

Noah Webster

A C A D E M Y

Parent-Scholar Handbook

*The Parent-Scholar Handbook is updated on an as-needed basis throughout the year.
You may view the most current document on our website at
www.noahwebsteracademy.org

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Mission and Vision

Noah Webster Academy Mission Statement

Noah Webster Academy assists parents in their stewardship of developing the hearts and minds of children by creating a safe and nurturing environment of classical education that fosters patriotism, cultural literacy, moral virtue, individuality, conscience, self government, and excellence, thereby inspiring a lifelong love of learning, leadership and service.

Each program at Noah Webster Academy is regularly evaluated in light of the school Mission Statement – will it promote academic achievement and/or virtuous character development? We invite all members of the Noah Webster Academy community to assist in promoting and supporting the school’s mission. Feedback and input are always welcome as we work to refine our programs to better reflect our mission.

OUR MISSION

- We **partner** with parents in developing the minds and character of our scholars.
- We **inspire** a lifelong love of learning, leadership, and service.
- We **thrive** and have fun!

OUR PROMISE

- Each scholar at **academic mastery**.
- Mutual **respect**.
- Lead by **example**.

Philosophy Statement

Noah Webster Academy represents a partnership of scholars, parents, teachers, staff, and administrators committed to the common objectives in our mission statement and to creating a safe, nurturing environment of learning. We have created an environment conducive to each child developing a love of learning and we shall assist them in achieving their full potential.

We are committed to inspiring excellence in our scholars through a curriculum classical in nature. Such a curriculum enables our scholars to be accountable for and value their educational experiences. A classical education:

- Is language-intensive, demanding scholars use and understand words. Emphasis is placed on getting children to read quickly, well, and habitually while filling their minds with various genres of literature.
- Often uses history as its organizing outline which allows scholars to understand the progression of society over time.
- Trains the mind to analyze and draw conclusions.
- Demands self-discipline and provides leadership opportunities.
- Produces literate, curious, intelligent scholars who have a wide range of interests.
- Prepares scholars to read, write, calculate, think, and understand.

Character Development

One way Noah Webster Academy enriches lives is through our character development program. We focus on building leadership qualities in our scholars. Bucket Fillers and the Leader in Me (7 Habits) help scholars gain the necessary tools to be leaders of their own academic and social growth.

The Leader in Me Program®

The Leader in Me® is a whole-school transformation model. It improves performance of all other programs. Based on *The 7 Habits of Highly Effective People*®, *The Leader in Me*® produces transformational results such as higher academic achievement and an increased engagement among teachers and parents.

Bucket Filling

Noah Webster Academy also uses “Bucket Filling,” a program that teaches scholars to strengthen their peers by encouragement and other positive interaction.

7 Habits

The 7 Habits that are the foundation of The Leader in Me® program are:

HABIT	SIMPLE DEFINITION
1. Be Proactive	I am free to choose and am responsible for my choices. I am in charge.
2. Begin with the End in Mind	Mental creation precedes physical creation. I have a plan
3. Put First Things First	Effectiveness requires the integrity to act on your priorities; Work First, Then Play
4. Think Win-Win	Effective, long-term relationships require mutual respect and mutual benefit; Everyone Can Win
5. Seek First to Understand, Then to Be Understood	To communicate effectively, we must first understand each other. I Listen Before I Talk
6. Synergize	The whole is greater than the sum of its parts; Together Is Better
7. Sharpen the Saw	To maintain and increase effectiveness, we must renew ourselves in body, heart, mind, and soul; Balance Feels Best

As parents, you can help promote The Leader in Me and 7 Habits in your home. Weekly ideas can be found on your child’s Daily Learning Plan. Additional ideas can be found by visiting <http://www.theleaderinme.org/parents>. Here you will find a parent’s guide, recommended books to help teach the habits, coloring pages, and access to the “Student Schoolyard.” The “Student Schoolyard” is a fun online world where the characters from the seven habit stories come to life, and children can learn more about the habits through instructional games.

Academic Policies

Our academic policies support our academic mission and philosophy.

Academic Success

Noah Webster Academy is a “school of choice” with a rigorous academic program. Teachers, scholars, and parents each have an important component to ensure the success of each child (Please see index for page number). It is essential scholars are at school on time each day, ready to learn.

Academic Learning

Homeroom Classes

- All scholars are assigned to a homeroom teacher.
- Homeroom teachers instruct:
 - Grade Level Core Subjects – reading, math
 - Science
 - Social Studies
 - Art
- Homeroom teachers are your child’s advocate. **They are the first person to contact if you have a question about your child’s progress.**

'Power Hour' Classes – Ability Groups

- Ability level reading, math, and spelling groups
- Taught by teachers and instructors
- Reading and Math taught Monday – Friday
- Spelling taught Monday – Thursday

Specialty Classes

- Weekly music, physical education, and technology classes taught Monday – Thursday for 1st – 6th
- These specialty classes are taught on Friday for Kindergarten

Organization

Noah Webster Academy scholars are given tools and training to assist them in becoming independent and in organizing their school work, thus maximizing the potential for them to succeed.

Leadership Folders

Each scholar at NWA receives a blue Leadership Folder at the beginning of the first year they are in attendance. Leadership Folders come home each night

1. The Leadership Folder will contain several file folders which hold work to be completed.
2. Scholars will take the Leadership Folder home each night and will bring it back to school each day. This allows parents the opportunity to review the work their child is doing.
3. Leadership Folders are REQUIRED. If scholars lose or damage their Leadership Folder, they will need to purchase a new one.

Daily Learning Plans (DLPs)

Daily Learning Plans are issued the beginning of each week.

1. In the younger grades, teachers write the week’s lessons, subjects covered, and assignments on the DLP for the scholars. In the older grades, scholars will fill in the subject areas on the DLP in each class each day.
2. **Parents review and sign their scholar’s DLP each night.** When assignments are completed, parents initial the Learning Plan. If a scholar is unable to finish an assignment, the parent is to circle and initial the assignment indicating they are aware of the assignment that must be completed.
3. Teachers or instructors will check DLPs each morning for parent signatures and at the end of each day to ensure the scholar has filled in the subject area boxes correctly and completely.

Homework

Homework is an integral part of the education program at Noah Webster Academy. It is an extension of the classroom lessons and directly relates to class work. It reinforces skills and concepts taught and helps develop good study skills and habits. It also informs parents of what is being taught in the classroom. According to research from Brookings Institution and the Rand Corporation, homework overload is the exception rather than the norm. The National PTA recommendations fall in line with general guidelines suggested by researcher Harris Cooper: 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter. To assist our families in developing life-long learners, NWA has adopted the following policies based upon these principles:

1. Scholars are given homework most weekday evenings. Homework assigned is not new material for scholars, but a review, extra practice, or an extension of material already taught in school.
2. Scholars should be able to complete their homework within the time frames (see homework chart below), with the exception of special projects or ***in cases where the scholar fails to complete class work in a timely manner***, or if a scholar falls behind due to tardy arrivals, absences or failure to attend to learning.
3. If no homework is assigned, scholars are encouraged to review math facts, read, practice writing, study spelling words, or read a book with their parents.
4. If a parent believes the homework assigned is excessive or if their child is not receiving regular homework, they may fill out a **“Homework Response Form”** (available at the school office) and return it to the teacher. Administration will review all response forms.

	<u>Homework</u>	<u>Reading</u>
a. Kindergarten	20 min	30 min
b. First grade	20 min	20 min
c. Second grade	30 min	20 mi
d. Third grade	40 min	20 min
e. Fourth grade	60 min	30 min
f. Fifth grade	60 min	30 min
g. Sixth grade	60 min	30 min

Parent/Teacher Communication

Open communication is essential for scholar success at NWA. We use the following tools to inform parents.

1. DLPs - Please sign DLPs daily as a lot of information is communicated on these.
2. Teacher Websites - Teachers post upcoming events on their class websites. These can be found under “Our Team” at www.noahwebsteracademy.org.
3. Aspire - Parents can find access to grades, missing work, lunch balances, etc. on Aspire. The link can be found on our webpage.
4. Email - Parents may email teachers at any time regarding celebrations, questions, or concerns. Teacher email addresses all follow the same format: First initial Last name@mynwa.us. (e.g. nwebster@mynwa.us).

Academic Programs and Enrichment Activities

NWA supports a number of academic and enrichment activities each year in which scholars from varying grade levels may participate. These may include: Spelling Bee, Science Fair, Inspiration Arts, and others. Other activities to help enrich scholar’s learning include:

After School Enrichment Clubs

Scholars may participate in afterschool enrichment clubs. Clubs will be held from 3:15 – 3:45 every full school day except Friday and other early out days. Scholars attending clubs must be promptly picked up at 3:45.

Parents commit to picking up their scholars on time. A Liability Waiver Form is required to participate in afterschool enrichment clubs.

Field Trips

Noah Webster Academy Scholars will have the opportunity to participate in field trips that serve one of three purposes:

1. Support the area of curriculum being studied.
2. Give Scholars the opportunity to be of service in the community
3. Assist in building relations among Scholars

Each child is required to have a signed permission slip. Due to liability concerns, children without signed permission slips are not allowed to attend field trips. Since their class will not be at the school, parents will need to make other arrangements for their scholar for the day. Scholars must bring lunch from home on field trip days.

Field Trip Transportation

1. All K-2nd classes are required to charter a bus for field trips.
2. If the field trip is in Provo/Orem, 3rd – 6th grade scholars will be transported to and from field trips by parents who have current insurance information on file at the school. If the planned field trip is out of Provo/Orem, classes are required to charter a bus.

Field Trip Financial Contributions

The opportunity for scholars to attend field trips is based on the donations received from families. A \$20 donation per child assists with field trip costs. Any and all donations are greatly appreciated.

Honor Roll/Perfect Attendance

Each term we celebrate scholars who have met the requirements for the Honor Roll or Perfect Attendance during a Friday Morning Meeting and in the Tuesday Review. To meet the requirements for the honor roll, scholars must have A- or above and O- or above. See 'Perfect Attendance Recognition' section for more information about Perfect Attendance.

Library

Our library provides a wide variety of reading material. Every effort made to ensure that the materials in our library are of a wholesome nature and are consistent with our Mission and Values Statements. We welcome family donations of appropriate books and/or suggestions for new purchases. Scholars may check out books for a one week loan. ***Scholars and parents are responsible for lost and/or damaged books.***

Movie Usage Policy

Noah Webster Academy is dedicated to furthering the educational experiences of its scholars. Different multimedia products may be employed in the classrooms, including DVDs and videos. Movies are not used as time fillers. They are used to enhance the learning experience and are all pre-approved by administration.

Movie Usage Procedures

Teachers are to inform administration and parents of any movie utilized in the classroom. A consent form will be sent home to parents for their authorization. A written explanation to the parent should include:

1. How this will positively impact the educational experience of the class;
2. Which portion of the movie will be viewed;
3. The basic content of the movie which is being viewed;

4. The date/time the movie will be viewed;
5. Alternate educational options for Scholars opting to not view the movie
6. Parental or guardian consent

If a parent is not comfortable with the movie selection, the parent takes responsibility to alert the teacher of their concern in writing. Teachers will make other arrangements for scholars not viewing the movie.

Parent Meetings and Events

Parents are invited to attend the following:

- Back-to-School Night
- Scholar-Led Conferences
- Monthly Evenings with Administration

Other school events parents are invited and encouraged to attend: Show What You Know, Veteran's Day Program, music performances, Parent Organization meetings, class field trips, class parties, etc.

Scholar-led Conferences

Scholar-led Conferences are held twice a year. Teachers inform parents of the available times to sign up for conferences. These are established times when scholars, parents, and teachers meet to celebrate and discuss academic progress. Both parents and scholars are encouraged to attend these events. Parents and teachers, of course, are welcome to schedule a conference whenever necessary throughout the school year. If you desire to schedule a conference, please contact your teacher for an appointment. **Conferences may be scheduled at any time parents or teachers feel it would be beneficial.**

Code of Conduct

Scholars and staff at Noah Webster Academy will conduct themselves in a respectful and honorable manner.

Behavior Management Procedures

Noah Webster Academy enriches lives. To do this we strive to create a positive atmosphere where all can learn. The school focuses on positives in the classroom through teaching the 7 Habits and Bucket Filling in addition to rewards such as Noble Knights and Leaders of the Week. Teachers keep track of amazing behavior through Clip Charts and Class Dojo points. These positives help to reduce most inappropriate behaviors which might occur through the day.

In the event of inappropriate behavior, the teacher/instructor works with the scholar to remedy the actions. This might mean missing some/all of recess, writing an apology, informing parents/guardian, or helping others. If this is not the first offense or causes injury to another, the scholar will be referred to the Principal's Office. Parents will be contacted and a Parent Reinforcement may be requested (see below). Although our goal is to keep each scholar in class, the scholar may be suspended if the inappropriate behavior continues.

Inappropriate Behavior includes:

- Behaviors or actions which disrupt learning (i.e., continuous talking out, out of seat, etc.)
- Behaviors or actions which hurt others (i.e., pushing, hitting, kicking, tripping, etc.)
- Use of offensive language
- Disrespect or defiance to others at school (i.e., other scholars, staff, or visitors)
- Abusing or misusing property
- Physical, verbal, or sexual harassment
- Possession of a weapon (i.e., knife, sharp items, guns (including toy guns), etc.)

Parent Reinforcement:

- At the discretion of the office and teacher, a parent reinforcement may be requested. Parent reinforcement come after multiple attempts from teacher and office staff to correct inappropriate behaviors.
- Parents are to be with their child for the entire school day. This means going to classes, recess, and lunch with the child.
- The parent fills out a data tracking form to show the positives and inappropriate behaviors the child is exhibiting. Parents can praise for the positive and quickly redirect negative behaviors.
- Parental reinforcement helps children gain a desire for success in school with through meaningful rewards and consequences.
- Parent reinforcements may be one day or multiple days depending on the child and the situation.
- Parent reinforcement allows parents to view their child in the school setting so they can provide the needed support to help their child at school as well as at home to be successful at school.

The school may modify these procedures or sequence of consequences according to scholar need and as determined by the Principal.

Bullying:

Noah Webster Academy is a Zero Tolerance School for bullying. We define bullying as it is described by stopbullying.gov. Bullying is unwanted, aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Types of bullying:

- Verbal – teasing, name calling, inappropriate comments, taunting, threatening to cause harm.
- Social – leaving someone out on purpose, telling others not to be friends with someone, spreading rumors, embarrassing in public
- Physical – hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking others things, making mean or rude gestures
- Cyber –Bullying through electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Technology Usage Policy

All scholars who use computers at Noah Webster Academy must sign the technology usage agreement before they are eligible to utilize Noah Webster Academy computers. For more information about NWA's Internet Usage Policy and Social Media Policy, refer to index.

Banned Items

Weapons and any dangerous or potentially dangerous substances are not allowed on the premises of Noah Webster Academy. Possession of any of the following items may be grounds for immediate suspension/expulsion: (not a complete list of banned items)

- Narcotics, non-prescription drugs
- Controlled substances
- Tobacco, cigarettes

- Alcohol
- Weapons, including real weapons or look-alike weapons
- Any explosive, noxious, or flammable material
- Matches or lighters
- Ammunition
- Knives or other cutting tools (other than school scissors)
- Sexually explicit material – written, pictorial, or electronic

Common Dress Code

Our dress code is based on our belief that common dress will:

1. Decrease distractions in the learning environment
2. Increase respect for learning (scholars, parents, staff)
3. Increase respect for scholars (staff, parents, public)
4. Simplify school readiness on a daily basis for parents and scholars

Common Dress Policy

Common dress is mandatory and must be worn during the school day, except under special circumstances as announced by the school. Dresses, skirts, jumpers, skorts, shorts must be at least knee length even if leggings are worn. School sponsored t-shirts may be worn on Friday as described below.

It is the responsibility of the parent to make sure that the proper attire within the documented policy guidelines are consistently worn at school. If there is a violation of the dress policy, the scholar will be sent to the office, and parents will be called to bring appropriate attire.

Scholar Name Badge

We are excited to have each scholar and staff member wear a name badge at NWA. **The name badge is considered a component of the Common Dress Code.** The name badge will be put on each morning as the scholar enters the classroom and removed and left in a designated place before the scholar leaves for the day. Scholars love to be recognized. The name badge will ensure every staff member will be able to address the scholar by name and scholars. If a name badge is lost or misplaced by the scholar, the office will issue a paper name badge up to two times per year. If the badge is not found within two days, it is the responsibility of the scholar to pay \$1.00 for the cost of replacement. Parents will be notified by the teacher if replacement is required.

NWA Dress Code

Tops – Must be collared, have sleeves, and be long enough to cover the midriff. No embellishments or logos. Acceptable solid colors are White, Hunter Green, Navy Blue, Flag Red, Butter Yellow, and Light Blue.

Bottoms – All dresses, jumpers, skirts, skorts, and shorts must be at least knee length even if leggings are worn. Pants and capris may be worn. No embellishments. Acceptable colors are khaki or Navy Blue. Girls are encouraged to wear bike shorts that are not visible below the hem under skirts and jumpers. Acceptable colors for the bike shorts are Navy Blue or Black.

Accessories

Item	Solid Colors	Details
Tights, leggings, and Socks above mid-calf	White, Hunter Green, or Navy Blue	Leggings may not be a distraction. Solid colors only. Skirts must be at least knee length when wearing leggings.
Belt	Black, Brown, or match shirt color.	Belt must be worn with all belt loops
Shoes	Shoes (including athletic shoes) must not be a distraction. No lighting or wheels; shoes may not have open toes or an open heel and cannot have a heel higher than 2"	
Jewelry/Tattoos	Jewelry must not be a distraction to the educational environment of the class or school. Girls may have one pair of earrings on their ear lobes. Boys may not wear earrings. No body piercing is allowed. Items of medical or religious significance are acceptable, no visible tattoos.	
Sunglasses/Hats	Sunglasses and/or hats and hoods may not be worn inside the building.	
Hair Items	Flowers, bows, etc. must not be a distraction. No unnatural colored hair or hair extensions. Headbands must be worn above hairline.	

General Dress Policy Information:

It is the responsibility of the parent to make sure that the scholar is dressed in the proper attire to come to school.

- ❖ Common dress attire should be clean, modest, and neat in appearance at all times.
- ❖ Clothing must be worn right-side-out, appropriately sized, and worn correctly.
- ❖ Clothing shall not be excessively worn, have holes, or be intentionally torn or ripped.
- ❖ Common dress attire items must be solid-colored.
- ❖ Jeans or any denim item(s) are prohibited.
- ❖ Hair must be kept neat, have a combed appearance, and be appropriate for school. Boys' hair cannot be longer than the top of the shirt collar. **No mohawk cuts or shaved heads.** Fauxhawk styles must not exceed 1" in height.
- ❖ Underclothing should not be visible.
- ❖ Any sweater or jacket worn inside the building must be consistent with school Common Dress Policy guidelines outlined.
- ❖ Outerwear that is worn for warmth to and from school and at outside recess is not considered a Common Dress Policy item.
- ❖ Any appropriate coat, jacket, sweater, sweatshirt, hat, gloves, snow boots, etc. may be worn to and from school and for warmth during outdoor activities, but may not be worn inside the building except in the gym during AM and PM carpool.
- ❖ Children can wear items that are requisite of their religious beliefs.
- ❖ Children may choose their backpack. However, language, logos, or pictures that are controversial or profane on backpacks are not acceptable.

Please Note: Items not specifically covered, but considered inappropriate or contrary to the Common policy, are subject to review by the Principal.

Dress Policy Exemptions

Under the Utah Code, the school administrator is allowed to grant an exemption from complying with dress code to a scholar for extenuating circumstances. The administrator will carefully consider all requests for

exemptions and grant those which are clearly necessary (for instance, unusual medical circumstances might constitute a “clearly necessary” situation). The Administration is designated to develop individual dress guidelines which, insofar as is possible, approximate the approved dress code for each scholar who receives an exemption from the dress code due to extraordinary circumstances.

Parent/Volunteer Involvement Policy

Visitors

Visitors are welcome at Noah Webster Academy. Visitors must enter the front school doors (south west) and sign in at the front desk. Visitors must wear a Parent or Visitor’s Badge while they are in the school. Visitors are welcome to visit any classroom as part of our “Be Our Guest” philosophy. In all classrooms there is a “guest” chair in which visitors can sit and observe the instructional process. Visitors should not involve themselves in the classroom. We ask that visitors not bring small children to observe in the classroom.

Volunteers

Volunteers are always welcome and appreciated. Families can log their volunteer hours on our website (www.noahwebsteracademy.org - Click on Our Team/Volunteer Hours) using their family carpool number. Noah Webster Academy asks families to provide 20 hours of volunteer service per year. Most of our families provide MANY more hours than this! We consistently log over 10,000 volunteer hours per year, thanks to our INCREDIBLE families and their generous gift of time and talents. This extraordinary service makes it possible for our scholars to have an outstanding educational experience, which would not be possible without our volunteers’ assistance. THANK YOU!!

Non-custodial parent/guardian

In the absence of a court order to the contrary, the school will provide non-custodial parents access to the academic records and to other school-related information regarding the scholar. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Likewise, non-custodial parents will have access to scholars during school hours in the same way that custodial parents do (including picking up the scholar from school) unless legal documentation to the contrary is presented to the school.

Communication Between Parents and School

Our website is your primary resource for all school related information. We send a weekly communication referred to as ‘THE TUESDAY REVIEW’ which includes a brief overview of events and other important information for NWA families. Connect5 is our electronic communication tool that contacts parents by email or phone. We use Connect5 in the event of an emergency or school closure. In the event of an emergency the subject and/or first word in the message will read 'URGENT: MESSAGE FROM NWA'.

Guidelines

Communication at Noah Webster Academy, as outlined in our school vision, will be positively framed and undertaken in good faith by all parties. **Anyone with a question or concern is to take it to the person most able to address it and to no one else.** This allows for all members of the community to feel safe and valued, and to have confidence that all concerns will be addressed to the point of satisfaction. Feedback from all stakeholders is essential for the school to be continually engaged in a process of improvement, and feedback is

more likely to be shared freely when stakeholders are confident their feedback will be carefully heard and addressed.

We ask that concerns be brought by a parent about their own scholars or their own concerns. Parents may not represent a group in bringing concerns to the Noah Webster Academy Administration or Governing Board.

Channels of Communication

Members of the Noah Webster Academy community who have a question, concern, feedback, or a need for information will identify the person best able to answer their question or concern and will approach that person in a positive manner. We have established a clear communication channel through which we invite you to bring any concerns or questions you may have. The persons listed are in order of who you should address your concern to first, next, etc.:

Academic, Enrichment, Behavior Concern

1. Scholar's Homeroom Teacher - (even for groups issues) - (teacher's first initial)(last name)@mynwa.us
2. School Principal – Angela Tischner– atischner@mynwa.us
3. School Director – Rick Kempton – rkempton@mynwa.us

Scholar Records, Enrollment, Immunizations, Facility, School Meals, Safety, Carpool Concern

1. Scholar's Homeroom Teacher - teacher's first initial lastname@mynwa.us
2. Office Staff – (801)426-6624 – info@mynwa.us
3. HR/Operations Director – Kris McKinley – kmckinley@mynwa.us
4. School Director – Rick Kempton – rkempton@mynwa.us

Special Education Concern

1. Scholar's Homeroom Teacher - teacher's first initial lastname@mynwa.us
1. Special Education – Tarra Ison – tison@mnwa.us
2. School Director – Rick Kempton – rkempton@mynwa.us

For example: If a parent has a question related to instruction or that relates to the classroom in any way, the classroom teacher should be the first person to whom the parent would go seeking information or resolution. If the parent does not feel their concern has been resolved by the teacher, they should ask the teacher for a meeting with the Principal. If the parent is uncomfortable asking the teacher for an administrative conference, they may ask the office for an appointment with the Director or Principal directly if they feel their concern would best be addressed by administration and they have already tried to address it with the teacher. If the parent feels the Director has not sufficiently resolved their concern, they may bring their concern to the Governing Board. This may be done by emailing the Board Chair. The email address can be found on our website.

If a member of the community is unclear who the best person is to answer their question or concern or hear their feedback, they may ask a member of the office staff. The office staff will assist them in determining the individual they should contact.

Parent Survey

Another way to communicate with the school is through the parent survey. Twice a year a parent survey will be distributed to each Noah Webster Academy family. The survey gives families the opportunity to express their level of satisfaction with all aspects of Noah Webster Academy's program. Survey results will be reviewed in a public board meeting and major points from the survey will be communicated to the parent community via the

school newsletter. It is the goal of Noah Webster Academy to have 100% parent participation in the parent surveys.

Daily School Operation

Schedule

1. School will begin each day at 8:15 AM. Parents may drop off scholars beginning at 7:45 AM each morning.
2. Scholars will be dismissed at 3:15 PM, Monday – Thursday and at 12:45 PM on Friday.
3. Early out school days are dismissed at 12:45 PM and referred to as ‘Friday Schedule’ days.
4. All Scholars should be picked up by 3:30 Monday – Thursday and 1:00 on Friday.

	Mon - Thursday		Friday		
	School Begins	School Ends	School Begins	School Ends	
AM Kindergarten	8:15 AM	11:15 AM	8:15 AM	11:00 AM	
PM Kindergarten	12:15 PM	3:15 PM	10:15 AM	12:45 PM	
1 st -6 th Grades	8:15 AM	3:15 PM.	8:15 AM	12:45 PM	

5. Phones will be answered and the front office is open from 8:00 AM - 4:00 PM Monday – Thursday and from 8:00 AM – 2:00 PM on Friday/Friday schedule days.
6. ***Generally, scholars are not allowed to use the school telephones to call home during the day. Teachers will determine if there is a need to contact the parent and will assist scholars in making the phone calls or call home for the scholar from their classroom.***

Attendance

It is vital to the success of our scholars to attend and be on time to school each day. Noah Webster Academy’s charter has a stated goal of 90% attendance school-wide. This means each scholar should miss no more than 4 days of school each term. This allows us to meet state and federal requirements. (Our academic and character education goals will be achieved only if our scholars attend school regularly). Thank you for your support!

General Procedures

1. If a scholar is unable to attend school, a parent or guardian should call the school on the day of the absence between 8:00-8:30 AM to report the absence. **SCHOOL PHONE NUMBER: 801-426-6624 (801-426-NOAH). Please email the home room teacher to collect any missed school work.**
2. If the absence is illness related, we ask parents to report any symptoms or doctor’s diagnoses for the child’s absence. If it is contagious or may spread from one scholar to another (i.e. chicken pox, whooping cough, head lice, etc.), please notify the office. We will be tracking illnesses for potential outbreaks. The scholars name is kept confidential if other scholars and/or families need to be notified.

3. Attendance will be kept each day at Noah Webster Academy. The front office will track daily attendance and will report any extended and/or excessive absences to the Director.
4. The Director will communicate attendance concerns to the parents and report, as needed, in board meetings.
5. Absences may affect a scholar's grade depending upon work missed. For any absence it is the parent's responsibility to contact the teacher for any missed work.
6. Your child must be in attendance at least 4 hours during a school day in order to be counted as being in attendance for the day.

Perfect Attendance Recognition

Attendance at school is vital to the learning and development of each scholar. Each scholar that has perfect attendance will be recognized at the end of each term. Scholars who have perfect attendance all 4 terms will be recognized at the end of year awards assembly. Perfect Attendance is defined by a scholar who has no absences, no tardies, and no early checkouts for the term.

Truancy – Failure to Attend School

Utah is a compulsory education state. Scholars are required by law to attend school each day. If a scholar chronically fails to attend school, defined by Noah Webster Academy as no communication from the parent regarding the absence, Noah Webster Academy may need to report this information.

Scheduled Absences

1. Noah Webster Academy exists to support families in the academic and character development of their children. **We ask that vacations are scheduled during school breaks.** If you simply cannot schedule an extended family absence during school breaks, notify your child's teacher at least two weeks in advance and work with the teacher on how your child's missed assignments will be handled. Parents and teachers are required to complete an "**Extended Absence Form**". This form can be acquired by contacting the scholar's homeroom teacher.
2. For more than 2 consecutive days, this form will be submitted to the school principal. Only when this form is filled out and accepted and signed by the principal will a scholar be allowed to make up missed schoolwork. If homework is completed and turned in to the teacher by the due date, the pre-approved, scheduled absences will not count toward the total number of absences.
3. **When parents complete a "Extended Absence Form," it is the parents' responsibility to:**
 - a. **Email the teacher and notify them of the planned absence at least two weeks in advance**
 - b. **Check the scholar's learning plan for homework and schoolwork assignments**
 - c. **Email the teacher to clarify any homework or class work assignments prior to the absence**
 - d. **Collect the scholar's books and materials needed to complete the work**
 - e. **Submit homework by due date as required by the teacher**
4. Generally the maximum number of accepted days absent in a term is four (4).

Excessive Absences

If a scholar has more than four (4) absences (not necessarily consecutive) without prior written approval of the scholar's application for "Extended Absence Form," the office will send a letter or email outlining the number of absences the school has recorded and possibly requesting a meeting with the Director and Principal.

Family Death or Terminal Illness

If there is a death, terminal illness, or a similar traumatic situation in your family which may affect your child's

attendance, emotional well-being and/or level of concentration, please notify the teacher as soon as possible.

Tardy Scholars

1. School begins at 8:15 each morning. Scholars arriving between 8:15-8:30 am are considered tardy. Scholars arriving after 8:30 am any time during the day are considered late check-ins. Scholars must be accompanied into the school *by an adult* to be signed in.
2. The front office will record the tardy scholars' names. Every tardy/late check-in is recorded and parents will receive an automated email message.
3. After four (4) late arrivals in any one quarter, a letter of concern will be sent to the parent.
4. Once any four (4) additional late check-ins are accrued in any additional quarter, parents will be invited to meet with the Director and Principal.

Release of Scholars

****Please inform the office if you have any special instructions regarding the release of your child to anyone other than yourself. If a child is NOT to be released to a particular person(s), the parent is responsible to provide a picture of that person(s) to the office and a copy of an official Restraining Order and/or other court order. Parents must also provide the school with phone numbers of those approved to pick up children.**

Check-in and Check-out

1. Because we teach "bell to bell," it is vital that scholar remains at school for the entire day. Parents are encouraged to schedule appointments outside of school hours whenever possible.
2. If a scholar needs to be checked-in during the school day, the scholar must be accompanied into the school *by an adult* and signed in at the office.
3. If a scholar needs to be checked-out during school hours, the parent/guardian must come into the school and sign the scholar out.
4. **Scholars are only released to a person listed in their emergency contacts.**
5. If you are leaving town without your children, be sure your caregiver is listed on the emergency contact card as someone authorized to pick up your child from school.
6. There will be no scholar checkouts 20 minutes before carpool begins for all grades.

School Meals – Breakfast and Lunch

Our lunchroom is an extension of the classroom. Scholars need nutrition and exercise to focus in the classroom later in the day. Scholars will be served healthy meals with a variety of fresh fruits and vegetables, grains, and low fat dairy products. Our menu is posted on the website. Friday is 'pizza' day at Noah Webster Academy.

To minimize waste, we prepare meals for scholars who indicate they are eating school lunch based on the morning count. Scholars may bring cold lunch from home. We have limited resources for heating items brought from home. All items must be warmed in less than one minute. We have only one microwave, and scholars will reduce their time eating if standing in line to warm food items. Dry-packed soups (such as Cup-o-Noodle), pastas, and un-popped popcorn requiring additional microwave time will not be allowed. Glass dishes are not permitted for heating in the microwave.

Parents can pay for lunch by check, cash, or credit card in the office. If a scholar is bringing money in for their lunch account, remind them to go directly to the office. You may pay by credit card on the phone by calling the office at (801) 426-6624. Funds deposited will be immediately entered into our Aspire database. Scholars will be reminded to tell their parents when the meal account is low and additional money should be sent with the scholar. We will also send out Negative Lunch Balance emails. Individual account balances are available on our

Aspire portal on the website for parents to check daily. Scholars will be allowed to charge 2 meals. After 2 emails and 1 automated voice message have been sent, the scholar will be given crackers, cheese, and milk for lunch until payment has been made.

We hope our low meal prices will allow families to participate for both breakfast and lunch meals when possible. NWA participates in the National School Lunch Program and has the ability to offer free and reduced meals based on the economic need of each scholar’s family. Eligibility guidelines and an application can be found on the school’s website. The application must be turned in to the office. The information on the application is considered confidential. Only two individuals at the school (the kitchen manager and HR/OPS) are authorized to review this application and are the only individuals that know the status of the application. After the application has been processed, the Kitchen Manager will contact the parent(s) of the scholar applying for the free and reduced meals to notify them if they qualify under the Federal Guidelines outlined in the application. For confidentiality reasons, the participating scholar will not be informed by the school of the application or the status of the application. Every scholar is given a unique meal number regardless of payment type that does not denote participation in the program.

IMPORTANT NOTE: Due to the schedule, Kindergarten scholars will not be offered a school lunch.

Meal Pricing

	Breakfast		Lunch
meal	Full Pay - \$1.00 per day/per meal		Full Pay - \$2.25 per day/per
meal*	Reduced - .30 per day/ per meal*		Reduced .40 per day/per

*Applications must be completed, submitted to office and verified 48 hours prior to scholars receiving free and reduced meal pricing. Parents will receive a notice of approval status once verified. Email info@mynwa.us for additional information and/or questions.

Carpool Procedures

*****EVERY FAMILY IS ASSIGNED A CARPOOL NUMBER.**

PLEASE do not operate cell phones or allow other distractions to your attention during carpool. We have 400+ families at NWA. Your patience and support is requested to make the carpool process flow smoothly.

Morning Scholar Drop-off

Scholars may be dropped off at 7:45 AM each morning.

Scholar safety is our first priority. We ask that scholars exit their car closest to the curb.

1. In the front, there is one drop off lane and one pull through lane; in the back there are two drop off lanes and one pull thru lane.
2. Please follow carpool attendants’ directions. It is for your and our scholar’s safety.
3. Scholars should exit the car immediately when the car comes to a stop in the carpool lane. This will allow the flow of cars to continue quickly and smoothly for all parents and scholars.
4. In the back, scholars should stand and wait until the traffic attendants allow them to cross in the marked crossings.
5. **Only right turns are permitted in and out of the driveways onto 400 South during carpool hours.**
6. Scholars arriving after school begins, parents should park, walk their scholars into school, and sign the scholar in at the front office.

Afternoon Pick-up Procedure

1. Every family is assigned a carpool number that is determined by their specific carpool lane. The yellow lane is in the front of the building, and green and orange lanes are in the back of the building. Each family receives a sheet with four carpool number cards. The extra three cards are to be distributed to persons you would like to be able to pick up your scholar(s).
2. When you arrive at school for pick-up, line up beginning at the first spot along the curb in one of the three assigned lanes. Lanes are color coded yellow (front), orange or green (back).
3. Please have your family number as well as all of the family numbers in your carpool where they can be seen by the staff member – ON THE DRIVER'S SIDE, TOP LEFT FRONT OF THE WINDSHIELD. All numbers in the window **must** be the same color/lane. Keep number in window until scholars are in your car.
4. When a scholar's number is lit up, he/she will be allowed to leave the gym. As soon as your car pulls up and comes to a complete stop, the scholar will be able to get in, and you may cautiously pull into the drive thru lane to exit. Cars behind you can pull up and into your spot to wait for their children.
5. If, for some reason, your child does not come to carpool in a timely fashion, we may ask you to continue to pull forward as other cars in front of you load and exit. In some cases the attendant may ask you to pull into a parking stall. Maximum time at the pick-up curb should be 2 minutes. When your children arrive, they will enter your car in the doors opposite the drive thru traffic lanes. If some of your children come out but others do not, give your number to the traffic attendant. They will call your number again.
6. When approaching the pickup zone, pull your vehicle as far forward as possible. Do not get out of your car while in the carpool line. After your child is in the car, you may pull into a parking stall to buckle up their seat belt. Please do not try to buckle them up in the carpool lanes. For the safety of all our scholars, parents are not permitted in the gym during carpool.
7. We will close the back lanes when the majority of the cars are loaded and gone. A sign in the alley will indicate the back is closed. If the sign is up, please proceed to the front lanes to pick up your children.
8. After all carpool cars are loaded and no cars are waiting, inside NWA staff will release remaining scholars not picked up to exit the front gym doors (approximately 3:30 PM Monday-Thursday and 1:00 PM on Fridays). Scholars will wait outside for someone to pick them up. The school doors close promptly at 4:00 PM and all exterior doors are locked. Please be in the carpool line to pick up the scholars promptly as there is no supervision for scholars after 3:40 Monday-Thursday and 1:10 on Fridays. It is the parent's responsibility to be at the school to pick up their children when school is dismissed.

Forgotten Carpool Numbers/Cards

Families without numbers will be asked to park until carpool is over and all scholars are released at approximately 3:30 PM or 1:00 PM on Friday.

Walking/Biking to School

The health and safety of all scholars is of utmost importance to us. To ensure the safety of our scholars, the following walking/biking travel plan has been adopted. Scholars who walk/bike to school must be extremely careful if they are near State Street. We do not have crossing guards to assist scholars across State Street or busy intersections.

- If a family wishes to have children walk or bike, they must complete the online WALKER/BIKER FORM found on our website. Teachers will be notified and WALKER/BIKERS will exit at 3:10 from the classroom to the southeast doors (400 South) where a staff member will be present to help them cross

the school property safely. For safety reasons, no child will be released as a Walker/Biker without the form being completed by the parent.

- **Scholars should be picked up at least 2 blocks from the school to prevent traffic congestion.** Scholars will not be permitted to stand and wait for parents to pick them up in front of the school or on school property during carpool hours. Please do not ask your children to wait for you in the front or run across the street to get in your car if they are a walker/biker.

Please visit with your children and help them understand they should stay on sidewalks and not walk, sit, or play in the neighbors' yards while they are walking down the street to meet your car. We want our neighbors to have full access to their homes and driveways at all times. Please **do not** park in front of their driveways.

Carpool Substitute Rides Home

If your child should need to ride home with someone other than the regularly scheduled driver, please send a note or email to the teacher giving written permission. You may also call the front office and give permission for your child to go home with another scholar. The front office staff will ensure that your child receives a pass and the message that they will be going home with a different scholar.

Scholar Health

Scholar Medical Information

1. Each scholar will have the health section of the registration packet filled out by a parent/guardian as part of school enrollment.
2. Parents of scholars who have specific or special health concerns, chronic illness, or in need of medication during school hours must inform the school office and complete an authorization form to allow the school to administer health needs and medication during school hours.
3. At times, scholars may consume food at school that parents do not send with them— for example, by trading lunch items, or receiving a birthday treat or having special food at a culminating activity. It is important that parents disclose any food allergies to the school by completing the “Health Alert” information so that precautions can be taken to prevent allergic reactions in scholars.

Immunizations

Registration is not complete until all immunization records and or exemption waivers have been received in the office. Utah Law states scholar immunizations must be complete and accurate to attend school. We recognize some children have medical conditions that prevent immunizations from being up to date as they enter Kindergarten. In the event of any outbreak, scholars with waivers and incomplete immunizations will not be allowed to attend school for the duration of the outbreak, per Utah State Law.

By law, every scholar must be immunized before entering school. Prior to school, every scholar must have the following immunizations:

- 4-5 DPT vaccines
- 1 rubella vaccine
- 4 doses of polio vaccine
- 3 Hepatitis B
- 2 MMR
- 2 Hepatitis A (K and First Grade)
- Tetanus Booster – Tdap (before 7th Grade)
- 1 Varicella (K and First Grade)

The data is to be on a Utah Certificate of Immunization form and signed by your physician. Parents need to bring the original to the school for verification. The school will make a copy of the certificate and put it in the scholar file.

Illness during the School Day

In case of illness, teachers will contact parents if they deem it is necessary. ***Scholars who are ill (fever, vomiting, excessive productive coughing, runny nose and/or eyes) must be picked up immediately from school.*** If a parent cannot be reached, the emergency contact listed on the scholar enrollment form will be notified to come and pick up the scholar. If a scholar feels ill but there are no obvious symptoms of illness, the office staff member, after conferring with the parent, may invite the scholar to rest in the school office for 10 to 15 minutes to determine if the symptoms will subside. If the scholar is not feeling better after this time, the parents will be contacted again and will need to pick up the scholar.

Medications

All medications dispensed to children during the school hours must be current prescriptions in the original bottle that is clearly labeled with the child's name and dosage. In addition, a physician signed medication form must be on file in the front office. We are prohibited from dispensing ANY medication (including Tylenol, ibuprofen, etc.) without a physician's signature. A daily log of all dispensed medication is maintained in the office. Parents should coordinate need for medication with the teacher and the office. Scholars may not self dose medications. (i.e. ibuprofen, Tylenol, cough drops etc.) Scholars found with any medication on their person are subject to disciplinary action.

Health - Air Quality

The office checks the air quality website and follows the guidelines recommended outlined by the state. If necessary, teachers are informed that outdoor recess will not be held and will plan an alternative activity for their class. Please contact your child's teacher if your child has a medical condition that may prevent them from participating in outside recess.

School Safety

Building Security

1. Gym doors will be unlocked and monitored by 7:45 AM each day for scholar arrival and locked at 8:15 AM.
2. Parents should enter the school through the main entrance and check in at the office.
3. Parents should wear their parent's badge, or they will be given a visitor badge upon check-in.
4. All doors except the main entrance are locked throughout the day.
5. The school premises are monitored by video surveillance in common areas.

Emergency Drills

Noah Webster Academy has developed a school wide emergency plan that is practiced monthly. Scholars will participate in fire drills, earthquake drills, and lockdown drills on a regular basis to prepare them in the event of an emergency. If an actual emergency occurs, parents will be contacted via Connect5 by email and cell phone.

Safety on grounds

1. During school hours scholars will not be permitted to walk or play in front of the school.
2. Hard balls are not allowed on the field of the schoolyard.
3. Scholars must stay within the fenced areas of the schoolyard.

4. The following items have restrictions on school premises:
 - a. Scooters must be left outside by the bike rack. Scholars are responsible to lock belongings.
 - b. Roller skates, roller blades, and wheelies may not be worn on school property.
 - c. Long boards and/or skate boards may not be used on school property. They can be stored in the classroom after obtaining their teacher's permission.

Toys/Personal Items

Toys brought to be used in teacher-directed sharing experiences are to be kept in the Scholar's backpack before and after the activity. No electronic devices (Cell phones, tablets, MP3 players, iPods, etc.), or any other items which could cause distraction, harm, or could be of great value are to be brought to school unless special permission has been granted by the Principal to do so. Items which could cause harm such as knives, guns, fireworks, etc. are strictly prohibited and may result in an automatic suspension. Scholar's use of an electronic device is prohibited during the school day. With parents permission, cell phones may be brought to school but must be turned off and remain in the scholar's backpack between 8:05 AM and 3:15 PM. Each classroom has a phone. Communication between scholars and parents is facilitated in the classroom at the teacher's discretion. If a scholar has an electronic device or cell phone visible during school hours, it will be confiscated. The electronic device will be released to the scholar or parent at the end of the day. The school is not responsible for items lost, damaged, or stolen on school property or at school-sponsored events or activities.

Internet Usage Policy

Scholars will use the internet in the classroom and the computer lab. NWA monitors all online activities of scholars. Our policy includes the following:

1. The school has filters on all computers to avoid access to inappropriate content not in keeping with NWA standards.
2. All email regarding school business to NWA teachers and/or employees must be sent to the school email account
3. Teachers may not email or text scholars directly. All email should be sent to the parent of the scholar if necessary.
4. While at school, scholars may not utilize chat rooms, access blogs, or have any other form of direct electronic communication on NWA computers.
5. Adequate safeguards, such as firewalls, are employed to prevent unauthorized access including "hacking" and other unlawful activities.
6. Unauthorized disclosure, use, and dissemination of personal information regarding scholars and their families is prohibited.
7. NWA will take measures to ensure scholars do not have access to content not in keeping with NWA standards.

Social Media Policy

NWA protects privacy rights of employees and NWA families. Employees, scholars, and parents must not post pictures of NWA events or of the interior of the school facilities without authorization of the school Director. Confidential information about employees, scholars, or volunteers shall not be shared. Do not post derogatory, defamatory, or inflammatory content about others at NWA for any reason. Disagreeing with another person's opinion or actions is a legitimate form of expression. Express your disagreement in an intellectual and rational way supported by facts and references and free of any overt or underlying nastiness or hostility. Stay calm, even if others post information about you or the school which is untrue. Assume that other families, scholars, and employees wish to maintain their privacy. Do not send or post pictures of others without their express permission. Do not share others' personal lives online unless they have authorized you to do so. Assume that anything and everything you post online will stay online forever, for anyone to see.

Celebrations

We value and respect diversity for all holidays, celebrations, cultures, and religions. Class parties/activities will be scheduled and approved by the Principal. We also have culminating activities that go along with our units of study in history and science. Scholars often dress up, have food, and play games at these activities.

Birthday Recognition

Birthdays are recognized daily during morning announcements. Summer birthdays are recognized on their half birthday during the school year. Teachers will generally celebrate a scholar's birthday during the school day closest to their birthday and have a special way of acknowledging that scholar. Parents may bring a treat for class members. Please coordinate the time with your child's teacher. All treats must be store bought and individually wrapped, not made at home. Please **DO NOT** bring balloon bouquets, flowers, or other birthday items to school. Out of respect and consideration for the feelings of all scholars, please do not distribute invitations to birthday parties or any other personal parties at school—before, during, or after—unless an entire class is invited.

Halloween

NWA celebrates Halloween with a traditional Halloween Parade and class activity. These activities take place the latter part of the day. Visit the school website for more information. **We do not allow masks of any kind, swords, guns or weapons, no face blood, etc. with costumes.**

Veteran's Day

We celebrate Veteran's Day with a school-wide assembly. We ask scholars to invite family members that have served in the armed forces to attend so we can honor them at our assembly.

Valentine's Day

We focus on "caring and sharing" around the time of Valentine's Day. A class activity may be held the last hour of the day. Teachers will provide a class list, attached to the learning plan, for parents who desire to provide valentine cards or treats on Valentine's Day. **Parents MAY send valentines and/or a small, wrapped treat to a scholar's classmates under the following conditions:** They must be provided for each class member, and any treats must be store bought.

All About Enrollment

Enrollment

Scholars must re-enroll each year. Scholars currently enrolled at Noah Webster Academy remain enrolled until they graduate our program or a formal change is made. Children of a parent who has actively participated in the development of the charter school, siblings of scholars presently enrolled, and children of a parent who is employed full-time at the charter school may receive priority placement each year if parent completes the re-enrollment process during the re-enrollment period. All other applicants, and scholars and/or siblings of scholars that did not re-enroll during the specified enrollment period, will be admitted by the lottery process.

All eligible, complete applications received by the deadline will be qualified for lottery. Re-enrollment of current scholars and open enrollment for new scholars for the next school year opens in January, see our website for the exact date. The first lottery will be conducted in February, see website for the exact date.

Parents are responsible to ensure NWA has a correct email address, phone number, contact name, and address

on file for the enrollment process. Email is the primary communication regarding lottery and enrollment. Parents will be notified via email at the close of open enrollment with the lottery results. Email notification will inform parent if they were awarded a seat or placed on a prioritized waitlist. Once notified via email of their child(ren)'s placement, parents will be given a deadline to complete the registration packet. The packet must be returned by the deadline to secure the scholars enrollment for the next school year. If the parent fails to submit a registration packet by the deadline stated, the acceptance letter will be invalid, the offer will be revoked, and the seat will be offered to the next name on the prioritized waitlist. **If accepted, the child must be "present" at the school within the first two days of school or the confirmed seat will be reassigned and offered to the next child on the prioritized waitlist. Parents must request exceptions through the Registrar if there is a family need for the scholar to miss the first few days of school. Admin approval is needed for all exceptions.**

Home School

If a parent has decided to home school their child, they are required to go through their District of Residence for approval prior to withdrawing the scholar from NWA. Noah Webster Academy will notify and send all records for scholars withdrawn to be home schooled to the district.

Withdrawal of a Scholar

In May of 2010 Utah State Legislation passed new requirements for the withdrawal of any scholar statewide, in all schools. The law states that, for a scholar to be withdrawn from a school, the following must be received prior withdrawal:

- ❖ An acceptance letter on school letterhead from the new school stating they will accept the scholar into their school.
- ❖ NWA Withdrawal form must be signed by the scholar's teacher, school librarian, and lunchroom manager stating there are no unpaid charges.
- ❖ Request for records from the new school.
- ❖ Leadership Folder must be returned to NWA or parent is responsible to pay \$10 for replacement. All NWA materials must be returned to the school.

Submit form to the Front Office. Records will be by faxed, delivered, or mailed to the new school and the scholar will be officially withdrawn from Noah Webster Academy.

Suspension/Expulsion & Steps for Reinstatement

A scholar who continues to exhibit a lack of respect for other scholars, teachers, or NWA staff is subject to suspension. All applicable statutes regarding due process will be upheld in NWA's practices regarding suspension, including those as required under IDEA. Scholars being suspended from school will be properly informed (both the scholar and at least one parent) and have been given adequate opportunity to improve behavior. Acts of violence and bringing weapons to school is cause for immediate suspension. The school Administration will inform parents if any of these situations arise.

The Administration and homeroom teacher will meet with at least one parent and the scholar to will discuss the situation. A summary of this discussion will be sent to the parents if it is decided to suspend or possibly expel a scholar. Once suspended, the communication will include the date the scholar may return to the school and what will be expected of the scholar upon his/her return.

If ever needed, a scholar may be expelled from Noah Webster Academy. In order for an expelled scholar to return to Noah Webster Academy, a meeting with at least one parent, the scholar, the homeroom teacher, and Administration will be held. The purpose of this meeting is to determine the scholar's attitude and assess

his/her rededication to live and abide by the school's policies. The Governing Board will be involved as needed.

School Information

Web Site

Our website is the primary place for parents to go to when they are looking for any information regarding

- Activities
- Policies
- Registration/Enrollment/Lottery
- Forms
- Breakfast and Lunch Menus
- Scholar Lunch Account Balances (Aspire)
- Class Websites
- Calendar
- Weekly Tuesday Review
- Grades (Aspire)
- Homework Assignments (Aspire and Class Websites)
- PO Organization Activities, Notices, Events
- Governing Board meeting schedule, agenda, and minutes
- Teacher Certifications and Qualifications

Parents should check the website often at www.noahwebsteracademy.org

Lost or Damaged Library and Textbooks

Scholars are issued textbooks each year. During the last two weeks of school, all textbooks and other materials (library books, etc.) need to be returned to Noah Webster Academy. Parents are required to pay for lost or damaged books.

School Calendar

School calendar is available on-line at www.noahwebsteracademy.org. Current school events and updates may be found in the weekly school newsletters and on the website.

School Closures

Noah Webster Academy will notify parents if school is being cancelled or dismissed early due to inclement weather or for any other reason. Closures and late starts will generally be posted by 6:30 AM on our school website home page at www.noahwebsteracademy.org and our FaceBook page

Scholar Information System (Aspire)

The school utilizes the Utah State Scholar Information System, as the primary vehicle to house all data relative to each scholar including attendance, grades, contacts, etc. Parents may set up an account online to view their child's records. We encourage parents to utilize this system to check on scores, missing assignments, lunch balances, etc. This system has exceptional security to ensure the safety of your families' personal information. Parents should update their phone, address, and contact information as needed. All contact information for communication from the school will be pulled from the Aspire database. It is the responsibility of the parent to keep the information current to ensure they are receiving all communications from NWA. To set up an account go to www.noahwebsteracademy.org and click the Aspire Portal link on the main page.

Lost and Found

It is recommended that scholars or staff do not bring valuables onto the school campus. Noah Webster Academy is not responsible for damage to or loss of valuable items. Items found in hallways, bathrooms, and other school areas that are not claimed by a scholar will be placed in the Lost and Found. Parents are encouraged to check the Lost and Found area in the gym monthly for their child's missing items

Parking

No parking is permitted in the front of the school next to the building as it is a fire lane. When we have school events we will open up the gate to the grass area behind the gym for parents to park during the class activity or event. Parking is not permitted in the neighboring businesses at any time. Cars parked in neighboring business lots may be towed at the owner's expense.

Pledge of Allegiance

Scholars will recite the Pledge of Allegiance as a class each day with the exception of days when there is a school-wide assembly during which the Pledge of Allegiance is recited as a school-wide event. Parents may request that their scholar be excused from recitation of the Pledge by writing to the home room teacher.

School Compact

NOAH WEBSTER ACADEMY AGREES TO:

1. Provide a positive, nurturing, and scheduled learning environment.
2. Ensure scholars are taught to their instructional level, mastering information being taught in each subject.
3. Partner with parents to provide essential information regarding scholar growth.
4. Establish school, class, and individual goals based on an annual comprehensive needs assessment.
5. Utilize content-rich, efficient curriculum and research-based instructional methods to ensure every scholar has the opportunity to for academic success.
6. Ensure educational services are provided by highly qualified teachers and instructional aides.
7. Prepare scholars to be good citizens who are confident participants in their communities.
8. Help scholars resolve conflicts or behavior challenges in a positive, non-threatening way.
9. Encourage parent participation to assist with their child's academic success.
10. Provide timely communication with scholars and parents regarding school information.

Scholar and Parent Compact

SCHOLARS AGREE TO:

1. Come to class each day on time, ready to learn and do my best!
2. Do my homework every day and turn it in when it is due.
3. Follow the Common Dress Code Policy.
4. Practice good organization by using my Leadership Folder and Daily Learning Plan each day.
5. Eat nutritious meals and get sufficient sleep to be a healthy learner.
6. Ask for help when needed.
7. Give my parents (or the adult who is responsible for me) all papers and information sent home each day.
8. Respect myself, others at the school, and others in the community. Work to resolve conflicts in positive, non-threatening ways.
9. Treat school property, including books and materials, with care.
10. Promptly report any bucket dipping behavior to a member of the school staff. Be a Bucket Filler every day!

PARENTS AGREE TO:

1. Be a Bucket Filler within the NWA community by being positive and encouraging with staff, other parents, and especially with scholars.
2. Provide information in a timely manner should I become aware of obstacles to my child's education and learning.
3. Ensure my child attends school regularly and on time, with minimal early check outs, in appropriate school clothes, and notifying my child's teacher when my child is absent.
4. Follow school policies for check-in/check-out procedures, visitor policies, and procedures regarding scholar drop-off and carpool.
5. Ensure my child receives sufficient rest and has a nutritious breakfast and lunch.
6. Provide an environment in the home where my child may engage in scholarly pursuits on a daily basis.
7. Review my child's homework and sign my child's Daily Learning Plan each night.
8. Partner with the school by attending school meetings, assemblies, Scholar-Led Conferences, and Parent Reinforcement when necessary.
9. Support the Noah Webster Community by completing parent surveys and volunteering at least 20 hours per school year.
10. Abide by other school policies and procedures as outlined in the Parent-Scholar Handbook.

Parent Signature

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