



*"Educating in Light and Truth"*

Updated 9 January 2024

## MEMO OF UNDERSTANDING

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.*

### UNIFORM STANDARDS AND POLICIES

- Students will be **required** to wear our school shirt with khaki, navy blue, gray, or black bottoms - no denim or denim looking pants, shorts, capris or skirts.
- Girls may choose to wear khaki/black/navy blue/gray skirts or jumpers, and both boys and girls may wear shorts 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 or denim looking pants, sweat pants, yoga pants, leggings, jeggings, joggers, or pajama pants are allowed.***
- Khaki/black/navy/gray shorts are allowed as long as they go to the knee for both girls and boys.
- Khaki/black/navy/gray capris 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.
- Boots are highly recommended due to the desert environment and outdoor learning activities.
- ***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, vulgar, crude, or video game related styles of clothing, jewelry or **belongings** are acceptable in the school or on or in student's backpacks, etc.

These standards help maintain a positive moral atmosphere and promotes modesty 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.***

## 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/study/manual/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.

- Regular, consistent attendance and punctuality are critical to a student's positive academic outcomes, to develop habits of leadership, and to preserve the integrity of the classroom environment. Excessive absences and tardies can result in suspension, expulsion, or no credit for a semester or for the year.
- If your student is ill, please text their teacher to let the teacher know they won't be at school. Failure to text a teacher will result in an unexcused absence. If your student has an unexcused absence, they will not be allowed to make up their work. If they have an excused absence, they get one day per excused absence to make up their school work. Please note, most school work is not done on worksheets that can be made up. We do lots of hands on activities, simulations, and discussions that cannot be duplicated outside of class.
- 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.
- Cyber bullying or other forms of bullying that occur outside of class among parents and/or students that impact the educational environment and the emotional, physical, or psychological well being of students will be subject to disciplinary action up to and including permanent dismissal from school.
- 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 SUNDAY-THURSDAY.**
- Fireworks, firearms, knives, pocket knives, lighters or weapons, even toy weapons of any kind are not allowed.
- Laptops, cell phones, iPods, iPads, video game consoles or devices, MP3 players, smart watches, or any other electronic device, especially ones that can connect to the internet, are strictly prohibited, with the following exceptions:

- K-8: A student who is bringing a device for a presentation, ***and has received permission from the teacher PRIOR to the day of the presentation.*** Laptops will be turned into the teacher at the beginning of school and returned to the student at the end of school
- High School (9-12): High school students can bring a laptop to school for school purposes and notetaking only. Laptop screens are subject to inspection at any time. For the first offense using the laptop inappropriately, the student will be unable to bring their laptop for the remainder of the quarter. For the second offense, the student will be unable to bring their laptop for the remainder of the school year.
- Computer games, personal books and toys should be left at home.
- Liberty Youth Academy fully supports and teaches the perspectives and principles taught in The Family, A Proclamation to the World (Church of Jesus Christ of Latter-day Saints, announced 1995) as it relates to families and family relationships. Logos, t-shirts, and other paraphernalia that conflict with these principles are strictly prohibited at the discretion of administration. It is understood that these family ideals are not possible in every family, and we strive to be sensitive to experiences our students have that differ from these ideals while also teaching the importance of striving for them. Romantic relationships, conversations, notes, or physical manifestations of such while at school are strictly prohibited. All students, teachers, and visitors to the school or school activities will dress and be addressed in accordance with their biological sex. All who enter Liberty Youth Academy premises shall use the restroom that corresponds with their biological sex. Sexual education is not taught at school but left to the parents to address as they deem best for the individual needs of their children.

**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!**

### **OTHER POLICIES**

- 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 Back to School Night or the first of the school year to ensure your child is properly prepared to participate in all of the activities.**
- 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 their students' folder and 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.
- **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 Parent Advisory Committee (PAC) and attend monthly planning meetings.
- 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.**

- 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.
- 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. Students will get one day for each day they are absent to make up work. Remember, most work is not something we can "send home" to be made up.
- If a student desires to leave Liberty Youth Academy during school hours 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.
- 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.
- 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.
- 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.

### **FEES**

**NON-REFUNDABLE, ONE TIME REGISTRATION FEE OF \$50.00 AND ½ OF THE \$400 CURRICULUM USAGE FEE WILL BE REQUIRED TO COMPLETE ENROLLMENT (\$250 PER CHILD). YOU WILL RECEIVE AN INVITATION VIA EMAIL TO PAY THIS ELECTRONICALLY THROUGH QUICKBOOKS.**

**THE BALANCE OF \$200 CURRICULUM USAGE FEE AND FIRST MONTH'S TUITION WILL BE REQUIRED PRIOR TO FIRST DAY OF SCHOOL.**

#### **K-12 FULL DAY, Monday-Thursday, 8:00 A.M.-2:30P.M.**

- \$50 non-refundable registration fee per student
- \$400 non-refundable curriculum usage fee per student
- Tuition: August - May, K-2 \$620/mo; 3-8 \$575/mo; 9-12 \$635/mo
- For Empowerment Scholarship recipients who pay through Class Wallet, a Class Wallet transaction fee equal to 1/39th of invoice amounts will be added to your invoices. If you plan to pay out of pocket and have ESA reimburse you directly, it is your responsibility to notify us so that we can remove the transaction fee from your invoices.
- Half days and per subject available upon request and availability

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 \_\_\_\_\_

### **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 understand that allowing my children to attend extra curricular activities organized by the school or parent volunteers constitutes my permission for them to attend and an assumption of total liability on my part. I under the General Liability Waiver above includes, but is not limited to, all these activities and travel. I agree to hold Liberty Youth Academy, its directors, agents, staff, and volunteers blameless in case of accident or injury during and in route to these activities. Further, I accept full 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.

### **ELECTRONIC SIGNATURES**

Each party agrees that this Agreement and any other documents to be delivered through SchoolCues and in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

### **VOLUNTEER POLICY**

We very strongly believe that Liberty Youth Academy is supposed to be a community of families that come together to create the best possible learning environment for our dear children. We are so grateful for all that you will do to help make Liberty Youth Academy a great place for all our children to learn.

Each family who enrolls is committing to providing a minimum of 10 hours per quarter of volunteer time in the classroom, supervising recess, helping with after school programs, helping with projects, or some other way that has been arranged with administration. If you would like to help more, we always love having parents in the classroom and welcome your attendance any time!

- It is the parent's responsibility to track hours in a timely manner and proactively ensure volunteer hours are completed within the quarter.
- The volunteer slot you sign up for will be your regular assignment for the school year.
- If you need to change days or explore alternative volunteer jobs, please reach out to the administration with ample advance notice to allow time to coordinate a change if possible.
- If you are unable to fulfill your assignment for whatever reason, you are responsible for arranging in advance to trade with another parent. Once you have coordinated the trade, you will need to notify Bonnie Hayes of the change.
- Each missed hour per quarter will result in a fee of \$25 per hour.

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

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

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