

Noah Webster

A C A D E M Y

Parent-Scholar Handbook

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

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Mission and Vision

Noah Webster Academy Mission Statement

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

Each program at Noah Webster Academy is regularly evaluated against the school Mission Statement to ensure it promotes academic achievement and character development. We invite all members of the Noah Webster Academy community to assist in promoting and supporting the school's mission. Feedback and input are always welcome as we work to refine our programs to better reflect our mission.

OUR MISSION

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

Philosophy Statement

Noah Webster Academy represents a partnership of scholars, parents, teachers, staff, and administrators committed to the common objectives in our mission statement to create a safe, nurturing environment of learning.

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

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

Character Development

Noah Webster Academy enriches lives through our character development program. We focus on building leadership qualities in our scholars. Bucket Fillers and the Leader in Me (8 Habits) help scholars gain the necessary tools to be leaders of their own academic and social growth.

NWA Values

As outlined in our charter, the NWA values are an essential part of our school. To help teach these values, each grade level has been assigned a value of focus for the year.

Kindergarten – Conscience

- 1st grade – Self Government
- 2nd grade – Individuality
- 3rd grade – Cultural Literacy
- 4th grade – Moral Virtue
- 5th grade – Patriotism
- 6th grade - Excellence

The Leader in Me Program®

The Leader in Me® is based on the 7 Habits of Highly Effective People. Scholars gain needed skills to assist them in becoming leaders of their own lives and in the world around them.

HABIT	SIMPLE DEFINITION
1. Be Proactive	I am free to choose and am responsible for my choices.
2. Begin with the End in Mind	I have a plan of what I want to accomplish. I am discovering what values are important to me and my family.
3. Put First Things First	I know it is best to work first, then play. This habit reminds me to choose what is important.
4. Think Win-Win	I believe that everyone can win. Thinking Win-Win helps me work better with others.
5. Seek First to Understand, Then to Be Understood	I know it is important to listen before I talk. Listening is so much more than hearing what another person is saying, it is watching their body language as well.
6. Synergize	I understand that working together is better. Everyone has different strengths which makes us stronger.
7. Sharpen the Saw	I know that balance feels best. I take time to renew my body, brain, heart, and spirit.
8. Find Your Voice and Inspire Other to Find Theirs	I think about my unique talents, strengths, and interest and how I can use this to reach my leadership potential.

Bucket Filling

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

Academics

Our academic policies support our academic mission and philosophy.

Academic Success

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

Academic Learning

Homeroom Classes

- All scholars are assigned a homeroom teacher.

- Homeroom teachers instruct:
 - English Language Arts
 - Science
 - Social Studies
 - Technology
- Homeroom teachers are your child's advocate. They are the first person to contact if you have a question about your child's progress.

Ability Groups

- Reading and Math groups are taught according to each child's skill level
- Taught by grade level teachers with support from teaching assistants and interventionists
- Taught Monday – Friday

Specialty Classes

- Music, Physical Education, and Art
 - Taught Monday – Thursday for all grades
- Library
 - Taught once a week

Organization

Noah Webster Academy scholars are encouraged to become independent learners and are given the tools to assist them in organizing their schoolwork and setting goals.

Leadership Folders

Each scholar at NWA receives a blue Leadership Folder.

1. The Leadership Folder holds completed work (Stay at Home), work needing to be completed (Homework), and completed assignments and paperwork (Bring Back to School).
2. Scholars take the Leadership Folder home each night and bring it back to school each day. This allows parents the opportunity to review the work their child is doing.
3. Leadership Folders are REQUIRED. If scholars lose or damage their Leadership Folder, they need to purchase a new one.

Homework

- Work that is not completed throughout the school day will be assigned as homework.
- Every scholar should be reading each evening.
 - Reading calendars are sent home each month. Parents should assist scholars in tracking minutes read and signing calendars.
 - Scholars are rewarded monthly for reading. Suggested reading times are as follows:

Kindergarten	20 min
First grade	20 min
Second grade	20 min
Third grade	20 min
Fourth grade	30 min
Fifth grade	30 min
Sixth grade	30 min
- Scholars are encouraged to review math facts, read, practice writing, study spelling words, or read a book with their parents.

Testing/Assessments

Assessments are an important part of measuring learning and growth. This is a time to show and celebrate what each child has learned. Noah Webster Academy complies with all state and federal required assessments. This information is also used to help with ability group placements. Parents may opt-out of state required assessments. More information about this can be found on our website.

Parent/Teacher Communication

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

1. Weekly Teacher Email – Each Friday teachers send out weekly emails to notify families of class happenings, upcoming events, and work for the week.
2. OTUS - Parents can find access to grades, missing work, etc. on OTUS. The link can be found on our webpage.
3. Email - Parents may email teachers at any time regarding celebrations, questions, or concerns. These emails will be answered within 24 hours. Email addresses can be found on our website.
4. Phone Calls – Teachers will answer phone messages within 24 hours. Teachers are unable to answer the phone during the day. If you have an emergency, please call the front office.
5. Meetings with Teachers – If you need to meet with the teacher, please set this up via email or phone message. Appointments are appreciated as teachers have other meetings and responsibilities before and after school.

Academic Programs and Enrichment Activities

NWA supports several academic and enrichment activities each year in which scholars from varying grade levels may participate.

After School Enrichment Clubs

Scholars may participate in afterschool enrichment clubs. Clubs are held 30 minutes after the school bell rings from Monday – Thursday unless it is an early out day. Clubs have limited space. Signups are available online. The Knightly News announces when clubs are open for signing up. Scholars attending clubs must be promptly picked up. A Liability Waiver Form is required to participate in afterschool enrichment clubs.

Field Trips

Noah Webster Academy Scholars participate in three field trips per year. Field trips:

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

Each child is required to have a signed permission slip. Due to liability concerns, children without signed permission slips are not allowed to attend field trips. All grades are required to charter a bus for field trips. Scholars may bring a lunch from home or order one from the lunchroom. If a child is not attending the field trip, parents must make other arrangements for their scholar for the day as their class will not be in the building. Parents may be asked to chaperone. Younger and older siblings are not allowed to attend.

Technology Usage Policy

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

Library

Our library provides a wide variety of reading material. Every effort is made to ensure materials are of a wholesome nature and are consistent with our Mission and Values Statements. We welcome family donations of appropriate books and/or suggestions for new purchases. Scholars may check out books for a week period.

Lost or Damaged Library and Textbooks

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

Movie Usage

Noah Webster Academy is dedicated to furthering the educational experiences of its scholars. Movies are not used as time fillers. They are used to enhance the learning experience and are all pre-approved by administration.

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

1. How does this positively impact the educational experience of the class;
2. Which portion of the movie is viewed;
3. The basic content of the movie which is being viewed;
4. The date/time the movie is viewed;
5. Alternate educational options for scholars opting to not view the movie
6. Parental or guardian consent

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

Parent Meetings and Events

Parents are invited to attend the following:

- Monthly Parent Organization meetings
- Back-to-School Night
- Scholar-Led Conferences
- Parent Meetings

Scholar-led Conferences

Scholar-led Conferences are held twice a year. Teachers inform parents of the available times to sign up for conferences. Scholars, parents, and teachers meet to celebrate and discuss academic progress. Scholars lead these conferences. Parents and teachers are welcome to schedule a conference whenever necessary throughout the school year. If you desire to schedule an additional meeting, please contact your teacher for an appointment.

Pledge of Allegiance

Scholars recite the Pledge of Allegiance as a class each day. Parents may request their scholar be excused from recitation of the Pledge by writing to the home room teacher.

All About Enrollment

Enrollment

Noah Webster Academy enrollment is based on a lottery system. Scholars must re-enroll each year during our January re-enrollment time. Priority placement during the re-enrollment period is given to:

- Children of a parent who has actively participated in the development of the charter school,
- Siblings of scholars presently enrolled or former scholars.
- Children and grandchildren of full-time employees.

All other applicants, and scholars and/or siblings of scholars that did not re-enroll during the specified enrollment period, are admitted by the lottery process.

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

Parents are responsible to ensure NWA has a correct email address, phone number, contact name, and address on file for the enrollment process. Email is the primary communication regarding lottery and enrollment. Parents are notified via email at the close of open enrollment with the lottery results. Email notification inform parents if they were awarded a seat or placed on a prioritized waitlist. Once notified via email of their child(ren)'s placement, parents are given a deadline to complete the registration packet. The packet must be returned by the deadline to secure the scholars enrollment for the next school year. If the parent fails to submit a registration packet by the deadline stated, the acceptance letter is invalid, the offer revoked, and the seat offered to the next name on the prioritized waitlist. **If accepted, the child must be “present” at the school within the first two days of school or the confirmed seat may be reassigned and offered to the next child on the prioritized waitlist. Parents must request exceptions through the Registrar if there is a family need for the scholar to miss the first few days of school. Admin approval is needed for all exceptions.** As plans may change over the summer, a confirmation email is sent out to all families on August 1st. Parents respond to this email with a “yes” or a “no” with their intent to return.

Home School

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

Withdrawal of a Scholar

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

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

Forms are submitted to the Front Office. Records are faxed, delivered, or mailed to the new school and the scholar officially withdrawn from Noah Webster Academy.

Suspension/Expulsion & Steps for Reinstatement

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

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

If ever needed, a scholar may be expelled from Noah Webster Academy. For an expelled scholar to return to Noah Webster Academy, a meeting with at least one parent, the scholar, the homeroom teacher, and Administration is held. The purpose of this meeting is to determine the scholar's attitude and assess his/her rededication to live and abide by the school's policies. The Governing Board is involved as needed.

Code of Conduct

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

Behavior Management Procedures

Noah Webster Academy enriches lives. To do this we strive to create a positive atmosphere where all can learn. The school focuses on positives in the classroom through teaching The Leader in Me and Bucket Filling in addition to rewards such as Noble Knight Leaders of the Week. These positives help to reduce most inappropriate behaviors which might occur throughout the day.

In the event of inappropriate behavior, the teacher and/or teaching assistant works with the scholar to remedy the actions. This could include writing an apology, informing parents/guardian, and restoration of property or relationship. For multiple offenses or bodily harm, the scholar is referred to administration. Although our goal is to keep each scholar in class, the scholar may be suspended depending on circumstances. (Please see our Matrix of Inappropriate Behaviors at the end of the handbook)

Inappropriate Behavior includes:

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

Bullying:

Noah Webster Academy does not tolerate bullying. We define bullying as unwanted, aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is repeated, or

has the potential to be repeated, over time. (stopbullying.gov)

Types of bullying:

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

Banned Items

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

- Narcotics, non-prescription drugs
- Controlled substances
- Tobacco, cigarettes, e-cigarettes
- Alcohol
- Weapons, including real weapons or look-alike weapons
- Any explosive, noxious, or flammable material
- Matches or lighters
- Ammunition
- Knives or other cutting tools (other than school scissors)
- Sexually explicit material – written, pictures, or electronic

Common Dress Code

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

- Decreases distractions in the learning environment
- Increases respect for learning (scholars, parents, staff)
- Increases respect for scholars (staff, parents, public)
- Simplifies school readiness daily for parents and scholars

Common Dress Policy

Noah Webster Academy has a Common Dress Policy. The dress code is simple, easy, and keeps the focus on education. Uniforms are to be worn during school hours, except under special circumstances as announced by the school, such as Spirit Days or Free Dress Days. School sponsored t-shirts may be worn on Friday. Children may wear items required for their religious beliefs.

It is the responsibility of the parents to make sure that the proper attire within the documented policy guidelines is consistently worn at school. If there is a violation of the dress code, the scholar is sent to the office and parents called to bring appropriate attire. Please Note: Items not specifically covered, but considered inappropriate or contrary to the Common policy, are subject to review by the Director.

Tops must be plain, collared (polo shirts, sweaters, turtlenecks, button-up blouses, or oxfords), have sleeves (long or short), and be long enough to cover the midriff. No embellishments or logos. Acceptable solid colors

are white, hunter green, navy blue, flag red, butter yellow, light gray, light pink, light blue, and black. Plain undershirts in uniform colors may be worn under uniform shirts. Any vests sweaters, or jackets worn in the classroom must be one of the uniform colors and free from logos. Jackets worn outside during recess may be any color.

Bottoms include pants, capris, dresses, jumpers, skirts, skorts, and shorts must be khaki, navy blue, or black. Hemlines should be knee length or no shorter than 2 inches above the knee. Girls are encouraged to wear bike shorts that are not visible below the hem under skirts and jumpers. Acceptable colors for the bike shorts are navy blue or black.

Socks and Shoes must be closed toed, closed heel, and may not have lights or wheels. Boots, flats, and athletic shoes in any color are allowed. Socks shorter than mid-calf may be any color or style. Tights, leggings, or knee-high socks should be solid and in one of the uniform colors. No-show socks are allowed.

Hair must be neat and appropriate for school. No unnatural colored hair. Any hairstyles that may distract from learning are prohibited (completely shaved heads, mohawks, fauxhawks longer than 1 inch). Flowers, bows, etc. must not be distracting. Other items must be school appropriate. Hats and sunglasses are not allowed to be worn during the school day unless approved by a member of administration.

Scholar Name Badge

Each scholar and staff member wears a name badge at NWA. The name badge is a component of the Common Dress Code. The name badge is put on each morning as the scholar enters the classroom and removed and left in a designated place before the scholar leaves for the day. The name badge ensures every staff member addresses each scholar by name. If the badge is not found within two days, it is the responsibility of the scholar to pay for the cost of replacement. Parents are notified by the teacher if a replacement is required.

Dress Policy Exemptions

Under the Utah Code, the school administrator can grant an exemption to the dress code for extenuating circumstances. The administrator will define the appropriate dress code for each exemption.

Daily School Operation

Schedule

1. Please see our current schedule on the school website.
2. Early out school days are referred to as 'Friday Schedule' days.
3. All Scholars must be picked up within 15 minutes from the end of the school day.
4. The front office is open from 7:45 AM - 4:00 PM Monday – Thursday and from 7:45 AM – 2:00 PM on Friday/Friday schedule days.

Attendance

It is vital to the success of our scholars to attend and be on time to school each day. Noah Webster Academy's charter has a stated goal of 90% attendance school wide. This means each scholar should miss no more than 4 days of school each term. It is essential for scholars to be at school each day for optimal academic and social growth.

General Procedures

1. If a scholar is unable to attend school, please contact the school by:
 - a. Using the “Report an Absence” form on our website, or
 - b. Calling the front office between 8:00-8:30 AM at 801-426-6624 (801-426-NOAH).
2. If the absence is illness related, we ask parents to report any symptoms or doctor’s diagnoses for the child’s absence especially if it is contagious (i.e., chicken pox, whooping cough, head lice, etc. Illnesses are tracked for potential outbreaks and reported to the county health department if needed. The scholar’s name is kept confidential if other scholars and/or families need to be notified.
3. Attendance is taken daily. Excessive absences are reported to the Director.
4. The Director communicates attendance concerns to parents and reports to the board, as needed.
5. Your child must attend 4 hours of the school day for full attendance credit.
6. Please contact the teacher via email regarding any missed work. Please allow them time to gather the information.

Truancy – Failure to Attend School

Utah is a compulsory education state. Scholars are required by law to attend school each day. If a scholar chronically fails to attend school without communication to the front office, a compulsory letter will be sent to the family. If the absences continue, this information will be sent to local authorities.

Scheduled Absences

We ask families to schedule vacations during school breaks. When this isn’t possible, please contact the teacher, at least two weeks before leaving, so arrangements can be made for missing work.

Family Death or Terminal Illness

If there is a death, terminal illness, or a similar traumatic situation in your family which may affect your child’s attendance, emotional well-being and/or level of concentration, please notify the teacher as soon as possible.

Tardy Scholars

Scholars are considered late when they arrive within the first 15 minutes of the school day. Scholars arriving 15 minutes or later after the start of the school day are considered tardy.

Release of Scholars

Scholars may be picked up by those adults listed in Aspire with release permission. Please inform the office if you have any special instructions including court documents regarding the release of your child. It is the parent’s responsibility to keep Aspire contact information updated including names and phone numbers of those who may pick up your child.

Check-in and Check-out

Because we teach “bell to bell,” it is vital that scholar remains at school for the entire day.

1. If a scholar needs to be checked-in during the school day, the scholar must be accompanied into the school by an adult and signed in at the office.
2. If a scholar needs to be checked-out during school hours, the parent/guardian must come into the school and sign the scholar out.
3. Scholars are only released to an authorized person listed in Aspire. If you are leaving town without your children, be sure your caregiver is listed on the emergency contact as someone authorized to pick up your child from school.

Parent/Volunteer Involvement

Visitors

Visitors are welcome at Noah Webster Academy. Visitors must enter the front school doors (southwest) and sign in at the front desk. Visitors must wear a Parent or Visitor's Badge while they are in the school. Visitors are welcome to visit any classroom. Visitors should not involve themselves in the classroom. We ask visitors to not bring small children on these visits.

Volunteers

Volunteers are always welcome and appreciated. Families can log their volunteer hours on our website (www.noahwebsteracademy.org - Click on Our Team/Volunteer Hours) using their family carpool number.

Non-custodial parent/guardian

It is the responsibility of parents to provide the school with official copies of court documents. If no documents are on file, the school can provide non-custodial parents information regarding academic records and other school-related documents and communication. Likewise, non-custodial parents have access to scholars during school hours the same way that custodial parents do (including picking up the scholar from school) unless legal documentation to the contrary is presented to the school.

Communication Between Parents and School

Our website is the primary resource for all school related information. We send a weekly email referred to as 'Knightly News' which includes a brief overview of events and other important information for NWA families. Parents are encouraged to sign up for our text messaging service and follow our social media accounts.

Channels of Communication

Members of the Noah Webster Academy community who have a question, concern, feedback, or a need for information should identify the person best able to answer their question or concern and approach that person in a positive manner. Concerns should be brought on an individual basis and not for a group. Our communication channels are as follows.

Academic or Behavior Concern

1. Scholar's Homeroom Teacher
2. Assistant Director
3. School Director
4. Governing Board

Scholar Records, Enrollment, Immunizations, Carpool Concern

1. Front Office
2. Assistant Director
3. School Director
4. Governing Board

Facility, Safety

1. Front Office
2. Operations Director
3. School Director
4. Governing Board

Lunchroom

1. Scholar's Homeroom Teacher

2. Lunch Manager
3. Operations Director
4. School Director
5. Governing Board

Special Education Concern

1. Scholar's Homeroom Teacher
2. Special Education Director
3. School Director
4. Governing Board

Fraud or Mismanagement

1. Governing Board – fraud@mynwa.us

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

Parent Survey

Annually a parent survey is distributed to Noah Webster Academy families. The survey gives families the opportunity to provide feedback with all aspects of Noah Webster Academy's program. Survey results are reviewed in a public board meeting and major points from the survey are communicated to the parent community via the school newsletter. It is our goal to have 100% parent participation in the parent surveys.

School Meals – Breakfast and Lunch

Scholars are served healthy meals with a variety of fresh fruits and vegetables, grains, and low-fat dairy products. Our menu and meal pricing are posted on the school website.

- Free and Reduced meals are available by application (see below)
- Money is collected in the front office for those purchasing breakfast or lunch.
 - Check, cash, or card are accepted.
 - Lunch balance emails are sent out weekly.
 - Parents may see food account balances on Aspire.
- Scholars are welcome to bring a lunch from home.
 - A microwave is available for minimal warming. For time and safety reasons, popcorn and items requiring more than one minute to heat are not allowed.

Free and Reduced Meals

NWA participates in the National School Lunch Program and offers free and reduced cost meals based on the economic need of each family. Eligibility guidelines and an application can be found on the school's website. The applications are received in the front office for the Kitchen Manager to process. After the application has been processed, the Kitchen Manager contacts the parent(s) of the scholar applying for the free and reduced meals to notify if they qualify under the Federal Guidelines outlined in the application. For confidentiality reasons, the participating scholar is not informed by the school of the application or the status of the application. Every scholar is given a unique meal number regardless of payment type that does not denote participation in the program. Applications must be completed, submitted to office, and verified 48 hours prior to scholars receiving free and reduced meal pricing. Parents receive a notice of approval status once verified. Email info@mynwa.us for additional information and/or questions.

Carpool Procedures

EVERY FAMILY IS ASSIGNED A CARPOOL NUMBER. We have 400+ families at NWA. Your patience and support are appreciated to make the carpool process flows safely and smoothly.

Morning Scholar Drop-off

- Breakfast begins at 7:40. The doors are open to go to class at 7:55.
- We ask that scholars exit their car closest to the curb.
- There is one drop off lane and one pull through lane for both the front and the back.
- To help ensure the safety of our scholars, please follow carpool attendant directions.
- Scholars should exit the car immediately when the car comes to a stop in the carpool lane.
- Only right turns are permitted in and out of the driveways onto 400 South during carpool hours.

Afternoon Pick-up Procedure

- Every family is assigned a blue carpool number for pickup.
- Depending on traffic, a school employee will send you to the front or back of the building.
- Do not park in the parking lot and ask for your child to be released.
- Each family receives a sheet with four carpool number cards. The extra three cards are to be distributed to people you would like to be able to pick up your scholar(s). This can be family members or other NWA families you may carpool with.
- When you arrive at school for pick-up, line up beginning at the first spot along the curb in one of the assigned lanes. Any overflow lines up along the curb on 400 South. Please do not block our neighbor's driveways or 400 South.
- Please have all carpool numbers for scholar pick up where staff can see them and enter them into the carpool system. Keep number(s) visible until scholars are in your car.
- When approaching the pickup zone, pull your vehicle as far forward as possible.
- Do not get out of your car while in the carpool line. After your child is in the car, you may pull into a parking stall to buckle up their seat belt.
- We close the back driveway when most of the cars are loaded. A sign in the alley indicates the back is closed, proceed to the front of the building to pick up your children.
- It is the parent's responsibility to be at the school to pick up their children when school is dismissed.
- When carpool time is completed (after approximately 15 minutes), the remaining scholars are released to stand by the gym. **There is no outside supervision once carpool ends.**

Forgotten Carpool Numbers/Cards

Families without numbers are asked to park until carpool is over and all scholars are released. Anyone picking up your child must have a physical, current copy of your carpool number.

Walking/Biking to School

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

- If a family wishes to have children walk or bike, they must complete the online WALKER/BIKER FORM found on our website. This must be completed each year. For safety reasons, no child is released as a Walker/Biker without the form being completed by the parent.
- Children are given a walker/biker card. They present this card to the adult as they exit the building from the south doors (400 South)

- **Scholars should be picked up at least 2 blocks from the school to prevent traffic congestion.** Scholars are not permitted to stand and wait for parents to pick them up in front of the school or on school property during carpool hours. Do not park in the carpool lane.
- Please visit with your children and help them understand they should stay on sidewalks and not walk, sit, play, or litter in the neighbors' yards while they are walking down the street to meet your car. Neighbors need to be able to access their driveways.

Carpool Substitute Rides Home

If your child should need to ride home with someone other than the regularly scheduled driver, please send a note, email, or call the front office giving permission. The front office staff ensures your child receives a pass and the message that they are going home with a different scholar.

Scholar Health

Scholar Medical Information

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

Immunizations

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

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

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

The data is to be on a Utah Certificate of Immunization form and signed by your physician. Parents need to bring the original to the school for verification. The school makes a copy of the certificate to keep in the scholar's file.

Illness during the School Day

In case of illness, teachers contact parents if they deem it is necessary. **Scholars who are ill (fever,**

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

Medications

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

Health - Air Quality

The office checks the air quality website and follows the guidelines recommended outlined by the state. If necessary, teachers are informed of indoor recess and plan an alternative activity for their class. Please contact your child's teacher if your child has a medical condition that may prevent them from participating in outside recess.

School Safety

Building Security

1. All doors except the main entrance are locked throughout the day.
2. Parents and visitors enter the school through the main entrance and check in at the office.
3. Parents must wear a visitor badge upon check-in.
4. The school premises are monitored by video surveillance.

Emergency Drills

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

Safety on grounds

1. Hard balls are not allowed at school.
2. Scholars must stay within the fenced areas of the schoolyard.
3. The following items have restrictions on school premises:
 - a. Scooters must be left outside by the bike rack. Scholars are responsible to lock belongings.
 - b. Roller skates, roller blades, and shoes with wheels may not be worn on school property.
 - c. Long boards and/or skateboards may not be used on school property. They can be stored in the classroom after obtaining their teacher's permission.

Toys/Personal Items

Toys, electronic devices, or personal items brought to be used in teacher-directed sharing experiences are to be kept in the Scholar's backpack before and after the activity. Any items which could cause harm such as

knives, guns, fireworks, etc. are strictly prohibited and may result in an automatic suspension. The school is not responsible for items lost, damaged, or stolen on school property or at school-sponsored events or activities.

Electronic Devices

Scholar's use of personal electronic device (cell phone, smart watch, etc.) is prohibited during the school day. With parents' permission, cell phones may be brought to school but must not be used during school hours. Parents should not call or text their child during the school day. Each classroom has a phone. An electronic device or cell phone visible during school hours is kept by the teacher or office. The electronic device is released to the scholar or parent at the end of the day. The school is not responsible for any lost, broken, or stolen items.

Internet Usage

Scholars use the internet in the classroom. NWA monitors all online activities of scholars.

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

Social Media Policy

NWA protects privacy rights of employees and NWA families. Confidential information about employees, scholars, or volunteers shall not be shared. Please refrain from posting derogatory, defamatory, or inflammatory content about others at NWA for any reason. Disagreeing with another person's opinion or actions is a legitimate form of expression. As we teach our scholars, please seek first to understand, then to be understood when you have concerns. Do not send or post pictures of others without their express permission. Do not share others' personal lives online unless they have authorized you to do so. Assume that anything and everything you post online stays online forever, for anyone to see.

Celebrations

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

Birthday Recognition

Birthdays are recognized daily during morning announcements. Summer birthdays are recognized on their half birthday during the school year. Teachers generally celebrate a scholar's birthday during the school day closest to their birthday and have a special way of acknowledging that scholar. Parents may bring a treat for class members. Please coordinate the time with your child's teacher. All treats must be store bought and individually wrapped, not made at home. Please DO NOT bring balloon bouquets, flowers, or other birthday

items to school. Out of respect and consideration for the feelings of all scholars, please do not distribute invitations to birthday parties or any other personal parties at school—before, during, or after—unless an entire class is invited.

Halloween

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

Veterans Day

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

Valentine's Day

We focus on “caring and sharing” around the time of Valentine’s Day. Teachers provide a class list, attached to the learning plan, for parents who desire to provide valentine cards or treats on Valentine’s Day. Parents MAY send valentines and/or a small, wrapped treat to a scholar’s classmates under the following conditions: They must be provided for each class member, and any treats must be store bought.

School Information

Website

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

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

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

Social Media

The school has social media accounts to share what is happening at the school. Parents may like or follow these pages to see regular updates.

Text Messaging

Parents interested in receiving text messages may sign up by texting JOIN NOAH to 40592. This service will share activity reminders and information regarding the school.

School Calendar

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

School Closures

Noah Webster Academy notifies parents if school is being cancelled or dismissed early due to inclement weather or for any other reason. Closures and late start information will be sent to families via email, text message, Facebook, and Instagram posts. This information will be sent out as soon as possible.

Scholar Information System (Aspire and Otus)

The school utilizes the Utah State Scholar Information System (Aspire), as the primary vehicle to house all data relative to each scholar including attendance, contacts, lunch balances, etc. Parents may set up an account online to view their child's records. We also use OTUS to record scholar grades, missing assignments, digital portfolios, classroom information, etc. We encourage parents to utilize both systems to monitor scholar progress. Parents should update their phone, address, and contact information as needed. All contact information for communication from the school is from the Aspire database. It is the responsibility of the parent to keep the information current to ensure they are receiving all communications from NWA. To set up an account go to www.noahwebsteracademy.org and click the Aspire Portal link on the main page.

Lost and Found

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

Parking

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

Matrix of Behaviors		
Level 1 Minor Behavior IMPACT THE STUDENT (Teachable Moments)	Level 2 Minor Behaviors that impede LEARNING or SAFETY (Teacher Managed)	Level 3 Major Behaviors that are HARMFUL or ILLEGAL (Office Managed)
If these become chronic move to level 2 → <u>Off task behaviors</u> • Crawling on floor • Distracting behaviors • Mimicking behaviors • Not following directions • Not in line • Not listening • Not prepared • Out of seat • Playing with things • Refusing to work • Sleeping • Talking out <u>Safety Issues</u> • Leaning in chair <u>Avoidance</u> • Breaking writing utensils • No homework • Not doing classwork • Avoiding responsibilities • Whining	Chronic Level 1 Behaviors <u>Off- Task Behaviors</u> • Crawling on the floor (negatively impacts learning) • Inappropriate noises • Visiting/Talking <u>Safety Issues</u> • Climbing in bathroom/looking under stalls • Inappropriate use of playground equipment • Leaving supervised area • Play fighting • Poking/touching • Pushing/shoving • Standing on furniture • Tantrums • Throwing things <u>Avoidance</u> • Argumentative behaviors • Consistently not following directions • Lying	Chronic level 2 behaviors (3 minors = a major) • Actions involving serious physical contact where injury may occur (hitting, punching, throwing objects) • Biting • Credible threat to do injury to person/property • Harassment • Illegal substances • Sexual behaviors or talk • Stealing (major) • Throwing furniture • Vandalizing • Self-injury behaviors • Weapons • Profanity • Spitting on others
Next Steps		
• Redirect Student • Reteach expected behavior • Prevent, Remind, Reinforce	• Complete think sheet • Grade level collaboration • Refer to SAT if needed • Logical/natural consequence • Potentially contact parents	• Documented in Aspire • Parent contact • Logical/natural consequence