



Hogan Preparatory Academy Middle School
2018-2019

6409 E. Agnes
Kansas City, MO 64132
816.444.4479

Website: hoganprep.net
Facebook: Hogan Prep

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.

Semester 1 Classes

	Teacher	Bell Schedule
Homeroom		
1st hour		
2nd hour		
3rd hour		
4th hour		
5th hour		
6th hour		
7th hour		
8th hour		

Semester 2 Classes

	Teacher	Bell Schedule
Homeroom		
1st hour		
2nd hour		
3rd hour		
4th hour		
5th hour		
6th hour		
7th hour		
8th hour		

Welcome to the 2018-19 school year at Hogan Preparatory Academy Middle School. We hope this will be an exceptional year of learning. Our goal is to provide a high-quality education in a safe and caring environment. In order for use to be successful, we need the help and support of students and their guardians. In order for your student to be most successful, we ask that you support the school in the following ways:

- Make sure your student arrives to school every day on time and in proper uniform
- Make sure your student is well rested and ready to learn
- Instill in your student the importance of their education
- Keep the school up-to-date on changes in phone number and address
- Attend school events, including parent-teacher conferences

This handbook contains information that will be very important for your student’s success this year. Please review the handbook and let us know if you have any questions. Thank you for choosing Hogan Prep Middle School!

Zac Coughlin

Hogan Preparatory Academy

<i>District Office</i>	<i>High School – 816.444.3464</i>
Dr. Tanya Shippy, Interim Superintendent and Director of Human Resources Dr. Tamara Burns, Director of Curriculum Dr. Ebony Edwards, Director of Data Jennifer Pearl, Director of Student Services	Shannon North, Principal Linda Camacho, Dean of Academics Joy Dandridge, Vice Principal Phil Lascuola, Dean of Students & Athletic Director
<i>Middle School – 816.444.4479</i>	<i>Elementary School 816.444.5010</i>
Zac Coughlin, Principal Danielle Blackstock, Vice Principal Kelcey McCauley, Vice Principal	Amber White, Principal Beverly Leonard, Vice Principal

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School Information

School Hours

The school day begins at 8:00 A.M. and ends at 3:00 P.M. Breakfast is served from 7:40-7:55 A.M. Students eating breakfast should arrive by 7:55 A.M. Students who arrive after 8:00 A.M. are tardy and must sign in at the front desk. **Office hours are from 7:15 A.M until 4:15 P.M. Monday through Friday.**

We strive to get every child home safely and will be keeping careful records. *Please help us by making any transportation changes before 2:40 P.M. No changes will be made after that time. Students must ride home on the bus that is assigned to them unless a parent calls and makes a change with building administration*

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 (March), 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 be considered officially enrolled at Hogan when the official admissions packet has been completed, records from sending school(s) have been received, and parent/guardian and student have attended a mandatory orientation meeting. Partial applications will not be enrolled and may be placed 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.

Transportation

Hogan will provide 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.

Students who are picked up from school should be picked up no later than 3:15 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 no later than 2:40 PM. **Changes will not be made by verbal communication from children.** For safety reasons, changes received after 2:40 PM may not be honored.*

School Supplies

Students are responsible for respectfully caring for school instructional property, including books, technology, furniture, etc.. A reasonable system of fines, penalties, or methods of payment for a fair value of the lost or damaged items will be implemented. Hogan Prep Middle School will provide students with a binder, planner, pencil pouch, and some paper and pencils. Students must always have their planner or they will not be allowed to leave class for any reason. Passes out of class are limited to one pass per day unless there are extenuating circumstances. Misplaced or lost binders can be purchased for \$7, and misplaced or lost planners can be purchased for \$5.

Lost and Found

Hogan Preparatory Academy is not responsible for lost or misplaced personal items.

Lost or misplaced items will be stored in the office for a short period of time. Students should check the lost and found before or after school or with permission from an adult. Items in the lost and found will be cleaned and donated monthly.

Inclement Weather

Local TV stations will broadcast school closings for Hogan Preparatory Academy. There is a link on our website (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 or tardy, the parent/guardian should call the office before 8:30 AM. Students who fall below 90% attendance may be in jeopardy of retention, referral to the Children's Division (Dept. of Social Services), or issued a citation to appear in truancy court. **STUDENTS WHO MISS MORE THAN 8 DAYS (54.8 hours/3288 minutes) PER SEMESTER (excused and/or unexcused) WILL FAIL ALL COURSES AND WILL BE FORCED TO REPEAT THE GRADE.** An appeal may be written and presented to the superintendent or his/her designee.

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 8:00 A.M. is considered tardy; students should sign in at the main office. Every minute a student is tardy counts against that student's attendance percentage.

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 the Children's Division, 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, 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 an integral part of the educational process. Homework is a shared responsibility among students, parents/guardians, and teachers. Homework offers valuable practice time and encourages independent study habits.

Visitor Policy

Hogan has an open door policy. Parents and (authorized) visitors are welcome at any time. 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. In order to visit a classroom, an appointment must be made 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. Visitors are only allowed through the front doors.

Uniform Policy

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

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

Students who are not dressed in appropriate attire will be required to call home and will remain in ISS until suitable clothing can be provided.

Cell Phones or Other Electronic Devices

If at all possible, students should not bring cell phones or other electronic devices to school. If they are brought to school, they should be powered off and stored in students' 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/or 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. *This behavior matrix cannot be expected to identify all behaviors and consequences. Final consequence decisions are up to administrator discretion.*

Most Level 1 Offenses should be able to be handled by teachers in the classroom

Behaviors

Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense	Level 5 Offense
Academic Dishonesty	Obscene Language, Gestures, and/or Profanity	Verbal abuse to staff	Sexual Harassment	Weapon possession or use
Dishonesty	Failure to serve after school detention	Verbal threat to student	Threats to staff	Distribution of drugs/alcohol
Disruptive Conduct or Speech	Skipping class/leaving without permission	Hazing/Bullying	Possession of drugs/alcohol	Arson
Dress Code Violation	Open defiance to staff	Harassment	False alarm	Physical abuse to staff
PDA	Verbal abuse to student or peer	Theft		
Tardies (more than 5)	Cell Phone (3rd offense, parent pick up)	Fighting**		
Technology misconduct	Possession or use of tobacco	Assault		
Unsafe behavior/horseplay	Possession or distribution of unnecessary articles	Instigating a fight		
	Vandalism			
	Non-Sanctioned group activity			

Not following expectations in ISS will result in additional days of ISS or OSS.

Any student who receives 10 discipline consequences will be put on a behavior contract.

Any student who receives 12 discipline consequences will be referred to superintendent.

Due to privacy and confidentiality, parents are not allowed to view footage from cameras.

Students with an IEP will be handled on an individual basis.

Consequences

	Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense	Level 5 Offense
1st consequence	Warning	Parent contact; 1 detention and restorative practice	Parent contact; 5 days OSS	Parent contact; 5-10 days OSS, superintendent hearing, and behavior contract	Parent contact; Immediate 10 days OSS and recommendation for suspension up to or including expulsion
2nd consequence	Parent contact; 1 day restorative practice	Parent contact; 1 day ISS	Parent contact; 10 days OSS, superintendent hearing, and behavior contract	Parent contact; 10 days OSS and recommendation for suspension up to or including expulsion	
3rd consequence	Parent contact; 1 detention	Parent meeting; 3 days ISS	Parent contact; 10 days OSS and recommendation for suspension up to or including expulsion		
4th consequence	Parent meeting; 1 day ISS	Parent contact; 1 day OSS			
5th consequence	Parent contact; 3 days ISS	Parent contact; 5 days ISS			
6th consequence	Parent contact; 1 day OSS	Parent contact; 3 days OSS			
7th consequence	Parent contact; 5 days ISS	Parent contact; 5 days OSS			
Continuous	Parent contact; 3 days OSS	Parent contact; 5 days OSS			

*Pursuant to the Gun Free Schools Act, possession of a gun or explosive device at school or at a school event will result in referral for expulsion.

**Any student who engages physically in a fight will be consequenced, regardless of who starts the fight.

Bus Behaviors & Consequences

Bus Behaviors	
Level 1 Offense	Level 2 Offense
Standing on bus	Profanity toward bus driver/monitor
Profanity	Destroying property
Putting body parts out the windows	Inappropriate items on bus
Not following directs	Throwing items on bus
Getting on/off at wrong stop	Physical violence
Littering	

Bus Consequences		
	Level 1 Offense	Level 2 Offense
1st consequence	Warning	10 day bus suspension
2nd consequence	3 day bus suspension	1 month bus suspension
3rd consequence	5 day bus suspension	Semester bus suspension
4th consequence	10 day bus suspension	Year long bus suspension
5th consequence	1 month bus suspension	
6th consequence	Semester bus suspension	

Discipline Appeal

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

Bullying

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

Corporal Punishment

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

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.

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 and 4th quarter report cards will be mailed home.

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 816.444.4479. *It is unlawful for a student to be in attendance without a viable parent/guardian contact. If the school does not have contact information, students will not be allowed to return to school and could be referred to Children’s Division.*

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 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.

In order to attend the 8th grade, students must have a TDAP shot on record before September 1. If students do not have the TDAP shot, they will not be allowed at school per Missouri law.

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..

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 (100.2 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



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: _____

HOGAN PREPARATORY ACADEMY

**UNIFORM
EXPECTATIONS**



**HOGAN
SHIRT**



**TUCKED
IN**



**KHAKI,
NAVY, OR
BLACK**





Students should use the following procedure when operating the combination lock:

1. Give the dial two or more turns to the **RIGHT**.



2. On the third turn to the **RIGHT**, stop at the first number of the combination.

3. Next, turn **LEFT** one whole turn **past** the first number and stop at the second number in the combination.



4. Now, turn **RIGHT** and stop at the last number in the combination.



Pull down on the lock. It should open. If not, return to Step One and take your time.

5. Pull down on your lock again and open the door.

RAMS HALL and HALL PASS EXPECTATIONS

Students can only have one pass out of class (locker or restroom) a day.

Teachers will use the homework section of the planner to sign passes.

If a teacher sees a signature already for that day the student will not be able to have another pass out of class.

***Exception for medical needs on file**



- **Students are using conversational voices and walking to class.**
- **Students walk and talk.**
- **Students are not in groups of more than 2 or 3.**
- **Students stay on right side of hallway (right of tape).**
- **Students do not go to lockers in between classes.**
- **Students will only go to lockers before 1st hour, 5th hour, and dismissal.**