AeA, Policy & Procedural Guidelines

Athenian eAcademy (AeA) is a unique charter school with numerous locations across the state. AeA operates more like a small school district with policies that provide direction to all of our locations. Policies are reviewed, revised, and approved by our local Board of Education.

Policies are most often created for two reasons:
1. In response to state or federal laws, rules or policies,
2. To define and guide a best practice relating to a need or concern.

Parts of a Policy

Policy

A Policy is the Board's expectations and goal for accomplishing a specific task, need, or position in the school. Policies are typically brief, clear statements about the Board's position or belief about what is best. The board approves policies and their significant revisions. Policies can require or lead to the development of "procedures." Often the Board guides staff in designing ways to implement policies in the form of "procedures."

Procedure

A Procedure may further define policy. Procedures outline how to accomplish a policy. Procedures are developed by the administration and approved by the School Leadership Council; the board can assist in developing procedures.

Form

Form occasionally assists staff in keeping a record of actions, formalizing a request, or documenting information associated with a policy and, or procedure. Forms are developed by administrative staff and approved by the School Leadership Council.

Policy Summary

1000: Board of Education

This policy set defines the Board's purpose and provisions for matters such as induction of Board members, service limits of Board members, ethics for the Board individually, and as a quorum. Information is also defined regarding policy development, review, and approval by the Board.

[1001: Board of Education School Fees Policy R277-407](#)

[1002: Third Party Provider's Asset Policy R277-417](#)

2000: Administration and District Planning

This policy set focuses on school leadership. Including a school leadership chart and guidance about the necessary functions of school leaders to budget, plan, and guide the school in compliance with State and Federal rules and laws.

[2001: Emergency Preparedness and Response Plan R277-400](#)

[2002: Reuse or Disposal of Textbooks Policy R277-433](#)

[2003: Data Privacy and Security R277-487](#)

[2004: Special Education policies and procedures manual (P&P Manual) R277-750](#)

[2005: Health and Welfare Policy 53G-9-203](#)

[2006: Procurement Policy 63G-6a and R33](#)

[2007: School Safety Policy 53G-8-802](#)

[2008: LEA Data Governance Plan](#)

[2009: Eligibility & Processing Free and Reduced Applications](#)

3000: Students

This policy set focuses on the Students, not the educational process. For example, a student's admission data, parents, and place of residence are recorded, as well as school location, etc. These policies assist in the duties of helping our students.

[3001: Student Conduct and Appropriate Behavior Policy R277-322](#)

[3002: Plan for College and Career Readiness Implementation Policy R277-462](#)

[3003: Acceptable Use Policy or Electronic Device Use Policy R277-495](#)

[3004: Supervision of students in school sponsored activities R277-605](#)

[3005: Absenteeism and Truancy Prevention Policy R277-607](#)

[3006: Discipline Plan, Prohibition of Corporal Punishment policy R277-60, R277-609](#)

[3007: Bullying, Hazing, Retaliation, and Abusive Conduct Policy R277-613](#)

[3008: Head injury policy R277-614](#)

[3009: Searching students for controlled substances and weapons policy R277-615](#)

[3010: Youth protection Policy R277-620](#)

[3011: Out of School Time Program R277-715](#)

[3012: Policy supporting students learning English, parents, and families 53G-7-221](#)

[3013: Meal Charging Policy](#)

[3014: Wellness Policy](#)

4000: Curriculum, Instruction, Assessment

This policy set provides direction related to Curriculum, Instruction, and Assessment. Also included is direction about instructional assistance for teachers in their teaching and students' learning. Guidance for students with special needs is also defined.

[4001: Public Education Materials Developed with Public Education Funds Policy R277-120](#)

[4002: Requirements for Assessments of Student Achievement Policy R277-404](#)

[4003: Pupil Accounting - Learner Validated Enrollment Policy R277-419](#)

[4004: Selection and Purchase of Instructional Materials (Library) Policy R277-469, 53E-4-403](#)

[4005: Effective Educator Standards policy R277-530](#)

[4006: Private School student participation in assessments; Home School student participation in assessments R277-604](#)

[4007: Elementary and Secondary School General Core policy R277-700](#)

[4008: Alternative Language Services for Utah Students policy R277-716](#)

5000: Personnel

This policy set provides direction for personnel, administration, recruitment, selection, and assignments. Additional information includes retirement, resignation, and promotion.

[5001: Educator Licensing Policy R277-301](#)

[5002: Professional Standards and Training for Non licensed Employees and Volunteers Policy R277-316](#)

[5003: Child Abuse-Neglect Reporting Policy R277-401](#)

6000: Finance and Operations

This policy set contains policies for managing school funding: revenues, expenditures, budget development, purchasing, record-keeping, etc. School facilities information is also included in this policy set.

[6001: Fiscal and Auditing Policy R277-113](#)

[6002: Student and Teacher Success Act (TSSA) calculation and distribution policy R277-927](#)

[6003: Conflict of Interest Policy](#)

7000: Community

This policy set addresses, Parent-Teacher committees, citizen's committees, concerns regarding school personnel, community use of school buildings, and other groups concerned with education.

[7001: Engagement Survey Access Policy R277-325](#)