



OGDEN
PREPARATORY
A C A D E M Y

Parent Handbook
2016-2017

Mission Statement:

The Mission of the Ogden Preparatory Academy Charter School is to provide a challenging curriculum where academic excellence, character development, and individual growth are nurtured in a safe and happy environment that involves the active participation of students, teachers, parents and community leaders.

Elementary Building (K-6)
1415 Lincoln Avenue
Ogden, UT 84404
801-627-2066

Junior High Building (7-9)
1435 Lincoln Avenue
Ogden, UT 84404
801-627-3066

www.ogdenprep.org

OPA Eagles' Standards of Conduct

Each student is expected to:

Remember to exemplify yourself as an honorable student of OPA. Actions speak louder than words.

Everyone has the right to be in a safe place. Keep your hands and feet to yourself.

Speak when it is appropriate, not when it is time to listen. Do not interrupt.

Participate in class. Work with your teachers and peers. Follow directions.

Engage yourself. Commit to do something meaningful.

Control yourself. Have power over your actions.

Treat others like you want to be treated. Be kind to one another.

Desired Results for Student Learning (DRSL) Students will

demonstrate the use of The Seven Habits of Highly Effective People.

Students will demonstrate bilingual ability in English and Spanish.

Students will demonstrate respect for themselves and others.

As a Title 1 school we must meet federal rules related to teacher qualifications. At any time, we are happy to provide you information about your child's teachers' and paraprofessionals' credentials. If you have any questions, contact Amie Campbell at acampbell@ogdenprep.org

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Administration/Office

Amie Hanks-Campbell - Principal
Josh Rempfer - Assistant Director
Kasey Kennington - Dean of Students
Karole Pickett - Community Liaison
Teryl Young - Special Education Director

Gin Watson - Junior High Secretary
Brittany Ladley - Junior High Secretary
Valarie Sluis - Elementary Secretary
Beckie Riesen - Elementary Secretary
Rebecca Kiernan - Special Services Secretary

Office Hours

7:30AM – 4:00PM

Phone Numbers

Elementary Building (K-6)

801-627-2066

801-394-2267 (fax)

Junior High Building (7-9)

801-627-3066

801-395-2267 (fax)

Message from the Principal

Welcome to Ogden Preparatory Academy (OPA)! OPA provides a quality education and academic opportunities for all of its students. We challenge students who excel and provide intervention for students who need support. Our test scores have excelled due to the hard work of the staff and the student's engagement in their coursework.

Character Education has permeated our curriculum and our standards for behavior. In 2013, we added The 7 Habits of Highly Effective People to our curriculum. It is our intent to continue to provide a safe, productive environment that encourages all students to reach their leadership potential. Respect is the key, we give it and we expect it from each other.

As a charter school, we look forward to working with your student and your family in the 2016-2017 school year and many years to come. Working as a team, OPA will provide the optimum education for all our children.

Parents and students agree to accept and abide by the rules in this publication and school as a condition of enrollment and attendance.

Information contained in this handbook, as well as additional information can be found on our school's website. www.ogdenprep.org

Daily Schedule

Kindergarten – 9th Grade Daily Schedule:

7:40 – 8:00 AM	_____	Breakfast
8:05 AM	_____	First Bell
8:10 AM	_____	Tardy Bell
11:30 AM	_____	Morning Kindergarten Dismissal
3:00 PM	_____	Dismissal K – 9th grade

Aguilas' Rules and Regulations A-Z

Always on Time

Students are encouraged to always be on time for class. Late students disrupt the teaching/learning environment for all. Timeliness is emphasized by the Always on Time (AOT) Program. On a specific day teachers will be asked to lock their doors. After the bell rings, students in the halls on those days will be issued one block of detention.

Assembly Behavior

Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the gymnasium and sit with their classes. Students who disrupt the assembly will be removed and referred for appropriate disciplinary action. This may include detention, suspension or the student forfeiting their opportunity to attend assemblies for the remainder of the year.

Arrival and Dismissal

Arrival: Students will not be permitted in the school buildings prior to 7:30 AM.

Dismissal: Dismissal procedures are important for staff and students. Teachers attend weekly staff meetings and prepare for the next school day. Students are ready to go home after an intensive, productive day of study. For these reasons, it is imperative to pick up your student in a timely manner at the end of the day. To ensure that all parents are aware of the expectations for dismissal, the following policy was approved by the OPA Board of Directors.

Students must be picked up no later than 30 minutes after dismissal time.

Minimum Day

- No Kindergarten
- School Dismissal at 12:45 PM

Dismissal Times:

- AM Kindergarten _____ 11:30 AM
- PM Kindergarten _____ 3:00 PM
- Elementary _____ 3:00 PM
- Jr. High _____ 3:00 PM

- A record will be kept of students left at school for more than 30 minutes after dismissal time.

- After the third occurrence, an evaluation will be made regarding further action.

Attendance

Legal Parameters. Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time every school day. All students are expected to be in school with a 95% attendance rate. All parents have signed a contract to have their children in school at least 95% of the time. Please plan your vacation schedule around the student's vacation time. Please access our website for the school calendar. Do not use children for babysitting during the school day. Health appointments need to take place outside the school day, if possible.

Check-in/Check-out. If a child is checking in or out, a parent/guardian must sign the appropriate sheet in the office. If a student is late to school, the parent must come in with the student and sign the student In/Out record sheet. School personnel must make personal contact with the parent/guardian before the child can leave. A child will not be released from school to anyone but the legal guardian or designated adult by the parent/guardian on the emergency form. Parents should ensure that this information is current. An oral or written communication documenting a valid excuse must be received within one business day of the absence for the absences to be excused. In the event of multiple consecutive absences written communications must be received within 1 business day of the students return to school.

Excusing Absences. For educational and safety reasons, parent/guardian notice is required for any absence. If your child is ill, or if there is an emergency, call the appropriate school. We have a voice mail system so absences may be reported at any time.

If a pattern of absences is noted, the OPA School Attendance Remediation Plan will be initiated. We are held accountable for each student's academic progress. If a child is not in school, he/she will miss the academic instruction that is targeting acquisition of the Utah State Core. Attending school is one facet of teaching responsibility. Children need to learn and value being to "work" on time

and prepared every day. Parents must take a critical role in making this happen.

Tardiness. Students who come to school after the tardy bell must check in at the office and pick up a tardy slip. The school does not excuse tardiness. If the parent does not check in the student, it will be recorded as an unexcused tardy.

Truancies (sluffing). Students are considered truant when they are out of class or school without an official excuse. The law requires parents to see that their students attend school regularly. Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently, students will be referred to the Department of Child and Family Services.

Background Checks

In accordance with State Law, volunteers who work with minors without direct supervision from school staff are subject to background checks. Volunteers who require a background check must sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please contact the school office. Background checks will include but not limited to a fingerprint check conducted by the Utah Bureau of Criminal Identification.

Backpacks/Book Bags/Purses

Due to safety, health and space concerns, backpacks/book bags/purses must be left in lockers or in the hall hook area during the school day.

Being Prepared for Class

If you find your student having a problem in class, please ask their teacher for help or contact the school. An unprepared student can disrupt a whole classroom.

Business Hours

Office hours are 7:30 am to 4:00 pm. Students are expected to leave the building no later than 30 minutes after dismissal unless under the supervision of teachers/advisors or parents. Conferences with teachers should be pre-arranged either before or after school. Our teachers are very busy with students during school hours, please be considerate of their time.

Books

Textbooks are very expensive. Please talk with your student about taking good care of these books. We encourage you to cover the books with book covers or

with grocery bag paper. Do not use contact paper on the books. Each student is responsible for the condition of returned books and will pay monetary charges if damage is incurred.

Bullying

In order to promote a safe, civil, learning environment, the school prohibits all forms of bullying and cyber bullying of students and school personnel. The administration shall administer appropriate discipline to all individuals who violate this policy. Law enforcement officials may also be involved in the activities that constitute criminal activities.

Cell Phones

Cell phones may only be turned on and used before and after school hours. Cell phones must be turned off when the first bell rings, and can only be turned on after the dismissal bell rings. If a cell phone is heard or seen during school hours, it will be confiscated, sent to the administration and only returned to a parent. If you choose to bring a cell phone to school, it should be turned off during the school day and placed in your locker.

Please reference Electronic Device consequence rubric.

Citizenship

Students are representatives of this school and take pride in responsible behavior. Each child is accountable for their behavior. Teachers set examples for students and teach them through acknowledgment, praise and role-modeling.

Closed Campus

OPA is a closed campus. No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office. Students are not to leave at lunch unless they are cleared through the office beforehand by a parent and there is sufficient time to return to school without being tardy or absent for the next class. Students and visitors must enter and exit through the front doors of both buildings.

Communication/ Newsletter

Newsletters from teachers, administration, or parental organizations will be periodically sent home. Please check your children's backpacks for communication from the office on Wednesdays or access the OPA website at www.ogdenprep.org.

Computer Usage

Computers are available for student use in each classroom and in computer labs in both buildings. Students must have the teacher's permission to use classroom computers. All students must sign the Internet User Agreement form

before accessing the Internet. If this agreement is broken, disciplinary actions will be taken.

Curriculum

The Utah State Core Curriculum will serve as the minimum basis for academic requirement for advancement and graduation. The school's curriculum and student expectations will exceed the standards of the Utah State Core Curriculum. We participate in the End-of-Level testing. The emphasis of this testing is proficiency in Language Arts, Math and Science. Throughout the year, teachers will assess proficiency in each of these subject areas and adjust instruction based on test results.

Dances

Dances are planned for the 7th – 9th grades respectively. Prices for tickets are kept to a minimum. School dress code is the minimum acceptable attire for these social occasions.

Dance Rules:

- Once students have been admitted to the dance they can only leave if they do not plan to return to the dance. Students will not be let in and out for any reason.
- Students must maintain appropriate behavior while attending student activities. Any student who deviates from policies and procedures as outlined in the student handbook will be removed from the activity and appropriate action taken.
- Any dancing deemed inappropriate by the person in charge is prohibited and violators will be asked to leave the dance.
- Only students enrolled at our school are allowed to attend dances.

Discipline Procedure

Ogden Preparatory Academy will provide students a safe, challenging academic environment. To ensure this environment, a school wide discipline plan is implemented and carried out by all staff members. Parents will be involved at every level of intervention.

Students enrolled at OPA agree to accept the rules and adhere to promoting a positive, healthy school environment.

While working to maintain a productive learning environment in the classroom, OPA realizes there are incidents where discipline will be needed. Our forms of discipline are outlined below.

Detention: Detention is used as a disciplinary tool and will be used to warn students their behavior is unacceptable. When teachers, administrators or staff feel a student

has broken rules to the point that discipline is necessary, the student may be required to serve detention. Detention will be served in blocks of 50 minutes each Monday through Thursday. Detention will be served every day after school from 3:10-4:00. There are three levels of detention. The level of detention assigned is determined by the severity of the discipline issue. If a student does not appear for their block of detention, more detention time will be assigned.

Reasons for detention include but are not limited to:

- Disruptive behavior in the classroom, school or on school property
- Third tardy
- Three times a student is without a planner
- Three times without a visible name badge
- Non-compliance with the dress code
- Disrespect for other students, faculty, and staff
- Gang activity and/or apparel
- Unprepared for class
- Throwing things
- Public displays of affection
- Use of vulgarity, profanity, or use of obscene gestures
- Bullying, harassment, hazing
- Note writing and passing
- Cheating
- Violation of the “no touch” policy
- Littering in the halls or school grounds
- Illegal electronic device usage
- Other

Suspension. At all times, OPA's administrators have the authority to suspend a student. The length of suspension can be 1-10 days.

Reasons for suspension include but are not limited to:

- After five detentions, a student could be suspended for 1-10 days
- Continued, deliberate disobedience/disrespect displayed
- Defacing/destroying school property
- Negative behavior that disrupts students, teachers or the learning environment
- Behavior that has a negative effect on the image of the school
- Failure of the student to comply with disciplinary action of the school
- Fighting
- Theft
- Vandalism
- Harassment
- Bullying
- Other

If a student is suspended, parents will be called and expected to pick up their student immediately.

Students who have been suspended from school must not come on campus during the suspension period, not even for extracurricular activities.

To be reinstated, students will return to school accompanied by a parent/guardian for an intake conference with an administrator.

Expulsion, Suspension, or Change of Placement

If the behavior contract is not adhered to or there are repeated problems with a student's behavior, expulsion from school will be considered. The administrator will refer the matter to the Ogden Preparatory Academy Case Management Team. The Board of Directors in executive session will review the student's history and will make the final decision. The Case Management Team can suspend a regular education student for more than 10 days or refer the student for expulsion. Expulsion will be determined in a Board meeting.

If there is a serious violation of

- Frequent, flagrant, or willful disobedience, defiance of proper authority, or disruptive behavior, including, but not limited to: fighting; gang activity; noncompliance with School dress code; harassment, including sexual, racial, or religious harassment; the use of foul, profane, vulgar or abusive language; or other unreasonable and substantial disruption of a class, activity, or other function of the School;
- Willful destruction or defacing of School property;
- Behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or School personnel or to the operation of the School;
- Possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage, cigars, cigarettes, electronic cigarettes, or tobacco, contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, pornography, illegal drugs and controlled substances, drug paraphernalia, or any other material or item that has caused or will imminently cause substantial disruption to school operations;
- Inappropriate use or possession of electronic devices in class or in any other way that substantially disrupts the educational environment;
- Any criminal activity;
- Any serious violation involving weapons, drugs, or the use of force that threatens harm or causes harm to the School or School property, to a person associated with the School, or property associated with any such person, regardless of where it occurs; or
- Bullying or hazing as defined by the State of Utah and/or the School's Bullying and Hazing

Policy.

- Any serious violation affecting another student or a staff member, or any serious violation occurring in a School building, in or on School property, or in conjunction with any School-sponsored activity, including:
 - The possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
 - The actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal School activities; or
 - The sale, control, or distribution of a drug or controlled substance as defined by the State of Utah, an imitation controlled substance defined the State of Utah or any local municipalities, or drug paraphernalia as defined by the State of Utah or any local municipalities.
 - The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

Safe School Policies

These are the items that fall under OPA's Safe School Policies which can result in immediate suspension and/or expulsion. Under OPA's Safe School Policy there are some zero tolerance guidelines. Issues may include but are not limited to:

- The selling, possession, and use of illegal drugs (The use of tobacco and alcohol, under age, is an illegal activity)
- Possession of any type or look-alike weapon on school property
- A serious breach of conduct such as:
 - a. Life threatening or intimidating actions
 - b. Sexual harassment
 - c. Pornography
 - d. Bullying, hazing, harassment
 - e. Obscenities
 - f. Computer Use Contract violation
 - g. Vandalism of other students or school property
 - h. Aggression
 - i. Insubordination
 - j. Stealing
 - k. Matches, lighters, or other fire starting devices
 - l. Weapons

Directors

OPA is governed by a Board of Directors. The Board meets monthly or as otherwise decided, as needed. These meetings are open. The OPA Board makes all policy decisions for OPA. For information on individual Board members, refer to the school website.

Dress Code

All students are expected to take pride in their appearance and to dress and groom in a manner that will not distract from the academic environment at OPA. This means clothing must be modest, and promote a safe environment. It is the responsibility of parents and students to ensure compliance with the dress code.

- As styles change or if questions arise, the school administration, as the board of director's designee, has the authority to determine if a student's dress is in keeping with this policy.
- Clothing shall not have holes or excessive wear. This also applies to Free Dress days.
- Shirts may be either solid white, navy blue, or light blue with or without the school logo. Ninth graders may wear purple. They must have a collar and be long enough to remain tucked in.
- They can be long or short sleeved
- Capped sleeved are not allowed
- Shirts worn under the outer shirt must be white, navy blue or light blue. Under-shirts may be red for the 9th grade.
- Pants must be khaki or navy blue, corduroys or Docker-type. No denim jeans of any color may be worn
- Pants may be no larger than one size from a student's fitted size
- Pants must stay fitted around the waist
- Belts are required if pants do not stay at the waistline
- Hooded sweatshirts may not be worn in class
- First Friday is OPAPPO dollar dress days; successive Friday's are school designated dress days.
- Solid, appropriately colored, non-hooded sweatshirt
- Half-zipped fleece may be worn
- All outer garments must be tucked in except sweaters
- White, cream, tan or navy blue sweaters and vests with no hoods may be worn in class. **NO JACKETS**
- All students must wear closed toe and closed heel shoes with socks
- Body piercing is limited to earrings only
- No enlarged ear piercing, spikes or gauges allowed
- Hair must be clean, well-groomed and not distracting. Only natural human hair colors will be allowed.
- Hats are prohibited
- Boys will be clean shaven.
- Modesty is required for all girls' shirts
- Camisoles must not be visible

Girls: A choice of pants/capris, shorts, skirts or skorts that are no more than two inches above the knee. Midriff must remain covered. A simple test to be done at home to check shirt length is to have the student raise her hand to see if the midriff is covered. Skirt length must be two inches longer than the middle finger. Skirt length will be determined with the waistband at the waist

Boys: A choice of pants or knee length shorts.

Free Dress Day Standards

- Shorts and skirts need to follow dress code regarding length.
- No tank tops
- No baggy pants
- No bare or stocking feet
- No open toe or open heeled shoes
- No clothing which displays obscene, vulgar, lewd, or sexually explicit word, messages or pictures.
- No clothing that exposes bare midriffs, buttocks or undergarments
- No clothing assumed as gang related
- No hoodies or shirts with hoods
- No jeans with holes, jeggings or pajama pants allowed
- No slippers with or without soles

Electronic Devices

Consequence Rubric: for Cell Phones/Electronic Devices

Unauthorized use of electronic devices in the classroom.

1st Offense: Device will be confiscated and sent to administrator. Parent/Guardian contacted. Device returned to Parent/Guardian only. Level I detention will be served.

2nd Offense: Device will be confiscated and must be kept in the office. Parent/Guardian contacted. Device returned to Parent/Guardian only. Level II detention will be served.

3rd Offense: Device will be confiscated and not allowed in the building for the remainder of the year. Parent/Guardian contacted. Device returned to Parent/Guardian only. Level III detention will be served. Further violations will result in suspension.

Emergency Lockdown Procedures

A principal or administrative staff will activate the Emergency Lockdown Procedure when the safety and welfare of the students, faculty or staff are in danger. This can be because a breach of physical security or protocol has happened, or when notified by authorities of a dangerous situation in close proximity to the facility such as a fleeing or violent felon in the area or an act of terrorism.

Extracurricular Activities

Participation in interscholastic athletics, student government, student clubs, ceremonies and other extracurricular activities is a privilege not a constitutionally protected civil right. Students given such privileges are representatives of OPA and are expected to exemplify OPA standards at all times. Eligibility is based on citizenship and a GPA of 2.0. Students who are suspended or expelled may lose the privilege of participating in all extracurricular activities

during the period of discipline.

Field Trips

Student participation in school field trips will be based upon the discretion of the teachers and their evaluation of the student's academic performance and behavior. If participation is not granted, 24-hour notice will be given to parents.

Fighting

Fighting will not be tolerated at school or at any school function or school-sponsored activity. Students who fight, threaten, or are audience to a fight will be suspended and suffer appropriate legal consequences. People who promote, instigate, or encourage fighting will like-wise be held responsible.

Fire Alarms and Evacuations

All individuals in the school building must exit the Building immediately under adult supervision when the Alarm sounds. Evacuation maps and procedures are Posted in each classroom. If the alarm sounds at times other than during class, each student must assemble where her/his homeroom teacher has designated as their meeting area. In case of long-term evacuation, students will go with their classroom teachers to one of the OPA buildings.

Food Services

We expect students to demonstrate good citizenship and proper manners in the cafeteria. Unsatisfactory behavior will not be tolerated.

Payment for food services can be made by cash or check at the front office and is expected to be paid before meals are given. Please be sure to retain your receipts until the end of the year. Reminder notices will be sent home with your student(s).

	Breakfast	Lunch
Full Pay Elem.	\$.80	\$1.75
Full Pay Jr. High	\$.80	\$1.90

Breakfast will be served from 7:40 to 8:15 a.m. in both buildings.

Lunch will be available each day in all buildings.

Students will not be allowed to order food from an outside establishment.

Grades and Progress Reports

Because each student's academic progress is extremely important, the school will communicate student progress in several ways:

Student Status Reports. Administrators and teachers will initiate progress reports if concerns arise regarding a student's progress. Parents/guardians may also request progress reports by accessing Aspire. Each student will have his/her own account and password. These will be issued at the beginning of the year.

Report Cards. Report cards will be sent home the week following the end of each term. Each term's grades will appear on the student's permanent record.

If parents/students have questions concerning grades, they should contact the teacher(s) immediately.

Grading Scale

Grades are figured as follows:

A+	100%	C	73-76%
A	93-99%	C-	70-72%
A-	90-92%	D+	67-69%
B+	87-89%	D	63-66%
B	83-86%	D-	60-62%
B-	80-82%	F	0-59%
C+	77-79%		

Gum

Gum chewing is not allowed. If a student is breaking the rule by chewing gum, detentions could be assigned.

Hall Passes

Hall passes will be issued by the teacher during class if a student needs to access his/her locker, visit another classroom or go to the office. Students should use the restroom before school, during lunch, during passing time between classes and after school. In the event of an emergency, a student may sign-out and then sign back in to class.

Behavior in the halls should reflect the standards of respect, safety and appropriate manners.

Harassment, Hazing, and Initiations

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment is how it makes the victim feel. Harassment, hazing, or initiations of any type are not permitted in school or extracurricular activities. Students guilty of bullying or harassment of any type, threats, hazing, intimidation or initiations may be suspended and/or referred to law enforcement for disciplinary action.

Homework Recovery

The administration and teachers at Ogden Preparatory Academy want you to be a successful student. In order to help you, we have established a homework recovery option. Please review the teacher's disclosure statement

for further information. Students will stay in homework recovery until 4:00 PM.

Honor Code

Integrity is an individual's most important asset. Honesty and respect for one another are important traits to develop and maintain not only for a successful school year but for the experiences of life. Therefore, this school will not tolerate lying, cheating or stealing.

Violations of the honor code may result in detention, suspension or expulsion. Cheating violations will result in a grade of 0 on the assignment or test and detention. Continued violations may result in a letter grade of "F" for the quarter and suspension.

Students and parents agree to accept the responsibility of the honor code by the act of enrollment at Ogden Preparatory Academy.

Images and Video

Due to technological advancements, video and still images are easily taken. Any use of a camera or imaging device in the school must be approved by the administration. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action.

Immunizations

The State of Utah has legislated (HB 27 and HB9) that no student may attend a public school unless a certificate of immunization is on file at the school or parents/guardians have shown sufficient evidence of exemption. Immunizations must be given by a licensed physician or representative of the County Health Department.

Labeling

Please label all clothing, lunch boxes, and backpacks. Clothing left in the Lost & Found will be donated to a charity or worthy cause.

Library

Library books and materials are provided for use by our students. Students are expected to return materials in a timely manner. Students who fail to return materials on time keep others from using them. Failure to return any library materials or returning them in poor condition may result in a fine being assessed and possible exclusion from library usage.

Hours. The library is open before and after school for supervised student and parent use. Students are welcome to come in and use the library if instruction is not being conducted.

Lockers

Lockers and combination locks will be assigned to students. Lockers and combination locks are provided

for the convenience of students and are the property of OPA. Locks will be kept on lockers at all times. If not, detention may be issued. Students vandalizing or misusing their lockers may be assessed fines or may forfeit their locker privileges. Students must pay for lost locks in grades 7-9. Lockers are subject to periodic inspection and must be free from inappropriate pictures, graffiti or controlled substances. OPA is not responsible for personal property placed in student lockers. Do not keep valuables or large amounts of cash in your locker.

Jammed Lockers. Students should report to class on time and receive permission before seeking assistance for jammed lockers.

Lost and Found

Students who find items must turn them in to the office immediately. Unclaimed lost and found items will be donated to charitable organizations at the end of each quarter.

Lottery for Enrollment

According to state statutes, any vacancies in our school must be filled by lottery. The lottery for the upcoming year will be conducted in January.

Medication

If it becomes necessary for a student to take any form of medication at school, the appropriate forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine around or store it in their lockers. Students with asthma may carry their inhaler with them.

Name Badges

Everyone is required to have on a name badge to attend class. Students in grades 7-9 must pay for lost name badge. The cost will be \$5.00. Please reinforce having name badges. Name badges create a safer environment at the school. A student without a name badge three times may receive detention.

National Junior Honor Society

The National Honor Society, established in 1929, serves to distinguish exceptional middle school students. Membership in the National Honor Society is the highest honor given to secondary school students and maintains nation-wide recognition. Membership is based on student achievement in scholarship, service, leadership, character, and citizenship. Students seventh through ninth grade who display exceptional standards in these areas will be invited to join the Ogden Preparatory Academy Chapter of the NJHS. Candidates to NJHS are selected based on meeting a minimum GPA of 3.7 and exhibiting good citizenship by having no more than two recorded citizenship infractions (e.g. tardies, homework recovery, detentions,

dress code violations, no name tag or planner etc.). The candidates then fill out a NJHS application packet that is reviewed by a faculty committee. The candidates are assessed by a faculty committee using a rubric/evaluation form followed by discussion and vote on each candidate. A majority vote determines candidate membership.

Parents' Organization (OPAPO)

All families of students enrolled at Ogden Preparatory Academy are members of the OPAPO. For more information about OPAPO, see the school website.

Parking Lot and Road Safety

Student Pick-up at Dismissal. Students must remain on the sidewalk areas during pick-up. To reduce congestion, parents/guardians should avoid parking in driving areas. Parents are encouraged to park in designated parking areas.

Violations: Individuals conducting themselves or operating vehicles in an unsafe manner will be referred to law enforcement.

Personal Conduct

Students are expected to behave in a manner that is respectful of others at all times at school or during school related activities. Keep your hands and feet to yourself.

Throwing snowballs and/or other items that may cause injury shall not be permitted. Skateboards and shoes that have wheels are not permitted. Laser pointers are not permitted. Students will not be congregated in front of the school following dismissal.

Inappropriate Gestures/Language: Students are expected to show respect to others. Any indecent gesture, foul language, act of lewdness or indecent exposure is contrary to the ideals and standards of the school and will be promptly disciplined.

Public Displays of Affection: Public displays of affection such as kissing, embracing, etc. are not acceptable on school property. The student will be disciplined.

Personal Property

Students are responsible for personal items brought to school such as games, toys, and approved electronic devices. If any personal item is used, seen or heard during class it will be confiscated. If any personal item is used in a way which compromises the safety of the other students, it will be confiscated. Inappropriate behavior regarding such items may warrant disciplinary action at the discretion of administration.

Physical Education & Outdoor Recess

Children are expected to participate in outdoor and phys-

ical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor's or parent's note for not participating.

Outdoor recess will be conducted in a spirit of goodwill and sportsmanship. Students are expected to have best behavior at all times on the playgrounds.

Physical Education Uniforms

7th –9th grade students must wear PE uniforms during PE. Uniforms are available through the office. Shirts will be light blue. Shorts will be knee length and navy blue or black in color.

Planners and Homework

All students in grades 3-9 are required to have a planner with them. The planner will be used to convey information to parents and to relate all information in regards to class assignments. Students are encouraged to make daily use of their planners by recording assignments and due dates as directed by teachers. Students should take their planners home, have them reviewed by their parents and return with them each school day.

Professional Development Days

The first Friday of each month will be designated as a Professional Development day. Students will attend a minimum school day which will end at 12:45 PM.

School Closing – Weather

School will close at the discretion of the principal. Please listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements. A phone message will be sent by the "One Call Now" system.

Search and Seizure

School officials have the authority to search a student's person or personal property while located on school property or at a school-sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. (Please see Lockers.)

Student Council

Grades 2-6 Student Council consists of a President, Vice President, Secretary and Historian and two representatives from each home-room class (one boy and one girl). Students in grades 4-6 are eligible to run for the top four positions. Representatives are nominated by their class and chosen by the teacher.

Grades 7-9 Student Council consists of a President, Vice President, Secretary and Historian and four representatives each from 7th and 8th grade. Students in the 9th grade are eligible to run for the top four positions. Representatives are chosen by the class and approved by

the Student government advisor.

Student Qualifications: Teachers must verify that any student wishing to participate with the Student Council is academically and behaviorally eligible. All teachers must sign a release form granting applying student's permission to participate. Students must carry a 3.0 GPA. Students must agree to accept the responsibility of adherence to the school's standards of conduct or to withdraw if they can no longer conform to these standards.

Substance Abuse

Any student, who possesses, controls, uses, sells or arranges the sale of real, look-alike or pretends illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, tested for drugs, expelled, referred for police investigation and /or prosecuted.

Theft, Extortion, Vandalism and Arson

Any student involved in stealing or extorting money, school or personal property or in causing fires of any nature may be suspended and referred to law enforcement. Students found in possession of any incendiary device such as matches, lighters are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement.

Treats and Parties

Treats and favors for children's birthday parties, holidays, and special occasions are NOT permitted. Many parents object to their children eating sweets or other foods that may interfere with family diets or health considerations. Other parents feel too much pressure to provide treats when financial limitations make it difficult to do so. Teachers recognize these special occasions with their students in other ways that do not use food. Surprise parties for teachers are discouraged. Students are not allowed to collect money for the purpose of buying a gift for a teacher.

Visitors

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time.

All non-employee adults must check in at the school office and pick up a visitor's badge upon entering the building.

Please leave small children at home if you plan on assisting in the classroom. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made.

Forgot Something? If your student forgot something

at home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized.

Volunteer Hours

Families of OPA students are encouraged to volunteer each school year. Volunteer opportunities can be obtained from the school website, contacting your student's teacher, or contacting a member of the OPAPCO Council.

Weapons

Bringing any weapon (including look-a-likes) is a violation of school policy. Those who bring chains, knives, lighters, matches, fire arms, laser flashlights, projectile shooting devices, "hornets", or any type of weapon or any item that can be used as a weapon or any item that resembles a weapon to school will serve an out-of-school suspension and may be referred to law enforcement.

Items prohibited by law such as possession or use of drugs, alcohol, tobacco, fireworks, explosive devices, firearms, including any item resembling the above mentioned items shall not be allowed on school property or at school sponsored events. Students caught with or using an unlawful substance or in possession of an unlawful item may be suspended up to one year out-of-school suspension, will appear before the School Crisis Management Team and may be referred to law enforcement.

For a complete copy of the Ogden Preparatory Safe Schools Policy, please speak with the school's secretary.

A copy is also posted on the website.