



## “Educating in Light and Truth”

101 S. La Cañada Dr. Ste. #47, Green Valley, AZ 85614

(520) 604-8065

### MEMO OF UNDERSTANDING

Date: \_\_\_\_\_

Memo of Understanding between Liberty Youth Academy and:

Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_ Student \_\_\_\_\_

Student \_\_\_\_\_ Student \_\_\_\_\_

Liberty Youth Academy is a very unique educational environment and process. It is designed to teach the student spiritually as well as academically. We require parents to be actively involved in their student’s learning process. All parents and students are expected to agree with and sign this Memo Of Understanding *after reading it, and before enrolling.*

#### **1. LIBERTY YOUTH ACADEMY UNIFORM STANDARDS AND POLICIES:**

- Students will be **required** to wear our school shirt with khaki, black, navy blue, or grey slacks - no denim.
- Girls may choose to wear khaki/black/navy blue/grey skirts or jumpers, but must still wear the school shirt. ***Skirts/jumpers/LYA polo dresses must be knee length when standing and cover the knee while sitting, with shorts, leggings or tights underneath.***  
No slits in the side.
- All clothes must be **neat, clean, modest** and **free from stains or holes.**
- No denim, sweat pants, yoga pants, or pajama pants are allowed.
- Khaki/black/navy/grey shorts are allowed as long as they go past the knee for both girls and boys.
- Khaki/black/navy/grey Capri’s, for girls are allowed.
- All students must wear shoes and clean socks.
- Flip-flops, slippers, or shoes with rollers in the soles are not acceptable.
- ***Hair should be neat and clean*** with no extreme styles, length or colors.
- ***Boy’s hair must be kept off of the shirt collar and above the ears.***
- Other than one modest pair of earrings on girls, earrings and body piercings are not acceptable.
- No satanic, gang, or video game related styles of clothing, jewelry or ***belongings*** are acceptable in the school.

These standards help maintain a positive moral atmosphere and ensure modestly and cleanliness. It also helps to invite the spirit of God. Having the spirit present in each class, every day, is our goal as The Spirit is the master teacher! These standards also foster the knowledge of the divine nature of each child. The above guidelines must be adhered to for your student to attend Liberty Youth Academy. ***These dress and grooming standards are in effect in the classroom, in or around Liberty Youth Academy facility and during all extracurricular activities and field trips sponsored by Liberty Youth Academy, unless otherwise directed by the administration. Any student not adhering to this Uniform Policy will be asked to call their parents to pick them up and may not return until they are in proper school attire. Repeated offenses will warrant suspension and possible expulsion at the administration’s discretion with no refund of tuition or fees.***

## **2. LIBERTY YOUTH ACADEMY BEHAVIORAL STANDARDS AND POLICIES:**

All prospective students and parents must agree to the Liberty Youth Academy standards of behavior, which are designed to build character and to invite the spirit of God into the classroom, and to ensure the happiness and safety of all students and faculty.

All standards of *For the Strength of Youth* (<https://www.churchofjesuschrist.org/youth/for-the-strength-of-youth?lang=eng>) shall be observed by Liberty Youth Academy students, parents, and anyone else who visits school premises and/or participates in any school activities (both on and off campus). The policies below emphasize some of those standards and, in some cases, build upon them. Where standards in this document conflict with For the Strength of Youth standards, this policy takes precedence. Liberty Youth Academy reserves the right to offer clarification of standards and policies at its discretion. Understand that in grey areas, Liberty Youth Academy administration will err on the side of caution as some inconvenience is preferable to the risk of offending God's spirit which we rely on so heavily to educate the future leaders of our churches, our communities, and our country.

- Conversation of students and parents, while on school property, or at extracurricular Liberty Youth Academy activities, field trips, service projects, programs etc., should be clean, appropriate and **free from** swearing, profanity, taking the name of the Lord in vain, vulgarity, crudeness, violent, rude or sexual remarks or overtures, harassment, or defiant or disrespectful language to anyone, including other students, siblings, parents or teachers. This includes anything that is spoken, written, drawn, or gestured.
- It is expected that your student's classroom behavior will include treating other students, faculty, guests and parents with kindness and respect at all times, demonstrating a willingness to learn and a willingness to support the teachers, other students and classroom assistants.
- Respect for school property should be maintained at all times. Destroying or defacing any Liberty Youth Academy property such as tables, chairs, carpets, walls, restrooms, equipment, curriculum, school grounds/building, or another student or teacher's property etc., is not acceptable **and financial restitution will be required for vandalism or carelessness.**
- Courtesy to others should be demonstrated by maintaining personal hygiene and cleanliness.
- Tobacco, alcoholic beverages, coffee, and controlled substances of any kind are not allowed. This includes prescription drugs.
- Nutrition is key to maximizing learning outcomes. Lunches and snacks should be nutritious. Candy, cookies, soda or colored punch/beverages are not permitted.
- Evidence is mounting regarding the extremely negative effects of screen time on the developing brain and on a student's ability to learn, focus and appropriately socialize. **PARENTS ARE STRONGLY ENCOURAGED TO LIMIT SCREEN TIME FOR ALL STUDENTS, AND TO ELIMINATE IT COMPLETELY MONDAY-THURSDAY.**
- Fireworks, firearms, knives, pocket knives, lighters or weapons, even toy weapons of any kind are not allowed.
- Cell phones, iPods, iPads, DS, MP3 players, or any other electronic device, especially ones that can connect to the internet are strictly prohibited, with the exception of a student who is bringing a device for a presentation, **and has received permission from the teacher PRIOR to the day of the presentation.**
- Computer games, personal books and toys should be left at home.

**Violation of the above policies will result in suspension and possible expulsion.**

**\*\*VIOLENCE OR ANY KIND OF FORCEFUL, DEMEANING, SEXUAL OR HARMFUL BEHAVIOR TOWARDS STUDENTS OR TEACHERS WILL NOT BE TOLERATED! ANY SUCH ACTIONS WILL CAUSE THE STUDENT TO BE EXPELLED IMMEDIATELY, WITH NO REFUND OF TUITION OR FEES!**

3. Students will be asked to bring their notebooks, scriptures, dictionary, writing and coloring supplies, along with other school supplies as assigned per individual teachers. **These supplies are to be brought at the first of the school year to ensure your child is properly prepared to participate in all of the activities.**
4. The goal of Liberty Youth Academy is to help each student reach their individual and full educational potential. Students will be provided a positive, moral, and patriotic environment in which they can learn academically as well as spiritually in all subjects. The curriculum was chosen to best achieve these goals. Parents should review with their children, at least weekly, the work they have accomplished. On Thursdays, parents should also check with their student to see if they have homework that needs to be completed over the weekend, or if there are any upcoming presentations or assignments. If your child is

having difficulty understanding the concepts taught or the assigned homework, or other assignments for an activity, they or you should bring it to the attention of their teacher or the administration PRIOR to the day it is due so that we may assist your student in being successful in their academic assignments.

5. **Parents are required to attend all meetings where they will review the progress of their students and help make plans and set goals for their student's continued academic progress.** It is essential that parents or guardians attend these meetings so that they may be informed and proactive in their student's education. **If you are unable to attend the meeting, it will be your responsibility to reschedule another meeting.** Parents are invited and strongly encouraged to volunteer at the school and become a member of the PAC and attend monthly planning meetings.
6. In keeping with our policy of providing quality education at a minimal cost, tuition, curriculum usage fees, and registration fees are determined by the school administration. Of necessity these amounts are subject to change at any time. Curriculum usage fees and tuition that is paid up front for the year to receive a discount are NON-REFUNDABLE! In the event of a death in the family, or the family moves to another city or state, consideration may be made. **NO fees, or tuitions will be refunded because your student has been expelled, or you have changed your mind about your child attending Liberty Youth Academy.**
7. Every effort is applied to keep all tuition and fees at the lowest possible level. **TUITION IS DUE THE FIRST DAY OF THE MONTH** unless other arrangements have been made. **A \$10.00 a day late fee per child will be charged on all tuition paid after the 1<sup>st</sup> Monday of the month, OR the first day of the month that we meet.** Failure to keep tuition current may result in the termination of your student from school until the fees are paid. Extracurricular activities, classes (including summer school), projects, and field trips may require additional fees.
8. School begins promptly at 8:00AM. Children are encouraged to be in their seats by 7:45AM. Tardiness and absences are recorded. If a student is going to be absent, please inform the teacher by calling and leaving a message or by texting. If you're going out of town and would like the student's work, please let the teacher know in advance so that he/she has time to put your student's work together.
9. If a student desires to leave Liberty Youth Academy during school hours (8:00AM-2:30PM) they must come with a note from their parents giving them permission to do so. **Parents are strongly encouraged to schedule dentist, doctor and other appointments on Fridays.** Parents desiring to pick their children up early, during school hours, are asked to notify the child's teacher via a phone message, or text.
10. School is over at 2:30PM. Fifteen minutes will be allowed for you to pick up your student after school, before a late charge will be added to your next month's tuition. The late fee is \$5.00 per minute, for every minute you are late.
11. If there are things that I or my children do not understand or agree with concerning the policies and procedures of Liberty Youth Academy, I am willing to contact Liberty Youth Academy administration so that any misunderstandings can be worked out. I agree it is important that harmony and the best of feelings are maintained and I agree to work out any problems in a Christ-like manner. I understand that the Liberty Youth Academy administration and faculty can only help students with problems and challenges if they are aware of them. When appropriate I will contact the faculty, and administration concerning problems pertaining to my children or any students or faculty of Liberty Youth Academy.
12. Students who are ill should remain home. Please err on the side of caution. Students may return to school when they are recovered and when they have gone 24 hours without a fever. For the purpose of this policy, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher.
13. I have read this Memo of Understanding in its entirety with my student/students and we agree to abide by the aforementioned rules, policies, and guidelines and find all the above acceptable.

Parent/Guardian \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_ Student \_\_\_\_\_

Student \_\_\_\_\_ Student \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

**LIBERTY YOUTH ACADEMY EMERGENCY CONTACT INFORMATION**

Student's Name: \_\_\_\_\_

Dear Parents, in the event of emergency, if we cannot reach you, who may we contact in your place?

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**MEDIA AND INFORMATION RELEASE**

Liberty Youth Academy may use my student's picture on its school website, blog, in advertising and on its social media pages. Liberty Youth Academy may also publish family information in the school newsletter and school roster as needed.

**GENERAL LIABILITY RELEASE/WAIVER**

I understand that the administration and staff of Liberty Youth Academy will make every effort to ensure the safety and well being of my student(s). *I also understand Liberty Youth Academy's COVID-19 policies and take full responsibility and hold Liberty Youth Academy blameless for the consequences of sending my children to school for in-person instruction.* In the event of accident, illness or injury, I agree to hold blameless Liberty Youth Academy, the property owners, staff employees, parents and other volunteers, assistants or owners of Liberty Youth Academy.

**ACTIVITY RELEASE/WAIVER**

I hereby give permission for my student(s) to participate in regularly scheduled, off campus park days and in school field trips on or off campus. I also give permission for my student(s) to be transported to and from the location and activities by Liberty Youth Academy staff and volunteers. I under the General Liability Waiver above includes those activities and travel. I agree to hold Liberty Youth Academy, its owner and agents, staff, and volunteers blameless in case of accident or injury during and in route to these activities. Further, I accept responsibility in case of accident or injury. I also understand that my student(s) WILL NOT be allowed to participate in any school-sponsored activity without this release/waiver form in the possession of Liberty Youth Academy.

**COPYRIGHT AGREEMENT**

I understand that I may be given access to hard or electronic copies of curriculum purchased by Liberty Youth Academy. I hereby agree not to copy, duplicate or distribute curriculum to anybody else for any reason whatsoever. I will use curriculum only for educating my children who are currently enrolled at Liberty Youth Academy.

We hereby affirm our acceptance of the Media and Information Release, General Liability Release/Waiver, Activity Release/Waiver and Copyright Agreement above.

Parent/Guardian \_\_\_\_\_  
Print Name and Signature Date

Parent/Guardian \_\_\_\_\_  
Print Name and Signature Date