

Ogden Preparatory Academy
Parent Handbook
2006-2007

Mission Statement:

The mission of Ogden Preparatory Academy, through a bilingual education, is to create an environment where our students will gain:

- A passion for lifelong learning,
- Respect for themselves and others,
- Confidence in their own abilities, and
- Competence to thrive as productive and responsible citizens in the global community.

215 22nd Street &
2221 Grant Avenue
Ogden, UT 84401
www.ogdenprep.org

OPA Eagles' Standards of Conduct

Each student is expected to:

Remember who you are and where you are. *Actions speak louder than words.*

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

Speak when it is appropriate, not when it is time to listen. *Raise your hand before speaking.*

Participate in class. *Work with your peers and follow directions.*

Engage yourself. *Teachers will make learning meaningful and fun!*

Control yourself. *Think before you act.*

Treat others like you want to be treated. *Be kind to others in word and deed.*

Goals of Ogden Preparatory Academy

The students of our school will:

- Demonstrate the ability to identify, plan for, pursue and reach their academic objectives,
- Demonstrate responsible behavior and contribute to the well-being of the community,
- Demonstrate an understanding and appreciation for the diversity of our school and our community.

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

Administration/Office

Kathleen Thornburg – Principal
Pam Smith – Head Secretary
Ilene Painter – Assistant Secretary

Office Hours

7:30 a.m. – 4:00 p.m.

Phone Numbers:

East Building (Grades K-4):
(801)627-2066
(801)394-2267 (fax)

West Building (Grades 5-8):
(801)627-3066
(801) 395-2267 (fax)

Message from the Principal

Welcome to our school community!

Ogden Preparatory Academy is rapidly making a name for itself for quality education. Our students are preparing themselves to be productive citizens in our global community. Our teachers are providing the international perspective that will help our students relate to the real world. In our classrooms, foreign language, geography, history and cultural classes are helping students learn to be more culturally aware and open-minded. This understanding will teach our students how to become responsible global citizens who will benefit America's growth and stability.

Our emphasis continues to focus on accelerated learning and character building. This year, the teaching staff will be studying the End-of-Level results from May 2006 and will make teaching and learning decisions based on this information. The individual student information will be available from the state in October; this information will be shared with parents at the first Parent-Teacher Conference.

Daily Schedule

Kindergarten – 4th Grade Daily Schedule (East Building):

7:50 – 8:20	Breakfast (served in West building)
8:25 a.m.	First Bell
8:30 a.m.	Tardy Bell
11:30 a.m.	AM Kindergarten Dismissal
11:20 a.m.	Lunch Starts
12:00 p.m.	PM Kindergarten Tardy Bell
3:00 p.m.	Dismissal

	AM Recess	PM Recess
Kindergarten:	10:00 – 10:15	1:00 – 1:15
1 st & 2 nd Grade:	10:20 – 10:35	1:45 – 2:00
3 rd & 4 th Grade:	10:35 – 10:50	2:00 – 2:15

Lunch Schedule

1 st Grade	11:20 a.m. – 11:50 a.m.
1 st Grade	11:25 a.m. – 11:55 a.m.
Kindergarten	11:30 a.m. – 12:00 p.m.
2 nd Grade	11:35 a.m. – 12:05 p.m.
2 nd Grade	11:40 a.m. – 12:00 p.m.
3 rd Grade	11:45 a.m. – 12:15 p.m.
3 rd Grade	11:50 a.m. – 12:20 p.m.
4 th Grade	11:55 a.m. – 12:25 p.m.
4 th Grade	12:00 p.m. – 12:30 p.m.

5th-8th Grade Daily Schedule (West Building):

7:50 am – 8:10 am	Breakfast (served in West building)
8:15 am	First Bell
8:20 am	Tardy Bell
11:25 am – 11:55 am	5 th & 6 th Grade Lunch
11:55 am – 12:25 pm	7 th & 8 th Grade Lunch
3:10 pm	Dismissal

Eagle Field Guide A - Z

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 not be permitted to attend the next assembly. A second violation may result in the student forfeiting their opportunity to attend assemblies for the remainder of the year.

Arrival and Dismissal

Arrival: Students will not be permitted in the school buildings prior to 7:45 a.m..

Dismissal: At the end of the school day, parents need to meet their student at the front of the school. Parents are not permitted to wait for students outside of classrooms for safety purposes. If you have multiple students enrolled, plan with your children where they can meet you at dismissal outside of the building(s).

Students must be picked up at dismissal. If a student is left at school for more than 30 minutes after dismissal time, parents will be charged a fee of \$1.00 per minute they are late.

Attendance

Legal Parameters. Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time every school day. All students are expected to be in school with a 95% attendance rate. All parents have signed a contract to have their children in school at least 95% of the time. Please

plan your vacation schedule around the students' vacation time. We have included the calendar in this handbook to facilitate your scheduling. Do not use children for babysitting during the school day. Health appointments need to take place outside the school day, if possible.

Check-in/Check-out. If a child is checking in or out, a parent/guardian must sign the appropriate sheet in the office. If a student is 15 minutes late to school, the parent must come in with the student and sign the student In/Out record sheet. School personnel must make personal contact with the parent/guardian before the child can leave. A child will not be released from school to anyone but the legal guardian or designated adult by the parent/guardian on the emergency form. Parents should ensure that this information is current.

Excusing Absences. For educational and safety reasons, parent/guardian notice is required for any absence. If your child is ill, or if there is an emergency, call the school at 627-2066. We have a voice mail system so absences may be reported at any time. If a pattern of absences is noted, the OPA School Attendance Remediation Plan will be initiated. We are held accountable for each student's academic progress. If a child is not in school, he/she will miss the academic instruction that is targeting acquisition of the Utah State Core. Attending school is one facet of teaching responsibility. Children need to learn and value being to "work" on time and

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

Tardiness. Students who come to school after the tardy bell must check in at the office and pick up a tardy slip. The school does not excuse tardiness.

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 Juvenile Court.

Background Checks

In accordance with State Law, volunteers who work with minors without direct supervision from school staff are subject to background checks. These checks along with fingerprinting of volunteers are performed by school staff or our Management Company. Volunteers who require a background check must sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please see the School Office or Academics West at (801) 444.9378.

Backpacks/Book Bags

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

Business Hours

Office hours are 7:30 am to 4:00 pm. Students are expected to leave the building no later than 15 minutes after dismissal unless under the supervision of teachers/advisors or parents. Conferences with teachers should be pre-arranged either before or after school. Our teachers are very busy with students during school hours, please be considerate of their time.

Books

Textbooks are very expensive. Please talk with your student about taking good care of these books. We encourage you to cover the books with book covers or with grocery bag paper. Do not use contact paper on these books. The children are responsible for the condition of returned books and will be assessed if damage is incurred.

Citizenship

Each child is accountable and responsible for his/her behavior. Teachers set examples for students and teach them by acknowledgement, praise and role-playing.

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. The North-West doors of the West building are not to be used during school hours.

Communication/ Newsletter

A newsletter will go home from OPAPO each month. Please check your children's backpacks for communication from the office on Wednesdays.

Teachers will be sending home communication at their own discretion.

Computer Usage

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

Curriculum

The Utah State Core Curriculum will serve as the minimum basis for academic requirement for advancement and graduation. The school's curriculum and student expectations will exceed the standards of the Utah State Core Curriculum.

We will participate in the End-of-Level testing in May. The emphasis of this testing is proficiency in Language Arts, Math and Science. Throughout the year, teachers will assess proficiency in each of these subject areas and adjust instruction based on test results.

All students will have a portfolio developed by the homeroom teacher. Writing will be a key component of this portfolio. We will be preparing our children for the 6th grade UPASS writing assessment as well as for mastery in expressing their thoughts through written communication.

At the start of the school year, all teachers will review the data from the End-of-Level testing from the previous year. Based on these results, skill development groups will be developed. Students meeting the proficiency levels will be accelerated with more challenging curriculum. Students in need of remediation will receive tutoring in small group instruction.

Language Arts:

Spelling, Reading, Writing

Mathematics

Spanish

Science

Social Studies

Handwriting

Physical Education

Health Education

Discipline

Ogden Preparatory Academy will be a safe, happy place, lacking feelings of aversion created by coercion and failure. The focus of educator attention will be on what students are doing well, rather than on what they are doing badly. The discipline plan of this school is not a punishment plan – rather, we advocate a management plan in which administrators and teachers are skilled and practiced in the principles of classroom management. The term “discipline” will take on its meaning from “Training that Corrects” by Glenn I. Latham. Parents will be involved at every level of intervention.

Suspension. 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 a conference with an administrator.

Directors

OPA is governed by a Board of Directors. The Board meets every 2nd Tuesday at 4:40 pm. in the MOPA Library. These meetings are open. The OPA Board makes all policy decisions for OPA. For information on individual Board members, look on the school website.

Dress Code

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

- Shirts may be either solid white or hunter green, with or without the school logo. 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 either hunter green or white.
- Pants must be khaki or navy blue. No denim jeans of any color may be worn.
- Pants may be no larger than one size from a student's fitted size.

- Belts are required if pants do not stay at the waistline.
- Hooded sweatshirts may not be worn in class.
- White or navy blue sweaters and vests may be worn in class.
- All students must wear closed toe and closed heel shoes with socks.
- Body piercing is limited to earrings only.
- Natural-looking colored hair is acceptable. Bright colors will not be allowed.

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.

Boys: A choice of pants or knee length shorts.

Extracurricular Activities

Participation in inter-scholastic athletics, student government, student clubs, ceremonies and other extracurricular activities is a privilege not a constitutionally protected civil right. Students given such privilege are representatives of OPA and are expected to exemplify OPA standards at all times. Eligibility is based on citizenship and GPA requirements. Students who are suspended or expelled may lose the privilege of participation in all extracurricular activities during the period of discipline.

Fighting

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

Fire Alarms and Evacuations

All individuals in the school building must exit the building immediately under adult supervision when the alarm sounds. Evacuation maps and procedures are posted in each classroom. If the alarm sounds at times other than during class, each student must assemble where her/his homeroom teacher has designated as their meeting area.

In case of long-term evacuation, students will go to the following locations with their home-room teacher: OPA or MOPA.

Food Services

We expect students to demonstrate good citizenship and proper manners in the cafeteria. The cafeteria will be as clean as you make it.

Payment for food services can be made by cash or check at the front office and is expected to be paid before meals are given. Please be

sure to retain your receipts until the end of the year. Reminder notices will be sent home with your student(s).

	<u>Breakfast</u>	<u>Lunch</u>
Reduced	\$.30	\$.40
Full Pay	\$.80	\$1.50

Breakfast will be served from 7:50 to 8:10 a.m. in the West Building.

Students in Kindergarten through 4th grades will be escorted to the East Building at 8:15 a.m.

Lunch will be available each day in both buildings.

Grades and Progress Reports

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

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

Midterm Reports. Midterms will be sent home with the student each term, please refer to the calendar included in the planner for these and other dates. It is important to note that midterm notices are not final grades, only indicators of student progress by the middle of the term. Positive change is still possible and definitely encouraged!

Report Cards. Report cards will be sent home with students 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.

Hall Passes

Hall passes will be issued by the teacher during class if a student needs to access

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

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

Harassment, Hazing and Initiations

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

Home Bound Services

Students who, due to illness, are anticipated to be absent over an extended period of time (2 weeks or more), under a doctor's care, should contact the office immediately for assistance to determine if they are eligible to have an assigned teacher assist them at home. If there is any concern about possible extended absences, please call.

Images and Video

Due to technological advancements, video and still images are easily taken, even using cell phones. Any use of a camera or imaging device in the school must be approved by the administration.

Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action.

Immunizations

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

Library

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

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

Lockers

Lockers (West building only) will be assigned to students. Lockers are provided for the convenience of students and are the property of OPA. Students vandalizing or misusing their lockers may be assessed fines or may forfeit their locker privileges. Lockers are subject to periodic inspection and must be free from inappropriate pictures, graffiti or controlled substances. OPA is not responsible for personal property placed in student

lockers. Do not keep valuables or large amounts of cash in your locker.

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

Lost and Found

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

Lottery for Enrollment

According to State law, any vacancies in our school must be filled by lottery. Our lotteries are performed by an independent accounting firm. The first lottery, following an open-enrollment period, fills all openings for the following year.

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 breathalyzer with them.

Parents' Organization (OPAPO)

All families of students enrolled at Ogden Preparatory Academy are members of the OPAPO. The OPAPO is operated by a Council made up of 12 parent members, 2 teachers and the Principal. For more information about OPAPO, see the school website.

Parking Lot and Road Safety

Moving between buildings. Students will be escorted between buildings by an adult.

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

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.

Throwing snowballs and/or other items that may cause injury shall not be permitted.

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. is not acceptable on school property.

Personal Property

Students are welcome to bring personal items to school such as games, toys, cell phones, and other electronic devices. Students are responsible for these items and the appropriate use thereof. 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. (See Consequence Rubric below)

Electronic Devices:

Cell Phones: cell phones may only be on and used before and after school hours. If a cell phone is heard or seen during school hours, it will be confiscated, sent to the administration and only returned to a parent. If you choose to bring a cell phone to school, it should be turned off during the school day and placed in your locker, backpack or purse.

CD Players, MP3 Players and other electronic devices: The use of these items will be determined by the individual teacher. Some classes allow the use of CD players during free time or certain appropriate activities. It is the responsibility of the student to know the specific classroom policy.

Consequence Rubric:

1st Offense: Device will be confiscated and sent to administrator.

Parent/Guardian contacted. Device returned to Parent/Guardian only.

2nd Offense: Device will be confiscated and sent to administrator for a minimum of 3 days. Parent/Guardian contacted. Device returned to Parent/Guardian only.

3rd Offense: Device will be confiscated and sent to administrator for the remainder of the term. Parent/Guardian contacted. Device returned to Parent/Guardian only. Student will not be allowed to bring device to school again.

4th Offense: Device will be confiscated and sent to administrator for the remainder of the year. Parent/Guardian contacted. Device returned to Parent/Guardian only. **Labeling.** Please

label all clothing, lunchboxes, and backpacks. Clothing left in the Lost & Found will be donated to a charity or worthy cause after Winter Break, after Spring Break, and after the last day of school.

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.

Physical Education Uniforms

7th and 8th grade students must wear PE uniforms during PE. Uniforms are available through the office.

Planners and Homework

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 and return with them each school day. Parents and teachers may also use the student's planners to exchange information.

School Closing – Weather

OPA 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.

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*.)

Spirit Days

Every Friday, students and staff of OPA are encouraged to wear the school polo shirt to demonstrate pride in our school. The polo shirts can be purchased from the office and will only be ordered twice per school year on a pre-pay only basis.

Supplies

Teachers will give parents a list of school supplies that the students will need for the upcoming school year.

Student Council

OPA Student Council has three sections: grades K-4, 5-6, and grades 7-8.

Grades K-4 Student Council consists of a President, Vice President, Secretary and Historian and two representatives from each home-room class (one boy and one girl). Students in grades 3 and 4 are eligible to run for the top four positions. Representatives are nominated by their class and chosen by the teacher.

Grades 5-8 Student Council consists of a President, Vice President, Secretary and Historian and two representatives from each home-room class (one boy and one girl). Students in grades 7 and 8 are eligible to run for the top four positions. Representatives are chosen by the class and approved by the home-room teacher.

Student Qualifications. Teachers must verify that any student wishing to participate with the Student Council is

academically and behaviorally eligible. All teachers must sign a release form granting applying students permission to participate.

Substance Abuse

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

Theft, Extortion, Vandalism and Arson

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

Treats and Parties

Treats and favors for children's birthdays are not permitted. Many parents object to their children eating sweets or other foods that may interfere with family diets or health considerations. Other parents feel too much pressure to provide treats when financial limitations make it difficult to do so. Teachers recognize these special occasions with their students in other ways that do not use food. OPAPO provides a birthday table for grades K-4 once a month during lunch to recognize and celebrate our children's birthdays.

Surprise parties for teachers are discouraged. Students are not allowed to collect money for the purpose of buying a gift for a teacher.

Visitors

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. All non-employee adults must check in at the school office and pick up a visitor's badge upon entering the building.

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

Forgot Something? If your student forgot something at home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized.

Volunteer Hours

Families of OPA students are expected to volunteer a minimum of 30 hours each school year.

Volunteer hour opportunities can be obtained from the school website, www.ogdenprep.org, by contacting your student's teacher, or by contacting a member of the OPAPCO Council.

Weapons

Bringing any weapon (including look-alikes) is a violation of school policy. Those who bring chains, knives, fire arms, laser flashlights, 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 minimum 10-day out-of-school suspension and may be referred to law enforcement.

Items prohibited by law such as possession or use of drugs, alcohol, tobacco, firecrackers, 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 unlawful item will serve a minimum 45-day out-of-school suspension and may be referred to law enforcement.

For a complete copy of the Ogden Preparatory Safe Schools Policy, please speak with the school's secretary. A copy is also posted on the website.

**Aggressive Behaviors Consequence Rubric
For Grades 5-8**

Behavior	First Offense	Second Offense	Third and Subsequent Offenses
<p>Teasing</p> <p>(name calling, insulting remarks, inappropriate language, spreading rumors, poking, rude gestures, etc)</p>	<ul style="list-style-type: none"> • Warning • Guardian Contacted 	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • 1 hour after-school detention 	<ul style="list-style-type: none"> • Guardian Contacted • 2 hours after-school detention
<p>Moderate Physical Contact</p> <p>(hitting, pushing, slapping, shoving, grabbing, etc.)</p>	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed 	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • in-school suspension 	<ul style="list-style-type: none"> • Guardian Contacted • 1 day out-of-school suspension
<p>Intimidation</p> <p>(threats or planned exclusion)</p>	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed 	<ul style="list-style-type: none"> • Guardian Contacted • In-school suspension 	<ul style="list-style-type: none"> • Guardian Contacted • Out-of-school suspension
<p>More Severe Physical Contact</p> <p>(hitting/punching, kicking, or similar behavior that may injure others)</p>	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • In-school suspension 	<ul style="list-style-type: none"> • Parent meeting before student is allowed to go to class. • Out-of-school suspension, administrator's discretion 	<ul style="list-style-type: none"> • Guardian Contacted • Out-of-school suspension • Parent meeting before student is allowed to return.
<p>Harassment</p> <p>(teasing based on race, religion, gender, handicap, or sexual harassment)</p>			

**Aggressive Behaviors Consequence Rubric
For Grades K-4**

Behavior	First Offense	Second Offense	Third and Subsequent Offenses
<p>Teasing</p> <p>(name calling, insulting remarks, inappropriate language, spreading rumors, poking, rude gestures, etc)</p>	<ul style="list-style-type: none"> • Warning • Guardian Contacted 	<ul style="list-style-type: none"> • Guardian Contacted • loss of recess 	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • In-school suspension
<p>Moderate Physical Contact</p> <p>(hitting, pushing, slapping, shoving, grabbing, etc.)</p>	<ul style="list-style-type: none"> • Guardian Contacted • loss of recess 	<ul style="list-style-type: none"> • Guardian Contacted • In-school Suspension at discretion of principal 	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • In-school Suspension*
<p>Intimidation</p> <p>(threats or planned exclusion)</p>	<ul style="list-style-type: none"> • Guardian Contacted • loss of recess 	<ul style="list-style-type: none"> • Guardian Contacted • In-school Suspension at discretion of principal 	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • In-school Suspension*
<p>More Severe Physical Contact</p> <p>(hitting/punching, kicking, or similar behavior that may injure others)</p>	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • In-school suspension 	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • Out-of-school suspension – 1 day • Parent meeting Before student is allowed to return. 	<ul style="list-style-type: none"> • Guardian Contacted • Behavior Plan Developed • Out-of-school suspension – 3 days • Parent meeting before student is allowed to return.
<p>Harassment</p> <p>(teasing based on race, religion, gender, handicap, or sexual harassment)</p>			

* At the discretion of the Administrator.