

2017-2018

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HMONG COLLEGE PREP ACADEMY | SUPERINTENDENT'S OFFICE



Dear Students and Parents/Guardians,

Welcome new and returning Hmong College Prep Academy students to the 2017-2018 school year!

The 2016-2017 school term was a landmark year at HCPA.

• **Financial Aid:** The class of 2017 set a record with students being awarded **over \$3.7 million dollars** in scholarship and grants, over four years, from the schools to which they were accepted.

• **Graduation rate:** 87% of the class of 2017 earned their diploma and 86% of those students were accepted to a college or university.

• **Longevity's affect on graduation rates:** One thing is for sure. The longer a student is at HCPA, the higher chance they have to graduate on time. Last year, the graduation rate for students who had been with us since ninth grade was 93%.

I'm sure you've witnessed if you've recently driven by our campus,

we are in the midst of a major campus expansion project. Simply put, there is a lot going on!

- The former large gymnasium is being renovated for an additional ten to twelve elementary classrooms.
- A new two-level parking deck and parking lot are in the midst of being completed with a target date of August 15th.
- K-5 students will see new tables, desks and chairs in the new elementary school addition.
- We're expanding our lunchroom facilities to accommodate up to 2,000 students.
- A new sports dome and accessory buildings for our athletic teams and gym classes will be finished in the fall.

Once completed, we're sure our expansion project will make our students and families proud.

With these changes and enhancements, our aspiration for HCPA remains the same—to become a "world class school" that encompasses academic excellence and is recognized as an innovative academic institution. To achieve this goal, we will continue to:

- Set high learning expectations for all students to succeed—no excuses
- Raise the achievement of all students with personalized and engaging instruction across all content areas utilizing our College Prep program
- Emphasize innovative learning strategies that integrate the use of supportive technologies, inquiry, and higher order thinking skills
- Offer our students challenging college preparatory, honor and Advanced Placement courses
- Ensure all students graduate on time to pursue higher education and career opportunities
- Infuse Hmong and world cultures into the daily curriculum
- Ensure all students continue to be culturally and educationally proficient in relationships with students and families of varied backgrounds

In closing, please know I am honored, humbled and excited to serve as the Superintendent of Hmong College Prep Academy. I look forward to meeting and working with all students and parents to fulfill the promise and potential of our school district.

Sincerely,

antia \$ Christianna M. Hang, Ed

Superintendent

HMONG COLLEGE PREP ACADEMY | WHY HCPA? HCPA FEATURES

- Free tuition
- Free bus service for all students in Mpls., St. Paul and select suburbs
 - Door-to-door pick-up/drop-off for students in grades K-5 (where available)
 - Maximum 1 block walk for grades 6-12
- Free freshly cooked breakfast and lunch for all students
- Free all day, every day Kindergarten
- A diverse, caring and fully licensed teaching staff
 - Degrees from the best colleges and universities
 - All with the goal to have your child succeed
- Average 20 to 1 student to teacher ratio
- All courses are taught in English
- 30% of staff members are fluent in Hmong
- After school enrichment activities and academic support
- A K-12 grade focus on college and beyond
 - Daily focus on college
 - Weekly academic check-ins
 - Power days
 - College level courses
 - Career and college fairs
 - College tours and more!
- Technology and specialists
 - Chromebook access for ALL students
 - Art, Choir, Band, Drama and Theatre, Hmong Language and Culture, Physical Education and Computer Literacy
- Hmong culture and language woven into each grade's curriculum
 - Culturally specific organizations-- State Champion Hmong Spelling Club
 - Annual World Culture Day
 - "Home-cooked" cultural specialties for breakfast and lunch
- Lots of opportunities to get involved!
 - Extra-curricular activities, including 10+ sports, student organizations and class committees
 - Opportunities to develop leadership and teamwork skills through event planning, social clubs and committees
 - Lots of service learning activities









HMONG COLLEGE PREP ACADEMY | MISSION STATEMENT AND CORE VALUES



Hmong College Prep Academy's mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12.

HCPA will accomplish its mission at all grade levels via adhering to its core values:

- Leverage the strong relationships developed with its families, community leaders and partnering organizations
- Ensure that strong leadership and strategic direction is present within all organizational levels
- Mold engaged citizens who have a global perspective on how they fit in the world through academic exploration, celebrations (World Culture Day) and community outreach
- Provide a public school learning environment that is unintimidating, structured and safe
- Develop and nurture pride within the rich heritage of world cultures through language literacy, the arts, traditional food and values
- Instill a philosophy that the learning process is challenging, interactive and fun
- Integrate the concept and reality of college through fun activities (CP Power Days), coursework, and mentorships
- Foster a social environment that develops trust, respect, friendships and self-discovery within our students
- Empower a passionate and caring instructional staff to motivate HCPA students to do their best
- Encourage students' participation in an appealing, well-rounded and diverse array of activities

The result:

HCPA graduates will be rich in experiences, culture, knowledge & pride and ready for the challenges of college and beyond.

HMONG COLLEGE PREP ACADEMY | 2017-2018 CALENDAR Q1=47; Q2=41; Q3=43; Q4=43: Student Days: 173; * Indicates an 11am early release.

August 2017 Su M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 12 3 -6pm -22 Parent/Student Orientation 3-6pm -24-31 No School for Teachers/ Open for Classroom setup 20 24 22 23 24 25 26 Open for Classroom setup	Image: Subscription of the subscription of
Su M T W Th F Sa Su M T W Th F Sa No School for Staff No School for Staff No School / Labor Day Si Si Sa Sa <td< td=""><td>• 8 Evening Parent/Teacher Conferences 5 pm-8 pm • 9 Mo School for Students Parent/Teacher Conferences 10 am-2 pm • 0 M T W Th F Sa • 30 Quarter 3 Ends 1 2 3 4 5 6 7 8 9 10 • 11 12 13 14 15 16 17 • 18 19 20 21 22 23 24 • 25 26 27 28 29 30 31</td></td<>	• 8 Evening Parent/Teacher Conferences 5 pm-8 pm • 9 Mo School for Students Parent/Teacher Conferences 10 am-2 pm • 0 M T W Th F Sa • 30 Quarter 3 Ends 1 2 3 4 5 6 7 8 9 10 • 11 12 13 14 15 16 17 • 18 19 20 21 22 23 24 • 25 26 27 28 29 30 31
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Su M T W Th F Sa Su M T W Th F Sa 13 Quarter 1 Ends 13 Quarter 2 Begins 20 Parent Connections 3 pm to 8 pm 21 Parent Connections 3 pm to 8 pm 21 Parent Connections 3 pm to 8 pm 21 HCPA Culture Day 22 No school for students 19 20 21 22 23 24 25 26 27 28 29 30 - - 23-24 No School // Thanksgiving	 • 7-10 Parent Connections 3 PM to 8 PM • 11 No school for students Parent Connections 8 am to 3 pm • 28 No School/ Memorial Day • 74 No School/ Memorial Day • 74 No School/ Memorial Day • 74 No School/ Memorial Day • 74 No School/ Memorial Day • 74 No School/ Memorial Day • 75 No School Memorial Day • 75 No School
Su M T W Th F Sa Su M T W Th F Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 J J J J J J	Image: Last Day of School for Seniors June 2018 Image: Transmission of School Quarter 4/ Semester 2 Ends Image: Senior Commencement Starting at 6 pm Starting at 6 pm 10 11 12 Image: Image: Image: Starting at 6 pm 10 11 12 13 14 15 16 Image: Im
January 2018 Su M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26* 27 28 29 30 31	• 4 No Summer School/ 4 th of July July July July July July T W Th F Sa • 5 Summer School Ends July 1 2 3 4 5 6 7 • June 11 -Aug 10: Allowing Eligible 12 Month Staff to pick 5 days PTO for Summer Break 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 - - -

HMONG COLLEGE PREP ACADEMY - IMPORTANT EVENTS

Please refer to the HCPA announcements for updates on important events

August		
20	Student Orientation, 3 PM - 6 PM	
22	All students and their parents should attend.	
Contomb	AF	
Septemb		
5	First Day of School	
7	Chromebook contracts due - grades 6 – 12	
1	HS Field Day permission slips due- grades 9-12	
8	Grades 6-12 Chromebook Deployment	
13	HS Field Day	
19	12th Grade (Senior) Parent Meeting Night	
22	Safety Day	
29	MS Field Day permission slips due- grades 6-8	
29	Due: After-school enrichment registrations	
October		
3	MS Field Day	
5 or 6	Senior FAFSA Night; 5 PM - 7 PM	
10	After-school enrichment classes begin	
11	Picture Day	
13	HS Homecoming Dance, 7 PM - 9 PM	
17 10	Deals Fain	

3	MS Field Day
5 or 6	Senior FAFSA Night; 5 PM - 7 PM
10	After-school enrichment classes begin
11	Picture Day
13	HS Homecoming Dance, 7 PM - 9 PM
17 - 18	Book Fair
17	Parent Teacher Conferences 4 PM to 6 PM
18	Parent Teacher Conferences, 5 PM to 8 PM
19 - 20	No School for Students- MEA
27	MS Warrior Power Day HCPA Haunted House, 6 PM - 8 PM

Novembe	r
8 or 9	11th Grade (Junior) Parent Meeting Night
10	Mid Semester 1
10	HS Warrior Power Day
20	Parent Connections, 3 PM - 8 PM
21	World Culture Day - Early Release (1 PM)
	Parent Connections, 3 PM - 8 PM
23	No School for Students
23	Parent Connections; 8AM - 3 PM
23 - 24	No School for StudentsThanksgiving Break

Decembe	r	
15	HS/MS Winter Choir Concert - 6PM	
	Due: After-school enrichment registrations	
21	ES Winter Choir Concert - 6PM	
22	MS Warrior Power Day	
TBD	Toys for Tots	
25 - 31	No School for StudentsWinter Break	

January	
1 - 5	No School for StudentsWinter Break
9	After-school enrichment classes begin
8	Classes Resume
15	No SchoolMartin Luther King Jr. Day
18	MS/HS Band Concert
24-25	Finals - MS and HS
25	Theatre Master Class Production - 6 PM
26	Career Fair - Semester 1 Ends
	Early Release (11 AM)
29	Semester 2 Begins

February	
2	HS Warrior Power Day
7	9th/10th Parent Meeting Night
9	MS Warrior Day
19578	MS Valentines Dance 7 PM - 9 PM
19	No School for Students
28	K - 5 Literacy Night, 5 PM - 7 PM
20	K Round-up, 5 PM - 7 PM
Marah	
March 8 - 9	Deals Fair
8-9	Book Fair
0	Parent Teacher Conferences, 5 PM to 8 PM Parent Teacher Conferences, 10 AM to 2 PM
9	No School for Students
15 or 16	College Fair
21	8th Grade Parent Meeting Night
28	Open House, 5 PM - 7 PM
30	Mid Semester 2; After School Enrichment Ends
April	
1-8	East Coast College Tour
2-6	No School for StudentsSpring Break
18	5th Grade Parent Meeting - 4 PM tp 6 PM
20	MS Warrior Power Day
26	Theatre Productions Show
May	
1	Senior Signing Day
3 or 4	HCPA Job Fair - 11AM to 1 PM
10	HS Warrior Power Day
	MS/HS Band - 6 PM Parent Connections; 8 AM to 3 PM
11	No School for Students
12	HS Prom, 7 PM - 11 PM (Juniors and Seniors)
12	MS/HS Choir Concert - 6 PM
17 or 18	HCPA Job Fair - 11AM to 1 PM
18	MS Warrior Power Day
21-25	Chi You Champion Warrior Week
24	Theatre Children's Show - 6 PM
25	Awards Ceremony
28	No School for StudentsMemorial Day
30	Elementary Choir Concert; 6 PM
June	-
1	Last Day for Seniors
4-5	Finals MS/HS
6	MS/HS Field Day; MS/HS Chromebook Turn-in
11 -14	Senior Trip
7	All School Picnic and Carnival
	Last Day of School - Second Semester Ends
8	No School for Students
	Senior Commencement
11	Summer School Begins - tentative

July		
4	No School for StudentsIndependence Day	
5	Summer School Ends - tentative	

IMPORTANT NAMES AND NUMBERS

School Information District #4103-07 1515 Brewster Street Saint Paul, MN 55108 Phone: 651-209-8002; Fax: 651-289-1802 Main Office Hours – 7 AM – 5 PM

School Colors: Red, White, Black Mascot: Warrior

Superintendent

Dr. Christianna Hang 651-332-8560 christianna.hang@hcpak12.org Chief Operating Officer Pao Yang 651-332-8561 pao.yang@hcpak12.org

Assistant Director of Teaching and Learning Krista Skoglund

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6-12 Director of Teaching and Learning Danijela Duvnjak

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Business Office Chong Her 651-332-8562 chong.her@hcpak12.org

Health Services Blia Her 651-209-8002; ext. 8324 blia.her@hcpak12.org

Human Resources Lisa Yang 651-332-8573 lisa.yang@hcpak12.org

Technology Support Alan Zazetta 651-332-8565 techsupport@hcpak12.org Counseling Office Cece Lee 651-332-8562 cecelia.lee@hcpak12.org

Food Program Services May Yang 651-289-1821 may.yang@hcpak12.org

Student Attendance Susan Vang 651-332-8568 nong.vue@hcpak12.org

Testing and Assessment Jenee Nordstrom 651-289-1866 jenee.nordstrom@hcpak12.org Dean of Students Cindy Jones 651-209-8002; ext. 8574 cindy.jones@hcpak12.org

Health Services Na Bao Vue 651-209-8004 nabao.vue@hcpak12.org

Student Registrar Leesang Yang 651-332-8573 leeseng.yang@hcpak12.org

Transportation Mary Vang 651-289-1818 mary.vang@hcpak12.org

General questions can be emailed to futuresuccess@hcpak12.org.

Human Resources inquiries can be emailed to humanresources@hcpak12.org.

HMONG COLLEGE PREP ACADEMY | GETTING STARTED **GRADE K-5 SCHOOL SUPPLY LIST**

Kindergarten Supplies			
✓	Quantity	ltem	
	1	Large backpack-labeled with child's name	
	1	Towel or blanket (labeled) for rest time	
	1	Set of extra clothes (labeled)	
	2	Packs of PRIMARY (fat) pencils	
	2	Large pink eraser (not pencil top erasers)	
	2	Pocket folders (2 pockets, solid color)	
	2	Pack 24 count color crayons	
	2	Pack 12 colored pencils	
	1	Pack 8 count washable markers	
	1	Tray water colors	
	8	Small glue sticks	
	1	Bottle Elmer's Glue	
	1	Scissors (round tip "kid" scissors)	
	2	Box Ziploc (plastic) bags	
	2	1 each-quart and-gallon size	
	1	Wide ruled notebook (red)	
	3	Boxes of Kleenex or facial tissue	
	2	Containers of hand sanitizer	
	2	Containers Clorox (or disinfecting) wipes	
	1	Box of Band-Aids	
	1	Pack Expo dry-erase markers	
First Grade Supplies			
✓	Quantity	Item	
	1	Large backpack-labeled with child's name	
	24	#2 pencils	
	3	Large pink erasers (not pencil top erasers)	
	2	Pocket folders	
	1	Wide ruled composition notebooks	
	1	Pack 24 count color crayons	
	1	Pack washable markers	
	1	Pack of Expo dry erase markers	
	8	Small glue sticks	
	1	Scissors (round tip)	
	1	Box of business size envelopes	
	3	Boxes of Kleenex or facial tissue	
	1	Clorox (or disinfecting) wipes	
		Optional for Grade. 1:	
	1	Container of hand sanitizer	
	1	Box Ziploc (plastic) bagssnack or	
		sandwich size	
	1	Box of Band-Aids	

Note:	

-No novelty items (Hello Kitty). No nersonal nencil sharpeners -No permane

-No permanent markers (excluding	5 th Grade)	15
HCPA Student Handbook	x - All rights reserved © 2017	

Second Grade Supplies				
√	Quantity			
	1	Large backpack- labeled with your child's name		
	36	#2 pencils		
	2	Large Pink erasers		
	3	Two-pocket folders (1 red, 1 blue, 1 yellow)		
	2	Wide-ruled notebooks		
	1	Pack Expo dry-erase markers		
	1	Pack 24 count color crayons		
	1	Pack 8 count washable markers		
	6	Small glue sticks		
	1	Scissors (round tip)		
	1	Box Ziploc (plastic) bagssandwich size, quart		
	•	size, <u>or</u> gallon size		
	3	Large boxes of Kleenex or facial tissue		
	1	Roll paper towels		
	1	Container Clorox (or disinfecting) wipes		
	1	Hand Sanitizer		
	1	Pack of Post-it notes (3 inches square)		
	1	Fun folder (can be any design or color)		
Third Grade Supplies				
✓	Quantity	Item		
	1	Large backpack-labeled with child's name		
	1	Pack 12 colored pencils		
	48	#2 pencils		
	3	Pink erasers (not pencil top erasers)		
	4	Solid colored 2 pocket folders		
	4	Wide-ruled notebooks		
	1	Box 12 count crayons		
	6	Small glue sticks		
	1	Scissors (round or pointed tip)		
	1	Pack Expo dry erase markers		
	1	Highlighter		
	1	Pencil box or zipper pencil case		
	4	Boxes of Kleenex or facial tissue		
	1	Container Clorox (or disinfecting) wipes		
	1	Containers of hand sanitizer		
	1	Package Baby WIpes		
	1	Pack wide-ruled loose leaf paper		
	1	Box Ziploc (plastic) bagssandwich size		
	1	Box Ziploc (plastic) bagsgallon size		

Please substitute similar items for those you cannot find 1515 Brewster St., St. Paul, MN 55108 | 651-209-8002 | hcpak12.org

/	Fourth Grade Supplies		
✓ Quantity		Item	
	1	Large back pack-Labeled with your child's name	
	48	#2 pencils	
	3	Pink erasers (not pencil top erasers)	
	4	2-pocket folders (solid colors only)	
	4	Wide ruled notebooks (solid colors only)	
	2	Composition notebooks (1 black, 1 green)	
	2	Packages of wide ruled loose leaf paper	
	1	1 inch 3-ring binder	
	1	Box of 24 crayons	
	1	24-pack colored pencils	
	1	Pack washable markers	
	1	Package Expo dry erase markers	
	2	Highlighters	
	1	Bottle white school glue	
	4	Small glue sticks	
	1	Scissors (round or pointed tip)	
	1	Box Ziploc (plastic) bagsany size	
	1	Pencil box (no pencil bags)	
	4	Boxes of Kleenex or facial tissue	
	1	Container Clorox (or disinfecting) wipes	
Fifth C	Grade Supp		
<u>√</u>	Quantity	Item	
	1	Large back pack-Labeled with your child's name	
	48	#2 pencils	
	1	Large pink erasers (not pencil top erasers)	
	2	Highlighters	
	2	Black Sharpie markers	
	6	Pocket folders	
	6	Spiral notebooks (wide ruled)	
	3	Packages of wide ruled loose leaf paper	
	1		
	1	Box Crayola markers (thick lined)	
	2	Box of colored pencils	
		4 Packs whiteboard markers (dry erase)	
	6	Small glue sticks	
	1	Bottle white school glue	
	1	Scissor	
	1	Pack of 3x5 index cards	
	1	Pencil box or bag	
	3	Large boxes of Kleenex or facial tissue	
	-		
	1	Box Ziploc (plastic) bagsany size	
	-	Box Ziploc (plastic) bagsany size Container hand sanitizer	
	1	Box Ziploc (plastic) bagsany size	

HMONG COLLEGE PREP ACADEMY | GETTING STARTED

GRADE 6-12 SCHOOL SUPPLY LIST

Hmong College Prep Academy would like to extend a warm welcome from our family to yours!

We are excited to welcome back all students who will be joining us this year. Our teachers have been working hard to get their classrooms ready for the first day of school.

Please find below a list of recommended school supplies. If you should have any questions, please do not hesitate to call us at 651-209-8002.

✓	QUANTITY	ITEM
	1	Black backpack (hnab ev ntawv/xim-dub)
	12	#2 Pencils (xaum qhuav)
	10	Black pens (xaum npiv dub)
	10	Blue pens (<i>xaum npiv xiav</i>)
	10	Red pens (xaum npiv liab)
	2	Erasers (lub lwv ntawv)
	2	Highlighters
	6	Pocket folders
	6	College-ruled single subject notebooks (phau ntawv sau)
	4	Packs of college-rule paper for writing compositions
	7	(ntawv sau)
	3	1" 3 ring binder <u>or</u> 1 3" binder
	7	Sets of divider tabs
	1	Scientific calculator (Texas Instrument - TI-30X-II model)
	•	(lub laij lej)
	1	TI-83 or TI-84 graphing calculator (for students taking
	•	Pre-Calculus or Calculus 1 only) (lub laij lej)
	1	12"' ruler (pas ntsuas los sis maib npas thav)
	1 Protractor (Geometry and Foundation classes or	
	2	Graph paper notebooks
	1	Package 3 inches x 3 inches post-it note pads
	1	Package of index cards 3 x 5
	3	Boxes of Kleenex (ntawv so ntsws)
	1	USB memory stick (64 MB - 128 MB)

Please note:

- No personal pencil sharpeners
- No permanent markers
- No novelty items—Hello Kitty, Disney, Transformers, etc.
- All pencils should be #2
- Two-pocket folders only

If you cannot find what is on the list, you may substitute a similar item.

1515 Brewster Street, Saint Paul, MN 55108 | 651-209-8002 | www.hcpak12.org

HMONG COLLEGE PREP ACADEMY | WHAT YOU NEED TO KNOW THE SCHOOL DAY

MAIN OFFICE HOURS

- 7 AM 5 PM
- All parents and visitors must report to the Main Office upon entering HCPA.
- For the safety and security of all of our students we request that all visitors show identification and wear a nametag while in the building.

THE DAY BEGINS--THE BUS RIDE

- HCPA is proud to offer free transportation to students in Mpls/St Paul and surrounding suburbs.
- Please arrive at your bus stop **5 minutes prior** to its scheduled arrival.
- For more information please reference: Benefits of HCPA (pages 14 15).

STUDENT ACADEMIC HOURS

- School Hours: 7:40 AM 3 PM
- Please note: Students should not be dropped off at school earlier than 7:30 AM and should be picked up promptly after school is dismissed.
- Breakfast is served from 7:30 AM until 8:30 AM. Students will have approximately 20 minutes to eat breakfast.
- Lunch Periods--HCPA has four lunch periods (11 AM, 11:30 AM, 12 PM and 12:30 PM).
- Snacks--all K-8 students receive a nutritious snack (fruit/vegetables) during the school day.

AFTER SCHOOL PROGRAMS

- Athletics: Teams meet after school Monday through Friday until 6 PM. Students must provide their own transportation home.
- After School Enrichment Hours: Tuesdays and Thursdays from 3:30 PM 5:30 PM HCPA is proud to offer after school enrichment courses and activities. Look for sign-up information and permission slips in September and January. Dinner is served from 3:00 until 3:30 for enrichment participants. Transportation is provided for participants.
- Homework Help & Tutoring, 5th Hour or Detention: Wednesdays from 3 PM 5 PM Students must provide their own transportation home.

STAYING AFTER SCHOOL FOR SPECIAL PROJECTS

- Oftentimes there is a need for students to stay after school to work on special projects, meet with teachers or assist in planning an upcoming event.
- Any students staying after school must have **prior** approval from a staff/faculty to be supervised.
- An after school permission form must be filled out completely with staff/faculty and parent/guardian signature and turned in to the Main Office *prior* to staying after school.
- Students not in After School Enrichment Programs must find their own transportation and leave the building by 5 PM.

SUPERVISION OF STUDENTS

- Students are under the supervision of the HCPA School system staff during the regular school day and during school-sponsored events after the regular school day.
- HCPA is not responsible for students on school grounds during any other times.

HMONG COLLEGE PREP ACADEMY | WHAT YOU NEED TO KNOW EARLY DISMISSAL AND STUDENT PICK-UP

NEED TO DELIVER AN ITEM OR MESSAGE TO YOUR CHILD?

- For items: check in at the main office and provide photo identification. We'll gladly deliver the item directly to your student.
- For a message: contact the main office. We'll pass along the message during passing time.

TELEPHONE USAGE

- Students are allowed to use the school telephones for emergencies only.
- Permission to use the phone must be obtained from the office personnel.

STUDENT EARLY DISMISSAL

- Parents--check in at the main office and provide identification.
- Separated parents--student's will be released only on the direction of the parent who has custody. (Note: please provide copies of all current custody agreements).
- Individuals other than parents/guardians--parents must give prior authorization (via the Student Emergency Card) before a student will be allowed to leave with someone other than a parent or guardian.
- Note: It is expected that students attend the full school day if they plan to participate in an after school activity.

STUDENT EARLY DISMISSAL--ILLNESS OR INJURY

- Students who become ill during the day should go to the Health Office.
- Parents/guardians and/or emergency contacts will be contacted to pick up the student.
- Parents--check in at the main office and provide identification.
- For more information please reference: Attendance: Dismissal During the Day (pg. 55)

STUDENT PICK UP--END OF THE DAY

- Parents must call the main office at 651-209-8002 by 9 AM if there are any changes to the transportation needs of their child(ren).
- Parents/guardians/authorized individuals-check in at the main office, provide identification and sign their student out of school.

LIBRARY

- The library is open from 8 AM to 3 PM during most school days.
- Please refer to Student Fees and Fines (page 57) for information on lost or damaged materials.



HMONG COLLEGE PREP ACADEMY | WHAT YOU NEED TO KNOW ATTENDANCE AND TARDIES

ATTENDANCE

- Classroom teachers will maintain student attendance records for each period.
- Students who are late to school for any reason must check into the Main Office prior to attending class.
- If a student misses a class, it is up to that student to find out what work they missed and the teacher's policy on missed work.

TARDINESS

- Students will receive demerit points for being tardy to class.
- Please refer to the *Merit/Demerit* section (page 30) in this handbook for more information.

REPORTING ABSENT STUDENTS

- If your child must miss school due to illness or other emergency, please call the Attendance office or leave a voicemail at 651-332-8568 before 7:30 AM.
 - o Child's name
 - Child's grade
 - Student id # or child's birthday
 - o Reason for absence
 - Contact # of parent and/or physician
- If a student is absent and the school has not been notified, the parent/guardian will be contacted.
- A student must bring a parent note to school whenever they are absent.
- If the student is tardy due to a doctor/dentist appointment (preferably, appointments should be made outside of school hours), a physician referral slip must accompany the student upon their return to school.

EXCESSIVE ABSENCES

- Please refer to Attendance (pages 54 55) for all policies regarding absences.
- Note: according to Minnesota State Law, any student who has 15 consecutive absences will automatically be de-enrolled.



HMONG COLLEGE PREP ACADEMY | WHAT YOU NEED TO KNOW BENEFITS OF HCPA--FREE BREAKFAST, LUNCH AND SNACKS!

FREE BREAKFAST & LUNCH FOR ALL STUDENTS

- HCPA is proud to offer free breakfast and lunch for all students!
- To receive these benefits all families must complete and submit the **Application for Educational Benefits Form.**
- Completed forms must be submitted by September 30 each year.
- Every student must take every food item the school offers (breakfast=3 out of 4 components; lunch=3 out of 5 components).
- Unfortunately we are not allowed to give second helpings of food.
- Why HCPA breakfasts and lunches are so good:
 - Fresh fruits and vegetables are delivered and prepared daily.
 - Our rice is prepared fresh daily for both breakfast and lunch.
 - Some of our <u>specialties</u> are: Pho, Chicken Laab, Hmong Sausage, Chicken, Pork or Beef Stir Fry, Hmong Chicken Drumsticks and our Hmong Rice soup (Mov qua dis) that our cooks arrive at school at 4 in the morning to prepare this for our students...*by scratch*....of course we have many American favorites too.

FOOD ALLERGIES

• If your child/children have any food allergies or food restrictions, please contact the Health Office *immediately* at 651-209-8004 or notify Food Service Manager, May Yang at 651.209.8111.

BREAKFAST AND LUNCH TIME

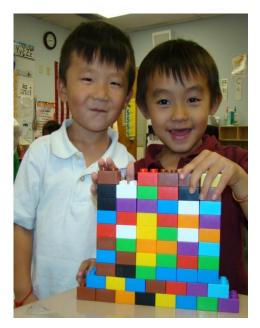
- Breakfast is served from 7:30 AM until 8:30 AM. Students will have approximately 20 minutes to eat breakfast.
- Lunch Periods--HCPA has four lunch periods (11 AM, 11:30 AM, 12 PM and 12:30 PM).

FRESH FRUIT AND VEGTABLE PROGRAM

• All K-8 students receive a complementary nutritious snack (fruit/vegetables) during the school day.

CACFP - CHILD AND ADULT CARE FOOD PROGRAM

 After School Enrichment Activities: Tuesdays and Thursdays Nutritious dinners are served from 3 PM until 3:30 PM for all enrichment participants



HMONG COLLEGE PREP ACADEMY | WHAT YOU NEED TO KNOW BENEFITS OF HCPA--FREE BUSING--LOGISTICS

STUDENT BUSING: HOW TO GET STARTED

- Hmong College Prep Academy is pleased to provide free busing to St. Paul, Minneapolis and select suburbs!
 - Door-to-door pick up and drop off for K-5 students, where available
 - Maximum 1-block walk for 6-12 grade students
- When enrolling your students please complete the "HCPA Transportation Request Form".
- Please allow 4 school days for your student be added to a bus route.
- Note: Only one pick-up and drop-off location is permitted.

MOVING OR PERMANENTLY CHANGING A PICK-UP OR DROP-OFF LOCATION?

- Parents will need to complete and sign a "change of address form". Contact Mary at 651-289-1818 in transportation for a copy of the form.
- The process to change a bus stop will not begin until a signed request is received by HCPA.
- Please allow 3-5 school days for a bus stop change.

TEMPORARILY CHANGING DROP-OFF LOCATION--BUS PASSES

- Parents must contact Mary Vang (651-289-1818) or mary.vang@hcpak12.org) by 9 AM with:
 - Your student's name, grade and parent's phone number
 - With whom, why and address of the student in which your student is riding
- How does my child receive their bus pass?
 - K -4 grade students will be given their bus pass from their homeroom teacher.
 - o 5-12 grade students will be called down to the office during CP (1 PM 1:40 PM) or 4th hour.

THE DAY BEGINS--THE MORNING BUS RIDE

- Please arrive at your bus stop **5 minutes prior** to its scheduled arrival.
- Buses are not allowed to wait for students who are late.

STUDENT PICK UP--END OF THE DAY

- Parents must call the main office at 651-209-8002 by **9 AM** if there are any changes to the transportation needs of their child(ren).
- Parents/guardians/authorized individuals--check in at the main office, provide identification and sign their student out of school.

RIDING THE BUS AT THE END OF THE DAY

- Attendance is taken as each student enters their bus.
- Students may only ride their assigned bus and get off at their designated bus-stop.

AFTER SCHOOL PROGRAMS

- After School Enrichment Hours: Tuesdays and Thursdays from 3:30 5:30 PM
 - HCPA is proud to offer enrichment courses and activities.
 - Transportation is provided for all participants.
- Athletics, Wednesday Homework Help, 5th Hour, Tutoring and Detention, Staying after school for special projects
 - Students must provide their own transportation home

HMONG COLLEGE PREP ACADEMY | WHAT YOU NEED TO KNOW

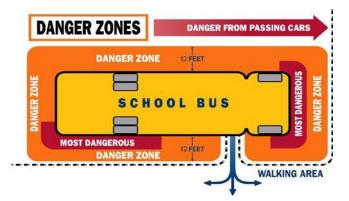
BENEFITS OF HCPA--FREE BUSING--SAFETY

A safe school bus ride to and from school is the result of all students/parents/guardians understanding and practicing a few simple school bus safety rules.

Please remember that bus riding is a privilege, not a right and can be taken away.

While waiting for the school bus students are expected to:

- Arrive at the stop **FIVE** minutes before the school bus is scheduled to arrive.
- The school bus driver is not allowed to wait for late students, nor will the bus be sent back for late students who miss the bus.
- Stay back from the curb. Do not play on neighbor's property or hang from their trees.
- When you see the school bus coming down the street, line up in a single file line or wait for directions for the bus driver before crossing the street.
- Cross ten feet in front of the school bus. No pushing or shoving while boarding the school bus.



On the school bus:

- Always hold the handrail as you board, the stairs may be slippery. Find a seat on the school bus and sit facing forward. Always keep your books and backpack on your lap.
- Opening, closing, or adjusting of window will only be done with the permission of the school bus driver. Never put your arms or hands, or extend any object out the window of the school bus.

Always Follow the Bus Driver's Instructions:

- Keep the noise level down while riding the school bus. Remain seated while the school bus is in motion.
- Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.
- Respect others and their personal property.
- Students are responsible for vandalism and will be responsible for restitution to the school district.

For more information please reference: Transportation--Busing (pages 63 - 65).

Note: If your child is suspended from transportation, this suspension includes field trips and athletic events as well as regular transportation to and from school.

HMONG COLLEGE PREP ACADEMY | WHAT IF? SAFETY, EMERGENCY CLOSURE

SAFETY AND SECURITY

- Hmong College Prep Academy is proactive in our attempt to maintain a safe learning environment.
- The school is equipped with magnetic door locks and security cameras.
- To ensure students know what to do in case of an emergency, students practice procedures. related to different situations--fire drills, tornados. lock-downs, medical emergencies, etc.
- Camera images will be used in regards to any discipline investigation.

LOST AND FOUND

- Labeling garments, boots, gloves, etc. is helpful in preventing items being lost.
- If a student believes that an item has been lost or stolen, they should report it to a teacher or administrator.
- Found items will be brought to the main office.
- Every Friday lost items will be set out in front of the auditorium.
- All unclaimed items are donated after the last Friday of each month.
- Students are **discouraged** from bringing money and valuables to school.
- Note: Hmong College Prep Academy is not responsible for any lost or stolen items.

EMERGENCY CLOSURE

Safety is our first priority in extreme winter weather--Every effort will be made by 8 PM the night of and/or by 5 AM the morning of the school cancellation

Information on school closings due to weather

The district will post information about school closings through a variety of communication vehicles:

- District website--<u>http://www.hcpak12.org</u>
- District social media pages (Facebook)
- Auto call and text message to families
- Dial the district office at 651-209-8002 to hear a recording
- Media outlets including WCCO, Fox 9, and KARE 11

If the school is closed due to inclement weather, the Administration and teachers shall implement the Online School Program for students. Please see pages 61and 62 for details.

Early Release/Dismissal

If a storm worsens during the school day, the Superintendent will make a decision to close the school early no later than **11 AM**.

Dismissal due to bad weather: Lunch may be served and students will be released. **Tornado/ severe weather warning:** Buses will not be loaded and students will remain at school.

Cancellation of after school activities

HCPA may cancel after school activities if the weather and/or road conditions become too hazardous for keeping students past the regular school day. HCPA will make this decision by 12 PM and will notify parents of students who are in the after school activities of the cancellation.

For more information please reference: School Closure for Inclement Weather (pages 59-60).

HMONG COLLEGE PREP ACADEMY | WHAT YOU NEED TO KNOW

THE HCPA LOOK: DRESS CODE

WHY?

- There are many data-driven reasons why HCPA has a dress code: •
 - Minimizing peer pressure
 - Improving the appearance of the student body
 Reinforcing an academic atmosphere

 - Creating a desirable learning environment
 - o Learning how to dress for success and college readiness
 - o Enhancing safety as non-students on campus are easily recognized
 - Making it easier to shop and get dressed in the morning!

THE HCPA LOOK FOR ALL STUDENTS

- Shirts: Red or white polo (short or long-sleeved) White button-down oxford shirts
- Blazers: Black
- Sweaters/Sweater Vests: Black
- Sweatshirts: Black
- Pants: Black

EXPECTATIONS

- At HCPA, we expect that all students follow "The HCPA Look" dress code.
- Please purchase clothing that is the appropriate size for your student.
- Note: Clothing which displays illegal products for minors (tobacco, snuff, marijuana, alcohol), obscenities, confrontational messages, suggestive statements or gang-related colors are inappropriate and are not permitted.

SHIRTS

- Polo shirts with collar, long or short sleeve--red or white
- Button-down oxford cloth dress shirts--white
- Undershirts should be tucked in--black or white
- All shirts must be tucked into pants

SWEATERS/PULLOVERS

- Sweaters/Sweater Vests black
- Crew-neck pullover sweatshirts black
- No hoods •

BLAZERS

- Black
- Polo or button-down shirts should be worn underneath



PANTS

- Straight-legged or slim-legged with no more than four pockets, off the ground but to the ankle in length
- No cargos, jeans, sweat pants or leggings
- Pant legs must be allowed to hang down correctly (i.e. not tucked into boots or shoes).
- Pant legs are not allowed to be banded, tied or pushed up.
- Pants must always be worn at waistline. No sagging.

ACCESSORIES

- Purses, bags, backpacks and clutches are not allowed in the auditorium or classrooms (they must be stored in lockers before attending class).
- No hats, bandanas or du-rags

BELTS

• Black, navy or brown leather or fabric belts

HAIR

- Clean and combed appearance
- Can be colored in natural human hair color
- No designs of any kind are permitted to be in the hair or on the face.

SHOES

- Dress (no heels) or athletic shoes-any color
- No cowboy boots, sandals, flip flops, Crocs, high heels, open-toed or open-heeled shoes

TIES

• Black or red neckties worn appropriately

PHYSICAL EDUCATION UNIFORMS

- All students taking physical education are required to wear appropriate athletic attire and shoes.
- HCPA gym shirts and shorts may be purchased from the P.E. teacher.
- Note: Students may not wear their Phy Ed clothing during other class periods.



HMONG COLLEGE PREP ACADEMY | FOR ALL STUDENTS

THE HCPA WAY

Hmong College Prep Academy is pleased to introduce "The HCPA Way". It encompasses everything we do at HCPA from academics, testing, teaching, curriculum, career exposure, cultural engagement, positive climate and of course a focus on college. All aspects of the HCPA Way focus to provide your student with the very best K-12 educational experience!

Key features of The HCPA Way will be visible throughout the school day:

- Teaching and Learning
 - A new revamped grading policy with a focus on students' mastery of subject material.
 - o Flipped learning--an innovative approach in which students preview material prior to the teachers introduction.
 - o Note: Our initial flipped learning pilot program resulted in explosive student interest in subject matter and dramatically enhanced learning.
- Data Driven Instruction
 - Researched and implemented best instructional practices
 - Weekly reviews of student data and instruction plans to meet your child's needs
- College and Career Readiness
 - Continuing our K-12 focus on the concept and reality of college
 - K-5--students will develop personal characterbuilding qualities.
 - o 6 8--students will learn and utilize study skills that can be applied in all classes.
 - o 9 12--high school students will utilize opportunities to investigate and develop a plan to meet their future career and college goals.
- Culture and Climate
 - Integration of cultural pride and heritage via the arts, coursework, celebrations and Hmong language instruction
 - o Daily reinforcement of our positive learning environment with our merit system
 - The Warrior Code--Respect Self, Respect Others, Respect Community
 - As students, we will strive to follow The HCPA Way:
 - Have a positive attitude •
 - Ask questions
 - Attend class everyday and be on time Be prepared with all supplies present

 - Use class time wisely
 - Practice self discipline •
 - Set high yet practical goals for myself
 - Take responsibility for my future success
 - Follow the Warrior Code--respect self, respect others and respect community



HMONG COLLEGE PREP ACADEMY | FOR ELEMENTARY STUDENTS ONLY

Highlights of an HCPA K-5 Education:

- Free all-day, every day Kindergarten
- Free tuition, breakfast, lunch and nutritious snacks
- Free door-to-door busing in MpIs/St. Paul and select suburbs

Interactive Learning

- Targeted, interactive instruction to meet individual student needs
- Exciting educational & interactive field trips
- After school and summer school enrichment courses available
- Recess
 - Takes place on our playground.
 - o In the event of bad weather, recess will be held in classrooms or the gym.
 - Please ensure that your child/children are dressed appropriately to play outdoors, even in the winter.
 - Parents requesting their child be allowed to stay inside during recess due to medical or physical reasons should make their request in writing.
 - Note: In order to stay inside for physical or medical reasons beyond one day, a physician's note is required.

Technology and Specialists

- Chromebooks and Wi-Fi access for all students!
- Art, Theatre, Music, Hmong Language and Culture, Physical Education, and Computer Literacy

Parental Involvement

- There are many opportunities for parental and community involvement during and after school.
- We highly encourage parents to volunteer 40 hours a year.

How your child will benefit most from an HCPA education:

Homework--a little extra work goes a long way!

- Students should anticipate 10 minutes of homework per day per grade level (1st Grade 10 Minutes; 2nd Grade 20 Minutes; 3rd Grade 30 Minutes; etc.).
- A consistent homework routine assists in building many life-long skills: good study habits, increased attention spans, time management, setting priorities, problem solving, learning to work independently, organizational skills, planning, etc.
- It is important that students have a consistent and quite space in which to complete their homework

After school Enrichment Hours: Tuesdays and Thursdays from 3:30 PM – 5:30 PM

- HCPA is proud to offer after school enrichment courses and activities for upper elementary grades.
- Look for sign-up information and permission slips in September and January.
- Nutritious dinner is served from 3 PM until 3:30 PM for enrichment participants.
- Transportation is provided for participants.

Some items are better left at home

 Toys and other distracting personal belongings such as radios, iPods (other MP3 players), electronic games, trading cards and cameras should not be brought to school unless the student's classroom teacher has given prior permission.

HMONG COLLEGE PREP ACADEMY | FOR MIDDLE AND HIGH SCHOOL STUDENTS ONLY

Highlights of an HCPA 6-12 Education:

- Free busing in Mpls/St. Paul and select suburbs
- Free tuition, breakfast, lunch and nutritious snacks (for grades 6 8)
- Lots of ways to get involved--sports, clubs, after school activities
- Reinforces the concept and reality of college via curriculum, career and college fairs, campus visits, assistance with college applications, essays and more!

Getting Around

- ID Cards
 - Every student is required to carry their current HCPA ID (identification) card.
 - New cards will be available each Fall after photos are taken.
 - Please see your college prep teacher or the Main Office if your ID is lost or damaged.
 - The cost for a replacement ID is \$5.
- Hall Passes
 - o Students must have signed passes to be in the halls during class time.

How Students Benefit Most From an HCPA Education:

Work Hard to Get Good Grades

- At HCPA, we never give up on our students and provide the necessary support for every student to succeed.
- If a student is struggling in any course, they are strongly encouraged to attend Homework Help on Wednesdays to receive additional support and tutoring.
- What happens when a student has an F in a class?
 - College prep teachers will contact parents/guardians.
 - If the F continues after two weeks, students will meet with their college prep teacher and placed on an Academic Achievement Plan. Again, parents will be contacted.
 - If an F continues after four weeks, administration will schedule a meeting with the student and parents/guardians.
 - A proactive collaboration between students, college prep teachers, content teachers, parents and administration will make every effort to avoid the situation where a student fails a course.
- Despite all efforts, what happens if a student fails a course?
 - If a student fails a course, they will be required to attend 5th hour (Wednesday homework help and tutoring) for the entire next quarter.

Take Advantage of the Opportunities Available to Experience College

• Attend HCPA's College and Career Fairs, campus tours and field days.

Get Involved! Join a Team, Club or After school Enrichment Course.

- Athletics: Teams meet after school Monday through Friday until 6 PM. Students must provide their own transportation home.
- After School Enrichment Hours: Tuesdays and Thursdays from 3:30 PM 5:30 PM HCPA is proud to offer after school enrichment courses and activities. Look for sign-up information and permission slips in September and January. Nutritious dinner is served from 3 PM until 3:30 PM for enrichment participants. Transportation is provided for all participants.
- Homework Help & Tutoring, 5th Hour: Wednesdays from 3 PM 5 PM Students must provide their own transportation home.

HMONG COLLEGE PREP ACADEMY | FOR MIDDLE AND HIGH SCHOOL STUDENTS ONLY

Ambassador Program

The HCPA Ambassador Program provides an exciting way for students to become more involved in their school.

- One boy and girl from each 6-12 CP class are selected to serve as school ambassadors within the student body
- Duties include serving as a leader amongst their peers, becoming more involved within the school community at a deeper level and providing input on important school decisions
- Ambassadors will also assist new students to acclimate to "The HCPA Way"
- Program members will meet every-other week during their College Prep time.

Some items are better left at home

 Toys and other distracting personal belongings such as radios, iPods (other MP3 players), electronic games, trading cards and cameras should not be brought to school unless the student's classroom teacher has given prior permission.

Homework Policy--a little extra work goes a long way!

- Students should anticipate 10 minutes of homework per day per grade level (6th Grade--60 Minutes; 7th Grade--70 Minutes, 8th Grade 80 Minutes, 9th Grade 90 Minutes, etc.).
- A consistent homework routine assists in building many life-long skills: good study habits, increased attention spans, time management, setting priorities, problem solving, learning to work independently, organizational skills, planning, etc.
- HCPA expects and encourages students to turn their homework in on time.
- It is important that students have a consistent and quite space in which to complete their homework
- Note: homework is graded and will be a portion of the formative part of a student's final grade.

Grading Policy

Breakdown of grades will be 70% Summative assessments and 30% Formative assessments.

Summative Assessments	Formative assessments
Benchmark Assessments	In class assignments
Formal papers	Homework
Tests	Entrance and Exit Tickets

Benchmark Assessments

- Are a tool to measure student growth and predict student success on high stake tests (MCA, ACT, MAP)
- Successful completion of a benchmark assessment shows the mastery of a particular skill.
- How benchmark assessments work:
 - o Students will pass a benchmark assessment (test) if they achieve 80% correct
 - If a student does not achieve mastery (80%) on the benchmark, they must remediate the content within the benchmark. They will work directly with their teacher on the best method to learn the material.
 - A student will continue to retake the assessment until they achieve 80% correct.

HMONG COLLEGE PREP ACADEMY | FOR HIGH SCHOOL STUDENTS ONLY

Getting Around

- Student Vehicle Registration
 - Students who drive to school must have a valid driver's license and register any vehicles driven to school, daily
 or occasionally.
 - Students must obtain a driver's pass from Cindy Jones, the Dean of Students.
 - All students who opt for transportation other than transportation provided by HCPA, daily or occasionally, must complete an Authorized Pick-Up Form with parental permission and a ride/pick up pass from Cindy Jones.

Special Privileges

- Eating off-campus
 - Seniors who are in good academic standing, have perfect attendance and are on track for graduation, may apply to eat off-campus during their last semester.

• Outside guests for school events

- o School events are closed to the public unless otherwise noted.
- o If outside guests are allowed, prior approval by administration is required.
- o During school events, all students and guests must stay in the designated areas.
- HCPA students are responsible for their guest's behavior. Misconduct, in any form, will result in immediate dismissal from the event and future events.

How students benefit most from an HCPA education:

Work Hard to Get Good Grades

- At HCPA we never give up on any student and provide the necessary support for every student to succeed.
- If a student is struggling in any course they are strongly encouraged to attend Homework Help on Wednesdays to receive additional support and tutoring.
- See For Middle and High School Students Only (page 21) for details regarding students who are failing courses.

Take advantage of the opportunities available to experience college

- Attend HCPA's College and Career Fairs, campus tours and field days.
- Participate in Yale Summer Institute, Ivy League and Big 10 campus tours Note: for more information see *HCPA Students On the Go* (Page 34).

Know how many credits you need to graduate

• Regularly communicate with your college prep teacher to make sure you're on track to graduate.

Graduation Ceremony Participation Policy

Ensuring students graduate on schedule is a top priority at Hmong College Prep Academy. In order to participate in the graduation ceremony, seniors must:

- Complete all credit requirements AND test requirements PRIOR to the last day of school for seniors.
- Any student who does not meet this requirement will not be allowed to participate in the graduation ceremony.
- Students will have the opportunity to complete course requirements during Summer School.
- Once all requirements have been met, the student will receive his/her diploma.

If a student does not meet the above guideline, he/she will not be allowed to participate in the graduation ceremony. In either event, the student and parent(s) will be notified.

Receiving Your HCPA Diploma

• All fees must be paid and HCPA equipment turned in prior to picking up your diploma



HMONG COLLEGE PREP ACADEMY | ACADEMICS

CURRICULUM--SCHOOL PROFILE

CEEB CODE: 241582

Dr. Christianna Hang, Superintendent Mr. Pao Yang, Chief Operating Officer Danijela Duvnjak, Director of Teaching and Learning Krista Skoglund, Elementary Interim Director of Teaching and Learning

Member: Celebration School, Minnesota Association of Charter Schools; Minnesota Department of Education, MACAC, NACAC Founded: 2004; Grad Grades K through 12 Enrollment: 1910 (9-12: 543) Class of 2017: 129



Curriculum:

Arts (1 year required/3 credits)

AP Studio Art Art Foundations Graphic Art Concert Choir Honors Band Concert Band Piano Class Intro to Small Engines 1 Intro to Small Engines 2 Intro to Theatre Production The Master Class

College Prep (4 years required/4 credits) College Prep High School

English (4 years required/12 credits)

English 9	ÉLL 1
English 9 Honors	ELL 2
English 10	ELL 3
English 10 Honors	ELL 4
English 11	
English 11 Honors	
English 12	
English 12 Honors	
College Composition	
CIS English	

Health (1 semester/1.5 credit) Health 9

Hmong Language/Culture (2 years/6 credits) Hmong Language I, II Hmong Language III Honors

Mathematics (up to Algebra 2 or equivalent)

3 years required/4 recommended/ 9 credits Found for HS Math 1 Found for HS Math 2 Found for HS Math 3 Intermediate Algebra Advanced Algebra Honors Algebra II Algebra 3/ Prob & Stats Geometry Geometry Honors Pre-Calculus **CIS Calculus Computer** Application Personal Finance Entrepreneurship

Physical Education (1 semester/1.5 credits) Physical Education Advanced Physical Education

Science (1 year must be Biology)

3 years required/4 recommended/ 9 credits ELL Science 1,2 Science Foundations Science Foundations Honors General Biology

Science cont.

Biology Biology Honors **Biology Extension** Biology Honors Applied Chemistry Chemistry Chemistry Honors **Environmental Science CIS Anatomy** Physics Environmental Engineering

Social Studies (4 years/ 12 credits)

ELL Social Studies 1.2 World Geo/Ancient History World Geo/Ancient History Honors World History World History Honors U.S. History U.S. History Honors Economics Government CIS Psychology Public Speaking through History Service Learning

World Language (preferably same language) (2 years/ 6 credits) Chinese I, II

HMONG COLLEGE PREP ACADEMY | ACADEMICS GRADING AND COLLEGE ADMISSIONS

	REGULAR	HONORS	AP/CIS/PSEO	Grading:	
A A- B+	4 3.667 3.333	4.333 4 3.667	5 4.667 4.333		al grades are awarded at the end of each er grades and a 4 point scale are used to
В+ В- С+	3.535 3 2.667 2.333	3.333 3 2.667	4.333 4 3.667 3.333	A (90-100) B (80-89) C (70-79)	Exceptional Above Average Average
C C-	2.000 2 1.66	2.333	3 2.667	D (60-69) F (Below 60)	Below Average Unsatisfactory
D+	1.333	1.667 1.333	2.333		
D- F	0.667 0	1 0	1.667 0	Minnesota State Tests: In addition to meeting course credit requirements, students at HCPA must complete two assessment requirements in order to earn a high school diploma. Refer to HCPA Testing in the Student Handbook.	

HCPA students were admitted to and enrolled in (**bold**) the following colleges

Anoka-Ramsey Community College	Kansas State University	Saint Xavier University
Augsburg College	Lake Superior College	Southwest State University
Beloit University	Lawrence University	St. Catherine University
Bemidji State University	Luther College	St. Cloud Community and Technical College
Bethel University	Maryville University	St. Mary's University of Minnesota
Carthage College	Madison Area Technical College	St. Olaf College
Century College	Metropolitan State University	Seton Hall University
Coe College	Milwaukee School of Engineering	Silver Lake College
College of St. Benedict	Minneapolis Business School	Trinity International University
College of St. Scholastica	Minneapolis Community & Technical College	University of Iowa
College of the Redwoods	Minnesota College of Art & Design	University of Minnesota – Crookston
College of Visual Arts	Minnesota School of Cosmetology	University of Minnesota – Duluth
Concordia College-Moorhead	Minnesota State University – Mankato	University of Minnesota – Morris
Concordia University	Minnesota State University – Moorhead	University of Minnesota-Rochester
Creighton University	Montana State University	University of Minnesota – Twin Cities
Dakota County Technical College	Morningside College	University of North Dakota
Depauw University	Mount Mercy College	University of Northwestern
Drake University	Michigan Technological University	Norwich Academy
Dougherty Family College at UST	Minneapolis Business College	University of Sioux Falls
Dunwoody College of Technology	North American University	University of St. Thomas
Duplicate College-IPR	Normandale Community College	University of Wisconsin – Eau Claire
Embry-Riddle Aeronautical University	Northwestern College	University of Wisconsin – Marathon County
Fox Valley Technical College	North Dakota State University	University of Wisconsin – River Falls
Gustavus Adolphus College	North Hennepin Community College	University of Wisconsin-Superior
Hamline University	Northeast Wisconsin Technical College	Upper Iowa University
Hennepin Technical College	Rainy River Community College	Viterbo University
Hofstra University	Rasmussen Business College	Wartburg College
Inver Hills Community College	Rensselaer Polytechnic University	Western Technical College
Iowa State University	Ridgewater College	Winona State University
Itasca Community College	Rochester Community & Technical College	Xavier University
ITT Technical Institute	Saint Cloud State University	
John Carroll University	Saint Paul College	

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HMONG COLLEGE PREP ACADEMY | ACADEMICS TESTING

STATE ACHIEVEMENT TESTING – MCA

What are the MCAs?

The Minnesota Comprehensive Assessments (MCAs) are state tests in mathematics, reading and science that meet the requirements of the federal Elementary and Secondary Education Act (ESEA). They are given every year in the spring to measure student performance against the Minnesota Academic Standards that specify what students in a particular grade should know and do. MCA Math, Science and Reading are administered online. The Science test is only given to 5th, 8th and 10th grade students.

Why do we give these tests?

We use the MCAs to confirm our curriculum and instruction are aligned to Minnesota Academic Standards in mathematics, reading and science. Results help us continue to improve classroom teaching and learning. We also look for areas of future improvement for teachers and students based on results. The mathematics and reading assessments are also used in federal school accountability measurements. The tests also check for student mastery of the state standards.

Who must take these tests?

The State of Minnesota and ESEA requires that all students in public schools participate in the statewide assessment program. Mathematics and reading tests are given in grades 3–8 and high school (students in grade 10 take the Reading MCA and students in grade 11 take the Mathematics MCA). The Science MCA is given to students in grades 5 and 8 and in the high school grade when they take a life science or Biology course. Students with an Individualized Education Program (IEP) or 504 Plan may be eligible for accommodations or an alternative assessment form.

STATE ENGLISH LANGUAGE LEARNER TESTING – ACCESS FOR ELLS

What is the ACCESS for ELLs test?

ACCESS for ELLs stands for Assessing Comprehension and Communication in English State-to-State for English Language Learners. This large-scale test addresses the English language development standards in the domains of listening, speaking, reading and writing. Items are written from performance indicators of the social and instructional language, the language of language arts, math, science and social studies.

Why do we give these tests?

ACCESS for ELLs helps the state and HCPA monitor English language student growth in the domains of listening, speaking, reading and writing. Results are used to inform instructional decisions, curriculum needs and student placement or leveling decisions within our English Learner (EL) program.

Who must take these tests?

Any student who qualifies for EL service at HCPA will take ACCESS for ELLs each spring until exiting the program.

HMONG COLLEGE PREP ACADEMY | ACADEMICS TESTING

DISTRICT PROGRESS MONITORING – NWEA MAP

What is the MAP test?

The Measurement of Academic Progress (MAP) is an adaptive assessment that measures student growth in reading and math. It is administered three times a year, in the fall, winter and spring for all K-2 students. All 3-12 grade students take the MAP test in the fall and spring.

Why do we give these tests?

All HCPA students have MAP growth targets and take ownership of their learning as a result of this information. MAP data is used for class placement decisions, to differentiate instruction, create flexible groupings of students and to inform intervention strategies. MAP results are also used to monitor district progress and predict performance on MCAs.

Who must take these tests?

All students K-12 take MAP in the fall, winter and spring each year. Students with an Individualized Education Program (IEP) or 504 plan may be eligible for accommodations.

GRADUATION REQUIREMENTS

In addition to meeting course credit requirements, students at HCPA must complete two assessment requirements in order to earn a high school diploma.

Requirement 1:

Seniors must meet or exceed their personal growth goals on MAP Reading and Math. Goals are provided to students in the fall and must be met at the spring testing session. Even if a student met his/her goal in the winter, he/she must maintain or exceed that goal in the spring as well. If students have not met their personal MAP goals at the spring administration, retest opportunities will be provided. If the student still does not meet his/her goal after the retest opportunities, the student must attend and successfully complete Summer School in order to receive his/her diploma. Student will only be required to attend Summer School in the subject area that he/she does not meet (math or reading). Students with an Individualized Education Program (IEP) or 504 plan may be eligible to pass based on a case manager set individual passing score.

Requirement 2:

Seniors must take a college/career readiness assessment (ACT, SAT, ACCUPLACER, or its equivalence) and provide HCPA a copy of the result report by the last day of school for seniors. There is not a specific score that must be achieved, but we recommend student strive for their personal best, as these test results will be viewed by colleges and/or prospective employers.

HMONG COLLEGE PREP ACADEMY | TECHNOLOGY

HCPA: A Culture of Learning Through Technology

"We have to keep up with the latest technology if we're going to stay on the leading edge of education," stated HCPA Superintendent Dr. Christianna Hang. "There are very few, if any at all, professions that do not utilize computers, tablets or other technological resources. If we don't expose our students on a daily basis to technological resources, we're not preparing them for success after they graduate—be it in the working world or college."

Chromebooks for all Students

- Every K-12 student is provided access to Chromebooks to assist with his or her schoolwork.
- K-5 students will have access to Chromebooks in the classroom.
- Students in grades 6-12 will be given the opportunity to bring Chromebooks home to assist with homework. Note: students may pay an **optional \$40 technology fee** insuring the device from breakage and theft.
- Students who do not have home access to the Internet are also provided with a wireless hotspot.
- Contracts will be sent home with all 6-12 grade students on the first day of school. They must return the signed contract prior to receiving any equipment.
- Schoology provides students with immediate, on-demand access to lesson plans and assignments.

STEM Lab

- HCPA has an exciting STEM (science, technology, engineering and math) lab.
- The lab was funded by a \$75,000 grant from NIET, the National Institute of Teaching Excellence.
- The new lab will be the home of an environmental engineering class this fall.
- Students will delve into green technologies by experimenting with solar vehicles, solar cookers, wind turbines, maglev technology, and fuel cell vehicles.

All Campus Wi-Fi

- The school partnered with NetrixIT to develop and install a customer wireless system that better meets the needs of students and staff.
- The new system is rated for 10,000 active connections and provides better coverage throughout the campus.

Internet/Intranet Usage and Etiquette

- Use of HCPA's Internet/Intranet access is a privilege, not a right.
- Use of the Internet/Intranet is for Hmong College Prep Academy academic purposes only.
- All users of HCPA's computers and networks are expected to abide by accepted rules of network etiquette.
- The rules of acceptable behaviors are as follows:
 - Personal information shall not be revealed.
 - o Unlawful information shall not be placed on any network system.
 - HCPA shall not be held liable for individual(s) actions on the Internet/Intranet.

Inappropriate Internet/Intranet Usage and Consequences

- Inappropriate use includes, but is not limited to online chatting, personal email, viewing of inappropriate and obscene sites, on-line message forums, on-line shopping.
- Illegal activity
- Other use that hampers the integrity of security of HCPA's computer network or any computer networks connected to the Internet/Intranet
- Please see HCPA Policies--Discipline: Technology for consequences related to inappropriate use.

STUDENT TECHNOLOGY GUIDELINES

How to get the most from your CHROMEBOOK

Charging: The device needs to be fully charged prior to coming to school every day

- The device is designed to be a tool to support you within your academic endeavors.
- Using the device for non-academic purposes will slow the device down, drain the battery, and create further challenges when using the Chromebook for your school work.

Malfunction: When your device does not operate properly or has visible damage please do the following:

- Immediately inform the teacher in the class you are in and your College Prep Advisor.
- After turning your device in for repair to Tech Support, check with your College Prep Advisor on a daily basis to ensure your device is returned to you as soon as possible.

Appropriate Usage: Your assigned Chromebook is intended solely for academic purposes and is not to be used for entertainment.

Hotspots: HCPA gives student who do not have internet access at home, a mobile hotspot to connect their Chromebook when not at school.

- Data allotment: Each student is allotted 4 GB of data per month through their hotspot.
- Constantly watching YouTube (or other like websites) will drastically drain your battery and quickly use up
 your monthly allotted amount of data making it difficult to complete your necessary school work from home.
- Usage: A hotspot can be used anywhere cell-phone service exists.
- Be sure to keep your hotspot off when not in use so the data allotment is not wasted.
- Be sure to charge your hotspot when not in use.
- Please do not use your hotspot when on campus. This conflicts with the school's WI-FI, and drains your monthly allotment of data.
- Do not under any circumstances allow another device to connect to your hotspot. Doing so wastes your monthly allotment of data.

Merit/Demerit System

The merit/demerit system emphasizes prevention to establish a safe and supportive school climate, which promotes and enhances academic success. The foundation of *The HCPA Way* is a set of school wide behavior expectations.

The Warrior Code exists to promote and maintain a safe and productive learning community.

The Warrior Code--Respect Self--Respect Others--Respect Community

Merits

Merits will be given when students perform above and beyond in the areas of community, behavior, kindness or school upkeep. Examples include:

- Making the school look better
- Helping tutor a fellow student
- Allowing adults the right of way on the sidewalk or hallway

Merits are never given when a student asks for one for himself or herself. Merits may result in a student being entered in a raffle for prizes or tickets, as a group reward/contest and or special recognition.

Demerits

A student can be assigned from one (1) to four (4) demerit(s) for a rule infraction. Any infraction deserving more than four demerits, such as gross disrespect to staff or other students, results in the student being sent to the Dean of Students. A student will not be given demerits AND a consequence from the Dean of Students.

Offense	Demerits	Notes
Academic dishonesty, cheating, plagiarism	4	Automatic detention and parent phone
		call, zero on assignment
Dress code – non-fixable – wrong color clothing	4	Parent phone callpotential detention
Electronic devices	4	Automatic detentionParent phone call
Leaving class without permission (walking out)	4	Automatic detention
PDA – kissing,	1	
Late to class more than 3 minutes	4	Automatic detention
Late to class 1-3 minutes	2	
Late to class 1 second-1 minute	1	
Dress code – can be fixed - shirt not tucked in,	1	
accessories		
Disrespect	Min 1	
Disruptive Behavior	Min 1	

Detention/Demerit Cycle

- If a student earns four demerits within a two-week period, they will be issued detention.
- Detention is after school on Wednesday afternoons from 3 PM until 4:30 PM.
- Bus transportation is not provided and parents will need to pick up their students at 4:30 PM.
- Every two week period demerits will reset to zero.

At HCPA we believe students learn best when parents, teachers and the community work together to provide the very best education for our students.

How to Stay Connected:

- Please see our Facebook, website (http://www.hcpak12.org) for news and upcoming events at Hmong College Prep Academy.
- Attend our August orientation. Every student and their parents are encouraged to attend orientation to meet their teachers, become familiar with the school, and make new friends.
- Read our email announcements, letters and flyers that are sent home on a regular basis.
- Attend your child's athletic events, concerts, parent/teacher conferences and parent-student academies



- Complete our annual surveys. We use your input to continue to improve our school.
- Ensure we have all of your current contact information: phone numbers, address and email addresses.

How to Know Your Child's Academic Progress:

- Attend parent teacher conferences in October and March
 - If a parent would like to speak with a teacher, a meeting time *must be arranged in advance*.
 - Parents may request conferences at any time by contacting their child's teacher or the Main Office. A conference will be scheduled at a time that is convenient for both parents and teachers.
- Log onto HCPA's Student/Parent Portal
 - o Gain access to your child's grades and attendance
 - Parents can also email concerns or questions to their child's teachers. To obtain a username and password, please contact the Technology Department via email at <u>techsupport@hcpak12.org</u>.
- Review your student's report cards
 - Parents/students will receive student progress reports/report cards at the end of each quarter.
 - Students' quarter grades will be mailed to the address listed in their permanent record.

How to Get Involved:

- Join our Parent Advisory Council (PAC).
- All parents are welcome to attend the monthly PAC meetings. This is a great opportunity to find out more about your student's HCPA education!
- Volunteer for an all-school event or in your child's classroom (please arrange with the classroom teacher ahead of time)

After School Programs--The Big Picture

- Athletics: Teams meet after school Monday through Friday until 6 PM Students must provide their own transportation home
- After School Enrichment Hours: Tuesdays and Thursdays from 3:30 PM 5:30 PM HCPA is proud to offer enrichment courses and activities. Look for sign-up information and permission slips in September and January. Nutritious snacks are served from 3 PM until 3:30 PM for enrichment participants. Transportation is provided for all participants.
- Homework Help and Tutoring, 5th Hour: Wednesdays from 3:30 5:00 PM Students must provide their own transportation home.

After School Enrichment Programs

- At HCPA we believe that a balanced education encourages and expects academic excellence as well as participation in activities....all which makes for a great school experience!
- Course offerings change twice a year based on the interests of our students.
- Look for sign up information in September and January.
- Here is a sampling of some of the classes we have offered in the past:
 - o Reading and Math Pros
 - o Tech Savvy
 - Video Creations
 - Photography, Film and More!
 - o Fitness 101
 - o Strength & Speed
 - Mind Games
 - Math Counts
 - o Japanese Culture Club
 - Explorer Club
 - o Mock Trial
 - o The HCPA Way to Success

Clubs and Organizations

- At HCPA we believe that a balanced education encourages and expects academic excellence as well as participation in activities...all which makes for a great school experience.
- Taking part in event planning and student-led committees provide our students opportunities to develop leadership and teamwork skills.
 - o Senior, Junior and Sophomore Committees
 - o Prom
 - o Ambassadors Program
- We offer many activities and clubs!
 - o Choir, Band and Drama
 - o Mock Trial

HMONG COLLEGE PREP ACADEMY | GET INVOLVED!

SPORTS

A balanced education encourages and expects academic excellence as well as participation in activities...all which makes for a great school experience.

The benefit of sports at HCPA is that everyone has the opportunity to participate!

HCPA athletic teams partner with teachers by providing their athletes with:

Weekly academic check-ins Regularly scheduled study halls One on one mentoring

Boys' Athletics--MN State High School League sanctioned varsity boys sports:

- Boys' Soccer (Fall)
- Boys' Basketball (Winter)
 - Cost: \$65 (Scholarships Available)

Boys' Club Sports:

- Boys Volleyball (Spring)
 - Cost: \$65 (Scholarships Available)

Girls' Athletics--MN State High School League sanctioned varsity girls sports:

- Girls' Volleyball and Soccer (Fall)
- Girls' Basketball (Winter)
- Girls' Badminton (Spring)
 - Cost:\$65 (Scholarships Available)

Middle School Athletics

- Co-ed Soccer (Fall)
- Co-ed Basketball (Winter)
- Co-ed Volleyball (Spring)
 - Cost: \$45 (Scholarships Available)

Who do we play? HCPA is a member of the Eastern MN Athletic Conference which includes:

Academy for Food Science and	Great River Academy	Minnesota Academy for the Deaf
Agriculture	HOPE Academy	North Lakes Academy
Calvin Christian High School	International School of MN	Nova Classical Academy
Christian Life	Liberty Classical Academy	Shattuck St. Mary's
Community of Peace Academy	Metro Deaf School	

Our programs also compete against a number of non-conference schools including: Burnsville, Eden Prairie, Edina, Mpls Edison, Mpls South, Mpls Southwest, Mpls Washburn, Mpls Roosevelt, St. Paul Como Park, St. Thomas Academy

"We work really hard to make sure that all interested students are able to experience athletics" Coach Vang

HMONG COLLEGE PREP ACADEMY | HCPA STUDENTS ON THE GO!

Field Trips

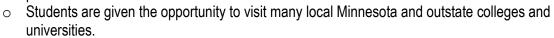
- Field trips are a great way for students to experience new and exciting environments.
- Each year, all middle and high school students participate in a field day that emphasizes teambuilding and "The HCPA Way."
- Prior to attending a field trip, students must turn in a permission form signed by their parent or guardian.
- Students are expected to wear their uniforms unless told otherwise.



College Visits

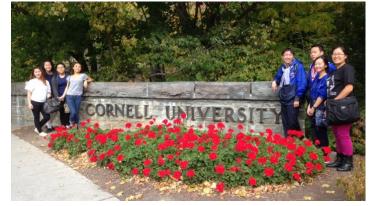
At HCPA, we believe visiting colleges is an essential part of our college prep curriculum. We are fortunate to offer many opportunities for students to explore various postsecondary options.

- Campus tours within the traditional school day
- Yale Summer Institute
 - A month long summer program featuring Yale interns mentoring high school participants in the college prep and search process.



- For more information see: It's Summer (page 35).
- Big 10 and Ivy League Campus Tours
 - High school students are encouraged to take part in one of two spring break trips where they'll experience the environment at many of our nation's top universities.
 - Applications will be distributed during the fall term.
 - Cost for each weeklong trip is \$500 which includes transportation, meals and lodging.
 - Scholarships are available.





HMONG COLLEGE PREP ACADEMY | IT'S SUMMER!

Summer School

Hours: 8 AM – 2 PM

- A great opportunity to brush up on your core academic skills, learn new things and have lots of fun too!
- Look for registration information in May each year.
- Note: Uniforms are not required during the summer school session.
- Free breakfast, lunch and transportation are provided.

Yale Summer Institute

The Yale Summer Institute assists HCPA high school students with their college selection and application process. The program features interns from Yale's *Bulldogs Across America*, an alumni-lead program that provides students with internship opportunities in nine US cities.

The month long program features the Yale interns mentoring participants in activities such as:

- Preparing for college entrance exams. Note: Participants average ACT prep test score increased three points over the course of the program.
- Researching financial aid opportunities
- Composing scholarship and college entrance essays
- Applying to a college

The final part of the session intensely focuses on investigating and selecting a specific college.

"Through working with the interns, we were able to get a really good understanding on what someone needs to consider when selecting a college," stated participant Naw Yin. "I will now look at

things like class sizes, the friendliness of the campus environment, access to profs and additional programs like studying abroad to make my decision."

"I really liked the college visits," added, Shi Thay Oo. "Plus, the interns were great and easy to talk to. It was fun getting to know them on a personal level."

Perhaps one participant summed up their Yale Summer Institute experience. "I loved the college visits because now, I can see myself there."





HCPA Student Handbook Policy Section





Hmong College Prep Academy is a public charter school open to any students that reside in the state of Minnesota. All students have a right to a free public education, however registration is required. A student application can be found on Hmong College Prep Academy's website or in our Main Office. Parents can also call the school to have an application sent home or stop by the school to enroll their child(ren).

According to MN Statue 1240-0 Charter Schools, Subdivision 9:

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot.

A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

According to the McKinney-Vento Homeless Education Assistance Act:

Parents and school-aged youth have the right to enroll in school no matter where they live or how long they have lived there. School aged youth have the right to continue in the school they attended before becoming homeless or the school they last attended. In addition, school-aged youth have the right to enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.

School-aged youth have the right to enroll and attend classes while the school arranges for the transfer of school and immunizations records or any other documents required for enrollment.

Enrollment is on a grade-by-grade basis. If a particular grade has more registered students than our capacity, students will be put on a waiting list. If an opening occurs, students on the waiting list will be admitted on a first-come, first-served basis. Siblings of currently enrolled students are given automatic preference for enrollment and positioning on the waiting list. Students currently enrolled in the school are automatically enrolled for the following school year.

HMONG COLLEGE PREP ACADEMY | ENROLLMENT POLICY

Open Enrollment:

Hmong College Prep Academy is a public charter school. Enrollment policies comply with MN Statute 124D.10 Subpart 9. Enrollment in Hmong College Prep Academy is open to all students, without regard to race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, disability, or any other factors, other than the capacity of the program, class, grade level, or building allows.

Definition of Enrollment:

A student is considered to be enrolled in Hmong College Prep Academy when the school makes an offer of admission AND receives an acceptance.

HMONG COLLEGE PREP ACADEMY | ENROLLMENT PROCESS

Application for Admission:

Admission applications are posted on Hmong College Prep Academy's website. Additionally, applications may be mailed upon request.

In order to apply to Hmong College Prep Academy, information requested on the Admission Application must be submitted during the Open Enrollment Period. The Open Enrollment Period for any school year falls between January 1 and January 31. Admission Applications may be submitted via electronic submission, in person, or by mail. Open enrollment closes at midnight on January 31.

Offer of Admission and Lottery:

All applications received during the Open Enrollment Period are automatically offered admission for enrollment (i.e., admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery. In the case of lottery admission, only current residents of the State of Minnesota may be accepted into the lottery.

Preferences for siblings and children of current Hmong College Prep Academy employees:

Two classes of students have preference for enrollment at Hmong College Prep Academy: siblings of currently admitted students and children of current employees. This preference is in accordance with MN Statute 124D.10 Subd.9(c).

Siblings, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically offered admission unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, the sibling of the student with the lowest lottery number (first drawn) has preference and is awarded the placement.

If all available enrollments in a grade are filled by siblings, the sibling is added to the waiting list with priority over any other student.

Children of employees also have preference over the general public. Siblings have preference over children of current employees. Children of current employees, who submit an application before the expiration of the open enrollment period, are automatically offered admission unless the number of children of employee applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of children of employees applications exceeds available enrollment in any grade, the child of the employee with the most seniority has preference and is awarded the placement. Employees who wish to enroll their children at Hmong College Prep Academy using this preference must maintain employment with the organization through the child's first complete year of school.

If all available enrollments in a grade are filled, Hmong College Prep Academy places the child on the waiting list with preference over the general population, but not over siblings.

Lottery:

If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade after siblings and children of employees have been enrolled, the school conducts a general lottery within one week after expiration of the Open Enrollment period. All applications for each such grade(s) from current residents of Minnesota received before the expiration of the Open Enrollment Period are included in the general lottery.

Hmong College Prep Academy conducts all lotteries through a method of random selection. Students are offered admission to the school in the order in which they are numbered in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s).

Waiting Lists:

There is one waiting list with two determinations of preference. Students who are siblings of currently enrolled students are given preference over all other students on the waiting list. The students of current employees are given next priority on the waiting list. Students who are children of current employees have priority over the general waiting list, but not over siblings on the waiting list. A student may only be kept on the current employees' waiting list while their parent is employed at Hmong College Prep Academy. When a student is admitted based on this priority, the parent must remain employed at Hmong College Prep Academy for the first full year of the student's attendance at the school. All other students are put on the waiting list after those with a preference after all open places in grades are filled. The order of the waiting list is determined by the random numbering from the lottery. Applications received after the lottery are added to the end of the applicable waiting list for each such grade, in the order received.

These students carry over from year to year without having to be redrawn for wait list order.

A student may simultaneously be on two separate waitlists for two separate academic years, i.e. if a student is not accepted by July 1 of any year, that student can re-apply to Hmong College Prep Academy for the next academic year without giving up his/her position on the current academic year waitlist.

The school board reserves the right to close admission to any particular grade for any given year. (MN statute 124D.9).

Location of Services:

Hmong College Prep Academy is space limited. Families accepted into Hmong College Prep Academy whose student's program is at capacity or the student's IEP indicates that the student's needs will best be addressed in a placement in another district or setting will be placed on the waiting list after siblings and children of employees.

The family may elect two alternatives while they wait for services at the Hmong College Prep Academy location. The first alternative will have the student enrolled at Hmong College Prep Academy where Hmong College Prep Academy will be the "resident" district and Hmong College Prep Academy will contract with another district to be the "serving" district. The second alternative will have the current district remain the resident and serving district until a space in a program becomes available. There is no benefit for families who elect to have HCPA serve as the resident district. A student who has been accepted by lottery draw, but whose needs are better served in a separate setting will remain on the waiting list (after siblings and children of employees) until an offer for services on site can be made. The order of lottery draw determines the offer for on-site services when capacity in the appropriate program is available, regardless of whether Hmong College Prep Academy is the resident district.

Acceptance of Offer of Admission

Students are offered admission, or notified of status on the waitlist, by letter. Submitting an application to Hmong College Prep Academy will not take a student out of their current school until registration is completed, nor will the current school be notified until Hmong College Prep Academy receives an acceptance of an offer of admission.

Upon acceptance of an offer of admission, by the deadline specified in the Offer of Admission letter, a student is then considered Enrolled in Hmong College Prep Academy. If Hmong College Prep Academy does not receive a response of acceptance by the specified deadline, the student is placed at the end of the waiting list. Families will be notified of their number on the waitlist by letter.

Registration of Enrolled Students

Records Request:

Upon acceptance of an offer of admission, Hmong College Prep Academy requests academic records, transcripts, schedules, standardized test results, most recent 3 year evaluation, and special education records, if any.

Pursuant to Code of Federal Regulations 34 § 99.31(a)(2) and Minn. Stat. § 13.32 Subd. 3(e), generally, education data cannot be released without the consent of a parent or eligible student (a student who is 18 or attending a postsecondary institution). One exception is that a school district can release education data to school officials in another district where a student seeks or intends to transfer or enroll, or where a student already is enrolled as long as the release is for purposes related to the student's enrollment or transfer.

Declination of Admission:

If a family declines admission to Hmong College Prep Academy after an offer of admission is made, the student's name will be removed from the waitlist. If a family declines admission and then chooses to re- apply, the Open Enrollment Period criterion applies, and the student will be considered for admission for the next academic year. Hmong College Prep Academy in no way suggests, urges, nor compels neither declination of admission nor disenrollment of its students.

Enrollment Limitations:

In accordance with MN Statute (MN statute 124D.9), Hmong College Prep limits enrollment for each grade. Also, the HCPA Board of Directors has determined that only current residents of Minnesota may be included in the lottery.

NON-DISCRIMINATION POLICY

Hmong College Prep Academy does not discriminate on the basis of sex, religion, color, national and ethnic origin in its admission or educational policies, athletics, and other school administered programs.

Hmong College Prep Academy will comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion or ancestry.

NON-SECTARIAN POLICY

Hmong College Prep Academy agrees that it will operate, in all respects, as a non-sectarian, non-religious, nonhome-based public school. The school will not be affiliated with any non-public or sectarian school or religious organization.

SEARCH AND SEIZURE POLICY

Lockers and Personal Possessions within a Locker

Pursuant to Minnesota statutes, school lockers are the property of Hmong College Prep Academy (HCPA). At no time does HCPA relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The search may include an inspection of school property including student lockers, desks, and other areas in which items may be kept.

Desks

School desks are the property of HCPA. At no time does HCPA relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. The search may also include the inspection of cell phones, clothing, purses, wallets, book bags, and other personal property.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

MILITARY RECRUITERS

Notice for Directory Information

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want your student's information disclosed, inform the Main Office in writing by October 1 of the current school year.

MEDIA

For the safety and security of the students and staff, the media must have prior arrangements to be on Hmong College Prep Academy premises with the Superintendent, in order to gain valid access to Hmong College Prep Academy. Failure to comply will result in refusal of entrance to the building and law enforcement intervention.

SOLICITATION

Solicitation, Distribution and Loitering by Employees or Non-Employees for any purpose is *prohibited* at all times anywhere on school premises. Any non-employee violating this policy will be required to leave the school premises.

PHOTO PERMISSION

HCPA may take photos of your child's image; duplicate it electronically or by other means as part of the normal student activities at school. These images may be published by HCPA in various brochures, promotional material, school yearbooks, and on the World Wide Web (internet). If you do not want us to use your child's image, please inform the Main Office.

SURVEYS

HCPA may conduct surveys throughout the school year. Survey results may be published by HCPA in various brochures, promotional material, school yearbooks, and on the World Wide Web (internet). Some surveys may require additional permission in which you will be contacted. If you do not want your child to participate in any school survey, please inform the Main Office.

HMONG COLLEGE PREP ACADEMY | RELATIONSHIPS PARENT TEACHER STUDENT COMPACT

Hmong College Prep Academy views teachers, parents and students as integral contributors and decision-makers in our learning community. Our goal is that all students learn to challenge themselves to do their very best. Hmong College Prep Academy also believes that each of us has the responsibility to make both the world a better place. For this purpose, we have designed this Compact, which every teacher, parent, and student is asked to sign.

Hmong College Prep Academy's success is a reflection of commitment of its teachers to create and sustain the best possible learning environment. The Compact includes a commitment from each teacher, parent/guardian and student to agree to be involved as a team to ensure every student will achieve and learn.

As a college prep teacher, I will:

- Prepare and present highly effective instruction
- Model, teach and reinforce attitudes and behaviors that will prepare students to be productive citizens
- Be aware and sensitive to the culture and learning structure of each student
- Prepare my instruction to meet their needs for learning and gaining the power of knowledge of each content area
- Communicate with each student weekly about grades, assignments and tests
- Communicate with your student's other teachers about grades, assignments and tests.
- Guide your student to advocate for his/her self
- Communicate with parent/guardian at conferences and other times when communication is needed

As a parent/guardian, I will:

- Enthusiastically support and be a part of my child's school education
- Attend our annual parent/student/teacher conferences and communicate with HCPA educators whenever I
 have a question or issue about my child
- Support homework assignments
- Ensure and support that my child upholds the Student Code of Conduct and a peaceful, disciplined and respectful school environment
- Treat Hmong College Prep Academy educators, students and other parents with respect
- Support Hmong College Prep Academy to focus on service learning and other projects to benefit the good
 of the greater community
- Ensure my child will miss the least amount of miss school instructional days, as per law

STUDENT RIGHTS AND RESPONSIBILITIES

The rights of an individual student are preserved only by the protection and preservation of the rights of others. A student is responsible for the manner in which his/her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of those rights. The staff, students, and parents must work cooperatively to avoid the extremes of regimentation on the one hand, and anarchy on the other if the goal of establishing an optimal learning environment within the schools is to be realized.

Rights bring responsibilities. The rights and responsibilities listed here are not all inclusive, for students have other rights guaranteed by the Constitution and by state and local laws. This statement of rights and responsibilities is not expected to cover every situation that may arise.

STUDENT CODE OF CONDUCT

• Be committed to always use respectful, honest and responsible behavior

- Be willing to learn from HCPA teachers and staff that model, teach and reinforce attitudes and behaviors that will prepare me to be a productive citizen. Work to embody these principles in school, at home and in my everyday life
- Behave in a manner that will not interfere with the learning process and/or endanger the safety of myself or others
- Complete all assignments and homework as presented by my teacher on time and correctly
- Not be tardy for class
- Not miss school for any reason except for those approved by my parents and stated in the School Handbook

As a student of HCPA, I realize I am responsible for knowing the expectations of Hmong College Prep Academy, which are strictly enforced.

PARENT TEACHER STUDENT COMPACTS WILL BE DISTRIBUTED AND DISCUSSED DURING THE FIRST WEEK OF SCHOOL. ALL SIGNED COMPACTS MUST BE TURNED INTO THE MAIN OFFICE.

HMONG COLLEGE PREP ACADEMY | RELATIONSHIPS PARENT INVOLVEMENT POLICY

Hmong College Prep Academy believes that parents (including those who are economically disadvantaged, have disabilities, have limited English, have limited literacy, are of any racial or ethnic minority background, or are parents of migratory children) are partners with teachers and other staff in the education of their children and that parent involvement and empowerment are essential at all levels throughout the school district.

Hmong College Prep Academy believes that student academic achievement requires that parents have an understanding of curriculum, academic achievement standards, assessments, district/school policies and procedures, and of how to monitor their children's progress and work with educators to improve the achievement of their children.

District Administration shall work in collaboration with parents and guardians and shall actively support the schools and parents in enhancing parent involvement by:

- respecting parents as partners in the education of their children;
- valuing diversity and the need for equity in each school;
- promoting parent involvement in district leadership and decision-making;
- fostering a welcoming and responsive environment for parents;
- ensuring accountability of the staff at all levels throughout the district in working with parents as partners;
- valuing the need for partnerships within public and private entities in the HCPA community;
- ensuring flexibility and accessibility within Administrative operations and flexibility within district-wide processes and procedures; and
- establishing and promoting communication as a source of trust and understanding between the district and parents.

Administrators, teachers and all school staff shall work in collaboration with parents and guardians by:

- respecting parents as partners in the education of their children and honoring their role as first and life-long teachers;
- valuing diversity and equity in each child's learning;
- setting high expectations for excellent customer (student/parent) service;
- expecting high student achievement for all students;
- promoting parent involvement in decision making;
- valuing partnerships within the public and private entities within the HCPA community;
- ensuring flexibility and accessibility within school-wide operations and flexibility within school processes and procedures; and
- establishing and promoting communication as a source of trust and understanding between the school and parents.
- Hosting a series of target events with the goal to communicate and educate our parents about college prep and academic success.
 - o Senior Parent Night- guiding the seniors through their senior year of high school
 - $\circ~$ FAFSA Night for seniors and their families to complete the FAFSA for college
 - o Junior Parent Night- getting juniors ready for their last two years of high school
 - o Freshmen/Sophomore Parent Night
 - o Middle School to High School Parent Night
 - 5th grade to Middle School Parent Night
 - College and Career Fairs

Parents/Guardians are asked and encouraged to be involved in their children's learning and education by:

- taking the initiative to seek the best educational opportunities for their children;
- understanding and respecting the mission and values of the school;
- respecting teachers and supporting school staff as partners in the education of their children;
- demonstrating respect for the school as a whole, including the faculty and staff;
- developing jointly with the teacher, a school-parent compact for their child that outlines how the parents, the school and the student will share the responsibility for improved academic achievement;
- identifying and addressing barriers to parent involvement;
- understanding school procedures and opportunities to contribute or receive support;
- participating in the development of the school parent involvement plan and the review and evaluation of the plan;
- utilizing two-way lines of communication between parents, school staff and the district on the instruction, achievement and conduct of their children;
- participating in training opportunities that will include but are not limited to: strategies/reinforcing learning at home, discipline and understanding cultural differences;
- valuing diversity and the need for equity in each child's learning;
- participating in decision making;
- volunteering in their children's schools; and
- supporting and engaging in developing partnerships within the Hmong College Prep Academy community.

The following outline is in compliance with the legal requirements of the No Child Left Behind Act of 2001. It represents joint development with parents, teachers, and administrators. The policy will be available to all parents in the school district.

- 1. Parents will have an opportunity to assist in developing the building plan, review the program and make suggestions. To accomplish this:
 - All parents will be invited to an annual meeting offered before 1December to maximize the
 opportunity for parents to participate and to be informed of the following: Title 1 Objectives:
 objectives and instructional methods; the student selection process; test scores and how schools
 are identified for school improvement; and that they, the parents, have the right to request to know
 the qualifications of teachers and paraprofessionals in their school. The parent coordinator/facilitator
 with the assistance of the Title I teacher will schedule, notify parents and conduct meetings.
 - The School District will hold a minimum of two meetings/forums annually, which will be held for the purposes of consultation, advising and evaluation. The participants will be parents, school wide support staff, teachers, community representatives and Administrators. These meetings/forums will be advertised and open to all parents. The parent coordinator and the Title I instructor will set the agenda and conduct the meetings.
- 2. Support will be provided to parents and teachers as they plan and implement effective parent involvement by:
 - Providing parent and parent/child workshops and activities based on the assessed needs and interests. The parent group with the parent coordinator's leadership will plan and conduct 1 workshop per year.
 - Developing a Parent/Teacher/Student Compact in cooperation with both parents and teachers and
 promoting its use for the betterment of the students. The compact shall be presented in a way that
 attends to the literacy and language levels of parents. The compact will include an explanation of
 how it will be distributed, monitored and assessed. The Parent/Teacher/Student Compact shall be
 discussed at the fall parent/teacher conference. During the spring parent meeting the agenda will
 include discussion of the Parent/Teacher/Student Compact for the purpose of evaluating the
 effectiveness of the compact.

- Providing a facility that will be a working site for parents to hold meeting/workshops, work on
 projects and obtain materials to encourage parents to support their child's learning. The
 maintenance of the active parent center will be undertaken to the extent possible.
- Providing current, reputable parent literature/materials in a format that is understandable to parents.
- 3. In order to promote the school's and parents' capacity to form a strong partnership and work toward higher student academic achievement, the school will:
 - Assist parents in such areas as the State's academic content standards, State student academic achievement standards, State and local assessments, the requirements of this part and how to monitor a child's progress and work with educators to improve the academic achievement of their children as well as provide information on how parents can participate in decisions regarding the education of their children.
 - Encourage parents to visit their children's classroom during the school day through participation in side-by-side and daily classroom activities.
 - Inform parents of school activities through newsletters, phone calls, web sites, e-mail and other media.
 - Encourage staff to have regular two-way meaningful communication with parents through parent teacher conferences, progress reports, home visits, classroom newsletters, school web site and providing opportunities for observation of classroom activities.
 - Cooperate with other agencies and resources to promote necessary training for parents. Parents will be provided with information as to ways to secure their GED through Adult Education Programs and by informing parents that the public library is available for them.
 - Encourage the education of teachers, pupil services personnel, Administrators and other staff with the assistance of parents, in the value and utility of contributions parents can make as classroom volunteers, sharing skills and interests, assisting and coordinating workshops, helping in the parent center and encouraging other parents.
 - Develop partnerships with community based organizations and business sponsored programs, workshops and training, and having representation at school functions.
 - Make information available, in a format and, to the extent possible, in the language parents can understand.
 - Provide materials and training to help parents work with their children to improve their children's
 academic achievement. Such training would include literacy training and using technology, as
 appropriate, to foster parental involvement.
- 4. Parents will participate in the annual evaluation of the content and effect of the school parental involvement policy and practice. They will also consider:
 - Increasing parent involvement
 - Ways to overcome barriers, which may limit participation for those who are economically disadvantaged, disabled, have limited literacy, have limited English proficiency or are of any racial/ethnic minority background. The annual evaluation will be used to revise and/or design parent policy practices to better parental involvement and parental input.

HMONG COLLEGE PREP ACADEMY | RELATIONSHIPS

VISITORS AND GUESTS

Hmong College Prep Academy welcomes and encourages parents, guardians and guests to visit anytime throughout the year, **with pre-arrangement**. All persons, with and without prior acknowledgement to be on Hmong College Prep Academy premises, must sign in at the Main Office. This includes law enforcement officials, caseworkers, third-party vendors, parents, previous students, and employees not part of the day-to-day functions.

Guests invited by faculty or staff members for educational purposes must have prior arrangements with the faculty and staff member and the Director of Teaching & Learning. The Main Office must be informed prior to the guest arriving.

A log of all visitors will be maintained in the Main Office and guests are to wear their badges at all times when on school premises. Persons caught loitering the hallways without proper escort will be escorted from the building by staff, law enforcement officials or both.

All guests on Hmong College Prep Academy premises must abide by Hmong College Prep Academy policies, including, but not limited to:

- No smoking (includes e-cigarettes, etc.)
- No drugs or alcohol of any kind
- No hats of any kind
- No disruptive electronic devices (cell phones, MP3 players, etc.)
- No controversial attire
- Respect Hmong College Prep Academy staff

- No dangerous or inappropriate jewelry
- No use of profanity
- No loose chains
- Appropriate attire

Hmong College Prep Academy reserves the right to take precautionary measures with guests when deemed necessary. Such measures may include, but not be limited to:

- Walking through the metal detectors
- Searches through bags and carry-in items
- Conditional confiscation of unsafe and inappropriate items
- Sobriety testing
- Refusal of entrance of the building

Failure to cooperate with Hmong College Prep Academy policies may result in refusal of entrance to the building, law enforcement intervention or both.

Parents/Guardians who need an item delivered to their child must check in the Main Office for identification purposes and contact information. The item will then be delivered to the child by school personnel.

If a parent would like to speak with a teacher, a meeting time *must be arranged in advance*. **Parent/teacher meetings should be arranged before or after school hours** as teachers cannot step away from classroom duties to confer with a parent on a moment's notice. Hmong College Prep Academy conducts criminal history background checks on all employees and other individuals that provide services for the school.

Staff/Faculty-Student Relationships:

According to MSBA/MASA Model Policy #423, every employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting with accepted standards of conduct.

Student Complaint Policy:

If a student has a complaint about an employee at HCPA, the following process needs to be followed to resolve the conflict:

- 1. A time will be established to share his/her concern and to positively resolve the situation
- 2. If a student is uncomfortable meeting with the employee alone, he/she may contact the Dean of Students or Counselor, who will meet with both student and employee to resolve the issue
- 3. If the student is uncomfortable meeting with the employee, he/she may write down their issues and ask the Dean of Students or Counselor to first meet with the employee, then involve both parties in resolving the situation
- 4. If the situation cannot be resolved between the two parties, the parents may be asked to become involved.

Parent Teacher Relationships:

Problem Resolution Policy:

In an event that a disagreement should occur between a parent and a member of the HCPA staff regarding the educational programs of a student, the following procedure will be used to reach an acceptable working relationship:

- 1. When a problem arises, the parent will be asked to contact their child's teacher.
- 2. If the problem cannot be resolved between the student and the teacher, the Counselor and/or an administrator will meet with both parties to address the situation.
- 3. If the problem still cannot be resolved, the parent and teacher, Counselor and Superintendent will meet to resolve the problem.

HCPA strives to be a peaceful community. Under no circumstances will abusive, threatening behavior be tolerated by anyone in the HCPA community. All business will be conducted with calmness and respect.

HMONG COLLEGE PREP ACADEMY | CHILD ABUSE AND NEGLECT POLICY

According to District Policy 414

Minnesota educators are mandatory reporters. State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any faculty member who knows or has reason to believe a child is being neglected or abused must report this immediately to the appropriate Child Protection Agency.

If this is an urgent situation needing immediate action, call 911. Child abuse must be reported to the county in which it is occurring.

 Hennepin County:
 612-348-3552
 Ramsey County:
 651-266-4444

HCPA also requires employees who make a report to a Child Protection Unit to immediately complete the Suspected Child Abuse/Neglect Form and submit to the Chief Operating Officer or the Superintendent. Notification to the Chief Operating Officer or the Superintendent following the reporting to the appropriate county is important so that HCPA is prepared to handle any communications from the parents, school community or authorities about the matter.

Employees are also encouraged to call the National Child Hotline Abuse Center if they would like to speak to a counselor and receive advice or guidelines on dealing with suspected child abuse. National Child Abuse Hotline - 1-800-422-4453

HARASSMENT POLICY

Harassment in forms of sexual, racial and religious is a *serious* offense and is NOT tolerated at HCPA. HCPA maintains a learning and working environment free from *all* forms of harassment and violence.

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct and/or other verbal or physical conduct or communication. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Racial and religious harassment consists of physical or verbal conduct relating to an individual's race and/or religion when the conduct:

- 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. Otherwise adversely affects an individual's employment or academic opportunities¹

It is a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of any of this nature and/or any student or employee to be violent to a student or employee.

Harassment and Violence Report Forms are available in the Counselor's office. The Counselor, Dean of Students and/or the Chief Operating Officer should be the sole person(s) available for any verbal reports of such behavior. HCPA will act to investigate all complaints, formal or informal, verbal or written, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the school.

¹ Definitions of harassment is in accordance to MSBA/MASA Model Policy 413; more information can be found at <u>http://www.dps.state.mn.us</u>

ANTI-BULLYING POLICY

General Statement of Policy

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying disrupts the rights of others to an education and is unacceptable in any environment.

HCPA endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored events and activities, via internet or other electronic devices, on school buses and other school-sponsored transportation and at school bus stops. The School District acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities assigned by this policy.

DEFINITION OF BULLYING

"Bullying" means repeated behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyber bullying.

Reporting Procedures

Victims/Targets. All students who believe they have been the victim/target of bullying shall promptly report the bullying to a teacher, administrator or other staff member.

Parents/Guardians. All parents/guardians who become aware of any bullying are encouraged to report the bullying to a teacher, administrator or other staff member.

Student Witnesses. All students who witness or become aware of bullying shall immediately report the bullying to a teacher, administrator or other staff member.

School Personnel. Any staff person who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying. In addition, any staff person who witnesses or receives a report of bullying shall make a report to the administration or their designee and follow any other processes put in place by the school for reporting bullying incidents.

Administrators. An administrator who observes bullying or receives a report of bullying shall document the incident and ensure that the school process for investigating and following up on bullying incidents is implemented in a timely manner.

The entire policy can be found through our District Office.

HMONG COLLEGE PREP ACADEMY |STUDENT HEALTH

HEALTH/MEDICATION POLICY

Personal Health

Every reasonable provision will be made to provide a wholesome, healthy atmosphere for each child during his/her stay at school. There is a very real correlation between a child's health and his/her experience at school and the ability to profit from it. The home can make a great contribution in this area by:

- Seeing that each child consistently gets adequate rest and sleep
- Seeing that each child eats well
- Making sure each child wears weather-appropriate clothing, especially jackets and boots during winter because of our rapidly changing weather, make sure the entire day's weather forecast is considered
- Not allowing a child who is sick or may be sick to come to school and/or allowing a teacher to decide whether or not he/she is sick
- Keeping a child home after a sickness until his/her temperature has been normal for 24 hours without use of fever-reducing medication. If a child is brought to school sick, or becomes ill during the day, his/her parent(s)/guardian(s) will be called and asked to pick him/her up

Parents are encouraged to schedule wellness visits to the doctor and dental appointments outside of school hours to avoid missing schoolwork.

Medication Procedure

The policy for administering medication by Hmong College Prep Academy personnel is as follows:

- The administration of medication to students shall be done only in the exceptional circumstances where the student's health may be jeopardized without it
- Students requiring medication at HCPA shall be identified by the parent or guardian to the Health Office. Sending medication with your child without notifying HCPA could be both hazardous and cause legal issues if the medication falls into the wrong hands
- The parent or guardian and the attending physician or health care provider must complete the Administration of Medication Form in order for a member of the health office to administer medication to a student. This form releases HCPA personnel from liability should reactions result from the medication dosage, the time it is to be given, for how long it is to be given and possible side effects. Forms for medication can be obtained at the HCPA Health Office
- The administration of medication form needs to be completed for each academic school year and it is valid for that year. Please note that an administration of medication form needs to be completed for each prescribed and /or over-the-counter medication.
- Any medication sent to school must be in the original container and must be brought to the Health Office for safekeeping. Again, the Administration of Medication Form must accompany necessary medications from the parent(s)/guardian(s) and doctor or health care provider. The following information must be written on the container: name of child, date of birth, dosage, and time medication is to be taken. Any leftover medication must be picked up within two (2) weeks after the last day of school; otherwise, it will be discarded.

ALLERGIES AND ASTHMA

When your child has asthma and/or allergy to a product, food, or specific item that may be life threatening, please notify the Health Coordinator. Students identified are allowed to self-carry and self-administer their medication by request of their parent and/or guardian and authorized by their physician or health care provider. Constant communication between all parties involved will help to insure that reasonable provisions will be taken.

IMMUNIZATIONS AND SCREENING

The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school. Since immunization laws change frequently, the Health Office will contact you if additional information regarding immunizations, is needed. Immunizations will need to be up-to-date PRIOR to school entrance for ALL students. Foreign exchange students and transfer students will have 30 days to update their immunizations. The Health Office will provide periodic screening for vision and hearing.

The State immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied admittance. Transfer students will be given 30 calendar days from the date of enrollment to submit a complete Certification of Immunization or Exemption. Revised changes to the mandatory immunization law will be applied immediately.

ACCIDENTS/INJURIES

In the event of an accident or injury at school, *depending on its severity*, emergency first aid is administered. Every effort is made to contact the student's parent(s)/guardian(s). If parent(s)/guardian(s) cannot be reached, either at home or at work, emergency contacts provided on student's HCPA Emergency Contacts Form will be contacted. If emergency contacts are unable to be reached, the physician and/or health care provider listed on the form will be contacted. If all else fails, 9-1-1 will be contacted and the student may be transported to the nearest hospital for emergency treatment. **The student's parent(s)/guardian(s) are responsible for any expense incurred as a result of emergency action taken by school personnel.** Following the return to school, consideration will be given to support injured students through the Health Team. A written note by the doctor, hospital and/or health care provider must be provided if there are any restrictions.

If there are any additional health concerns regarding your child that Hmong College Prep Academy should be aware of, please contact the Health Office or Administration *immediately* at 651-209-8004.

ANIMALS

For health and safety reasons, all animals must remain outside of the building during school hours and away from Hmong College Prep Academy premises, either in a vehicle or securely restrained across the street. Prior arrangements must be made with the administration to ensure safety and proper accommodations for animals used for educational purposes. Service animals are welcome.

The Lawful Reasons for Being Absent (Excused Absences) include (but are not limited to):

- Illness (HCPA requires doctor verification or that the parent bring the child to the school to be seen by the school nurse for illness beyond 3 days);
- Doctor or Dentist visit/mental health included (avoid school hours if possible);
- Religious holidays when the school is notified in advance;
- Funeral or other family emergency;
- Family activity for up to 5 days when pre-arranged; or,
- Transportation problems caused by failure of the Transportation System.

Unlawful Excuses (Unexcused Absences) include (but are not limited to):

- Staying home to baby-sit or help out
- Oversleeping
- Missing the bus
- Waiting to change schools

School Sponsored Absences

A missed class due to a school-sponsored event is an excused absence. Students who miss class for school-sponsored activities must make up the work for classes missed. These activities are usually scheduled well in advance and students should make every effort to inform their teachers and arrange make-up work with teachers.

• Travel (unless pre-approved)

• No reason given

Too cold

Family Trips

Family trips are discouraged during the school year. Learning that is lost due to an absence can never be adequately replaced and can cause delays in graduating on time. If absolutely necessary, parent/guardian must give the office written notice up to *one week in advance*. The student is responsible for making up any missed work and completing a pre-arranged absence from the attendance office.

Families play an important role in making sure students are in school. When excessive absences occur, the school will intervene. If the child continues to be absent after appropriate interventions, the school legally must complete a referral to county officials. The school reserves the right to require medical verification in cases where excused student absences are excessive.

The following steps will be taken regarding excessive absences:

- 3 unexcused absences: A warning letter will be sent to parents. For students residing in Ramsey County, a Truancy Intervention Program (TIP) referral will be made to the Ramsey County Attorney's office. Other counties have similar programs.
- 2) **5** unexcused absences: Parents and student will be required to meet with the designated attendance personnel.
- 3) **7** unexcused absences: A petition will be filled out and forwarded to county officials. This could result in monetary fines, community service, out-of-the-home placement, etc.
- 4) **15** consecutive absences: A student will be automatically de-enrolled. This is according to MN state law. (MN Stat. 126C.05)

DISMISSAL DURING THE SCHOOL DAY

If a student becomes ill and needs to go home, s/he must report to the Health Office. If a student must be excused during the school day, the following procedures will be used:

- 1) Parent or guardian (or an individual who has been authorized in writing by the parent/guardian or direct verbal permission to school personnel) must sign the student out at the office.
- 2) Students leaving school early for any reason are not to be transported by school personnel to home, after school daycare or other pre-determined areas unless a direct emergency warrants it.
- 3) School personnel will contact parent/guardian or emergency contact via phone, electronic means, or other forms of direct communication when student becomes sick or injured.
- 4) Where appropriate/applicable, siblings of a sick or injured student will be contacted by the office, if it is required that they leave school prior to dismissal.
- 5) Accident Reports are to be filled out and parents notified in a timely manner when injury warrants a phone call to the parent/guardian.
- 6) School personnel will assist students who are visibly upset on school property or during school hours/programs and notify parents and/or administration for support in resolving the problem in a reasonable and prudent manner.

Students who are absent for all or part of any day may not attend or participate in any extra-curricular event or sporting event on that day or night except with written permission of the administration.

HMONG COLLEGE PREP ACADEMY | FOOD SERVICES

FREE BREAKFAST & LUNCH

HCPA will follow the Community Eligibility Program (CEP) of the National School Lunch Program and School Breakfast Program. According to the Minnesota Department of Education, CEP offers reductions in program record keeping and reporting requirements to schools that are able to offer breakfast and lunch to **all** students *at no charge* (including those not qualified for free/reduced meals).

Hmong College Prep Academy Students (Grades K -12) are required to:

- Complete and submit the **Application for Educational Benefits** per family, regardless of your eligibility. Must be completed by September 30th of each year.
- Take every food item the school offers (breakfast=3 out of 4 components; lunch=3 out of 5 components). No second helpings of food.

If your child/children have any food allergies or food restrictions, please contact the Health Office *immediately* at 651-209-8004 or notify the Food Coordinator.

BREAKFAST AND LUNCH TIME

All students receive a student ID at the beginning of the school year for use at breakfast and lunch. Only Seniors who are in good academic standing, have perfect attendance and are on track for graduation, may apply to eat off-campus during their last semester. Otherwise, all students are required to remain on campus at all times unless specified by their teacher or school official. Lunch is to be eaten in the cafeteria ONLY and during assigned periods.

SNACKS

During each school day, HCPA provides all K-8 students with a healthy snack. In addition, on Tuesdays and Thursdays all students participating in after school activities and classes receive a nutritious snack.

NONDISCRIMINATION STATEMENT

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Student fees and fines:

Aligned with MN STATUTE 123b.37

- Fees may be charged in areas considered to be co-curricular, supplementary to the education requirements for graduation or otherwise permitted by state law.
- Schools shall charge students for lost, damaged or destroyed books, materials, supplies and equipment which are owned by the district, including damage to school property and school vans & busses.
- Schools may fine students for parking violations on school property.

School Property:

All students are expected to respect the school facility and property. Hmong College Prep Academy will investigate all incidents of vandalism. Students will be held responsible for school furniture, equipment, technology and property, which are deliberately or carelessly defaced, damaged, marred, or broken. If found responsible, student(s) will be charged for the damage and/or required to restore the property to its original condition. Parents will be billed for damages to the school property.

Textbooks:

Students are responsible for textbooks and other school-issued materials and must pay for any lost or damaged items. Students questioning the condition of a textbook at the time of issue should consult their teacher. Parents will be billed for any lost or damaged textbooks.

STUDENT ACADEMIC CUMULATIVE FILE

Your child's school records may be viewed at any time. Parents are requested to give the school a written notice one day prior to the school registrar in order to provide adequate time to pull the student records. The student records may only be reviewed in the presence of the Counselor, Registrar and/or an Administrator. However, student records can be viewed through PowerSchool.

GRADUATION CEREMONY PARTICIPATION POLICY

Ensuring students graduate on schedule is a top priority at Hmong College Prep Academy. In order to participate in the graduation ceremony, seniors must:

• Complete all credit requirements and test requirements PRIOR to the last day of school for seniors.

Any student who does not meet this requirement will not be allowed to participate in the graduation ceremony.

Students will have the opportunity to complete course requirements during Summer School. Once all requirements have been met, the student will receive his/her diploma.

If a student does not meet the above guideline, he/she will not be allowed to participate in the graduation ceremony. In either event, the student and parent(s) will be notified.

AFTER SCHOOL ACTIVITIES

Hmong College Prep Academy cannot be held responsible for injuries or death resulting from voluntary participation in extra-curricular activities or use of technology, including but not limited to:

- Open gym activities
- Outside activities
- Use of elevator

SPECIAL EDUCATION SERVICES

Special Education Services are offered by Hmong College Prep Academy. These services are designed to help your child succeed in their academics at the school. Parents can meet with their Child's teacher, and the Counselor, if they have academic or behavioral concerns. Before a student is referred for a special education evaluation, the school must conduct and document at least two instructional strategies, alternatives, or interventions using a system of scientific, research-based instruction and intervention in academics or behavior based on the student's needs. The teacher(s) and the Counselor can help determine whether a referral for special education assessment needs to be completed following the documentation of pre-referral interventions. If a referral is filed, a team including the parents, teachers, the Counselor, and Special Education staff will meet to address the concerns and determine if testing is needed. Students who qualify for services based on their assessment results and other factors will he served by the Special Education staff at the school.

The Special Education staff will work with classroom teachers in developing specific academic and behavioral strategies and interventions for each learner. They will also ensure that student individual Education Plans (IEPs), 'are in full compliance with all due process requirements and developed with appropriate input from classroom teachers, parents, and other key individuals.

HCPA intends to fully integrate students with disabilities into all programs to whatever extent possible. it will abide by all relevant legislation, including the individuals with Disabilities Education Act (IDEA) regulations, Title II of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. Our comprehensive Child Find process will identify students in need of services and ensure compliance with all requirements mandated within a student's IEP. Should a student's needs and IEP require services other than inclusion, Hmong College Prep Academy will meet those needs, including using outsourced and contracted services.

SCHOOL CLOSURE FOR INCLEMENT WEATHER POLICY

Safety is our first priority in extreme winter weather

The safety of all our students is the first priority when determining if schools should stay open in extreme winter weather.

The decision to close school is a serious one, and it affects many working families who would have to take a day off of work or find day care on short notice. Some families do not have these options and their children may be left home alone. Often, children are more at risk when we close school.

Information on school closings due to weather

The district will post information about school closings through a variety of communication vehicles.

- District websites
- District social media pages (Facebook)
- Auto call and text message to families
- Dial the district office at 651-209-8002 to hear a recording
- Media outlets including WCCO, Fox 9, and Kare 11

Those responsible for activities scheduled in schools over the weekend determine whether or not an activity will be held if weather is a concern.

School Closure due to cold weather

In making this decision, district officials rely on the <u>National Weather Service's Warning System.</u> If the National Weather Service issues a "<u>wind chill warning</u>" stating that exposed skin can become frostbitten in <u>less than 15</u> <u>minutes</u>, then the district will likely make a decision to close. If a wind chill advisory is in effect, students who are properly dressed for the weather should be able to walk to school or wait for the bus without risking frostbite. Every effort will be made by 8:00 P.M. the night of and/or by 5:00 A.M. the morning of the school cancellation.

School Closure due to snow

HCPA will cancel classes if road conditions are such that travel becomes too hazardous for buses and cars. HCPA will consider canceling classes if travel delays become so great that staff cannot reach the buildings in order to teach students or students will be out at bus stops for an excessive amount of time. Every effort will be made by 8:00 P.M. the night of and/or by 5:00 A.M. the morning of the school cancellation.

Close School for both Students/Staff:

- District website is updated
- District social media pages (Facebook)
- Auto call and text message to families
- Local news media is updated

This may happen if it snows 6 inches or more in 12 hours, or 8 inches or more in 24 hours. Every winter storm is different, so it is possible that classes will still be held even if snowfall reaches these limits. We may also close school if conditions approach blizzard criteria, even if snowfall amounts are lower.

If the school is closed due to inclement weather for more than one day (or consecutive days), the Administration and teachers shall implement the Online School Program for students.

Concerns about the weather and school is in session

In case of very extreme winter weather, parents/guardians have the final decision on whether or not to send their children to school. If school is open, students are expected to attend.

However, if parents/guardians feel their children would be in danger, they can choose to keep them home. The absence will be excused if the parent/guardian calls to report it prior to the start of school. If the school is not contacted, the student will not receive an excused absence. Students who are already in school will not be excused if they choose to go home.

Early Release/Dismissal

If a storm worsens during the school day, a decision to close school early will be made by approximately **11 AM** by the Superintendent.

Midday dismissal: Lunch may be served and schools will be released in normal order, so older siblings are home first to await younger brothers/sisters.

Tornado warning or other severe weather: Buses will not be loaded and students will remain at school.

Cancellation of after school activities

HCPA may cancel after school activities if the weather and/or road conditions become too hazardous for keeping students past the regular school day. HCPA will make this decision by 12 PM and will notify parents of students who are in the after school activities of the cancellation.

No Late Starts for Students

Due to the complexity of student transportation (e.g., students coming from other districts for magnet schools, homeless student transportation, and transportation to out-of-district special education programs), Hmong College Prep Academy District 4103-07 does not offer late starts for students.



Online School for Cancelled Days Grades K-5

The safety of the faculty, staff, and students of Hmong College Prep Academy is the primary factor when making decisions about cancelling school. Although our first preference is to keep school open, there are times when cancelling regular school and opting for the following options for elementary.

The Hmong College Prep Academy policies & guidelines for **Grades K-5** on cancelled days are:

Requirement for Teachers grades K-5:

- 1. Prepare Math and ELA work that correlate with Pacing Guide and Unit of Study in **"Take Home Folder"** with directions.
 - a. Math Unit:__
 - Must include specific directions
 - b. Literacy Unit:____
 - Must include specific directions
 - c. Website for parents to refer to:
 - SuperKids (K-2)
 - Literacy by Design (3-5)
 - Math EnVision (K-5)
 - Math and Reading games online activities (incentives)
- 2. Prepared **Reading Logs** must include: date, page number from ____and to___, with parents signature
- 3. Schoolwork assigned should be high quality with an appropriate amount of rigor. Avoid the perception (or reality) of busy work.
- 4. Directions explaining the work to be done **MUST** be specific.
- 5. Must have a **"Sign Off"** page for parent/adult from home so they can check in with their child/children from home.
- 6. Teaches are available to answer any questions students/parents may have during "Teacher Office Hours for a minimum of 2 hours during the day (9am-11am). During Teacher Office Hours teachers will be available through her/his email:

HCPA Elementary School Requirement for Students:

- 1. Students are required to have and keep their Emergency Homework Folder in their backpack at all time.
- 2. Students are expected to start school work by 9:00 am.
- 3. Students are expected to work during the school day and may contact teachers during Teacher Office Hours. Questions coming outside of the TOH may not be answered or addressed.
- 4. Students are responsible for all work assigned during cancelled regular school and must have a parent/ (an) adult signature on **"Sign Off"** page.



Online School for Cancelled Days Grades 6-12

The safety of the faculty, staff, and students of Hmong College Prep Academy is the primary factor when making decisions about cancelling school. Although our first preference is to keep school open, there are times when cancelling regular school and opting for Online School is the best, safest, and/or only option.

The Hmong College Prep Academy policies & guidelines for **Grades 6-12** on cancelled days are:

Requirement for Teachers grades 6-12:

- 1. Work posted/assigned should **serve to advance the curriculum** the equivalent of one day of class (approximately 1 hour of work for students).
- 2. Schoolwork assigned should be high quality with an appropriate amount of rigor. Avoid the perception (or reality) of busy work.
- 3. Schoology must be the central spot for assignments and class activities. Posting should include the following:
 - a. A narrative that explains the work to be done with specific instructions regarding any homework that is due.
 - b. If homework is due, indicate how to turn it in and when it is due.
 - c. Directions on where to go to find any necessary additional resources such as links, documents, etc.
- 4. Teachers are **expected to post no later than 9:00 am** (and if possible earlier).
- 5. **Teachers are expected to post and hold Teacher Office Hours for a minimum of 2 hours during the day.** During Teacher Office Hours teachers will be available for live, online question and answer help via email and/or other teacher designated platforms (Schoology, Edmodo, Google Doc, etc.). Teacher Office Hours should be posted on Schoology with the class work.

HCPA Online School Requirement for Students:

- 1. Students are required to have their Chromebook at home and connected to the internet.
- 2. Students are expected to start online school by 9:00 am.
- 3. Students are expected to work during the school day and access teachers during Teacher Office Hours. Questions coming outside of the TOH may not be answered or addressed.
- 4. Students are responsible for all work assigned during cancelled regular school.

TRANSPORTATION

Minnesota statute 121A.59

TRANSPORTATION A PRIVELGE NOT A RIGHT: Transportation by school bus is a privilege not a right for an eligible student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under the Individuals with Disability Education Act, United States Code. Title 20, section 1400 et seq., section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 794, and the Americans with Disabilities Act, Public Law 101-336, are governed by these provisions.

CLASS I OFFENSES (MOST SERIOUS)

- Possession of a handgun, knife, or other weapon.
- Detonation of ammunition.
- Detonation of a pyrotechnic device on the school bus.
- Sale or distribution of alcohol or drugs.
- Assault against the school bus driver.
- Attempting to ride on the outside of the school bus.
- Bringing a flammable liquid onto the school bus.
- Igniting, or attempting to ignite, any object.
- Pushing or shoving another student at, or near, a moving school bus.
- Running out in front of a moving school bus.
- Violent assault on another student.
- Tampering with, or vandalism of, the school bus crossing gate.
- Opening any emergency exit, or exiting, or attempting to exit, from a moving school bus.
- Extending head out of a window while the bus is in motion.
- Other extremely dangerous and/or illegal actions, which endanger the safety of the student.

CLASS II OFFENSES (SERIOUS)

- Threatened assault upon the school bus driver.
- Interfering with a police officer, District administrator, or safety supervisor.
- Use of tobacco.
- Ignition of any type of fire, including matches and lighters.
- Physical aggressions, or the threat of physical aggression, against another person.
- Fighting.
- Theft or robbery.
- Possession of a pyrotechnic device.
- Possession of a look-a-like weapon.

- Tampering with emergency equipment, including the 8 light system, two-way radio, and emergency exits.
- Extending arms or legs out the window while the bus is in motion.
- Throwing or shooting an object, or objects, at the bus driver or out of the bus window.
- Distracting the school bus driver.
- Bringing dangerous objects onto the school bus (other than weapons, explosives, or flammable liquids).
- Riding while under suspension of transportation privileges.
- Pushing or shoving another student in the school bus danger zone.
- Willful damage to property at the school bus stop.
- Willful damage to the property of other students.
- Unacceptable sexual conduct (other than violent assault)
- False identification or refusal to provide the driver with the student's name.
- Failure to follow safe crossing procedures.
- Possession of ammunition.
- Possession of alcohol or un-prescribed drugs.

CLASS III OFFENSES

- Vandalism of the school bus.
- Throwing of shooting objects around the school bus.
- Failure to follow the driver's instructions.
- Standing while the school bus is in motion in violation of MS 169.
- Pushing, shoving, or hitting another student.
- Failure to cross the street ten feet in front of the school bus.
- Use of obscene or profane gestures or language.
- Harassment in any form.
- Riding on a bus route other than the assigned route.
- Boarding or exiting at other than the assigned stop.
- Eating or drinking on the school bus.
- Shouting, yelling, screaming, or excessive noise.
- Tripping a student.
- Blocking the school bus aisle.
- Spitting.
- Horseplay.
- Possession of a lighter or matches.
- Possession of squirt guns, water balloons, liquid containers of any type, shaving cream, or eggs.
- Possession of cap guns, or other obvious toy weapons.

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense must be applied.

TRANSPORTATION

Consequences for Unacceptable Behavior

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into class I, II, III offenses, depending on the severity of the incident. The consequences to be applied are:

Class I offenses (Most serious Offenses)

- 1. First Offense: Grades 4-12 and Second Offense Grades K-3:
 - a. Loss of bus service for the remainder of the school year or 120 days whichever is longer.
- 2. First Offense: Grades K-3 Loss of bus service for 30 days and parent conference.

Class II Offenses (serious)

- 1. First offense:
 - a. Written warning and 1-5 day suspension of transportation privileges and written notification of parent/guardian.
- 2. Second Offense:
 - a. 3-5 day suspension of transportation privileges and parent conference.
- 3. Third Offense:
 - a. 10 day suspension of transportation privileges and parent conference.
- 4. Fourth Offense:
 - a. 30 day suspension of transportation privileges and parent conference.
- 5. Fifth Offense:
 - a. Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer.

Class III Offenses

- 1. First offense:
 - a. Conference with principal and written notification of Parent/guardian.
- 2. Second Offense:
 - a. Written warning or 1-5 day suspension of Transportation privileges, written notification of Parent/guardian, and in building disciplinary consequences if no suspension of transportation privileges.
- 3. Third Offense:
 - a. 3-5 day suspension of transportation privileges and parent conference.
- 4. Fourth Offense:
 - a. 10 day suspension of transportation privileges and parent conference.
- 5. Fifth Offense:
 - a. 30 day suspension of transportation privileges and parent conference.
- 6. Sixth Offense:
 - a. Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer.

In considering applications of penalties, principals may consider incidents of unacceptable student conduct, which have occurred, in previous school years.

HMONG COLLEGE PREP ACADEMY | DISCIPLINE POLICY

All school rules and expectations apply anywhere on school property (leased or owned), on school bus, at bus loading/unloading areas or at any organized activity sponsored at or by Hmong College Prep Academy.

Hmong College Prep Academy bans guns and other harmful weapons from all school premises.

Consequences shown are not necessarily sequential. Based on severity of rule violation, any consequence may be assigned; this list is not all-inclusive. Administration may impose or recommend longer suspension, expulsion or any other discipline as appropriate on a case-by-case basis.

VIOLATION	DESCRIPTION	CONSEQUENCE
Weapon (s)	Possession, use and/or transmission of weapon(s) or any object that can be reasonably considered a weapon include: a knife, firearm and/or item that looks like a firearm whether loaded or unloaded in working or non-working condition; destructive explosives; any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such as deemed inappropriate by staff/faculty.	Notification of Police Notification of Parent Suspension or Expulsion OR ALL OF THE ABOVE If Harmful to Self or Others: Lockdown 911 Emergency
Drugs, Alcohol, Tobacco, or Mood- Altering Substances	Possession, use, and/or transmission, including being under the influence of any tobacco product (including electronic cigarettes); drugs which include any narcotic drug, controlled substance, hallucinogenic drug, inhalant, toxic substances; 'intoxicating beverages; any paraphernalia (including identifying markings) associated with the same controlled substances or intoxicating beverages, or any controlled substance or unauthorized use of prescription drugs as deemed inappropriate or unsafe by staff/faculty.	Notification of Parent Suspension or Expulsion Referral to Outside Service for Treatment OR ALL OF THE ABOVE If Harmful to Self or Others: 911 Emergency
Smoking	Smoking on school grounds, having the smell of smoke on breath, clothes, or was in close proximity of a recently lit or vaped cigarette. **Electronic cigarettes are illegal on any school grounds in the state of Minnesota**	 1st Offense: Parent Notification; Restitution 2nd Offense: Suspension and parent meeting 3rd Offense: Administration intervention to determine course of action
Threat Against Persons	Verbal and/or nonverbal intimidation, abuse, or threats; stalking; obstruction; assault; fighting or posturing for fighting; extortion; bullying; racial harassment; harassment on the basis of disability; sexual harassment or violence; indecent exposure; and hazing.	Notification of Parent Suspension or Expulsion If Harmful to Self or Others: 911 Emergency
Threat Against Property	Tampering with unauthorized use of, removal of, <u>damage</u> to, or destruction of school property or the property of school personnel and/or others (even though 'such an act and was accidental or a result of poor judgment); possession of stolen property; <u>vandalism</u> ; trespassing; arson; theft; or robbery.	Notification of Parent Suspension or Expulsion Restitution for Damage If Harmful to Self or Others: 911 Emergency Student must pay for any damage or repair.

VIOLATION	DESCRIPTION	CONSEQUENCE
School Policies or Educationally Disruptive Acts	Classroom or non-classroom setting; disruptive inappropriate behavior and/or language, profanity, racial slurs; any behavior exerting disobedience, disrespect or ignorance of person(s), property, and/or class/school activity as deemed inappropriate by staff member.	Warning Conference with Dean of Students Notification of Parent Additional offenses: Out of School Suspension
Excessive Absences	In compliance with Minnesota State Law, no student is allowed to exceed 10 unexcused absences per year.	 3 unexcused absences: Warning letter sent to parents and the county notified. 5 unexcused absences: Parents and student must meet with the designated attendance personnel. 7 unexcused absences: Petition filled out and forwarded to Truancy Court.
Academic Dishonesty	Cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting academic dishonesty, falsification of records and official documents and/or unauthorized access ² as deemed inappropriate by staff member	Zero Credit on Assignment Conference with Dean of Students Notification of Parent, Suspension or Expulsion
School Transportation	Damaging vehicle property, bringing impermissible items on the vehicle, violations of persons, excessive tardiness, repetitive and disruptive behavior including failure to obey driver, not remaining seated or moving around, standing on seats or sitting on back of seats, eating and drinking, causing a mess, not keeping body parts inside the vehicle, shouting and/or throwing items out the windows.	 1st Offense: Report forwarded to Transportation Coordinator- consequences vary 2nd Offense: Report forwarded to Dean of Students- consequences vary 3rd Offense: Notification of Parent Additional Offenses: Suspension or Expulsion from school transportation Student must pay for any vehicle damage or repair.
Technology	Transmission of any material in violation of any international, United States or state law is prohibited. This includes, but is not limited to: copyright materials; threatening, harassing, or obscene materials, and personal usage. Use of the Internet for commercial (for profit) activities or product advertisement is prohibited. Forgery of electronic mail messages, changing, files belonging to users and downloading of any files (i.e. movies, games, etc.) into the School District's computers is prohibited. Violations of the law, through the use of the School District's Internet access may result in disciplinary action or litigation against the offender by the proper authorities.	Legal action will be taken to the fullest extent of the law. One or more days in-school and/or out-of-school suspension and/or community service Notification of parent Conference with Dean of Students and Technology Administrator Loss of total Internet usage for up to the remainder of the school year. Destroying or stealing results in a <u>\$2000.00</u> fee per damaged/stolen computer and software and immediate usage termination.

² Definitions of each Academic Dishonesty violation can be found at <u>http://www.northwestern.edu/uacc/defines.html</u>

VIOLATION	DESCRIPTION	CONSEQUENCE
Dress Code	Any uniform that is not according to the Dress Code Requirements or deemed inappropriate by staff member is considered a dress code policy violation. NOTE: Hmong College Prep Academy does not loan uniforms.	Parents notified by phone to bring in their uniform. *If parent cannot bring in uniform, student must be picked up by parents. *If parent cannot bring in uniform and pick up the student, emergency contacts will be contacted to take student home. Continued violations will result in further consequences.
Electronic Devices	No electronic devices are allowed during school or in class. Devices include any item, electronic in-form that is visible or in-use, such as but not limited to cellular phones, musical players or devices (Discmans, iPods etc.), electronic organizers, cameras, television or video cameras.	If caught using during school hours or in class, the item will be confiscated and forwarded to the Dean of Students. 1 st Offense: Automatic Detention 2 nd Offense: Parent must pick up item. 3 rd Offense: Item(s) will be confiscated until the end of the school year. If item is not retrieved by end of the school year, the item will be thrown out.
Minor Violation	Minor violation would be considered, but not limited to, action(s) that do not threaten the safety or well-being of the staff or students, does not cause a disruption in the educational process, or is one which is immediately corrected as requested by staff or faculty.	If student refuses to obey staff request, the violation changes to insubordination and is handled according to that policy. 1 st Offense: Staff/Faculty Verbal Warning 2 nd Offense: Conference with Dean of Students 3 rd Offense: Parent notification or suspension or both.
Loitering	Wandering in the hallways or disruptive and illegitimate presence in the Main Office, the Counselor's Office, the Health Office, bathrooms, gymnasium, or classrooms.	1 st Offense: Verbal warning and documentation. 2 nd Offense: Referral to Dean of Students
Vehicles on HCPA Premises	Parked on Hmong College Prep Academy premises without proper permit	 1st Offense: Written warning or depending on the situation, as decided by the Dean of Students and the Chief Operating Officer 2nd Offense: Fined \$50 and parent notification 3rd Offense: Vehicle is no longer welcomed near Hmong College Prep Academy premises (will be towed at owner's expense if it is in sight of Hmong College Prep Academy) and parent notification

Electronic cigarettes, and other illegal items, will be confiscated and destroyed immediately. Any other confiscated items *not retrieved* by parent or student will be thrown away at the end of each school year.

Hmong College Prep Academy's Discipline Policy is a matter of public record. The policy information will be shared with staff/faculty, students, and parents. By enrolling your student with HCPA parents and students are acknowledging and adhering to the school's discipline policy.