

## REQUIRED BOARD POLICY CHECKLIST 2021-2022 UPDATE

CHARTER: HOGAN PREPARATORY ACADEMY

DATE: JULY 8, 2022

REVIEWER: Jamie Berry

This school uses MCPSA Model Policies ☒ YES ☐ NO

*HPA has incorporated the required MCPSA policies into their existing board approved policies.*

MCPSA revises their policies to match changes in statutes. Boards should make sure their policy is the most current.

Numbers listed in the policy name section correspond to MCPSA policy series. Add page numbers to the column on the right (PAGE#) to match your school's policy manual/submission.

### FEDERAL AND STATE REQUIRED POLICIES

#### SECTION 1: BOARD GOVERNANCE

POLICY NAME	PAGE #
Model Bylaws 10	HPA Bylaws submitted as a separate document
Conflict of Interest Model Policy 31	Sec 1 - Pg 13
Sunshine Law Model Policy 36	Sec 2 - Pg 36
Nepotism Model Policy (NEW) 48	Sec 1 - Pg 13
Prohibition Expenditures Model Policy (NEW) 49	Sec 4 - Pg 10

#### SECTION 2: BOARD FINANCE

POLICY NAME	PAGE #
Annual Operating Budget Model Policy 56	Sec 4 - Pg 14-15
School Accounting System Model Policy 61	Sec 4 - Pg 35
Audit and Financial Statements Model Policy 62	Sec 4 - Pg 40
Payroll Model Policy 63	Sec 4 - Pg 26
Federal Fiscal Compliance Model Policy 64	Sec 4 - Pg 4-8
Capital Assets Accounting Model Policy 68	Sec 4 - Pg 9
State Tax Sources Model Policy 69	Sec 4 - Pg 27
State and Federal Projects Model Policy 70	Sec 4 - Pg 18
Borrowed Funds Model Policy 71	Sec 4- Pg 29
Bonded Indebtedness Model Policy 72	Sec 4 - Pg 28
Authorized Signatures Model Policy 73 (SEE COMMISSION POLICY)	Sec 4 - Pg 19

### **SECTION 3: HUMAN RESOURCES**

POLICY NAME	PAGE #
Family and Medical Leave Act Model Policy 84	Sec 5 - Pg 19-23
Equal Employment Opportunity Model Policy 106	Sec 5 - Pg 3
Harassment Model Policy 108	Sec 2 - Pg 5-7 & 8-19
Drug Free Workplace Model Policy 116	Sec 5 - Pg 62-63
Personnel Evaluations Model Policy 132	Sec 5 - Pg 39
Staff Complaints And Grievances Model Policy 135	Sec 5 - Pg 55-58
Personal Leave Model Policy 138	Sec 5 - Pg 13-18
Communicable Diseases Model Policy 142	Sec 5 - Pg 50-52
Employee Information Sharing Model Policy 149	Sec 5 - Pg 49
Victims' Economic Security and Safety Act (VESSA) (NEW) 150	Sec 5 - Pg 24-26

### **SECTION 4: SCHOOL OPERATIONS**

POLICY NAME	PAGE #
Civil Rights, Title IX, Section 504 Model Policy 154	Sec 3 - Pg 12
Title IX Sexual Harassment Model Policy 155	Sec 2 - Pg 8-19
Official School Year And School Day Model Policy 164	Sec 2 - Pg 4
School Calendar Model Policy (NEW) 166	Sec 2- Pg 4
School Annual Report Model Policy 168	Sec 2 - Pg 42
Public Inspection Model Policy 169	Sec 2 - Pg 37
Title I Model Policy 170	Sec 3 - Pg 5-10; Sec 2 - Pg 46
Equal Educational Opportunity Model Policy 171	Sec 3 - Pg 13
Students of Legal Age Model Policy 172	Sec 3 - Pg 14
Student Educational Records Model Policy 173	Sec 3 - Pg 41
Health Information Records Model Policy 174	Sec 3 - Pg 42
School Safety Plan and Emergency Closing Procedures Model Policy 175	Sec 6 - Pg 11-12
Communicable Diseases Model Policy 176	Sec 3 - Pg 96
Distribution of Medicine Model Policy 177	Sec 3 - Pg 97-98
Immunizations Model Policy 179	Sec 3 - Pg 95
Student Group Use of Facilities Model Policy 183	Sec 3 - Pg 102
Student and Classroom Observations Model Policy 186	Sec 2 - Pg 33-34
School Attendance Model Policy 187	Sec 3- Pg 37-39
Eye Protection Model Policy 190	Sec 6 - Pg 7
Textbooks Model Policy 191	Sec 6 - Pg 17
Parents and Student Complaints and Grievances Model Policy (NEW) 192	Sec 3 - Pg 89
Technology Acceptable Use Model Policy 193	Sec 7 - Pg 36
Drug Free Schools Model Policy 195	Sec 3 - Pg 63
Student Fees Model Policy 196	Sec 3 - Pg 103
Student Records Model Policy 197	Sec 3 - Pg 41
Reporting of Child Abuse and Neglect Model Policy 198	Sec 3 - Pg 74
Discipline Model Policy 199	Sec 3 - Pg 44-59

Volunteers and Chaperone Model Policy (SECTION I REQUIRED NEW) 215	Sec 2 - Pg 26-27
Weapons at School Model Policy 217	Sec 2 - Pg 32
Student Safety Model Policy 218	Sec 3 - Pg 76
Seclusion, Restraint and Corporal Punishment Model Policy (REVISED) 219	Sec 3- Pg 60-62
Active Shooter Training and Drills Model Policy 223	Sec 5 - Pg 65
Age Criteria for Kindergarten Admission Model Policy 224	Sec 3 - Pg 27
Program for Homeless Students Model Policy 225	Sec 3 - Pg 29
Parental Involvement Model Policy 229	Sec 2 - Pg 23
Model Migrant Procedure 234	Sec 3 - Pg 30
Strip Searches Model Policy 236	Sec 3 - Pg 17
Organ, Eye, and Tissue Donation Model Policy 240	Sec 2 - Pg 35
School Admissions Model Policy (NEW) 241	Sec 3 - Pg 24-26
Missouri Student Religious Liberties Act Model Policy (NEW) 244	Sec 3 - Pg 21-23
Limited Public Forum Model Policy (NEW) 246	Sec 3 - Pg 11
Interstate Compact of Educational Opportunity for Military Children Model Policy (NEW) 246/247	Sec 3 - Pg 31-34

## **SECTION 5: EDUCATIONAL INSTRUCTION**

POLICY NAME	PAGE #
Course Requirements – Constitution, American History, Missouri Government, Civics Model Policy 266	Sec 7 - Pg 8
Reading Instruction Model Policy 267	Sec 7 - Pg 12
Human Sexuality & Sexually Transmitted Diseases Instruction Model Policy 268	Sec 7 - Pg 9 - 10
Services for Students with Disabilities Model Policy 272	Sec 7 - Pg 15-16
Instruction for Students with Disabilities Model Policy 273	Sec 7 - Pg 30
Dyslexia Screening Model Policy 275	Sec 7 - Pg 41
English Language Learners (ELL) Model Policy 276	Sec 7 - Pg 18-19
Missouri Course Access and Virtual School Program Model Policy 279	Sec 7 - Pg 20-21
Braille Instruction Model Policy 282	Sec 7 - Pg 11
Physiology Textbook Model Policy 285	Sec 7 - Pg 42

## **COMMISSION POLICY**

### **SECTION 1: BOARD GOVERNANCE**

### **SECTION 2: BOARD FINANCE**

POLICY NAME	PAGE #
Two signatures on a check (SEE AUTHORIZED SIGNATURE)	Sec 4 - Pg 19

### **SECTION 3: HUMAN RESOURCES**

**DRAFT: SECTION 4: SCHOOL OPERATIONS - PENDING APPROVAL**

POLICY NAME	PAGE #
Common App	
Digitization of student records	
Digitization of personnel/HR records	
Digitization of board records (founding document, legal documents, minutes, all financial documents)	
Record Retention Policy	
Closure Plan	

**SECTION 5: EDUCATIONAL INSTRUCTION**

The three highlighted areas will be approved at the August Board Meeting. Policies will be added and a new copy uploaded to Epicenter.