



# Ogden Preparatory Academy

## OPA Board of Directors Meeting

Published on October 12, 2022 at 8:19 AM MDT  
Amended on October 12, 2022 at 2:50 PM MDT

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### Date and Time

Thursday October 13, 2022 at 4:30 PM MDT

### Location

1435 Lincoln Avenue  
Ogden UT 84404

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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.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
A. Record Attendance		Sara Mejeur	1 m
B. Call the Meeting to Order		Sara Mejeur	1 m
C. Approve Minutes	Approve Minutes	Sara Mejeur	5 m
This was approved in a previous meeting; however, the system didn't recognize it, so this is a digital fix.			
Approve minutes for OPA Board of Directors Meeting on July 21, 2022			
D. Approve Minutes	Approve Minutes	Sara Mejeur	5 m
Approve minutes for OPA Board of Directors Meeting on September 15, 2022			
E. Approve Minutes	Approve Minutes	Sara Mejeur	1 m
Approve minutes for OPA Board of Directors Meeting on September 22, 2022			
F. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
<b>II. Executive Session</b>			<b>4:48 PM</b>
A. Enter closed session.	Vote	Sara Mejeur	15 m

	Purpose	Presenter	Time
... to protect the privacy of an individual.			
<b>B. Exit Closed Session</b>	Vote	Sara Mejeur	5 m
<b>C. New Board Member(s)</b>	Vote	Stefanie Zwygart	5 m
<b>D. Board Officers</b> Discussion and potential vote on Vice Chair.	Vote	Sara Mejeur	5 m
<b>E. Student Concern</b>	Vote	Sara Mejeur	5 m
<b>III. Finance</b>			<b>5:23 PM</b>
<b>A. Financial Review</b>	Discuss	Spencer Adams	5 m
<b>B. Camera Upgrades</b>	Vote	Debbie Deem	5 m
<b>C. OPA App Development</b> We have been researching various companies for creating a supporting a school mobile app. We narrowed the search to 3 companies: School info School Messenger School Now.  We are recommending using School Info due to features and pricing combinations. The 5 year agreement gives us better pricing. While it is a 5 year commitment, if we are unsatisfied with the product, we can cancel after 1 year without penalty.	Vote	Debbie Deem	5 m
<b>D. Early Childhood Center Playground Equipment and other ECC items</b> Allowance of \$25,000 in the building budget.  Seeking input for how the Board would like Administration to proceed with purchases for the new building.	Vote	Debbie Deem	5 m
<b>IV. Administrative Report</b>			<b>5:43 PM</b>
<b>A. Administrative Board Report</b>	Discuss	Administrative Team	15 m
<b>B. TSSA Plan</b>	Vote	Debbie Deem	5 m
<b>V. Policies</b>			<b>6:03 PM</b>
<b>A. Policy Updates</b> 1. Reviews with proposed edits: 1. Student and Parent Handbook, specifically Dress Code 2. E-Rate Procurement Policy 3. E-Rate Record Retention Policy 4. Family Engagement Policy	Vote	Debbie Deem	5 m
<b>B. Board Communication Policy and Procedures</b> Discuss the official process for receiving and responding to Board communication.	Vote	Sara Mejeur	10 m

Vote if necessary on proposed policy.

Purpose	Presenter	Time
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**VI. Other Business**

**6:18 PM**

**A. Required Trainings**

FYI

Annual Trainings for Board Members:

Open Meetings Act - Annually (completed: Start fresh!)

School Land Trust - Annually (completed: Start fresh!)

State Auditor Trainings - only once per term. (Completed: Sara, Jessica, Stefanie)

USBE Internal Audit Trainings - only once (completed: Stefanie, Bill, Sara, Jessica)

**VII. Closing Items**

**A. Adjourn Meeting**

FYI

Sara Mejeur

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for OPA Board of Directors Meeting on July 21, 2022



APPROVED



**OGDEN PREPARATORY**  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### Date and Time

Donnerstag Juli 21, 2022 at 4:30 PM

### Location

1435 Lincoln Avenue  
Ogden UT 84404  
Library

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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.

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### Directors Present

J. Howell (remote), S. Mejeur, S. Zwygart

### Directors Absent

M. Swenson, M. Ward, W. Davis

### Ex Officio Members Present

D. Deem

### Non Voting Members Present

D. Deem

### Guests Present

S. Wright, T. Young

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## I. Opening Items

### A. Record Attendance

### B.

**Call the Meeting to Order**

S. Zwygart called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Jul 21, 2022 at 4:39 PM.

**C. Approve Minutes**

J. Howell made a motion to approve the minutes from OPA Board of Directors Meeting on 05-19-22.

S. Mejeur seconded the motion.

The board **VOTED** to approve the motion.

**D. Approve Minutes**

S. Mejeur made a motion to approve the minutes from OPA Board of Directors Meeting - Electronic on 05-27-22.

J. Howell seconded the motion.

The board **VOTED** to approve the motion.

**E. Opportunity for Public Input**

No public in attendance.

**II. Executive Session**

**A. Enter Closed Session**

N/A

Skip this section.

**B. Exit Closed Session**

N/A

Skip this section.

**C. New Board Member**

**III. Finance**

**A. Financial Review**

Went over the financial metrics

- Operating Margin

Discussed net income target goal, and how we want to monitor throughout the year, and not go below that.

**B. Financing Resolution**

J. Howell made a motion to approve the financing resolution.

S. Mejeur seconded the motion.

Presented by Brandon Johnson

Approves authorization to start expansion project

Question discussed - the information that has to be shared, it is done through Zions. It isn't different than what we are already doing. This just formalizes the process.

The board **VOTED** to approve the motion.

### **C. Furniture purchases**

S. Mejeur made a motion to approve furniture purchases for \$13,657.65 from Schools In and \$11,148.62 from School Speciality.

J. Howell seconded the motion.

For new desks and chairs.

Discussed the different vendors and options that were looked at.

The board **VOTED** to approve the motion.

### **D. Reading Diagnostic purchase**

J. Howell made a motion to approve the Star Assessment Diagnostic for up to \$13,000.

S. Mejeur seconded the motion.

Went through the two different assessment options and the recommendations.

The board **VOTED** to approve the motion.

## **IV. Administrative Report**

### **A. Administrative Board Report**

- Discussed the Safe and Civil Schools Conference in July. Multiple sessions were attended.
- August 8th - bond meeting can be done via zoom. We do need a board member
- AVID Institute is next week
- New Positions for new school year
- Grow Your Own Grant was awarded for Cohort 2
- School Safety Update
  - Active Shooter Drill was in the Spring. Feedback from Police
  - Each monthly faculty meeting we focus on something, with an in-depth training at beginning of year to staff
  - Monthly drills
  - Doors are locked and managed closely
  - Make sure teachers are coached on how to discuss and talk about the drills, as well
- Early Learning Building updates
- Teacher Resources
- Teacher Evaluation Data
- Teacher Retention
  - SPED restructure
- Sound System at Elementary getting installed
- Summer Lunch Waiver - Now we can do drive thru pickup
- Student Membership - Last year and current numbers

### **B. FY23 School Plan**

S. Mejeur made a motion to approve the FY 23 School Plan.

J. Howell seconded the motion.

This year, we consolidated it all into one School Plan. The plan was drafted based on our scores and needs. Feedback from the school leadership team.

- JH: 5 x 5 new schedule with Math, ELA everyday
- Elementary: reduced specials times
- Continued use of Academic Language, ML learner strategies
- Teach Like a Champion best practices focus for teachers
- Targeted intervention plan, new TA plan
- Focus on SPed and ML students
- Plans to help boost student ownership and SEL strategies

The board **VOTED** to approve the motion.

### C. FY23 Parent-Student Handbook

S. Mejeur made a motion to approve the FY23 Parent-Student Handbook.

J. Howell seconded the motion.

Changes of note:

- Some changes to dress code language for jackets.
- defined bullying, addresses "play-fighting"

Discussed Daily Schedule

Doors open at 7:40 for breakfast.

The board **VOTED** to approve the motion.

## V. Policies

### A. Policy Updates

J. Howell made a motion to approve the Social Media Policy.

S. Mejeur seconded the motion.

Social Media Policy

Discussed and looked through the policy. There is guidance of how to monitor our social media accounts and how the marketing manager will proceed.

The board **VOTED** to approve the motion.

## VI. Board Leadership

### A. FY23 Board Leadership

J. Howell made a motion to approve new board leadership, with Sarah Mejeur as the new chair and Molly Ward as the co chair/treasurer.

S. Mejeur seconded the motion.

New Board Leadership:

Chair: Sarah Mejeur

Co Chair/Treasurer: Molly Ward

The board **VOTED** to approve the motion.

## VII. Other Business

### A. Required Trainings

New Trello cards with the meetings to do again for the new year:  
Open Meetings  
School Land Trust

## **VIII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:28 PM.

Respectfully Submitted,  
S. Zwygart

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for OPA Board of Directors Meeting on September 15, 2022

APPROVED



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### Date and Time

Donnerstag September 15, 2022 at 4:30 PM

### Location

1435 Lincoln Avenue  
Ogden UT 84404

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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.

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### Directors Present

J. Howell, M. Swenson (remote), S. Mejeur, S. Zwygart, W. Davis

### Directors Absent

*None*

### Ex Officio Members Present

D. Deem, K. Kennington

### Non Voting Members Present

D. Deem, K. Kennington

### Guests Present

Ariel Martinez, Ramsay Andersen, S. Adams (remote), S. Wright, T. Young

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Sep 15, 2022 at 4:37 PM.

### **C. Approve Minutes**

S. Zwygart made a motion to approve the minutes from August 18th OPA Board of Directors Meeting on 08-18-22.

W. Davis seconded the motion.

The board **VOTED** to approve the motion.

### **D. Opportunity for Public Input**

No public Input

## **II. Finance**

### **A. Financial Review**

Presented by Spencer Adams.

- Discussed the Operating Margin
- Will receive revenue in the next allotment
- Question and discussion about the MADS

## **III. Administrative Report**

### **A. Administrative Board Report**

#### **Elementary -**

- Upcoming Events
  - Family Engagement Nights - will be every month
    - Want partnerships in the community
    - Get families involved
    - Get families resources they need
  - K/1 Art Night
  - Family Conferences
- Academics
  - BOY Assessment are complete - Interventions are starting

#### **Junior High -**

- AVID/LIA students had leadership training
- LIA tutoring has started
- Sports have started. Volleyball, Soccer, Cross Country

#### **District -**

- Current Audits
- Early Childhood Center Update
  - Retrenching over Fall Break
  - Groundbreaking - Discussed what we would like to do?
    - The Chamber of Commerce can help with this
    - Marketing team is working on plans to Advertise
    - Cake



- Get the students involved
  - A writing contest for the students
    - Next Fall - ribbon cutting could be a 20th year celebration
- Human Resources Updates
- Discussed OPA's Professional Development Structure
- Facilities Updates
  - Tree Plan

## B. OPA Tree Plan

J. Howell made a motion to Approve the Tree Plan for up to \$20,000.

W. Davis seconded the motion.

Presented the OPA plan.

- Want to include trees for privacy, shade, and to use different trees to use with the science classes.
- Planning \$10,000 - 20,000
- Will talk to the city about getting help, looking for grants and any additional donations
  - Blue Spruce - watch out if it is windy

The board **VOTED** to approve the motion.

## C. Nose Piercings

Dress Code in the Student Handbook -

- Would like to remove the restriction of nose rings for students.
- Discussion of reasoning to restrict some piercings and not other piercings?
  - Piercings vs Gages
  - Why draw a line of what is allowed and isn't allowed?
- Discussed what Ogden School District does
  - Proposal: strike the current language about piercings
    - piercings that are disruptive and extreme should not be worn; students may be asked to remove them.
    - Who's discretion can make this decision - administration

This will be voted on at next board meeting in the policy updates.

## D. Health Curriculum and Community Updates

W. Davis made a motion to Approve the Health Curriculum as presented by Utah State Board of Education.

J. Howell seconded the motion.

The board **VOTED** to approve the motion.

## E. LEA License Proposals

S. Zwygart made a motion to Approve the educators listed for LEA licensure.

J. Howell seconded the motion.

Board is concerned with those who were on the list last year and still do not have the LEA. Will get them on a plan to have it by a specific date.

The board **VOTED** to approve the motion.

## IV. Policies

### A.

### **Policy Updates**

S. Zwygart made a motion to Approve the policies changes.

J. Howell seconded the motion.

Those under Aged Review

- Arrest Reporting Policy
- PTIF Fund Transfer - no changes

New Policies

- Student promotion and retention
  - What considerations would be used if they come up
- Electronic Resource and Personal Device Policy

The board **VOTED** to approve the motion.

### **V. Other Business**

#### **A. Board Member Recruitment Update**

There are several applicants, next step is interviews.

#### **B. Required Trainings**

The trainings have been added to the Trello Board.

### **VI. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:46 PM.

Respectfully Submitted,  
S. Mejeur

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for OPA Board of Directors Meeting on September 22, 2022

APPROVED



**OGDEN PREPARATORY**  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### Date and Time

Donnerstag September 22, 2022 at 4:00 PM

### Location

1435 Lincoln Avenue  
Ogden UT 84404  
Library

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### Directors Present

J. Howell, S. Mejeur, S. Zwygart

### Directors Absent

M. Swenson, W. Davis

### Ex Officio Members Present

D. Deem, K. Kennington, S. Lopez

### Non Voting Members Present

D. Deem, K. Kennington, S. Lopez

### Guests Present

S. Wright

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## I. Opening Items

### A. Record Attendance

### B.

### **Call the Meeting to Order**

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Sep 22, 2022 at 4:08 PM.

## **II. Board Hearing and Executive Session**

### **A. Vote to enter Executive Session**

S. Zwygart made a motion to enter into closed session to protect the privacy of an individual.

J. Howell seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

J. Howell	Aye
S. Mejeur	Aye
S. Zwygart	Aye
W. Davis	Absent
M. Swenson	Absent

### **B. Vote to exit closed session**

S. Zwygart made a motion to end closed session.

J. Howell seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

J. Howell	Aye
S. Zwygart	Aye
M. Swenson	Absent
W. Davis	Absent
S. Mejeur	Aye

### **C. Student Discipline Decision**

S. Zwygart made a motion to approve the items discussed in closed session.

J. Howell seconded the motion.

The board **VOTED** to approve the motion.

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:46 PM.

Respectfully Submitted,  
S. Mejeur

# Coversheet

## Financial Review

<b>Section:</b>	III. Finance
<b>Item:</b>	A. Financial Review
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	September 2022 Budget Summary.pdf September 2022 Budget Detail.pdf

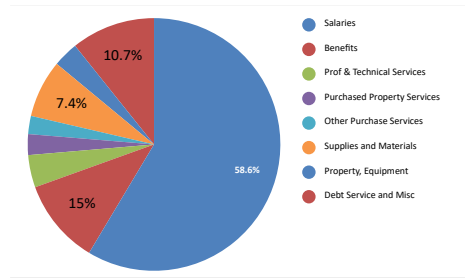


## Financial Summary *as of September 30, 2022*

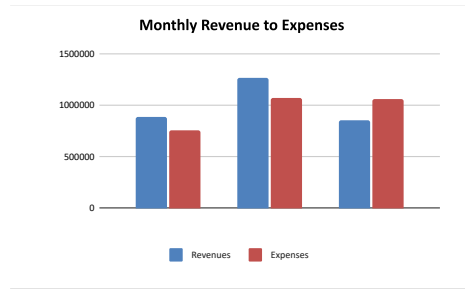
**BUDGET REPORT**      **EXPENSES**      **RATIOS**

25.0% through the Year

	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1040	1061	1040	
<b>Revenue</b>				
1000 Local	\$ 41,289	\$ 159,358	\$ 210,506	20%
3000 State	\$ 2,630,446	\$ 9,471,518	\$ 9,670,793	27%
4000 Federal	\$ 43,564	\$ 1,971,869	\$ 1,984,202	2%
<b>Total Revenue</b>	<b>\$ 2,715,299</b>	<b>\$ 11,602,745</b>	<b>\$ 11,865,501</b>	<b>23%</b>
<b>Expenses</b>				
100 Salaries	\$ 1,523,641	\$ 6,571,204	\$ 6,621,045	23%
200 Benefits	\$ 257,326	\$ 1,197,374	\$ 1,232,679	21%
300 Prof & Technical Services	\$ 120,290	\$ 451,108	\$ 469,181	26%
400 Purchased Property Services	\$ 232,554	\$ 300,800	\$ 300,800	77%
500 Other Purchase Services	\$ 38,446	\$ 251,878	\$ 261,878	15%
600 Supplies and Materials	\$ 245,909	\$ 827,945	\$ 834,304	29%
700 Property, Equipment	\$ 155,342	\$ 316,478	\$ 366,478	42%
800 Debt Service and Misc	\$ 430,511	\$ 1,131,842	\$ 1,214,528	35%
<b>Total Expenses</b>	<b>\$ 3,004,019</b>	<b>\$ 11,048,629</b>	<b>\$ 11,300,893</b>	<b>27%</b>
<b>Net Income from Operations</b>	<b>\$ (288,720)</b>	<b>\$ 554,116</b>	<b>\$ 564,608</b>	
Operating Margin	-10.6%	4.8%	4.8%	

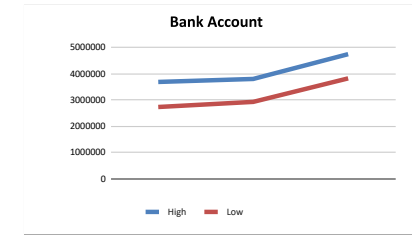


	Actual	Goal
Operating Margin	4.8%	4.75%
MADS (Modified Acc)	1.52	1.51
Days Cash on Hand	125	100
Unrestricted DCOH	121	100
Building Payment %	10%	20%



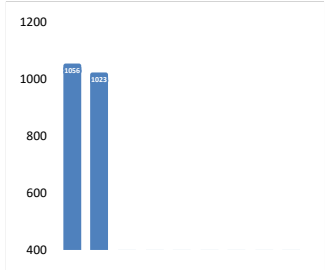
**CASH**      **RESERVES**      **ENROLLMENT**

Ending Cash Balance	\$ 3,867,730
Ending Unrestricted Cash Balance	\$ 3,751,685
Days Cash on Hand	125



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (288,720)	\$ 564,608
Expenses from Reserves	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>New Reserve Balance</b>	<b>\$ 2,110,024</b>	<b>\$ 2,963,352</b>

	S	O	N	D	J	F	M	A	M
K	96	100							
1	105	102							
2	101	98							
3	109	102							
4	105	98							
5	99	92							
6	104	102							
7	115	113							
8	109	108							
9	113	108							
<b>Total</b>	<b>1056</b>	<b>1023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





Actuals as of: **September 30, 2022** Percentage of Year: **25.0%**

Budget Detail Report	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	FY23 Forecast	
<b>Revenue</b>						
<b>1000 Local</b>						
1510 Interest on Investments	\$ 21,235	\$ 15,974	\$ 16,000	\$ 31,000	\$ 47,000	34.0%
1600 Lunch Program (Students & Adults)	\$ 6,242	\$ 9,336	\$ 40,000	\$ -	\$ 40,000	23.3%
1710 Student Sales	\$ 22,074	\$ 6,133	\$ 10,000 [1]	\$ -	\$ 10,000 [2]	61.3%
1710 OPAPO	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1710 Art Expo	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%
1740 Student Fees	\$ 14,867	\$ 5,685	\$ 15,533	\$ -	\$ 15,533	36.6%
1741 Trips (Co-Curricular Fees)	\$ 16,592	\$ 828	\$ 65,000	\$ -	\$ 65,000	1.3%
1790 Sports (Extra Curricular Fees)	\$ -	\$ 72	\$ -	\$ -	\$ -	0.0%
1910 Rental of Facility	\$ 3,985	\$ 1,250	\$ 825	\$ -	\$ 825	151.5%
1920 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1920 Contributions & Donations	\$ 12,870	\$ 2,011	\$ 10,000	\$ -	\$ 10,000	20.1%
1990 Miscellaneous	\$ 18,213	\$ -	\$ -	\$ 20,148	\$ 20,148	0.0%
<b>Total 1000:</b>	<b>\$ 116,078</b>	<b>\$ 41,289</b>	<b>\$ 159,358</b>	<b>\$ 51,148</b>	<b>\$ 210,506</b>	<b>19.6%</b>
<b>3000 State</b>						
0.3005 Regular School Prgm K	\$ 201,674	\$ 57,267	\$ 218,122	\$ -	\$ 218,122	26.3%
0.3010 Regular School Prgm 1-12	\$ 3,309,293	\$ 844,184	\$ 3,579,440	\$ -	\$ 3,579,440	23.6%
0.3020 Professional Staff	\$ 267,355	\$ 71,058	\$ 265,550	\$ -	\$ 265,550	26.8%
31.1205 Special Education -- Add-On	\$ 592,605	\$ 166,890	\$ 592,605	\$ -	\$ 592,605	28.2%
31.1210 Special Education -- Self-Contained	\$ 51,062	\$ 11,598	\$ 51,062	\$ -	\$ 51,062	22.7%
31.1220 Special Education -- Extended Year	\$ 4,487	\$ 1,126	\$ 4,466	\$ -	\$ 4,466	25.2%
31.1225 Special Education - Impact Aid	\$ 11,298	\$ 2,825	\$ 11,230	\$ -	\$ 11,230	25.2%
31.1278 Special Education- Extended Year Stipend	\$ 3,605	\$ -	\$ -	\$ -	\$ -	0.0%
31.5201 Class Size Reduction K-8	\$ 315,846	\$ 84,438	\$ 313,714	\$ -	\$ 313,714	26.9%
31.5344 Enhancement for At-risk students	\$ 169,310	\$ 64,176	\$ 200,000	\$ -	\$ 200,000	32.1%
31.5901 CTE College & Career Awareness	\$ -	\$ 1,479	\$ -	\$ 5,914	\$ 5,914	25.0%
32.0500 Charter School Base Amount	\$ 102,505	\$ 25,041	\$ 101,813	\$ -	\$ 101,813	24.6%
32.5619 Charter School Local Replacement	\$ 2,800,937	\$ 757,364	\$ 3,037,921	\$ (72,244)	\$ 2,965,677	25.5%
Charter School Local Replacement Lag	\$ -	\$ -	\$ -	\$ 51,951	\$ 51,951	0.0%
32.5651 Educator Professional Time (HB 396)	\$ -	\$ 91,691	\$ -	\$ 43,074	\$ 43,074	212.9%
32.5653 Public Ed Capital & Tech	\$ -	\$ 130,769	\$ -	\$ 130,769	\$ 130,769	100.0%
32.5665 Grow Your Own Teacher	\$ 47,040	\$ 31,221	\$ -	\$ -	\$ -	0.0%
33.5331 Gifted and Talented	\$ 8,461	\$ -	\$ 7,121	\$ -	\$ 7,121	0.0%
33.5641 Early Intervention	\$ 122,652	\$ 30,000	\$ 120,000	\$ -	\$ 120,000	25.0%
33.5805 Early Literacy (K-3)	\$ 75,081	\$ 13,119	\$ 74,574	\$ (22,097)	\$ 52,477	25.0%
34.5662 Outdoor Recreation Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$ 25,901	\$ -	\$ -	\$ -	\$ -	0.0%
34.5868 Teacher Materials and Supplies	\$ 9,958	\$ 7,960	\$ 9,891	\$ -	\$ 9,891	80.5%
34.5876 Educator Salary Adjustment	\$ 329,681	\$ 82,420	\$ 329,681	\$ -	\$ 329,681	25.0%
34.5911 EL Software Grant	\$ 41,833	\$ -	\$ 39,673	\$ 0	\$ 39,673	0.0%
35.5420 School Land Trust	\$ 138,078	\$ 140,030	\$ 145,000	\$ -	\$ 145,000	96.6%
35.5655 Digital Teaching & Learning	\$ 61,415	\$ -	\$ 64,851	\$ -	\$ 64,851	0.0%
35.5666 Professional Learning	\$ 7,365	\$ 1,807	\$ -	\$ 7,227	\$ 7,227	25.0%
35.5678 TSSA	\$ 186,678	\$ -	\$ 185,418	\$ 39,925	\$ 225,343	0.0%
35.5679 Student Health & Counseling	\$ 30,584	\$ -	\$ 40,000	\$ 13,073	\$ 53,073	0.0%
35.5810 Library Books & Electronic Res	\$ 1,076	\$ 269	\$ 1,069	\$ -	\$ 1,069	25.2%
35.5644 STEM Endorsement Center	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
38.5672 Substance Abuse	\$ 2,333	\$ 4,000	\$ 2,317	\$ 1,683	\$ 4,000	100.0%
38.5674 Suicide Prevention	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	100.0%
38.8070 Liquor Tax (Lunch Program)	\$ 124,007	\$ 8,714	\$ 75,000	\$ -	\$ 75,000	11.6%
<b>Total 3000:</b>	<b>\$ 9,043,120</b>	<b>\$ 2,630,446</b>	<b>\$ 9,471,518</b>	<b>\$ 199,275</b>	<b>\$ 9,670,793</b>	<b>27.2%</b>
<b>4000 Federal</b>						
42.7210 ESSER CARES	\$ 1,600	\$ -	\$ -	\$ -	\$ -	0.0%
42.7215 ESSER II CARES	\$ 648,979	\$ -	\$ -	\$ -	\$ -	0.0%
42.7225 ESSER III ARP	\$ 428,477	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	0.0%
42.7230 GEERS II Funding	\$ 23,966	\$ -	\$ 20,204	\$ -	\$ 20,204	0.0%
45.8081 Emergency Operating Fund	\$ 3,972	\$ -	\$ -	\$ -	\$ -	0.0%
45-4522 IDEA Preschool	\$ 3,487	\$ -	\$ 3,487	\$ -	\$ 3,487	0.0%
45-4523 IDEA Preschool ARP	\$ 3,322	\$ -	\$ -	\$ -	\$ -	0.0%
45-4524 IDEA	\$ 158,618	\$ -	\$ 158,618	\$ -	\$ 158,618	0.0%
45-4525 IDEA ARP	\$ 43,226	\$ -	\$ -	\$ -	\$ -	0.0%
45-4526 MTSS Grant	\$ 6,000	\$ -	\$ 6,000	\$ (6,000)	\$ -	0.0%
45-8071 National School Lunch Program	\$ 50,314	\$ 9,317	\$ 51,000	\$ -	\$ 51,000	18.3%
45-8072 NSLP - Free & Reduced	\$ 553,097	\$ 29,764	\$ 300,000	\$ -	\$ 300,000	9.9%
45-8074 NSLP - Breakfast	\$ 99,950	\$ 3,904	\$ 75,000	\$ -	\$ 75,000	5.2%
45-8075 Kitchen Equipment Grant	\$ 26,560	\$ -	\$ 76,478	\$ -	\$ 76,478	0.0%
45-8076 Supply Chain Assistance	\$ 20,482	\$ -	\$ -	\$ -	\$ -	0.0%
45-8079 After School Program	\$ 6,043	\$ 579	\$ -	\$ -	\$ -	0.0%
48.7801 Title I - Remedial Services	\$ 223,846	\$ -	\$ 225,247	\$ -	\$ 225,247	0.0%
48.7860 Title II - MAPP	\$ 15,231	\$ -	\$ -	\$ 9,050	\$ 9,050	0.0%
48.7860 Title II	\$ 37,185	\$ -	\$ 36,535	\$ (5,577)	\$ 30,958	0.0%
48.7880 Title III A - English Lang Acq	\$ 20,033	\$ -	\$ 19,300	\$ 5,888	\$ 25,188	0.0%
48.7905 Title IV Supporting Effective Instruction	\$ 740	\$ -	\$ -	\$ 8,972	\$ 8,972	0.0%
<b>Total 4000:</b>	<b>\$ 2,375,128</b>	<b>\$ 43,564</b>	<b>\$ 1,971,869</b>	<b>\$ 12,333</b>	<b>\$ 1,984,202</b>	<b>2.2%</b>
<b>Total Revenue:</b>	<b>\$11,534,326</b>	<b>\$ 2,715,299</b>	<b>\$11,602,745</b>	<b>\$ 262,756</b>	<b>\$ 11,865,501</b>	<b>22.9%</b>





Actuals as of: **September 30, 2022** Percentage of Year: **25.0%**

**Budget Detail Report**

	(1,040 Students) FY22 Actuals	(1,037 Students) FY23 Actuals	1037 FY23 Budget	(-7 Students) Changes	1030 FY23 Forecast	% of Forecast
<b>Expenses</b>						
<b>100 Salaries</b>						
121 Principals and Assistants	\$ 604,556	\$ 185,281	\$ 749,400	\$ (58,281)	\$ 691,119	26.8%
131 Teachers	\$ 3,115,851	\$ 802,271	\$ 3,450,000	\$ (144,510) [3]	\$ 3,305,490	24.3%
132 PTO Cash out	\$ 18,330	\$ -	\$ 17,000	\$ -	\$ 17,000	0.0%
132 Substitute Teachers	\$ 57,761	\$ 8,224	\$ 78,000	\$ (9,026)	\$ 68,974	11.9%
133 Special Education Director & Teachers	\$ 361,815	\$ 96,890	\$ 461,133	\$ (7,509)	\$ 453,624	21.4%
134 Stipends (Sports, other)	\$ 144,263	\$ 53,447	\$ 65,000	\$ 9,050	\$ 74,050	72.2%
134 HB 396 Educator Professional Time Stipend	\$ -	\$ 38,625	\$ -	\$ 43,074	\$ 43,074	89.7%
134 End of Year Bonus / Returning Bonus	\$ 40,615	\$ 300	\$ 45,000	\$ (1,000)	\$ 44,000	0.7%
134 Christmas Bonus	\$ 56,662	\$ -	\$ 55,000	\$ -	\$ 55,000	0.0%
142 Counselor	\$ 114,000	\$ 29,417	\$ 125,000	\$ -	\$ 125,000	23.5%
145 Librarian	\$ 135,505	\$ 35,506	\$ 154,064	\$ -	\$ 154,064	23.0%
152 Secretarial & Clerical	\$ 208,918	\$ 54,687	\$ 271,554	\$ (73,558)	\$ 197,996	27.6%
161 General Ed TA	\$ 149,993	\$ 4,751	\$ 796,092	\$ (796,092)	\$ -	0.0%
162 Special Education TA	\$ 390,611	\$ 70,007	\$ -	\$ 426,629	\$ 426,629	16.4%
163 Title I TA	\$ 148,702	\$ 36,731	\$ -	\$ 289,795	\$ 289,795	12.7%
164 Early Literacy (K-3) TA	\$ 63,208	\$ 12,394	\$ -	\$ 69,444	\$ 69,444	17.8%
165 Land Trust TA	\$ 66,794	\$ 8,699	\$ -	\$ 54,784	\$ 54,784	15.9%
166 Early Intervention TA	\$ 6,631	\$ 2,464	\$ -	\$ 17,016	\$ 17,016	14.5%
167 ESSER III TA	\$ -	\$ 5,838	\$ -	\$ 93,365	\$ 93,365	6.3%
182 Facility Manager	\$ -	\$ 5,625	\$ -	\$ -	\$ 40,313	14.0%
184 IT Support	\$ -	\$ 2,917	\$ -	\$ -	\$ 96,347	3.0%
191 Food Service	\$ 303,237	\$ 69,567	\$ 303,961	\$ -	\$ 303,961	22.9%
<b>Total 100:</b>	<b>\$ 5,987,452</b>	<b>\$ 1,523,641</b>	<b>\$ 6,571,204</b>	<b>\$ (86,819)</b>	<b>\$ 6,621,045</b>	<b>23.2%</b>
<b>200 Benefits</b>						
220 Social Security	\$ 427,413	\$ 113,747	\$ 459,984	\$ 35,305	\$ 495,289	23.0%
230 Retirement	\$ 141,115	\$ 37,135	\$ 160,000	\$ -	\$ 160,000	23.2%
241 Group Insurance	\$ 410,960	\$ 73,194	\$ 419,566	\$ -	\$ 419,566	17.4%
242 Waiver Benefit	\$ 116,729	\$ 33,250	\$ 130,500	\$ -	\$ 130,500	25.5%
270 Worker's Compensation Fund	\$ 22,243	\$ -	\$ 12,324	\$ -	\$ 12,324	0.0%
280 Unemployment Insurance	\$ 12,138	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%
<b>Total 200:</b>	<b>\$ 1,130,598</b>	<b>\$ 257,326</b>	<b>\$ 1,197,374</b>	<b>\$ 35,305</b>	<b>\$ 1,232,679</b>	<b>20.9%</b>
<b>300 Prof &amp; Technical Services</b>						
320 Substitute Services	\$ -	\$ 1,368	\$ -	\$ 5,000	\$ 5,000	27.4%
320 Mental Health (Weber Health Services)	\$ 29,396	\$ -	\$ 40,000	\$ 13,073	\$ 53,073	0.0%
323 Speech Therapy	\$ 131,611	\$ 42,822	\$ 171,288	\$ -	\$ 171,288	25.0%
323 Psychology / Behavior	\$ 6,314	\$ 3,265	\$ 10,000	\$ -	\$ 10,000	32.7%
330 Employee Training & Development	\$ 71,823	\$ 23,457	\$ 40,000	\$ -	\$ 40,000	58.6%
352 Audit Services	\$ 21,800	\$ 8,000	\$ 22,300	\$ -	\$ 22,300	35.9%
345 Business Manager Services	\$ 84,000	\$ 21,420	\$ 86,520	\$ -	\$ 86,520	24.8%
349 Legal	\$ 88	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%
355 IT Services	\$ 58,713	\$ 19,958	\$ 66,000	\$ -	\$ 66,000	30.2%
<b>Total 300:</b>	<b>\$ 403,745</b>	<b>\$ 120,290</b>	<b>\$ 451,108</b>	<b>\$ 18,073</b>	<b>\$ 469,181</b>	<b>25.6%</b>
<b>400 Purchased Property Services</b>						
410 Garbage / Sewer / Water	\$ 40,029	\$ 15,536	\$ 60,000	\$ -	\$ 60,000	25.9%
430 Repairs / Maintenance / Monitoring	\$ 195,461	\$ 79,498	\$ 134,000	\$ -	\$ 134,000	59.3%
433 Cleaning & Custodial Services	\$ 71,244	\$ 17,811	\$ 72,000	\$ -	\$ 72,000	24.7%
435 Lawn Care & Snow Removal	\$ 30,317	\$ 14,821	\$ 30,000	\$ -	\$ 30,000	49.4%
443 Lease of Copy Machines	\$ 4,290	\$ 1,448	\$ 4,800	\$ -	\$ 4,800	30.2%
450 Construction Services	\$ -	\$ 103,440	\$ -	\$ -	\$ -	0.0%
<b>Total 400:</b>	<b>\$ 341,341</b>	<b>\$ 232,554</b>	<b>\$ 300,800</b>	<b>\$ -</b>	<b>\$ 300,800</b>	<b>77.3%</b>
<b>500 Other Purchase Services</b>						
520 Property & Liability Insurances	\$ 43,511	\$ 14,378	\$ 37,000 [4]	\$ -	\$ 37,000 [5]	38.9%
530 Communication (Phone & Internet)	\$ 6,148	\$ 1,558	\$ 6,178	\$ -	\$ 6,178	25.2%
540 Marketing	\$ 5,084	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%
542 Board Expenses	\$ 6,621	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%
580 Travel / Per Diem	\$ 20,621	\$ 11,575	\$ 20,000	\$ -	\$ 20,000	57.9%
590 Field Trips (Bussing & Entrance Fees)	\$ 11,595	\$ 71	\$ 30,000	\$ -	\$ 30,000	0.2%
590 Student Activities - Aguilas Bussing	\$ 914	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 19,257	\$ 5,815	\$ 15,000	\$ 10,000	\$ 25,000	23.3%
592 Trips	\$ 17,025	\$ 4,277	\$ 120,000	\$ -	\$ 120,000	3.6%
593 Clubs	\$ 6,894	\$ 772	\$ 4,500	\$ -	\$ 4,500	17.2%
<b>Total 500:</b>	<b>\$ 137,670</b>	<b>\$ 38,446</b>	<b>\$ 251,878</b>	<b>\$ 10,000</b>	<b>\$ 261,878</b>	<b>14.7%</b>



Actuals as of: **September 30, 2022** Percentage of Year: **25.0%**

Budget Detail Report	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	FY23 Forecast	
<b>600 Supplies and Materials</b>						
611 Classroom/ Legislative Supplies	\$ 59,073	\$ 13,498	\$ 30,000	\$ 5,914	\$ 35,914	37.6%
611 SpEd Supplies	\$ 7,189	\$ 1,415	\$ 7,000	\$ -	\$ 7,000	20.2%
611 Garden Grant	\$ -	\$ -	\$ 755	\$ (755)	\$ -	0.0%
611 Event Supplies	\$ 1,538	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
614 Safety & Wellness	\$ 140	\$ -	\$ -	\$ -	\$ -	0.0%
613 OPA Apparel / Concessions	\$ 19,509	\$ 9,294	\$ 15,000	\$ -	\$ 15,000	62.0%
619 Yearbooks	\$ 4,600	\$ -	\$ 6,790	\$ -	\$ 6,790	0.0%
617 OPAPO	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
618 Art Expo	\$ 139	\$ -	\$ 2,400	\$ -	\$ 2,400	0.0%
616 Aguilas & 7 Habits	\$ 1,364	\$ 297	\$ 3,000	\$ -	\$ 3,000	9.9%
614 Staff Meals / Appreciation / Prof Dev	\$ 32,475	\$ 6,297	\$ 40,000	\$ -	\$ 40,000	15.7%
615 Counseling / Cultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
612 Office Supplies	\$ 37,539	\$ 14,533	\$ 35,000	\$ -	\$ 35,000	41.5%
621 Natural Gas	\$ 28,577	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
622 Electricity	\$ 68,643	\$ 24,510	\$ 80,000	\$ -	\$ 80,000	30.6%
630 Lunch Program Food & Supplies	\$ 409,963	\$ 76,102	\$ 440,000	\$ -	\$ 440,000	17.3%
641 Curriculum & Educational Software	\$ 147,161	\$ 83,087	\$ 110,000	\$ -	\$ 110,000	75.5%
644 Library	\$ 21,057	\$ 5,631	\$ 18,000	\$ -	\$ 18,000	31.3%
650 Technology Related Supplies	\$ 190,659	\$ 39	\$ -	\$ 1,200	\$ 1,200	3.3%
680 Maintenance & Cleaning Supplies	\$ 18,405	\$ 11,206	\$ 15,000	\$ -	\$ 15,000	74.7%
<b>Total 600:</b>	<b>\$ 1,048,031</b>	<b>\$ 245,909</b>	<b>\$ 827,945</b>	<b>\$ 6,359</b>	<b>\$ 834,304</b>	<b>29.5%</b>
<b>700 Property, Equipment</b>						
710 Land and Site Improvement	\$ 105,448	\$ 1,953	\$ 50,000	\$ -	\$ 50,000	3.9%
733 Furniture and Fixtures	\$ 11,273	\$ 32,160	\$ 40,000	\$ -	\$ 40,000	80.4%
734 Technology-Related Hardware & Software	\$ 133,154	\$ 70,363	\$ 150,000	\$ 50,000	\$ 200,000	35.2%
738 Kitchen Equipment	\$ 23,026	\$ 50,866	\$ 76,478	\$ -	\$ 76,478	66.5%
<b>Total 700:</b>	<b>\$ 272,901</b>	<b>\$ 155,342</b>	<b>\$ 316,478</b>	<b>\$ 50,000</b>	<b>\$ 366,478</b>	<b>42.4%</b>
<b>800 Debt Service and Misc</b>						
810 Dues and Fees	\$ 28,540	\$ 7,029	\$ 30,000	\$ -	\$ 30,000	23.4%
812 Banking Fees	\$ 2,428	\$ 334	\$ 3,000	\$ -	\$ 3,000	11.1%
850 Bond - Restricted Assets	\$ 943,913	\$ 423,148	\$ 1,078,842	\$ 82,686	\$ 1,161,528	36.4%
850 Bond Fees	\$ 35,000	\$ -	\$ -	\$ -	\$ -	0.0%
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
890 Miscellaneous	\$ 9,158	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 800:</b>	<b>\$ 1,019,039</b>	<b>\$ 430,511</b>	<b>\$ 1,131,842</b>	<b>\$ 82,686</b>	<b>\$ 1,214,528</b>	<b>35.4%</b>
<b>Total Expenses:</b>	<b>\$10,340,777</b>	<b>\$ 3,004,019</b>	<b>\$11,048,629</b>	<b>\$ 115,604</b>	<b>\$ 11,300,893</b>	<b>26.6%</b>
<b>Net Income:</b>	<b>\$1,193,549</b>	<b>\$ (288,720)</b>	<b>\$ 554,116</b>	<b>\$ 147,152</b>	<b>\$ 564,608</b>	<b>Goal 4.75% \$ 563,611 Diff: \$ 997</b>
<b>Reserve Funds Used in Year:</b>						
<b>Fund Reserve:</b>						

# Coversheet

## Camera Upgrades

**Section:** III. Finance  
**Item:** B. Camera Upgrades  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

Est\_4041\_from\_Pro\_Edge\_Technology\_LLC\_625345\_9032.pdf

Est\_4055\_from\_Pro\_Edge\_Technology\_LLC\_628599\_15448.pdf

Pro Edge Technology, LLC

5187 S 1500 W  
 Suite 3  
 Riverdale, Utah 84405  
 801-776-3343

# Estimate

Date	Estimate #
9/13/2022	4041

Name / Address
Ogden Preparatory Academy 1415 Lincoln Ave. Ogden, UT 84404

Project

Description	Qty	Total
Pro Edge Technology is pleased to provide you an estimate for the following		
Jr High Fight Alley		
AXIS P3715-PLVE Network Camera 01970-001	1	884.21T
AXIS T94N02D Pendant Kit 02076-001	1	62.96T
AXIS T91E61 Wall Mount 5506-481	1	44.71T
AXIS T91A64 Corner Bracket 5017-641	1	81.21T
CAT6	250	87.50T
Conduit and Misc hardware	1	50.00T
Labor to install and configure	7	665.00
Jr High upstairs long Hall		
AXIS P3715-PLVE Network Camera 01970-001	1	884.21T
CAT6	200	70.00T
Misc	1	15.00T
Labor to install and configure	5	475.00
Jr High above drinking fountains by restrooms(2)		
AXIS M3116-LVE Network Camera 01605-001	2	819.43T
CAT6	600	210.00T
Misc	1	15.00T
Labor to install and configure	10	950.00
Elementary above drinking fountains by restrooms(4)		
AXIS M3116-LVE Network Camera 01605-001	4	1,638.85T
CAT6	400	112.00T
Misc	1	15.00T
Labor to install and configure	20	1,900.00

\*\*Due to changing market dynamics, our quote validity period is 20 days.\*\*

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

Signature

Pro Edge Technology, LLC

5187 S 1500 W  
 Suite 3  
 Riverdale, Utah 84405  
 801-776-3343

# Estimate

Date	Estimate #
9/13/2022	4041

Name / Address
Ogden Preparatory Academy 1415 Lincoln Ave. Ogden, UT 84404

Project

Description	Qty	Total
Elementary intercom camera on gym door		
AXIS A8105-E Network Video Door Station 0871-001	1	774.71T
CAT6	250	70.00T
Misc	1	15.00T
Labor to install and configure	10	950.00

**Due to changing market dynamics, our quote validity period is 20 days.**		<b>Subtotal</b>	\$10,789.79
Signature _____		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$10,789.79

Pro Edge Technology, LLC

5187 S 1500 W  
 Suite 3  
 Riverdale, Utah 84405  
 801-776-3343

# Estimate

Date	Estimate #
9/26/2022	4055

Name / Address
Ogden Preparatory Academy 1415 Lincoln Ave. Ogden, UT 84404

Project

Description	Qty	Total
Pro Edge Technology is pleased to provide you an estimate for the following		
Buddy Bench		
AXIS P3727-PLE Panoramic Camera 02218-001	1	1,322.21T
AXIS T94N01D Pendant Kit 01513-001	1	90.34T
AXIS T91E61 Wall Mount 5506-481	1	44.71T
AXIS T91A64 Corner Bracket 5017-641	1	81.21T
CAT6	250	87.50T
Conduit and Misc hardware	1	50.00T
Labor to install and configure	7	665.00

**Due to changing market dynamics, our quote validity period is 20 days.**	<b>Subtotal</b>	\$2,340.97
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$2,340.97

Signature \_\_\_\_\_

# Coversheet

## OPA App Development

**Section:** III. Finance  
**Item:** C. OPA App Development  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Mobile APP Procurement Comparison FY23 (1).pdf



# Official Form of Ogden Preparatory Academy

## 3. Fiscal Management

### 3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 1 of 3

#### Item(s) and/or Service(s) being procured

Mobile App

<b>Vendor #1</b>					
School Info					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; background-color: #008080; color: white; padding: 10px;"> <p><b>SCHOOL INFO</b></p> <p>Features:</p> <ul style="list-style-type: none"> <li>• News &amp; Events</li> <li>• Complete &amp; Submit Forms</li> <li>• Documents</li> <li>• Faculty Directory</li> <li>• Translation to Spanish</li> <li>• Hall Pass</li> <li>• Supply List</li> <li>• Two Way Conversations                             <ul style="list-style-type: none"> <li>○ Teacher to Parents</li> <li>○ Principal to Teachers</li> </ul> </li> <li>• Tip Line</li> <li>• Customizable</li> <li>• My ID</li> <li>• Translation to Spanish</li> <li>• Quick Links</li> </ul> </div> <div style="width: 50%; background-color: #e0e0e0; padding: 10px;"> <p><b>Pricing for School Info:</b></p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"> <p>App Development Cost:</p> <p><b>\$1,500</b></p> <p><small>3 Year Plan: \$750 5 Year Plan: No Charge</small></p> </td> <td style="width: 33%;"> <p>Annual Cost:</p> <p><b>\$2,500</b></p> <p><small>3 Year Plan &amp; 5 Year Plan 10% discount for paying total</small></p> </td> <td style="width: 33%;"> <p>Design Time</p> <p><b>30-60</b></p> <p><small>Days Design Time</small></p> </td> </tr> </table> </div> </div>			<p>App Development Cost:</p> <p><b>\$1,500</b></p> <p><small>3 Year Plan: \$750 5 Year Plan: No Charge</small></p>	<p>Annual Cost:</p> <p><b>\$2,500</b></p> <p><small>3 Year Plan &amp; 5 Year Plan 10% discount for paying total</small></p>	<p>Design Time</p> <p><b>30-60</b></p> <p><small>Days Design Time</small></p>
<p>App Development Cost:</p> <p><b>\$1,500</b></p> <p><small>3 Year Plan: \$750 5 Year Plan: No Charge</small></p>	<p>Annual Cost:</p> <p><b>\$2,500</b></p> <p><small>3 Year Plan &amp; 5 Year Plan 10% discount for paying total</small></p>	<p>Design Time</p> <p><b>30-60</b></p> <p><small>Days Design Time</small></p>			
<p><b>Kyle Logan</b>                  SchoolInfo   K-12 Territory Manager                  klogan@schoolinfoapp.com                  T: (318) 632-7476   (844) 824-1466 Ext. 214</p>					



### Products & Services

PRODUCTS & SERVICES	SKU	QUANTITY	BILLING FREQUENCY	PRICE	TOTAL
Set Up		1		\$1,500.00	\$1,500.00
Branded Mobile App with Secured Access	BMASA124	1	annually	\$2,500.00	\$2,500.00
<b>SUBTOTALS</b>					<b>TOTAL</b>
One-time subtotal					\$1,500.00
Annual subtotal					\$2,500.00
<b>OTHER FEES</b>					<b>TOTAL</b>
5 Year Agreement Setup Fee Discount - 100%					-\$1,500.00

**Total \$2,500.00**

**Vendor #2**

School Messenger

#### SCHOOL MESSENGER

Features:

- News & Events
- Original Designs
- Documents
- Faculty Directory
- Translation to Spanish
- Social Media Link
- Supply List
- Communication
- Customizable Design
- My ID
- Translation to Spanish
- Quick Links
- Link to Payment System

**Pricing for School Messenger:**

App Development Cost:	Annual Cost:	Design Time
<b>\$500</b>	<b>\$1,500</b>	<b>30-60</b>
		Days
		Design Time

**Jeff Jennings**  
 School Messenger  
 jjennings@intrado.com  
 T: (817) 542-7089

**Vendor #3**

School Now

### 3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 2 of 3

<p><b>SCHOOL NOW</b></p> <p>Features:</p> <ul style="list-style-type: none"> <li>• Website Design</li> <li>• Mobile App</li> <li>• Documents</li> <li>• Faculty Directory</li> <li>• Translation to Spanish</li> <li>• Quick Links</li> <li>• Push Notifications</li> <li>• Customizable</li> <li>• Parent Communication</li> <li>• Translation to Spanish</li> <li>• Supply List</li> </ul>	<p><b>Pricing for School Info:</b></p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"><small>App Development Cost:</small></td> <td style="width: 33%;"><small>Annual Cost:</small></td> <td style="width: 33%;"><small>Design Time</small></td> </tr> <tr> <td><b>\$2,480</b></td> <td><b>\$8,836</b></td> <td><b>30-60</b></td> </tr> <tr> <td></td> <td></td> <td><small>Days</small></td> </tr> <tr> <td></td> <td></td> <td><small>Design Time</small></td> </tr> </table>	<small>App Development Cost:</small>	<small>Annual Cost:</small>	<small>Design Time</small>	<b>\$2,480</b>	<b>\$8,836</b>	<b>30-60</b>			<small>Days</small>			<small>Design Time</small>
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		<small>Days</small>											
		<small>Design Time</small>											
<p><b>Gracie Thompson</b>                  School Now                  gracie@campussuite.com                  T: (678) 845-5188</p>													

Specific documents to support bids should be attached to this form.

- Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Boone Hogg	10/10/2022
Considerations for Decision	
Recommending School Info. It provides the services and features we want and has a lower price point.	
	Date of Board Meeting
	10/13/2022

Document History

Approved: 05/11/2020

Legal References

<b>3.06.TPL.1 Procurement Comparison Form</b>	
Effective/Revision Date: 05/11/2020	Page 3 of 3

# Coversheet

## Administrative Board Report

**Section:** IV. Administrative Report  
**Item:** A. Administrative Board Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 22-23 BOY Assessment Summary.pdf  
Administrative Board Report 10.13.2022.pdf  
FY23 School Report Card Narrative (1).pdf  
2021-2022 School Report Card .pdf

## BOY ASSESSMENT DATA, 22-23

# ASSESSMENT DATA SUMMARY



### Acadience Reading

Grades K-3

Subject: Reading

A brief, basic literacy test, given 3 times during the school year. Majority of the test is given one-on-one with a test proctor.

### Acadience Math

Grades K-3

Subject: Mathematics

A brief, numeracy test, given 3 times during the school year. In grades K-1, the majority of the test is given one-on-one with a test proctor. In grades 2-3, the test is given paper/pencil.

### KEEP (Kindergarten Entry and Exit Profile)

Grade: K

Subject: Literacy & Numeracy

Provides academic and social-emotional development of entering and exiting kindergarten students. Majority of the test is given one-on-one with a test proctor.

### Star Reading

Grades 4-9

Subject: Reading

A computer-adaptive test that measures student achievement on reading skills given 3 times during the school year. As the student takes the tests, the software selects questions based on their responses.

### i-Ready Diagnostic

Grades K-9

Subject: Mathematics

A computer-adaptive diagnostic test given 3 times during the school year. Question difficulty is matched to student ability.



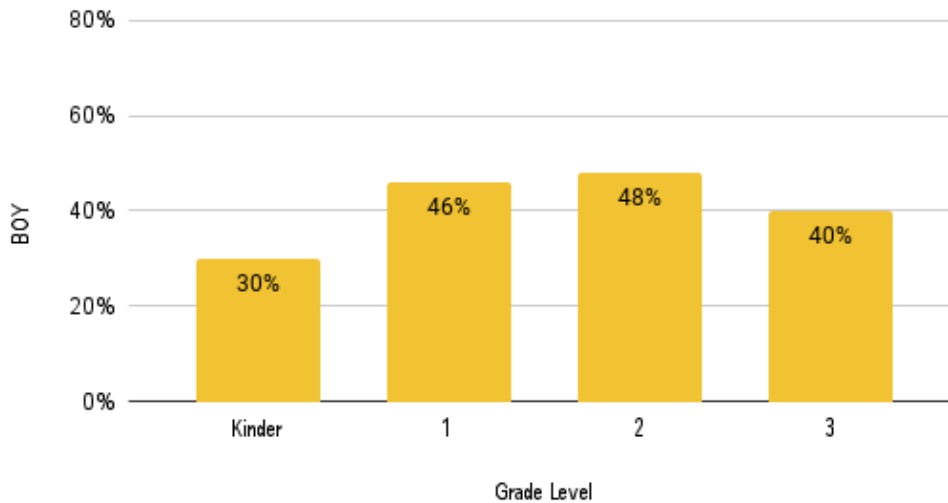
# BOY ASSESSMENT DATA, 22-23

## ACADIENCE READING

### Proficiency:

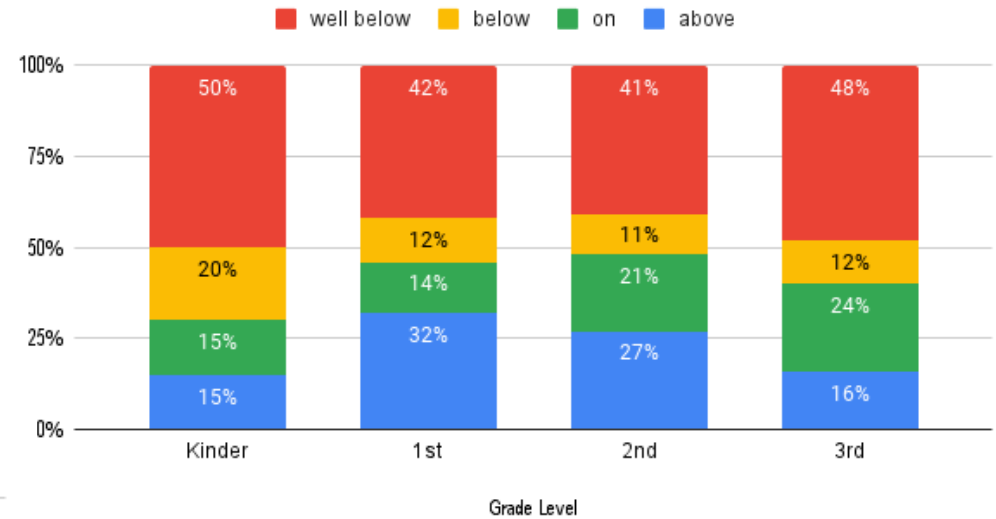
Proficiency is based on the number of students scoring at benchmark or above benchmark.

22-23 BOY Acadience Reading Proficiency



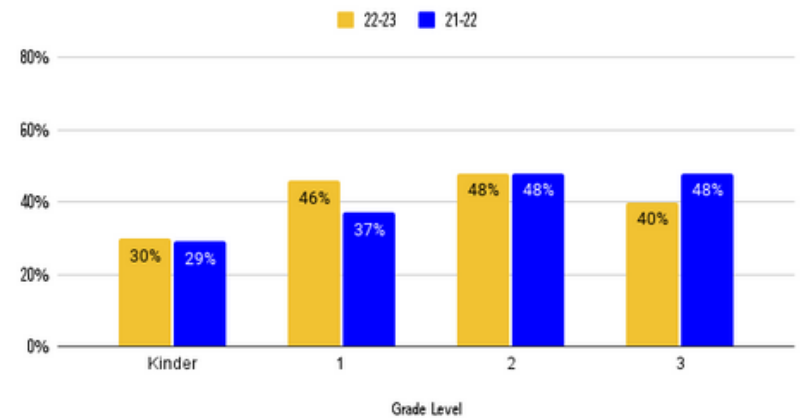
22-23 BOY Acadience Reading Data

### Score Breakdown



### Compare to Last Year:

BOY Acadience Reading Proficiency - Longitudinal





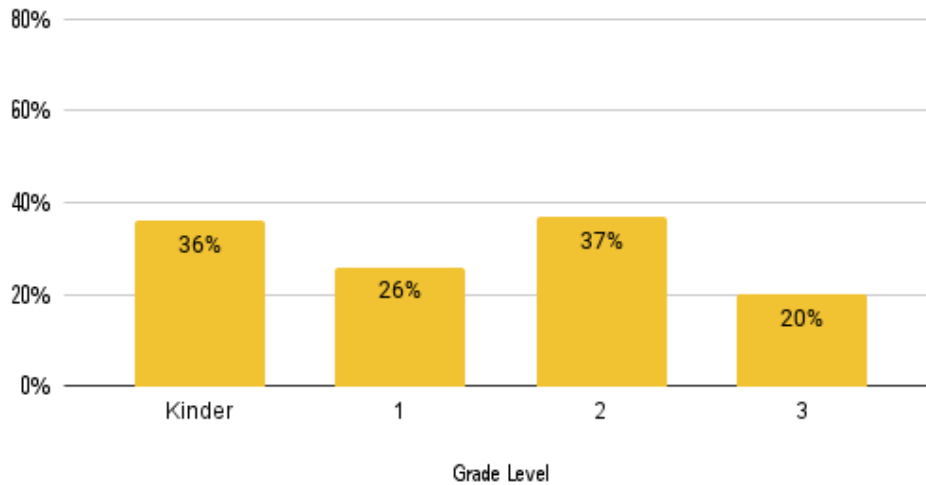
# BOY ASSESSMENT DATA, 22-23

## ACADIENCE MATH

### Proficiency:

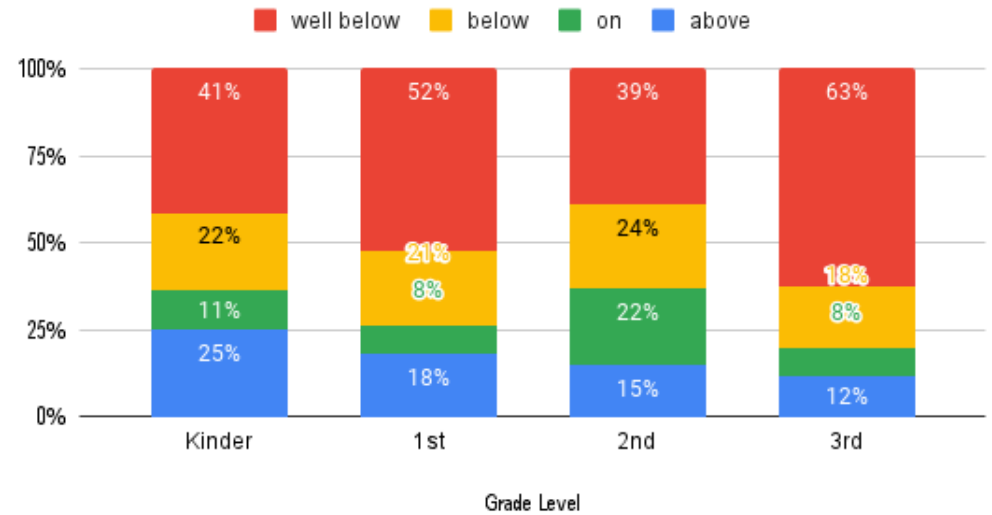
Proficiency is based on the number of students scoring at benchmark or above benchmark.

22-23 BOY Acadience Math Proficiency



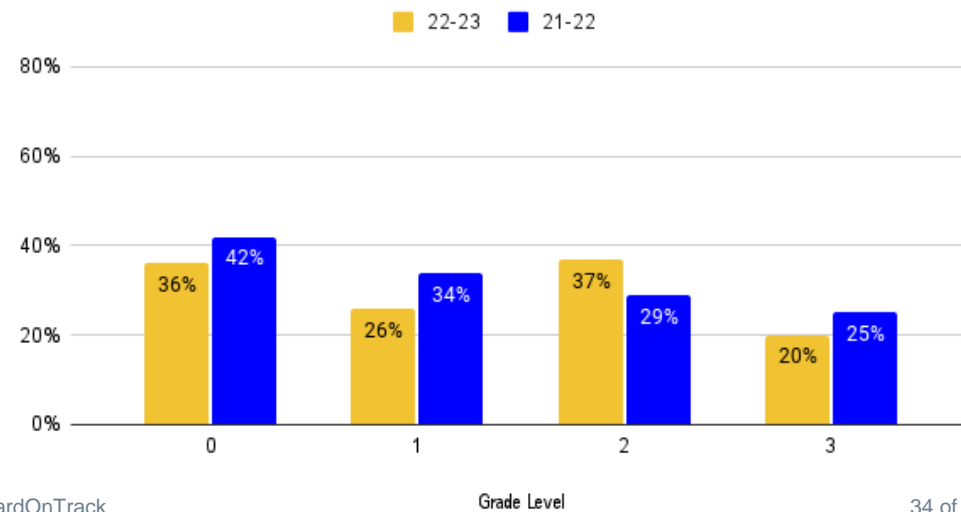
22-23 Acadience Math Data

Score Breakdown



### Compare to Last Year:

BOY Acadience Math - Longitudinal





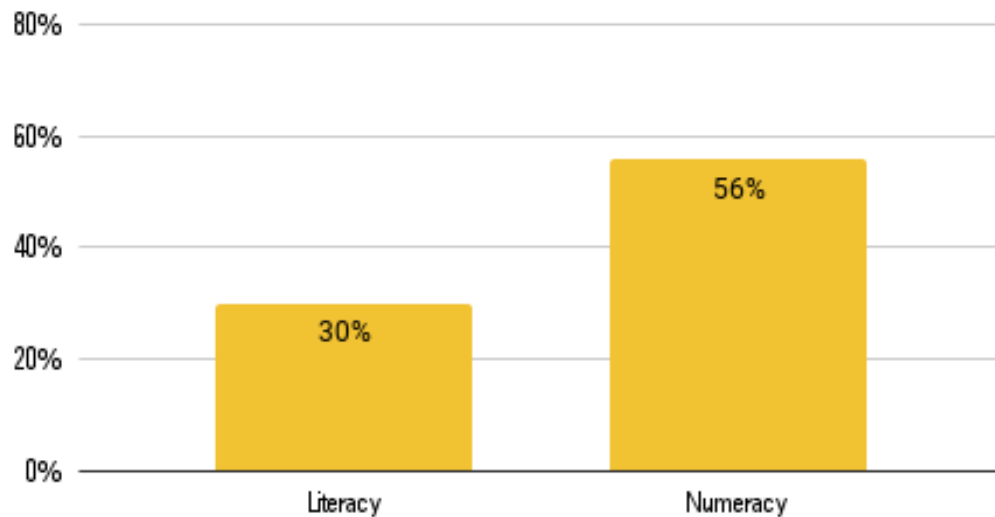
## BOY ASSESSMENT DATA, 22-23

# KEEP - ENTRY

### Proficiency:

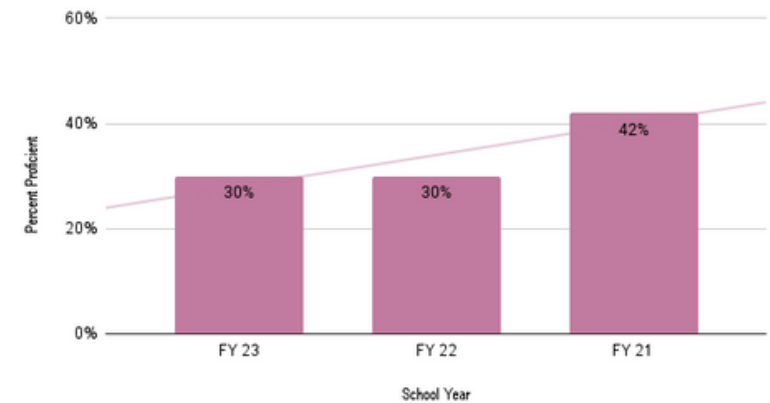
A Utah student entering kindergarten at Level 3 has sufficient prerequisite knowledge and skills in literacy or numeracy but may require minimal intervention to succeed in kindergarten.

22-23 KEEP Entry Proficiency

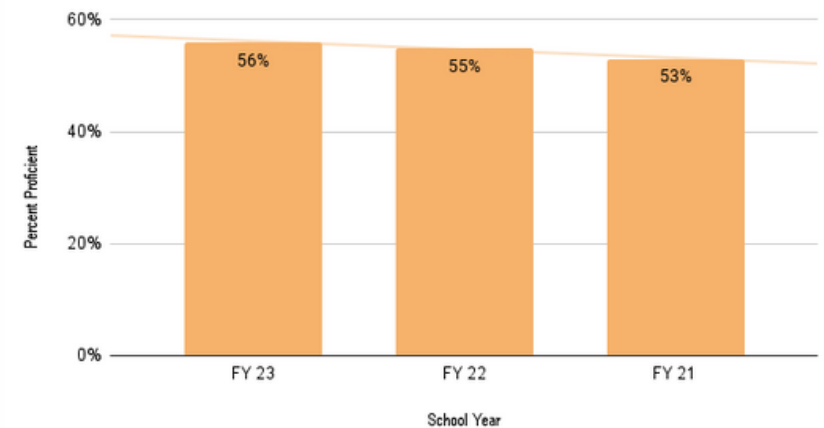


### Compare to Previous Years:

KEEP Entry Literacy - Longitudinal



KEEP Entry Numeracy - Longitudinal





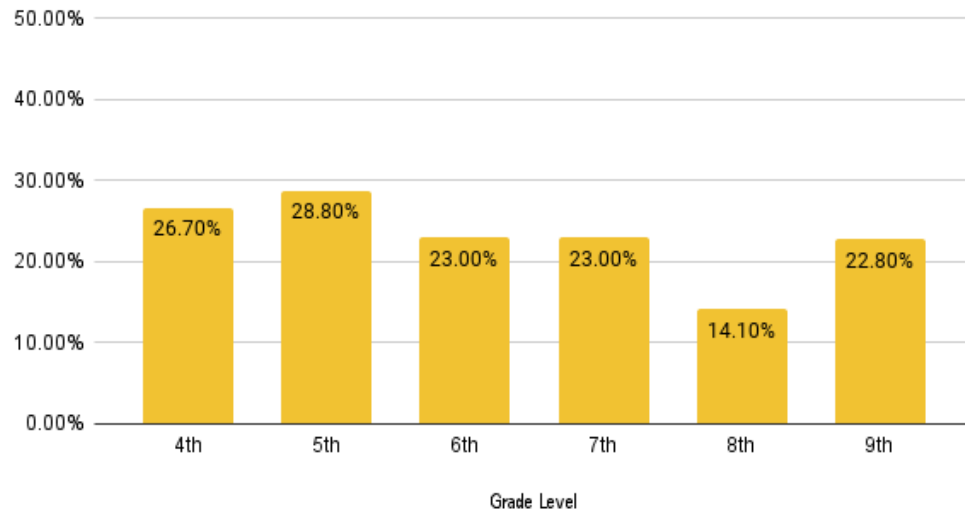
## BOY ASSESSMENT DATA, 22-23

# STAR READING

### Proficiency:

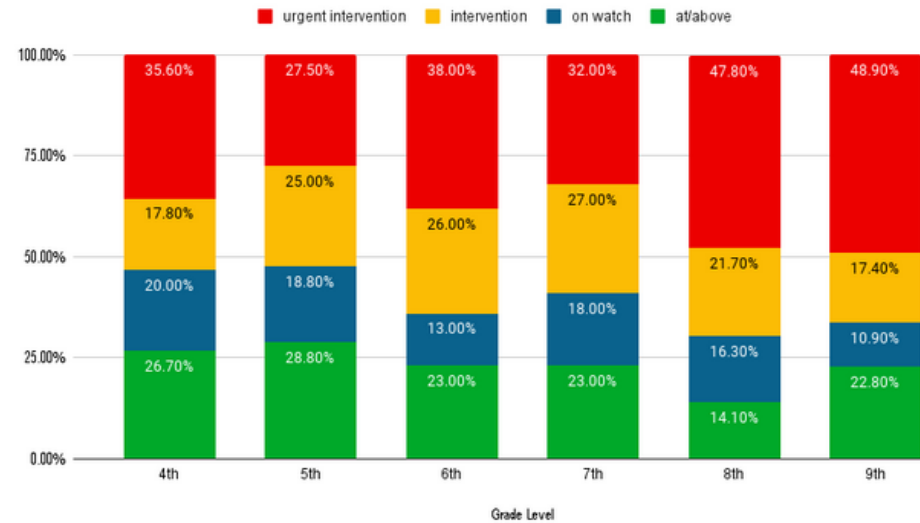
Proficiency is based on the number of students scoring at and above the benchmark score.

22-23 BOY Star Reading Proficiency



### Score Breakdown

22-23 BOY Star Reading Data





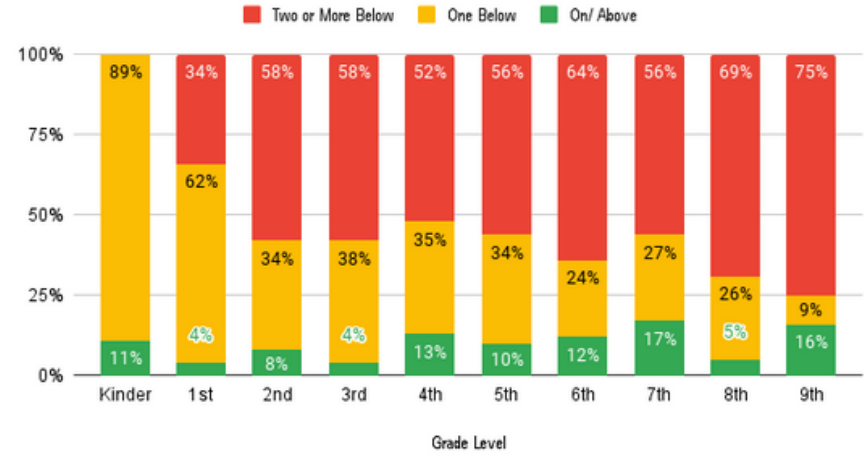


# BOY ASSESSMENT DATA, 22-23

## I-READY DIAGNOSTIC

### Score Breakdown

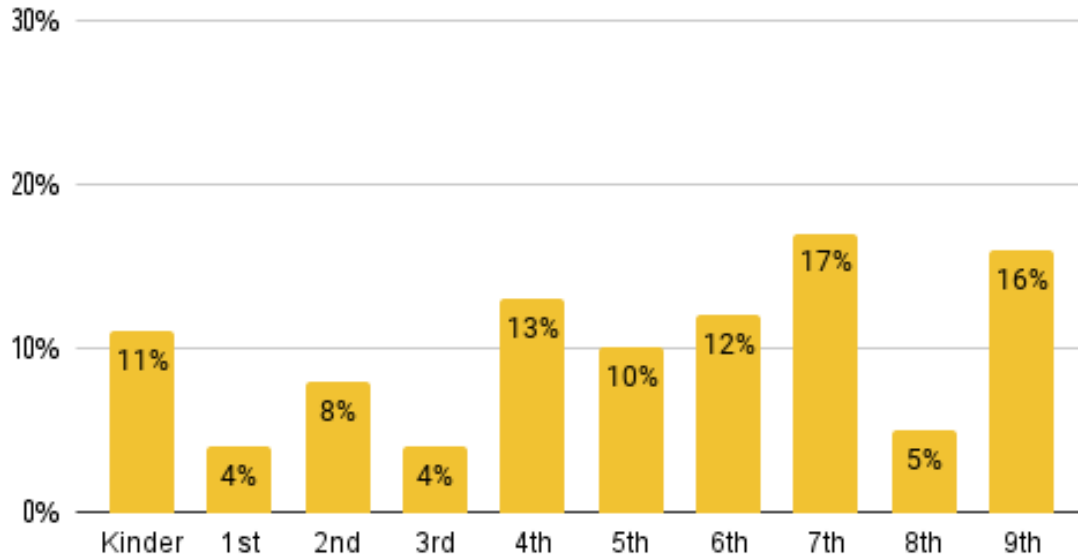
22-23 BOY i-Ready Proficiency Data



### Proficiency:

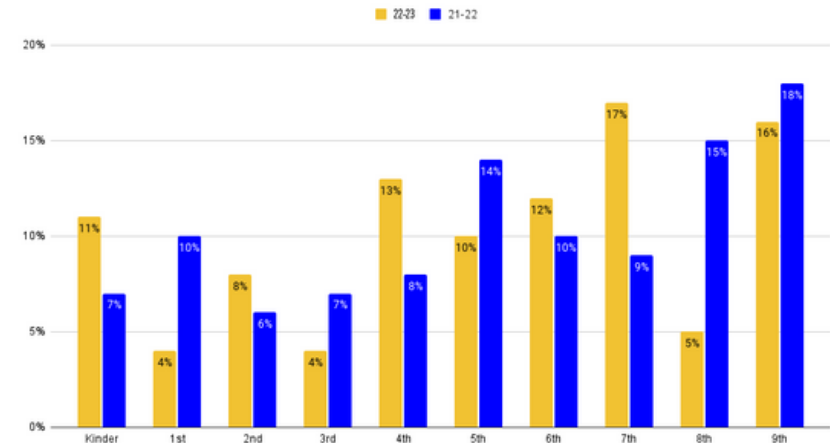
Proficiency is based on the number of students scoring on or above benchmark.

22-23 BOY i-Ready Proficiency



### Compare to Last Year:

22-23 BOY i-Ready Proficiency - Longitudinal





# OGDEN PREPARATORY ACADEMY

## Monthly Administrative Board Report

Date: October 13, 2022

### Events

**1. Recent Events**

- a. September 28: Family Engagement Night
- b. October 5: Kindergarten & 1st Grade Family Art Night
- c. October 6-7: Family-Teacher Conferences

**2. Upcoming Events**

- a. October 14: Virtual Day
- b. October 28: Trunk-r-Treat
- c. October 29: OPA Fun Run
- d. November 2: Dia de los Muertos Family Activity
- e. November 10: Board Meeting

### Academics

1. During our last full faculty PD, we again received training in Academic Language and Literacy strategies. Teachers are continuing to build a safe, brave learning environment while ensuring language supports such as stems, academic scripts, and word banks are in place. On the October 24th teams will meet to review lesson plans for routine use of language scaffolds.
2. Beginning of Year (BOY) Assessment Data; See attached information.
3. 2021-2022 Acadience Reading Data

State Growth Goal	Local Goal 1	Local Goal 2
67% met	met	met

From USBE Early Learning Team: *Ogden Preparatory Academy met the goals during the Internal Action Year and will not be entering the System of Support during the 2022-2023 school year. Your dedication to implementing effective instruction and strategies for literacy have positively impacted your student outcomes! Great work! We know that you will continue many of the great things. Congratulations from the Early Learning Team!*

4. School Report Card. The school report cards went public on Oct. 11. The Administration put together a report corresponding to the report card for the website

distribution. Report attached.

## Signature Programs

1. AVID (Advancement Via Individual Determination)
  - a. We had our program manager, Eric, and his supervisor visit the school for three hours. They observed AVID Elective, AVID Excel, Math 8 Honors, History 7, and ELA 8. OPA was the fourth day of Utah observations. We received excellent feedback and the team was incredibly impressed with the culture at OPA and the quality of instruction. They suggested making OPA the AVID showcase school for the state and we are currently considering how to make that happen.
2. LIA (Latinos in Action)
  - a. LIA has started tutoring in the elementary. They will be putting together the trunk or treat and Dia de los Muertos events.
3. Leader in Me
  - a. Weekly lessons being taught in the classroom
  - b. Eagle News has begun!
    - i. [10 October 2022](#)
  - c. Teacher focus - Habit 1: Be Proactive
    - i. Control what you can control!
4. OPA Athletics
  - a. Girls soccer took third place in the division and girls volleyball is currently playing in the semi-finals. For cross country, we had an OPA student take first place overall in the district championship and another OPA student took fourth overall. We will begin boys basketball soon. The new bleachers have been amazing!

## Finance and Compliance

1. Finance
  - a. PTIF (Public Treasurer's Interest Fund) 08/01-08/31:
    - i. Ending Balance: \$2,690,634.51
    - ii. Interest deposited: \$5,047.80
    - iii. Transfers: none
  - b. Grants submitted (with assistance of the Stephanies and Courtnie and Spencer)
    - i. Professional Learning Grant. This grant is paying for part of the stipends for teachers participating in the LETRS training.
    - ii. LETRS. This grant is paying for the training provided to teachers in cohort 2. (LETRS is an early childhood reading program.)
    - iii. Early Literacy. This funds our early literacy software, Lexia Learning.
    - iv. Period Products. We were given dispensers for every bathroom through a donation to the State. This grant funded the purchase of products.

Dispensers have been installed in every bathroom accessed by females 3rd grade and older. Students are able and encouraged to take the product they need even for home use. Angela Lopez, Elementary Counselor, will be talking with students about the products and what to do if they have questions. We did see some waste in the beginning, but that is starting to dwindle. 15% of girls start puberty by age 7; 20% of girls do not have needed supplies at home.

- v. EL Software. This grant provides funding to purchase software products that assist students with learning English. We use these funds for ELLevation, Raz kids, Learning A-Z, and Lexia Learning add-ons.
- vi. School Based Mental Health. This grant funds the social worker time we receive from Weber Human Services. Due to staffing, we are unable to get as many hours as we would prefer. We plan to have an in-house social worker next year.
- vii. FY20 Title IV. Somehow we ended up with roll-over funds from FY20 in Title IV. We will be using these funds for PBIS curriculum materials, Professional Development seminar, and Wonders supplement materials.
- viii. Educator Professional Time. This grant was a one time funding from the legislature to pay educators for time spent over and above in the summer. We funded several educators for work they did with leadership roles and strategic planning.
- c. Finance Submissions (with the assistance of Spencer)
  - i. Payroll Transparency Reports were submitted.
  - ii. FY22 Actual AFR and APR submitted to UPEFS.
  - iii. Grow Your Own Accountability Report submitted.
- 2. Other submissions
  - a. Completed Fee Certificate of Compliance Survey and uploaded fee schedule and fee and fee waiver policy.
  - b. Dropout prevention survey completed for USBE.
  - c. October Data Submission finalized.

## Operations

- 1. Family Engagement
  - a. The Family Challenge - Teaching the Seven Habits at home
    - i. The Family Challenge has begun with a few of our families
    - ii. Working on getting it out to more families via social media, parent communications, and advertising at events
  - b. Family Conferences
    - i. Elementary - 80% attendance
    - ii. Focus on student personalized education plan
      - 1. Goals in Math, Language Arts, and Leadership
- 2. Early Childhood Center
  - a. **Groundbreaking**

- i. October 19, 12:30 pm
- ii. The Chamber of Commerce is supporting.
- iii. Webpage for the preschool will be functional.
- b. Parking lot trench, October 20, 21 (Fall Break). The original plan was to connect the water to the city line via 15th street. Ogden City rejected this proposal, so they will be connecting water to the main line at the Elementary. This will require trenching up the parkstrip along Lincoln. This may eliminate the need to trench the parking lot for the data line, as the two (water and data) may be combined. This project will also delay the planting of the trees along Lincoln.

### 3. Attendance

- a. With Covid (hopefully) more in the rearview mirror, we want to focus on attendance, which was a challenge for some families even pre-pandemic.
- b. A variety of staff attended the Safe and Civil Schools Conference this summer, which included a session on attendance that Stephanie Mathers attended.
- c. We want the Board and other stakeholders to be aware of how important attendance is, and what we are doing about it!
- d. Some sobering attendance stats (this study actually focused on Utah):
  - i. Of students who attended school regularly in K-1, 64% were reading proficiently at the end of 3rd grade.
  - ii. Of students who were chronically absent (missing 10% or more of school days) for any reason in K-1, only 17% were reading proficiently at the end of 3rd grade.
  - iii. 60% of 1st graders who were chronically absent continued to be chronically absent in 5th grade.
  - iv. By 6th grade, chronic absenteeism is one of three signs a student may drop out of high school:
    - 1. Poor behavior
    - 2. Failing Math/English grades
    - 3. Chronic absenteeism
  - v. By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.
- e. Some takeaways:
  - i. Attendance is a better predictor of achievement than other factors, including standardized test scores.
  - ii. Getting them here is half the battle
- f. What OPA is doing:
  - i. Tracking attendance interventions school wide.
  - ii. Implementing a system of family contacts when students are absent.
  - iii. Using home visits more frequently to support families with attendance issues (we have applied for a state grant to support this).

### 4. Human Resources

- a. Steven Davis, Elementary PE, resigned to take a teaching position with OSD. Alyssa Johnson, a former OPA student, will be the new Elementary PE teacher

beginning October 17.

b. Professional Development

5. Facilities Update

- a. Painting - in progress
- b. Carpet - almost complete
- c. Sun shades for the playground - in progress
- d. Garden and Tree project - in progress
- e. Sprinkler system repair and upgrade - in progress
- f. Lighting. We completed the project of having all the lights replaced with LED fixtures. We submitted for an incentive and have completed all the necessary paperwork and inspections. The following is the result:

Project Number	Project Name	Incentive \$	kWh Savings
iWBUT_154671	Ogden Prep Academy 1435	\$7,728.00	53,087
iWBUT_154785	Ogden Prep Academy 1415	\$12,420.00	85,318

6. Enrollment

a. FY23 Current numbers and Enrollment Plan (as of 10/01/2022)

Grade	K	1	2	3	4	5	6	7	8	9	All
October 1	100	102	98	102	98	92	102	113	108	108	1023
FY23 Oct	100	102	98	102	98	92	102	113	108	108	1023
FY22 Oct	104	96	100	109	96	100	110	105	112	105	1037
Goal enrollment	100	100	100	100	100	105	105	110	110	110	1040
Lottery Pull target	105	110	110	110	110	115	115	120	120	120	1135

b. Annual Withdrawals

- i. 2017: 76
- ii. 2018: 70
- iii. 2019: 58
- iv. 2020: 77
- v. 2021: 94
- vi. 2022: 78

c. FY23 Lottery as of 10/10/2022

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	11	115	11	0	0	0
1	4	34	3	1	0	0
2	0	27	0	0	0	0
3	8	28	8	0	0	0
4	2	19	2	0	0	0
5	1	28	1	0	0	0
6	0	26	0	0	0	0
7	8	45	8	0	0	0
8	0	30	0	0	0	0
9	0	18	0	0	0	0
<b>Totals:</b>	<b>34</b>	<b>370</b>	<b>33</b>	<b>1</b>	<b>0</b>	<b>0</b>

7. Student Retention:

FY23:

FY23 Grade	# Students Re-Enrolled FY23	FY21 Ending Enrollment	% Re-Enrolled
1	83	100	83.00%
2	90	96	93.75%
3	95	98	96.94%
4	103	106	97.17%
5	84	94	89.36%
6	95	99	95.96%
7	94	102	92.16%
8	98	107	91.59%
9	107	113	94.69%
	849	915	92.79%

FY22: 89.13%

FY21: 91.21%

FY20: 86.8%

FY19: 87.74%

FY22 Charter School Median Retention: 79.8%



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy Progress Update For data representing EOY 2021-2022

### Self Reporting Indicators

- Participation Demographics by Primary Subgroups

Across Utah, many districts have participation gaps for students who are enrolled in signature programs. This means certain groups (racial minorities, economically disadvantaged, etc.) are not well represented in signature programs and honors classes. At OPA, we encourage students to take the most advanced coursework they wish to, and we strive to support each student. We are proud to say that all of our student demographics are well represented within our programs, as demonstrated by the table below.

Subgroup:	Hispanic	Economically Disadvantaged	Students with Disabilities	English Learners
Whole School	71%	66%	12%	22%
AVID	82%	65%	5%	33%
Honors or Advanced Coursework	62%	50%	4%	15%

- Dropout Prevention

Students entering high school with credit deficiencies are at increased risk of dropping out of high school. OPA has several programs in place to support students academically and prevent their leaving OPA with deficiencies.

- Academic Mentor
- Credit and Gap Recovery courses
- Personalized Education Plans
- AVID

At the start of the 2021-2022 school year, 78% of our incoming 9th graders were identified as “at risk” for dropping out. Our goal for all our 9th graders is to leave OPA “on track” for graduation. At the end of the school year, only 23% were still at risk and 77% of our 9th graders were on track for graduation.



- **Teacher and Student Retention**

Since Charter schools are schools of choice, it is typical to have low retention rates among students and teachers. OPA is pleased with the high retention rates we maintain.

  - Teachers: 90%
  - Students: 93%; State Charter School median student retention is 80%
- **Positive Behavior Intervention Systems (PBIS)**
  - The OPA Elementary and Junior High have both implemented PBIS plans this year.
  - Teachers and staff are encouraged to promote positive behavior through modeling and positive reinforcement.
  - Teachers and staff give tickets to students who demonstrate positive behavior aligned with the 4 school foundations: Be Safe, Be Respectful, Be Responsible, Be Prepared.
  - Weekly drawings are held to reward students for positive behavior.
  - When behavior issues do occur, teachers implement the Responsibility Centered Discipline system.

### **Growth**

- English Language Arts: 57% of students improved
- Mathematics: 53% of students improved
- Science 55% of students improved
- What are we doing about it?
  - Students will create Personalized Education Plans (PEP) which will be reviewed and tracked at least quarterly to increase student ownership.
  - Students will review their PEP with their family during Family-Teacher conferences.

### **Early Literacy**

- Reading on grade level: number of students increased 3.3%
- Making progress: number of students increased 13.5%
- What are we doing about it?
  - Additional Teaching Assistants assigned to the grade-level team to support student learning

### **English Learner Progress**

- Learners making adequate progress increased by 2.5%
- Reaching proficiency: 3% of EL students reached proficiency
- What are we doing about it?
  - Academic Language will be the Instructional Strategy of the year, with monthly training and implementation follow-ups at Full Faculty Meetings
  - 100% of teachers will use academic and literacy strategies to support ML

- students.
- Teachers will be instructed on the use of ML teaching strategies and use them in their instruction

### **Achievement**

- ELA increased 2.0%
- Mathematics increased 0.5%
- Science decreased 1.9%
- What are we doing about it?
  - Instructional time for ELA and Math has been increased.
    - Junior High: 5x5 schedule.
    - Elementary: reduced time in specials; schedule structure for better blocking
  - Targeted intervention instruction for at-risk students including multilingual learners.
    - Intervention Teaching Assistants assigned to ELA and Math CTTs
    - Elementary intervention Teaching Assistants will be trained in using the SPIRE reading program
    - Math interventions will be supported with i-Ready resources

# SCHOOL REPORT



**OGDEN PREPARATORY**  
**ACADEMY**

**2021 - 2022**

# QUICK GLANCE

## ACHIEVEMENT



- ELA mastery increased by **2.0%**
- Mathematics mastery increased by **0.5%**
- Science mastery decreased by 1.9%

### What we are doing about it:

- Benchmarking assessment to inform instruction
- Quarterly data dives to inform instructional decisions
- AVID
- Leader in Me

## GROWTH



- English Language Arts: **57%** of students improved
- Mathematics: **53%** of students improved
- Science **55%** of students improved

### What we are doing about it:

- Student Personalized Education Plans
- Targeted interventions
- i-Ready and Acadience Math to track and monitor progress
- STAR and Acadience Reading to track and monitor progress

## ENGLISH LEARNER PROGRESS



- Learners making adequate progress increased by **2.5%**
- Reaching proficiency: 3% of EL students reached proficiency

### What we are doing about it:

- AVID Excel Program (Junior High)
- Ellevation Program and Training
- Monthly Academic Language Trainings

## EARLY LITERACY



- Reading on grade level: number of students increased **3.3%**
- Making progress: number of students increased **13.5%**

### What we are doing about it:

- LETRS Training for all reading teachers
- Additional Teacher Assistance in grades K-3
- Accidence assessment and monitoring

# SELF REPORTING INDICATORS

## BALANCED PARTICIPATION BY DEMOGRAPHIC SUBGROUPS

Across Utah, many districts have participation gaps for students who are enrolled in signature programs. This means certain groups (racial minorities, economically disadvantaged, etc.) are not well represented in signature programs and honors classes. At OPA, we encourage students to take the most advanced coursework they wish to, and we strive to support each student. We are proud to say that all of our student demographics are well represented within our programs, as demonstrated by the table below.

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# SELF REPORTING INDICATORS

## TEACHER AND STUDENT RETENTION

- Since Charter schools are schools of choice, it is typical to have low retention rates among students and teachers. OPA is pleased with the high retention rates we maintain.
  - Teachers: 90%
  - Students: 93%; State Charter School median student retention is 80%

## POSITIVE BEHAVIOR INTERVENTION SYSTEMS (PBIS)

- The OPA Elementary and Junior High have both implemented PBIS plans this year.
- Teachers and staff are encouraged to promote positive behavior through modeling and positive reinforcement.
- Teachers and staff give tickets to students who demonstrate positive behavior aligned with the 4 school foundations: Be Safe, Be Respectful, Be Responsible, Be Prepared.
- Weekly drawings are held to reward students for positive behavior.
- When behavior issues do occur, teachers implement the Responsibility Centered Discipline system.

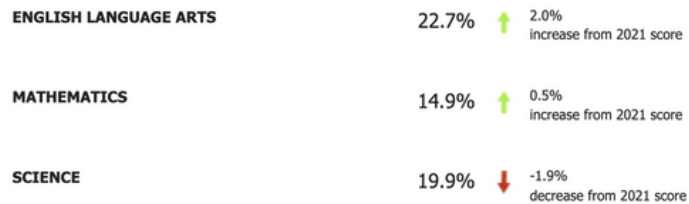
# ACHIEVEMENT

Each Spring, students are assessed in the concepts and skills taught in the classroom, measuring student learning and the Utah State Standards.

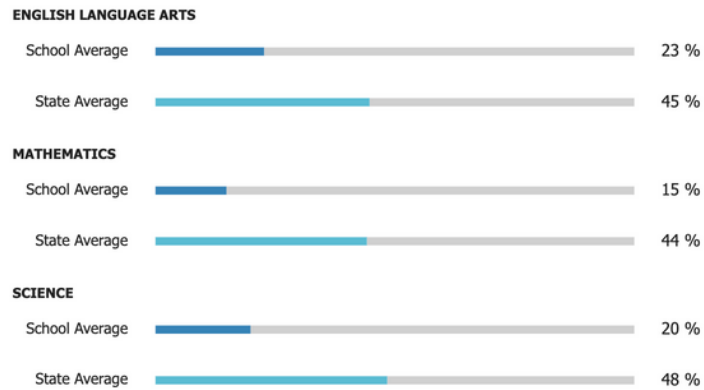
Achievement shows the percentage of students who demonstrated mastery of grade-level standards in each subject.



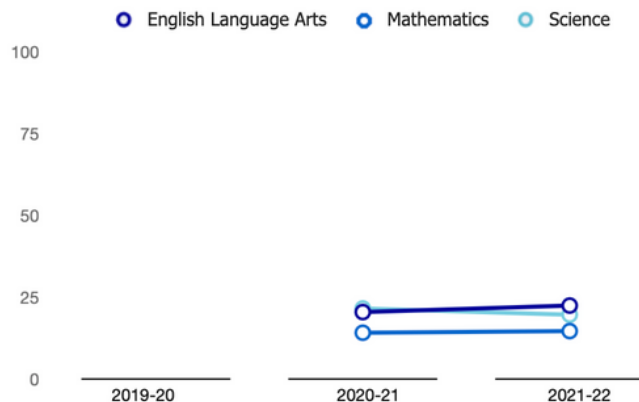
## HOW IS THIS SCHOOL PERFORMING IN EACH SUBJECT AREA?



## HOW DID THE SCHOOL PERFORM COMPARED TO DISTRICT AND STATE?



## HOW DID THE SCHOOL PERFORM OVER TIME IN EACH SUBJECT?

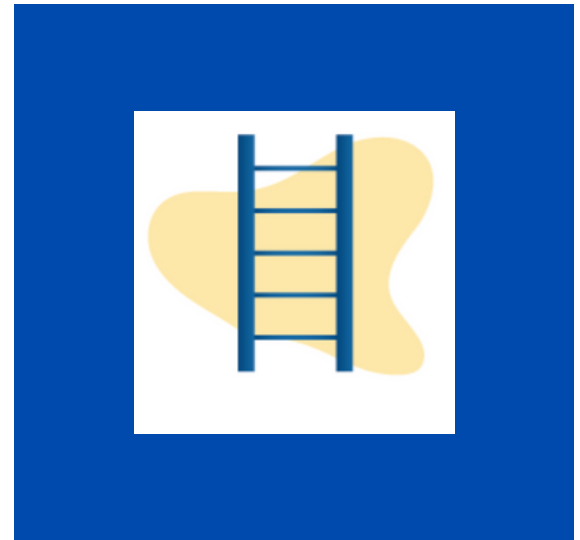


# GROWTH

Each spring, students are assessed in the concepts and skills taught in the classroom, measuring student learning and the Utah State Standards. This measure shows the amount of improvement, or growth, students have made in each subject, illustrating the extent to which student learning is improving.

To provide context, growth in each subject area is described as high, average, or low.

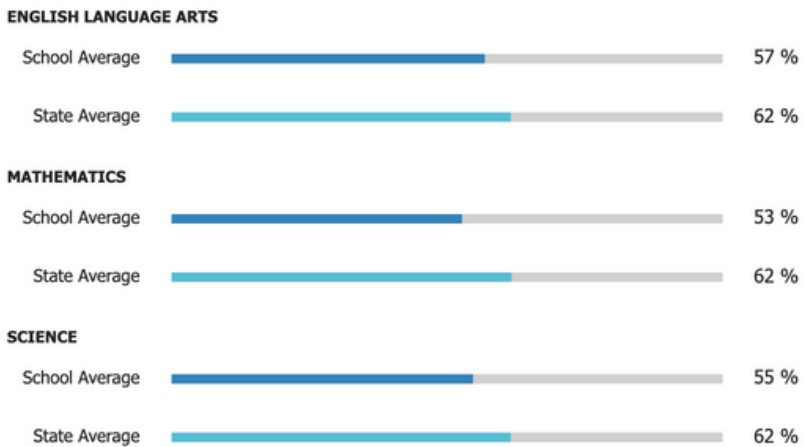
[View this video](#) about student growth to learn more.



## HOW IS THIS SCHOOL PERFORMING IN EACH SUBJECT AREA?

<b>ENGLISH LANGUAGE ARTS</b>	56.9%	Average
<b>MATHEMATICS</b>	52.8%	Average
<b>SCIENCE</b>	54.8%	Average

## HOW DID THIS SCHOOL PERFORM COMPARED TO THE DISTRICT AND STATE?



## HOW IS THIS SCHOOL PERFORMING ON GROWTH OF LOWEST 25%?



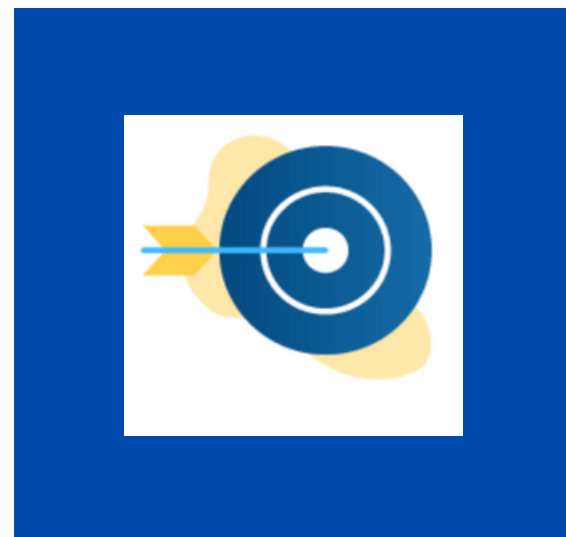


# ENGLISH LEARNER PROGRESS

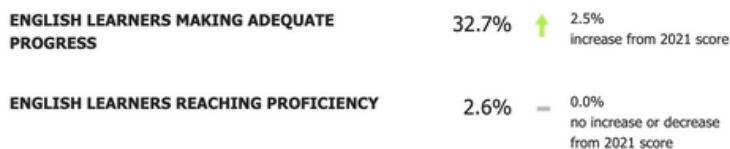
English learner (EL) Progress is a measure of students who are learning English. The indicator demonstrates students' progress toward becoming proficient in the English Language.

The WIDA ACCESS assessment is given to all English Learners in Utah annually, and measures the progress EL students make each year in listening, reading, speaking, and writing in English.

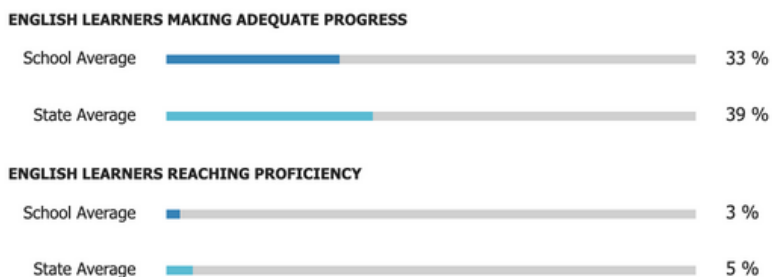
[Visit here](#) for more WIDA parent information.



## HOW ARE STUDENTS PROGRESSING TOWARD ENGLISH LANGUAGE PROFICIENCY?



## HOW DID THE DISTRICT PERFORM COMPARED TO THE STATE?



# EARLY LITERACY

Early Literacy is a measure of students' reading in early elementary grades. While Early Literacy is not factored into school accountability calculations and does not receive points or a rating, reading on grade level by the end of third grade is a strong predictor of future academic success.

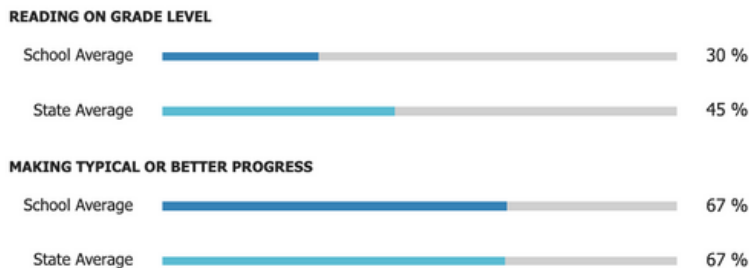
Acadience Reading is a benchmark reading assessment given to Utah students in early grades. These data show the percentage of students reading on grade level and making typical or better progress by the end of first, second, and third grade.



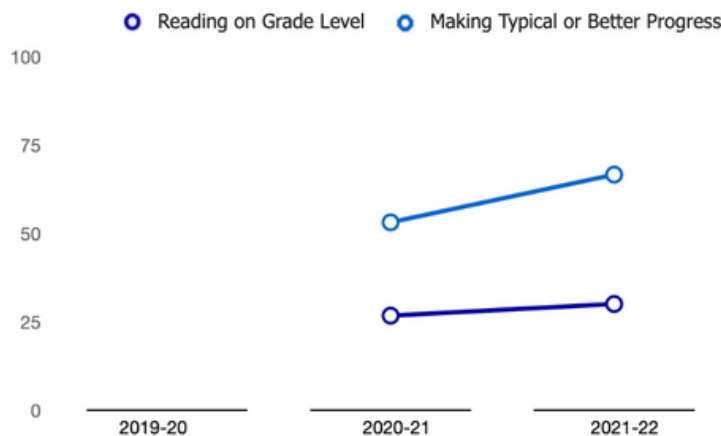
## HOW ARE STUDENTS PROGRESSING TOWARD EARLY LITERACY?



## HOW DID THE SCHOOL PERFORM COMPARED TO DISTRICT AND STATE?



## HOW DID THE SCHOOL PERFORM OVER TIME IN EARLY LITERACY?



# Coversheet

## TSSA Plan

**Section:** IV. Administrative Report  
**Item:** B. TSSA Plan  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FY23 TSSA Plan - Sheet1 (1).pdf



# OGDEN PREPARATORY ACADEMY

The following identifies the expenses aligned with the FY23 TSSA revenue. While the TSSA plan is the OPA School Plan, it was determined to focus the TSSA revenue on salary support to increase teacher retention and satisfaction.

Total Allotted:		\$225,343.31	Total Allocated:		\$229,221.00
Date of dispersement	Expense	Notes/Purpose	Amount		
Periodically	Salaries	40% of allotment may be spent on Salaries.	\$90,137.32		
Periodically	Teacher Supplies	Teacher supply budget minus Legislative supply revenue; Augmentation of existing program.	\$26,023		
Periodically	Media Specialist	Additional school employees, including counselors, social workers, mental health workers, tutors, media specialists, information technology specialists, or other specialists;	\$49,661		
6/5/2023	LETRS Stipends	Taking on work outside regular assignment. USBE grants \$7,000 for LETRS stipends. This amount is augmenting that program.	\$13,000		
11/5/2022	Overnight Field Trip Stipends: Redwoods	Taking on work outside regular assignment.	\$4,500.00		
7/20/2022	Overnight Field Trip Stipends: Southern Utah	Taking on work outside regular assignment.	\$4,750.00		
3/31/2022	Overnight Field Trip Stipends: Mars	Taking on work outside regular assignment.	\$2,500.00		
5/5/2023	Overnight Field Trip Stipends: AVID	Taking on work outside regular assignment.	\$1,000.00		
6/5/2023	Leadership Role Stipends	Taking on work outside regular assignment.	\$8,750.00		
6/5/2023	Other Assignment Stipends (clubs, CAT, Committee, after hour scheduling)	Taking on work outside regular assignment.	\$10,900.00		
6/5/2023	Mentor Stipends	Taking on work outside regular assignment.	\$6,500.00		
Periodically	Sport Stipends	Taking on work outside regular assignment.	\$7,500.00		
12/5/2022	After School Supervision Stipends	Taking on work outside regular assignment.	\$2,000.00		
6/5/2023	After School Supervision Stipends	Taking on work outside regular assignment.	\$2,000.00		

# Coversheet

## Policy Updates

**Section:** V. Policies  
**Item:** A. Policy Updates  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

3.04.POL\_E-Rate\_Procurement\_Policy.pdf

3.05.POL\_E-Rate\_Record\_Retention\_Policy.pdf

7.22.POL\_Student-Parent\_Handbook\_FY23.pdf

8.03.POL\_Parent\_and\_Family\_Engagement\_Policy\_-\_Google\_Docs.pdf



## Official Policy of Ogden Preparatory Academy

### 3. Fiscal Management

#### 3.04.POL E-Rate Procurement Policy

**Effective/Revision Date:** 09/11/2013

**Page 1 of 1**

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, Ogden Preparatory Academy (the School) shall:

Make a request for competitive bids for all eligible goods and/or services for which E-Rate support will be requested and comply with all applicable state procurement processes.

Wait at least twenty-eight (28) days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

Maintain control over the competitive bidding process; shall not surrender control of the process to a service provider who is participating in the bidding process; and shall not include service provider contact information on the FCC Forms 470.

If a situation is not addressed by this policy, the School will follow 47 C.F.R., section 54.503.

#### Document History

Approved: 09/11/2013

#### Legal References

47 C.F.R., section 54.503



**Official Policy  
of  
Ogden Preparatory Academy**

**3. Fiscal Management**

**3.05.POL E-Rate Record Retention Policy**

**Effective/Revision Date:** 09/11/2013

**Page 1 of 1**

It is the policy of Ogden Preparatory Academy (the School) to retain all E-Rate records for a period of five (5) years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

Document History

Approved: 09/11/2013

Legal References

FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004)



# 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](http://www.ogdenprep.org)

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*Approved by OPA Board of Directors 07/21/2022*





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*Approved by OPA Board of Directors 07/21/2022*



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# Ogden Preparatory Academy

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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.



# Ogden Preparatory Academy

## 2022-2023 Parent and Student Handbook

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[www.ogdenprep.org](http://www.ogdenprep.org)

### 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](http://www.ogdenprep.org)

Facebook: [facebook.com/ogdenpreparatoryacademy](https://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.



## Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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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



## Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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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](http://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)



# Ogden Preparatory Academy

## 2022-2023 Parent and Student Handbook

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[www.ogdenprep.org](http://www.ogdenprep.org)

## 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.





## Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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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



## Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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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.



## 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](http://www.ogdenprep.org)

### 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.



## Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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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 OPA 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 the first~~ from the first bell (8:05 am) to the last bell (3:00 pm) each day.



## Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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### General appearance, clothing, hygiene, etc.

- Clothing shall not have holes or excessive wear.
- Clothing attachments, jewelry, or accessories which could be considered weapons, which could pose a significant risk of injury to the wearer or others should not be worn.
- Non-septum, non-gauge, nose piercings will be allowed provided they meet the rest of the criteria in this policy.
- Body piercing is limited to earrings and nose piercings as described above 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.



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- 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.
- 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)



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### 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, 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](http://ogdenprep.usoe-dsc.org)). Each student will have his/her own account and





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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 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.





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### 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. 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.



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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

### 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.



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### 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. 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



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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 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



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will be provided with registration papers. To apply for fee waivers, please speak with one of the school secretaries.

(See Fee Waiver Policy)

### 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)



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### 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 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.



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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)

### 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)





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### 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, 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:





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- 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 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)



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### 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)

### 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.



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### 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.

### 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



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- 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 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.



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(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 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)



## 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](http://www.ogdenprep.org)

### 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](mailto: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)

### 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.



## **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](http://www.ogdenprep.org)

#### **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.



# Official Policy of Ogden Preparatory Academy

## 8. Parents and Community

### 8.03.POL Parent and Family Engagement Policy

**Effective/Revision Date:** 01/24/2019

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It is the policy of the Ogden Preparatory Academy Board, in partnership with parents and families and in accordance with state and federal guidelines, to establish a parent and family engagement procedural framework.

Ogden Preparatory Academy (**the School**) regards parent and family engagement as vital to the academic success of students. Parents and families are the initial teachers of children and serve as partners with the school on helping students achieve academic success.

The School will build family capacity and foster strong parent and family engagement by taking the following actions:

- Employ a Family Engagement Coordinator to facilitate meaningful opportunities for parents to interact with and advise the school throughout the school year.
- Form a Family Engagement Committee, led by the Family Engagement Coordinator, to meet regularly and provide feedback, suggestion, and coordination on a variety of school related issues.
- Provide periodic family activities to engage students and families.
- Conduct at least one comprehensive parent survey per year, with additional, smaller surveys conducted as needed.

The Family Engagement Coordinator and the Family Engagement Committee will involve parents and families in a variety of school activities.

- The Family Engagement Coordinator will submit an annual report of successful parent and family activities to School Administration.
- The [www.ogdenprep.org](http://www.ogdenprep.org) website will maintain information about a list of volunteer opportunities for parents and families to access.
- School Principals will provide communication to families, which will include volunteer and involvement activities.
- Teachers will inform parents about volunteer opportunities related to their classroom.

As a Title 1 School, Ogden Preparatory Academy will use Title 1 structures and requirements to increase parent and family engagement and student achievement:

- Develop and distribute a School-Family Compact describing the responsibilities of the school, the parent, and the student for improved student achievement.
- Hold an annual Title 1 Meeting to inform parents and families of OPA Title 1 activities and the parent and family rights to be engaged in the education of their student(s).
- The Administration will annually report to the OPA Board regarding how the Title I funds and other funds were used to support effective parent and family engagement.



- Follow all other Title 1 regulations and requirements.

The School will engage families in the process of ongoing school review and improvement.

- OPA will share the achievement data from the school with families.
- The School will make annual survey data available to both families and the Board of Directors.
- Using the structure of the Family Engagement Committee, the School will invite input from families regarding the School’s academic goals and annual School Improvement Plan

OPA will engage parents and families in the development of the OPA School Plan.

- OPA Administration will review parent survey data when developing the School Improvement Plan.
- Members of the Family Engagement Committee will have the opportunity to review information about and drafts of OPA’s School Plan.
- The OPA Board will give final approval of the School Plan in an open public meeting.

The School will provide coordination and technical assistance to promote quality parent and family engagement activities.

- OPA will provide annual training to teachers on effective parent and family engagement strategies.
- The School will provide information and training on the use of digital tools available for families.
- The School will take steps to make technology available to all students and families.
- The School will take steps to ensure that technology and other documentation is available in the home language of each family.

OPA will coordinate parent and family engagement strategies with other programs.

- School Administration will meet quarterly to discuss plans and coordinate efforts across grade levels and programs.
- OPA will discuss evidence-based instructional practices, character development frameworks, and behavioral support systems with families.

~~OPA will engage parents and families in the development of the OPA School Plan.¶~~

- ~~● OPA will invite two parents to participate in the development of the plan. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review.¶~~
- ~~● OPA Administration will review parent survey data when developing the School Improvement Plan.¶~~

**8.03.POL Parent and Family Engagement Policy**

- ~~● Members of the Family Engagement Committee will have the opportunity to Parents of OPA will review information about and drafts of, attend scheduled meetings and give input into the development of OPA's School Improvement plans.¶¶~~
- ~~● The OPA Board will give final approval of the school plan in an open public meeting.¶¶~~

~~OPA will engage families in the process of ongoing school review and improvement.¶¶~~

- ~~● OPA will share the achievement data from the school with families.¶¶~~
- ~~● OPA will invite input from families regarding LEA (Local Education Agency) and school academic goals of the School.¶¶~~
- ~~● OPA will discuss evidence-based instructional practices, character development frameworks, and behavioral support systems with families.¶¶~~

~~The School OPA will provide coordination and technical assistance to promote quality parent and family engagement activities.¶¶~~

- ~~● OPA will provide annual training to teachers on effective parent and family engagement strategies.¶¶~~
- ~~● The School will provide information and trainings on the use of digital tools available for families.¶¶~~

~~OPA will build the school and family capacity for strong parent and family engagement.¶¶~~

- ~~● Schedule an annual parent and family engagement seminar to build effective strategies.¶¶~~
- ~~● Employ a Family Engagement Coordinator to facilitate meaningful opportunities for parents to interact with and advise the school throughout the school year.¶¶~~
- ~~● In accordance with Title I requirements, develop and distribute a Parent Compact describing the responsibilities of the school, the parent, and the student for improved student achievement.¶¶~~
- ~~● Hold an annual Title I Mmeeting to inform parents and families of OPA Title I activities and the parent and family rights to be engaged in the education of their student(s).¶¶~~
- ~~● The school will provide monthly or periodic family activities to engage students and families.¶¶~~

~~OPA will coordinate parent and family engagement strategies with other programs.¶¶~~

- ~~● Representatives from other programs (i.e., Head Start and Special Education) will be encouraged to co-sponsor the annual seminar with Title I.¶¶~~
- ~~● School OPA Administration will meet at least twice a year to discuss plans and coordinate efforts.¶¶~~
- ~~● Each Fall and Spring, families will be encouraged to complete a parent and family survey that will elicit feedback on current activities and request input for future efforts.¶¶~~
- ~~● At the beginning of the new school year, School OPA Administration will provide a summary of the parent and family survey with its plans to address identified needs and recommendations.¶¶~~
- ~~● OPA will discuss evidence-based instructional practices, character development frameworks, and behavioral support systems with families.¶¶~~

### 8.03.POL Parent and Family Engagement Policy

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~~OPA administration will encourage The Family Engagement Coordinator and the Family Engagement Committee OPAPO to engage parents and families in a variety of school activities.¶~~

- ~~● The Family Engagement Coordinator OPAPO will submit an annual report of successful parent and family activities to OPA administration.¶~~
- ~~● In the annual training for administrators and teachers, OPA will share identified successful parent and family activities; OPA will share ideas with OPAPO.¶~~
- ~~● The Administration principal will annually report to the OPA Board and OPAPO regarding how the Title I funds and other funds were used to support effective parent and family engagement.¶~~
- ~~● The ogdenprep.org website will maintain information about a list of volunteer possibilities for parents and families to access.¶~~
- ~~● Teachers will inform parents about include volunteer opportunities related to their classroom. possibilities on their blogs for parents and families to access.¶~~

Document History

Approved: Unknown  
 Revised: 03/12/2014  
           02/23/2017 *Clarified responsibilities between school personnel and OPAPO.*  
           11/9/2018 *Name changed from Parent Involvement Policy; no vote necessary.*  
           01/24/2019 *Updated language to include families and engagement.*  
                       *Add reference to annual title 1 meeting and inclusion of parents in establishment of policy.*

Legal References

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# Coversheet

## Board Communication Policy and Procedures

<b>Section:</b>	V. Policies
<b>Item:</b>	B. Board Communication Policy and Procedures
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	1.11.POL School Board Communication Policy.pdf



# Official Policy of Ogden Preparatory Academy

## 1. School Board Operations

### 1.11.POL School Board Communication Policy

Effective/Revision Date:

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#### 1. Purpose and Objective

- a. Ogden Preparatory Academy (the “School”) values the input and insights of its stakeholders and other interested parties, and believes that effective communication strengthens the role of the School’s Board of Directors (the “Board”) as an active, informed, and engaged body.
- b. To facilitate communication, this Policy outlines the procedures for communicating with the Board and its members.
- c. The Board will oversee this Policy and will periodically review it and recommend any changes. The Board can modify this Policy unilaterally at any time without notice.

#### 2. Communications to the Board

- a. Stakeholders and other interested parties can communicate with the Board as a whole or any individual member of the Board or any Committee of the Board via the following channels:
  - i. Email: [board@ogdenprep.org](mailto:board@ogdenprep.org)
  - ii. Mail:
 

Ogden Preparatory Academy  
Attn: Board Chair  
1435 Lincoln Avenue  
Ogden UT 84404
  - iii. Board Meetings: Each Board meeting has an opportunity for public input. Any stakeholder or other interested party may address the Board.
- b. Stakeholders wishing to communicate regarding a concern with a teacher or any staff member of OPA shall follow the procedures outlined in the 8.06.POL Grievance Policy (Parents).
- c. Staff wishing to communicate regarding a concern shall follow the procedures outlined in 6.09.POL Grievance Policy (Staff).

#### 3. Roles and Responsibilities

- a. The Board has designated the Board Chair as its agent to receive and review written communications addressed to the Board, any of its Committees, or any Board member or group of members. The Board Chair may communicate with the sender for any clarification.

**4. Procedures**

- a. Any individual Board member receiving communication from a stakeholder shall forward the communication to the Board Chair. As an initial matter, the Board Chair will determine whether the communication is a proper communication for the Board.
- b. The Board Chair will forward communications not related to the duties and responsibilities of the Board to the appropriate School Administrator.
- c. Separately, the Board has established a Grievance Policy to clarify the process for which concerns can be addressed. The Board Chair shall direct stakeholders to the grievance policy as applicable.
- d. The Board Chair will maintain a log and copies of all communications, which any Board member may review upon request.
- e. The Board Chair will bring items of discussion to the Board during a work session, open Board meeting, or a Board Executive Session as needed.
- f. The Board Chair will prepare a response to the stakeholder or other interested party.
- g. The Board Chair may delegate specific communication to a Board member.

**5. Legal Authority**

- a. Members of the Board shall have authority only when acting as a Board legally in an Open Meeting. The Board shall not be bound by any statement, commitment, or action on the part of individual members except when such is granted by resolution of the Board. The Board may not engage or vote on any matter that is not on the Board meeting agenda.

Document History

Legal References

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