waitlist if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

4.5 The parents will be given 72 hours to contact the School and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the waitlist is extended the offer.



## Hogan Preparatory Academy Board Policies

### Section 3: Students

#### Section 5. Registration

5.1 Regardless of when mailed, all applications for Hogan Prep must be physically present in the administrative offices of the School on or before 5:00 p.m. on Feb 28. In the event the School is closed on Feb 28, all applications must be received by 5:00 p.m. the Monday following Feb 28.

5.2 All applications must be complete. Regardless of reason, failure to have a completed application package in the office of the School by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

5.3 In order to complete the registration process the following must be received by the School:

- Completed enrollment application, including the release of records and all required supporting documentation such as proof of residency and immunization records.
- Applications timely received but incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the Superintendent or his/her designee with a right of appeal to the Governing Board.

5.4 The School **STRONGLY** encourages all applicants to **HAND** deliver their application to the administrative offices of the School. Any applications not present in the School offices by the deadline will be deemed to have waived participation in the lottery regardless of reason.

5.5 The School's admission procedures will be published annually.

5.6 A register of all complete applications, received in a timely manner will be maintained in the School's office for review by applicants. Applicants are required to assure their application is registered prior to the deadline.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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 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 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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

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

*(Last approved: 04/25/22)*

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

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

#### 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 by 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 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 or 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.



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### Section 3: Students

- G. Sending state: the state from which a child of a military family is sent, brought, or cause 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

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 died on active duty for a period of one (1) year after death.

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

3.1 Upon receipt of the unofficial education records by Hogan Preparatory Academy, HPA 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.

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

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



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3.4 HPA 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.

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

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 HPA if he/she was enrolled while residing with the custodial parent.

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 had 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 start 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.

3.8 HPA 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**

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 education 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 Prep from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).



## **Hogan Preparatory Academy Board Policies**

### **Section 3: Students**

4.2 HPA 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 HPA from performing subsequent evaluations to ensure appropriate placement of the student.

4.3 HPA shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP). Hogan 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 the section exempts Hogan Prep from the requirements of federal and state law.

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

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 the School to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

#### Section 5. Graduation

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

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 Prep shall ensure cooperation, as



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either the sending or receiving local education agency, in the event of the situation described in this section.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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 provided in Policy and Regulation 2664 and state law.

A nonresident student who is not otherwise entitled 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.

#### **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.



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#### **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).



## Hogan Preparatory Academy Board Policies Section 3: Students

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

*(Last approved: 10/25/21)*

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. The Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the School Leader. Individual petitions for any deviation from full-time attendance shall be considered by the School Leader on the merits of the individual student's application and in compliance with applicable state law or regulations.

Section 2. Students may attend the School on a part-time basis as provided by the applicable state law and regulations of the Board.

Section 3. In order to receive maximum benefit from instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

Section 4. Attendance Rules.

4.1 Absences will be classified as excused or unexcused absences. The following circumstances are excused absences:

- a. Personal illness or attendance in school endangers a student's health or the health of others.
- b. A serious illness or death in a student's immediate family necessitating absence from school.
- c. A court order or an order by a governmental agency mandating absence from school.
- d. Observance of religious holidays.
- e. Conditions rendering attendance impossible or hazardous to student health or safety.
- f. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or



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combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

4.2 Unexcused absences are all failures to attend school for a reason other than the ones listed in section 4.1.

4.3 If a student is absent from school, the student must bring a written excuse the day the student returns to school.

4.4 When the student is absent, the school will attempt to contact the parent/guardian to determine the cause of absence. However, a written excuse must be brought, whether or not contact with a parent/guardian is made by phone. The School Leader's designee for absentee calls will maintain an accurate phone log.

#### Section 5. Student Early Dismissal Procedures

Students are to be released from school during school hours only with permission of the School Leader/designee. Early dismissal of a student may be approved only by the School Leader/designee. Normally, requests for early dismissal must be in writing, signed and dated by the parent/guardian.

#### Section 6. Student Truancy and Educational Neglect Procedures

The Board believes regular attendance is critical 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 student with or without knowledge of the parent/guardian and for which no excused absence is approved. When a pattern of truancy becomes evident, the School Leader/designee will investigate and take such action as circumstances dictate.



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Section 210.155 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 parent/guardian.

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 School Leader/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 School Leader shall inform the Superintendent/designee that a report has been made and keep the Superintendent/designee apprised of the status of the case.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **POLICY 2315 – ATTENDANCE: VIRTUAL LEARNING**

*(Last approved: 09/27/21)*

#### Absences and Tardiness

When students miss class, they jeopardize their academic success. Attendance is monitored closely. There are no “excused absences” at Hogan Preparatory Academy. Every absence, for whatever the reason, counts against Hogan’s attendance goals for students. Failure to maintain satisfactory attendance will result in a meeting with administration to discuss ongoing enrollment at Hogan. Please note a student that has ten (10) consecutive days of absence will be automatically removed from the roll of Hogan Preparatory Academy on the eleventh day and will have to apply for re-admittance. For students enrolled in Hogan Prep Virtual Academy, failure to complete assignments for ten (10) consecutive days will result in automatic removal from the roll of Hogan Preparatory Academy on the eleventh day and the student will have to apply for re-admittance to the virtual program. Please note that re-admittance is not guaranteed. The dis-enrolled student will be placed at the bottom of the waitlist, if any, for his/her grade and will be re-admitted based on class availability.

Absences should be for personal illness, severe illness in the family, a death in the family, or other serious situations. Part-day absences should be for unavoidable medical appointments or similar types of situations. Students may make up their work in these cases. Parents or guardians are asked not to permit their student to be absent for any other reason.

When a student misses school, it is his or her responsibility to obtain assignments and to complete all work missed during the absence. In general, previously assigned homework is due when the student returns. Students must complete missed work within the same number of days they were absent unless there are extenuating circumstances and other arrangements have been made in advance.



## 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.



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

*(Last approved: 09/27/21)*

The Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Except as otherwise required by the Individuals with Disabilities 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. Only the School Leader or his/her designee shall have access to the locked file cabinet or 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 POLICY**

*(Last approved: 10/25/21)*

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

#### **Section 1. Purpose**

1.1 The School's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the School community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the students' age and grade level, the student's previous disciplinary history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the School prefers to reassign disruptive students to alternative educational settings rather than suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

The Board authorizes the immediate removal of a student upon a finding by the School Leader that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.



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#### Section 2. Enforcement

The School Leader is responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the School Leader. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All LEA staff is required to enforce LEA policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the LEA shall annually receive instruction related to the specific content of the LEA's disciplinary policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

#### Section 3. Investigation Process

When a violation of school rules is reported or suspected, the School Leader or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, **teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed.** Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff should be utilized for their experience as determined by the circumstances of the matter. If an incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.



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#### Section 4. Definitions of Disciplinary Methods

##### 4.1 In-School Suspension

Defined as the removal of a student from regular classes and assignment to an in-school suspension setting in the School. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The School Leader has the final decision.

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

##### 4.2 Out of School Suspension

Defined as the removal of a student from School (or school bus) for one to ten school days. The School Leader may impose an out of school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

Long-term suspension is defined as the removal of a student from School (or school bus) for more than ten and up to 180 school days. Only the hearing officer appointed by the superintendent or the school's Governing Board may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the hearing officer or the school's Governing Board. A student on long term suspension is not allowed on school property and may not participate in any school activities or school functions.



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In some cases (limited to one per student per academic year), the School Leader may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (ie. immediately before final exams). This does not apply to offenses that are in violation of state or federal law or that involve weapons, violence, or drugs.

#### **4.3 Expulsion**

Defined as a permanent removal of a student from his or her regular educational setting. Only the school's Governing Board may impose expulsion.

#### **4.4 Alternative School**

A student who is removed from his/her local school for more than 10 school days may be allowed to attend an alternative school for instruction, academic support, and counseling. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

#### **4.5 Probation**

Probation means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the School Leader, the hearing officer, or the school's Governing Board. Violation of a local school or school system rule while on probation may result in further disciplinary action, including a possible referral to the hearing officer.

#### **4.6 Restrictions on School Activities**

Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, (including the prom or graduation exercises) if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the School Leader for permission for the student to participate in school-sponsored activities. If denied permission by the School Leader, the parent or guardian may appeal to the school's Governing Board. The Board's decision shall be final.



## Hogan Preparatory Academy Board Policies

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#### Section 5. Offenses and Consequences

##### 5.1 Reporting to Law Enforcement

It is the policy of the School to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the LEA is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviant sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The School Leader shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the LEA's policy.

In addition, the School Leader shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the School is aware is under the jurisdiction of the court.



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#### 5.2 Documentation in Student's Discipline Record

The School Leader, his/her designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any of the following offenses constitute a serious violation of the School's policy and must be documented in the student's discipline record in accordance with law:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out of school suspension for more than ten school days.

#### 5.3 Prohibition Against Being On or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the School Leader or his/her designee. Any student who is suspended for any offenses listed in section 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of any public school in the LEA unless one of the following conditions exist:

1. The student is under direct supervision of the student's parent, legal guardian, or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the School Leader of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.
4. The student resides within 1,000 feet of a public school in the LEA and is on the property of his or her residence.

If a student violates this prohibition, he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension", listed below.

#### 5.4 Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.



## Hogan Preparatory Academy Board Policies Section 3: Students

**Arson** - starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days out of school suspension or expulsion. Restitution if appropriate.

**Assault** - 1) Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days out of school suspension or expulsion. Restitution if appropriate.

**Assault** - 2) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense	Expulsion
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**Automobile/Vehicle Misuse** - Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failures to follow established rules for parking or driving on school property.

First Offense	School Leader/Student conference, suspension or revocation of parking privileges, detention, in school suspension, 1-10 days out of school suspension.
Subsequent Offense	Revocation or parking privileges, detention, in school suspension, or 1-180 days out of school suspension.



## Hogan Preparatory Academy Board Policies Section 3: Students

**Bullying** - Intimidation, harassment and attacks on a student or multiple students, perpetrated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-down, threats, extortion or theft, damaging property, cyberbullying, and exclusion from a peer group.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Bus or Transportation Misconduct** - Any offense committed by a student on, while waiting for, or entering transportation provided by or through the school shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** - Any act of lying, whether verbal or written, including forgery.

First Offense	Nullification of forged document. School Leader/Student conference, detention, in school suspension, or 1-10 days out of school suspension.
Subsequent Offense	Nullification of forged document. School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension.

**Disrespect of Staff** - Willful or continuing willful disobedience of a directive or request by a LEA staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a LEA staff member and that is rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings.

First Offense	School Leader/Student conference, detention, in school suspension, 1-10 days out of school suspension, or expulsion.
Subsequent Offense	Detention, in school suspension, 1-180 days out of school suspension or expulsion.

**Disruptive Conduct or Speech** - Verbal, written, pictorial or symbolic language or gestures that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of LEA policy or



## Hogan Preparatory Academy Board Policies

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considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	School Leader/Student conference, detention, in school suspension, 1-10 days out of school suspension.
Subsequent Offense	Detention, in school suspension, 1-180 days out of school suspension or expulsion.

**Drugs/Alcohol** - 1) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Drugs/Alcohol** - 2) Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Drugs/Alcohol** - 3) Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.



## Hogan Preparatory Academy Board Policies Section 3: Students

**Extortion** - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Failure to Meet Conditions of Suspension** - Coming within 1,000 feet of any public school in the LEA while on suspension for an offense that requires reporting to the law enforcement or for an act of school violence or drug related activity. See section of this regulation entitled, "Prohibition Against Being On or Near School Property During Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense	Verbal warning, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	Verbal warning, detention, in school suspension, 1-180 days out of school suspension, or expulsion.

**False Alarm (see also "Threats or Verbal Assaults")** - Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense	Restitution. School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	Restitution. School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.



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**Fighting (see also "Assault")** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Harassment/Discrimination** - Use of verbal, written, or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonable interfering with a student's educational environment or creates an intimidating, hostile, or offensive educational environment. Examples of illegal harassment include but are not limited to graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Hazing** - Any activity that a reasonable person believe would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purpose of imitation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Public Display of Affection** - Physical contact that is inappropriate for the school setting including but not limited to kissing and groping.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
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## Hogan Preparatory Academy Board Policies Section 3: Students

Subsequent Offense	Detention, 1-180 days out of school suspension or expulsion.
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**Sexual Harassment/Discrimination** - 1) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, request for sexual favors and other unwelcomed sexual advances.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	In school suspension, 1-180 days out of school suspension or expulsion.

**Sexual Harassment/Discrimination** - 2) Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	In school suspension, 1-180 days out of school suspension or expulsion.

**Sexual Misconduct** - Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts of sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension, or expulsion.
Subsequent Offense	In school suspension, 1-180 days out of school suspension or expulsion.



## Hogan Preparatory Academy Board Policies Section 3: Students

**Technology Misconduct** - 1) Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense	Teacher/Student conference, temporary confiscation of device, and/or detention.
Subsequent Offense	Teacher/Student conference, School Leader/Student conference, temporary confiscation of device, detention, or 1-180 days out of school suspension.

**Technology Misconduct** - 2) Attempting, regardless of success, to gain unauthorized access to technology system or information; to sue LEA technology to connect to their systems in evasion of the physical limitation of the remote system; to copy LEA files with authorization; to interfere with the ability of others to utilize LEA technology; to secure a higher level of privilege without authorization; to introduce computer "virus", "hacking" tools, or other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

First Offense	Restitution, School Leader/Student conference, loss of use privileges, detention, in school suspension, 1-180 days out of school suspension.
Subsequent Offense	Restitution, loss of user privileges, detention, in school suspension, or 1-180 days out of school suspension.

**Technology Misconduct** - 3) Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or etiquette rules governing student use of LEA technology.

First Offense	Restitution, School Leader/Student conference, loss of use privileges, detention, in school suspension, 1-180 days out of school suspension.
Subsequent Offense	Restitution, loss of user privileges, detention, in school suspension, or 1-180 days out of school suspension.



## Hogan Preparatory Academy Board Policies Section 3: Students

**Theft** - Theft, attempted theft or knowing possession of stolen property.

First Offense	Return of or restitution for property, School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension.
Subsequent Offense	Return of or restitution for property, 1-180 days out of school suspension.

**Threat or Verbal Assault** - Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitutes a "true threat" against the LEA, its students or employees will be immediately reported to law enforcement and will subject the student to suspension and a possible referral of expulsion. The definition of "true threat" shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

First Offense	School Leader/Student conference, detention, in school suspension, 1-180 days out of school suspension or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Tobacco** - Defined as possession and/or use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense	Confiscation of tobacco product, School Leader/Student conference, detention, in school suspension.
Subsequent Offense	Confiscation of tobacco product, School Leader/Student conference, detention, in school suspension.

**Truancy** - Defined as absence from school without the knowledge of consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense	School Leader/Student conference, detention, 1-3 days in school suspension.
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Subsequent Offense	Detention or 3-10 days in school suspension.
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**Unauthorized Entry** - Entering or assisting any other person to enter a LEA facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any person to enter a LEA facility through an unauthorized entrance; assisting unauthorized persons to enter a LEA facility through any entrance.

First Offense	School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension.
Subsequent Offense	1-180 days out of school suspension or expulsion.

**Vandalism** - Defined as the willful damaging or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense	Restitution, School Leader/Student conference, detention, in school suspension, or 1-180 days out of school suspension or expulsion.
Subsequent Offense	Restitution, in school suspension, 1-180 days out of school suspension or expulsion.

**Weapons** - 1) Defined as the possession or use of any instrument or device, other than those defined in 18. U.S.C § 921, 18 U.S.C § 930(g)(2) or section 571.010 RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense	School Leader/Student conference, in school suspension, or 1-180 days out of school suspension or expulsion.
Subsequent Offense	1-180 days out of school suspension or expulsion.



## Hogan Preparatory Academy Board Policies

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**Weapons** - 2) Possession or use of a firearm as defined in 18 U.S.C § 921 or any instrument or device defined in section 571.010 RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C § 930(g)(2).

First Offense	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense	Expulsion.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **POLICY 2605 – STUDENT DISCIPLINE: SECLUSION, RESTRAINT & CORPORAL PUNISHMENT POLICY**

*(Last approved: 04/25/22)*

The Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

#### Section 1. General Policy Provisions

1.1 The use of chemical restraint, mechanical restraint, or prone restraint, as defined by state law is prohibited by the school

1.2 The use of seclusion, as defined by state law, is prohibited within the School.

1.2.1 Seclusion does not include “time-out”, defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

1.2.2 Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked classroom.

#### Section 2. Physical Restraint

Physical restraint may be utilized only when the student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

2.1 Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

2.2 Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.

2.3 All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

2.4 Before any staff member may implement physical restraint, he or she should have completed an approved training program.

2.4.1 Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.



## Hogan Preparatory Academy Board Policies

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2.4.2 The school shall annually review the policies and procedures regarding the physical restraint of students. Any employee who is authorized to use restraints shall annually complete mandatory training in the restraint techniques the school uses.

2.4.3 Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each of the provided trainings. Copies of such documentation will be made available to the Missouri Department of Education or any member of the public upon request.

2.5 If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

2.6 The use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. A report shall be completed that contains the following information:

- The date, time of day, location, duration, and description of the incident and interventions;
- Any event leading to the incident and the reason for using restraint;
- A description of the methods of restraint used;
- The nature and extent of an injury to the student;
- The names, roles, and certifications of each employee involved in the use of restraint
- The name, role, and signature of the person who prepared the report;
- The name of any employee whom the parent or guardian can contact regarding the incident and use of restraint;
- The name of an employee to contact if the parent or guardian wishes to file a complaint, and
- A statement directing parents and legal guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.

A copy of any report created under this section shall be given to the Department of Elementary and Secondary Education within thirty days of the incident.

2.7 Whenever physical restraint is used on a student the school or program where the restraint is administered shall notify the student's parent or legal guardian no later than one hour after the end of the school day in which the use of the restraint occurred. The notification may be oral or

electronic and shall include a statement that the report created under Section 2.6 will be provided within five school days. Any report created under Section 2.6 shall be provided to the parent or legal guardian within five school days.

2.8 An officer, administrator, or employee of the school is prohibited from retaliating against any person for having reported a violation of this policy; or providing information regarding a violation of this policy.



## Hogan Preparatory Academy Board Policies

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#### Section 3. Time-Out

This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

#### Section 4. Student Fights or Altercations

This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

#### Section 5. Physical Restraints

The decision whether or not to use physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

#### Section 6. Law Enforcement or Emergency Medical Personnel Assistance

6.1 In some instances, in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

6.2 School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

#### Section 7. Corporal Punishment

7.1 For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable. No person employed or volunteering on behalf of the School shall administer corporal punishment or cause corporal punishment to be administered upon a student attend LEA schools.

7.2 A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the School's policy on student seclusion, isolation, and restraint is not a violation of this policy.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.
- 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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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 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.



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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 incidents, 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 contact.

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 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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **POLICY 2710 – STUDENT WELFARE: REPORTING OF CHILD ABUSE AND NEGLECT**

*(Last approved: 09/27/21)*

The Governing Board of Hogan Preparatory Academy adopts the following regulation effective on the date that the policy is adopted by the Board.

#### SECTION 1. Mandatory Reporters

The following individuals are mandatory reporters:

1. Teacher
2. Principal
3. School official
4. Any other person with responsibility for the care of children

#### SECTION 2. Reporting

2.1 All mandatory reporters have a duty (RSMo 210.115) to report suspected child abuse and neglect, including truancy and educational neglect to the Missouri Department of Social Services, Children’s Division. Such report shall be made via the Child Abuse and Neglect Hotline or the Online Mandated Reporting portal.

2.2 Mandatory reporters who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person shall also report such belief to their supervisor.

2.3 Any other school employee who is not a mandatory reporter shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.

2.4 An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protection services, as designated by the Children’s Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies

### Section 3: Students

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.

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.



## Hogan Preparatory Academy Board Policies

### Section 3: Students

#### 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.

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.



## Hogan Preparatory Academy Board Policies

### Section 3: Students

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.

#### 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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **POLICY 2770 – STUDENT WELFARE: HOMELESS STUDENT POLICY**

*(Last approved: 09/27/21)*

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Hogan Preparatory Academy recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. Therefore, Hogan Prep, in accordance with state and federal law (Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act) and the Missouri State Plan for Homeless Children and Youth, will give special attention to ensure that homeless children in the LEA have access to free, appropriate public education.

Definitions:

A “homeless child” or “homeless youth” is one who:

- A. Lacks a fixed, regular, and adequate nighttime residence; and
- B. Includes -
  - a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
  - b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
  - d. Migratory children or youths who qualify as homeless because they are living in circumstances described in subdivisions (a) and © above.

The first category may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.



## Hogan Preparatory Academy Board Policies

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The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

#### Enrollment and Placement:

Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, LEAs must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, Hogan Preparatory Academy must:

- (a) Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or
- (b) Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining what is a child or youth’s best interest, Hogan Preparatory Academy must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth’s parent or guardian. If Hogan Preparatory Academy wishes to send a homeless child or youth to a school other than the school of origin or a school requested by the parent or guardian, Hogan must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law, Hogan Preparatory Academy may, however, require contact information.

If Hogan Prep is unable to determine the grade level of the student because of missing or incomplete records, Hogan shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child/youth.



## Hogan Preparatory Academy Board Policies Section 3: Students

### Transportation:

Transportation must be provided, at the request of the parent or guardian (or in the case of unaccompanied youth, the homeless coordinator) to and from the school of origin.

- If the homeless child or youth continues to live in the area served by the LEA in which the school of origin is located, that LEA must provide or arrange for the child's or youth's transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, then LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
- The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.

### Services:

Each homeless child or youth shall be provided services comparable to services offered to other students in the LEA including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for children with disabilities, English learners, programs in career and technical education, programs for gifted and talented students, before-and-after school programs, school nutrition programs, and transportation.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of this LEA to provide for the transportation of the student. This may be achieved through the transportation services of this LEA, the school of origin, or another outside agency.



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### Records:

Once LEA officials have determined that an enrolling student is homeless, the LEA's homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

#### *Immunization:*

If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in §section 167.181.3, RSMo.

Any records ordinarily kept by school, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new LEA. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

### Coordinator:

The Board will designate an individual to act as the LEA's homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The LEA shall inform school personnel, service providers and advocates working with homeless families of the duties of the LEA homeless coordinator.



## Hogan Preparatory Academy Board Policies

### Section 3: Students

#### Resolving Grievances:

Level I - A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the LEA's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, then name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the Complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the Superintendent or his/her designee of the formal complaint and the disposition.

Level II - Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the Superintendent or his/her designee by filing a written appeal package. The package shall consist of the complainants' grievance and the decisions rendered at Level I. The Superintendent or his/her designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Superintendent or his/her designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III - If resolution is not reached in Level II, a similar written appeals package shall be directed through the Superintendent or his/her designee to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in a closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For LEA purposes, the decision of the Board is final.

Level IV - If the complainant is dissatisfied with the action taken by the Governing Board of the LEA, a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his/her findings within thirty (30) days to the LEA and the complainant. If the findings support the action taken by the LEA, such action will be confirmed. If the findings support the allegations of the complainant, the LEA will be



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directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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 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.



## **Hogan Preparatory Academy Board Policies Section 3: Students**

### **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 students.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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)



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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 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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **POLICY 2870 – STUDENT SERVICES: DISTRIBUTION OF MEDICINE TO STUDENTS**

*(Last approved: 09/27/21)*

The Board of Hogan Preparatory Academy adopts the following policy effective on that date that the policy is adopted by the Board.

#### SECTION 1. School Distribution and Administration of Medicine

1.1 The school nurse (or another employee designated by the Superintendent or his/her designee) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

1.1.1 Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.

1.1.2 The appropriate approval form for medication distribution must have been completed and signed by the parent or guardian for each medication.

1.1.3 The school nurse or other designated employee shall keep a written report of medication taken by the student.

#### SECTION 2. Student Possession and Self-Administration of Medication

2.1 The school shall grant any student authorization for the possession and self-administration of medication to treat the student's chronic health condition, including but not limited to asthma or anaphylaxis if:

2.1.1 A licensed physician prescribed or ordered such medication for use by the pupil and instructed such pupil in the correct and responsible use of such medication;

2.1.2 The pupil has demonstrated to the pupil's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered;



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2.1.3 The pupil's physician has approved and signed a written treatment plan for managing the pupil's chronic health condition, including asthma or anaphylaxis episodes and for medication for use by the pupil. Such plan shall include a statement that the pupil is capable of self-administering the medication under the treatment plan;

2.1.4 The pupil's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan and the liability statement.

2.1.5 The pupil's parent or guardian has signed a statement acknowledging that the school district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil or the administration of such medication by school staff. Such statement shall not be construed to release the School and its employees or agents from liability for negligence.

2.2 Pupils authorized to possess and self-administer medication may possess and self-administer such medication while in school, at a school-sponsored activity, and in transit to or from school or school-sponsored activity.

2.3 Such authorization shall only be effective for the school year in which it is granted. Such authorization shall be renewed by the student's parent or guardian each subsequent school year.

2.4 Any current duplicate prescription medicine, if provided by a student's parent or guardian or by the school shall be kept at the school in a location at which the student or school staff has immediate access in the event of an asthma or anaphylaxis or other emergency.

2.5 The written treatment plan, liability statement, and any other written documentation shall be kept on file at the school in a location easily accessible in the event of an emergency.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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.



## Hogan Preparatory Academy Board Policies Section 3: Students

### **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 non curricular 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 non curricular.