



Ogden Preparatory Academy

2022-2023 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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Approved by OPA Board of Directors 07/21/2022



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Message from the Principals

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.



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School Foundations

OPA's behavior program - Responsibility Centered Discipline - encourages student responsibility as students make choices that meet the school's behavioral foundations.

- Be Safe
- Be Respectful
- Be Prepared
- Be Responsible

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: facebook.com/ogdenpreparatoryacademy

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.



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Administration

Position	Contact Information
Elementary Principal	Kasey Kennington kkennington@ogdenprep.org
Junior High Principal	Shevon Lopez slopez@ogdenprep.org
Elementary Vice Principal	Teryl Young tyoung@ogdenprep.org
LEA Director	Debbie Deem ddeem@ogdenprep.org
Special Education Director	Elizabeth Callison ecallison@ogdenprep.org
Curriculum and Compliance Director	Stephanie Mathers smathers@ogdenprep.org
Teaching and Learning Director	Stephanie Wright swright@ogdenprep.org
IT Director	Alfredo Perez aperez@ogdenprep.org

Secretarial Staff

Elementary:

Beckie Riesen
Lupe Rocha

Junior High:

Rebecca Kiernan
Jenny Westbroek
Brittany Ladley



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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 the credentials of your child's teachers and paraprofessionals. If you have any questions, please contact the building principal.

Daily Schedule

Doors open for students	7:45 am
Breakfast*	7:40 am - 8:00 am
First Bell	8:05 am
Tardy Bell	8:10 am
Dismissal	3:00 pm
Minimum Day/Early Out Dismissal	12:45 pm
Lunch	Varies by grade

* Students arriving after the first bell will have an option for breakfast upon request.

Policies and Procedures

All OPA Policies, Procedures and Templates (Forms), including this document, are accessible on the OPA website (ogdenprep.org).

Lottery for Enrollment

According to state statutes, any enrollment 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 Student Enrollment Procedure)

(See Dual Enrollment Policy)

(See Enrollment and Lottery Policy)



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Students

Attendance

See Attendance Policy

See 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 two business days of the absence 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 any type of absence is noted (excused or unexcused), the OPA Administrative Procedures will be followed.

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.

For students in grades 7-9, unexcused tardies will have the following consequences, with the tardy count resetting after each quarter.



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- 3-5 Tardies: Meeting with Office Staff or Administrator to develop a plan + call home
- 8 Total Tardies: Lunch detention (or other similar consequence as determined by student) + call home
- 11 Total Tardies: Lunch detention (or other similar consequence as determined by student) + call home
- 15 Total Tardies: ISS (at elementary or secondary) + call home
- 20 Total Tardies: OSS + call home
- 25 Total Tardies: OSS + call home + CMT (Case Management Team)

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, the Attendance Administrative Procedures will be followed.

Arrival and Dismissal

Arrival

Students will not be permitted in the school buildings prior to 7:45 am. If staff is available for supervision, students may be permitted to wait in the lobby of each building until 7:45 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 at dismissal.
- 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



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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, coach, 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 canceled.

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.
- 20 minutes after dismissal, all students shall be released.

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.

See Student Dismissal/Pick-Up Procedures for additional details.

Reunification

In the case of an emergency when it has been deemed unsafe for students to be released from the school except directly to a parent/guardian, OPA will dismiss students according to the OPA Reunification plan.



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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 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 consult with the school counselor. There is a fee for schedule changes.

Athletics

Students have the opportunity to participate in various athletic teams. Team sports are for boys and girls in the 6th thru 9th grades, unless otherwise specified. Teams are selected by way of a tryout at the beginning of each sports season. Students selected to participate in each team will take on the role of student-athlete. They must agree to and follow the school's Athletic Contract and will be subject to the Athletic Eligibility Procedures. The contract will be given to each athlete. Any student who wishes to participate in school athletics, including the Weight Training and Triathlon classes, must have a current sports physical completed by a licensed doctor. Sports physicals expire after one year.

Assembly Behavior

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



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Backpacks/Book Bags/Purses

Due to safety, health and space concerns, items such as 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 classrooms and computer labs. 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 violated, disciplinary actions will be taken.

(See 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. Students are expected to follow the dress code from first bell (8:05 am) to the last bell (3:00 pm) each day.



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General appearance, clothing, hygiene, etc.

- Clothing shall not have holes or excessive wear.
- Body piercing is limited to earrings only. Nose rings are not allowed and must be removed.
- No enlarged ear piercing, spikes or gauges allowed.
- Hair must be clean, well-groomed and not distracting. Hats are prohibited.
- Students' faces will be clean shaven or well groomed.
- Modesty is required for all shirts and will be determined by both office staff and administration.
- No clothing that exposes bare midriffs, buttocks, or undergarments. Midriffs must remain covered when arms are raised.
- Headbands, belts, bandanas, or any altering of clothing that has any gang relation/affiliation will not be allowed.

Tops: Collared Shirts

- Shirts must have a collar and be long enough to remain tucked in and must be tucked in at all times during school hours.
- Collared shirts may be either solid white, navy blue, or light blue, with or without the school logo.
- Ninth graders may wear the shirts of the chosen color for the year.
- Shirts can be long or short sleeved.
- Any visible clothing must follow the dress code color designations.

Tops: Additional layering

- White, cream, tan, light blue, or navy blue sweaters, vests, or sweatshirts without hoods may be worn in class.
- Sweaters, vests, light jackets, and sweatshirts must be a solid color and free from logos, patterns, etc.
- Hooded sweatshirts or jackets may not be worn except outside during lunch or recess.
- Outdoor jackets and coats are not allowed to be worn except outside during lunch or recess.

Pants/Bottoms:

- Must be khaki or navy blue, corduroys or Docker-type. No denim pants of any color may be worn.
- May be no larger than one size from a student's fitted size.
- Must stay fitted around the waist. Belts are required if pants do not stay at the waistline.
- Length must be no higher than two inches above the top of the kneecap. Skirt, dress, and short length will be determined with the waistband at the waist.



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- Leggings may not be worn without additional “bottoms” and must be one of the following school colors: white, khaki/tan, or navy; leggings must be free from additional designs and patterns.
- Socks must be non-distracting and school appropriate.

Shoes:

- No bare or stocking feet.
- No open toe or open heeled shoes.
- No slippers, with or without soles.

Game Day Dress:

- Game Day Dress will be allowed for students participating in sports. Game Day Dress includes jerseys with uniform pants. Game Day Dress requires jerseys to be tucked. Game Day Dress should be communicated by coaches or captains to the front office, so it can be announced to all staff members each morning.

Uniform-Free Dress Day Standards

- First and Third Fridays are dollar dress days; other Friday's are school designated dress days unless otherwise designated. Consult the school calendar for more details.
- All requirements under the “General appearance, clothing, hygiene, etc.” section above apply to free dress days.
- Shorts and skirts need to follow the regular uniform dress code regarding length.
- Shirts can be long or short sleeved. No tank tops. Shirts without sleeves should have a shoulder seam that reaches the shoulder not to be less than 3 inches.
- No clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, logos, or pictures.
- No hoodies or shirts with hoods.
- Clothing with holes or rips will be allowed only if there is appropriate material preventing exposed skin (leggings under ripped jeans, patches, etc).

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 Dress Code Policy)

Personal Electronic Devices (including cell phones)

To protect student safety and to preserve the integrity of our learning environment, Personal Electronic Devices (ex: cell phones, mp3 players, tablets, video game consoles, smart watches,



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and e-readers) are not allowed at OPA during school hours (8:05 am-3:05 pm). This means that students are not allowed to have phones on their person, including in pencil pouches, in pockets, or in binders.

The school is not responsible for lost, stolen, or damaged devices. It is recommended that students leave Personal Electronic Devices at home, or surrender devices to a parent during the school day.

Consequences for Personal Electronic Device Use

The consequences for using a Personal Electronic Device during the school day for any reason are as follows:

- First offense: Staff member will confiscate the device. It will be locked in an administrative office and can be picked up by the student at the end of the day. At that time the staff member will review the school's Personal Electronic Device Policy with the student, including the consequence for a second offense.
- Second offense and additional offenses: A staff member will confiscate the device. It will be locked in an administrative office and must be picked up by a parent or guardian. The device will not be released to a sibling, adult carpool driver, or other individual not listed as a "custodial" individual on the student's Aspire account. This may mean that the phone will remain at school overnight, throughout a weekend, or during vacation time.
- If the number of offenses continues to increase, the student and guardians will meet with an administrator to determine additional consequences which can include (but are not limited to) detention, suspension, and/or revoking electronic access to the school's network and services.

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; this includes photos taken on cell phones. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action.

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.



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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 for grades 4-9

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%	

Grading Scale for grades K-3

Outstanding	Satisfactory	Needs Improvement
O 95 and above	S+ 90-94% S 80-89% S- 70-79%	N+ 60-69% N 0-59%

Citizenship

H: Honorable S: Satisfactory N: Needs Improvement U: Unsatisfactory
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Hall Passes

Hall passes may 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



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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. It is strongly recommended that students do not keep valuables or large amounts of cash in lockers.

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 on their person or store it in their lockers. Students with asthma may carry an inhaler with them with approved paperwork. Grades K-3 should keep inhalers in the front office.

(See Administration of Medication Policy)

Name Badges

Everyone is required to wear 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.

Name badges must remain clean. Students are not permitted to draw on name badges or add materials to them (stickers, foil, etc.). If a student damages or defaces a name badge, then a new, clean name badge will need to be purchased.

Failure to follow the name badge expectations may result in a variety of consequences consistent with the Responsibility Centered Discipline model.

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.



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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

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.
- Students with active suspensions or who are on behavior contracts are not permitted 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



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expelled may lose the privilege of participating in all extracurricular activities during the period of discipline. In order to participate in a given activity, a student must attend school for at least a half of a day on the day of any given event or activity.

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 Field Trip Policy)

(See Field Trip Procedures)

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. 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.

Elementary 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 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



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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 based on classroom citizenship and disciplinary incidents and actions. 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. Throughout the year, teachers will assess proficiency in all subject areas and adjust instruction based on assessment results. We participate in all USBE required assessments.

Parents or guardians who are interested in viewing the curriculum used in classes may contact their child(ren)'s teacher(s). Information on appeal may be found in the Curriculum Adoption, Appeal and Review policy on the school website.

Fees

Grades seven through nine have 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. Kindergarten through sixth grade do not have any class or materials fees.
(See Fee Schedule)

Fee Waivers

Families must submit a fee waiver application in addition to a Free/Reduced Lunch Application. Fee waivers do not apply to optional activities and projects. A written copy of the fee schedule will be provided with registration papers. To apply for fee waivers, please speak with one of the school secretaries.
(See Fee Waiver Policy)



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Emergency Lockdown Procedures

A principal or administrative staff member 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. Food purchased or ordered from a restaurant or fast food establishment shall not be permitted in the cafeteria. . 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 and collection referral. 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 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



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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 use the library if instruction is not being conducted. Additional policies and procedures regarding the school libraries, including information about library collections, are available on the OPA website and in the policy manuals in each front office.

(See Library Collections Policy)

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 administrative team. 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.

(See In-Person School Closure or Delay Determination Procedures)

Safe School

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

Bullying

Definitions of Bullying:

1. When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them you're upset.
2. A pattern of repeated mean behaviors that is intended to harm physically, emotionally, or socially and usually has an imbalance of power.

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 Bullying and Hazing Policy for definitions and specific examples)



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Discipline and Detention

OPA follows the Responsibility Centered Discipline (RCD) framework. This framework is based on OPA's four school foundations: Be Safe, Be Prepared, Be Respectful, Be Responsible. Students are expected to behave in a way that honors and respects these foundations at all times. Training and education on the foundations will take place throughout the year in both classroom and whole-school settings. When students are unable to meet these expectations and/or unwilling to take responsibility for their actions, they will work with a teacher and/or administrator. The program encourages students to work with administrators to develop plans that will facilitate a change in behavior as opposed to focusing only on consequences. Behavior plans, detention, in school suspension, and out of school suspension are all disciplinary tools that can be employed when implementing the RCD program.

The following are examples of behaviors that violate the school foundations and would result in discipline.

- Disruptive behavior in the classroom, school or on school property
- Tardies
- 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
- Inappropriate electronic device usage

(See Student and Classroom Management and School Discipline Policy)

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)



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- 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, fighting, and/or threats
 - Play fighting, boxing matches, and other similar interactions
 - 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.

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;



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- 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 by 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 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, organize, facilitate, or encourage fighting will likewise be held responsible. Fighting may include play fighting, boxing matches, or similar type interactions.

(See Student and Classroom Management and School Discipline Policy)



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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 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. Students should keep their hands and feet to themselves.

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 may not congregate in front of the school following dismissal.

Gum

Gum chewing is not allowed. Detentions or other disciplinary actions 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.



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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.

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 for the sale of real or look-alike drugs or controlled substances, including alcohol and tobacco, may be suspended, drug tested, expelled, and/or referred for police investigation and /or prosecuted.

(See 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



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- 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 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 Student and Classroom Management and School Discipline Policy)

Weapons

Bringing any weapon (including look-alikes) 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 Student and Classroom Management and School Discipline Policy)

Parents

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



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sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please contact the school office.

(See Background Check Procedures)

(See Background Check Policy)

Communication

The parent/guardian email in Aspire will be used for communication purposes. Information is posted on teacher blogs and websites, the school website, and the electronic sign on the elementary building for parent and student convenience. The Principals email a newsletter home each week and is available on the school website.

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 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 Grievance Policy)



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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 secretarial staff.