



Student Policies and Procedures Manual
2023-2024

Welcome

Welcome to Liahona Preparatory Academy! You are now affiliated with hundreds of Liahona students nationwide who are enrolled at the Academy or in the Distance Education program. Knowledge of and agreement with the following basic Liahona policies, by both parent/guardian and student, are essential to a successful experience.

Together with your student(s), please read carefully the following policies and procedures, as you will all be bound by them upon completion of the registration process.

Mission Statement

The mission of Liahona Preparatory Academy is to assist parents in educating their children in the fundamentals of the arts, letters, and sciences while integrating the truths of the gospel of Jesus Christ. We strive to provide a challenging academic education by infusing secular knowledge with LDS doctrine and values in order that students might understand **all** knowledge in the context of the eternal. We call this a “Restoration Education”.

Belief Statement

We believe that "true education does not consist merely in the acquiring of a few facts of science, history, literature, or art, but in the development of character . . . true education develops reason and inculcates faith in the living God as the eternal, loving Father of all" (David O. McKay, Gospel Ideals, p 441).

We believe that by infusing secular education with LDS doctrine and values, a student's unique talents, gifts, and learning styles are supported and strengthened; furthermore, academic subjects become relevant to their duty to God and to their fellow man.

We believe that as parents, teachers, and administrators work in cooperation with one another in a safe environment, students have a greater opportunity to learn, grow, and excel.

Non-Discrimination Notice

Liahona Preparatory Academy and Distance Education Program accepts students grades Pre-K - 12 regardless of race, religion, color, creed, national origin, sex, physical or mental disability.

Students must agree to abide by the policies of Liahona as outlined in this Policies and Procedures manual.

Students are not allowed to begin classes until all enrollment forms have been submitted and approved by our office.

Following acceptance of your registration, you will be emailed information on how to access online classes thru Telenect, Schoology, booklists, etc.

Tuition and Fees

TUITION

Tuition is an annual amount payable in full, by semester, or by monthly payments (**July 10th through June 10th for academy students and August 10th through May 10th for DE students**). Tuition for each month is **due by the 10th of the previous month** (i.e. August tuition is due July 10th) and must be set up as an automatic electronic payment—either from your checking account or credit/debit card (**There will be a 3% fee assessed of the total charge for all credit cards.**). **Tuition must be current before a student may attend Youth Conference, Service/Super Trips, receive Grade Reports/Transcripts, or Certificates/Diplomas.**

Tuition costs are as follows:

1. Academy non-accredited base tuition (History, English, Science, Math): \$5,700 / \$475 per month for 12 monthly payments.
2. Academy accredited base tuition (History, English, Math, Science): \$6,660 / \$555 per month for 12 monthly payments.
3. Non-accredited electives: **\$55** per month. (Optional)
4. Accredited electives: **\$75** per month. (Necessary for a diploma)
5. Elementary (Grades 1 - 4): \$5,340 / \$445 per month
6. Kindergarten: \$5,040 / \$420 per month
7. Preschool: \$4,380 / \$365 per month for the 4-day program or \$3,660 / \$305 per month for the 2-day program
8. Elementary electives: **\$40** per month. (Optional)
9. **Off-Campus Elective Credits: \$160 per one credit**
10. All of these payments per month are based on 12 monthly payments.

LATE TUITION POLICY

1. Students whose accounts are 30 or more days in arrears will not be permitted to attend or watch classes until current.
2. Accounts in arrears at the end of the school year will be turned over to a collection agency.
3. Non-payment of tuition is grounds for dismissal.
4. If you find yourself in an extenuating circumstance, please contact our finance office to make arrangements.

ADDITIONAL FEES AND CHARGES

- Non-Refundable: \$100 Registration Fee
- Variable or Optional: Books, Elective Classes, Graduation, Yearbook, Service/Super Trips, Youth Conference
- Other: 1 month's tuition Drop Fee; **\$30.00 Returned Check Fee**; \$20.00 Denied Charge Fee; \$5 Lock Fee; \$25 Non-Returned Lock Fee; \$10.00 Emergency Kit Fee

WITHDRAWING

- You have 5 business days from the time of application submission to withdraw your student without penalty.
- If you drop after the 5-day grace period but before the first day of school, your registration fee is forfeited.
- If you withdraw after school has commenced, your registration fee will be forfeited and the next month's tuition charge will be assessed.
- If your student is expelled, no tuition or fees will be refunded.

REFUNDS

1. Registration and book fees are non-refundable.
2. No refunds will be given if a student is on probation, suspended, or expelled.
3. If Liahona does not accept your student, registration fees will be refunded.

Student Safety, Dress, and Behavior Policies

Liahona is a private academy, with specific standards that must be adhered to if students desire to be enrolled. Students are expected to abide by Liahona's behavior policies, dress code, and the guidelines of the LDS church. Rules may be deleted, added to, or modified by the administration at their discretion. Notice of any such changes will be emailed to the address on file. Please review these policies with your student.

Disciplinary action is at the discretion of Liahona's administration, but situations will be examined on a per student basis with parental input. Discipline may include but is

not limited to service hours, extra homework, probation, transfer to the distance learning program, suspension, or expulsion. Enrollment status will be determined after consultation with parents, but the final decision is at the discretion of the academy's administration.

In keeping with the 13th Article of Faith, *"We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men. If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things."* Therefore, we have established the following student policies.

GENERAL

1. Abide by the standards of the LDS Church both on and off campus.
2. Teachers and fellow students are to be treated with respect, kindness, and compassion.
3. Teachers and staff will be addressed as "Brother" or "Sister" (surname).
4. Students will come to class ready to invite the Spirit to help them learn and prepared with their textbooks, scriptures, homework, and supplies.
5. Students are expected to maintain the highest academic standards. Plagiarism and cheating are not tolerated.
6. Most classes are filmed and live, and as such, student conduct must be exemplary. If self-control becomes a problem in the classroom, the student will be moved to a non-filmed class if available, disciplined, or moved to the Distance Education program.
7. Pokémon cards, playing cards, iPods, headphones, mp3 players, cell phones, smart watches, electronic games, and CD/DVD players are NOT allowed in classrooms or the hallways. Games, toys, magazines, novels, and crafts are not allowed in classrooms during class time. Laptops and tablets may be used in class for note-taking only and only after receiving permission from administration. Students who receive permission, must sit on the front row while using these devices.
8. No gum is allowed on campus.
9. If a student damages or breaks school or neighborhood property, the student will be responsible for the cost of repairs or replacement.
10. The Lost and Found is not a "free items" box. Do not take items from the Lost and Found. This will be treated as theft.
11. Any items left on the premises and not claimed in the Lost and Found after an extended period of time will be taken to Deseret Industries.
12. Students may not initiate or participate in any activity that is disruptive to the school or the neighborhood.

13. No "Public Displays of Affection". This includes but is not limited to: holding hands, backrubs/back scratches, prolonged hugs, kissing, making out, sitting on laps, cuddling or anything of a romantic or intimate nature.
14. No gossiping.
15. No sharing of prescription or non-prescription drugs.
16. No personal note writing or note passing is allowed in class. Personal notes will be confiscated.
17. Since Liahona does not have a full-time librarian, please check out and return any books through the office.
18. Students are to clean up their own trash, food, and messes in the kitchen and student center. Leftover containers will be thrown out at the end of each day.
19. Do not take food that isn't yours. This will be treated as theft.

SAFETY POLICIES

1. All visitors **MUST** first check in at the front desk.
2. Liahona is a **closed** campus. Students are not allowed to leave campus during school hours without a **written** note **from a parent in advance** of the student leaving campus. (Due to insurance reasons, we can no longer accept a phone call.). ALL students must sign out in the office before they leave.
3. If a student is excused but returns to the building, they must check in with the office before going to their class.
4. Excused students may not take unexcused students with them.
5. Students have committed to immediately report to the administration any behavior by other students which is inappropriate, unkind, or breaks the standards of The Church or Liahona. This is a promise we take very seriously.
6. No student may act in such a way as to be considered aggressive, harassing, intimidating, or any behavior that belittles another student or teacher.
7. No "hanging out" in cars during breaks, before or after school, or during school activities.
8. The conduct of students while on and off campus is expected to be in accordance with school and church standards and in compliance with local, state, and federal laws. We expect your behavior to be consistent whether at church, at school, or at a social gathering.
9. All students, lockers, vehicles, and belongings are subject to search and seizure. Any item deemed inappropriate or illegal found in the possession of a student will be confiscated and held until parents and the proper authorities have been notified.
10. In case of a natural or man-made disaster, students will be confined to the building or grounds until picked up by parents. If the building should become uninhabitable, we will be at the LDS Church across the street.

11. Student Center computers may only be used for schoolwork. Liahona's computer lab utilizes extensive filters, but no system is foolproof. Computers are not for personal use or social media.
12. Teacher, staff, and editing computers are off-limits for students.
13. Students may not post inappropriate pictures or material on personal profile sites, such as Schoology, Facebook, Instagram, Snapchat, Twitter, Google Hangout, etc.
14. No student may possess or use substances such as tobacco, alcohol, illegal drugs, vapes or drug paraphernalia.
15. No student may possess or use clothing, jewelry, emblems, badges, symbols, or signs that are evidence of membership or affiliation of any gang, secret society, or hate group.
16. No student may possess or use anything deemed a danger to themselves or another student. This includes but is not limited to lighters, firecrackers, knives, steel knuckles, or any other weapons.
17. No student may possess literature, pictures, and/or use language that tends to be obscene, foul, disgusting, indecent, or pornographic.
18. Do not drive to seminary; students are to walk across the street to the seminary building using the provided crosswalk.
19. Students and teachers are not permitted to meet alone behind closed doors. For safety purposes, another adult or student must be in sight at all times.

SEARCH AND SEIZURE POLICY

School authorities are charged with protecting the health and safety of all students and promoting the effective operation of the school. The following Search and Seizure guidelines shall be observed to assure the privacy of individuals and the safety and welfare of all students.

Students shall be free from searches unless there is reasonable cause to believe that something is concealed that may be illegal or pose immediate danger to the student, other students, or the staff. School officials may request a student to remove all items from pockets or other personal property.

Lockers remain the property of the school and are provided to students for their convenience. Students should be aware their assigned locker will be jointly accessible to the student and the school officials and may be subject to search at the discretion of school officials.

School officials have the right and the duty to inspect any vehicle parked on the parking lot of their school. If an official has reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or if they reasonably

suspect drugs, weapons, illegal or prohibited matter, or stolen goods, a car may be searched.

DRESS CODE COMPLIANCE

The first time a student is out of dress code, parents will be called and asked to bring appropriate clothing. If parents cannot be reached or are unavailable, students will be allowed back to class after being assigned a paper and/or service to complete. A third offense will result in a suspension and possible additional discipline.

"When obedience ceases to be an irritant and becomes our quest, in that moment God will endow us with power." – Ezra Taft Benson

DRESS CODE POLICY

1. Clean and modest clothing and personal grooming.
2. No crude or inappropriate sayings, pictures, or vulgar brand names or logos on any piece of clothing.
3. Any unaltered official Liahona issued apparel is permitted on Thursdays regardless of the guidelines below and as long as it remains modest.

ACCESSORIES

1. No body piercing or body jewelry, such as ears (young men), nose, belly, tongue, etc. Young women, one pair of pierced earrings is allowed in accordance with the prophet's counsel.
2. No temporary or real tattoos.
3. No extreme colored hair or hairstyles, which are distracting in appearance or needing constant attention.
4. No distracting ornamental jewelry, necklaces, rings, belts, gloves, etc.
5. No leather studded bracelets, necklaces, rings, or belts.
6. No ghoulish/gothic adornments or jewelry.
7. No bandanas may be worn to cover the head. Bandanas as hair ties/bands are acceptable for girls.
8. No mesh, lace, or knit decorative gloves or hand coverings, etc.
9. No hats, beanies, or sunglasses of any kind for both young men and women in the building. Medical exceptions may be made.

PANTS

1. No clothing holes or frays or styled patches.
2. Jeans of all colors may be worn as long as they abide by the rules dictated in this section.

3. Shorts for both young men and women are acceptable. **How long?** Young women may also wear capris.
4. Cargo or golf shorts of modest length may be worn. Nice looking jean shorts are also allowed. No basketball, dance, sweat or silky material shorts will be permitted.
5. Nylon-type athletic warm-up suits, fleece, thick cotton sweat pants, or jogging pants or anything that could be confused for these may not be worn.
6. No parachute, leather, flannel, or pajama material may be worn as pants.
7. Pants must be a material similar to khaki, twill, corduroy, or knit.
8. No military uniforms or camouflage material without prior approval
9. For young men- Pants may only be jeans, slacks, dress pants, khaki or cargo pants. No other styles will be permitted.

SHOES

1. No slippers, flip-flops, shoes with wheels in them (heelies etc.) or extreme soles.

YOUNG MEN

1. Clean Shaven. No beards, mustaches, goatees, soul patches, long side burns, etc. Hair may not extend past the bottom of the earlobe.
2. Pants should not be too tight, too low on the hips, or too baggy.
3. The current style in shorts for young men is very short. Shorts must reach the top of the knee.
4. Shirts must have a collar. Shirts are to remain buttoned and worn while on the premises. Only the top two buttons may remain unbuttoned. Shirts do not need to be tucked in.
5. Shirts must always be worn. At no time should any portion of your chest, stomach or back be visible.
6. Sweatshirts, sweaters, turtlenecks and hoodies are permitted. If at any time the student removes one of these items, they must be wearing a collared shirt. The style of hoodies and sweatshirts has continued to get sloppier over the years. These items should ONLY be worn when students are cold and NOT as their primary shirt. Again, the goal is to look clean and respectful for the learning environment.

YOUNG WOMEN

1. Shirts without a collar may be worn as long as they are not a graphic or logoed t-shirt. Small logos no more than 2 inches in diameter are allowed as well as patterns and words/phrases that are positive, uplifting and appropriate. Shirts do not need to be tucked in.

2. Shirts must have sleeves at least 2 inches below the shoulder line. No tank tops, T-tops, or halter-tops.
3. No belly shirts. Your midriff and back are not to be visible (bending over the drinking fountain, doing “Head, Shoulders, Knees and Toes,” etc.). If you have concerns about this detail, a body suit, long tank top, or “Shade shirt” or modesty tee may be worn under your shirt to ensure modesty.
4. No revealing necklines.
5. No hip hugger pants that reveal midriffs.
6. Dresses/skirts must be a modest length (top of the knee) even if worn with tights or leggings. Any slit may not go above the top of the knee.
7. No fishnet stockings of any color.
8. No “costume” type outfits.
9. The current style for young women is very tight. Be careful how much and what you are showing through your clothes. Nothing that is too tight that it outlines under garments will be permitted.
10. Jeggings or leggings that appear as pants when worn are permitted as long as they follow the guidelines set forth in this section OR are worn under shorts or a skirt/dress that goes to the top of the knee. Athleisure type leggings, leggings that appear as tights or yoga pants are not permitted.

Enrollment

Students are not allowed to begin classes until all enrollment forms have been submitted and approved from our office.

All required forms are online and include the following:

- Policy and Procedures Agreement
- Student Medical Information
- Release of Liability
- Auto Check or Charge Tuition Agreement

A parent, student, and administrator interview will also be conducted before final acceptance into the academy.

IMMUNIZATIONS

According to Utah State Law, a copy of your student's completed immunization record OR the Personal Exemption Form (available from the Utah County Health Department, Rule 396-100) must be kept in your student's school file BEFORE the student begins attending school.

PUBLIC SCHOOL RELEASE

If you have not already done so, you will need to notify your local school district that you are withdrawing your student from public school and enrolling them in Liahona. If you encounter resistance from your local school or district to your plans, understand that the school district loses federal money when a student is withdrawn from public school. There are usually solutions to any concern they may raise. If you are enrolling as a non-accredited student, the Home School Legal Defense Association provides helpful information for home school families. For more information, go to www.hslda.org.

Schoology

Schoology is our password-protected login where you and your student have access to online classes, assignments, grades, communication with teachers, and many other features that will help keep you informed, better prepared, and able to be successful at Liahona. The following features will help you in this endeavor:

- **Teacher Announcements** - regular announcements from teachers important for the course.
- **Grade Book** - where grades are posted for each assignment or test.
- **Communication** - email addresses and messaging for teachers.
- **Bulletin** - a secure social networking site designed to introduce your student to the rest of our Distance Education and Academy community. Pictures and information are monitored upon submission. No inappropriate or suggestive poses or gestures and no inappropriate language or information is to be included.

Please become very familiar with Schoology. Many of the questions you may have can be answered by checking Schoology.

After registration, you will receive an auto-generated email inviting you to Schoology, which includes a link to get started. Upon registration, you then set up your own password for Schoology. If you have any questions or problems with Schoology, please contact the office for assistance.

General Academic Information and Policies

Academy classes and students are filmed live and/or recorded for Liahona's Distance Education program. There are many benefits to academy students as classes may be watched as many times as needed, are available when a student is absent, and provide an additional study tool. However, being filmed means that a student's classroom behavior must be exemplary.

ACCREDITATION

Liahona is accredited through Cognia. This accrediting agency is the largest group of education professionals in the nation and accredits all Utah public schools and universities including Brigham Young University. If you are an accredited student, this assures that your earned credits will transfer to other schools and institutions. It also enables Liahona to offer a diploma recognized by the state of Utah. There are other less expensive accrediting agencies, but Cognia is the most widely accepted by colleges and universities, and we feel that is an important option for our students.

Only 9th through 12th grade students who desire a Utah diploma need to be accredited. Accredited students need to meet with our accreditation counselor yearly to ensure they are on-track for graduation, with the correct number of courses in the required areas, for a diploma. To satisfy state graduation requirements, students must have at least 24 credits (vs. 28 credits in public school) in specific subjects:

- 4 credits in Language Arts
- 4 credits in Math (Pre-Algebra and higher)
- 4 credits in Science
- 4 credits in History
- 2 credits in Physical and Health Education
- 1.5 credits in Fine Arts
- 1 credit in Career and Technology Education
- .5 credit in Computer Technology
- .5 credit for Financial Literacy
- 2.5 credits for electives

In addition to our core academic classes, Liahona schedules elective classes to correspond with the needs of our accredited students. If an accredited student is short on credits needed for graduation, please see our accreditation counselor, there are various avenues available for credit recovery. To participate in an elective class at Liahona, the student must be an enrolled Academy or Distance Education student.

Parents must notify our registrar if any previous schools were attended, so we can request transcripts and combine credits. We accept credits from all accredited

institutions and will track credits unless notified by parents that another institution will be doing so. Liahona will provide grade reports or full transcripts to other educational institutions upon request and if tuition is current. **Grades and transcripts will NOT be released from Liahona if your account is not paid in full.**

In order to receive a Utah State Diploma from Liahona, you must have received a minimum of 50% of your high-school credits from Liahona. If you transferred to Liahona, you must have received a majority of your credits from Liahona during the years you attended.

If you do not want a Utah diploma, you may choose to be non-accredited. The work completed by the student is the same as accredited, but credits are not assigned to the courses taken and entrance into colleges and universities is solely dependent upon the student's ACT score. Please note some branches of the military, as well as some police academies, will only admit candidates with diplomas.

CREDIT TRANSFERS/OFF CAMPUS EXTRA-CURRICULAR CLASS CREDIT

Liahona will accept transferred credit from accredited institutions free of charge. This includes transcripts from public school, private school, or other accredited institutions such as BYU Independent Study. (If enrolling in any BYU Independent Study course, please list Liahona Academy as your high school.)

Liahona will grant credit for classes taken off-campus. In order to receive credit, the class must meet the following guidelines:

1. 45 hours of classes/work for 0.25 credit, 90 hours for 0.5 credit, or 180 hours for 1 full credit of off-campus extra-curricular classes, such as horseback riding lessons, dance lessons, a creative writing workshop, etc.
2. The teacher **MUST** be someone other than a parent, a qualified expert in the area of study, and must attest to and verify the student completed the required number of hours/work and assign a grade.
3. A proctored test, portfolio, video, project, or other documented evidence must be submitted upon class completion.
4. Classes similar to or the same as classes offered by Liahona will not be considered for an off-campus elective.
5. All of the correct forms **must** be submitted and approved **before** classes begin.
6. The fee is **\$80** for each .5 credit.

CLASS CHANGE OR DROP POLICY

1. Parents may change their student's core academic classes (History, English, Science, Math) from accredited to non-accredited status in writing at any time,

but due to Cognia reporting procedures, no tuition refunds will be given for the time spent in accredited courses.

2. Academy students, who were non-accredited but because they did the same amount and quality of work as the accredited students, may go back and accredit a class up to one year after the class ends after approval from the teacher and administration.

CLASS TRANSFER POLICY

1. Parents may request in writing a student transfer into a different period of the same core academic classes upon administrative approval.
2. Parents may request their student drop a core academic class any time, but tuition will not be lowered. No grade will be posted if the student drops prior to halfway through the semester. If they drop past the half way mark, the grade will be posted on their grade report.
3. Students may not remain on campus when not enrolled in a period.
4. Academic Elective Class Policy is as follows:
 1. A variety of elective classes will be offered each semester for personal interest or to fulfill Utah requirements for graduation. A minimum of eight (8) students must be enrolled before the class will be held.
 2. Classes are filled on a first-come, first-served basis.
 3. Accredited elective classes are .5 credits a semester and \$70 per student/per month, due with regular tuition.
 4. Non-accredited elective classes are \$50 per student/per month, due with regular tuition.
 5. Student may drop an elective course within 2 weeks of the start date. The balance of the month's tuition will be forfeited, but no other drop fees will be assessed. After the 2-week grace period, a student may drop the class, but tuition for the rest of the semester will still be assessed due to salary commitments to course instructors.
 6. Parents may request a change from accredited status to non-accredited status anytime within the first 30 days of the elective class; however, the accredited tuition will still be owed due to Cognia reporting procedures.
 7. If an accredited student drops the class after the 2-week grace period, they will receive an F in the class.

CURRICULUM

1. Textbooks are selected by a Curriculum Review Committee comprised of teachers and administrators who have final approval.

2. A book and materials list is available in the Booklist section of the website under the Academy link. Books are purchased from Liahona unless otherwise indicated.
3. Books will be distributed on the student's first day of school or upon receipt of payment.
4. School supplies (notebooks, paper, pens, pencils, scriptures etc.) are to be provided by the student. Please bring ONLY non-spiral notebooks that tear along a perforation or those with a glued backing.

GRADES

1. Grades are determined by each teacher according to our rubric or specific work required formula. Students not achieving a C average will be placed on academic probation or dismissed from the academy depending upon the individual situation. Any student body officer who receives an F will be placed on probation and then dismissed from office if not improved in a timely manner.

Liahona's Grading Rubrics

<u>ELEMENTARY</u>
O (Outstanding) = 83% and higher
S (Satisfactory) = 70 - 82%
N (Needs to improve) = 0-69

	<u>HIGH SCHOOL</u>	
Grade	Grade Point Average	Percentage
A	4.00	92-100
A-	3.67	90-91
B+	3.33	88-89
B	3.00	84-87
B-	2.67	80-83
C+	2.33	77-79
C	2.00	74-76
C-	1.67	70-73

D	1.00	64-69
D-	.67	60-63
F	0.00	0-59

1. Grades are posted on Schoology in the Assignments/Grades section for parents and students to access. Final semester grades may be adjusted at the teacher's discretion to account for student participation and citizenship.
2. For those on non-accredited status, grades are optional. Some parents strongly object to grades. If you do not want your student to be graded, you need to fill out the Grade Waiver Request available from the office. Grades will be kept internally but not given to the student. If we do not receive a Grade Waiver Request, your student will be graded. Grade reports for those who opt out of grading will be marked "Not Applicable" in the grade column.

GRADE REPORTS

Tuition must be current before grade reports will be sent.

1. Each semester's grades and credits (if applicable) are available on Schoology
2. **For car insurance purposes, etc., you may request a current grade report at any time. Your written request will be filled within one week from date of request and will cost \$5 per request.**
3. A 4-year cumulative transcript is provided free of charge upon graduation and is sent upon request to the colleges or universities of your choice free of charge. Requested transcripts for any other reason will be \$5 each.

Graduation Options: There are three options your student can work toward receiving as recognition of their work and attendance at Liahona Academy. **All tuition and fees must be current in order to receive any one of these.**

- **Certificates of Completion** are awarded to deserving, accredited or non-accredited 12th grade students who, for whatever reason, do not meet the Certificate of Graduation or Utah High School Diploma requirements.
- **Certificates of Graduation** are awarded to deserving, non-accredited 12th grade students who have successfully completed the equivalent of at least 8 credits at Liahona and to accredited students with less than the required 24 credits needed for a diploma.
- **Utah High School Diploma** is awarded to accredited students who have successfully completed at least 24 credits in the appropriate categories.

Academic Extensions for Seniors: A senior in need of an academic extension to finish coursework necessary to receive graduation credits may request an academic

extension. This request must be in writing. To be granted, the request must be approved by all involved teachers, administration, and front office staff. If approved by all involved stakeholders, the student must pay \$140 per class per month. The final deadline for all academic extensions is July 31.

HOMEWORK/TESTING

1. Homework is neither assigned for the sake of busy work nor to compensate for a lack of teaching. Homework is assigned only to assess if concepts have been understood and integrated into a student's learning. Liahona assigns a minimal amount of homework; therefore, each assignment contributes greater weight to a student's grade.
2. Students are notified of assignments by their teacher in class and all homework/assignment information and grades can also be found on Schoology. Assignments should be completed according to the teacher's instruction. If you need more explanation and communication with your student's teacher, you will be able to contact them through Schoology or the teacher's school email.
3. Plagiarism is the act of taking someone else's work or ideas and passing them off as your own. Plagiarism includes submitting an assignment that is not 100% the student's own work and words or where sources are not properly cited. This includes the use of ChatGPT or any other AI tool. Any type of plagiarism will result in an automatic zero on the assignment and a call to the parent. A second offense will result in suspension.
4. Live classes are available at specific times, and filmed classes are available on Telenect or in Schoology by the end of the day the class was filmed. Classes stay available until the end of the year. This is an excellent tool for review, updating notes before a test, or making up missed classes.
5. Students may retake most quizzes/tests as many times as needed. The designated proctor is an exception. The amount of retake credit given is at the teacher's discretion. Accredited students MUST retake all tests at the academy, proctored by a staff member or teacher. Please schedule a testing time in advance with the office staff, and when finished, turn the test into them. Non-accredited students may retake the test at home with a parent as a proctor. The parent MUST correct the test, write the score, and sign the test before turning the test into the office. The new score will then be entered into the grade book.
6. To pass the class as a distance education student, a proctored exam must be passed each semester in addition to completing class coursework. One retake is allowed on the proctored test. If a distance education student doesn't pass the proctored test then they won't pass the class regardless of their class grade.
7. Late assignments will be accepted until the mid-semester deadline and semester deadline. DE students have a two week grace period past these deadlines. However, the amount of credit allotted for late assignments is solely at the

discretion of the teacher. Assignments will only be accepted for the current semester, not any previous semester. Once the semester has closed, grades will stand as they are.

8. A practice ACT test is administered every spring for 7th through 11th grade students. An ACT Prep class is also offered each year. This practice test is given as a benchmark for progress from year to year and so students are prepared to take the actual ACT. The ACT test is a vital component for acceptance into the college or university of a student's choice and research has shown the more one practices, the higher one scores. Students are to do their best. The test will be turned into the office at the end of each year, to be kept in the student's file. When taking the actual ACT test, make sure you put in Liahona's school code.
9. Carson Smith Scholarship students are given the WRAT test at the beginning and end of each year. This test is used to establish a baseline and measure improvement. A mandatory weekly class is offered to Carson Smith students for help with homework and understanding concepts.
10. A Saxon Math Placement test is administered to incoming students or to student's whose Saxon level is in question and at the end of each school year. This allows placement in the correct math skill level.

SCHEDULES

- **Preschool**

- Monday - Thursday: 8:30 AM - 11:30 AM with various breaks

- **Kindergarten**

- Monday - Thursday: 8:30 AM - 11:30 AM with various breaks

- **First - Fourth Grades**

- Monday - Thursday: 8:30 AM - 1:20 PM with various breaks

- **Fifth and Sixth Grades**

- Monday - Thursday: 8:30 AM - 1:15 PM *with various breaks, depending on math schedule

- **Seventh – Twelfth Grades Core Class Schedule**

- Monday, Wednesday and Thursday:

- 1st Period 8:30 AM - 9:30 AM*
 - 2nd Period 9:36 AM - 10:26 AM
 - 3rd Period 10:32 AM - 11:22 AM
 - 4th Period 11:28 AM - 12:18 PM
 - 5th Period 12:25 PM - 1:15 PM

- Tuesday

- 1st Period 8:30-9:20 AM*
 - 2nd Period 9:26-10:06 AM

- WARRIOR TRAINING 10:12-10:56 AM
- 3rd Period 11:02-11:42 AM
- 4th Period 11:48-12:28 PM
- 5th Period 12:35-1:15

** Prayer and Pledge are offered 1st period, and closing prayer is offered the last few minutes of the final core class, which ends at 1:15 PM.*

- **Academic Elective Class Schedule**

- Monday and Wednesday: 1:45 PM – 3:00 PM
- Tuesday and Thursday: 1:45 PM – 3:00 PM
- Friday: 9:30 AM-12:00 PM, 12:30 PM-3:00 PM
- Elementary- Monday and Wednesday: 1:30 PM-2:30 PM

SCHOLARSHIPS: ACADEMY/COLLEGE

Carson Smith

Students with a current IEP or who qualify for an IEP may be eligible for the Carson Smith Scholarship Program. Carson Smith is funded by the State of Utah to help students find a school better suited to their learning needs. Their website is www.choiceineducation.org or call (801) 637-4111. Carson Smith recipients cannot be dual-enrolled in a private and public school, cannot be taking any public school, electronic high school, or MATC classes. Liahona Preparatory Academy has limited Carson Smith spaces available per grade. Please contact the school office prior to registering.

Liahona Foundation Scholarship

The Liahona Foundation grants several \$1,000 and \$500 scholarships each year to the college of the graduating recipients' choice. All Liahona graduating seniors are encouraged to apply. The award is based on academic accomplishment, leadership contribution to Liahona and/or the community, and maintenance of Liahona standards.

BYU - Liahona Endowed Scholarship (Provo Campus Only)

This private scholarship is donated to BYU by a Liahona family to honor Liahona. This scholarship is 1/2 tuition for 4 years as long as you maintain the GPA required by BYU. It is available to Liahona graduates who are graduating with a Utah diploma or Liahona Certificate of Graduation.

When you fill out the application for BYU, also fill out the scholarship portion. Then, you will be automatically considered for this scholarship if you meet two requirements:

1. ANY graduating senior (Academy or Distance Education) MUST list Liahona Preparatory Academy as their graduating school when applying to BYU AND when they registered for their ACT/SAT test.
2. The student must be graduating with a Utah diploma from Liahona or Liahona Certificate of Graduation. If you didn't list Liahona, you can go back in and change it. Then, BYU's scholarship committee will choose who receives the scholarship and notify the recipient. BYU will only award one scholarship per student, so if you qualified for more than one scholarship, BYU will choose which one to award.

General Information

COMMUNICATION

Communication between Liahona administration, teachers, students, and parents is primarily by email, items posted on our website and social media, especially in Schoology and the home page. It is mandatory that we have a parent email address and that you have access to a computer. Please update us immediately with any changes to your mailing address, phone number(s), and email addresses. We cannot emphasize enough how important it is for you to receive our emails. Upon receipt of your application, you should receive a welcome email from us. If you do not receive this email, please check your junk folder, and add Liahona to your contacts. If you are having trouble receiving our emails, please contact the office for assistance.

ELECTRONIC DEVICE/CELL PHONE POLICY

Due to the interruptions and distractions they cause, we require that all electronic devices other than a laptop or tablet do not enter the classrooms. Cell-phones are allowed in the student's locker as well as in the student center or outside before or after school or during breaks. Once the bell has rung, cell-phones must remain in the student's locker. If one of these devices is seen or heard by a teacher or staff member, it will be confiscated and taken to the office. A parent will be required to pick up the device at the office. The student will be issued a warning. On the second offence, the student will be suspended. Further discipline including expulsion may be assigned for repeat offenses.

If a parent needs to reach a student during school hours, please call the office, and while on break, they will deliver the message or have the student return the call. If it is an emergency, the administration will interrupt the class to contact your student.

Laptops and tablets may only be used to take notes during class. If a student is seen by a teacher or staff member using it for any other purpose including but not limited to playing games, watching videos, social media, email etc., it may be confiscated and taken to the office. A parent will be required to pick up the device at the office. Repeat offenses may result in additional discipline including suspension and expulsion.

Filming and teacher computers are NOT for student use. Designated school computers may only be used for approved school assignments and may not be used for personal use or social media.

INTERNET SAFETY

The Internet shall be used to improve and support the educational process by providing access to global information and improving communication between all parties.

1. **Acceptable** Use Policy. All Internet or computer equipment use shall be consistent with the purposes, goals, and policies of Liahona Preparatory Academy. Users of the network or computer equipment must conduct themselves in a responsible, moral, and polite manner. All participants must abide by local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the conditions set forth in this policy.

2. Student Supervision. Students are taught to be good digital citizens, including but not limited to not sharing personal information, avoiding and reporting cyber-bullying, and telling a trusted adult if they see inappropriate behavior. Students are supervised by adult staff during official online activities. We use a variety of control and safety settings on our different types of devices to enhance the level of protection for our students; however, Liahona cannot guarantee that all inappropriate material will be blocked. We encourage parents to partner with us to keep children safe.

Misuse of this policy will result in discipline including suspension and expulsion.

SCHOOL EMERGENCIES

1. In case of an emergency, we provide a yearly emergency kit for each student containing the following: a plastic zip-lock bag filled with a water bottle, a granola or energy bar, and a small Mylar space blanket. There is a \$5 fee for a new kit. If the student requires special medication, please provide it for us to include in their kit.
2. In case of a natural or man-made disaster, students will be confined to the building or soccer field until picked up by parents. If the building/grounds

should become uninhabitable, we will be at the LDS Church located at 2433 West 450 South, Pleasant Grove, UT 84062. Their phone number is (801) 855-5387. Teachers will only release students to those designated on the enrollment form as having permission to pick up the student, and a signature will be required.

3. Should school need to be canceled, a text message will notify parents/guardians by 7 a.m.

Parental Involvement

1. We hold very few parent meetings but consider those we do hold of utmost importance. We encourage your attendance. Often, opinion polls are taken and important issues are discussed at these meetings.

2. Parents are asked to volunteer 5 hours per semester with service projects or student activities. Unlike many other private schools, Liahona does not require service hours. **HOWEVER**, this academy could not function properly without the support and assistance of many parents. Volunteers help keep tuition costs lower! We have specific areas that need volunteers including Prom, Service, Transportation, Fundraising, Yearbook, Theatre, Holiday Decorations etc. Plus, we LOVE room mothers or fathers who can spend time in the elementary and junior classrooms assisting the teacher. We hope that our wonderful parents will continue to volunteer generously in order that we never have to make volunteer hours mandatory!

Attendance/Tardy Policies

1. Notify the office when your student is absent. This will ensure the absence is marked as excused. ~~Non-excused absences will affect your student's grade.~~ Out of courtesy to others, if your student contracts a communicable disease, such as mono, please contact the office immediately.
2. For safety and insurance purposes, Liahona is a **CLOSED** campus. Students are not allowed to leave campus during school hours without a **WRITTEN** note ~~or email~~ to the office, **IN ADVANCE, FROM A PARENT/GUARDIAN** (Due to insurance liabilities, we can no longer accept a phone call.). **BEFORE** leaving, **ALL** students must sign out at the office. **WARNING:** Due to safety and insurance issues, disregard of this policy will result in immediate and consequential discipline.
3. If your student will be regularly leaving Liahona early to attend a class or job at another location, the office must be notified in writing **BEFORE** the student begins their schedule. **WRITTEN** authorization **MUST** be kept in your student's file. Students must sign out at the office each time **BEFORE** they leave campus.

4. If a student must leave or be picked up during school hours, only do so on the closest, coordinating break. Most classes are live, on camera, so having students getting up in the middle of class causes great disruptions. **Again, we must have a written note in advance, and the student must sign out at the office.**
5. Excused students may NOT take "unexcused" student with them when they leave. The lawsuit potential is frightening should something happen and a student be out of school without parents' or Liahona's knowledge. Disregard of this policy will result in serious discipline.
6. If only specific individuals are allowed to pick up your student, please notify the office. **This can be done on your registration form and by email.**
7. Students are allowed in the building before 8 a.m. Adult supervision and unlocked doors are NOT available prior to 8 a.m.
8. Please pick up your student from school when their class/rehearsal/performance/activity is finished. Unless pre-arranged, doors are locked, and the staff leaves by 4:00 p.m. A fee of \$20 will be charged to any student not picked up by this time and for each 30 min. thereafter until the student is picked up. When there is an afterschool activity, students are to call their parents 15 minutes before the activity is to end, and parents are allowed 15 minutes after the activity ends for pickup. Anyone remaining after the designated pickup time will be charged the late pickup fee as explained above. Repeated offenses will require an interview with administration.
9. Students need to arrive on-time to class. A warning bell rings one minute before the final bell. By the final bell, students are to be seated, ready to begin. **Since** cameras are turned on a few minutes into class and filming begins, **classroom doors are locked after the final bell.** Students are considered tardy if they arrive after the final bell has rung. Students arriving after the second bell has rung will not be permitted to class **without checking in at the front office.** The front office will unlock the classroom door and admit the student to class. ~~an excused tardy slip signed by the front office. Excused tardy slips will only be given to a student if they are late for a legitimate reason as decided by the front office or administration.~~ These reasons may include bathroom-emergency, meeting with a member of the staff, family emergency, late-carpool, etc. ~~If a student does not receive an excused tardy slip, they will be assigned a paper and/or service opportunity. They will spend the class period completing this under supervision of a staff member. Students will not be permitted to make up any work given during that class period, including tests. Once students receive their third unexcused tardy per semester, (not per class—total) they will have to meet with Brother Long and their parents will be called. The student will be suspended. Students are never allowed to roam the grounds—~~or hallways, the parking lot, student center, bathrooms, or office. Excessive and

consistent tardies are addressed by administration. This policy seems to be unclear based on the feedback I got. We prob need to clarify it...

FOOD

1. Students may utilize the Student Center during class breaks or the break between core and elective classes. Food and drink are allowed **ONLY** in the Student Center. Microwaves and a refrigerator are available for student use.
2. No microwave popcorn is allowed. It usually burns, making the whole building smell.
3. Students are responsible to clean up after themselves and take their food, dishes, and utensils home daily. Any food or containers left after school will be thrown away.

VISITOR ATTENDANCE POLICY

We enjoy having friends and interested investigators visit Liahona and ask that you please observe the following safety policies:

1. Notify the office in advance of any visitor wishing to attend.
2. Visitors should be in dress code and abide by Liahona behavior standards.
3. Visitors **MUST** check in at the front office when they arrive. ~~and are required to wear a visitor badge.~~
4. If a visitor is a guest of an enrolled student, they must attend that student's scheduled classes, and the enrolled student will be responsible for the guest's behavior and dress code while on campus.
5. If a visitor is not a guest of an enrolled student, ~~another~~ student ~~body officer~~ will be assigned to accompany them.

SERVICE TRIPS/SUPER TRIPS

Service Trips are a great opportunity for Liahona students and families. Learning should motivate us to do some greater good in the world, and these trips provide exponential experiences to turn learning into action. Past projects have included travel to the Mexico Yucatan area of Cancun and also to some Navajo reservations. We have worked on orphanages, fixing water tanks and plumbing, re-roofing, cleaning wells and outdoor water systems, rebuilding schoolhouses and teacher's homes, providing medical and dental care, as well as donations of school supplies and clothing/shoes to children and families in need.

Super Trips give us the chance to study an area rich in history, such as Boston, Washington D.C., Philadelphia, and Gettysburg for American History, Mayan ruins in Mexico bringing to life the Book of Mormon, New York City and it's rich theatre

heritage of England and Scotland to study the threads of freedom incorporated into the American Constitution, such as the Magna Carta, John Knox, etc.

Trip costs include transportation, entrances, and accommodations. Participants are responsible for flights, food, and souvenirs. Costs vary.

Anyone in the immediate or extended family of an enrolled Liahona student or graduate in good standing is welcome to attend. **Tuition must be current.** Due to the nature of these trips, we ask that no one under 12 or students with health issues come without a parent or chaperone. We are sorry, but we cannot accommodate small children. We reserve the right to refuse eligibility based upon a student's past history with Liahona.

These trips provide a chance for distance education students and academy students to interact and develop friendships and are traditionally held in June.

YOUTH CONFERENCE

Youth Conference is similar to EFY, only less expensive. Held the week following October General Conference, DE and Academy students enjoy well-known LDS youth speakers, great entertainers, and fun activities. We stay in cabins at Aspen Grove, BYU's alumni camp. Youth Conference is only for registered Liahona students 5th grade and up who are in good standing. No visitors are allowed, although immediate family members of registered participants may attend the evening entertainment. The dance for 14 and up is only for Youth Conference attendees or Liahona graduates. Parents may register and attend as a participant, but chaperones are preselected and must submit to a background check.

Youth Conference fills up quickly and is considered one of the favorite opportunities at Liahona. Because it is an extra cost, Youth Conference is optional, and students not attending enjoy a week out of school.

Conclusion

We ask our students to hold themselves to a higher standard than the world offers, and Liahona accepts students who are willing to demonstrate President Harold B Lee's admonition:

“Do not underestimate the important symbolic and actual effect of appearance. Persons who are well groomed and modestly dressed invite the companionship of the Spirit of our Father in Heaven and are able to exercise a wholesome influence upon those around them. Persons who are unkempt and careless about their appearance, or adopt the visual symbols of those who often oppose our ideals, expose themselves and

persons around them to influences that are degrading and dissonant. Outward appearance is often a reflection of inward tendencies."

Now that you have had a chance to review the Dress and Behavior policies, please discuss with your student their willingness to abide by these policies. If your student is hesitant or looking for loopholes around these rules, please reconsider your enrollment.

Thank You

Liahona Administration