

**Student**  
**HANDBOOK**



**Hmong College**  
**Prep Academy**

**2019-2020**

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## HMONG COLLEGE PREP ACADEMY | SUPERINTENDENT'S OFFICE



Dear Staff, Students and Parents/Guardians,

Welcome new and returning Hmong College Prep Academy students to the 2019-2020 school year!

2018-2019 was another great year at HCPA!

- **Financial Aid:** The class of 2019 was awarded **over \$5.8 million dollars** in scholarship and grants, over four years, from the schools to which they were accepted.
- **Graduation rate:** 96% of the class of 2019 earned their diploma (our highest rate of all time!) and 80% confirmed their enrollment by making a deposit and/or registering for classes.
- **Being an HCPA student for four years:** There is no doubt about it...the longer a student is at HCPA, the higher chance they to graduate on time. In 2018-19, the graduation rate for students who had been with us since ninth grade was 99%.

New initiatives for the 2019-2020 school year include:

- Continuing to live our goal to provide our students with state-of-the-art technology, 1,200 new Google Chromebooks will be put into service
- Implementing research-based literacy practices that will get our students reading at grade level by third grade
- Expanding parent opportunities to be involved in their child's education
- Implementing the new Minnesota science standards
- Providing a mentorship program for new staff
- Building a strong multi-tiered system of support that ensures all HCPA students' needs are met

We are also starting a number of important future (2020 and beyond) initiatives including:

- Using ACT Aspire tests in grades 3-9 to ensure all our students are college and career ready
- Continuing to expand our course offerings in high school for college and career pathways

With these 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, honors 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,

A handwritten signature in black ink that reads "Christianna Hang".

Christianna M. Hang, Ed. D.  
Superintendent

# HMONG COLLEGE PREP ACADEMY | WHY HCPA?

## HCPA FEATURES

- Free tuition
- Free bus service for all students in Mpls., St. Paul and selected 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
  - Warrior 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
  - 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



# 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:

## **The Warrior Way**

Warriors at Hmong College Prep Academy embody a growth mindset that fosters the development of discovery and perseverance throughout their lives. Warriors follow the Warrior Code to demonstrate how they Respect Self, Respect Others, and Respect their Community.

## **Strong Relationships and Connections**

Hmong College Prep Academy provides a safe learning environment where relationships are fostered to build connections based on mutual trust between students, staff, and the community.

## **Commitment to Excellence**

Through a student-centered mindset, Hmong College Prep Academy welcomes challenging opportunities that promote investigation, hands on learning, and independence to grow a community of learners.

## **College and Career Readiness**

Hmong College Prep Academy Warriors consistently engage with college and career exploration that focuses on the social and emotional development of the whole child. The moral development and academic rigor of the college and career focus prepares the Warriors to look beyond the K-12 environment.

## **Global Perspective**

Warriors embark on a mission to discover the world around them. Through curiosity and exploration Warriors become aware of the global impact of their decisions, taking on new information with an open and engaged mind, instilling lifelong learning.

## **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 | 2019-2020 CALENDAR

Student Days: 172 (S1=87; S2=85) +Indicates early release.

August 2019							February 2020						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	29

\* 12-13 New Teacher/Staff Workshops (2 days)

\* 14-21 All Teachers/Staff Workshops (6 days)

\* 16 Student Orientation 4-7pm

\* 22-30 Open for teacher meetings and classroom setup

\* 22-30 MN State Fair

\* 17 No School for students/staff President's Day

September 2019							March 2020						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20+	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				

\* 2 No School/Labor Day

\* 3 First day of school for K-12

\* 5 Evening Parent/Teacher Conferences 5-8pm

\* 6 No School for Students/ Parent/Teacher Conferences 10-4pm

\* 20 +Early Release at 11 am

\* 30-31 No School/ Spring Break

October 2019							April 2020						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12	5	6	7	8	9	10	11
13	14	15	16	17	18	19	12	13	14	15	16	17	18
20	21	22	23	24	25	26	19	20	21	22	23	24	25
27	28	29	30	31			26	27	28	29	30		

\* 15 Evening Parent/Teacher Conferences 5-8pm

\* 16 No School for Students/ Parent/Teacher Conferences 10-4pm

\* 17 No School for Students/ Teacher Workshops

\* 18 Regular work day for staff

\* 18 No School for Students Staff

\* 1-3 No School/ Spring Break

November 2019							May 2020						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27+	28	29	30	24	25	26	27	28	29	30
							31						

\* 8 Mid-semester 1

\* 27 HCPA World Culture Day +Early Release at 1pm

\* 28-29 Thanksgiving Break

\* 8 No School for students/ Teacher Workshops

\* 25 No School/ Memorial Day

\* 29 Last day of school for seniors

December 2019							June 2020						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7		1	2	3	4+	5	6
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				

\* 23-31 No School for Students/ Winter Break

\* 4 Last day of school/ +Early Release at 11am

Semester 2 Ends/ Grading

\* 5 Senior Commencement 6pm

\* 8 or 9 Summer School Begins (tentative)

January 2020							July 2020						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30	31	

\* 1-3 No School for Students/ Winter Break

Classes Resume

\* 20 No School/ MLK

\* 24 No School for Students/ Semester 1 Ends/ Staff Workshops/Grading

\* 2 Summer School Ends (18 days)

\* 3 July 4th observed

## HMONG COLLEGE PREP ACADEMY - 2019-2020 IMPORTANT EVENTS

Please refer to the HCPA announcements for updates on important events

August	
16	Student Orientation 4 PM to 7 PM <i>All students and their parents should attend.</i>

September	
3	First Day of School/ Semester 1 Begins
20	Safety Day
30	MS Field Day

October	
1-4	Spirit Week
1	HS Field Day
4	Homecoming Dance, 7 PM-9 PM*
9	Parent Night- Kindergarten and 12th/FAFSA: 5 PM-7 PM
15	Parent Teacher Conferences 5 PM to 8 PM
16	Parent Teacher Conferences 10 AM to 4 PM No School for Students
17	No School for Students- Teacher/Staff Workshops
18	No School for Students and Staff
25	HCPA Haunted House, 5 PM to 8 PM*
30	Picture Day

November	
1	MS Fall Dance 4 PM to 6 PM*
8	Mid Semester 1
13	Parent Night- 1st, 2nd, 11th: 5 PM-7 PM
27	World Culture Day - Early Release (1 PM)
28 - 29	No School for Students--Thanksgiving Break

December	
4	Picture Retake Day
11	Parent Night- 3rd, 4th, 6th, 7th: 5 PM-7 PM
18	Secondary Fall Music Concert 6 PM*
23-31	No School for Students- Winter Break

January	
1- 3	No School for Students- Winter Break
6	Classes Resume
7	After-school enrichment classes begin
17	Career Fair 8:30 AM to 11 AM
20	No School--Martin Luther King Jr. Day
21-23	Finals: MS and HS
15	Winter K-5 Theatre Performance - 6 PM*
22	Winter Secondary Theatre Productions- 6 PM*
24	No School- Semester 1 Ends/ Grading/ Staff PD
27	Semester 2 Begins

February	
12	Parent Night- 9th and 10th: 5 PM-7 PM
17	No School for Students - President's Day
26	K - 5 Literacy Night 5 PM to 7 PM* K Round-up 5 PM to 7 PM*

March	
5	Parent Teacher Conferences 5 PM to 8 PM
6	Parent Teacher Conferences 10 AM to 4 PM No School for Students
13	College Fair 8:30 AM to 11 AM
18	Parent Night- ???
20	Staff Professional Development Day- Early Release 11 AM
25	New Student Open House 5 PM to 7 PM*
27	Mid Semester 2 After School Enrichment Ends
30-31	No School for Students--Spring Break
30-31	Southeast College Tour

April	
1-3	No School for Students--Spring Break
1-3	Southeast College Tour
15	Parent Night- 5th and 8th: 5 PM-7 PM
17	MS Spring Dance 4 PM to 6 PM*
30	Spring Secondary Theatre Productions Show- 6 PM*

May	
1	Senior Signing Day - during CP
2	HS Prom, 6 PM - 11 PM (Juniors and Seniors)*
7	Secondary Spring Music Concert - 6 PM*
8	No School for students- staff development
?	Awards Ceremony
14	Spring K-5 Theatre Performance 6 PM*
25	No School for Students--Memorial Day
29	Last Day for Seniors All School Picnic and First Responder's Day

June	
1-3	Finals: MS and HS
4	Last Day of School & Early Release at 11 AM Semester 2 Ends
5	Senior Commencement 6 PM-8 PM
8 or 9	Summer School Begins - tentative Senior Trip

July	
5	Summer School Ends - tentative

\*Indicates volunteer opportunities for staff and teachers

## 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  
612-290-9949; Ext. 8560  
christianna.hang@hcpak12.org

### **Chief Operating Officer**

Pao Yang  
612-290-2793; Ext. 8561  
pao.yang@hcpak12.org

### **K-5 Director of Teaching and Learning**

Krista Skoglund  
651-209-8002; Ext. 8163  
krista.skoglund@hcpak12.org

### **6-12 Director of Teaching and Learning**

Danijela Duvnjak  
651-274-3228; Ext. 8586  
danijela.duvnjak@hcpak12.org

### **Business/HR Manager**

Chong Her  
651-209-8002; Ext 8162  
chong.her@hcpak12.org

### **Counseling Office**

Cece Lee  
651-703-8338; Ext. 8562  
cecelia.lee@hcpak12.org

### **Dean of Students**

Cindy Jones  
651-336-2360; Ext. 8473  
cindy.jones@hcpak12.org

### **Business Office**

Mainia Lee  
651-209-8002; ext. 8568  
blia.her@hcpak12.org

### **Food Program Services**

Pa Kou Thao  
651-209-8002; Ext. 8111  
may.yang@hcpak12.org

### **Health Services**

Xee Roehl  
651-209-8004; Ext 8004  
Xee.roehl@hcpak12.org

### **Human Resources**

Lisa Yang  
651-274-5176; Ext. 8573  
lisa.yang@hcpak12.org

### **Student Attendance**

Gao Sheng Lo  
651-209-8002; Ext. 8658  
Xee.roehl@hcpak12.org

### **Student Registration**

Mai Qer Yang; Ashley Xiong  
651-209-8004; 8102;8575

### **Technology Support**

Hmong Her  
651-209-8002; 8323  
techsupport@hcpak12.org

### **Testing and Assessment**

Jenee Nordstrom  
651-334-5660; Ext. 8141  
jenee.nordstrom@hcpak12.org

### **Transportation**

Tony Hang  
651-209-8002; Ext. 8588  
tony.hang@hcpak12.org

General questions can be emailed to [CollegeReadiness@hcpak12.org](mailto:CollegeReadiness@hcpak12.org).

Questions regarding Schoology? For assistance email [Schoology@hcpak12.ORG](mailto:Schoology@hcpak12.ORG)

Transportation Hotline: 651.289.1877



## HMONG COLLEGE PREP ACADEMY | GETTING STARTED

### GRADE K-5 SCHOOL SUPPLY LIST

<p><b>GRADE K</b>  <b><u>Do not Label these items</u></b>                  2 - Packs of <b>PRIMARY</b> Pencils ("Fat" pencils)                  1 - Large pink eraser                  2 - Folders (2 pockets, solid color)                  2 - Packs 24 Crayola color crayons                  2 - Packs 12 colored pencils                  1 - Pack 8-count washable markers                  1 - Pack watercolor paints                  1 - Scissors (round-tip "kid" scissors)                  3 - Large boxes of Kleenex (facial tissues)                  12 - Small glue sticks                  1 - Bottle Elmer's Glue                  2 - Containers Clorox (disinfecting) wipes                  1 - Box quart Ziploc bags                  1 - Box gallon Ziploc bags                  1 - Composition notebook                  1 - Container hand sanitizer</p> <p><b><u>ONLY LABEL</u></b>                  1 - Large backpack (label with child's name)                  1 - Towel/blanket for rest time (no stuffed animals, no pillows)                  1 - Set of extra clothes (to be left at school), uniform not required</p>	<p><b>GRADE 1</b>                  1 - Large backpack (<i>label with child's name</i>)                  2 - Packs of pencils (24 total)                  3 - Large pink erasers                  2 - Folders (2 pockets)                  1 - <b>Wide ruled</b> composition book                  1 - 24-count color crayons                  1 - Pack of washable markers                  1 - Pack of <b>Expo</b> dry-erase markers                  1 - Scissors                  3 - Large boxes of Kleenex (facial tissues)                  8 - Glue sticks                  1 - Container Clorox (disinfecting) wipes                  1 - Box business size envelopes                  1 - Box of snack or sandwich size Ziploc bags                  1 - Bottle Elmer's Glue                  1 - Pack watercolor paints</p> <p><b><u>Optional for Gr. 1</u></b>                  1 - Hand sanitizer                  1 - Box Band-Aids</p>	<p><b>GRADE 2</b>                  1 - Large backpack (<i>label with child's name</i>)                  3 - Large boxes of Kleenex (facial tissues)                  3 - Packages #2 Pencils (36 total)                  2 - Large pink erasers                  1 - Pack 24-color crayons                  1 - Pack 8-count washable markers                  1 - Wide-ruled notebook                  1 - Pack <b>Expo</b> dry-erase markers--4 count package                  3 - 2 pocket folders (1 red, 1 blue, 1 yellow)                  1 - "fun" folder (can be any design or color)                  8 - Small glue sticks                  1 - Scissors (round tip)                  1 - Box Ziploc bags (snack size, quart size, or gallon size)                  2 - Containers Clorox (disinfecting) wipes                  1 - Hand sanitizer                  3 - pack of Post-it notes (3 inches square)                  1 - Roll paper towels</p>	<p><b>GRADE 3</b>                  1 - Large backpack (<i>label with child's name</i>)                  1 - Pack 12 colored pencils                  1 - Scissor (round or pointed tip)                  4 - Notebooks                  4 - Packs of pencils (48 total)                  4 - Solid colored folders (2 pockets)                  1 - Pencil box OR zipper pencil case                  6 - Small glue sticks                  4 - Large boxes of Kleenex (facial tissues)                  2 - Containers Clorox (disinfecting) wipes                  1 - Containers hand sanitizer                  1 - Large pink eraser                  1 - Pack <b>Expo</b> dry-erase markers                  1 - Packages Baby Wipes                  1 - Box 12 count crayons                  1 - Packs wide-ruled loose leaf paper                  1 - Box gallon Ziploc bags                  1 - Box sandwich Ziploc bags</p>
<p><b>GRADE 4</b>                  1 - Large backpack (<i>label with child's name</i>)                  4 - Solid colored folders (2 pockets)                  4 - Wide ruled notebooks (solid colors only)                  2 - Composition notebooks (1 black, 1 green)                  4 - Packs of pencils (48 total)                  1 - Pack 24 colored pencils                  2 - Highlighters                  3 - Large pink erasers                  1 - Pencil box                  1 - Scissor                  5 - Boxes of Kleenex (facial tissues)                  1 - Box Ziploc bags (any size)                  1 - Pack of Expo dry erase markers                  1 - Pack washable markers                  1 - Box of 24 crayons                  2 - Packs of wide-ruled loose leaf paper                  1 - Bottle of liquid school glue                  8 - Small glue sticks                  1 - Container Clorox (disinfecting) wipes                  1 - Hand sanitizer</p>	<p><b>GRADE 5</b>                  1 - Large backpack (<i>label with child's name</i>)                  6 - Spiral notebooks (wide ruled)                  3 - Packs of wide-ruled loose leaf paper                  6 - Folders (2 pockets)                  4 - Packs of pencils (48 total)                  1 - Pencil box or bag                  2 - Highlighters                  3 - Large boxes of Kleenex (facial tissues)                  1 - Box Crayola markers (thick lined)                  1 - Box of colored pencils                  1 - Large pink eraser                  6 - Small glue sticks                  1 - Bottle liquid school glue                  1 - Scissor                  1 - Packs of 3x5 index cards                  2 - 4 pack whiteboard markers (dry erase)                  2 - Black Sharpie Markers                  1 - Container hand sanitizer                  1 - Container Clorox (disinfecting) wipes                  1 - Roll paper towels                  1 - Box Ziploc bags (any size)</p>	<p><b>OTHER NOTES:</b></p> <ul style="list-style-type: none"> <li>• <b>Please no personal hand-held pencil sharpeners</b></li> <li>• <b>Please no permanent markers (excluding 5<sup>th</sup> grade)</b></li> <li>• <b>No novelty items (Hello Kitty, Transformers, etc.)</b></li> </ul> <p><b>If you cannot find what is on the list, feel free to substitute for similar items.</b></p>	

# 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 ( <i>hnab ev ntawv/xim-dub</i> )
	12	#2 Pencils ( <i>xaum qhuav</i> )
	10	Black pens ( <i>xaum npiv dub</i> )
	10	Blue pens ( <i>xaum npiv xiav</i> )
	10	Red pens ( <i>xaum npiv liab</i> )
	2	Erasers ( <i>lub lwv ntawv</i> )
	2	Highlighters
	6	Pocket folders
	6	College-ruled single subject notebooks ( <i>phau ntawv sau</i> )
	4	Packs of college-rule paper for writing compositions ( <i>ntawv sau</i> )
	3	1" 3 ring binder <b>or</b> 1 3" binder
	7	Sets of divider tabs
	1	Scientific calculator (Texas Instrument - TI-30X-II model) ( <i>lub laij lej</i> )
	1	TI-83 or TI-84 graphing calculator ( <b>for students taking Pre-Calculus or Calculus 1 only</b> ) ( <i>lub laij lej</i> )
	1	12" ruler ( <i>pas ntsuas los sis maib npas thav</i> )
	1	Protractor ( <b>Geometry and Foundation classes only</b> )
	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 ( <i>ntawv so ntsws</i> )
	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](http://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 13 - 14).

### STUDENT ACADEMIC HOURS

- **School Hours: 7:40 AM – 3:00 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 PM until 3:30 PM for enrichment participants.  
Transportation is provided.

### 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* (page 57)

### 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 59) 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 voice-mail at 651-332-8567 before 7:30 AM.

- Child's name
- Child's grade
- Student id # or child's birthday
- 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 56 - 57) 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 - BREAKFAST, LUNCH AND SNACKS!

### BREAKFAST & LUNCH FOR ALL STUDENTS

- HCPA is proud to offer 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 specialties 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 651.209.8002; ext. 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 VEGETABLE 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 selected 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 to 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 our transportation hotline at 651-289-1877 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.

### RARELY CHANGING DROP-OFF LOCATION--BUS PASSES

- Parents must contact the transportation hotline (651-289-1877) **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.
  - 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 PM – 5:30 PM**
  - HCPA is proud to offer enrichment courses and activities.
  - Transportation is provided for all participants.

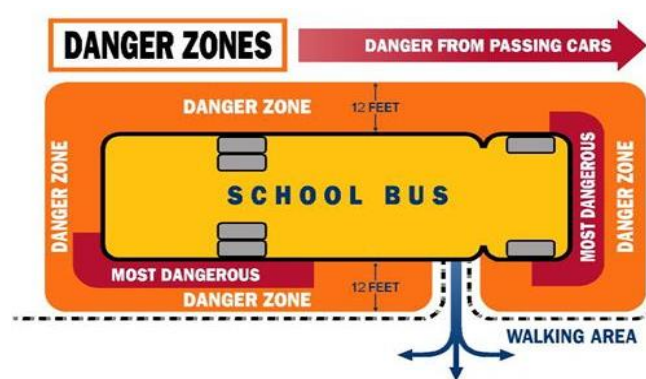
## BENEFITS OF HCPA--FREE BUSING--SAFETY

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 66 - 68).

**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 to inform parents, students and staff regarding a school cancellation.

#### Information on school closings due to weather

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

- Schoology and the district website--[hcpak12.org](http://hcpak12.org)
- District social media pages (Facebook)
- Email, auto call and text message to families
- Media outlets including KSTP Channel 4, WCCO Channel 5, Fox Channel 9, and KARE 11
- Contact the district office at 651-209-8002 for any questions

If school is closed due to inclement weather, teachers will implement the Online School Program for students. Please see pages 63 - 64 for details.

#### Early Release/Dismissal

If a storm worsens during the school day, the decision to close school early will be made by the Superintendent. Parents will be notified via email, text and automated phone message as early as possible. In addition, an announcement will be made over the loudspeaker with the new dismissal time.

To ensure your child's safety, please have a plan in place that permits them to enter your home.

**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 as early as possible 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 61-62).

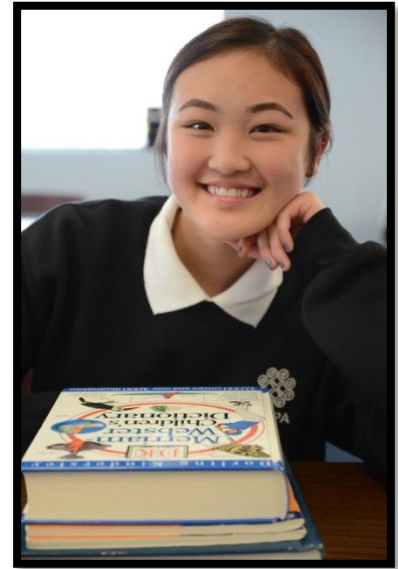
## THE HCPA LOOK: DRESS CODE

### 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
  - Learning how to dress for success and college readiness
  - 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.
  - Flipped learning--an innovative approach in which students preview material prior to the teachers introduction.
  - 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 character-building qualities.
  - 6 – 8 students will learn and utilize study skills that can be applied in all classes.
  - 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
  - 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 Mpls/St. Paul and selected 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.
  - 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 quiet 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.

### 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**
  - 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.

# 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.

- Through an application process, two to four students per grade level 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 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 afternoon College Prep time or after school.

## 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 quiet space in which to complete their homework
- Note: homework is graded and will be part of the formative portion 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:
  - 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. All vehicles driven to school, daily or occasionally must be registered.
- 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

### • Outside guests for school events

- School events are closed to the public unless otherwise noted.
- If outside guests are allowed, prior approval by administration is required.
- 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 take advantage additional support and tutoring.
- See *For Middle and High School Students Only* (page 20) 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 the Midwest, East Coast and West Coast 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, 6-12 Director of Teaching and Learning    Krista Skoglund, K-5 Director of Teaching and Learning

Member: Celebration School, Minnesota Association of Charter Schools; Minnesota Department of Education, MACAC, NACAC  
Founded: 2004; Grades K through 12 Enrollment: 2355 (9-12: 634)  
Class of 2019: 131



**Curriculum:**

**Arts (1 year required/3 credits)**

AP Studio Art  
Art Foundations  
Graphic Art  
Concert Choir  
Honors Band  
Concert Band  
Piano Class  
Intro to Theatre  
Production  
Theatre Masterclass

**College Prep (4 years required/4 credits)**

College Prep High School

**English (4 years required/12 credits)**

English 9                      ELL English 1  
English 9 Honors            ELL English 2  
English 10                    ELL English 3  
English 10 Honors         ELL English 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/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 III  
Probability & Statistics  
Geometry  
Geometry Honors  
Pre-Calculus  
AP Calculus AB  
AP Statistics  
Computer Application  
AP Computer Science A  
Personal Finance  
Entrepreneurship

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

Physical Education  
Advanced Physical Education

**Science (1 year must be Biology)**

**3 years required/9 credits**

ELL Science 1,2  
Science Foundations  
Science Foundations Honors  
Biology Extension  
General Biology  
Biology

**Science cont.**

Biology Honors  
AP Biology  
Applied Chemistry  
Chemistry  
Chemistry Honors  
CIS Human Physiology  
Physics  
AP Physics 1  
Environmental Engineering  
Environmental Science  
HS STEM

**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  
AP U.S. History  
AP European History  
Economics  
Government  
CIS Psychology  
What's New  
Service Learning

**World Language (preferably same language)**

**(2 years/ 6 credits)**

Chinese I, II


## HMONG COLLEGE PREP ACADEMY | ACADEMICS

### GRADING AND COLLEGE ADMISSIONS

	<u>REGULAR</u>	<u>HONORS</u>	<u>AP/CIS/PSEO</u>											
A	4.0	4.333	5.0	<p><b>Grading:</b> Credits and final grades are awarded at the end of each semester. Letter grades and a 4-point scale are used to determine GPA.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A (90-100)</td> <td>Exceptional</td> </tr> <tr> <td>B (80-89)</td> <td>Above Average</td> </tr> <tr> <td>C (70-79)</td> <td>Average</td> </tr> <tr> <td>D (60-69)</td> <td>Below Average</td> </tr> <tr> <td>F (Below 60)</td> <td>Unsatisfactory</td> </tr> </table>	A (90-100)	Exceptional	B (80-89)	Above Average	C (70-79)	Average	D (60-69)	Below Average	F (Below 60)	Unsatisfactory
A (90-100)	Exceptional													
B (80-89)	Above Average													
C (70-79)	Average													
D (60-69)	Below Average													
F (Below 60)	Unsatisfactory													
A-	3.667	4.0	4.667											
B+	3.333	3.667	4.333											
B	3.0	3.333	4.0											
B-	2.667	3.0	3.667											
C+	2.333	2.667	3.333											
C	2.0	2.333	3.0											
C-	1.66	2.0	2.667											
D+	1.333	1.667	2.333											
D	1.0	1.333	2.0	<p><b>Minnesota State Tests:</b> 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.</p>										
D-	0.667	1.0	1.667											
F	0.0	0.0	0.0											

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

- |  |  |   |
|--|--|---|
| <p><b>Anoka-Ramsey Community College</b><br/>Assumption College<br/><b>Augsburg University</b><br/>Augustana University<br/>Ball State<br/><b>Beloit University</b><br/>Bemidji State University<br/><b>Bethel University</b><br/>Bradley University<br/>Buena Vista University<br/>Butler University<br/>Carleton College<br/>Carroll University (WI)<br/>Carthage College<br/><b>Century College</b><br/>Chicago State University<br/><b>Coe College</b><br/><b>College of St. Benedict</b><br/><b>College of St. Scholastica</b><br/>College of the Redwoods<br/><b>College of Visual Arts</b><br/>Columbia College Chicago<br/>Concordia College-Moorhead<br/><b>Concordia University</b><br/>Cornell College<br/>Creighton University<br/>Crown College<br/>Dakota County Technical College<br/>DePaul University<br/>Depauw University<br/><b>Drake University</b><br/><b>Dougherty Family College at UST</b><br/><b>Dunwoody College of Technology</b><br/><b>Embry-Riddle Aeronautical University</b><br/><b>Fox Valley Technical College</b><br/>Fresno City College<br/><b>Gustavus Adolphus College</b><br/><b>Hamline University</b><br/>Hartwick College<br/><b>Hennepin Technical College</b><br/>Hofstra University<br/>Holy Cross College<br/><b>Inver Hills Community College</b><br/>Iowa State University<br/>Itasca Community College<br/><b>ITT Technical Institute</b><br/><b>IPR – College of Creative Arts</b></p> | <p>John Carroll University<br/>Kalamazoo University<br/><b>Kansas State University</b><br/>Kettering University<br/>Knox College<br/>Lake Forest College<br/>Lake Superior College<br/>Lawrence University<br/>Lewis University<br/>Luther College<br/>Maryville University<br/>Macalester College<br/><b>Madison Area Technical College</b><br/>Marquette University<br/>Massachusetts College of Liberal Arts<br/><b>Metropolitan State University</b><br/>Miami University-Oxford<br/><b>Milwaukee School of Engineering</b><br/><b>Minneapolis Business School</b><br/><b>Minneapolis College</b><br/><b>Minnesota College of Art &amp; Design</b><br/><b>Minnesota School of Cosmetology</b><br/><b>Minnesota State University – Mankato</b><br/><b>Minnesota State University – Moorhead</b><br/>Montana State University<br/>Morningside College<br/>Mount Mercy College<br/>Michigan Technological University<br/><b>Minneapolis Business College</b><br/>New York Institute of Technology<br/>North American University<br/>Normandale Community College<br/>Northern Michigan University<br/>Northland College<br/>Northwestern College<br/><b>North Dakota State University</b><br/><b>North Hennepin Community College</b><br/><b>Northeast Wisconsin Technical College</b><br/>Notre Dame de Namur University<br/>Purdue University<br/>Rainy River Community College<br/>Rasmussen Business College<br/>Rensselaer Polytechnic University<br/>Ridgewater College<br/>Ripon College<br/>Rochester Community &amp; Technical College<br/><b>Saint Cloud State University</b></p> | <p><b>Saint John’s University</b><br/>Saint Mary’s College<br/><b>Saint Paul College</b><br/><b>Saint Xavier University</b><br/>Seton Hall University<br/>Simpson College<br/><b>Southwest Minnesota State University</b><br/><b>St. Catherine University</b><br/><b>St. Cloud Community and Technical College</b><br/><b>St. Mary’s University of Minnesota</b><br/>St. Norbert College<br/><b>St. Olaf College</b><br/>Stetson University<br/>Seton Hall University<br/>Silver Lake College<br/>SUNY College of Environmental Science<br/><b>Trinity International University</b><br/>Unity College<br/>University of Colorado-Boulder<br/>University of Honolulu<br/>University of Idaho<br/><b>University of Iowa</b><br/><b>University of Minnesota – Crookston</b><br/><b>University of Minnesota – Duluth</b><br/><b>University of Minnesota – Morris</b><br/><b>University of Minnesota-Rochester</b><br/><b>University of Minnesota – Twin Cities</b><br/><b>University of North Dakota</b><br/>University of Northern Iowa<br/><b>University of Northwestern</b><br/>Norwich Academy<br/>University of Sioux Falls<br/><b>University of St. Thomas</b><br/><b>University of Wisconsin – Eau Claire</b><br/><b>University of Wisconsin – Marathon County</b><br/><b>University of Wisconsin – River Falls</b><br/><b>University of Wisconsin – Stevens Point</b><br/><b>University of Wisconsin - Stout</b><br/><b>University of Wisconsin-Superior</b><br/>Upper Iowa University<br/>Valparaiso University<br/>Viterbo University<br/>Wartburg College<br/>Wayne State University<br/>Whittier College<br/><b>Winona State University</b><br/>Xavier University</p> |
|--|--|---|



## **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. These 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.



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20 \_\_\_\_\_ to 20 \_\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
 \_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print)

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.                      Student ID or MARSS Number \_\_\_\_\_



## 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.
- LEGO robotics kits are utilized to engage students in the areas of engineering, design and computer coding skills.
- In Middle School, students participate in a Future City Competition. They design and build a city that can withstand and recover from a natural disaster. Students test, through the SimCity computer game, and then build their city out of recyclable materials. Three HCPA teams compete at the state level against over 60 teams.
- Our High School STEM lab has also expanded and changed its focus to become a makerspace. Our STEM teacher was able to secure funding for a 3D printer and HCPA matched those funds so that the school could have two state of the art 3D printers. Student build Karakuri machines and then move into designing and building models using CAD and the 3D printers.

### **A 100% Wireless Campus**

- HCPA features a wireless Internet system that provides seamless Internet delivery to the entire 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.
  - 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* (page 70) for consequences related to inappropriate use.

# HMONG COLLEGE PREP ACADEMY | TECHNOLOGY

## 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 schoolwork.

**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 personal entertainment.

**Hotspots:** HCPA gives students 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.



# HMONG COLLEGE PREP ACADEMY | DISCIPLINE POLICY

## 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	<b>Automatic detention and parent phone call, zero on assignment</b>
Dress code – non-fixable – wrong color clothing	4	<b>Parent phone call--potential detention</b>
Electronic devices	4	<b>Automatic detention--Parent phone call</b>
Leaving class without permission (walking out)	4	<b>Automatic detention</b>
PDA – kissing,	1	
Late to class more than 3 minutes	4	<b>Automatic detention</b>
Late to class 1-3 minutes	2	
Late to class 1 second-1 minute	1	
Dress code – can be fixed - shirt not tucked in, accessories	1	
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.



## HMONG COLLEGE PREP ACADEMY | FOR PARENTS ONLY

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 and Schoology
  - Schoology is a great resource for parents to access school updates, calendars and grades. Any questions? Email [schoology@hcpak12.org](mailto:schoology@hcpak12.org) for assistance
  - 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 [techsupport@hcpak12.org](mailto:techsupport@hcpak12.org).
- 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:

- Volunteer for an all-school event or in your child's classroom (please arrange with the classroom teacher ahead of time)

# HMONG COLLEGE PREP ACADEMY | GET INVOLVED!

## 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.



## 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:
  - Reading and Math Pros
  - Tech Savvy
  - Video Creations
  - Photography, Film and More!
  - Fitness 101
  - Strength & Speed
  - Mind Games
  - Math Counts
  - Japanese Culture Club
  - Explorer Club
  - Mock Trial
  - 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 make for a great school experience.
- Taking part in event planning and student-led committees provide our students opportunities to develop leadership and teamwork skills.
  - Senior, Junior and Sophomore Committees
  - Prom
  - Ambassadors Program
- We offer many activities and clubs!
  - Choir, Band and Drama
  - National Honor Society

## 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 & Agriculture Calvin Christian High School Christian Life Community of Peace Academy	Great River Academy HOPE Academy International School of MN Liberty Classical Academy Metro Deaf School	Minnesota Academy for the Deaf North Lakes Academy Nova Classical Academy Shattuck St. Mary's
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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 post-secondary options.

- Campus tours within the traditional school day
- Midwest, East Coast and California Campus Tours
  - High school students are encouraged to take part in our yearly 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 includes transportation, meals and lodging.
  - Scholarships are available on a limited basis.





## 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.

### Friends and Family Members Interested in Attending HCPA?

Apply online via [hcpak12.org](http://hcpak12.org)

### Wait lists

When a seat becomes available, HCPA will make up to three attempts (one by mail), to contact the student at the top of the waiting list. If HCPA does not receive a response of acceptance by the specified deadline the student will be placed at the end of the waiting list and the school will proceed to the next waitlisted student.

# HCPA Student Handbook Policy Section





## HMONG COLLEGE PREP ACADEMY | ENROLLMENT

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 Statute 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.

**Every Student Succeeds Act (ESSA) of 2015** requires that social service agencies and local education agencies collaborate to ensure the educational stability of foster care students [[Every Student Succeeds Act, § 1112\(c\)\(5\)](#)]. In order to provide for the educational stability of foster care students, local education agencies and county/tribal child welfare agencies must collaborate to:

- Create and enact a written transportation agreement for the transportation of foster students. The responsibility to initiate the agreement lies with districts and charter schools, as they must provide MDE with an assurance that such an agreement is in place.
- Ensure transportation for a student in foster care placement outside of the school district they are attending at the time of placement, often referred to as the school of origin, when in the foster students best interests.
- Ensure the immediate enrollment of the student in another appropriate educational setting if not in the best interest of the foster care student to remain in their school of origin.



## 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.

### **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. (MNstatute 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, non-home-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

Federal law requires high schools to provide military recruiting officers access to names, addresses and home telephone numbers of all 11th and 12th grade students. Parents/guardians have the right to refuse the release of their child's data via completing the district's opt out form.

### 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.

### STUDENT PHOTOS AND IDENTIFICATION IN SCHOOL COMMUNICATION

During the school year, photos and videos featuring HCPA students will be taken in classrooms, on school grounds and at events by HCPA staff and approved outside organizations or individuals. These photos and videos will be used in:


- Official HCPA publications
- Advertisements
- Social media
- Other outreach and public relations efforts

Parents and guardians may opt out of having their child's picture and name included in the above via completing and submitting a photo/video opt out form NO LATER THAN OCTOBER 15 of each year.

Note: The submission of a completed opt out form does not cover photos or videos taken at school events by the media. Please discuss your decision to opt out with your child to ensure they are less likely to volunteer to be on camera or take part in an interview. In addition, HCPA is not responsible nor can control the distribution of photos/video taken by the public at school events that are published in newspapers, on television or online.

### 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 PLAN**

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.
  - Senior Parent Night- guiding the seniors through their senior year of high school
  - FAFSA Night for seniors and their families to complete the FAFSA for college
  - Junior Parent Night- getting juniors ready for their last two years of high school
  - Freshmen/Sophomore Parent Night
  - Middle School to High School Parent Night
  - 5<sup>th</sup> 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 Every Student Succeeds Act (ESSA). 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 1 December 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.

#### HCPA Events:

Date	HCPA Events	
August 21	Parent/ Student Retreat/ Title I, II, III Programs	School rules and policies
August/September	Family Survey	Family Survey
September 19	Senior Parent Night	Community Engagement
October 10	FAFSA Night	Focus on helping parents fill out FAFSA forms
October 16-17	Parent-Teacher-Student Support Conferences	Student –Led Conferences
November 7	Junior Parent Night	Community Engagement
November 19-21	Parent Connections	Community Engagement
November 20	World Culture day	Community Engagement
December	Toys for Tots	Toys for Tots
January 25	Career Fair	Community Engagement
February 6	Freshman & Sophomore Parent Night	Community Engagement
February 20	Kindergarten Round-Up Family Fun Night	Literacy /School readiness/ Successful learners
March 7-8	Parent-Teacher-Student Support Conferences	Student –Led Conferences
March 14	College Fair	Community Engagement
April 17	8 <sup>th</sup> Grade Parent Night	Focus on transitioning to High School
May 1	5 <sup>th</sup> Grade Parent Night	Focus on transitioning to Middle School
May 6-10	Parent Connections	Community Engagement
May 31	Awards Ceremony	Community Engagement



## HMONG COLLEGE PREP ACADEMY | RELATIONSHIPS PARENTS RIGHT TO KNOW

- **[ENGLISH]**

**Parents can request information about teachers**

Under the Every Student Succeeds Act, parents have the right to request information regarding the professional qualifications of their student's classroom teachers. Parents who would like to receive this information should write to the Human Resource Department, Attn: HCPA HR Department, 1515 Brewster Street, Saint Paul MN 55108

Parents can designate which of the following information they want:

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

**[HMONG]**

**Niam txiv muaj cai paub txog cov xib fwb qhia ntawv**

Raws li txoj cai Title I of Every Student Succeeds Act, cov niam txiv muaj cai nug kom paub txog tus xib fwb qhia ntawv uas qhia ntawv rau lawv cov me nyuam seb tus xib fwb ntawd txawj thiab kawm ntawv siab npaum li cas. Cov niam txiv uas xav paub txog tej li hais no sau tau ntawv mus rau Human Resource department, Attn: HCPA HR Department, 1515 Brewster Street, Saint Paul MN 55108

Cov niam txiv xav paub raws li hauv qab no qhov twg los tau:

6. Tus xib fwb txawj npaum li cas thiab puas muaj lai xee qhia ntawv raws li lub xeev txoj cai los qhia qib ntawv ntawd thiab qhia yam uas nws qhia.
7. Puas yog tus xib fwb ntawd los qhia rau lub caij maj ceev es thiaj li tsis tag txawj txawj thiab muaj lai xee raws li lub xeev txoj cai los tau .
8. Yam uas tus xib fwb kawm tiav yog dab tsi thiab puas muaj lwm yam ntxiv uas nws tau kawm muaj ntaub ntawv los, thiab nws tau ua dab tsi los lawm.
9. Tus xib hwb puas qhia yam uas nws muaj ntawv pov thawj los qhia, thiab
10. Tus me nyuam puas tau txais kev pab los ntawm cov xib fwb pab paraprofessional. Yog tau no lawv txawj thiab kawm ntawv siab li cas.

**HMONG COLLEGE PREP ACADEMY | RELATIONSHIPS  
PARENTS RIGHT TO KNOW**

[KAREN]

မိတ်ဖ်တဖ် သုယုထီၣ်ကွီသရၣ်သုၣ်တဖ်အဂ့ၢ်အကွီ

**Every Student Succeeds Act.** မိတ်သုၣ်တဖ်အိၣ်ဒီးတၢ်ဒွဲးတၢ်ယၢ်လၢ ကယုထီၣ်တၢ်ဂ့ၢ်တၢ်ကွီဘၣ်ယး အဖိတၢ် ကွီသရၣ်သုၣ်တဖ်တၢ်ကွီဘၣ်ကွီသုအကံၢ်အစီၣ်လီၤ မိတ်သုၣ်တဖ်လၢ ခဲၣ်ဒီးမၤန့ၢ်တၢ်ဂ့ၢ်တၢ်ကွီအဝဲအံၤန့ၣ် ကြးကွဲး ဆုထီၣ်လံာ်ဆု **Human Resource Department, Attn: Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299** န့ၣ်လီၤ ခွဲးပနီၣ်လီၤ တၢ်ဂ့ၢ်တၢ် ကွီလၢနယုထီၣ် ဝဲတၢ်ဖိလံာ်အံၤ-

- ကွီသရၣ်လၢသိၣ်လိၣ်န့ၣ်လိၣ်တၢ်သုၣ်တဖ် အိၣ်ဒီး ကံၢ်စီၣ်လၢကီၢ်စဲၣ်ပၢနီၣ်ယၢ်ဝဲန့ၣ်ခါ ဒီး မုၢ်အိၣ်ဒီးလဲးစ့ၣ်လၢ သိၣ် လိၣ်တၢ်ဖိတၢ် ဒီး လံာ်လဲၣ်တၢ်မၤလိတဖ်န့ၣ်ခါ.
- ကွီသရၣ် သိၣ်လိၣ်တၢ်ဝဲ ဂ့ၢ်ကီၢ်ဆုအကတီၢ် မုတမုၢ် သိၣ်လိၣ်တၢ်တဖ်တလီၢ် ဖိဖျိ တလိၣ်အိၣ်ဒီး ကံၢ်စီၣ်လၢကီၢ်စဲၣ်ပၢနီၣ် မုတမုၢ် လဲးစ့ၣ်တၢ်ပၢနီၣ်လၢတၢ်ကွီကပၢ်ကွီအိၣ်န့ၣ်ခါ. ဒီး
- ကွီသရၣ်ကွီသုပိညါဒံၣ်ကရံၣ် ဒီး ဖျိကွီလံာ်ဆုသး မုတမုၢ် ဒံၣ်ကရံၣ် အဂုၤအဂၤလၢကွီသရၣ်ဒီးန့ၢ်ယၢ်ဝဲ ဒီးပိညါ တၢ်သိၣ်လိၣ်လံာ်လိၣ်တၢ်လိၣ်ဆဲးတဘျီ အလံာ်ဆုသး မုတမုၢ် ဒံၣ်ကရံၣ်. ဒီး
- မုၢ် ကွီသရၣ်သိၣ်လိၣ်လံာ်လိၣ်တၢ်လိၣ်ဆဲးတဘျီ လၢဘၣ်ထွဲလိာ်သးဒီးလံာ်ဆုသးလၢကွီသရၣ်ဒီးန့ၢ်ယၢ်ဝဲန့ၣ်ခါ.
- ကွီဖိတဖ် ဒီးန့ၢ်ဘၣ် တၢ်တိၤမၤမၤဖိဖျိ **paraprofessional** (ပုၤသိၣ်လိၣ်မၤမၤတၢ်လၢတအိၣ်ဒီးလဲးစ့ၣ်)သုၣ်တဖ် ခါ ဒီး. မုၢ်န့ၣ် အဝဲသုၣ်ကွီသုကံၢ်စီၣ်ပတီၢ်အိၣ်ဒ်လဲၣ်.

## 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. School personnel will then deliver the item to the child.

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 | RELATIONSHIPS

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 opportunities<sup>1</sup>

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.

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



## HMONG COLLEGE PREP ACADEMY | RELATIONSHIPS

### 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.





## HMONG COLLEGE PREP ACADEMY | STUDENT HEALTH

### 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.



## HMONG COLLEGE PREP ACADEMY | ATTENDANCE

### 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
- Travel (unless pre-approved)
- No reason given
- Too cold

### 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.

### 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:

- 1) **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)



## HMONG COLLEGE PREP ACADEMY | ATTENDANCE

### 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.

## HMONG COLLEGE PREP ACADEMY | STUDENT LIFE

### HCPA Homeless procedures

- 1) When a student's homeless status has been brought to our attention, it is important to investigate first.
  - a) Can be reported by Main Office Staff (Transportation, usually), Teachers, Students, Nurse's office, etc.
  - b) First talk to the relevant individuals and get any information:
    - i. Person who reported the homeless status.
      1. Who told you? How do you know? When did person report it?
    - ii. Speak with student(s) in question
      1. "We heard that your family is in a difficult situation and we wanted to make sure that you are ok. Is your family homeless right now?"
      2. "Where are you living?" "Who do you live with?"
      3. "Do you know why you are homeless?"
      4. Once student explains their situation, let them know that they can come down to the Counseling Office for any reason if they are stressed or feel sad.
    - c. Call parents to verify Homelessness Status: "We heard that your family is currently homeless. Can you let us know if this is true?"
      1. If parents say no, explain the McKinley-Vento Law to them and offer to provide them resources. If parents still state that they are not homeless and they don't need any resources, let them know that they can still call us in the future if they need anything.
      - a. Make sure they are not listed in MARSS as homeless (Check with Powerschool Data Analyst)
      2. If parents say yes, explain the McKinley-Vento Law to them and ask them if they need resources for a place to stay, functional items or furniture. Let them know that we will send home the **HCPA Homelessness packet** that they will need to fill out for us to determine what items their family needs. Ask family to write down brand names, if they have a sensitivity to certain chemicals or products, etc.
        - a. If parents cannot write in English, ask if they prefer to be talked through it over the phone (with interpreter, as necessary)
        3. Here are some resource options:
          - a. Shelter: Mary's Place in Minneapolis is a great option because it keeps families together and has a controlled entrance. If that is not a good resource, Check **Twin Cities Resources Google Excel Sheet** and search for shelters in areas where family wishes to stay.
          - b. Functional items: When family returns packet, set up a time with another staff member to go buy the items. Let the Accounting office know ahead of time that we will need funds to use to go purchase these items.
          - c. Transportation: Ask if the family needs a change in bus routing to their location. Report this information to the Transportation Department to reach out to parents to make arrangements.
          - d. Report to Powerschool Data Analyst that student's family needs to be listed as Homeless under MARSS
          - e. Add student and family to the **Homeless Students Google Excel Sheet 2019-2020**, to keep track of all Homeless students in HCPA. (The entire list of Homeless students in HCPA can be obtained from the Powerschool Data Analyst via email)
          - f. Add communication logs to **Homeless/Foster Children Liaison Contact Log Google Sheet**

**Please note:** At the beginning of the school year, Powerschool Data Analyst can provide the list of Homeless Students for the school year.

1. Call each student family to check-in with parents to see if they are still in a state of homelessness.
  - a. If Yes, explain the McKinley Vento laws, and let them know about resources. Ask if they would like to fill out a Homelessness Packet for functional items.
  - b. If No, explain the McKinley Vento laws, and let them know about resources. Also let them know they can call HCPA if they have any questions.



## **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.**



## HMONG COLLEGE PREP ACADEMY | STUDENT LIFE

### 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 be 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.



## HMONG COLLEGE PREP ACADEMY | STUDENT LIFE

### 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 regarding school closings through a variety of communication vehicles:

- Schoology and the district website--<http://www.hcpak12.org>
- District social media pages (Facebook)
- Email, auto call and text message to families
- Media outlets including KSTP Channel 4, WCCO Channel 5, Fox Channel 9, and KARE 11
- Contact the district office at 651-209-8002 for any questions

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 **National Weather Service's Warning System**. If the National Weather Service issues a "**wind chill warning**" stating that exposed skin can become frostbitten in **less than 15 minutes**, 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.

The decision to close school will be made by the Superintendent. Parents will be notified via email, text and automated phone message as early as possible.

#### **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.

The decision to close school will be made by the Superintendent. Parents will be notified via email, text and automated phone message as early as possible.


If school is closed due to inclement weather teachers will 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, the decision to close school early will be made by the Superintendent. Parents will be notified via email, text and automated phone message as early as possible.

To ensure your child's safety, please have a plan in place that permits them to enter your home.


**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 as early as possible 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 Hmong College Prep Academy District 4103-07 does not offer late starts for students.



## HMONG COLLEGE PREP ACADEMY | STUDENT LIFE

# 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. Teachers are available to answer any questions students/parents may have during “**Teacher Office Hours** for a minimum of 4 hours during the day (**9am to 12pm**). During **Teacher Office Hours** teachers will be available through her/his email.
7. Teachers are required to take attendance by reviewing each students "Take Home Folder"

### 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.



## SECONDARY SCHOOL CLOSURE - AT-HOME LEARNING

### 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.

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 narrative that explains the work to be done with specific instructions regarding any homework that is due.
  - If homework is due, indicate how to turn it in and when it is due.
  - 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 4 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.
6. Teachers are required to take attendance for all class periods.

#### 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.



## HMONG COLLEGE PREP ACADEMY | STUDENT LIFE

### CODE OF STUDENT CONDUCT

HCPA believes that all students have the right to discuss infractions related to their conduct. Students will have the option to speak to administration to seek solutions through dialogue and discussion. A student causing a rule infraction may be disciplined or dismissed on any of the following grounds:

- 1. Willful violation of any reasonable school board regulation
- 2. Willful conduct that significantly disrupts the rights of others to an education
- 3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case-by-case basis.

Student discipline procedures may include but are not limited to: conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

**Students may be disciplined for off campus conduct, which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.**

Other acts, as determined by the superintendent, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Eligibility for participation in extra-curricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation contact an advisor. If you are not performing as a responsible young adult, you may lose privileges.



## TRANSPORTATION

### Minnesota statute 121A.59


**TRANSPORTATION A PRIVILEGE 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.**



## HMONG COLLEGE PREP ACADEMY | STUDENT LIFE

### 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.**



## HCPA Foster Care Transportation Agreement.

The Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections) and Every Student Succeeds Act (ESSA) of 2015 require that social service agencies and local education agencies collaborate to ensure the educational stability of foster care students. To provide for the educational stability of foster care students, local education agencies and county/tribal child welfare agency must collaborate to:

In order to be in compliance with the above laws HCPA has set forth the following steps to ensure transportation is provided to all students who are placed into foster care or become homeless in a timely manner.

- 1) All reports or tips that a student or family have become homeless or placed into foster care are to be directed to the school's social worker.
- 2) The social worker will either work with the family to confirm homelessness or with the county child welfare agency to confirm the student's placement into foster care.
- 3) Once confirmation is made the school's social worker will contact the school's transportation department about the new address for the student or family.
- 4) The head of transportation will contact HAP, which is the company that provides transportation for HCPA, about the new address and duration of the location if known.
- 5) HAP will make every effort to provide transportation for the student or family as soon as possible so that no schooling is lost.
- 6) If it is not in the best interest of the student or family to remain at HCPA due to the distance of the location than the school's social worker will work with either the family of the county child welfare agency to enroll that student or family into a new school as soon as possible.





## **Handheld Metal Detector Wand Searches**

### **Purpose**

“Hmong College Prep Academy is committed to maintaining a safe, orderly school, to promote health and safety within the school setting, and to provide a school environment conducive to education. To combat school violence and the potential presence of weapons in our schools, the District may utilize metal detectors to detect firearms, knives, and other weapons when necessary”

### **Metal Detector Screening Procedures**

All students may be subject to screening. In the event metal detector screenings are conducted:

- Metal detector screenings of students and their belongings shall be conducted in an orderly and safe manner, consistent with industry standards for use of the detectors, and consistent with minimizing intrusion into students’ privacy rights.
- Students and their personal belongings shall be screened by District employees using a hand-held metal detector (wand) owned by the District. The screening should be conducted, when possible, by an employee of the same sex of the student.
- Consistent scanning techniques shall be used for each student.
- The District employee conducting the metal detector search should not make contact with the student’s body with the wand. Prior to being scanned with a wand, a student will be asked to remove any metal objects (e.g. keys, phones, belt buckles, etc.) and set those objects aside. If during the screening of a student the detector is activated, the student shall be asked whether he or she has anything made of metal in the area scanned. If the article is removable (e.g. a set of keys), the student shall be asked to remove the article and the screening repeated. If the detector is again activated and the article cannot be removed (e.g. a belt buckle), the staff member shall visually confirm the student’s explanation. If the activation cannot be explained or eliminated, then the student and his or her belongings shall be directed to a private area. An expanded search (i.e. a pat down of the student or inspection of a book-bag or purse) shall be conducted, if possible, by an employee of the same sex as the student. At least one other school employee shall be present during any search. The scope of the search should be focused on detecting a weapon.

The purpose of metal detector screenings is to deter the possession of weapons such as guns, knives, or other dangerous objects capable of inflicting bodily harm or injury.

Screenings are not to be used for the purpose of searching students suspected of violation of other school policies and regulations. If during a screening contraband is incidentally discovered (such as tobacco or drugs), the possession of which is a violation of school policy or statute, the items shall be confiscated and students will be subject to discipline.



## Controlled Substance Policy

Student found to be in possession of or use of controlled substances (drugs, alcohol, inhalants) shall be subject to the following disciplinary actions:

### First Offense:

- Up to 10 days out-of-school suspension under supervision of his/her parent or guardian parent or guardian notification
- Superintendent notification
- Recommend to participate, along with parent/guardian, out of school-approved substance abuse counseling/family education program(s) provided by external partner organizations prior to reentry to school
- Excluded from all co-curricular and extracurricular activities concurrent with suspension

### Second and Subsequent Offenses:

- 10 days out-of-school suspension under the supervision of his/her parent or guardian, pending expulsion hearing
- Parent or guardian notification
- Superintendent notification
- Excluded from all co-curricular and extracurricular activities concurrent with suspension
- Must participate, along with parent/guardian, out of school-approved substance abuse counseling/family education program(s) provided by external partner organizations prior to reentry to school
- Police referral
- Recommended to the Board of Education for expulsion of 30-180 days
- Must attend alternative education program per Board expulsion decision

## 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
<b>Weapon (s)</b>	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
<b>Drugs, Alcohol, Tobacco, or Mood-Altering Substances</b>	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.	See page 72 for details  If Harmful to Self or Others: 911 Emergency
<b>Smoking</b>	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**	1 <sup>st</sup> Offense: Parent Notification; Restitution 2 <sup>nd</sup> Offense: Suspension and parent meeting 3 <sup>rd</sup> Offense: Administration intervention to determine course of action
<b>Threat Against Persons</b>	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
<b>Threat Against Property</b>	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 <b>Student must pay for any damage or repair.</b>

VIOLATION	DESCRIPTION	CONSEQUENCE
<b>School Policies or Educationally Disruptive Acts</b>	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 <b>Additional offenses:</b> Out of School Suspension
<b>Excessive Absences</b>	In compliance with Minnesota State Law, no student is allowed to exceed 10 unexcused absences per year.	<b>3</b> unexcused absences: Warning letter sent to parents and the county notified. <b>5</b> unexcused absences: Parents and student must meet with the designated attendance personnel. <b>7</b> unexcused absences: Petition filled out and forwarded to Truancy Court.
<b>Academic Dishonesty</b>	Cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting academic dishonesty, falsification of records and official documents and/or unauthorized access <sup>2</sup> as deemed inappropriate by staff member	Zero Credit on Assignment Conference with Director of Teaching and Learning Notification of Parent, Suspension or Expulsion
<b>School Transportation</b>	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.	1 <sup>st</sup> Offense: Report forwarded to Transportation Coordinator- consequences vary 2 <sup>nd</sup> Offense: Report forwarded to Dean of Students- consequences vary 3 <sup>rd</sup> Offense: Notification of Parent <b>Additional Offenses:</b> Suspension or Expulsion from school transportation <b>Student must pay for any vehicle damage or repair.</b>
<b>Technology</b>	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. <b>Destroying or stealing results in a \$2000.00 fee</b> per damaged/stolen computer and software and immediate usage termination.

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

VIOLATION	DESCRIPTION	CONSEQUENCE
<b>Dress Code</b>	Any uniform that is not according to the Dress Code Requirements or deemed inappropriate by staff member is considered a dress code policy violation.  <b>NOTE: Hmong College Prep Academy does not loan uniforms.</b>	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.
<b>Electronic Devices</b>	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 <sup>st</sup> Offense: Automatic Detention 2 <sup>nd</sup> Offense: Parent must pick up item. 3 <sup>rd</sup> Offense: Item(s) will be confiscated until the end of the school year. <b>If item is not retrieved by end of the school year, the item will be thrown out.</b>
<b>Minor Violation</b>	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 <sup>st</sup> Offense: Staff/Faculty Verbal Warning 2 <sup>nd</sup> Offense: Conference with Dean of Students 3 <sup>rd</sup> Offense: Parent notification or suspension or both.
<b>Loitering</b>	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 <sup>st</sup> Offense: Verbal warning and documentation. 2 <sup>nd</sup> Offense: Referral to Dean of Students
<b>Vehicles on HCPA Premises</b>	Parked on Hmong College Prep Academy premises without proper permit	1 <sup>st</sup> Offense: Written warning or depending on the situation, as decided by the Dean of Students and the Chief Operating Officer 2 <sup>nd</sup> Offense: Fined \$50 and parent notification 3 <sup>rd</sup> 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.**