

*Noah Webster*  
A C A D E M Y



# Policy Manual

As of July 31, 2014



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# Noah Webster

A C A D E M Y

- All violations concerning policies and procedures will be handled by the Director of Noah Webster Academy, unless directly involving the Director. Any violations involving the Director will be overseen by the Noah Webster Academy Board of Directors.
- The policies will define what Noah Webster Academy will accomplish and the procedures will define the process of accomplishing the policy.



## **THE VISION OF NOAH WEBSTER ACADEMY**

### **Our Mission, Vision, and Value Statements**

#### **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, self-government, and excellence, thereby inspiring a lifelong love of learning, leadership and service.

#### **Vision Statement**

“Education should be, in addition to diffusing a knowledge of the arts and sciences, to implant in the minds of the American youth, the principles of traditional virtue and liberty, and inspire them...with an inviolable attachment to their own country.” -- Noah Webster

#### **Value Statements**

Our value statements encompass the roles that make our vision possible. Noah Webster Academy espouses the following principles and will incorporate them throughout its curriculum development, classroom instruction, service opportunities, administrator, teacher and mentor examples, and in all relationships and activities at Noah Webster Academy.

##### *Individuality*

We believe that each child has value and is created with unique talents, gifts, and learning styles...and that every child can truly make a difference in the world.

##### *Self-Government*

In order to have true liberty, man must be governed internally by the Spirit within rather than by external forces. The scholars will be taught to ask themselves, “Do I need a ruler to rule over me? Or can I govern myself according to correct principles?” Government is first individual, then extends to the home, church or school and then the community.

### Moral Virtue

Character is causative to conduct. As such, Noah Webster Academy espouses the following values that have been a part of the fabric of America since the arrival of the Pilgrims: Honor, Charity, Civility, Discipline, Diligence / Industry, Integrity, Optimism, Brotherly Love and Faith and Steadfastness.

### Conscience

James Madison said that “**Conscience is the Most Sacred of All Property.**” Conscience is a tool for self-government as each child learns to be responsible and accountable for his / her own choices and actions. It has been said that, “A man’s own conscience, when he is living as he should be, is the finest monitor and best judge in all the world.”

### Patriotism

Patriotism: love of one’s own country. Noah Webster Academy scholars will be introduced to, learn from and memorize portions of the original source documents such as:

- a) The Declaration of Independence
- b) The United States Constitution
- c) The National Motto
- d) The National Anthem
- e) The Mayflower Compact
- f) The writings, speeches, documents, and proclamations of the Founders and the Presidents of the United States.

In addition to instilling the love of America into the hearts and minds of our scholars, we feel that inspiring scholars to develop an awareness of and respect for other cultures is of utmost importance.

### Cultural Literacy

We believe that by integrating world cultures and language acquisition into the daily curriculum, our students will have the tools necessary to achieve in the upper grades and make an impact in the world.

### Excellence

Excellence is defined as eminently good; anything of merit or virtue; purity of heart, uprightness of mind. With this in mind a standard of Excellence will be modeled and encouraged at all times by students, teachers, and administrators at Noah Webster Academy.

### **In Summary**

...a primary goal of Noah Webster Academy is to restore these fundamental principles to our children’s education and to ignite the interest and curiosity of each student, thereby creating a lifelong love of learning, leadership, and service.



### **Administrator Credential and Licensing Policy**

Administrators employed by Noah Webster Academy shall have the following credentials and licenses:

School Director: Minimum of Bachelor's degree with preference for Master's degree. Candidates should have a strong background in business administration with academic experience.

Assistant School Director: Minimum of Bachelor's degree with preference for Master's degree. Candidates should hold a current Utah Educator's License and have a strong background in curriculum development and implementation.





### **Asset Management Policy**

Noah Webster Academy will follow generally accepted asset management practice by properly accounting for all school assets. These asset management areas will include, but not be limited to, payroll, banking, reimbursements, receivables (cash, check, in-kind), items received at the school (consumables as well as non-consumables [items that will be inventoried and tracked]).



## **Attendance Policy**

Noah Webster Academy's charter has a stated goal that 100% of students will have 90% attendance. The school will address excessive absences, tardiness, and early checkout.



## **Behavior Management Program Policy**

Noah Webster Academy has a positive, behavioral intervention, and support system that helps develop our scholars as outlined in our Charter.



### **Campus Safety-Check In/Check Out Policy**

To better ensure the safety of our scholars at Noah Webster Academy, each scholar may only be checked out by authorized parents, guardians, or contact designees\*.

*\*Contact designees are those persons identified in enrollment paperwork as emergency or other contacts and entered into the electronic database and filed in hard-copy student files. It is the obligation of the parent/guardian to update contact information with the Administrative Office for both electronic and hard-copy student files.*



### **Campus Safety-Field Trip Policy**

Students may participate in field trips with appropriate parental or guardian permission on file at Noah Webster Academy.



### **Campus Safety-Identification Policy**

To better ensure the safety of our scholars, staff and visitors of Noah Webster Academy will wear identification tags on campus.



## **Cash Disbursement Policy**

### **A. PURPOSE**

To establish Noah Webster Academy (NWA) policy and procedure governing the initiation, authorization, and review of all expenditures of NWA.

### **B. SCOPE**

These policies, guidelines, and procedures are applicable without exception to all funds owned or administered by NWA. All expenditures of NWA are to be consistent with applicable state and federal laws and regulations; any restrictions, rules, or regulations placed on the use of the funds by donors and granting agencies; and prudent management practices. In addition, all expenditures must be reasonable and necessary for carrying out the programs and activities of NWA, and are to be documented in a way that clearly substantiates such reasonableness and necessity. This policy applies to all NWA administration, licensed educators, staff, students, organizations, and individuals that initiate, authorize, or process cash disbursements on behalf of NWA. The scope includes all activities at NWA and in all locations where NWA activities and public funds are expended. It is expected that in all dealings, NWA employees will act in an ethical manner that is consistent with NWA's code of ethics, the Utah Educators' Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

### **C. SEGREGATION OF DUTIES**

Wherever possible, duties such as custody of purchase cards and blank checks, initiating expenditures, approving expenditures, maintaining documentation, issuing checks and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of NWA, compensating controls such as management supervision and review of cash disbursement records by independent parties should be implemented.

### **D. DEFINITIONS**

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Local Education Agencies (LEA), such as NWA, or other public bodies [Utah Code 51-7-3(26)].
2. "Small purchase" is the procurement of goods or services for which the total cost is less than \$50,000.

## **E. GENERAL POLICIES**

1. All checks or check stock, credit/purchase cards, access to bank accounts and statements, and other similar materials, shall be secured and controlled by the accounting office with limited access.
2. All disbursing of funds at NWA should be done through the accounting office.
3. Expenditure transactions must be approved by an individual having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. NWA shall designate employees by title or job descriptions who are authorized to approve various dollar amount levels of disbursements and instructed never to sign blank checks.
4. All expenditures including those made using cash, checks, credit/purchase cards, electronic fund transfers shall be recorded in NWA's accounting records.
5. Passwords should be established on user access to the accounting system.
6. Checks should be made payable to specified payees and never to "cash" or "bearer."
7. All disbursement activity should be substantiated by supporting documents. Documents that demonstrate that proper disbursement controls are in place (including signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel forms, journal entries, and reconciliations) should be retained by the accounting office for inspection or review.
  - a. Quotes shall contain the following information:
    - (1) Date received or dates that the quoted price is valid; delivery date
    - (2) Company name, address
    - (3) Each item, description or specifications, unit, total price, and quantity listed
    - (4) Shipping and freight charges
  - b. Quotes may be obtained and documented by printing pages from a website; however, all of the quote elements must be documented. Lower prices should be sought by direct contact of potential vendors. Telephone quotes must be documented and include all quote elements. Written quotes should be requested on the vendor's letterhead.
8. Bank and credit card statements should be reviewed and accounts reconciled in a timely manner. Activity accounts should be reviewed quarterly by the custodian of the activity.
9. NWA must comply with applicable LEA and state purchasing laws.
10. Expenditures will follow the guidelines outlined in the State Procurement Code (Utah Code 63G-6a) and federal purchasing laws, or NWA will adopt stricter policies.
11. Contracts must follow the guidelines outlined in the State Procurement Code, specifically regarding the length of multi-year contracts [Utah Code 63G-6a-1204(7)].
12. Construction and improvements must comply with the provisions of the State Procurement Code (Utah Code 63G-6a), the Utah State Board of Administrative Rules, and Title IX.
13. Exclusive contracts must comply with the guidelines outlined in the State Procurement
  - c. Code (Utah Code 63G-6a), NWA's procurement policy, and the Utah Public Officers' and
  - d. Employees' Ethics Act (Utah Code 67-16).
14. Purchases of goods or services with NWA funds for personal use or personal gain are strictly prohibited; see the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).
15. Multi-year contracts must comply with Utah Code 63G-6a-1204.



16. Construction and improvements must comply with the provisions in Utah Code 63G-6a.

## **F. NWA PROCUREMENT THRESHOLDS**

NWA's procurement policy shall be followed for all qualifying purchases of goods or services. The procurement policy should include the basic items:

### **1. Small Purchases**

- a. The "individual procurement threshold" for NWA is \$1,000. This is the maximum amount that NWA can expend to obtain a single item/service from one vendor at one time without requiring competitive purchasing (Utah Code 63G-6a-408).
- b. The "single procurement aggregate threshold" for NWA is \$5,000. This is the maximum amount that NWA can expend to obtain multiple procurement items/services from one vendor at one time. This includes any combination of individual procurement items costing less than \$1,001 purchased from one vendor at one time, not to exceed in total \$5,000 (Utah Code 63G-6a-408).
- c. The "annual cumulative threshold" for NWA is \$50,000. This is the maximum total annual amount that NWA can expend to obtain procurement item(s) from the same vendor during the fiscal year (July 1—June 30). If a purchase exceeds \$50,000, it is not considered a small purchase and shall be processed through a bidding process or a request for proposal (RFP) process (Utah Code 63G-6a-408 and R33-3).
- d. Professional services, such as architectural, engineering, accounting, legal, or consulting services less than \$100,001 shall be acquired using a competitive bidding or RFP process, or by selecting a provider from an approved potential vendor list created using an invitation for bids or an RFP under provisions in Utah Code 63G-6a-403 and 404.

### **2. Reoccurring Purchase Over Annual Cumulative Threshold**

- a. If purchases from the same vendor are ongoing, continuous, and regularly scheduled, and exceed the annual cumulative threshold of \$50,000 during the fiscal year, a contract shall be utilized if feasible [Utah Code 63G-6a-408(6)].

### **3. Artificially Dividing a Purchase**

- a. Utah Code 63G-6a-408 makes it unlawful to intentionally divide a procurement purchase into one or more smaller purchases to divide an invoice or purchase order into two or more invoices or purchase orders, or to make smaller purchases over a period of time.

(1) This means that intentionally splitting a purchase of similar items that would typically be purchased at the same time from the same vendor to avoid requiring competitive quotes is unlawful (e.g., uniforms, club or athletic equipment, textbook orders, etc.). This includes dividing the purchases or invoices over a period of time, or making separate purchases over a period of time. Purchase splitting often occurs when making purchases on a purchase card. Employees should not split invoices to stay under daily purchase limits on purchase cards or the established purchasing thresholds.

(2) It may be determined after an order is placed or received that a large enough quantity was not ordered or the correct sizes were not obtained, and that additional items must be ordered. If this occurs, the employee initiating the purchase must include a written explanation of the purpose of the purchase and justification as to why it is not considered splitting a purchase. This should be retained with the vendor invoice.

(3) Penalties for violating this statute are outlined in Utah Code 63G-6a-2305 and 2306. Penalties range from a class B misdemeanor to a second degree felony, depending on the total value of the divided procurements.

### **4. Hospitality Gifts, Gratuities, Kickbacks, or Position and Influence**

- a. **“Contract administrator”** means a person who administers a current contract, on behalf of NWA, including making payments relating to the contract, ensuring compliance with the contract, auditing a contractor in relation to the contract, or enforcing the contract (Utah Code 63G-6a-2304.5).
- b. **“Interested person”** is a person interested in any way in the sale of a procurement item or insurance to NWA (Utah Code 63G-6a-2304.5).
- c. **“Procurement participant”** means a person involved in:
  - (1) Administering, conducting, or making decisions regarding a standard procurement process.
  - (2) Making a recommendation regarding award of a contract or regarding a decision to obtain a procurement item for a particular person.
  - (3) Evaluating a quote, bid, or response.
  - (4) Awarding a contract or otherwise making a decision to obtain a procurement item from a particular person (Utah Code 63G-6a-2304.5).

d. **Hospitality Gift**

**“Hospitality gift”** means a promotional or hospitality item, including, a pen, pencil, stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer. This does not include money, a meal, a ticket, admittance to an event, entertainment for which a charge is normally made, travel, or lodging (Utah Code 63G-6a-2304.5).

- (1) Utah Code 63G-6a-2304.5 states that the total value of all hospitality gifts given, offered, or promised to, or received or accepted by the “procurement participant” or “contract administrator” in relation to a particular procurement or contract must be less than \$10; the total value of all hospitality gifts given, offered or promised to, or received or accepted by, the “procurement participant” or “contract administrator” from any one person, vendor, bidder, responder, or contractor in a fiscal year must be less than \$50.
- (2) Any hospitality gift exceeding the \$10 and \$50 threshold is considered a gratuity, and the provisions below apply.

e. **Gratuities**

**“Gratuity”** means anything of value, including money, a loan at an interest rate below the market value or with terms that are more advantageous to the person receiving the loan than terms offered generally on the market, an award, employment, admission to an event, a meal, lodging, travel, or entertainment for which a charge is normally made (Utah Code 63G-6a-2304.5).

- (1) Utah Code 63G-6a-2304.5 makes it unlawful:
  - (a) For an “interested person” to give, offer, or promise to give a gratuity to a “procurement participant” or an individual the person knows is a family member of the procurement participant.
  - (b) For a “procurement participant” to ask, receive, offer to receive, accept, or ask for a promise to receive a gratuity from an “interested person.”
  - (c) For a contractor to give a gratuity to a “contract administrator” of the contractor’s contract or an individual the contractor knows is a family member of a “contract administrator” of the contractor’s contract.
  - (d) For a “contract administrator” of a contract to ask, receive, offer to receive, accept, or ask for a promise to receive, for the “contract administrator” or a family member of a “contract administrator,” a gratuity from a contractor for that contract.
- (2) Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. NWA will adhere to these penalties and report violations to the attorney general’s office as required by statute.
  - (a) Interested person and contractors: penalties range from a class B misdemeanor to a second degree felony.

- (b) Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second degree felony and make employees subject to disciplinary action up to and including dismissal from employment.

**f. Kickback**

“Kickback” means a gratuity given in exchange for favorable treatment in a pending procurement or the administration of a contract (Utah Code 63G-6a-2304.5).

- (1) Utah Code 63G-6a-2304.5 makes it unlawful:
  - (a) For a person to give, offer, or promise to give a “kickback” to a “procurement participant” or to another person for the benefit of a “procurement participant.”
  - (b) For a “procurement participant” to ask, receive, offer to receive, accept or ask for a promise to receive a kickback for the “procurement participant” or for another person.
  - (c) For a person to give a kickback to a “contract administrator,” or to another person for the benefit of a “contract administrator.”
  - (d) For a “contract administrator” to ask, receive, offer to receive, accept, or ask for a promise to receive a kickback for the “contract administrator” or for another person.
- (2) Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. The NWA will adhere to these penalties and report violations to the attorney general’s office, as required by statute.
  - (a) Person and contractors: penalties range from a class B misdemeanor to a second degree felony.
  - (b) Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from employment.

**g. Position or Influence**

Utah Code 63G-6a-2304.5 makes it unlawful for a “procurement participant” to use the “procurement participant’s” position or influence to obtain a personal benefit for the “procurement participant,” or for a family member of the “procurement participant,” from an “interested person.”

- (1) Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. NWA will adhere to these penalties and report violations to the attorney general’s office, as required by statute.
  - (a) Interested person: penalties range from a class B misdemeanor to a second degree felony.
  - (b) Procurement participant: penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from employment.

**Cash Disbursements Model Procedures**

**G. GENERAL MODEL PROCEDURES**

- 1. NWA’s tax exempt status number should only be used in conformity with the Utah State Tax Commission’s guidelines.
- 2. NWA has designated the State Procurement Code as its purchasing policy.
- 3. If an outside entity reimburses employee expenses (meals, travel, etc.), these expenses should not be submitted to NWA for reimbursement.
- 4. No disbursing of funds is to be done in other offices or at unapproved off-site activities or functions.
- 5. Purchases of goods or services for personal use or personal benefit of any amount are strictly prohibited.

## H. DECISION CHART FOR PURCHASING THRESHOLDS

### How does an employee initiate a purchase?

1. Is the purchase available from a state agency or a state cooperative contract? If so, you are encouraged to purchase the item from the agency or state contract. If not, follow the decision chart below.
2. If the total purchase is between:
  - a. **\$0–\$1,000**

The purchaser may select the best source without seeking competitive quotes. The signatures of the requestor and immediate supervisor (or authorized business officer for the department or administration) are required on the purchase order or check request form. If the purchase is made using an NWA credit/purchase card, the employee should follow the credit/purchase card policy below.
  - b. **\$1,001–\$5,000**

The purchaser shall obtain at least two (2) competitive quotes and purchase the item/service from the supplier offering the lowest quote or best value. Quotes must be attached to the purchase documentation and maintained as part of NWA's records. The signatures of the Executive Director is required on the purchase order or check request form.
  - c. **\$5,001–\$50,000**

The purchaser shall obtain at least three (3) competitive quotes and purchase the item/service from the supplier offering the lowest quote or best value meeting the specifications. Quotes must be attached to the purchase documentation and maintained as part of NWA's records. The signatures of the Executive Director is required on the purchase order or check request form.
  - d. **Greater than \$50,001**

NWA shall enter into a competitive bid process or RFP in compliance with Utah Code 63G-6a sections 601–612 and 701–711, or use an approved vendor list with an invitation for bids or an RFP in compliance with Utah Code 63G-6a-403 and 404. The bid or RFP process shall be managed by Executive Director or designee. If a bid process is utilized, select the lowest responsive and responsible bidder that meets the objective criteria described in the invitation to bid. If an RFP process is utilized, select the responsive and responsible offeror with the highest total score. Supporting documents must be retained and maintained as part of NWA's records. The signatures of the Executive Director is required on the purchase order or check request form for final approval.
  - e. **Less than \$100,001 for professional services**

When acquiring professional services such as accounting, legal, consulting, architectural, or engineering goods or services valued less than \$100,001, NWA shall follow the policy in section e. above.

## I. SOLE SOURCE

1. Sole source procurement shall only be used if a product or service is unique and can be easily proven as one of a kind, offered by only one vendor. If there is more than one potential bidder or offer or for a particular item, sole source does not apply. All sole source determinations must be completed through the Finance Committee, Executive Director, or designee.
2. All sole source requests estimated to be \$50,000 and above must be posted for public comment, in accordance with Utah Code 63G-6a-802 and 406.
3. Sole source justification should be documented according to Utah Code 63G-6a-802 and be approved by administration.

## J. CREDIT/PURCHASE CARDS

1. All credit/purchase cards shall be kept secured and controlled by the Executive Director or designee with limited access. PIN should be kept secured.
2. Card users shall follow NWA and state purchasing policies and comply with the Utah State Tax Commission's guidelines regarding NWA's tax exempt status number.
3. Purchases exceeding \$1,000 made using the credit or purchase card should be pre-approved, using an expenditure authorization form, prior to making the purchase.
4. If a card is issued to NWA as a whole, a log should be kept documenting which employee checked out the card and the period of time the card was checked out. Receipts shall be retained for all purchases and turned into the Business Manager. Card reconciliations should be performed monthly to ensure all receipts are present and all purchases have been made in accordance with NWA and state policy.
5. If cards are assigned to specific employees, the card user shall retain all receipts for purchases made with public funds. The card user shall review and reconcile the card statement activity each month and attach all receipts to the card statement. The card user should sign their card statement certifying that all purchases have been made in accordance with NWA and state policy.
6. Administration (or designee) must review each card holder's statement, along with all receipts, for approval. Approval should be documented.
7. An employee with oversight over the card user(s) should be responsible for providing authorization.
8. Individual expenditures made on purchase or credit cards shall be recorded in NWA's accounting records according to approved National Center for Education Statistics (NCES) chart of accounts. The issuance of a check or an electronic funds transfer to pay the monthly card statement balance shall be documented and approved by administration.
9. ATM transactions, cash advances, or personal use are strictly prohibited.
10. Violation of purchase card policy, including not retaining documentation of purchases or making personal purchases, may result in card cancellation, disciplinary action, or criminal prosecution.
11. Transaction, daily, or monthly limits will be established based on purchasing authority.
12. Administration or employees designated by NWA will develop an internal review plan to periodically select credit/purchase card statements to verify that NWA policies and procedures are being followed and that purchases are appropriate, documented, and coded to the proper funding sources.
13. If the card is lost or stolen, immediately contact the appropriate authority.

#### **L. REIMBURSEMENT REQUESTS**

1. Employees seeking reimbursement for NWA expenditures made with employee funds must complete a reimbursement request form, which is signed by the requestor and approved by the Executive Director. The Executive Director's request may be a board member (ideally the Treasurer or Chair).
2. Supporting documentation, including detailed receipts and justification for departure from the standard purchase order process, is required. Authorization must be documented by the Executive Director.

#### **M. PURCHASE ORDERS**

1. An expenditure authorization form (purchase order or requisition) is required for all purchases that are not of regularly scheduled authorized payments. Employees initiating an expenditure shall complete the authorization form, including documentation of any required quotes, before a purchase is initiated. The completed form and documentation shall be submitted to the Executive Director or designee for the school.
2. The Executive Director for the school will review completed expenditure authorization forms and any supporting quotes and approve the purchase. This approval signature is required prior to the initiation of a purchase.
3. Shipment of goods should be addressed and delivered to NWA.

4. Invoices and complete packing slips should be initiated by the receiver of the goods, indicating that all goods were received and that payment should be processed.

#### **N. NWA ISSUANCE OF CHECKS**

1. All checks, check stock, access to bank accounts, and bank statements shall be kept secured and controlled by the Business Manager or Executive Director with limited access. Passwords should be kept secured.
2. An employee who does not have the ability to issue checks shall review the issued check and accompanying supporting documentation to ensure all policies and procedures are followed prior to signing the check.
3. Each disbursement shall be substantiated with supporting documentation, such as a purchase order, invoice, receipts, quotes (according to the procurement policy above), reimbursement forms, contracts, etc. All expenditures shall be recorded in NWA's accounting records using the NCES chart of accounts, or under NWA's roll-up process to convert to the NCES chart of accounts.
4. Signature stamps should not be utilized, and blank checks or checks made payable to "cash" or "bearer" should never be signed.
5. Endorsed checks should be mailed by an employee outside of the cash disbursement process, if possible.
6. It may be necessary to void a check. If this occurs, the word "VOID" should be written on the check, and the actual check shall be retained.

#### **O. JOURNAL ENTRIES/ELECTRONIC FUND TRANSFERS**

1. All electronic fund transfers and journal entries shall be kept secured and controlled by the accounting/front office with limited access. Passwords should be kept secured.
2. Each journal entry or electronic fund transfer should be substantiated by supporting documentation.
3. Each journal entry or electronic fund transfer should be recorded in NWA's accounting records.
4. Administration or an individual without cash disbursement duties shall document approval of journal entries or electronic fund transfers.
5. Monthly, NWA's finance committee or designee should review and approve the journal entries and electronic fund transfers.

#### **P. REVIEW PROCESS**

1. Monthly, bank reconciliation(s) should be performed on all NWA-approved accounts, including credit card transactions. If the bank reconciliation is completed by someone who has access to the accounting system and bank accounts, it should be reviewed and approved by another person, such as the Executive Director or a member of the finance committee or board.
2. Monthly, administration should review bank statements and bank reconciliations, as well as credit card statements, and document the review and approval. NWA's finance committee or NWA management should ensure that monthly bank reconciliations and credit/purchase card statement reconciliations are occurring.
3. All checks and documentation should be reviewed when signing checks to ensure all disbursements are reviewed and approved.
4. Periodically, administration or designated members of management shall review cash disbursements to verify that all NWA and State policies and procedures are being followed.



## Cash Receipts Policy

### A. Purpose

To establish Noah Webster Academy (NWA) policy and procedure for the handling of all cash receipts, to include currency, coin, checks, ACH transactions, and credit card transactions.

### B. Scope

This policy applies to all NWA administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of NWA. The scope includes all activities at the NWA and individual schools and in all locations where NWA activities and public funds are collected.

### C. Segregation of duties

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of the NWA or individual school, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.

### D. Definition

1. NWA employee positions and administrative functions referenced herein are identified in a separate document entitled **NWA Personnel Duties and Administrative Functions** that provides identities of current employees or entities that perform the duties and functions.
2. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Local Education Agencies (LEA), such as NWA, or other public bodies [Utah Code 51---7---3(26)].

## **E. Policy for cash receipts at Noah Webster Academy**

1. NWA will comply with all applicable state and federal laws.
2. All receipting of funds at NWA should be done at the front office. No receipting is to be done in other offices or in unapproved off-site locations. Employees shall instruct payers to take all cash, checks, and credit card transactions to the front office repository for receipt. Provisions should be made for cash receipting/collection at approved off-site activities or functions. Please refer to the Fundraising Policy.
3. NWA employees should not open bank accounts, outside of the control of NWA, for the receipting or expending of public funds associated with school-sponsored activities. The School Director and Board Treasurer must approve all checking and savings accounts used for NWA business.
4. All funds shall be kept in a secure location controlled by the front office staff until they can be deposited in a Local Education Agency (LEA)-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2)(a), in an NWA approved account. Employees should never hold funds in any location for any reason.
5. If the front office staff has left for the day or funds are receipted on the weekends, administrators should be available to lock cash receipts or cash boxes in the NWA safe until the next business day. Cash receipts should not be taken home by employees or volunteers, or left in offices.
6. All checks should be made payable to Noah Webster Academy. Checks should not be made payable to an employee, a specific department, or a program.
7. Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash amounts should always be verified. Where verification is difficult, cash should be counted by two individuals.
8. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded in the NWA's accounting records. All transactions are recorded in Accounting records by the Business Manager who is not allowed to receive or make deposits.
9. The implementation of proper cash controls should be established and documented for review, including signatures for approval, tally sheets, reconciliations, and other similar items.
10. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
11. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.
12. Periodic and unscheduled audits or reviews should be performed for all cash activity.
13. All activities involving cash must be supervised by an NWA employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.

## **F. Model petty cash/change funds policy**

1. Petty cash and change funds must be authorized by the NWA business office.
2. All petty cash and change funds will be reflected on the school's accounting records and reconciled monthly.
3. These funds should not exceed amount designated by the NWA business office.
4. All petty cash funds and change funds should be kept locked, in a secure location. Check may not be made payable to "cash" or "bearer" and cashed by NWA or school employees to create change funds or petty cash funds outside of the approved petty cash and change fund accounts.



6. Reimbursements to petty cash accounts will be made only when supported by receipts and approved by the principal.
7. Expenditures should not be paid out of change funds. Change funds will be included in all tally forms or on deposit count sheets, and accounted for with each use.
8. Funds are subject to unannounced audits by NWA personnel at any time.

### Cash Receipts Procedures

#### **G. Model procedures for cash receipts at the individual school level**

1. Mail should be opened by an individual independent of the cash receipt process, and funds received should be documented on a cash receipts log.
2. The front office's cash drawer should be locked and secured at all times.
3. The front office should receipt all funds immediately (cash, checks, credit cards, etc.) by student name, if applicable; provide customers with a pre-numbered receipt; and retain a duplicate copy in the daily receipt or register detail.
4. Cash count sheets will be used for cash receipts at games and other school-sponsored activities after hours or off-site. These sheets will be completed by two individuals, signed by a member of school administration on the day of the collection, and retained for verification in the daily receipt or register detail.
5. Funds received shall be recorded in the school's accounting records. A daily receipt or register detail report shall be printed; reconciled to the actual deposit, the receipt book, and the cash receipt log; and retained for verification by Business Manager, along with the copy of the deposit slip in the daily receipt or register detail.
6. The deposit shall be placed in a secured, locked location until it can be deposited in a school approved fiduciary institution.
7. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2)(a), in a school-approved account.
8. An NWA employee independent of the cash receipting process shall verify that the daily receipt or register detail reconciles to the validated deposit slip.
9. Monthly bank reconciliation(s) should be performed on all school-approved accounts.
10. Monthly bank statements and bank reconciliations should be reviewed and approved by school administration.
11. Monthly, the board or finance committee should review and approve the bank statements, the bank reconciliations, and monthly journal entries.



### **Child Abuse Neglect Policy**

The Board recognizes that the Utah law requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes school administration to develop procedures for school employees to carry out the intent of the law and consistent with R277-401-3 of the Utah Administrative Code.

*Child Abuse Neglect Policy complies with R277-401-3*



## **Child Abuse Report Policy**

Except as provided in Section 62A-4a-1007 and below, Noah Webster Academy shall ensure the anonymity of the person or persons making any initial child abuse report and any others involved in its subsequent investigation.

1. Notwithstanding any other provision of law, excluding Section 78-3a-314, but including this chapter and Title 63, Chapter 2, Government Records Access and Management Act, when Noah Webster Academy makes a report or other information in its possession available to a subject of the report or a parent of a child, Noah Webster Academy shall remove from the report or other information only the names, addresses, and telephone numbers of individuals or specific information that could:
  - a. Identify the referent;
  - b. Impede a criminal investigation; or
  - c. Endanger a person's safety.



## **Class Placement Policy**

Scholars are placed into classes that take into consideration special needs, learning style, balanced groups, and variety of classmates.



## Conflict of Interest Policy

### ARTICLE I: Purpose

The purpose of the conflict of interest policy is to protect Noah Webster Academy's (the "Academy") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Academy or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit charitable organizations, and particularly charter schools,

### ARTICLE II: Definitions

#### Section 2.1. Interested Person.

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### Section 2.2. Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A. An ownership or investment interest in any entity with which the Academy has a transaction or arrangement;
- B. A compensation arrangement with the Academy or with any entity or individual with which the Academy has a transaction or arrangement; or
- C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Academy is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### ARTICLE III: Procedures

### Section 3.1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### Section 3.2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### Section 3.3. Procedures for Addressing the Conflict of Interest.

- A. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- B. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- C. After exercising due diligence, the governing board or committee shall determine whether the Academy can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction or arrangement IS not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Academy's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### Section 3.4. Violations of the Conflicts of Interest Policy.

- A. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **ARTICLE IV: Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of *any* votes taken in connection with the proceedings.

## **ARTICLE V: Compensation**

A voting member of the governing board who receives compensation, directly or indirectly, from the Academy for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Academy for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Academy, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **ARTICLE VI: Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Academy is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **ARTICLE VII: Periodic Reviews**

To ensure the Academy operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Academy's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **ARTICLE VIII: Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Academy may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **ARTICLE IX: Avoiding Violations of Utah Law**

The governing board acknowledges that certain transactions or arrangements involving a possible conflict of interest which may be cleared through the procedures provided for herein may *nevertheless violate* certain state or federal laws governing or applicable to charter schools. Such laws shall be considered by the board in determining whether to enter into the transaction or arrangement, and transactions or arrangements shall not be entered into if they would violate any such law(s).

**CERTIFICATION**

THE UNDERSIGNED officer and/or director of Noah Webster Academy, a Utah nonprofit corporation, hereby certifies that the foregoing Conflict of Interest policy was duly adopted as of the 6 day of September, 2007.

Signed By: Sharon Moss, President





### **Consent Agenda Board Policy**

The following policy has been adopted by Noah Webster Academy's governing board ("Board") for the purpose of establishing the use of a consent agenda by the Board.

The Board is authorized to use a consent agenda at Board meetings in accordance with this Policy.

1. Use of Consent Agenda. The Board may place items on the consent agenda. The consent agenda may be presented by the Chair at the beginning of a Board meeting. By using a consent agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.
2. General Guidelines. Items for the consent are those which usually do not require discussion or explanation prior to action by the Board, are non- controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the agenda, approval of the previous minutes, approval of reports, addressing routine correspondence and approval of board policy recommendations and rulings.
3. Removal of Item from Consent Agenda. Items may be removed from the consent agenda by a timely request of any one Director. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the Board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda or placed later on the agenda at the discretion of the Board.
4. Approval of Items on Consent Agenda. Inclusion of an item on the consent agenda must be approved by a majority vote of the Board.
5. Documentation of Acceptance of Consent Agenda. The consent agenda items shall be separately recorded in the minutes of the Board meeting, state that the consent agenda was approved by a majority and indicate which, if any, items were removed and addressed separately. Supporting materials should be saved with the agenda to document the information upon which the Board based its decision.

6. Deviations. The Board may deviate from the procedures set forth in this Policy if, in its sole discretion, such deviation is necessary under the circumstances. Any such deviation will be in accordance the Charter and the Bylaws.
7. Amendment. The Board may amend this Consent Agenda Policy from time to time



### **Constitutionally Protected Free Exercise of Religion Policy**

The Board desires to protect and accommodate individual rights as set forth in the First Amendment to the Constitution of the United States, in the operation of Noah Webster Academy. NWA will protect students with procedures and provisions that balance students' rights of conscience or exercise of religious freedom with the least restrictive means necessary to achieve a specifically identified educational objective in furtherance of a compelling governmental interest. No NWA policy prevents, or otherwise denies participation in, constitutionally protected prayer. NWA supports the Constitution of Utah, which prohibits the use of powers of government to encourage or discourage religious beliefs or practices, or to press the rights of conscience. (See Utah Code §53A-13-101 and Utah Administrative Code §R277-105).

*Constitutionally Protected Free Exercise of Religion Policy complies with R277-105*



### **Contract Signing Policy**

The Director of Noah Webster Academy is authorized to sign contracts relating to the administration of the school without specific authorization of the Noah Webster Academy Board under the following conditions:

1. The contract can be terminated within 30 days of a written request for termination.
2. The contract amount is part of the already approved budget.
3. The term of the contract is 1 year or less.
4. No known conflicts of interest (as defined in the Conflict of Interest Policy) exist between the contract service provider and any member of the Noah Webster Academy Board or any Noah Webster Academy employee.
5. The Purchasing Policy has been followed.
6. Contract provider has agreed to indemnify Noah Webster Academy against any and all loss, damage or liability suffered and legal fees and costs incurred by Noah Webster Academy as a result of any claim against Noah Webster Academy from the negligence of Contract provider.
7. The contract does not violate any Policy, the Charter or Bylaws of Noah Webster Academy.



### **Corporal Punishment Policy**

The Board recognizes the prohibition of corporal punishment in Utah schools. "Corporal punishment" means the intentional infliction of physical pain upon the body of a minor child as a disciplinary measure. NWA shall incorporate a prohibition of corporal punishment consistent with Utah Administrative Code, R277-608, appropriate sanctions and appeal procedures for NWA employees disciplined under this rule and the corresponding state statute.

*Corporal Punishment Policy complies with R277-608*



## **Discipline Policy**

The Board recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the administration to take appropriate action to preserve order among the students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about school property, or activities shall be dealt with in accordance with Noah Webster Academy policy and the law. (See Utah Code §53A-11-301, 901, 902 and Utah Administrative Code §R277--613).

*Discipline Policy complies with 53A-11-301, 901,902 and R277-613.*



### **Dissemination of Information Policy**

The Director and Assistant Director of Noah Webster Academy have the authority to receive private information about students, depending upon the offense and the circumstances. Information will be disseminated in accordance with FERPA and GRAMA laws, including applicable time periods and protection of private information. A dispute regarding the dissemination of information shall be decided in favor of a student's rights to privacy, except in the event of apparent imminent danger to persons or property.



## Donations, Gifts & Sponsorships Policy

### A. Purpose

The purpose of this policy is to establish Noah Webster Academy (NWA) policy and procedure governing the acceptance, valuation, and recognition of all types of donations, gifts, and sponsorships for NWA. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws. NWA encourages and supports community and business partnerships that enhance and supplement the public education system. NWA is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donor's charitable intent to the extent that the intent of the donation is in harmony with LEA goals and the law, and is appropriately approved.

NWA is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, and sponsorships. NWA is accountable for and must comply with all federal and state laws and rules, regardless of the source of funds.

The board also desires to protect students, parents, teachers, and school administrators from over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. NWA reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships at both NWA and individual school levels.

### B. Scope

This policy applies to all NWA administrators, licensed educators, staff members, students, organizations, volunteers, and individuals who receive, authorize, accept, value, or record donations, gifts, or sponsorships for NWA. It is expected that in all dealings, NWA and school employees will act ethically, consistent with NWA's ethics training, the Utah Educators' Standards (R277-515), the Public Officers' and Employees' Ethics Act (Utah Code 67-16), and State procurement law (Utah Code 63G-6a). **General policy statements for NWA**

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Local



Education Agencies (LEA) or other public bodies [Utah Code 51-7-3(26)]. All monies received through donations, gifts, or sponsorships are considered public funds.

2. All funds, property, or goods donated become public funds and the property of NWA, and should be used for the purpose for which they were donated and in accordance with State and LEA policies.
3. NWA recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. NWA is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.
4. NWA is committed to principles of gender equity and compliance with Title IX guidance. NWA commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. NWA reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
5. Donors may donate directly to NWA's foundation, if applicable, for tax purposes. The donation or gift shall follow the foundation's policies and procedures.
6. NWA will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.
7. The collection of funds or assets associated with donations, gifts, or sponsorships will comply with NWA cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with NWA cash disbursement policies.
8. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of NWA upon delivery.
9. NWA employees may not direct operating expenditures to outside funding sources to avoid NWA procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.).
10. NWA employees must comply with NWA procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
11. Donations and gifts should be accounted for at an individual contribution level.
12. Donations, gifts, and sponsorships shall be directed to NWA. Donations, gifts, and sponsorships shall not be directed at specific NWA employees, individual students, vendors, or brand name goods or services. Donated funds shall not compensate public employees, directly or indirectly.
13. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the Business Manager.
14. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.
15. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or LEA employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. LEA employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.

16. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from NWA for IRS purposes. The acknowledgment will be in the form of a receipt issued by the Business Office. These receipts will be generated from the information provided on the “Donations, Gifts, and Sponsorships” form.

### C. Procedures for donations, gifts, and sponsorships

1. NWA employee positions and administrative functions referenced herein are identified in a separate document entitled **NWA Personnel Duties and Administrative Functions** that provides identities of current employees or entities that perform the duties and functions.

2. Types of Donations, Gifts, and Sponsorships

- a. Products

NWA may accept donated products that carry the donor company’s name, trademark, logo, or limited advertising on the product (e.g., cups, T-shirts, hats, instructional materials, furniture, office equipment, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.

- b. Cash Donations

- 1) Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations will be received in compliance with NWA’s cash receipting policies.
- 2) Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.
- 3) Cash donations may not be used to hire regular classroom teachers, thereby altering the staffing ratios. However, classroom assistants, coaching assistants, or specialists of any kind, including individuals who may hold educator licenses, may be hired using the funds received. Donations to fund such positions shall be made to a program, school, division, or department—not directly to individuals—and employment will be processed through NWA’s Human Resources Department and Payroll Department. NWA or school administration reserves the right to decline or restrict these types of donations if they create inequitable environments in the school or inequities that violate Title IX or other laws, are not economically in the best interest of NWA, interfere with educational goals, or for any other reason determined by NWA.
- 4) Cash donations shall not be used to augment an employee’s remuneration beyond the remuneration associated with the salary schedule of the employee’s position.

- c. Donor and Business Partner Recognition

- 1) Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on NWA buildings or structures. The board may grant approval for the naming of buildings, structures, rooms, or other district facilities; see Section E.
- 2) The School Director may authorize banners, flyers, posters, signs, or other notices recognizing a donor or school business partner. Such materials shall feature the school-business partnership and not promote or endorse the business named.

- d. Equipment, Supplies, or Goods

NWA may accept donated equipment, supplies, or goods for use in NWA programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.

3. Approval and Acceptance of Donations, Gifts, and Sponsorships
  - a. Donations, gifts, and sponsorships valued at more than \$250 must be documented on NWA "Donation, Contribution, or Sponsorship" form. This form must be completed prior to the acceptance of money or goods, and must be retained in NWA accounting records. A copy of the completed form will be sent to the Business Manager, and a receipt for charitable contribution purposes will be issued to the donor.
  - b. Approval levels are as follows:
    - 1) Money, goods, supplies, or in-kind donations, gifts, or sponsorships valued at \$250–\$10,000 must be documented on NWA "Donation, Contribution, or Sponsorship" form and be approved by the NWA School Director or applicable NWA department or division supervisor prior to acceptance.
    - 2) Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at \$10,000–\$50,000 must be documented on NWA "Donation, Contribution, or Sponsorship" form and be approved by the business administrator prior to acceptance.
    - 3) Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at more than \$50,000 must be documented on NWA "Donation, Contribution, or Sponsorship" form and be approved by NWA board prior to acceptance.

**D. Advertising**

**E.**

1. To avoid disruption of students' instructional activities, NWA shall not be used for distribution of partisan, religious, or commercial advertisements, fliers, bulletins, newspapers, or other similar materials; nor shall such items be placed on vehicles parked on school grounds.
2. The NWA School Director may permit the school distribution of fliers, bulletins, newspapers, or other similar materials with information regarding nonprofit community youth programs such as Boy Scouts of America, Girl Scouts of America, county and municipal programs, and little league-type recreation programs.
3. Students and employees of NWA, including teachers and administrators, shall not act as agents for commercial agents during school hours or contract time.
4. An NWA employee's participation in a private, but education-related, activity must be separate and distinguishable from the employee's public employment. NWA employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. NWA employee's employment and experience can be used to demonstrate qualifications. The advertisement must clearly state that the activity is not school sponsored. See R277-107 for specific direction.



## Education Policy

Waiver due to conflicting religious beliefs or conscience-

"Honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the State of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life shall be taught in connection with regular school work." U.C.A. 53A-13-101(4) et. seq.

A parent or legal guardian of a student may request a waiver of participation in any portion of the curriculum or school activity which the requesting party believes to be an infringement upon a right of conscience or the exercise of religious freedom in any of the following ways:

- A. It would require an affirmation or denial of a religious belief or right of conscience;
- B. It would require participation in a practice forbidden by a religious belief or practice, or right of conscience; or
- C. It would bar participation in a practice required by a religious belief or practice, or right of conscience.

A claimed infringement must rise to a level of belief that the requested conduct violates a superior duty which is more than personal preference.

If a minor student seeks a waiver of participation, the school shall promptly notify the student's parent or legal guardian about the student's choice. In the event of a conflict, a parent's or legal guardian's wishes shall prevail over those of a minor student.

A parent, guardian, or secondary student requesting a waiver of participation may also suggest an alternative that requires reasonably equivalent performance by the student of the objective of the curriculum or activity that is believed to be objectionable.

In responding to a request, Noah Webster Academy may:

- A. Waive participation by the student in the objectionable curriculum or activity;

- B. provide a reasonable alternative as suggested by the parent or secondary student, or other reasonable alternative developed in consultation with the requesting party, that will achieve the objectives of the portion of the curriculum or activity for which waiver is sought; or
- C. Deny the request.



## **Electronic Devices Policy**

Noah Webster Academy desires to keep the school a safe place for everyone and will govern the possession and use of electronic devices while on public school premises and/or participating in a school event, consistent with R277-495 of the Utah Administrative Code.

*Electronic Devices Policy complies with R277-495*



## **Employee Grievance Policy**

### **Purpose**

The purpose of this policy is to ensure that staff members understand how to pursue the resolution of grievances, concerns and disputes involving other School employees.

The Board wishes to emphasize that the School is an at-will employer, and this policy is not intended to modify the at-will employment relationship between the School and its employees.

### **Policy**

We value open communication between faculty, staff, administration, and the Board. The Board also believes that individuals can generally resolve their own disputes through open and respectful communication. If a situation arises that cannot be resolved between the parties involved, then this policy will be used.

### Procedures

A staff member who has a complaint regarding another staff member must first address the issue with the other employee involved and work reasonably and in good faith to resolve the concern.

In the event that the informal discussion with directly involved parties does not resolve the dispute or issue, then the staff member shall raise the issue with his/her direct supervisor.

If the decision at Step 2 does not resolve the problem, and the direct supervisor is someone other than the School's Principal or the Operations Director, the staff member (grievant) shall notify the supervisor of their direct supervisor (either the School's Principal or the Operations Director).

If the outcome of Step 3 still does not resolve the issue, the grievant shall notify the School's Director.

- If a staff member's complaint involves the Director, the staff member must first address the issue with the Director and work reasonably and in good faith to resolve the problem.

After taking the issue to the Director, and a satisfactory resolution is not reached, the employee shall complete a Formal Written Grievance Form and submit it to the Board Secretary either by email or hand delivery. Grievance forms are available at the front office or by email (see the Board's web page for the current Board Secretary's email).

The Board leadership shall review the grievance and may interview individuals involved.

The Board will issue a written decision to the grievant within 30 working days of receipt of the Formal Written Grievance Form and take whatever action it deems appropriate.





## **Enrollment and Admissions Policy**

In order to be placed in the entry pool, parents must follow the enrollment procedures online at Noah Webster Academy's website or contact the school's front office for instructions.



### **Enrollment – Dual Enrollment Policy**

Due to our rigorous academic schedule Noah Webster Academy does not offer dual enrollment to scholars who are simultaneously enrolled at Noah Webster Academy as well as a home school or a regularly established private school.



### **Enrollment – Priority Seating Policy**

In accordance with Utah Legislative Rule 53A-1a-506 Eligible Students, the Noah Webster Academy Governing Board approves the following regarding policy enrollment during the re-enrollment period and open enrollment person for the next school year.

- a. A scholar of a parent who has actively participated in the development of the charter school;
- b. Scholars currently enrolled and in good standing with parents actively involved in the child's education at NWA;
- c. Siblings of scholars in good standing and presently enrolled in the charter school;
- d. A scholar of a parent or legal guardian who is employed by the charter school;
- e. Scholars matriculating between charter schools offering similar programs that are governed by the same governing body;
- f. Scholars matriculating from one charter school to another pursuant to a matriculation agreement between the charter schools that is approved by the State Charter School Board;



## **Fee Waiver Policy**

Noah Webster Academy shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions in lieu of fee waivers to ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity during normal school hours because of an inability to pay a fee.



## **Food Sale Policy**

Foods not part of the reimbursable Child Nutrition Program.

In accordance with the Noah Webster Academy wellness policy, foods sold on school grounds during the school day when school is in session and in all areas of the school accessible to students will encourage healthy eating.



### **Foreign Exchange Student Policy**

In accordance with state law, the Noah Webster Academy governing board shall require each approved foreign exchange student agency to provide it with a sworn affidavit of compliance prior to the beginning of each school year.



## **Fundraising Policy**

### **A. PURPOSE**

The purpose of this policy is to establish Noah Webster Academy (NWA) policy and procedures governing the initiation, authorization, and review of all fundraising activities of NWA. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

NWA encourages community and business partnerships that enhance and supplement the public education system. NWA also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

### **B. SCOPE**

This policy applies to all NWA administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events.

It is expected that in all dealings, NWA and its employees will act ethically and consistent with the NWA's ethics training, the Utah Educators Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

### **C. GENERAL POLICY STATEMENTS FOR NWA FUNDRAISING ACTIVITIES**

1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Local Education Agencies (LEA) or other public bodies (Utah Code 51-7-3[26]).
2. Fundraising is permitted within NWA to allow NWA to raise additional funds to supplement school-sponsored academic and co-curricular programs.

3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by NWA or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:
  - a. Is managed or supervised by an NWA employee. Uses NWA facilities, equipment, or other school resources.
  - b. Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.
  - c. Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53A-11-1205 through 1208.
4. NWA is committed to principles of gender equity and compliance with Title IX guidance. NWA commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. NWA reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
5. All fees for school-sponsored activities must be properly noticed and approved by the local board of education and are subject to fee waiver provisions in R277-407.
6. The School Director, consistent with NWA policy, have the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
7. Annually, NWA will review all planned camps, clinics, activities, and fundraisers and determine those designated as NWA-sponsored.
8. All monies raised through fundraisers by NWA for school-sponsored activities are considered public funds. NWA is ultimately responsible for the expenditure and allocation of all monies collected and expended through NWA school organized fundraising. Monies raised through fundraisers by the Parent Organization are allocated and expended by the Parent Organization.
9. The collection of money associated with fundraisers for school-sponsored activities will comply with NWA cash receipting policies.
10. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with NWA cash disbursement policies.
11. Properly approved school-sponsored activities may:
  - a. Use the school's name, facilities, and equipment.
  - b. Utilize NWA employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
  - c. Be insured under the NWA's risk management insurance policy (pending approval by the insurance provider) or general liability insurance policy.
  - d. Provide additional compensation or stipends for NWA employees with the approval of the School Director or immediate supervisor and under NWA payroll policies.
12. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules. NWA may be responsible for providing student transportation for these activities.
13. Authorization and supervision of fundraising for school-sponsored activities:
  - a. Fundraising at NWA shall be approved in writing, prior to the activity, by the School Director and supervised by NWA employee(s) designated by the School Director. The approver shall ensure that the activity is appropriately classified as an NWA-sponsored activity.
  - b. Donations from individuals or organizations will follow the NWA gift and donation policy.



- c. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the School Director before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.
- d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the School Director and the NWA board. (See capital fundraising section below.)

#### **D. GENERAL FUNDRAISING STANDARDS FOR NWA SPONSORED ACTIVITIES**

1. NWA reserves the right to prohibit, restrict or limit any fundraising activities associated with NWA or individual schools.
2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from fundraisers.
3. Participation in fundraising shall not be a consideration by a teacher in determining a student's
  - a. grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver requirements.
4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other NWA employee or volunteer.
5. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
6. Door-to-door sales are prohibited for all students in elementary and middle schools. High school students may participate in one door-to-door campaign per sport, club, or group per year. Suitable procedures must be used by the schools, administrators and supervising faculty to safeguard students and funds collected. Procedures must be clearly communicated to parents.
7. Approval may be denied for fundraising activities that would expose NWA to risk of financial loss or liability if the activity is not successful.
8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
9. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the accounting office to be included with the deposit detail.
10. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
11. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by the Family Educational Rights and Privacy Act (FERPA).
12. Unless partnering with an established, licensed business in the fund raising geographic area, fundraising activities shall not directly compete with established, licensed businesses in the fund raising geographic area.

## E. DEFINITIONS

NWA employee positions and administrative functions referenced herein are identified in a separate document entitled **NWA Personnel Duties and Administrative Functions** that provides identities of current employees or entities that perform the duties and functions.

## F. EMPLOYEE RELATIONSHIPS & DISCLOSURE

### 1. Participation in Private or Non-School-Sponsored Events

#### a. NWA employees:

- (1) May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
- (2) Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
- (3) May not contact students of NWA using education records or information obtained through public employment unless the records or information are available to the general public.
- (4) May not use school time to discuss, promote, or prepare for a private or non-school-sponsored activity.
- (5) May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
- (6) May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
- (7) May not require private or non-school-sponsored activities for credit or participation in school programs.
- (8) Must satisfy all requirements of Utah Code 53A-1-402.5, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator's regular employment.

2. NWA employees may purchase advertising space to promote private or non-school sponsored events in the same manner as the general public. The NWA employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-5 through 6.)
3. NWA employees may engage in outside employment with a private entity or other separate organizations that does not interfere with NWA duties or job functions. Employees must notify their NWA supervisor in writing when engaging in outside employment that is similar to the employee's official job duties or functions.
4. Parental notification is required if NWA students are recruited to participate in these activities.
5. NWA employees may not set up bank accounts for activities or fundraisers associated with NWA responsibilities or job functions.
6. NWA employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
7. NWA employees may not direct operating expenditures to outside funding sources or groups to avoid NWA procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
8. NWA employees must comply with NWA procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.





### **Gang Prevention and Intervention Policy**

NWA desires to keep the school a safe place for everyone and will handle any gang related activities while on public school premises and/or participating in a school event, consistent with 53A-15-603 of the Utah State Code and R277-495 of the Utah Administrative Code.

*Gang Prevention and Intervention Policy complies with 53A-15-603 and R277-436*



## **Governing Board Responsibilities Policy**

Noah Webster Academy will have a Governing Board with designated responsibilities.



## **Governing Board Structure Policy**

Noah Webster Academy will have a Governing Board with voting privileges.



### **Governing Board Vacancy Policy**

Noah Webster Academy will fill vacant positions in the Governing Board as necessary.



### **IDEA Services Policy**

Noah Webster Academy's procedures and training are consistent with federal regulations and state special education rules to ensure that ELL/LEP students are not misidentified as students with disabilities due to their inability to speak and understand English.





## Internet Usage and Safety Policy

Noah Webster Academy monitors internet usage for minors and adults. The school also provides internet safety training to its students (and staff) that addresses:

- Cyber bullying awareness and response
- Appropriate
  - Online behavior
  - Use of social networking sites
  - Use of chat rooms

It is the policy of Noah Webster Academy to:

- (a) prevent user access over its computer network to, or transmission of , inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors;
- (d) comply with the Children’s Internet Protection Act {Pub. L. No. 106-554 and 47 USC 254(h)}.

### Definitions

Key terms are as defined in the Children’s Internet Protection Act (see ‘Procedures’)

#### CIPA DEFINITIONS OF TERMS:

**Technology Protection Measure:** The term “technology protection measure: means a specific technology that blocks or filters internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, united States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors

**Harmful to Minors:** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Conduct: The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

*The Board of Noah Webster Academy adopted this Internet Usage and Safety Policy at a public meeting, following normal public notice, on July 12-16, 2012*



### **Library Collection Policy**

Noah Webster Academy's Library endorses the Library Bill of Rights with its criteria for material selection, library collection maintenance, and challenges to library items.

### Material Complaint Form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Material for Review:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright Year: \_\_\_\_\_

Please respond to the following questions. Use additional paper if necessary.

1. Have you read this book in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. What concerns you about this item?
  
3. How were you informed of this item?
  
4. What is your desired resolution for the item?
  
5. For what age group might this book be appropriate?
  
6. What action would you like the library to take on this book?
  - Do not allow my child to check it out.
  
  - Restrict access to certain grades.
  
  - Withdraw it from all scholars.
  
7. If requesting removal, what book would you suggest to convey other perspectives of the subject?

\_\_\_\_\_  
Signature of Requestor Date



### **Medical Recommendations by School Personnel to Parents Policy**

The Board recognizes the need to be compliant with §53A-11-605 with regard to the prohibited recommendations listed therein to parents on these subjects. School personnel will comply with the expectations listed in §53A-11-605. (See Utah Code §53A-11-605).



## **Nondiscrimination, Anti-Harassment/Retaliation and Bullying Policy**

Noah Webster Academy (NWA) is committed to creating and maintaining an environment free of discrimination, harassment, bullying and retaliation that are unlawful and/or prohibited by NWA. NWA prohibits discrimination, including harassment and retaliation, by NWA employees, students, contractors, or agents of NWA and by anyone participating in an NWA sponsored activity against an individual based on a protected classification. Protected classification includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or other protected category. NWA also prohibits retaliation because an individual has engaged in a protected activity. Bullying of students by other students at school or at school related functions is not permitted at NWA.

NWA will take prompt and appropriate action to thoroughly investigate complaints under this policy, and prevent, correct and, if necessary, discipline individuals who engage in behavior that violates this policy in accordance with NWA policies. All members of the NWA community are responsible for participating in creating an environment free from all forms of prohibited discrimination and bullying and for cooperating with NWA officials who investigate allegations of policy violations.



## **Parent Notification Policy**

In compliance with Title 53A, Chapter 11a, Section 203 of the Utah State Code, NWA will notify a parent and/or a student's guardian that their student talked about committing suicide or is involved in an incident of bullying, cyber-bullying, harassment, hazing, or retaliation, of the incident involving each parent's or guardian's student. NWA will produce and retain a record verifying a parent or guardian was notified of an incident or as set forth above.

*Parent Notification Policy complies with 53A-11a-203*



## **Professional Educator Dress and Grooming Policy**

Noah Webster Academy's educators are expected to be professionally dressed and groomed while in discharge of their duties.





### **Professional Educator Financial Accounting Policy**

Noah Webster Academy will follow generally accepted accounting practices by properly accounting for all money collected and not commingling any school funds with personal funds.



## **Professional Educator Standards-Disciplinary Problems Policy**

The professional educator, holding a Utah educator license, shall resolve disciplinary problems according to law, Noah Webster school board policy, and local building procedures and strictly protect student confidentiality and understand laws relating to student information and records.



## **Professional Ethics Policy**

Professional educators at Noah Webster Academy must live consistent with the Utah Public Officers' and Employees' Ethics Act, Section 53A-1-402.5, and Board rules.



## **Purchasing Policy**

Noah Webster Academy will follow generally accepted purchasing practices by adhering to the following levels of authorization/involvement as well as following the other purchasing policies outlined herein. Noah Webster Academy purchasing should be decided so as to promote overall economy and best use of NWA funds.

### **Level 1**

For purchases less than \$1,000, no quote is required.

### **Level 2**

For purchases between \$1,000 and 10,000, the purchaser must secure at least two quotations (can be by telephone). These quotes must be documented and filed for auditing purposes. Purchases may not be divided in order to avoid the next level.

### **Level 3**

For purchases from \$10,000-\$50,000, the purchaser must secure two written quotes via fax or email. These quotes must be documented and filed for auditing purposes. Purchases may not be divided in order to avoid the next level.

### **Level 4**

For purchases greater than \$50,000, a formal bid process must be used. The bid must be filed for auditing purposes. Purchases may not be divided in order to avoid the next level.

The above portion of Noah Webster Academy's Purchasing Policy is written on the basis of Utah state code.

As an entity receiving/expending state funds, Noah Webster Academy is subject to Utah's Purchasing Policies and Practices [63G-6-104(3)(b) and U.C.A. 63G-6]. In addition to the other items included in Noah Webster Academy's Purchasing Policy, we also adopt state rules relating to the procurement of architect engineer services not inconsistent with 63G-6 chapter 7.

63G-6-701 states that “policy of this state to publicly announce all requirements for architect-engineer services and to negotiate contracts for architect-engineer services on the basis of demonstrated competence and qualification for the type of services required, and at fair and reasonable prices.”

63G-702 states that no less than 3 firms may be considered in the selection process and that selection may be made on the basis of factors other than cost, so long as these criteria are published (in the request for statements of interest and qualifications) are “established and published.”

63G specifically says that for the purpose of this whole chapter of code, “state” may be interpreted as Local Procurement Unit, which Noah Webster Academy is as 63G-6-103 defines a Local Procurement Unit as: “Local public procurement unit means any political subdivision or institution of higher education of the state or public agency of any subdivision, public authority, educational, health, or other institution.”

The Division of Purchasing and General Services website ([www.purchasing.utah.gov](http://www.purchasing.utah.gov)) provides a list of vendors with which the state of Utah has negotiated pricing. Noah Webster Academy purchasing will review this website prior to making purchases.



### **Scholar Search Policy**

The Utah State Legislature and the Utah Board of Education have charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. Utah law (Section 53A-11-1305) directs the Utah State Board of Education and local boards of education to have rules in place to protect individual student rights and guard against excessive intrusion. The Board authorizes school administration to develop procedures for school employees to carry out the intent of the law and consistent with the Utah Administrative Code set forth above.

*Scholar Search Policy complies with R277-615*



### **School Visitor Policy**

Visitors are welcome at Noah Webster Academy. Visits need to be coordinated and approved by the school and may not interfere with the effectiveness of the academic experience of all scholars.



## **Social Networking and Media Policy**

NWA keeps confidential information confidential. School information should not be shared outside of the school. Employees must not post pictures of events or of the interior of the school facilities without authorization. Do not share any information about employees, scholars, or volunteers and do not identify the same by name. Parents and scholars must not be “social media” friends with NWA employees.

The posting of derogatory, defamatory, controversial, or inflammatory content about NWA employees, parents, and/or scholars for any reason is not tolerated.

NWA employees may not engage in illegal or unlawful activities – at work or any time. They will not publish pictures or other information about participation in illegal activities. Similarly, employees may not publish anything that infers or implies participation.

NWA protects privacy rights of employees and NWA families.

Standards of Conduct still apply. Any conduct that would be grounds for dismissal if performed at work will be grounds for dismissal if performed online from other locations. Just as Noah Webster Academy does not tolerate use of race-, religion-, or gender-based slurs in the workplace, an employee’s use of such slurs in cyberspace will be grounds for immediate termination. Similarly, just as in the workplace harassment will not be tolerated, harassing behavior that is conducted online will not be tolerated. Threats of violence towards others, like hate-based language and harassment, is grounds for termination.





**Students' Right to Transfer from Persistently Dangerous School Policy**

Parents and/or legal guardians shall have the right to transfer their child from a persistently dangerous school situation.



## **Standardized Test Administration School Policy**

Noah Webster Academy shall follow the "Standard Test Administration and Testing Ethics Policy for Utah Educators" provided by the USOE in administration of all standardized tests.



## **Student Education Plan Policy**

Noah Webster Academy will effectively implement student education plans (SEPs) consistent with Section 53A-1a-106(2)(b).



### **Substitute Teacher-Computer Use Policy**

Substitute teachers employed by Noah Webster Academy are prohibited from using school owned computers for personal use, unless administrative approval has been granted in writing. The substitute teacher shall have no expectation of privacy on any School property, including but not limited to vehicles, buildings, desks, cabinets, computers, or other furniture, equipment, or fixtures.



### **Substitute Teacher-Hiring Policy**

Noah Webster Academy ensures that background checks are performed on all full time teachers and they are compensated based on a reasonable salary schedule according to training, experience, and competency.



## **Travel Policy**

Noah Webster Academy reimburses approved travel expenses provided there are funds in the budget.



## **Truancy Policy**

Noah Webster Academy encourages regular, punctual attendance of students, consistent with rule 53A-11-101 through 53A-11-105.



### **Vending Machine Policy**

Noah Webster Academy will not have a vending machine accessible to students.





## **Wellness Policy**

Noah Webster Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn.



## **Wellness Policy-Physical Education Requirements**

Noah Webster Academy will have a physical education goal in conjunction with a wellness policy.