



Ogden Preparatory Academy

2017-2018 Parent and Student Handbook

This handbook, as well as additional information can be found on the school's website.
www.ogdenprep.org

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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 upcoming 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.

About Ogden Preparatory Academy

Mission

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 members.

Vision

Ogden Preparatory Academy's vision is to create a positive, nurturing environment for students to grow and learn as they develop the skills necessary to become tomorrow's leaders. Through high academic expectations and experiences, bilingual exposure, leadership roles and commitment to community, OPA's students will gain confidence and a sense of self-worth that will prepare them to face the challenges in a competitive world.

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.

Location and Contact Information

Elementary Building (K-6)
1415 Lincoln Avenue
Ogden, UT 84404
Phone: 801.627.2066
Fax: 801.394.2267

Junior High Building (7-9)
1435 Lincoln Avenue
Ogden, UT 84404
Phone: 801.627.3066
Fax: 801.395.2267

Website: www.ogdenprep.org
Facebook:

Office Hours: 7:30 a.m. to 4:00 p.m.

Board of Directors

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

Administration

Position	Contact Information
Principal	Amie Campbell acampbell@ogdenprep.org http://acampbellopa.blogspot.com/
Dean of Students	Teryl Young tyoung@ogdenprep.org
Dean of Students Athletic Director	Kasey Kennington kkennington@ogdenprep.org
Curriculum Director	Stephanie Mathers smathers@ogdenprep.org
Special Education Director	Elizabeth Puckett epuckett@ogdenprep.org
Human Resources Director Assessment Director Student Data Officer	Debbie Deem ddeem@ogdenprep.org

Secretarial Staff

Elementary:

Beckie Riesen

Valerie Sluis

Junior High:

Rebecca Kiernan

Brittany Ladley

Darby Burger

Staffing Qualifications

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, please contact the principal.

Daily Schedule

Doors open for students	7:30 am
Breakfast	7:40 am - 8:00 am
First Bell	8:05 am
Tardy Bell	8:10 am
Morning Kindergarten Dismissal	11:20 am
Afternoon Kindergarten Starts	11:50 am
Regular Dismissal	3:00 pm
Minimum Day/Early Out Dismissal	12:45 pm
Lunch	Varies by grade

Lottery for Enrollment

According to state statutes, any vacancies in our school must be filled by lottery. The lottery for the upcoming year will begin in January. Priority is given to siblings of current students.

(See 7.06 Student Enrollment [Procedure](#))

(See 7.13 Dual Enrollment [Policy](#))

(See 7.14 Enrollment and Lottery [Policy](#))

Leader in Me

The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.

Students

Attendance

See 7.01 Attendance [Policy](#)

See 7.02 Attendance Administrative Procedures

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

During regular school hours, a parent/guardian must sign students out in the office. If a student is late to school, the parent must come in with the student and sign the student in. School personnel must make personal contact with the parent/guardian before the child can leave. Students will only be released to the legal guardian or parent/guardian's designee. Release information is updated in the student information system (ASPIRE), please ensure this information is accurate.

Excusing Absences

For educational and safety reasons, parent/guardian notice is required for any absence. An oral or written communication documenting a valid excuse must be received from the student's parent/guardian within one business day of when the student returns to school in order for the absence to be excused. The School should be informed as soon as possible in cases of emergency. If a pattern of absences is noted, the OPA Attendance Intervention Program will be initiated.

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.

Arrival and Dismissal

Arrival

Students will not be permitted in the school buildings prior to 7:30 am. If staff is available for supervision, students may be permitted to wait in the lobby of each building until 7:30 am.

Dismissal

It is imperative to pick up your student in a timely manner at the end of the day. The following policy was approved by the OPA Board of Directors. Students must be picked up no later than 30 minutes after dismissal time. 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.

K-6 Dismissal Procedures

- Students will be lined up with their classes promptly at 3:00 pm.
- Parents and guardians may pick up students by waiting in the car line or parking and walking to the student's class area.
- Students who walk or take daycare transportation must inform teachers and office staff. Parents/Guardians shall notify the school via written notification for students who walk off campus as a standing procedure. Standard procedures can be altered through notification on individual days via calling into the office or sending a signed note to school with the student.
- Parents are encouraged to create designated off campus pick up areas with their students.
- K-4 students line up with classes in front of the building.
- 5-6 students walk with their teacher to the soccer field on the southeast portion of the property and are released.
- 15 minutes past dismissal, all teachers return to the building along with any K-4 students who are remaining.

7-9 Dismissal Procedures

- Students are dismissed from classes at time of dismissal.

- Students should leave the building unless they are under the supervision of a teacher or parent.

Indoor Dismissal/Pick-Up

Administration will determine if indoor dismissal is required in cases of extreme weather. A “one-call” will be sent out at least 30 minutes prior to dismissal. All afterschool activities will be cancelled.

K-6 Indoor Dismissal Procedures

- Parents must come into the building to collect their student(s). Parents and visitors shall not be allowed in the hallways or classrooms.
- Parents must complete the Indoor Dismissal Sign-Out Sheet with the student’s name, the name of the person picking up the student and the student’s grade. Non-parents shall be directed to a staff member to check for pick-up permissions.
- Walking students and bus/daycare students shall be dismissed from class at time of dismissal and shall go to the gym. One administrator shall be in the gym to release walking and bus/daycare students. Walking students shall be defined as any student who typically walks off campus.
- 20 minutes after time of dismissal, all students shall be released to the lobby.

7-9 Indoor Dismissal Procedures

- Students must go to the lobby or outside at time of dismissal.
- Students who are walking with younger siblings shall report to the Elementary gym.

Parking Lot and Road Safety

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

(See 7.07 Student Dismissal/Pick-Up [Procedures](#))

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.

Schedule Changes

Students or parents desiring a change in a student’s schedule should counsel with the school counselor or the Scheduling Director. There is a small fee for schedule changes.

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. Disciplinary actions may include detention, suspension or the student forfeiting their opportunity to attend assemblies for the remainder of the year.

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.

Prepared for Class

If your student is having difficulty being prepared for class, please ask their teacher for help or contact the school. An unprepared student can disrupt a whole classroom.

Books

Textbooks are very expensive. Please talk with your student about taking good care of any books entrusted to their care. We encourage you to cover the books for protection. 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.

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.

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.

(See 7.08 Internet Safety [Policy](#))

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 the chosen color for the year. 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. 9th graders may wear undershirts of their chosen color.
- 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 OPAPO dollar dress days; successive Friday's are school designated dress days.
- Solid, appropriately colored, non-hooded sweatshirts or OPA sweatshirts are allowed.
- Half-zipped fleece with school colors may be worn.
- All outer garments must be tucked in except sweaters.
- White, cream, tan, light blue, or navy blue sweaters and vests with no hoods may be worn in class.
- Outdoor jackets and coats, except for OPA sponsored jackets, are not allowed to be worn in the classroom.
- 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.

Uniform-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.

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. (See 7.03 Dress Code [Policy](#))

Personal 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 may 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.

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.

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 returned only 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.

Grades and Progress Reports

Parents/guardians may access student grades and progress reports through ASPIRE (the student information system: ogdenprep.usoe-dsc.org). Each student will have his/her own account and password. These will be issued at the beginning of the year. Parents may obtain a password to access their student's information.

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

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

Hall Passes

Hall passes will be issued by the teacher during class if a student needs to leave the classroom. 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 into class. Behavior in the halls should reflect the standards of respect, safety and appropriate manners.

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.

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 with approved paperwork. Grades K-3 should keep inhalers in the front office.

(See 7.04 Administration of Medication [Policy](#))

Name Badges

Everyone is required to have on a name badge to attend class. Students in grades K-9 must pay for a 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.

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 physical 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.

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.

Student Activities

Aguilas of Excellence

Aguilas of Excellence is a rewards program for 5th-9th grade students at Ogden Preparatory Academy. Every two weeks at OPA, students are tracked on attendance, grades, and behavior. At the end of the tracking period, students can earn entry into a variety of Reward Rooms. On each Aguilas of Excellence Reward Day, students who qualify will be released from class early to attend the Reward Rooms. All students who qualify also earn raffle tickets to be used for quarterly prizes. Students who did not earn a reward will attend an academic class, where they will be given time to complete makeup work, receive extra help, and/or study.

Dances

Dances are planned for the 7th – 9th grades. 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.

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.

(See 4.01 Field Trip [Policy](#))

(See 4.02 Field Trip [Procedure](#))

National Junior Honor Society

The National Honor Society, established in 1929, serves to distinguish exceptional middle school students (grades 7-9). 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.

Eagle Team

The Eagle Team at Ogden Preparatory Academy consists of a leader from every classroom who is elected by their peers. Throughout the year, Eagle leaders who consistently exhibit the quality of a leader are selected. Leadership qualities that the students and teachers look for in a leader include being an honest person, being able to communicate with classmates and teachers, having the confidence to stand in front of a crowd, having a general commitment to the school and the 7 Habits, and having a positive attitude. The Eagle Team works with the Eagle Coordinator to facilitate recycling in the school, participate in the Complement Squad, and assist with assemblies and other activities in the school. The Eagle leaders also hold jobs in their individual classrooms to help the teachers.

Student Council

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: Students must carry a 3.0 GPA and exhibit exemplary citizenship. 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.

School Operations

Core/Curriculum

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

Fees

Grades seven through nine have registration fees, and some elective classes have associated fees. The Board of Directors shall approve a fee schedule by June 30 of each year. Refer to the school website for the most recent fee schedule.

(See 7.17 Fee Schedule)

Fee Waivers

Fee waivers are based on free/reduced lunch status. Fee waivers do not apply to optional activities and projects or activities that occur after regular school hours. Kindergarten through sixth grade do not have any class or materials fees. Seventh through ninth grade may have fees regarding courses or course supplies and fee waivers are available. A written copy of the fee schedule will be provided with registration papers. If you think you are eligible for fee waivers, please speak with one of the school secretaries.

(See 7.15 Fee Waiver Policy)

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 occurred, or when notified by authorities of a dangerous situation in close proximity to the facility. Available information will be shared via the One Call system.

(See OPA Security and Crisis Management Plan)

Fire Alarms and Evacuation

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 a designated area.

(See OPA Security and Crisis Management Plan)

Food Services

Breakfast and lunch are served daily. Students will not be allowed to order food from an outside establishment. 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 at the front office or through the School website. Payment is expected to be paid before meals are given. Please be sure to retain your receipts until the end of the year. Reminder notices for unpaid balances will be mailed monthly. Students with unpaid balances may be offered a minimal lunch. Excessive unpaid balances may result in meal refusal. Free/Reduced lunch applications are available through the student information system (ASPIRE).

Meal Prices

The Board of Directors shall approve meal prices by June 30 of each year. Refer to the OPA Food Service Program and Safety Plan on the school website for current meal prices.

(See 5.01 OPA Food Service Program and Safety Plan)

Library

Library books and materials are provided for student use. 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. The library is open before and after school and during some lunch times for supervised student and parent use. Students are welcome to come in and use the library if instruction is not being conducted.

Lost and Found

Students who find items must turn them into the office immediately. Labeling all clothing, lunch boxes, and backpacks will decrease losses. Unclaimed lost and found items will be donated to charitable organizations at the end of each quarter.

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” system.

Safe School

A copy of the Ogden Preparatory Academy Safe Schools policy is posted on the website.

Bullying

In order to promote a safe, civil, learning environment, the school prohibits all forms of bullying and cyberbullying 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.

(See 7.02 Bullying and Hazing [Policy](#))

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 from 3:10-4:00 pmin the Jr. High, and 3:00-3:50 in the elementary building. 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
- Throwing things
- Public displays of affection
- Use of vulgarity, profanity, or use of obscene gestures
- Bullying, harassment, hazing
- Cheating
- Violation of the “no touch” policy
- Littering in the halls or school grounds
- Illegal electronic device usage

(See 7.18 Student and Classroom Management and School Discipline [Policy](#))

Expulsion or Placement Change

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.

(See 7.18 Student and Classroom Management and School Discipline [Policy](#))

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 likewise be held responsible.

(See 7.18 Student and Classroom Management and School Discipline [Policy](#))

Harassment, Hazing, and Initiations

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment can be 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.

(See 7.02 Bullying and Hazing [Policy](#))

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.

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 congregate in front of the school following dismissal.

Gum

Gum chewing is not allowed. Detentions may be assigned for gum chewing.

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.

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(s) will be disciplined.

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:
 - Life threatening or intimidating actions
 - Sexual harassment
 - Pornography
 - Bullying, hazing, harassment
 - Obscenities
 - Computer Use Contract violation
 - Vandalism of other students or school property
 - Aggression
 - Insubordination
 - Stealing
 - Matches, lighters, or other fire starting devices
 - Weapons

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.

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.)

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. (See 7.18 Student and Classroom Management and School Discipline [Policy](#))

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.

(See 7.18 Student and Classroom Management and School Discipline [Policy](#))

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 or 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.

(See 7.18 Student and Classroom Management and School Discipline [Policy](#))

Weapons

Bringing any weapon (including look-a-likes) is a violation of school policy. Those who bring chains, knives, lighters, matches, firearms, 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.

(See 7.18 Student and Classroom Management and School Discipline [Policy](#))

Parents

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.

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.

(See 6.02 Background Check [Procedures](#))

(See 6.08 Background Check [Policy](#))

Communication

Information is posted on administrative and teacher blogs and websites, the school website, and the electronic sign on the elementary building for parent and student convenience. Periodically, newsletters from teachers, administration, or OPAPO (parental organization) will be sent home.

One Call

The School uses a One Call system that sends messages to parents via email and text. One Call message reminders are sent out periodically with information about school schedule changes and uniform-free dress days among other pieces of information. In cases of emergency, like a school closure or lock-down, a One Call will be sent. Please check both email and text to be sure you get the messages. If you have questions or concerns about receiving One Call notifications, please contact a member of the secretarial staff.

Fundraising and Donations

Every fundraiser is approved by the Principal or the Board of Directors. Fundraising is defined as an organized effort to solicit individuals, businesses or foundations for money or in-kind gifts to be given directly to the School. OPA may not accept donations with the condition that the donation provides direct benefit to specific School employees, students, vendors or name brand goods or services.

(See 8.02 Donations and Fundraising Policy)

Grievance

Parents who have grievances with an employee or employees of the school must first approach the individual(s). If it is not felt that the issue was adequately dealt with, then it must move to administration. If the issue remains unresolved, an email can also be sent to the Board of Directors through board@ogdenprep.org. If a policy or procedure is an issue, the problem can be discussed with a member of the administration. As always, a written complaint can be submitted. Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.

(See 8.06 Grievance Policy)

Parental Exclusions

Parents who desire to exclude their student(s) from any program or service offered at OPA should meet with a member of the administration or secretarial staff. Parental exclusions must be renewed annually.

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. 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. 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 OPAP Council.