



**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 2: GENERAL ADMINISTRATION**

Policy Number	Policy Title	Page Number
1110	Religious Expression	3
1210	Calendar Requirements: School Year and School Day	3
1300	Prohibition Against Harassment, Discrimination, and Retaliation	4
1405	School/Community Relations: Parent/Family Involvement in Education	4
1410	School/Community Relations: Relations with Law Enforcement Authorities	5
1420	School/Community Relations: Community Use of School Facilities	5
1425	School/Community Relations: School Volunteers	5-6
1430	School/Community Relations: Visitors to Schools	6-7
1431	School/Community Relations: Code of Conduct – Adults	7-8
1432	School/Community Relations: Prohibition Against Firearms and Weapons	8
1440	School/Community Relations: Research Requests	9
1450	School/Community Relations: Public Access to School Documents	9
1460	School/Community Relations: Community Involvement in Decision Making	10
1470	School/Community Relations: Public Gifts to Schools	10
1480	School/Community Relations: Public Complaints	10
1510	Office Methods and Data Management: Records	11
1520	Office Methods and Data Management: School District Annual Report	11
1600	Private, State and Federal Programs Administration	11
1610	Private, State and Federal Programs Administration: Protection of Student Rights	11-12



**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 2: GENERAL ADMINISTRATION**

Policy Number	Policy Title	Page Number
1620	Private, State and Federal Programs Administration: Private, State and Federal Funding	12-13
1621	Private, State and Federal Programs Administration: Title I	13
1710	Administrative Organization and Roles: Administrative Reports	13
1720	Administrative Organization and Roles: Superintendent of Schools	14
1730	Administrative Organization and Roles: Building Administration	15

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1110 – RELIGIOUS EXPRESSION

(Last approved: 2/02/2009)

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 – Religious or Controversial Issues.)

POLICY 1210 – CALENDAR REQUIREMENTS: SCHOOL YEAR AND SCHOOL DAY

(Last approved: 11/XX/2008)

Beginning with the 2019-20 school year, the Board will annually adopt a school calendar that will provide for 1,044 hours of pupil attendance with no minimum number of school days. The beginning of the school year will not generally be set more than fourteen (14) calendar days prior to Labor Day. Should the Board decide to set an earlier start date, the Board will:

- Give public notice of the meeting to discuss an earlier start date
- Conduct a public meeting
- Vote at that meeting to allow an earlier start date

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date.

The District will only be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. For purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat. With the start of the 2020-21 school year, “excessive heat” will be added to the definition of “inclement weather.”

However, beginning in the school year 2020-21, the District will not be required to make up any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year, if DESE has approved an alternative method of instruction plan submitted by the District.

(Completely updated to reflect MCE and DESE standards)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1300 – PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

(Last approved: 11/XX/2008)

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

CO Name	Jamie Berry
CO Title	Chief Finance and Accountability Officer
CO Address	5809 Michigan Avenue, Kansas City, MO 64130
CO Number	816-444-3484

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

(Completely replaced using MCE updates as of January, 2018)

POLICY 1405 – SCHOOL/COMMUNITY RELATIONS: PARENT/FAMILY INVOLVEMENT IN EDUCATION

(Last approved: 11/XX/2008)

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's **Parent Involvement Committee**. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1. *(changes PTSA to Parent Involvement Committee)*

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1410 – SCHOOL/COMMUNITY RELATIONS: RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

(Last approved: 11/XX/2008)

It is the District policy to cooperate fully with law enforcement agencies in promoting the welfare of District's students, staff and the community. As provided in Policy and Regulation 2673, District officials will satisfy the reporting requirements of the Safe Schools Act. (See also Policy 2150 - Searches by School Personnel, and Policy 2160 - Interviews, Interrogations and Removal from School.)

POLICY 1420 – SCHOOL/COMMUNITY RELATIONS: COMMUNITY USE OF SCHOOL FACILITIES

(Last approved: 11/XX/2008)

School District facilities are available for community use when facilities are not required for instructional or administration purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use school facilities under this policy, the District will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: SCHOOL VOLUNTEERS

(Last approved: 11/XX/2008)

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students.

Screened Volunteers

Individuals who assist our schools on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay for the cost of obtaining such criminal records checks. Screened volunteers may have access to students' educational records where necessary and when supervised by a staff member.

HOGAN PREPARATORY ACADEMY BOARD POLICIES
SECTION 2: GENERAL ADMINISTRATION

POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: SCHOOL VOLUNTEERS (continued)

(Last approved: 11/XX/2008)

Non-Screened Volunteers

Non-screened volunteers are those individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer's consent, obtain a criminal records check from local law enforcement prior to beginning volunteer service. The District will assume any costs in obtaining such records checks.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and may be interviewed prior to beginning volunteer service. (Form 1425). The District serves the right to deny individual applicants where the best interests of the educational program are served.

(Complete policy replacement per MCE updates as of August 2019)

POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS

(Last approved: 11/XX/2008)

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present. Sex offenders cannot reside within 1,000 feet of a school or victim unless the individual is receiving treatment in a treatment facility or nursing home for purposes of getting treatment.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS (continued)

(Last approved: 11/25/2008)

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

(Complete policy replacement per MCE updates as of August 2019)

POLICY 1431 – SCHOOL/COMMUNITY RELATIONS – CODE OF CONDUCT - ADULTS

(Last approved: 09/24/2018)

The Board of Directors is committed to providing a safe, harassment-free environment for students and employees, which promotes mutual respect, civility and orderly conduct among Hogan Preparatory Academy employees, parents and the public. The district discourages uncivil behavior. This policy is not intended to deprive any person of his or her freedom of expression, but rather to maintain a safe, orderly educational environment for our students.

Therefore, the Board has established a code of conduct for parents, patrons, and visitors during communications as well as while on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Uncivil behavior shall be defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is aggressive, hostile, volatile, coercive, intimidating, violent, harassing or bullying, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district.

Examples of uncivil behavior include, but are not limited to, the use of profanity, disrupting or threatening to disrupt school or office operations, threatening the health or safety of others, willfully causing property damage, loud or offensive language that might provoke a violent reaction, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1431 – SCHOOL/COMMUNITY RELATIONS – CODE OF CONDUCT - ADULTS (continued)

(Last approved: 09/24/2018)

characteristic, or behavior that is out of control. Uncivil behavior may be verbal or nonverbal and can occur during face-to-face or written communications, telephone conversations, voice mail messages, and any other electronic means or medium of communication.

Any individual who engages in uncivil behavior will be advised by the employee to whom the remarks are directed to communicate in a civil manner. If the individual does not stop the uncivil behavior, the district employee will notify the individual that the meeting and/or communication is terminated, and the district employee shall notify his/her supervisor of such incident immediately. If the uncivil behavior occurs on school district property or during a school district activity, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of any future communication which may include advising the individual that they are not allowed on school district property or at school district activities until further notice and that any future communication be directed only to the supervisor.

Physical or violent behavior will result in a ban by the Board from school premises and activities and will be referred to law enforcement and any other relevant agency. The Board will determine the length of the ban. Failure to comply with the restricted access provided in this policy will result in the filing of civil and/or criminal charges.

(This policy is significantly more expansive than MCE policy. However, it appears this policy was written to address specific activity and circumstances. As such, it has been left as written.)

POLICY 1432 – SCHOOL/COMMUNITY RELATIONS: PROHIBITION AGAINST FIREARMS AND WEAPONS

(Last approved: 11/xx/2008)

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials and as otherwise provided in this policy. As used in this policy, the phrase *school premises* includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities. *(Complete policy replacement per MCE updates as of July, 2014)*

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1440 – SCHOOL/COMMUNITY RELATIONS: RESEARCH REQUESTS

(Last approved: 11/XX/2008)

Requests for research studies involving students and/or staff of the School must be submitted to the Superintendent for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of the Superintendent.

The district will provide UCM with the necessary information and data to conduct research and make decisions to support an improve Charter Schools. Student privacy will be respected in all such matters.

POLICY 1450 – SCHOOL/COMMUNITY RELATIONS: ACCESS TO SCHOOL DOCUMENTS

(Last approved: 11/XX/2008)

The District provides public access for the inspection and copying of the District's public records. As a general practice, the District requires advance payment of a copy fee which does not exceed ten (10) cents per page for pages not larger than nine by fourteen inches and a search and duplication fee that does not exceed the average hourly rate of pay for District clerical staff. However, copies of the District's public records may be provided without a fee or at a reduced fee when the Board determines that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction. In accordance with state law, search time that would require more than clerical duplication of documents may be charged at the actual cost of research time.

Similarly, the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, disks, video tapes, films, pictures, slides, graphics, and illustrations. The District requires advance payment not to exceed the cost of copies, staff time (not to exceed the average hourly rate of pay for clerical staff), and the cost of the disk or tape used for duplication.

In order to facilitate public access to the District's public records, the Board will appoint a custodian of records. The custodian will be responsible for maintaining the District's public records as well as for assuring access to the District's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District's administrative office. The procedures for implementing public access provided in this policy are set forth in Regulation 1450.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1460 – SCHOOL/COMMUNITY RELATIONS: COMMUNITY INVOLVEMENT IN DECISION MAKING

(New policy addition)

The Board of Education recognizes that many residents of the District may be especially qualified to take an active part in school affairs because of their training, experience, or personal characteristics and encourages them to take an active part in school affairs.

The Board shall give substantial weight to the advice it receives from individuals and community groups interested in the District's schools, but shall use its own judgment in arriving at decisions.

(New policy addition per MCE best practices)

POLICY 1470 – SCHOOL/COMMUNITY RELATIONS: PUBLIC GIFTS TO SCHOOLS

(Last approved: 11/XX/2008)

The Board of Education recognizes the educational value of appropriate gifts to schools from Parent Teacher Organizations (PTO), other civic groups, corporations, or individuals, and encourages their use to enrich the instructional program. Therefore, gifts which may serve to enhance and extend the work of the schools may be received by the District as approved by the Board.

POLICY 1480 – SCHOOL/COMMUNITY RELATIONS: PUBLIC COMPLAINTS

(Last approved: 11/XX/2008)

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

(expansion of complaint ladder to include principal and central office administrator)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1510 – OFFICE METHODS AND DATA MANAGEMENT: RECORDS

(Last approved: 11/XX/2008)

Custodian of District Records

The Board of Education will designate the custodian of District records who shall maintain, protect, and make such records accessible to authorized persons.

POLICY 1520 – OFFICE METHODS AND DATA MANAGEMENT: SCHOOL DISTRICT ANNUAL REPORT

(Last approved: 11/XX/2008)

School District officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be distributed to all media outlets serving the District, and will be made available to all District patrons, and to each member of the General Assembly representing a legislative District that contains a portion of the School District.

POLICY 1600 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION

(Last approved: 11/XX/2008)

Where appropriate the District will seek to participate in private, state and federal grant programs as recommended by the Administration and approved by the Board of Education. Procedures for development of grant proposals are set forth in Regulation 1620 - Private, State and Federal Funding.

POLICY 1610 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PROTECTION OF STUDENT RIGHTS

(Last approved: 11/XX/2008)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1610 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PROTECTION OF STUDENT RIGHTS (continued)

(Last approved: 11/XX/2008)

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

POLICY 1620 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PRIVATE, STATE AND FEDERAL FUNDING

(Last approved: 11/XX/2008)

Grants from outside agencies are to be related to the needs and priorities of the District in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, inservice education, or capital improvement. Grants may lead to research and development that will be of value to the District. All such funds will be deposited, accounted, and reported through the District's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of the School District who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for District use must clear the request with the Superintendent of Schools or designee before preparing an application. The application must then be approved by the Board of Education before submission to the source of funding.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1620 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PRIVATE, STATE AND FEDERAL FUNDING (continued)

(Last approved: 11/XX/2008)

Grants cannot be requested that would require District expenditures not budgeted in the current fiscal year. District funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents must be secured.

POLICY 1621 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: TITLE I

(Last approved: 11/XX/2008)

Parent Involvement

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Staff Qualifications

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

Reporting Requirements

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

(Changes to language per MCE updates as of Jan 2018)

POLICY 1710 – ADMINISTRATIVE ORGANIZATION AND ROLES: ADMINISTRATIVE REPORTS

(Last approved: 11/XX/2008)

The Board of Education may require reports from the Superintendent and other administrative officials concerning the status of District programs, educational needs and long-term District planning. The Board will take steps to monitor the success of District schools in achieving their educational objectives.

The District will provide UCM with all information necessary to confirm compliance with all provisions of the District's Charter and relevant state statutes in a timely manner as requested by UCM. Specifically, the District will provide UCM a copy of all Core Data Screens submitted to DESE.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1720 – ADMINISTRATIVE ORGANIZATION AND ROLES: SUPERINTENDENT OF SCHOOLS

(Last approved: 11/XX/2008)

The Superintendent is the chief administrative officer of the School District. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all School District personnel. The Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board, and for the functions listed in Regulation 1720.

The Superintendent is the authorized representative and signatory for all official matters pertaining to the School District.

Qualifications of the Superintendent of Schools

The Superintendent shall hold Missouri Teacher's and Superintendent's Certificates and have prior teaching experience. Prior experience as a school administrator is desirable.

Terms of Employment

The Superintendent's contract will be based on a twelve-month year, with salary and work year to be established by the Board.

Contract

The Superintendent of Schools may be employed by the Board of Education for a term of from one (1) to three (3) years. The terms of the Superintendent's employment will be contained in a written contract signed by the Superintendent, the Board President and the Board Secretary. During the term of the Superintendent's contract, the amount of compensation and benefits provided in the contract may not be changed.

Evaluation of the Superintendent

The Board of Education will evaluate the performance of the Superintendent in or by February in each contract year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals provided to the Board of Education.

Termination

The employment of the Superintendent terminates upon expiration of the Superintendent's contract. The decision to extend the Superintendent's contract or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the Superintendent's employment contract, the Superintendent's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

(Combines 3 individual policies into this single policy; per MCE standards as of May 2011)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1730 – ADMINISTRATIVE ORGANIZATION AND ROLES: BUILDING ADMINISTRATION

(New policy addition)

Under the supervision of the Superintendent or the Superintendent's designee, the building principals serve as the instructional leaders of their assigned buildings. In that capacity, building administrators are responsible for the implementation of Board policies and regulations. Each building administrator will be evaluated on his/her instructional leadership and the success of his/her students.