

Maeser Parent Handbook

KARL G. MAESER



PREPARATORY ACADEMY

Updated: 03.24.26

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Welcome to Karl G. Maeser Preparatory Academy!

Karl G. Maeser Preparatory Academy is a wonderful community of students, parents, and teachers, 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 about 800 students from various backgrounds. Our curriculum is

academically rigorous. Our expectations are high and the workload is challenging. Attendance is integral for success in the classroom and beyond. Our standards for participation in extracurriculars are high, 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 learn, 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.

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. Students must take at least 6 academic courses per semester; TA (teacher aide), peer-supported study skills seminary and parent release time do not count as academic courses but MTech does.

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 during school hours will receive a uniform violation. They will then have the option to either call home to have someone bring their uniform or 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.

Advisory Friday

Click [here](#) for more information about Advisory Friday, including how to sign up for on-campus help using the Lion Success Plan (LSP).

Bell Schedule

School starts at 8:00 am, *Monday through Thursday*. Students are expected to arrive early enough to be in their seats when the bell rings.. 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. Friday school hours are 9:00 am to 12:00 pm.

Middle & High School Bell Schedule (Mon-Thurs)	
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 (Friday)	
8:00-8:50	Faculty meetings
9:00-12:00	Advisory (students who

	come to campus must fill out a Lion Success Plan)
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Our school [calendar](#) is posted on our website under the “Parents” tab.

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 (you must opt in for texts by sending “Y” to 67587). 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 your 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 the top of our website at maeserprep.org. When each new edition is posted on weekends, we send out a notification email to parents and students.

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

Assignments & Grades

Maeser uses [PowerSchool](#) to track student grades and attendance. If you have forgotten your parent account login information for PowerSchool, or need a new parent account created, please contact info@maeserprep.org. Our district code is PHPQ.

In the event you have a concern about your student and his/her grades, or a classroom concern, administration highly suggests that parents contact the teacher directly *before* approaching the counselors or administration.

Counseling

Counselors do more than schedule changes, but they are not licensed therapists, nor can they recommend therapy. 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 website under the Counselor tab.

An additional resource for Utah parents can be found at [USBE Parent Portal](#).

Math Classes & Placement

All 7th graders will need to take a Math placement test. If your student would like to be considered for an advanced math course beyond current grade level, they will need to take a math placement test. All homeschool students should take a Math placement test. Math placement tests are scheduled for several Saturdays in May and dates in June. The math placement test score is not used for enrollment decisions; it simply helps us know which math class your student should take.

Grade-level math classes are: Math 7 (7th graders), Math 8 (8th graders), Secondary I (9th graders), or Secondary II (10th graders).

All incoming 11th & 12th graders will be invited to meet with a high school counselor to discuss graduation requirements and math class placement.

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 almost to 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 up and it 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 the 400 West entrance.

Our carpool coordinator has created a Facebook group for each city. The group pages are private to protect your information. They are not controlled or monitored by Maeser.

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. Microwaves will be available in the cafeteria. We do have a few vendors from whom you can purchase lunch for your child. See [Maeser Updates](#) for instructions on how to order.

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 34 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. PLEASE NOTE: There are NO pre-approved vacation approvals granted during Winterim/MSI. With the accelerated schedule, absences accumulate quickly and shall result in referrals to Youth Court.

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 Intensives (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. If middle school students plan to be absent for more than three MSI school days, they must submit an application and obtain approval for an Independent MSI.

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.

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*

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*

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, *Puddinghead Wilson / Roughing It*

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*

9th Grade

Apollonius, *The Voyage of the Argo*

Caesar, *The Conquest of Gaul*

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

Middle School at Maeser prepares all students for high school, where graduation requirements are rigorous and specific to the Maeser classical education model.

Maeser's plan is to support every 7th grade student in learning vital organizational 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 7th grade student will take Classical Foundations I. This class teaches vital skills and values. We will cover 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. 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.

Every 7th grade student will also be given a Reading Assessment. This assessment supports instruction, as well as informs teachers and parents of possible supports needed to access Maeser curriculum. If a student needs reading assistance, they will be assigned to the Reading Lab on Fridays.

❖ 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 Classical Foundations I
- o History 7
- o PE/Health
- o MS Latin 1A
- o 7th Grade Humanities

- ❖ A PE uniform is required for every 7th grade student. Please see the price listed on the [Maeser Fee Schedule](#).
- ❖ Students are required to take a Math placement test. No class schedule will be created until we have the assessment data to place students in the correct level.

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 on modern literature, movies, and media cannot be overstated, and the ancient reverberates into our modern period. Studying Latin allows students, in a unique way, 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.

Middle school students may not select another language instead of Latin. Students who have been enrolled in language immersion programs before coming to Maeser are encouraged to continue those languages on their own and pick them up again in high school.

8th Grade

8th 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 Classical Foundations II class. We will be reading from 7 Habits of Highly Effective Teens, and learning classical virtues.

8th 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.

8th grade students are still expected to use their Classical Foundations 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.

❖ 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 Classical Foundations II
- o History 8
- o PE/Digital Literacy
- o MS Latin 1B
- o 8th Grade Humanities

- ❖ A PE uniform is required for every 8th grade student. Please see the price listed on the [Maeser Fee Schedule](#).

Middle School Extracurriculars

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

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

Practices for most of the middle school sports are held before school.

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 a 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*
 - 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	BOS, DBA, Web Dev, Comp Prog.	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 Remarque, *All Quiet on the Western Front*
 - 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 twice each year for all sophomores. Dates and sign-ups are sent to all sophomores and parents through Maeser Updates and email.
- ❖ 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. Contact the counselors for more information.
- ❖ 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 Twain, *Huckleberry Finn*
 - o Stowe, *Uncle Tom's Cabin*
 - o Paine, *The Crisis*
- ❖ College Preparation
 - o ACT/PSAT
 - ACT prep class is provided the January/February before the March ACT testing date. 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.
 - 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

School Supplies

Middle School (7th-8th Grade)

All middle school students will be introduced to the SOAR binder and "Home File". Consequently, it is important that your middle school student has the following materials on the first day of school:

- 1 ½" heavy duty binder with view cover – The SOAR binder will be used in all classes

- Loose lined paper **and** graph paper to go in binder
- One plastic folder with pockets for each individual class (Avery 8 tab Binder Pockets work well)
- Writing utensils—REQUIRED: Pencils, pen- blue or black ink only, red pen for editing
- Pencil Pouch that fits in binder rings – may contain individual pencil sharpener, stapler, one hole punch.
- 1 File folder for each individual class (For home file)
- A box or container for file folders (For home file)

Teachers may require specific supplies for their class (e.g., a calculator for math), but the SOAR binder materials will satisfy most classroom needs.

High School (9th-12th Grade)

Teachers will provide specific lists for their respective classrooms, but generally students will be ready for school if they have the following:

- Graphing calculator (e.g., TI-84. Graphing calculators can be expensive, but you'll probably only need one for all of high school)
- Note-taking supplies (e.g., 1-2 composition notebooks or a binder with loose-leaf paper and dividers)
- Pens, pencils, highlighters

Select Policies and Procedures

Section 1: Academic Life & Integrity

- **Homework Policy (Policy 3203):** Homework is fundamental to the learning model, serving to reinforce instruction and prepare for Socratic discussions. It is the responsibility of parents and students to monitor progress on PowerSchool. Late work is accepted up to one day late for a maximum of 75% credit. Excused absences grant a one-day grace period per day missed, though family vacations are excluded from this extension.
- **Academic Integrity (Policy 3206):** Intellectual honesty is vital. Plagiarism (both intentional and inadvertent), cheating on exams, unauthorized collaboration, and the unapproved use of Artificial Intelligence (AI) to generate content are strictly prohibited. Violations result in a progressive discipline scale: a first offense results in a zero and parent notification; a second brings a one-day suspension; a third triggers a mandatory expulsion hearing.

Section 2: Attendance & Uniform Standards

- **Attendance and Tardy Policy (Policy 3201):** On-time attendance is critical to minimize learning gaps. Students are allowed a maximum of six combined tardies or excused absences per class, per term; a seventh results in a "No Grade" (NG) and loss of credit. Any unexcused

absence automatically triggers an NG. Parents must excuse full-day absences or first-period tardies within 10 school days. Extended absences for family vacations require pre-approval, and missed final exams cannot be taken early. No vacation exemptions are granted during the concentrated Winterim period.

- **Attendance tips:**

- All-Day Absence

- Parents/guardians can excuse all-day absences within 10 school days of the date of the absence by calling the main office at (801) 235-9000 or emailing attendance@maeserprep.org.
 - A parent/guardian may excuse any first period tardy or absence within 10 school days. This may be done by email (preferred), phone, or note. Unexcused absences in the middle of a school day may count as a sluff and will need to be addressed with the teacher of the missed period. A sluff may need to be made up during Advisory Friday.

- 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 (preferred) or call 801-235-9000.
 - 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)

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

PowerSchool Attendance Codes

- T-Tardy
- O-Excused Tardy (Still counts 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
- F-Tardy that has been made up in Attendance School
- M-Medically Excused Absence, Requires a medical note (Does not count towards absence thresholds)
- V-Pre-Approved Vacation Absence, Requires signed form before leaving (Does not count towards absence thresholds)
- S-Sluff (Used for administrative tracking, but counts the same as an unexcused absence for Attendance School).
- **Uniform Policy (Policy 3207):** 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.
 - Full Dress Uniforms (including blazers and ties for high school; cardigans/sweaters and ties for middle school) are mandatory on designated days. Regular dress polos and approved pants/skirts must be worn cleanly and right-side-out on other days. Progressive enforcement applies: the 5th violation results in a one-day suspension, and the 10th triggers an expulsion hearing.
- **Parent Release Time (Policy 3205):** Students on track for graduation may be released for outside programs upon written parental request. Released students must leave campus promptly unless explicitly permitted to study quietly in the library or cafeteria.

Section 3: Student Conduct, Safety, & Activities

- **Discipline and School Safety (Policy 3202):** A safe, orderly environment is maintained through high behavioral standards. Bullying, cyber-bullying, harassment, abusive conduct, and hazing are strictly forbidden and thoroughly investigated. Serious violations—including possession of weapons, alcohol, drugs, or electronic cigarettes (vapes)—carry mandatory suspensions or expulsions. Weapons violations require a mandatory one-year expulsion. Emergency Safety Interventions (ESI) are strictly limited to imminent physical danger and are never used as discipline. Lockers and desks remain school property and are subject to search at any time.
- **Cell Phones and Electronic Devices (Policy 2103):** Students are not allowed to use phones during class time. Each classroom will have a cell phone holder, and students will power off their device and place it in the holder. Students are allowed to use phones during

passing periods, lunch, and before/after school. Teachers will confiscate phones if they are used during class. Please refer to the Acceptable Use policy (#2103) on the school website for additional information.

- **Title IX & Sexual Assault Response** (Policy 3204): The school prohibits all forms of sex discrimination and sexual harassment. Formal complaints are processed promptly, typically wrapping up within 45 days, utilizing a clear and convincing standard of evidence. Supportive, non-punitive measures are available to all parties involved. Reports can be made directly to the Title IX Coordinator, Jared Norris (801-235-9000; jared.norris@maeserprep.org).
- **Suicide Prevention (Policy 3208)**: To support youth mental health, evidence-based resiliency and prevention principles are taught in foundational courses. If an employee learns a student is experiencing suicidal ideation, administration or counselors will notify the parent or guardian in a timely manner and provide resource materials upon request.
- **Extracurricular & Athletic Eligibility (Policies 3210 & 3212)**: Participation in extracurricular activities is optional and requires academic eligibility: a minimum 2.7 GPA with no Fs or NGs from the previous term, alongside full-time enrollment (at least 6 classes). In compliance with state law and UHSAA policies, students must participate in gender-specific activities and use facilities (restrooms/changing areas) that align with the sex designated on their birth certificate.
 - Maeser Prep's mission focuses on empowering and inspiring students, and we believe that sports and activities can help in this mission. Specific sport information and coach contact info can be found [here](#).
 - 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
 - Spring: co-ed Ultimate Frisbee, boys soccer, boys tennis, track and field, Drama
- **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 students (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 students 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.

Section 4: Parent & Community Engagement

- **Grievance and Communication Process (Policy 3106):** When a concern arises, families are expected to address the issue directly with the specific staff member involved. Unresolved matters may be escalated to the Director for review, and subsequently to the Board of Directors if necessary.
- **Public Education Hotline (Policy 3105):** Alleged violations of statutes, board rules, or school policies can be reported locally or via the USBE parent portal linked on the school website. School administration will make good-faith attempts to contact complainants and resolve documented concerns within mandated state timelines.
- **Volunteer Policy (Policy 3107):** Parents are welcomed and encouraged to volunteer. To protect the community, volunteers given significant unsupervised access to children must be at least 18 years old (21 for chaperones) and clear a background check. Volunteers operate in an auxiliary capacity under the direct supervision of licensed staff.
- **Facilities Usage (Policy 3103):** School buildings and grounds serve as civic centers for resident recreational and non-commercial use, provided it does not interfere with school functions. Commercial, charitable, and non-profit rentals are strictly regulated, require a security deposit and liability insurance, and must be approved in advance by the Business Manager. No rentals are permitted on Sundays or holidays.
- **Fees :** Maeser publishes an annual [Fee Schedule & Spend Plan](#) on our website (under “Parents” tab). 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 finance@maeserprep.org.