



Elementary School
Family & Student Handbook
2019-20

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Kansas City, MO 64130

816.444.5010

Website: www.hoganprep.net

Facebook: Hogan Prep Academy Elementary School

Hogan Preparatory Academy is a premier college prep district developing educated, compassionate, self-motivated leaders who prepare for life-long career options and give back to their community.

Welcome to Hogan Preparatory Academy Elementary School (HPA). This year, our theme is *Make Your Mark*. Our emphasis will be on lifting others, learning deeply, and leading in a positive manner. We strive to make HPA a place where kids care for one another, achieve at high levels, develop skills to manage emotions, and become leaders within their school and community. We have a committed staff who look forward to working alongside you to support your child in making his/her mark on this world.

This handbook contains information which will be helpful in guiding you through a successful school year. We strive to keep parents and students informed about all aspects of the school program. You can help your child have a successful school experience by:

- Sending your child to school everyday in uniform and on time.
- Making sure your child gets a good night's rest each evening.
- Establishing a routine and place for homework to be completed.
- Staying in touch with your child's teacher.
- Attending school wide events, class events and conferences.
- Praising students' efforts and successes.

If you have a question about school policies or programs do not hesitate to email, call or visit our office. Thank you for your participation, support and efforts. I look forward to a great year at Hogan.



Marcy Clay

Hogan Preparatory Academy

<p><i>District Office - 816.444.3484</i></p> <p>Dr. Jayson Strickland, Superintendent Dr. Tanya Shippy, Chief Operations Officer Jamie Berry, Chief Financial Officer Dr. Tamara Burns, Chief Academic Officer Adrienne Kelly, Director of Special Education</p>	<p><i>High School – 816.444.3464</i></p> <p>Edwin Wright, Principal Joy Dandridge, Vice Principal Phil Lascoula, Vice Principal</p>
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School Information

School Hours

The school day begins at 9:00 A.M. and ends at 4:00 P.M. Breakfast is served in classroom from 8:40-9:00 A.M. Students eating breakfast should arrive by 8:45 A.M. Students who arrive after 9:00 A.M. are tardy and must sign in at the front desk. **Office hours are from 8:00 A.M until 4:30 P.M. Monday through Friday.**

We strive to get every child home safely and keep careful records. Please help us by making any transportation changes by phone or written note to the main office (not the teacher's cell phone or email) before 3:30 P.M. For safety purposes, no changes will be made and **students will not be signed out after 3:30 P.M.** Emergency situations will be addressed by administration. Refusal to honor this policy may result in loss of transportation privileges to ensure safety and clarity for staff and students at dismissal.

Admission

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

If the capacity of the school is insufficient to enroll all students who submit an application during open enrollment period, the school will use a lottery admissions process in order to assure all applicants an equal chance of admission. A waiting list will then be established. If the number of students is equal or less than the number of openings at any grade level, all students will be admitted, with the exception of Safe Schools violations. After the open enrollment period, students will be enrolled on a first-come, first-serve basis. Students on the waiting list will be used to fill any remaining vacancies by grade level. A student will not be considered for enrollment at Hogan until the official admissions packet has been completed; records from sending school(s) have been received, reviewed and approved; and parent/guardian and student have attended a mandatory orientation meeting. Partial applications will not be enrolled or put on the waiting list.

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

A student must be 5 years old by September 1, 2019 in order to enroll in Kindergarten.

Transportation

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

Car riders are released by Hogan staff at 4:00 P.M. Parents should wait in the car rider line and follow the school's procedure for releasing students. Students who are picked up from school should be picked up no later than 4:30 P.M. Consistent late pick-ups will be addressed by administration.

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

School Supplies

Students are responsible for respectfully caring for school instructional property, including books, technology, furniture, etc..

Some instructional materials are furnished by the school. Teachers will provide a supply list of materials which children will be responsible for bringing to school. In most instances, students will be asked to share supplies within the classroom, a method known as community supplies.

Lost and Found

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

Inclement Weather

Local TV stations will broadcast school closings for Hogan Preparatory Academy. There is a link on our webpage www.hoganprep.net. Hogan Prep will send out a phone blast in the event of a weather-related cancellation; it is the responsibility of the parent/guardian to ensure the school has updated contact information on file.

Telephone

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

School Policies

Attendance Policy

Hogan expects regular attendance (95% or higher) from all students. If a student will be absent, the parent/guardian should call the office before 9:30 AM. Students who fall below 90% attendance may be in jeopardy of retention, referral to the Division of Family Services, or issued a citation to appear in truancy court.

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

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

Tardiness - Arrival after 9:00 A.M. is considered tardy; students should be signed in by a parent/guardian at the main office. Students who arrive after 9:00 A.M. may not be escorted to class by a parent, as instruction has already started.

The following steps may be taken if a student nears, reaches, or falls below 90% attendance:

1. Letter sent to parent/guardian with information about number of absences
2. Conference with administrator
3. Possible consideration for retention, loss of academic credit, referral to DFS, or issued a citation to appear in truancy court

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

Promotion/Retention Policy

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

1. Mastery of at least 70% of Missouri Learning Standards in English Language Arts and Mathematics on grade level unit assessments. Parents may request a copy of the standards at any time.
2. Reading within one-half year of his or her grade level as measured by the STAR reading and/or Teacher's College diagnostic reading assessment or making above average growth toward that goal.
3. Maintain an overall 90% attendance rate. All absences (including suspension), tardy arrivals, or early departures are factored into overall attendance rate, whether excused or unexcused.
4. Standardized test scores, grades, social/emotional development, birthdate, and other pertinent data will also be considered in determining promotion.

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

Homework Policy

Homework is a shared responsibility among students, parents/guardians, and teachers. Homework offers valuable practice time and encourages independent study habits. It also provides parents an opportunity to see academic material related to the student's daily instruction and his/her level of independence and

mastery with that material. Students should expect 10 minutes of homework per night, per grade level (for example, Kindergarten – 10 minutes, 1st grade – 20 minutes, etc.) Monday through Thursday.

Visitor Policy

Hogan has an open door policy. Parents and (authorized) visitors are welcome at any time; please refrain from bringing siblings or other family members. Visitors are only allowed through the front doors. All visitors entering Hogan must report to the front desk for a visitor's pass and may be asked to show proper identification. Visitors should be sensitive to classroom instructional time. Observation visits should be limited to 10-15 minutes. Longer visits should be approved by administration in advance.

If you need to speak to the teacher, please set up an appointment time. Teachers are not expected to stop teaching and supervising students to speak to visitors and will not discuss parent concerns while students are in the classroom. Classroom instruction must not be interrupted; classroom management should be addressed by the teacher. No electronic devices may be on or in use during visits to the classroom.

Birthday treats are allowed with advance notice at a time deemed appropriate by Hogan staff. Teaching and learning may not be interrupted. Treats must be small, easily distributed and free of nuts. Hogan staff may deny visitors/treats that are unscheduled or disruptive to school operations.

Uniform Policy

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

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

Cell Phones or Other Electronic Devices

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

Please do not attempt to contact your child on his/her cell phone during the school day. Hogan staff retains the right to confiscate any phones or electronic devices that are visible and in use during the school day. The item will be returned to the student or parent at the discretion of Hogan staff.

Internet and Technology

Technology has vast potential to support curriculum and student learning. Hogan believes technology should be used in school to inform and enhance education. A Technology Agreement must be signed and included in each student's file at the beginning of the school year or upon admittance to Hogan.

Field Trips

Field trips are an effective and worthwhile means of learning. Permission slips will be sent home to attain parent/guardian approval. If these slips are not returned by the assigned day, the student will not be allowed to attend. Students are expected to honor the school's Code of Conduct in order to attend field trips. Any

parent/guardian volunteers (if needed) on field trips must fill out a volunteer form and be cleared through Human Resources before attending.

School Expectations

Student Code of Conduct

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

Hogan supports a positive climate for learning by implementing Behavior Intervention Support Team (**BIST**). We have three life goals for our students:

1. I can be productive and follow directions, even if I don't want to.
2. I can be productive and follow directions, even when I am angry or upset.
3. I can be productive and follow directions, even when others are not.

A student will be asked one time per activity to stop a behavior that is hurtful or disruptive. Adults will intervene quickly if the student cannot meet this standard.

- First, a redirection will be given. Teachers are asked to redirect quickly, with calm and kind language. An opportunity will be given for students to rethink and correct their behavior.
- If the acting out continues, the student will be moved to a refill station, where he/she can remain in the classroom but has space to problem solve and de-escalate if needed. This spot gives students time and space within the classroom for support in making better choices.
- If the acting out persists or a student is hurtful or disruptive, the student will be asked to move to a regroup space, another classroom where students are given another opportunity to solve the problem. This space still offers students support in decision-making.
- If necessary, students will be asked to visit the RAMS Room. Here, our interventionist will help the student work through the challenge and prepare to correct it. This space is also for students who are working through disagreements with one another, making positive contributions on a behavior plan, taking short physical activity breaks, or are working in small groups on various behavior skills.
- Before returning to class, students will work back through each step of the process, speaking with the teacher along the way. If students end the day in a particular spot on this continuum, they will begin the next day in that same spot, continuing to work back to class.
- Students who repeatedly or consistently move through this continuum of placements will be placed on a documented behavior support plan.

Discipline Continuum

Level 1-2 infractions - Most will be handled with the above process. They include but are not limited to: disruption of the learning environment, defiance of authority, unapproved use of electronic devices, failure to be in assigned classroom/area, disrespectful or hurtful behavior directed at other students or staff, etc.

Parent phone calls may or may not be made for level 1 infractions; for repeated infractions, a behavior support plan may be implemented. Administrative intervention may be necessary with more severe consequences if behavior is consistently disruptive to the learning environment or endangers the safety of students or property.

Level 1

Behaviors

- Noncompliance with repeated request (disruptive)
- Disrespectful, profane, inappropriate language (hurtful)
- Cheating
- Improper use of electronic devices
- Minimal theft
- Refusal to complete work

Response

- Addressed and documented by the classroom teacher
- Behavior support plan may be implemented
- Documented parent contact recommended

Level 2

Behaviors

- Repeated Level 1 behaviors
- Inappropriate physical contact (unsafe)
- Leaving assigned location without permission

Response

- Addressed and documented by teacher with behavior support team and/or administration, if needed
- Behavior support plan implemented
- Documented parent contact required

Level 3

Behaviors

- Repeated Level 2 behaviors (after behavior support plan)
- Inappropriate use of electronic devices
- Disruption of RAMS Room
- Major theft
- Fighting
- Weapons

Response

- Addressed by administration, may result in 1-3 day suspension (including reverse suspension)
- Documented parent contact required

Level 4

Behaviors

- Repeated Level 3 behaviors
- Assault of student or staff member
- Bullying (including cyberbullying)
- Harassment (race, religion, gender, disability, sexual orientation)
- Vandalism or theft
- Group fighting
- Inappropriate sexual contact

Response

- Addressed immediately by administration, may result in up to a 5-day suspension (including reverse suspension)

Level 5

Behaviors

- Drugs (possession, distribution or use)
- Threat by electronic transmission
- Explosives or firearms
- Aggravated assault

Response

- Addressed immediately by administration, may result in up to 10-day suspension, recommendation for long-term suspension/expulsion, referral to law enforcement

Level 3-5 infractions will result in an office referral and administrative action. They include but are not limited to:

- *Bullying* - repeated physical, verbal, written, or electronic mistreatment of an individual in order to gain control over or humiliate (physical, psychological, or cyber).
- *Tobacco, Drugs, Alcohol* – possession or use of tobacco products, alcohol, controlled substances, illegal substances, and/or paraphernalia.
- *Fighting* – mutual combat in which involved parties have contributed to with verbal or physical actions
- *Harassment* – any unwelcome comments (written, spoken, or nonverbal) or conduct which violates an individual’s dignity, and/or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may include, but is not limited to: sexual, racial, sexual orientation, disability, age, or other personal characteristics.
- *Theft* – stealing, attempt to steal, or willful possession of stolen property.
- *Threats* – the use of words or actions, which are threats of violence or harm.
- *Vandalism* – the willful damage of school or personal property.
- *Weapons* - possession or use of any object which is customarily used for attack against another person; any instrument or device used to inflict personal injury to another person.

Consequences may include, but are not limited to: parent phone call and subsequent conference, reverse suspension (parent is asked to join student at school for the day), restorative circle, in-school-suspension, out-of-school suspension, or in more severe cases, referral to the Board of Directors for recommendation of long term suspension/expulsion and notification to law enforcement officials. All level 3-5 infractions will be documented in a student’s discipline record.

Discipline Appeal

To appeal administrative decisions, the parent/guardian must notify an administrator in writing within seven (7) calendar days of the action taken. An appeals hearing will be scheduled with the Superintendent. The parent/guardian must submit pertinent information explaining the grounds for the appeal. Administration will submit information explaining its view of the situation and action taken. The Superintendent will rule on the appeal and notify administration. Administration will notify the parent/guardian.

Appeals to the Superintendent are limited to action in excess of ten (10) school days of out-of- school suspension. Suspensions greater than 180 days may be appealed to the Board of Directors.

Bullying

Hogan Prep believes that all students are entitled to work and study in school-related environments that are free of harassment, intimidation and bullying. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have [serious, lasting problems](#). In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

A safe and civil environment in school is necessary for our students to learn and achieve high academic standards. If you have been the victim of bullying or have witnessed the bullying of a Hogan student, complete the report form at the end of this handbook and submit to administration. Administration will conduct an investigation and take necessary steps to ensure students’ safety.

Corporal Punishment

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

Student Information/Records

Permanent Records/Report Cards

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

At the end of every quarter, parents will receive a report card. Parents will be given the report card for 1st and 3rd quarters at Parent-Teacher conferences. 2nd quarter report cards will be sent home with students, and 4th quarter report cards will be mailed.

Confidentiality of Student Information

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

Change of Information

Help us keep your child safe by ensuring the school has current contact information for every person listed in the student’s file. If a change in address and/or phone number occurs, please contact the office at [816.444.5010](tel:816.444.5010). *It is unlawful for a student to be in attendance without a viable parent/guardian contact. The school reserves the right to take disciplinary action, including withdrawal, if we are unable to reach a parent/guardian within a reasonable period of time.*

Student Health

Medical Information

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

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

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

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

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

Medication Administration

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

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

Communicable Disease

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

Federal Acts and Programs

Child Abuse/Child Protection – Child Protection Act

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

Standard Complaint Resolution Procedure For Title Programs Under the Elementary and Secondary Education Act (ESEA)

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education (DESE) under the Elementary and Secondary Education Act (ESEA).

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

Any individual or organization may file a complaint. Such a complaint must be in writing and signed; it must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint can be submitted to the Superintendent of Hogan Preparatory Academy or to DESE. If the issue cannot be resolved at the local level, the complainant may appeal to DESE.

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

Family Educational Rights and Privacy Acts

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

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

Title I Services

Title I is a federally funded program approved by the Missouri State Department of Education. Title I services are available for eligible students in the elementary schools. Students may participate in small group tutorial

activities in reading to reinforce the basic skills taught in the regular classroom. The Title I teacher and classroom teacher work cooperatively to plan supplemental activities in these two subject areas.

Our district is required to inform you of certain information that you, according to The Elementary and Secondary Education Act (ESEA), have the right to know.

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

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

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

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

Drug Free School Policy

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

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

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

BULLYING INCIDENT REPORT FORM

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

Date Filed: _____ Your Name*: _____

Phone Number(s) _____

You are a: ___ Student ___ Parent ___ Employee ___ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

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

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

Name of Witnesses: _____

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

*Signature of Complainant _____

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



This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken: _____

Result of Investigation/Action taken:

Signature of Principal: _____

**HOGAN PREPARATORY ACADEMY
PERMISSION FOR THE ADMINISTRATION OF MEDICATION**

Student _____ Grade _____ DOB ____/____/____

Allergies _____

Name of Medication _____ Dose _____ Time _____

Route by mouth inhaled injection other: _____

Reason to be administered _____

Special instructions _____

I grant permission for the nurse or nurse's designee to assist in the administration of the above named medication for my child (named above). I certify that the prescribed medication is in its **original container** and that it is necessary, according to my physician's instructions, for this medication to be provided during the school day, including when my child is away from school property on official school business. I understand that this **medication will be given only according to the directions on the label as prescribed by the doctor**. Further, I agree to waive any claims of liability that may arise against any school personnel relative to the administration of medication to my child according to these directions. I further understand that, at the end of the school year, it will be my responsibility to pick-up any unused medication by the last day of the school year, otherwise the school will dispose of the medication.

_____/_____/_____
Date

Signature of Parent/Legal Guardian

DISPOSITION OF MEDICATION

_____ I will pick up the unused/discontinued medication by the last day of the school year.

_____ At the end of the school year, I do not wish to pick up the medication. The school has my permission to dispose of the medication.

_____/_____/_____
Date

Signature of Parent/Legal Guardian



Hogan Preparatory Academy

Student Bus Contract

General Information

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

Student Pledge:

I agree to ride the bus SAFELY.

- ❖ I will sit in my assigned seat.
- ❖ I will stay seated and keep my hands and feet out of the aisle.
- ❖ I will keep hands, feet and objects to myself
- ❖ I will keep all objects in my backpack (no food, drink, toys, etc)

I agree to show RESPECT.

- ❖ I will follow adults' directions the first time.
- ❖ I will use kind words and a quiet voice.

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

- ❖ Parent phone call
- ❖ Apology letter
- ❖ Community service or other restorative tasks
- ❖ Bus suspension or removal

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

Student Name: _____ Grade: _____ Bus Number _____

Student's Signature: _____

Parent Signature: _____

Administrator Signature: _____



Hogan Preparatory Academy Technology Agreement

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

Student's Daily Responsibilities *I understand my daily responsibilities.* Student initials _____

- Devices should be used for educational purposes only.
- Devices should never be left unattended.
- Devices must be protected using a case.
- Devices may only be taken outside of the classroom under teacher supervision/direction.
- Always place devices on a stable surface when using.
- Devices should not distract learning in the classroom (sound, screen effects, etc.).
- Keep food and drink away from devices at all times.
- Devices must be checked in and checked out daily according to classroom procedures.

Good Citizenship *I understand how to be a good citizen with technology.* Student initials _____

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

Unacceptable Behavior *I know what behavior is not appropriate with technology.* Student initials _____

- It is unacceptable to take, send, or view pictures, websites or movies that are not related to classroom instruction.
- It is unacceptable to intentionally damage a device in any way.
- It is unacceptable to access or change any settings on the devices.
- It is unacceptable to participate in any online activity that is disruptive or hurtful to the school learning environment or others (whether that activity takes place inside of school or elsewhere).

We have reviewed, understand, and agree to follow this Technology Agreement and the Hogan Preparatory Academy School District's Technology Acceptable Use Policy.

Student Name/Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date of Signature: _____



HOGAN PREPARATORY ACADEMY
ELEMENTARY SCHOOL
PRACTICES AND PRIORITIES OVERVIEW
2019-20 SCHOOL YEAR

Hogan Preparatory Academy (HPA) is a school of choice. The partnership between parents and staff is critical to students' academic, social, and emotional success. HPA is committed to ensuring families are aware of notable practices and priorities of the school in advance to best support students' learning.

- ❑ **ACADEMIC ACHIEVEMENT** - HPA is a college preparatory school committed to providing a rigorous curriculum for students designed from the Missouri Learning Standards.
 - ❑ **ATTENDANCE** - *95% or higher is expected of all students.* School starts at 9:00 AM and ends at 4:00 PM. Students should arrive on time and stay for the duration of the school day. Appointments should be made for nonschool hours whenever possible. All absences, tardies, and early departures count toward a student's overall percentage. Students must be picked up from school or school-related activities on time.
 - ❑ **HOMEWORK** - We strive to offer students ample opportunity to practice learned skills and strategies. Homework will be assigned to all students grades K-12.

- ❑ **UNIFORM** - HPA expects students in full uniform daily (black/khaki/navy pants, maroon/white Hogan polo, white/grey/navy/black undershirts. Dress down days will be communicated with a ticket for a specified date. Parents may be asked to bring clothing if a student is out of uniform.

- ❑ **VISITORS** - HPA welcomes visitors. Our top priority is uninterrupted teaching and learning time; appointments must be made in advance to speak with a teacher during instructional or supervision times.
 - ❑ All visitors must sign in with the office (ID will be checked.) and wear a visitor badge at all times
 - ❑ Classroom observations are limited to 10-15 minutes, unless an extended time frame has been approved
 - ❑ Cell phones are not allowed in classrooms
 - ❑ Staff reserves the right to deny visitors based on the best interest of students
 - ❑ Parents are encouraged to volunteer in school activities, as needed. A completed background check and administrative approval is required of all volunteers.

- ❑ **COMMUNICATION** - HPA works to create a positive school community through timely, constructive communication. Respectful interactions are expected at all times, in person, over the phone, and in writing.
 - ❑ CONTACT INFO - Students must have a working contact number for parents at all times.
 - ❑ TIMING - The office is open for calls and service from 8:00 AM until 4:30 PM. Phone calls to staff will be taken as a message and the call returned within 24 hours at a time when staff is not teaching.
 - ❑ PARENT TEACHER CONFERENCES - All parents are expected to attend conferences at the school site; we are committed to discussing students' progress face-to-face a minimum of two times per year, in the fall and spring semesters. Grade reports will be available at conferences and sent home at the end of each semester.
 - ❑ PROBLEM-SOLVING - Problems are discussed directly with the person involved; administration will not address most issues that have not been shared with staff first. To meet with staff to discuss a concern, an appointment should be made. Problems will be discussed directly with a student's parent/guardian.

TRANSPORTATION - HPA strives to help students get to school daily and on time by providing bus services; however, it is not required for the school to transport students.

- ❑ BEHAVIOR - Safe, respectful behavior is expected from students while on the bus and from parents when engaging with bus drivers. Parents may not board a bus without permission from a school administrator. Students who do not ride safely and respectfully will be removed from the bus.
- ❑ BUS STOP CHANGES - Parents must complete proper documentation to change a student's bus stop, which may take up to 2 weeks. Students may only ride to and from the stop assigned.
- ❑ DAILY CHANGES - To change students' transportation, parents must send a dated note OR call the main office (not text or call the teacher directly) before 3:30 PM. *No changes will be made to a students transportation after this time. Students are not released to parents between 3:30-4:00.*

Parent/Guardian _____ Date _____

Student _____ Date _____

Administrator/School Representative _____ Date _____