

**Maeser  
Parent  
Handbook**



**October 2021**

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## **Welcome to Karl G. Maeser Preparatory Academy!**

Karl G. Maeser Preparatory Academy is truly a family and it takes all of us working together to ensure our students' success in middle school, high school, college, and life. We hope this guide will assist parents in understanding who Karl G. Maeser was, and the unique experience Maeser provides as a school.

Karl G. Maeser Preparatory Academy is a classical, liberal arts focused school serving grades 7-12. Our student body is made up of 640 students from various backgrounds. Our curriculum is academically rigorous. Our expectations are high and the workload is challenging. Attendance is integral in success in the classroom and beyond. Our standards are high for participation in extracurriculars, as are our expectations for student behavior. Your support in helping your student(s) keep the standards of truth, honor, and virtue, in addition to wearing the uniform properly, completing homework and assignments on time, attending consistently, and "being their best self" is imperative to their success at Maeser.

### **Maeser Mission Statement**

*Karl G. Maeser Preparatory Academy empowers and inspires students to learn continually, think critically and communicate effectively through Socratic methods in order to better themselves and their community.*

### **Maeser Educational Philosophy**

The purpose of education is to help individuals recognize and cherish the values, knowledge, habits, and character traits that will help them lead a successful, productive, and service-oriented life. "The real essence of education is that it enables men to reach the true aim of their lives" (Werner Jaeger, *Paideia* 2.69). True education transforms and develops the whole person. Maeser strongly believes that an intensive and broad study of our classical Western heritage is foundational and indispensable in helping students understand their local and global societies, as well as how to improve them .

Maeser's mission is to use classical education to *empower and inspire students to think critically, learn continually, and communicate effectively through Socratic methods to better themselves and their community*. This mission is the foundation upon which everything else is built. Maeser helps students develop these foundational characteristics by studying the greatest expressions and discoveries of humanity, whether in art, literature, science, or mathematics, which gives students the opportunity to pattern their lives and values after principles of truth, honor, and virtue.

A classical education combined with dynamic and powerful teaching encourages and inspires students to seek knowledge and learning for their own sake. The great challenge of education is to kindle within each student a desire to learn. Plutarch said, “The mind is not a vessel to be filled, but a fire to be kindled” (*On Listening to Lectures*).

Maeser’s motto --Truth, Honor, Virtue -- provides the necessary framework for students to continue to grow and mature.

**Truth:** Maeser students seek after truth and defend it, even when it is difficult.

**Honor:** Maeser students are honest and act with integrity in all things.

**Virtue:** Maeser students exemplify virtue by having the courage to do what is right and to avoid what is wrong.

As a college preparatory academy, Maeser encourages and prepares students for higher education. Rather than focusing narrowly and specifically on “college prep”, Maeser focuses on building students intellectually and socially who will naturally be ready for the difficulties of higher education. Thus, college preparation is an important byproduct of Maeser’s approach to classical education. As a result of what they experience and learn at Maeser, students will be prepared to successfully continue their education and further their learning in college.

### **Academic Expectations**

Academics are a priority at Maeser. Grades and attendance matter. Developing strong academic habits and prioritizing skills now will make the transition to college much easier. Students are expected to come to class having completed any necessary homework and prepared to engage in class discussions and lessons. With the shortened amount of in-class instructional time, student preparation will be more important than ever to maximize learning.

Letter grades are not an indication of a student’s intrinsic worth or value. Grades, however, are a valuable indicator of a student’s understanding and mastery of the academic content of the class. Teachers do not *give* grades; students *earn* them. Concerns about a particular class should be directed first to the teacher. If concerns persist, please contact administration.

Every student is expected to be a full-time student, meaning each student is required to take 6 academic courses at Maeser each semester/year. Maeser requires 27 credits to graduate, including Winterim credit. With an 8 period day, there is plenty of time and opportunity to pursue electives in addition to the required coursework. 6 academic courses can not include TA, peer-supported study skills, and/or seminary.

Students at Maeser wear uniforms as outlined in our Student Handbook. Just as a judge wears certain ceremonial clothing when presiding over court cases, a school uniform is the ceremonial clothing that indicates serious intellectual effort is being put forth. More information about our uniform policy and a list of approved uniform vendors can also be found on our [website](#).

Students who are not wearing the proper uniform will receive a uniform violation. They will then have the option to call home to have someone bring their uniform to purchase used uniform items from the front desk. Students will not be permitted to return to class if they are out of uniform. Multiple uniform violations (5) result in suspension from school.

### **Bell Schedule**

School starts at 8:00 am. Students are expected to arrive early and to be in their seats ready to start the day. The school day ends at 3:30 pm, *Monday through Thursday*. Fridays will be used for small group tutoring, testing, additional mentoring and teacher preparation. This year, because of pandemic considerations, students will not be allowed to remain on campus after school ends, unless they are meeting with a specific teacher or participating in an extracurricular activity. .

Middle & High School Bell Schedule <b>(Mon-Thurs)</b>	
8:00-8:49	1st period
8:53-9:42	2nd period
9:46-10:35	3rd period
10:39-11:28	4th period
11:28-12:02	Lunch
12:02-12:51	5th period
12:55-1:44	6th period
1:48-2:37	7th period
2:41-3:30	8th period

Middle & High School Schedule <b>(Friday)</b>	
8:00-8:50	Faculty meetings
9:00-1:00	Advisory (by appointment/invitation)
9:00-1:00	Testing Center (check syllabus)

\*\*Please NOTE: this is subject to change based on input from USBE and the UCDOH and pandemic regulations if applicable.

Our school calendar is posted on our [website](#).

## Communication

Maeser primarily uses email to communicate with parents regarding school events, student progress, payment deadlines, etc. We occasionally also use phone calls and texts. Administration and faculty are available by email; their addresses can be found on our website. **It is your responsibility to make sure the front office has your most up-to-date contact information. Failure to do so may result in not receiving important information and/or not being notified in emergency situations.**

### Announcements

Maeser publishes a weekly email newsletter blog called Maeser Updates. It can be found at <http://maeserupdates.blogspot.com>. When each new edition is posted on weekends, we send out a notification email to parents and students through SchoolMessenger.

We also use social media to publicize upcoming events and to share important information. Ask to join our Official Karl G. Maeser Preparatory Academy Facebook group.

### Assignments & Grades

Maeser uses PowerSchool to track student grades and attendance. PowerSchool can be accessed at: <http://maeserprep.powerschool.com>. If you have forgotten your parent account login information for PowerSchool, or need a new parent account created, please contact [info@maeserprep.org](mailto:info@maeserprep.org).

To facilitate the best communication and community relations in the event you have a concern about your student and his/her grades or a classroom concern, administration highly suggests

the parents reach out and contact the teacher directly *before* approaching the counselors or Administration.

## Counseling

Counselors do more than schedule changes, but they are not licensed therapists. They can not recommend therapy either. If your student needs mental health counseling, please see your personal physician for recommendations.

Each semester students may wish to change their schedules. Students may have one class change per semester for free. After that, they are charged \$10 for each class change. Use [Class Change Request Form](#) link to download the form at home or from [www.maeserprep.org](http://www.maeserprep.org) website under the Counselor tab.

## Math Classes & Placement

In order to ensure incoming students are placed in the appropriate math level, all incoming students take a math placement test designed by our math department. This test is required but your student(s)' score has no bearing on their acceptance to the school. It simply helps the math department know the best class in which to place your student. For more information, please email [math@maeserprep.org](mailto:math@maeserprep.org).

## Carpool Info

Maeser has a dedicated carpool lane that requires all carpool drivers to pull around to the north end of the building all the way through to almost the math building. When carpool drivers stop in the front of the building instead of pulling all the way around, the carpool line gets backed and creates a dangerous traffic situation around 1600 North. **PLEASE do NOT** use the church parking lot or 1600 North as your drop-off or pick-up point. You may enter the parking lot from either the 1600 N or 400 West entrance.

Our carpool coordinator has created a Facebook group for each city. The group pages are private to protect your information.

**Salt Lake County:** <http://www.facebook.com/groups/421184904604457/>

**Alpine:** <http://www.facebook.com/groups/477666672246153/>

**Highland:** <http://www.facebook.com/groups/276768189095030/>

**Cedar Hills:** <http://www.facebook.com/groups/263898967055126/>

**Lehi:** <http://www.facebook.com/groups/309970179101075/>  
**Saratoga Springs:** <http://www.facebook.com/groups/271235056319890/>  
**Eagle Mountain:** <http://www.facebook.com/groups/357797890966050/>  
**American Fork:** <http://www.facebook.com/groups/343232349098355/>  
**Pleasant Grove:** <http://www.facebook.com/groups/261218477329268/>  
**Lindon:** <http://www.facebook.com/groups/521308904551837/>  
**Orem:** <http://www.facebook.com/groups/478579728826911/>  
**Provo:** <http://www.facebook.com/groups/462727797100468/>  
**Springville:** <http://www.facebook.com/groups/263695443750311/>  
**Mapleton:** <http://www.facebook.com/groups/395981320457453/>  
**Spanish Fork:** <http://www.facebook.com/groups/481758018510534/>  
**Salem:** <http://www.facebook.com/groups/503713636324755/>  
**Woodland Hills:** <http://www.facebook.com/groups/460292587326031/>  
**Payson:** <http://www.facebook.com/groups/338657489561816/>

## **Lunch Options**

Maeser does not provide lunch for students. During this Pandemic, the cafeteria is closed for eating. Students are highly encouraged to socially distance outside eating their own home-provided lunch. Microwaves will be available in specified classrooms, but only 12 students are allowed in each of these classrooms and must socially distance.

Students in grades 7-8 are not allowed off-campus during lunch. High school students have an open campus for lunch and are allowed to leave campus. Lunch is 30 minutes long (11:28-12:02 pm) and students will not be excused for tardiness due to lengthy lunch lines at local fast-food restaurants.

## **Winterim**

Winterim is an integral part of a Maeser education and a Maeser graduation requirement. Winterim is held during the first three weeks of school after Christmas Break, from 9am-2pm. Students may choose an on-campus option from the Winterim Catalog or submit an application for an Independent Study Winterim (which must be approved by the Winterim Committee). Course offerings will be presented to students during the first term. Students with excessive absences, NGs, habitual uniform violations, and/or failing grades will be evaluated after the first term and may be placed in Credit Recovery. Winterfest is held on the last day of Winterim for students and teachers to showcase their Winterim work. Registration and due dates for Winterim, including Independent Study proposals, will be posted on the school website and shared via normal communication channels.

*Because of the shortened and intensified nature of Winterim, attendance is vital. Missing one day of Winterim is equivalent to missing one entire week of regular school.*

### Middle School Students during Winterim

During Winterim, all middle school students participate in Middle School Intensive (MSI). During MSI, middle school students rotate through various classes, including High School Prep, World Cultures, Agriculture, Sewing, and various activities and field trips. MSI is an opportunity for middle school students to learn things they wouldn't normally have time for in their regular academic schedule. The schedule for MSI is the same as Winterim, and participation in MSI is an important part of the Maeser academic experience.

## Summer Reading

We encourage all parents to read with their children and to discuss the ideas and principles of the literature with their students. Come to our Maeser Book Club nights with your students and participate for your own personal development and to share your ideas. Here is our [Summer Reading List](#)

### Maeser Scholar:

*Community Read* + 2 books from the list for the grade you'll be in August

### Maeser Scholar with Distinction:

*Community Read* + 4 books from the list for the grade you'll be in August

#### 7th Grade

Burnett, *Little Princess*  
 Dale Seymour Publications, *Mathematicians are People Too: Stories from the Lives of Great Mathematicians Vol. 1*  
 Juster, *Phantom Tollbooth*  
 Keller, *The Story of My Life*  
 Lewis, *The Lion, the Witch, and the Wardrobe*  
 Porter, *Laddie*  
 Saint-Exupery, *The Little Prince*  
 Twain, *The Adventures of Tom Sawyer*  
 Wilder, *Farmer Boy*

#### 8th Grade

Abbott, *Flatland*  
 Alcott, *Little Women*  
 Card, *Ender's Game*  
 Frank, *Diary of Anne Frank*  
 Gage, *Mathematicians Are People, Too: Stories from the Lives of Great Mathematicians Vol. 2*  
 Hinton, *The Outsiders*  
 Moody, *Man of the Family*  
 Moody, *Fields of Home*  
 Tolkien, *The Lord of the Rings*  
 Twain, *Puddinhead Wilson / Roughing It*

#### 9th Grade

Apollonius, *The Voyage of the Argo*

Caesar, *The Conquest of Gaul*  
 Bell, *Men of Mathematics (5 chapters)*  
 Bradbury, *Fahrenheit 451*  
 Herodotus, *Histories, Book I*  
 Lewis, *Screwtape Letters*  
 More, *Utopia*  
 Plato, *Apology*  
 Plutarch,  
 Seneca, Letter 88 (*On Liberal Arts*)  
 Shakespeare, *Julius Caesar*  
 Sophocles, *Antigone*  
 Sophocles, *Ajax*  
 Voltaire, *Candide*  
 Xenophon, *The Persian Expedition*

#### 10th Grade

Bell, *Men of Mathematics (5 chapters)*  
 Bolt, *A Man for All Seasons*  
 Bronte, *Jane Eyre*  
 Cervantes, *Don Quixote*  
 Dumas, *Count of Monte Cristo*  
 Erasmus, *In Praise of Folly*  
 Joan of Arc & Willard Trask, *Joan of Arc in Her Own Words*  
 Mill, *On Liberty*  
 Rand, *Anthem*  
 Rousseau, *The Social Contract*  
 Shakespeare, *Twelfth Night*

Shelley, *Frankenstein*  
 Swift, *Gulliver's Travels*  
 Tennyson, *Idylls of the King*  
 Twain, *A Connecticut Yankee in King Arthur's Court*

### **11th Grade**

Bunyan, *Pilgrim's Progress*  
 Dickens, *A Tale of Two Cities*  
 Euclid, *Elements* (Book I)  
 Hemingway, *A Farewell to Arms*  
 Hobbes, *Leviathan*  
 Locke, *Two Treatises of Government*  
 Machiavelli, *Discourses on Livy*  
 Montesquieu, *The Spirit of the Laws*  
 Paine, *Common Sense*  
 Plato, *The Republic*  
 Thoreau, *Walden*  
 Tolstoy, *War and Peace*  
 Tolstoy, *Anna Karenina*  
 Shakespeare, *The Tempest*

Washington, *Up From Slavery*

### **12th Grade**

Dickens, *Great Expectations*  
 Euclid, *Elements* (Book II)  
 Frank, *Alas, Babylon*  
 Kennedy, *Profiles in Courage*  
 L'Amour, *Lonesome Gods*  
 Lucretius, *On the Nature of the Universe*  
 Melville, *Moby Dick*  
 Orwell, *1984*  
 Shakespeare, *King Lear*  
 Sinclair, *The Jungle*  
 Steinbeck, *East of Eden*  
 Steinbeck, *The Grapes of Wrath*  
 Wells, *The Time Machine*  
 Wollstonecraft, *Vindication of the Rights of Women*

## **Grade Level Information**

### **7th Grade**

Maeser added 7<sup>th</sup>/8<sup>th</sup> grades so that students could be better prepared for high school, where graduation requirements are rigorous and specific to the Maeser classical education model.

Maeser's plan is to support every 7<sup>th</sup> grade student in learning vital organization skills necessary to succeed in a school setting, to be responsible for their learning, and to be accountable for the rigor and expectations of being a Maeser student. Parents can expect and help students to complete homework and assignments on time.

Every 7<sup>th</sup> grade student will take SOAR (Safe, Organized, Accountable, and Respectful). This class teaches vital skills such as organization, including a school and home filing system, and other academic behaviors necessary for success in school and in life. If your student struggles with organization, make sure to talk to the instructor to help understand how the home filing system works.

- ❖ School supplies
  - o Each teacher provides a list of necessary materials for class.
    - SOAR
      - large binder, dividers for each class period (8), folders for binder to file completed work
      - Home file system: alligator file or similar
    - Composition books, notebooks, college-ruled paper, pencils, white board markers, dry erase markers, pens
- ❖ Middle School Intensives (MSI)
  - o Three-week term in January. School hours are 9-2 pm.
  - o Allows students intensive experience in STEM topics, as well as career-oriented exploration.
  - o This is not a vacation time and is part of the school curriculum. Attendance is essential and mandatory.
- ❖ Schedule
  - o English 7
  - o Math (by placement test)
  - o Science 7
  - o SOAR
  - o History 7
  - o PE/Health
  - o MS Latin 1A

- o Elective: sports/fitness, art, drama, OR choir
- ❖ A PE uniform is issued to every 7th grade student as part of their school fees.  
Additional PE uniforms are available for the price listed on the Maeser Fee Schedule.

### ***Latin at Maeser Prep***

The requirement that all 7th and 8th grade students take Latin may seem odd or outdated. In today's world of constantly increasing bandwidth and expanding connectivity, the study of Latin can initially seem awkwardly out of place. However, in a constantly changing world, studying Latin provides important tools and necessary context to help students make sense of their world.

As students embark on their study of Latin, they begin to learn the intricacies of a powerful language that came to dominate the western world for nearly two millennia. Latin's complex syntax and grammar demands close attention and scrutiny, which reinforce critical thinking skills. Latin's influence on English vocabulary is well-established, and students who apply themselves find their ability to express themselves improves. The influence of Greek and Roman literature cannot be underestimated, and the ancient echoes into our modern period. Students deserve to be introduced these greatest ideas, themes, and characters. As students become increasingly familiar with the great heroes, love stories, and events of the past, their present becomes more and more understandable and meaningful. Studying Latin allows students to enter into a great and powerful conversation that has shaped and molded history. Studying Latin gives students the opportunity to become sculptors of their own future by better understanding the rocks they themselves are hewn from.

### **8th Grade**

8<sup>th</sup> grade students take steps to become leaders and not followers. Commitment to Maeser and to "being their best selves" is explored in all classes but is the focus of the Maeser-specific leadership and communication classes. We use animal icons as quick reminders to help develop our virtue. We will offer the parent version of this class in the near future.



8<sup>th</sup> grade is the final preparation year before high school, where academic behaviors must be engaged at the highest levels. Parents can help students commit to being on time to all classes, support their learning by helping them utilize all resources available, and communicating effectively with teachers and counselors. Maeser is a good school, but it is not a one-size-fits-all and finding the right fit for your student's educational experience is vital.

8<sup>th</sup> grade students are still expected to use their SOAR skills and keep up with a planner that is provided for them each year in addition to the organizational system that supports their class engagement and accountability. They will begin to develop additional life skills in digital citizenship. We encourage Maeser parents to discuss appropriate and acceptable digital behavior with their students.

❖ Middle School Intensives (MSI)

- o Three-week term in January. School hours are 9-2 pm.
- o Allows students intensive experience in STEM topics, as well as career-oriented exploration.
- o This is not a vacation time and is part of the school curriculum. Attendance is essential and mandatory.
- ❖ Schedule
  - o English 8
  - o Math (by placement test)
  - o Science 8
  - o Leadership/Communication (semester courses)
  - o History 8
  - o PE/Computer Technology (semester courses)
  - o MS Latin 1B
  - o Elective: sports/fitness, art, drama, OR choir
- ❖ A PE uniform is issued to every 8th grade student as part of their school fees. Additional PE uniforms are available for the price listed on the Maeser Fee Schedule.

### **Middle School Sports**

Maeser Prep offers the following sports for 7th and 8th graders:

- Fall - Girls Volleyball, Cross Country, Baseball, Boys Soccer, Ultimate Frisbee
- Winter - Boys and Girls Basketball
- Spring - Girls Soccer, Ultimate Frisbee

Since both the middle school and high school are in the same building it presents facility issues when it comes to sports. As a result, most middle school practices are held during school hours with the exception of Ultimate Frisbee and baseball. Students who participate in volleyball, cross country, soccer, and basketball will need to enroll in the 4th period MS Fitness section. This class will be their elective for the semester that the sport is played.

Students must earn a 2.7 GPA with no Fs from the previous term in order to participate in sports/activities. For example, boys basketball takes place during the 2nd term of the year so in order to be eligible student-athletes must have earned a 2.7 during the 1st term. Coaches have the discretion to monitor grades during the term the sport is being played and if students fall below a 2.7 or have Fs/NGs can temporarily suspend their participation until the grades improve.

### **9th Grade**

- ❖ What is Socratic Seminar?
  - o Socratic Seminar is a two-period class. Socratic focuses on discussing important principles found in history and throughout literature. There is a heavy emphasis on

reading. Because it fulfills both the Language Arts and History requirement for graduation, students receive two grades in Socratic classes. Students take Socratic Seminar in grades 9-12.

- o 9th Grade Socratic Readings
  - *The Epic of Gilgamesh*
  - Homer, *Iliad*
  - Homer, *Odyssey*
  - Livy, *The Early History of Rome*
  - Vergil, *Aeneid*
  - *Sir Gawain & the Green Knight*

❖ Typical 9th Grade Schedule

9th Grade		
Requirement	Course Name	Credit
Language Arts 9	Socratic Sem.	1
World Civ I	Socratic Sem.	1
Math	Math 1	1
Science	Biology	1
Foreign Language		1
Digital Studies	Business Office Specialist	0.5
Geography	Geography	0.5
PE Course	Fit for Life	0.5
Fine Arts Elective		0.5
Elective		0.5
Elective		0.5

### 10th Grade

- ❖ Socratic Readings
  - o Dante, *Inferno*
  - o Milton, *Paradise Lost*
  - o Shakespeare, *Hamlet*
  - o Hugo, *Les Miserables*
  - o Austen, *Pride and Prejudice*
  - o Achebe, *Things Fall Apart*

❖ Typical 10th Grade Schedule

10th Grade		
Requirement	Course Name	Credit
Language Arts 10	Socratic Sem.	1
World Civ II	Socratic Sem.	1
Math	Math 2	1
Science	Chemistry	1

Foreign Language		1
Health	Health	0.5
PE Course	Lifetime Skills	0.5
Fine Arts Elective		0.5
Elective		0.5
Elective		0.5
Elective		0.5

- ❖ ACT prep opportunity
  - o FREE ACT Prep workshop is given three times each year for all sophomores. Each workshop consists of three Thursday afternoons from 3:45 pm - 7:45 pm of content. Sign-ups are at the front desk. Dates will be sent to all sophomores and parents.
- ❖ HOBY
  - o Hugh O'Brian Leadership program applications can be obtained from the counselors. This is available for all sophomores during the summer between the sophomore and junior year. One or two representatives from Maeser are chosen from applicants to attend.
- ❖ Student Drivers/Parking Passes
  - o Student drivers must be 16 years old and have a valid driver's license.
  - o Parking permits must be purchased at the front office for \$10. Copies of insurance and driver's license are required.

### **11th Grade**

- ❖ Socratic Readings
  - o Hawthorne, *The Scarlet Letter*
  - o Addison, *Cato*
  - o Stowe, *Uncle Tom's Cabin*
  - o Paine, *The Crisis*
- ❖ College Preparation
  - o ACT/PSAT
    - Dates for ACTs are found on the Counselor calendar
    - Every Junior will take the ACT at Maeser in the spring for FREE
    - Every Junior will take the PSAT in the fall. PSAT results are used to qualify for the National Merit Scholarship.
  - o College Exploration
    - Junior year is a great time to start preparing for college. Explore your student's interests and various programs and majors offered at colleges and universities. [www.utahfutures.org](http://www.utahfutures.org) is a great parent/student resource.

- Counselors have a variety of college exploration days and events throughout the year. Parents are always invited to attend with students.
- ❖ Parking passes/student drivers
  - o Student drivers must be 16 years old and have a valid driver's license.
  - o Parking permits must be purchased at the front office for \$10. Copies of insurance and driver's license are required.

### **12th Grade**

- ❖ Socratic Readings
  - o Fitzgerald, *The Great Gatsby*
  - o Victor Frankl, *Man's Search for Meaning*
- ❖ College Preparation
  - o FAFSA/Scholarships
  - o College applications
- ❖ Capstone
  - o Every senior Socratic student will complete a Capstone project as part of their Socratic 12 class that encapsulates the experience they have had at Maeser exploring private and public virtue.
- ❖ Schedule
  - o Seniors must take 6 academic classes at Maeser, not including TA, seminary, or peer support.
  - o If considering early graduation or MTech courses, please meet with counselor during the beginning of your junior year to declare.
- ❖ Graduation
  - o This culminating event is always the last week in May.
  - o Caps/gowns/tassels can be ordered through [www.jostens.com](http://www.jostens.com)

## **Select Policies and Procedures:**

### **Attendance**

#### ***All-Day Absence***

Parents can excuse all day absences within 10 school days of the date of the absence calling the main office at (801) 235-9000 or emailing [attendance@maeserprep.org](mailto:attendance@maeserprep.org).

#### ***How to Excuse Tardies/Absences***

Please note that for safety and liability reasons, we cannot excuse a student's absence without an email ahead of time.

Maeser's Attendance Secretary is the appropriate point of contact for all attendance-related questions. You can email the Attendance Secretary at [attendance@maeserprep.org](mailto:attendance@maeserprep.org). or call at 801-235-9000.

A parent/guardian may excuse any first period tardy or absence within 10 school days. This may be done by phone, email, or note for this year. In rare cases, you can excuse in person in the front office. Our pandemic protocols are trying to minimize office visits by visitors.

When excusing your student with a note or email, please include the following:

- Student name
- Date of the absence
- Time and date the note was written
- Reason for absence
- Specific class periods missed.
- Signature (if a note)
- Phone number where parent/guardian can be reached during the day
- Healthcare provider's signature (if applicable)

Fraudulent excusing of tardies/absences by students will result in school discipline.

### ***PowerSchool Attendance Codes***

- T-Tardy
- O-Excused Tardy (Does not count towards absence thresholds)
- X-Unexcused Absence
- E-Excused Absence
- A-Excused Absence for School Activity (Does not count towards absence thresholds)
- Q-Absence that has been made up in Attendance School
- M-Medically Excused Absence (Does not count towards absence thresholds)
- V-Pre-Approved Vacation Absence (Does not count towards absence thresholds)
- S-Sluff (Used for administrative tracking, but counts the same as an unexcused absence for Attendance School).

### **Extracurricular Activities**

Maeser Prep's mission focuses on empowering and inspiring students, and we believe that sports and activities can help in this mission.

For sports, all students must complete a physical before competing. Maeser uses the UHSAA physical form for all sports including middle school sports.

Maeser offers the following extracurricular activities for high school students:

Fall: co-ed Ultimate Frisbee, girls soccer, cross-country, boys volleyball, girls tennis, girls volleyball, baseball, Shakespeare Competition

Winter: boys basketball, girls basketball, swimming, wrestling

Spring: co-ed Ultimate Frisbee, boys soccer, boys tennis, track and field, Drama

In order to participate in any extracurricular activity, all students (7th-12th grade) must earn a 2.7 GPA with no Fs from the previous term. For example, if a sport/activity takes place during the 2nd term students must earn a 2.7 during the 1st term. For extracurricular activities that take place during the 1st term, 4th term grades from the previous school year are used. High school students must be on track for graduation and if they have failed a course from any high school term it must be made up before participation. For example, a junior wants to play soccer but failed their Socratic 9 class. This class must be made up before they can play.

### **Fees**

Maeser publishes an annual [Fee Schedule & Spend Plan](#). These documents outline all the fees a student may be charged, the deadlines for paying fees, and information about applying for a fee waiver. Both documents can be found on our website or you can pick up a copy in the front office. Fees can be paid online, by calling the front office with a credit card number, or by paying with cash or a check. Any questions about fees should be directed to the Finance Office at [finance@maeserprep.org](mailto:finance@maeserprep.org).

### **Item Drop-off**

In order to mitigate foot traffic, crowding, and protect our front office staff, parents will no longer be allowed to drop items off in the front office for their student (e.g., lunches, school projects, sports equipment, etc.). There will be a table placed at the front of the school where parents can leave things for their students at their own risk. Teachers and front office staff will not monitor the table. Parents will be responsible for communicating with their student if there is something they are leaving. Students may retrieve items during passing periods and at lunch, but may not leave the classroom during scheduled class time.

### **Uniforms**

Maeser believes that education is a serious and sacred endeavor. Thus, in many ways schools can be sacred buildings. They are a place where students can converse with the sages of the past, grapple with the issues of the today, and wonder at the mysteries of tomorrow.

Just as someone might dress differently or in a specific way for a job or activity, students dress in school uniforms to prepare their minds and bodies for the transformational act of learning. Wearing clothes that are different from a student's normal, everyday attire

indicates that there is something special about what they are doing. A school uniform contributes to the atmosphere of all students' important and serious academic endeavor

School uniforms, including cardigans and blazers, should be washed regularly.

This year, masks will be considered as part of the school uniform. Students who do not have an appropriate face covering will be excused from class and sent to the office where they can get a mask (\$3 will be charged to their student account). Students may not be in the building without an appropriate face covering.

### **Volunteering**

We invite Maeser families to volunteer time and/or supplies to the school. Our volunteer coordinator posts opportunities through the Sign-Up Genius link on the [Volunteer](#) page on our website. The Volunteer page has a link to a form where you requested to report your service hours. Volunteer opportunities are also sent out through the Official Karl G. Maeser Academy Facebook page and may include:

- Community Council
- Fundraising
- Teacher appreciation
- Grant committee
- Used uniform sale committee
- Food & supply Sign-ups
- Chaperoning
- Driving for field trips
- Food donations for teacher lunches
- Substitute teaching