

# Academy Policies & Procedures



## Welcome

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

Please read carefully the following policies and procedures together with your student(s) 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 “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 and 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.

## General Information and Policies

Non-Discrimination Notice: LPA accepts students regardless of race, religion, color, creed, national origin, sex, physical or mental disability.

Admission to LPA is based on prior academic and personal performance, and the ability of the student to profit from and contribute to the academic, interpersonal and extra-curricular environment of LPA. An admission interview is required. LPA accepts Carson Smith Scholarship students.

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

Following acceptance of your registration, you will be emailed information on how to access online classes thru Telenect, our student information system (LMS), booklists, etc.

## 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 or 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](http://www.hslda.org).

## ACCREDITATION

Liahona is accredited through Cognia. This same agency accredits all the public schools in Utah and most of the nation as well as 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 felt that was 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 Liahona and state graduation requirements, students must have 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 to make up credits.

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. **No grades or transcripts will be released from Liahona if you are not current on your tuition.**

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 dependent upon the student's ACT score.

### CREDIT TRANSFERS

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.

### ACADEMIC ELECTIVE CLASS POLICY

A variety of elective classes will be offered each semester for personal interest or to fulfill Utah requirements for graduation.

1. Classes are filled on a first-come, first-served basis.
2. Accredited elective classes are .5 credits a semester
3. 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.
5. Parents may request the student change from accredited status to non-accredited status anytime within the first 30 days of the class; however, the accredited class tuition will still be owed due to Cognia reporting procedures and obligations to course instructors.
6. If an accredited student drops the class after the 2 week grace period, they will receive an F in the class.

### OFF CAMPUS EXTRA-CURRICULAR CLASS CREDIT

Liahona can also 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 and 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 and must attest to and verify the student completed the required number of hours and assign a grade.

3. A proctored test, time/activity log, portfolio, video, project, or other documented evidence must be submitted upon class completion.
4. All of the correct forms **must** be submitted and approved **before** classes begin.
5. Classes similar to or the same as classes offered by Liahona will not be considered for an off-campus elective. Please see off campus form for further details.
6. The fee is \$50 for up to 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 at any time in writing, but no tuition refunds will be given for the time spent in accredited courses.
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 half way through the semester. If they drop past the half way mark, the grade will be posted on their grade report. If dropping a core class, the student cannot remain on Campus

#### CURRICULUM

1. Textbooks are selected by a Curriculum Review Committee comprised of teachers and the administrator with final owner approval.
2. A book and materials list is available on Liahona's website. Books are purchased from Liahona unless otherwise indicated.
3. Books will be available at Back to School Day, 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.

#### HOMEWORK/TESTING/GRADES

1. Homework is never 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 by logging into the Student Information System. (SIS). 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 the SIS as well.
3. Live classes are available at specific times and filmed classes are available online through Telenect and stay available to the end of the year. This is an excellent tool for review, updating notes before a test, or making up missed classes.
4. Students may retake most quizzes/tests as many times as needed. The amount of credit given on a retake is up to the teacher's discretion. If you are an accredited student you **MUST** re-take all tests here 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. If you are un-accredited, you may re-take 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 Gradebook.
5. Late assignments will be accepted till the semester deadline. However, the amount of credit allotted for late assignments is solely at the discretion of the teacher. Once semester Grade Reports are generated and mailed, no makeup work will be accepted and the grade will stand.
  6. A practice ACT test is administered every spring for 7th thru 12th 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.
  7. 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.
  8. A Saxon Math Placement test is administered to incoming students during the summer or their first day of school. This allows placement in the correct math skill level. Another Saxon test is administered at the end of the year to see if the student has made sufficient progress to go to the next math level.
  9. To remain enrolled at the academy, a student must maintain a C average each semester. Grades are determined by each teacher according to a percentage 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.
  10. Any student body officer who receives an F will be dismissed from office.

### **Liahona's Rubric**

<b>Grade</b>	<b>Grade Point Average</b>	<b>Percentage</b>
A	4.0	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	60-69
F	0.00	0-59

11. Grades are posted on the SIS in the Assignments/Grades section for parents and students to access. Final Semester grades, as shown on SIS, may be adjusted at the teacher's discretion to account for student participation and citizenship.
12. For those on non-accredited status, grades are an optional choice. 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. Grade Reports with grades and credits, (if applicable), are emailed at the end of each semester.
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.
3. A 4-year cumulative transcript is provided free of charge upon graduation and is sent upon request to the college or university of your choice also free of charge. Requested transcripts require at least 24 hours prior notice. **All tuition and fees must be current before a transcript will be given.**

## GRADUATION OPTIONS

There are three options your student can work towards 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 24 credits in the appropriate categories.

## 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 thru Fourth Grades**
  - Monday - Thursday: 8:30 AM – 1:20 PM with various breaks
- **Fifth and Sixth Grades**
  - Monday - Thursday: 8:30 AM - 1:20 PM \* with various breaks, depending on math schedule.
- **7th - 12th Grades Core Class Schedule**
  - Monday - Thursday:
    - 8:30 AM - 9:30 AM
    - 9:38 AM - 10:26 AM
    - 10:34 AM - 11:22 AM
    - 11:30 AM - 12:18 PM
    - 12:26 PM - 1:15 PM

*\* 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: Morning and sometimes an afternoon session

## SCHOLARSHIPS - ACADEMY/COLLEGE

### **Carson Smith**

Students with an 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 challenges. Their website is

<https://www.schools.utah.gov/specialeducation/programs/carsonsmithscholarship>

Carson Smith recipients cannot be dual-enrolled in a private and public school, cannot be taking any public school classes, electronic high school or MATC. Liahona Preparatory Academy has limited Carson Smith spaces available per grade. Contact 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 recipient's choice. All Liahona graduating seniors are encouraged to apply. The award is based on academic accomplishment and leadership contribution to Liahona and/or the community. You must also maintain LDS standards after graduation before receiving this scholarship.

### **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 DE) 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 and items posted on our website, especially in the Student Information System (SIS). 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 check your junk folder and if the email is there, unmark it as junk mail and add us to your contacts. If you are having trouble receiving our emails please contact the office for assistance.

Please join us on Facebook, Twitter, Instagram, Pinterest and download the Liahona app.

### ELECTRONIC DEVICE/CELL PHONE POLICY

Due to the interruptions and distractions, they cause, especially during filming, we require that all electronic devices be kept in the student's locker. Cell phones may be out before and after school and during breaks ONLY in the student center and outside. If a cell phone is seen or heard in class, the student's phone will be confiscated; the student's parent will be notified and is required to pick it up in the front office. Repeated offenses may result in additional discipline including suspension and expulsion.

Written special permission is required for medical exceptions. 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.

Filming 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.

### 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. Accessible 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 material. 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, a small Mylar space blanket. There is a \$15 yearly fee. If the student requires special medication, please provide it for us to include in the kit.
2. 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/grounds should become uninhabitable, we will be at The LDS Church, 2433 West 450 South, Pleasant Grove, UT 84062. Their phone number is [801-855-5387](tel: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 by 7 am.

## 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 our service projects or 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 because we don't have to hire additional people. We have specific committees which need volunteers: Prom, Service, Transportation, Fundraising, etc. We also have on-going needs such as: bulletin boards, the library, holiday decorations and goodies, the drama dept, math tutors, etc. Plus, we LOVE room mothers or fathers who can spend time in the elementary and junior classrooms assisting the teacher. We encourage you to contribute your talents and time to help Liahona achieve its goals and be an even better environment for your student.

## ATTENDANCE/TARDY POLICY

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 please contact the office immediately.
2. Liahona is a **CLOSED** Campus. Students are not allowed to leave campus during school hours without a **WRITTEN** note given to the office, **IN ADVANCE, FROM A PARENT/GAURDIAN**. (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, please notify the office 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, arrange with your student to leave or be picked up on the closest, coordinating break. Most classes are live, on camera,

and 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 "un-excused" student with them when they leave.
6. If only specific individuals are allowed to pick up your student, please notify the office.
7. Students are allowed in the building at 8 am. Doors are locked and adult supervision is NOT available prior to 8 am.
8. Doors are locked and staff supervision is unavailable after 4pm. Please pick up your student from school when their class/rehearsal/performance/activity/game is finished. When there is an afterschool activity, students are to call their parents 15 min. before the activity is to end, and parents are allowed 15 min. after the activity ends for pickup.
9. 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. Cameras are turned on a few minutes into class and filming begins. Students are considered tardy if they arrive after the final bell has rung. Students are allowed TWO tardies per semester (not per class- total) before it will affect their grade.
10. If a student is assigned a study hall class they must be in class, reading or working silently on homework, NOT roaming the grounds or hallways, in the parking lot, cafeteria, bathrooms, or office.

## FOOD

1. Students utilize the Student Center and Kitchen during the four class breaks or the break between core and elective classes. Food is allowed **ONLY** in these two rooms. Microwaves and a fridge are available for student use. Food and drink are not allowed anywhere else in the academy.
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:

1. Notify the office in advance of any visitor wishing to attend.
2. Visitors must be in dress code and abide by Liahona behavior standards.
3. Visitors **MUST** check in at the front office when they arrive.
4. If a visitor is a guest of an enrolled student, they must attend that student's same 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, a 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 school houses and teacher homes, providing medical and dental care, 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, or 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 14 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 Liahona history.

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

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 5<sup>th</sup> grade and up who are in good standing. Students, age 11 and 12, must be accompanied by a parent or older sibling who is also registered to attend. No visitors are allowed. 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 pre-selected, 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.

## Tuition and Fees

### TUITION

**Tuition must be current before a student may attend Youth Conference, Service/Super Trips, receive Grade Reports/Transcripts or Certificates/Diplomas**

Tuition is an annual amount, payable in full, by semester or monthly payments (July 25th thru June 25th). Tuition for each month is **due by the 25th of the previous month** ( i.e. August tuition is due July 25th) 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:

Pre-K, 2x/week \$275 x 12 months; \$3,300 annual

Pre-K, 4x/week \$330 X 12 months; \$3,960 annual

Kindergarten \$380 x 12 months; \$4,560 annual

Grades 1-4 \$405 x 12 months; \$4,860 annual

Grade 5-12 Non-Accredited \$430 x 12 months; \$5,160 annual

Grades 9-12 Accredited \$505 x 12 months; \$6,060 annual

Full-time Academy-All 4 accredited classes with 2/ accredited electives per semester; annually \$7,180

## LATE TUITION POLICY

1. If your account is 30 or more days behind, your student will not be allowed to attend.
2. Non-payment of tuition is grounds for dismissal.
3. If you find yourself in an extenuating circumstance please contact our Finance Office to make arrangements.

## FEES AND CHARGES:

1. Non-Refundable: \$100 Registration Fee
2. Lock fee: \$10 Emergency Kit fee: \$20
3. Variable: Books, Elective Classes, Graduation, Yearbook, Service/Super Trips, Youth Conference
4. \$50.00 Returned Check Fee or Denied Charge Fee -\$25 Non-Returned Lock Fee

## WITHDRAWING:

1. You have 5 business days from the time of application submission to withdraw your student without tuition penalty
2. If you withdraw after 5 business days, a one month tuition charge will be assessed.
3. If your student is expelled, no tuition or fees will be refunded.
4. The registration fee is non-refundable.

## REFUNDS

1. Registration and Book fees are non-refundable.
2. No refunds will be given if a student is placed 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 which 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. Discipline may include but is not limited to service hours, extra homework, probation, a 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,"* 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" (name).
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, headphones, electronic games, and CD/DVD players are NOT allowed in the building. Games, toys, magazines, novels, and crafts are not allowed in class. Cell phones may only be used in the hallway, cafeteria or outside and MUST be in the student's locker during class. If a student is caught with a cell phone in class, the phone will be confiscated and only returned to a parent. Laptops and tablets may be used, with prior approval, in class for note-taking.
8. See [Electronic Devices/Cell Phone Policy](#).
9. No gum is allowed on the premises.
10. If a student damages or breaks school or neighborhood property, the student will be responsible for the cost of repairs or replacement.
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".
14. No gossiping, emotional, social or physical bullying.
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. The Library is to be used only for reading, computer work, or homework. 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 cafeteria. Leftover containers will be thrown out at the end of each day.

## **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. A one-time violation will result in an automatic suspension and move to the distance education program for a period of time with extra work assigned. Dismissal from the academy will be the result of a second violation.
3. If a student is excused for the day, but returns to the building, they must check in with the office before going to their class.
4. Excused students may not take un-excused students with them.
5. Students have committed to immediately report to Brother Long any behavior by other student's which is not appropriate, unkind, or breaks the standards of the LDS 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 which 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 LDS standards and in compliance with local, state and federal law. We expect your behavior to be consistent whether at church, at school or 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 may 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. Library computers may only be used for schoolwork. Liahona's computer lab utilizes extensive filters. Computers are not for personal use.
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, Facebook or Twitter.
14. No student may possess or use substances such as tobacco, alcohol, drugs or drug paraphernalia.
15. No student may possess or use clothing, jewelry, emblems, badges, symbols or signs which 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, weapons, steel knuckles.
17. No student may possess literature, pictures, and/or use language which tends to be obscene, foul, disgusting, indecent or pornographic.

18. No student may drive to seminary; students are to walk across the street to the seminary building.
19. Students and teachers will not be permitted to meet alone. Each student must be accompanied by another ADULT 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 or to 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 school officials and may be subject to search at the discretion of school officials.

Vehicles: 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**

Students will be held accountable for the following policies. 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 sent back to class with a pass. Repeat offenses may result in additional discipline including suspension and expulsion.

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.”***

## **DRESS CODE POLICY**

1. Cleanliness in clothing and personal grooming.
2. Clothing must be modest, free of holes and frays.

3. No crude sayings, crude pictures, or vulgar brand names on any piece of clothing. No large logos, or graphic T-shirts.
4. No inappropriate revealed skin.

#### ACCESSORIES

5. 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.
6. No fake or real tattoos.
7. No extreme colored hair or hairstyles, which are distracting in appearance or needing constant attention.
8. No distracting ornamental jewelry, necklaces, rings, belts, gloves, etc.
9. No leather studded bracelets, necklaces, rings or belts.
10. No ghoulish/gothic adornments or jewelry.
11. No bandanas.
12. No mesh, lace, or knit decorative gloves or hand coverings, etc.
13. No hats-boys or girls-, beanies or sunglasses in the building.

#### PANTS:

1. Jeans (pants) are allowed if there are no holes, tears, etc., and must be modest.
2. Young Men and Women may wear shorts. They must come to the top of the knee.
3. Nylon-type athletic warm-up suits may be worn, but no fleece, thick cotton sweatpants or jogging pants.
4. No parachute, leather, flannel, or pajama material.
5. Pants must be a material similar to khaki, twill, corduroy, or knit.
6. No military uniforms or camouflage material.

#### SHOES:

No slippers, flip-flops, or extreme soles.

#### YOUNG MEN

1. Clean Shaven. No beards, mustaches, goatees, soul patches, long side burns, etc. Hair may not be longer than the bottom of the earlobe.
2. Pants should not be too baggy, too low on the hips or too tight.
3. Shirts must have a collar. They 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.
4. Short or long-sleeved t-shirts may only be worn under a buttoned up, collared shirt or sweater.
5. Cargo or golf shorts of modest length may be worn. No basketball shorts and no shorts made of jean material.
6. Sweatshirts and hoodies are to be worn over a collared shirt. No crude sayings, crude pictures or vulgar brand names.
7. Sweaters and turtlenecks may be worn. Sweaters do not need a collar.
8. Professionally imprinted Liahona Logo T-Shirts may be worn.



## YOUNG WOMEN

1. Shirts without a collar may be worn as long as they are not a regular type t-shirt and are modest. Shirts do not need to be tucked in.
2. Shirts must have sleeves at least 3 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, a body suit, long tank top, shade shirt, or modesty tee may be worn under your shirt to ensure modesty.
4. No revealing necklines.
5. No hip hugger pants, which reveal midriffs.
6. Shorts are allowed; however, they must come to the top of the knee.
7. Dresses/skirts must be a modest length (top of the knee), even if worn with tights or leggings. Any slit must be of modest height. Jean skirts are allowed.
8. No fishnet stockings of any color.
9. No "costume" type outfits.
10. The current style for young women is very tight. Be careful how much and what you are showing through your clothes.
11. No Jeggings or Leggings as a substitute for pants.
12. Professionally imprinted Liahona Logo T-shirts may be worn.

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

## CONCLUSION

Liahona is a wonderful place to be educated, edified and empowered. We hope you and your student feel comfortable with the above policies and are ready to embrace a Restoration Education.

Thank You

***- Liahona Administration***