MARYVALE

STUDENT AND PARENT HANDBOOK

Celebrating

71 Years of Excellence

1945 – 2017

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MARYVALE PREPARATORY SCHOOL
FOUNDATION DOCUMENTS
Approved September 2007

BELIEF STATEMENTS

1. We believe that a Catholic education at Maryvale is guided by the charism of the Sisters of Notre Dame de Namur and the teachings of St. Julie Billiart.
2. We believe that the value of the individual is central to an enriched educational experience and development of the whole person.
3. We believe that single sex education will enable young women to face future challenges.
4. We believe that an education rooted in Catholic values will guide students to make appropriate decisions and accept responsibility for personal choices.
5. We believe that an academically challenging college-preparatory curriculum develops life-long learners who think critically and communicate effectively.
6. We believe that service, guided by social responsibility and compassion, defines Maryvale as a Catholic community.
7. We believe that diversity strengthens a community.
8. We believe that effective, ongoing communication within the Maryvale community fosters common values and direction.

MISSION STATEMENT

Maryvale, a Catholic independent girls' school serving grades six through 12, affiliated with the Sisters of Notre Dame de Namur, provides an environment in which each student can reach her academic, spiritual, physical and civic potential in a loving, supportive and diverse community. Building upon its unique and special heritage, Maryvale's mission is to provide an exceptional education that responds to change and prepares young women for life.

PHILOSOPHY

The Board of Trustees, the administration, faculty, staff and students of Maryvale Preparatory School dedicate themselves to furthering the academic, spiritual, physical and civic development of each student. The Maryvale community believes that teachers and parents work together as the co-educators of students. As an educational community, we nurture a love for learning and the innate quest for truth. This all-encompassing endeavor is conducted in an educational atmosphere that is pervasively Christian and specifically Catholic. Values are developed within this context of faith.

Central to the philosophy of Maryvale is the validation of the individual, which is evident in its commitment to small class-size in which each student may develop critical thinking skills, integrity and resourcefulness so that she may take responsibility for strengthening her faith and academic abilities. To this end, the Maryvale faculty encourages each student to learn to appreciate the value of a traditional curriculum, supported by technology as a means of developing creativity, morality and just pride in her achievements. Maryvale emphasizes the importance of responsible decision-making and acceptance of consequences in order for each student to become an honorable citizen of the world. In an atmosphere of respect, the various constituencies of the Maryvale community cooperate to support each student to realize her academic, spiritual, physical and civic potential. A variety of electives and co-curricular activities allows for each student to express and develop her individual gifts.

Drawing its specific character from the heritage of the Sisters of Notre Dame de Namur, the Maryvale community values charity, simplicity, justice and human dignity. Students are encouraged to love and respect the community, the country and the world. Maryvale teaches students to lead as responsible women in a pluralistic society. Finally, Maryvale strives to challenge young women to extend learning beyond the classroom, serving others in need in the name of Jesus Christ.

VALUES STATEMENTS

These values will serve as the basis for Maryvale's efforts to fulfill its mission and achieve its vision for the future:

Excellence
The school, its administration, faculty, staff and students will strive for excellence in all endeavors.

Respect
The school will encourage mutual respect among administration, faculty, staff, parents and students.

Self-Discipline
Maryvale students are encouraged to exercise self-discipline and commitment in pursuing their academic, co-curricular and personal goals.

Self-Knowledge
Knowledge of self and the ensuing confidence that builds upon it is a hallmark of our students.

Social Justice
The school challenges administration, faculty, staff and students to live Gospel values through community service.

Diversity
The school embraces diversity of faculty, administration, staff and students.

Constituent Relations
The school is highly responsive to its multiple constituents and consistently delivers the highest level of service.

Effective Leadership
The school encourages strong and consistent leadership among its administration, faculty and staff, who serve as role models for the students.

Fiscal Responsibility and Accountability
The school manages its resources in a fiscally responsible and accountable manner.

GRADUATE PROFILE

It is our hope that upon graduation, a Maryvale Graduate will be:

a compassionate woman who

- continues and strengthens her relationship with God.
- sees herself as God's creation.
- understands Catholic beliefs and social teachings.
- exemplifies a commitment to social justice through service to others.
- demonstrates humility and exhibits empathy.
- upholds her beliefs and morals especially when faced with challenging situations.
- accepts and appreciates diverse peoples, cultures and ideas.

an independent thinker who

- expresses ideas, opinions and perceptions through speaking and writing to a variety of audiences.
- uses her strong academic foundation for problem solving, deductive reasoning and critical thinking.
- aspires to become a lifelong learner.

a confident individual who

- has a realistic sense of her strengths and weaknesses.
- fosters leadership in herself and others.

- demonstrates integrity.
- recognizes and values the gifts, talents and accomplishments of herself and others.
- accepts challenges with faith and courage.

a responsible woman who

- manages her time effectively.
- recognizes the value of community and her role in it.
- values her physical and emotional health and wellbeing.

THE HISTORY OF MARYVALE PREPARATORY SCHOOL AND WICKCLIFFE CASTLE

Maryvale Preparatory School was founded in 1945 by the Sisters of Notre Dame de Namur as a combination day/boarding school for girls. The school's unique setting in the Greenspring Valley draws upon the quiet beauty of the original estate, Wickcliffe. Dr. and Mrs. Walter F. Wickes built the tudor-style Castle, designed after the Warwick Castle of Warwickshire, England. Completed in 1916, Wickcliffe took two years to finish and cost more than $200,000 to build. At the time, the house attracted a great deal of interest both because of its architecture and because it was reportedly the "largest private residence in this part of the country."

The Wickes raised their four children in the house, and shortly after Mrs. Wickes died, the Sisters of Notre Dame de Namur bought Wickcliffe at a cost of $75,000 for use as a Catholic boarding school. When Dr. Wickes sold Wickcliffe, he left most of the Renaissance and Gothic furnishings (which date from the 1500s and 1600s) in the Great Hall and Entrance Hall.

Maryvale Trinity College Preparatory School opened on September 9, 1945 with 12 boarders and eight day-students, who represented most grades from one to 12. It remained a boarding and day school for pre-primary through high school until June 1956. Maryvale accepted boys in kindergarten through eighth grade until 1972. The school continued to evolve until 1983 when it became the school it is today, serving girls in grades six through 12.

Maryvale School Song

O, Maryvale, we sing to thee, whose every slope and tree
In noble mien praises God, as born of favored soil He trod.
We hail thy towers gray and lofty, thy wings of stone so strong,
Thy Mary-image greeting all who come, who for her blessings long.
O, Maryvale, dear Maryvale, we give our hearts to thee today.

School of our Queen, of lineage royal, to thee we will be loyal.
For thou has taught in Christlike way, courageous faith and love each day.
In hope, fidelity, and peace, thy spirit stands secure;
Obedience, purity, and zeal for truth, mark life that will endure.
O, Maryvale, dear Maryvale, we give our hearts to thee today.

This agreement between Maryvale Preparatory School, the student and the parent/guardian states that the contents of the Maryvale Handbook have been read and are understood. The Agreement form will be sent home with students during Orientation. All students are required to return the signed and dated form to their Advisor or the Reception Office by Friday, Sept. 9, 2016.

A STUDENT PLAN FOR SUCCESS:

IN THE PURSUIT OF EXCELLENCE

Dear Student:

This portion of the Handbook is addressed to you as you pursue your academic studies and strive to be a self-directed, independent learner who is goal-oriented and self-motivated.

Students who identify realistic goals and have a strong commitment to attaining their goals, find self-fulfillment and academic success. Like road maps, goals will take you where you want to go. The opportune time to set goals is at the beginning of each quarter. Find a quiet place and review your past performance and create a list of objectives to achieve in the weeks ahead. Objectives may be related to your academic studies, your study skills or work habits, your health goals or athletic aspirations, your personal or social skills, or your friendship commitments. They provide direction, motivation and a measure of your progress. You should:

- identify realistic and attainable goals.
- set short-term goals, weekly or monthly.
- list steps or strategies to attain your goals.
- review your list periodically to measure your progress.

Students who adopt and maintain a willingness to learn, achieve and engage in new or different experiences will attain their defined success. Remember, each quarter is a fresh start, and each day can present you with new and interesting opportunities to become an educated person. Each day, learn something new. Break new ground, take a risk, open new doors, cultivate your skills and talents, and discover the hidden talents and creativity you didn't know you possessed.

Don't be afraid to try new things. If they work, celebrate your success; if they don't, learn from your mistakes, but most importantly, never stop trying. Your success at Maryvale is directly related to how realistic you are about facing academic challenges and balancing the demands on your time. Support is available, but you must take the initiative. True success comes from within; it lies in the effort rather than in the result. Learning is at the heart of student success. Set expectations for yourself that foster continued academic growth, fresh insights and optimum performance. The following list of expectations will provide you with direction and focus:

- Establish challenging, far-reaching, realistic academic goals.
- Set at least three short-term academic goals and list your strategies for accomplishing them. Establish checkpoints to assess your progress. As you accomplish a goal, set a more challenging one for yourself.
- Maintain a record of your best work.
- Intensify vocabulary study; use the index card strategy and practice with a partner.
- Establish a definitive outside reading program.
- Participate in your own learning process: question and inquire.
- Observe the conventions of edited standard English in all work that reaches the public eye.
- Use standard usage when speaking in class or before groups.
- Maintain a spiritual focus in your work.
- Strive for optimum performance.

Critical reading, logical reasoning, decision-making and problem-solving skills will contribute to your ability to think critically. Intellectual curiosity and inquiry contribute to the quality of your thinking.

Make this a wonderful new school year!

Sincerely,

Your Administrators and Faculty

GENERAL INFORMATION

Academic Day

The school buildings are open at 7:15 a.m. All students must prepare for first period, which begins at 7:55 a.m. **Any student arriving at school after 7:55 a.m. must report to the Reception Office in the Rodriguez Center for a late pass.** Students begin the morning in first period where attendance is taken, followed by Morning Prayer and the *Pledge of Allegiance.* The academic day ends at 3 p.m. unless announced otherwise. The school does not make provisions for supervising students prior to 7:15 a.m. or after 5:30 p.m. Please note, "After-School Policies and Procedures."

After-School Policies and Procedures

Please know that the faculty and staff of Maryvale have the utmost concern for your daughter's safety. Part of the beauty of the Maryvale campus is the placement of the buildings in a lovely natural setting. Although we want your daughters to enjoy the facilities, as faculty and staff leave at the end of the day, we do not wish to have students remain in an area of campus that is not supervised. These policies, therefore, are an integral part of keeping our girls safe.

- **For Middle School Students:** Middle School students should be picked up by 3:30 p.m. unless they are involved in a supervised after-school activity. Those Middle School students who are not picked up by 3:30 p.m. must report to the Dining Hall and sign in for Maryvale's After-School Supervision Program. Supervision is provided at an additional cost until 5:30 p.m. Contact the Middle School head for information regarding this program.

- **For Upper School Students:** In order to allow Upper School students to begin to assume appropriate responsibility for themselves, Maryvale does not offer an after-school program for Upper School students. All Upper School students who are not participating in school-sponsored, after-school activities are required to remain in the Rodriguez Center, unless they are attending an athletic, musical or other Maryvale sponsored event on campus. The Reception Office is open daily until 5 p.m. on all school days, at which time the building is locked. Pick-up of all students is from the student drop-off circle, which is visible from the Dining Room.

All students need to be off campus by 5:30 p.m. unless they are participating in a sponsored club or event.

Address Change

Parents/guardians are asked to notify the school office immediately of any change of address or telephone number at home or at work. This request also includes email address changes. Please email Marlene Maguire at maguirem@maryvale.com or call 410-252-3366 for the Reception Office.

Dining Room

Students are free to relax and enjoy food/beverages in the Dining Room and on the patio or terrace. If any of these areas are unavailable, a sign will be posted. Food and beverages are **NOT permitted** in the gymnasium, classrooms, locker rooms or hallways. **Exceptions to this regulation require the consent and/or supervising presence of a teacher.** Students wishing to leave their assigned lunch periods for an on-campus destination are required to sign out from the Dining Room. Sign-out sheets are located at the faculty table in the Dining Room. Students are to remain at their tables in the Dining Room until dismissed by faculty. Each student is responsible for **the neatness and cleanliness** of her eating area while in the Dining Room. Students must use their ID card to make purchases from the kitchen.

Elevator Use

Students may use the elevators located in McCarthy Hall and the Rodriguez Center with a medical note and written permission from the dean of students.

Emergency School Closings

When weather conditions warrant the closing of school, we will follow Baltimore County's closure or late opening decision. In the event of other unforeseen circumstances, (e.g. extreme heat, severe storms) IRIS will be used to announce

Maryvale's plan. Our telephone message (410-252-3366) will repeat Maryvale's plan or you can visit Maryvale's website for updated school closings. If Maryvale is closed an excessive amount of time due to inclement weather, cyber day policies will go into effect, and we may reschedule some school days.

Please have a plan in place for your daughter to follow in case of an early closing. Any necessary changes to that pickup location will be provided by faculty onsite.

Finalsite & NetClassroom

Finalsite, Maryvale's Learning Management System (LMS) is aimed at connecting students, faculty and parents, both in and out of the classroom. LMS provides calendars, resource folders, blogs, discussions, quizzes, assignments, dropboxes, bulletins and media galleries.

NetClassroom is an online portal for students and parents to access important school information such as assignments, grades, attendance, schedule, transcripts and report cards.

These portals are our primary means of communication between students, parents and faculty. FinalSite and NetClassroom will be current.

Financial Matters

Please review the following **FACTS TUITION PAYMENT PROGRAM** and **POLICY REGARDING UNPAID TUITION.** All questions regarding FACTS tuition payments, school store bills or other financial matters should be directed to the Director of Business Operations.

FACTS TUITION PAYMENT PROGRAM

Maryvale partners with FACTS Management Company to manage the school's tuition payment program. FACTS is endorsed by the Archdiocese. **ALL tuition payments to Maryvale are required to be paid through FACTS.** Each family must complete the FACTS enrollment process in order to select a payment plan for the 2016-2017 school year. Please use the following instructions to assist you with this process.

All Maryvale families should have received a FACTS email evite. Please click on the link within the evite, then select a payment plan and method of payment that works best for you. Please be sure to have available your unique identifying code, which was included in the evite as well. If you do not want the yearbook, or if you have questions regarding FACTS, please contact the Business Office by calling 410-308-8511 by Aug. 1, 2016.

POLICY REGARDING UNPAID TUITION

A student will not be able to register for or start classes for the 2016-2017 academic year unless all tuition payments and other school-related balances for the 2015-2016 academic year are paid in full.

If first semester tuition/fees are not current, a student may not begin classes until tuition/fees are current.

If second semester tuition/fees are not current, a student may not begin the second semester until tuition/fees are current.

If tuition payment delinquencies occur while participating in the FACTS Tuition Payment Program, which result in termination of that program by FACTS, the policy as outlined above will become effective immediately.

A student whose tuition is not current will not be permitted to register for the next school year, pending payments of all outstanding tuition/fees and any other school-related balances.

College applications and transcripts will be held until all tuition/fees and any other school-related balances are current. Seniors with any outstanding school-related balances will not participate in graduation exercises. Transcripts and diplomas for transferring students and graduating seniors will be held until all school-related balances are paid in full.

HARASSMENT AND ANTI-BULLYING POLICY

It is the policy of Maryvale to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age or physical or mental disability in its educational programs and activities. Maryvale neither condones nor tolerates harassment of students by students, teachers, administrators or others at school, school-related activities or functions or in any school-related setting.

Maryvale defines "harassment" as any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age or mental or physical disability that:

a) has the purpose or effect of creating an intimidating, hostile or offensive school environment;
b) has the purpose or effect of unreasonably interfering with an individual's performance; or
c) otherwise adversely affects an individual's educational opportunities or experience.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age or physical or mental disability.

Maryvale takes sexual harassment and sexual abuse extremely seriously. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Conduct has been found to be of a sexual nature when it is expressly sexual or when such conduct would not have occurred but for the gender of the victim. Students have a responsibility not to engage in behaviors of a sexual nature that are unwelcome or offensive to others.

Any contact or conduct of a sexual nature between a faculty or staff member and a student is prohibited.

Any student who believes that she is being subjected to harassment or abuse should immediately report the concern to the president, division head, administrator or school counselor. All complaints will be investigated promptly, thoroughly and impartially, and they will remain confidential to the extent possible. A student bringing a complaint, or cooperating in the investigation of a complaint, will not face any retaliation. Where the investigation confirms the allegation, prompt corrective action will take place.

Anti-Bullying Policy

Maryvale Preparatory School supports the Bullying Prevention, Intervention and Response Policy as set forth by the Archdiocese of Baltimore Department of Catholic Schools. This policy, along with procedural responses to reported, alleged incidences of bullying, including cyberbullying, harassment or intimidation can be found on the Archdiocesan homepage: www.archbalt.org /Catholic Schools. The Archdiocese of Baltimore's "Stop Bullying Now" campaign site is rich with resources for providing schools, families, teens, children and youth with skills and tools to address issues involving bullying, cyberbullying, harassment and intimidation.

At Maryvale, bullying is defined as the repeated or severe use of intentionally aggressive or hostile behavior that involves an imbalance of power between the person who is bullied and the bully. Bullying may take the form of, but is not limited to, physical or verbal assaults, intimidation or non-verbal threats, social exclusion or isolation or the use of technology or writing to convey embarrassing, derogatory, threatening or intimidating messages. Bullying can include social exclusion as well as harassing or intimidating behavior in person or via phone messages and social media, including texting, online websites and other electronic media.

Cyberbullying is bullying through the use of technology or electronic devices such as cell phones, computers, iPads or the Internet. It includes, but is not limited to email, instant messages, text messages and internet postings, whether on Facebook, Twitter or other social media platforms, any webpage, blog or other electronic media.

Harassment is defined as severe or persistent, repeated annoyances, threats or demands.

Intimidation is defined as the attempt to coerce or inhibit by threats or by fear tactics.

At Maryvale, bullying and cyberbullying, harassment and intimidation are prohibited on school grounds, at school-sponsored events, activities and programs, and on school-sponsored and school-provided bus transportation. Bullying and cyberbullying are prohibited through the use of technology or an electronic device owned, leased or used by Maryvale Preparatory School.

Additionally, bullying and cyberbullying, harassment and intimidation are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by Maryvale, if such behavior creates a hostile environment at school for a targeted student or students.

Maryvale's Anti-Bullying Policy takes its lead in dealing with incidences involving bullying, cyberbullying, harassment and intimidation from the Policy Statement of the Archdiocese of Baltimore:

> "Bullying [including cyberbullying], harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited."
> "Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property, or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action."

At Maryvale, disciplinary action for a reported complaint involving an alleged incident of bullying, cyberbullying, harassment or intimidation may involve the president, administrators, division heads, dean of students, the school counselor, the student or students involved in the alleged complaint, the parents/legal guardians of the student or students involved and any person or persons who witnessed or who may have relevant information about the alleged incident.

Health

Students must present an Infirmary Pass from a faculty member to go to the Health Suite located in the Castle. This pass is returned to the teacher upon a student's return to class. If a student becomes ill at school and needs to go home, **she must FIRST report to the Health Suite,** and, if indicated, the nurse will notify her parents/guardians of the illness and obtain the necessary permission for the student to leave school. **Students are NOT to call, text or email parents when ill**; the nurse will call if deemed necessary. Students may remain in the Health Suite no longer than one hour.

Health Concerns – Severe Allergic Reactions

The incidence of life-threatening allergies in children continues to rise. Of particular concern is an allergic reaction that has the potential to result in anaphylaxis, a condition which includes symptoms such as difficulty breathing and/or a drop in blood pressure, which can be fatal. An anaphylactic reaction may be induced by allergens such as food, insect stings or bites, latex and medications as well as a result of an idiopathic or exercise-induced means.

Maryvale Preparatory School is committed to working with families, students and physicians to provide a safe and healthy environment. Although our campus is not an "allergy-free" environment, we strive to keep our students as safe as possible through several measures. Upon receiving information regarding a severe allergy, as documented by a health care provider, a plan will be developed to address emergency treatment needs and the roles and responsibilities of the student and family as well as ongoing education of the Maryvale community.

Students have the option of sitting at a table in the Dining Room designated as *peanut/nut-free*. Parents and guardians are encouraged to check the menu located on the Maryvale website or contact our food services director for further discussion of our menu options.

Health Forms

The Maryland Immunization Certification, DHMH 896, and a physical examination form are required for all students new to Maryvale, current Maryvale students entering ninth grade and any student who will try out for interscholastic sports. Physical examinations are current for one calendar year from the date of examination. Physical forms are mailed to all students in the spring. They may also be downloaded from the website or obtained from the school nurse or athletic director. The physical exam for the current school year MUST have been administered after **March 1, 2016**. The deadline for returning this form is **Aug. 1, 2016.**

No student may attend classes, tryouts, rehearsals or practices until forms have been received and reviewed by the school nurse.

Medication Statement

Students may **NOT** carry unauthorized medication with them in school. Written consent for both over-the-counter and prescription medications required during the school day must be on file and updated yearly. *No medication will be administered without proper written consent of parent/guardian and physician.* Unused medication must be picked up by a parent at the end of the school year, or it will be discarded within one week from the last day of school.

Consent for Over-the-Counter (OTC) Medication *(updated yearly)* gives permission from both parent/guardian *and* your daughter's physician for the school nurse to administer over-the-counter (OTC) medication, which will be available for occasional symptoms. Consent is found in Part I of the Maryvale Health Form.

Consent for Prescription Medication *(updated yearly)* to be given during the school day must be accompanied by a *written and signed order* from the physician and be in the original container (your pharmacist will give you a second labeled container for school use if you request it). Please administer the first dose of any new medication at home, except for "as needed" (PRN) emergency medication, to avoid an unexpected medication reaction at school.

Rescue Medication

Permission to carry and self-administer emergency rescue medication (epinephrine, glucagon, inhalers, etc.) must be indicated on the Consent for Prescription Medication form by the parent and physician found in Part I of the Maryvale Health Form. It is strongly recommended that an extra inhaler or epinephrine auto-injector be stored in the Health Suite for emergency use. An Allergy Action Plan, completed and signed annually by the physician and parent/guardian, is required for students with epinephrine auto-injectors. Information regarding this form is located on the Maryvale website or by contacting the school nurse. Diabetes School Orders must be updated yearly and submitted to the school nurse for review. Additional emergency supplies as ordered, including insulin, glucagon and fast-acting carbohydrate snacks are required to be kept in the Health Suite.

ID

All Maryvale students are required to have a school ID. Students are required to be in uniform and appropriately groomed for these pictures. ID pictures are taken at the beginning of the school year. **ID cards are used for Dining Room purchases and Library checkout.**

Library

The Library at Maryvale Preparatory School is staffed on school days, Monday through Friday, from 7:45 a.m. to 3:30 p.m. Students needing to use the Library beyond these hours should make an appointment with the librarian.

The Library provides access to circulating and reference books, magazines, subscription databases and ebooks as well as the Internet. All of the Library's holdings can be accessed via Destiny, Maryvale's web-based online catalog, 24 hours a day, seven days a week. The Library houses more than 6,000 volumes in its curriculum-based collection that is continually growing and updated.

Students are highly encouraged to use the Library's print collection and subscription databases for school assignments and research projects and seek out the librarians for assistance. Laptop computers with wireless printing are available in the Library for student use to complete school and homework assignments. Students using the Library during Study Hall must have a pass from the Study Hall proctor and sign in at the Library circulation desk.

The Maryvale Library program strives to satisfy the leisure time reading needs of our students by providing reading promotions throughout the year and by hosting Middle and Upper School Book Clubs. A student may check books out for a three-week borrowing period using her student ID card. Overdue notices are sent out daily via email, and if necessary, books may be renewed at the circulation desk or by email. Any student who has a book overdue for more than two weeks will temporarily lose her borrowing privileges until the book is paid for or returned. All student Library accounts must be cleared by the end of the school year.

The Lion's Den (Maryvale's School Store)

The Lion's Den is open during the school year each morning from 7:30 a.m. to 8 a.m. and from 3 p.m. to 3:30 p.m., Monday through Friday. The store is located on the first floor of the Rodriquez Center across from the Dining Room and carries general school supplies, Maryvale locker locks **(mandatory)**, art supplies and gym uniforms, along with other apparel and novelty items with the Maryvale logo.

Maryvale accommodates students' needs by allowing students to purchase items on their account for which parents are invoiced monthly via email. **Senior accounts close on April 14, 2017**.

The charge limit for each student is $75. All invoices must be paid monthly to allow the student to continue to have the charge privilege. Accounts may be paid by cash, check (payable to Maryvale) or credit card. Accounts that exceed the $75 limit, or remain unpaid for 60 days, will be suspended pending payment of all outstanding balances. Maryvale reserves the right to close a student account at any time.

Lockers

Students are required to have a school-issued lock by the first day of classes. Locks are purchased from the Lion's Den (Maryvale's school store). Unless permission is obtained from the dean of students, students are required to maintain the same locker/lock throughout the school year. **Students are required to keep lockers locked at all times.** Any damaged lockers must be reported immediately. **Lockers are school property and may, with probable cause, be inspected at any time.** Cars are not to be used as substitute lockers. Students are required to use magnets both inside and outside lockers to adhere anything to lockers. **TAPE IS PROHIBITED.**

Lost and Found

Lost-and-found articles should be turned in to the office of the dean of students or the Reception Office. Articles may be claimed from the Lost and Found in the Erinn McCarthy Humanities Hall. Unclaimed articles will be sent to charitable organizations at the end of each academic quarter.

Maryvale Brand

Any items produced for personal use, resale, auction or distribution containing the Maryvale name, logo, image, insignia, Castle or any other Maryvale brand must first receive approval from either the dean of students, or the director of communications and marketing. These items include, but are not limited to apparel, jewelry, stationary, ornaments, plaques, cups, decals or any other miscellaneous items.

Office Hours

The School Office is open from 7:15 a.m. to 5 p.m. with the exception of Saturdays, Sundays and holidays. When the office is closed, voicemail is available at the school's main number (410-252-3366). Messages will be answered when the school reopens.

Parent Communications

Parents can expect to receive updates from various school leaders on a regular basis. The "Maryvale Minute," which includes important school updates, is delivered electronically every week to parents, student, faculty and staff. The Middle and Upper School heads expect to communicate electronically with parents at least twice each month. The president typically communicates with the Maryvale community quarterly.

Several publications, including "The Messenger" and "Today @ Maryvale," are mailed to Maryvale families several times a year.

Parents and students are encouraged to check the Maryvale website regularly for the latest happenings. Further, Maryvale has an extensive social media presence. Like us on Facebook, follow us on Twitter and connect with us on LinkedIn. Also, don't forget to check out our Instagram page and YouTube channel.

In case of emergency, the school will send an alert to all families by phone at a minimum. A notice would also be placed on the website.

Please Note: Maryvale is increasingly moving to more electronic communications, rather than mailings. It is imperative that families provide the school with correct email addresses.

Parent Organizations

Maryvale encourages the active involvement of parents and grandparents through participation in the various parent organizations: Mothers' Club, Fathers' Club, Friends of the Arts and Sports Boosters. Each organization exists to provide support to the school and offer volunteer opportunities for members. For additional information, please check the school calendar for meeting dates and times.

Photo Use Policy

Maryvale Preparatory School uses photographs, videos and images of students and employees for a range of different school-related purposes, including celebrating achievement, promoting and publicizing the school and for educational purposes. This may include using photographs, videos and images of students and employees of the school on the school's website, in the school magazine, newsletters, promotional brochures and other places for official school business. The school will not identify a student's photo by name on the school's website unless the parent/guardian provides advanced consent. The school may, however, use identifying information of students, including the student's name, grade or activity, in publications that are intended for the school community. The school may also use identifying information of employees in connection with photographs, videos and images, including the employee's name, educational background and degree information, grade or activity taught, or other relevant information. The school will obtain permission from parents/guardians prior to using a student's photograph or image for school-related purposes in a general release form. Please contact the Director of Advancement with any questions.

Students and employees of Maryvale Preparatory School are expected to consider and respect the privacy of other students, teachers, staff, volunteers and administrators of the school in all of their online activity, including the use of images and photographs without permission. Employees must refrain from using images or photos of students without prior authorization in any publications, online communications, posts or content, unless doing so on behalf of the school for official school-related purposes.

SAGE Dining Services

SAGE Dining Services ® provides a talented chef on campus to prepare fresh, healthy breakfasts and lunches, with a different menu selection every day. If parents would like their daughters to have the option of purchasing breakfast, lunch, after-school snacks, or even a beverage or cookie, you must register online with *My Kids Spending* and set up an account. Please allow three to four business days for the account to become active. Once funds are deposited online, your daughter may make purchases with a swipe of her student ID card. Your *My Kids Spending* account is a declining balance account. **There are no cash transactions.** Once an online account is established for your daughter, that account is active until your daughter graduates or leaves Maryvale.

The *My Kids Spending* website is secure and safe to use. Transactions made by credit card (Visa or MasterCard accepted) are processed and posted to your daughter's dining account within 24 hours. Electronic checks may take up to three days to process and post. Through the *My Kids Spending* website, parents can view a list of purchases made by their daughter, add funds to their dining account using a credit card or web check and view a current list of deposits and spending activities.

To register with *My Kids Spending*, click on the registration link found on the SAGE Dining Services page under the Student Life tab of the Maryvale website:

1. Go to Maryvale's website: www.maryvale.com.
2. Go to the "Community" tab and click on "Student Life."
3. Click on "Maryvale Dining."
4. Complete the registration for "*My Kids Spending*."

Parents are advised by email from SAGE when the funds remaining on their daughter's SAGE account falls below $10.

If there are no available funds remaining on a student's account, the student will not be permitted to make a purchase. The student must report to the front desk for a voucher. This voucher will show our kitchen staff what food item will be provided for these students. The fee for that food will be deducted from the account as money is replaced.

Upon graduation from Maryvale, all monies owed to families for *My Kids Spending* accounts will be netted against any outstanding balances with the school. Refunds, by check, will automatically be issued for all balances owed to families that are five dollars or more. A written request for balances less than five dollars must be sent to the business office. Refunds will not be issued for students returning to Maryvale the following school year; funds will remain in the *My Kids Spending* account

Please contact the Business Office with any questions.

Teacher Appointments

Maryvale teachers consider it a priority to be available for meetings with parents and students. Conferences may be requested via a note to the teacher, or via the teacher's Maryvale email. It is not only a professional courtesy, but also the most effective route to contact the teacher first. General parent/teacher conferences are set up in November.

1) **If you have a concern about your daughter's progress or work, please contact the teacher first**. Many times concerns can be settled at the teacher-parent-student level.
2) If that does not prove satisfactory, the next avenue for curriculum concerns is the department chair.
3) The division head is a final avenue for curriculum concerns.
4) The dean of students should be contacted for issues involving student life.

Telephone Calls /Cell Phones

During the school day, parent/guardian emergency messages will be sent to students via email or classroom phone communication. Students may check email during class time with the permission of a teacher.

Cell Phones: In light of our concern for student's safety, Maryvale Preparatory School allows students to possess cell phones subject to the following rules and regulations:

- Students are permitted to have cell phones. **Cell phones must remain off from 7:55 a.m. to 3 p.m. or until the end of the school day.** The use (outgoing calls, incoming calls, text messaging, camera use, game playing or any other use) of cell phones **during the school day is strictly prohibited**. Only in an emergency situation affecting the safety of students will the administration permit and direct cell phone use.
- It is the students' responsibility to ensure that their **cell phones are turned off** and kept in their backpacks during the school day.
- Students who have permission to leave school before the end of the school day must leave the campus buildings before using cell phones.
- Students may not use cell phones on buses during school-sponsored activities without the permission of a supervising adult.
- Students may not use camera phones or iPad cameras during the school day unless under the direct supervision of a faculty member.

Transportation

Maryvale currently partners with St. Paul's School and St. Paul's School for Girls in providing bus transportation to portions of Howard County/Catonsville area and Harford County. THIS IS A MORNING 'A.M.' BUS SERVICE ONLY. There is no bus transportation in the afternoon. This bus service is provided by Roland Park Bus Co.

If you are interested in utilizing bus transportation for your daughter, please contact the director of business operations at 410-308-8510.

Uniform Company

For information regarding a new Maryvale uniform, please contact Arthur's by DENNIS School Uniform Company at www.dennisuniform.com and type "BT00MV" under the school code. DENNIS Uniform Store may be visited at 1110C North Rolling Road, Catonsville (410-869-4682) or at 1777 Reisterstown Road, Pikesville (443-524-1469). Please call for store hours before visiting either location.

Used Books

Maryvale recognizes that textbooks are a financial investment. The school strives to maximize the use of textbooks, whenever possible, for a period of time to allow for the purchase of many books at a reduced price. Used and rental books will be available on the Follett website in July or through individual academic departments.

Visitors

All visitors must register with the Raptor System in the Rodriguez Center Reception Office. All visitors must wear the provided badge.

THE ACADEMIC PROGRAM

Maryvale's commitment to excellence is reflected in its academic program, which challenges young women with a college preparatory curriculum designed to meet the needs of college-bound students who are motivated and eager to learn. Students are expected to participate in their educational program with integrity and to observe the Honor Code in all aspects of their work.

Maryvale Preparatory School is committed to providing a substantive instructional program, which prepares young women for the 21st century. Our initiatives to achieve this goal are to:

- integrate technology into all aspects of the curriculum to enhance individualized learning;
- provide students with an opportunity to develop critical reading and thinking skills and logical reasoning abilities;
- create a learning environment that emphasizes the study of ideas and concepts drawn from multiple disciplines in an interdisciplinary setting; and
- actively engage our young women in our programs, which fosters and encourages interest in science, math and technology, and develop the skills needed to meet the demands and challenges of the future.

The academic program in the Middle School promotes academic achievement and interdisciplinary exploration in an age-appropriate setting. Students develop critical thinking skills, insights and the academic curiosity to prepare them for the rigor of the Upper School program. Specifically designed to meet the needs of young adolescent girls, the program accommodates the unique developmental stages inherent in Middle School students.

The St. Julie Billiart Program

The St. Julie Billiart Program supports students with language-based learning difficulties to acquire the skills necessary to achieve success within our college preparatory curriculum. The director of the program and a team of learning specialists provide ongoing support to participating students. For more information, contact the director of the St. Julie Billart Program at 410-308-8509.

Advisor/Advisee Program

The purpose of Maryvale's Advisory Program is to:

1) help students adjust to school, particularly during their entering grade;
2) build community among students;
3) encourage a sense of belonging and respect while decreasing anonymity and alienation; and
4) advise and coach students academically.

The Maryvale Advisory Program promotes healthy student development, supports academic success and provides opportunities to bridge the divide between healthy development and academic success.

The Advisory Program creates stronger bonds among young women outside of their regular social groups. It is an ideal setting to teach and practice important life skills. In addition, the Advisory Program encourages students' voices on school-wide issues. Finally, it establishes a forum for academic, college and career coaching as well as advising across subject areas. Adolescents learn best when they have a sense of community and connection, when they feel heard and known and when they feel safe enough to take risks. The program will help break down anonymity and foster a sense of belonging at Maryvale.

Study Periods and Unscheduled Class Periods

Most students in Middle School and grades 9 and 10 are assigned to Study Periods. The purpose of Study Periods is to provide time within the school day to allow students to complete academic work such as assessments, both individual and group. Students can also use the time to study for tests and quizzes. If a student wishes to leave her Study Period for these purposes, she should request a note from her teacher, and then take this note to the Study Period proctor. Students will be

permitted to sign out for the Library. A pass will be issued by the proctor for the student or group of students going to the same location. Students are required to sign in when they reach these locations.

Students in grades 11 and 12 are not assigned to Study Periods during unscheduled class periods, but are expected to be in specific areas. They must sign in at the Reception Office in the Rodriguez Center during a first period free. Students at this age are expected to utilize this time on their own in an academically constructive manner. **Students are not permitted to be in the Locker Rooms during Study Periods or unscheduled class periods.**

Grading

A quarter grade represents the tests, quizzes, class work, participation, attendance and assignments of the marking period. A semester grade represents the average of the two quarter grades, each valued at 40 percent, and the semester examination valued at 20 percent.

Exam review days are scheduled in December and May/June for Upper School students. Classes on review days are used for exam/test preparation. Students in the Middle School show development and mastery in each discipline through a variety of assessment tools. Summative assessments may occur at the conclusion of each unit of study and can include written tests, oral assessments, performance-based assessments, projects and the use of their iPads.

Academic Probation

Academic probation is the time during which a student who has not met acceptable academic standards is given a chance to demonstrate a willingness to abide by the terms of an academic contract in a sincere effort to improve her academic standing. The contract is developed by the administrator along with the teachers of the individual student, and, when necessary, the school counselor. At a meeting called by the administration, the terms of the contract are finalized. Such terms could include, but are not restricted to, any of the following:

1. restricted unscheduled class periods with a specific place to report for monitored study;
2. designated meetings with an administrator and/or school counselor;
3. keeping a calendar/schedule;
4. specific study times monitored at home by parents;
5. possible adjustment to after-school practice/activity or temporary removal from these activities;
6. testing and/or work with a support person whose services are not provided by the school (content or skills tutor for work beyond help that can be provided by the teacher or peer tutor) for academic success; and/or
7. use of and follow-through with all recommendations for academic success.

The contract will be signed by the student, parents/guardians, an administrator and when necessary the school counselor.

Arrangements will be clearly defined with the student and parents/guardians regarding regular communication between school and home on the student's academic performance. Such communication will include progress reports and report cards.

The student on probation will be reviewed according to the agreed upon contract terms. Students will remain on or be removed from probation depending on the outcome of the designated time period of the contract and with the consent of either the administrator or school counselor. After a review meeting, students who are not exhibiting an accepting attitude or not making a sincere effort to follow probationary terms may not be recommended to continue at Maryvale.

Academic Failures

The Administration reserves the right to dismiss a student who is not willing to actively participate in her academic program.

If a student receives an F (64 and below) in any subject for the year, she must make up the credit in summer school.

If a student receives a D (64-68) in one (1) or more core subjects for the year, she is required to demonstrate successful remediation in that subject through tutoring or summer school.

If a student fails a pass/fail subject, she must make up that failing grade by completing a teacher-directed assignment over the summer with the division head or attend summer school.

If a student fails (64/F and below) in two (2) or more subjects for any semester, she places herself in danger of being asked to withdraw from Maryvale.

If a senior has one (1) failing grade (64/F and below) for the year in any subject, she may participate in Graduation exercises, but she does not receive her diploma until she has successfully made up the work with a passing grade.

If a senior has two (2) or more failing grades (64/F and below) for a final average, she will not graduate and will not participate in Graduation ceremonies. A diploma will be issued upon successfully completing the subjects with passing grades.

Summer School for Upper School

A student must receive a 78 or better in the summer school course. Students may not take original credit courses in the summer unless they have prior approval from the administrator and/ or division head. Students are **not** permitted to take required courses, such as English or Chemistry, in summer school for original credit. They may receive approval to take **elective** courses for original credit. One full-year credit is equal to 120 hours of summer school.

Upper School level courses taken in eighth grade or in summer school will **NOT** be accepted toward graduation requirements unless prior agreement is obtained from the administrator or division head.

Academic Eligibility

Students must have a GPA of 2.3 with no grade lower than a 73 in any subject to be eligible to participate in:

1. Dramatic/musical productions
2. Team sports
3. Any other co-curricular activity excluding Servant Leadership activities

Academic eligibility is determined by review of:

1. Progress reports
2. Quarter grades
3. Semester grades
4. Final grades

Following the review, the administrator and/or division head will meet with the student and/or parent/guardian to discuss **academic probation** and improvement, thus ensuring continued active participation in a co-curricular activity. The administration expects academic improvement to occur usually within two weeks. End-of-the-year grades will determine eligibility for fall co-curricular activities.

Homework Policy

Homework is the responsibility of the student, not the parent. The parent's role is one of support and facilitation. All students are encouraged to keep accurate records of homework and long-range assignments.

In Middle School, academic teachers give homework for reinforcement, practice or in preparation for assessment, and communication between home and school is a key component. If a student spends more than two hours on homework most evenings, the parent should notify the Middle School head, who can assist. To help students develop good habits, teachers communicate with the home through email if a student repeatedly misses assignments. Repeated missed assignments result in a demerit, and three demerits warrant a detention. Upper School students should expect three (3) to four (4) hours of homework a night.

If a student has no written work or specific reading assignment, the student should spend her homework time reviewing class notes, vocabulary for all classes, math tables or formulas, (addition, subtraction, multiplication and division), working on long-term projects, PSAT and/or SAT preparation or reading for pleasure.

Student Progress Reports

Faculty will send progress reports through NetClassroom. If a student has below a 73 average any time during the quarter, faculty, at their discretion, will send a progress report. Reasons for more frequent progress reports may include a dramatic drop in a grade, repeated failure to turn in or complete assignments and/or excessive absences. Faculty may require students to print a copy of a progress report and return it to the appropriate teacher with a parent signature.

Student Report Cards and GPA Calculations

Report cards are available online on FAWeb at the end of each quarter.

GPA Calculations

Letter Equivalent	Numerical Equivalent	College Preparatory Points	Accelerated Points	Honors Points	AP Points
A	(93-100)	4.00	4.125	4.25	4.50
B+	(88-92)	3.50	3.625	3.75	4.00
B	(83-87)	3.00	3.125	3.25	3.50
C+	(78-82)	2.50	2.625	2.75	3.00
C	(73-77)	2.00	2.125	2.25	2.50
C-	(69-72)	1.50	1.625	1.75	2.00
D	(65-68)	1.00	1.125	1.25	1.50
F	(64 and below)	0.00	0.000	0.00	0.00

Exams/Testing

Upper School examinations are for all students. In December and June, semester examinations valued at 20 percent of the semester grade, are given in all subjects except Physical Education. One (1) in-class review day is provided at the end of each semester and is a scheduled school day. Make-up examinations are given only upon the receipt of a doctor's **written excuse** for absence. **A student will not be admitted if she is late to an exam. If a student arrives late, she must report to the appropriate division head.**

Semester One exams/tests will be returned and reviewed in class with students the week following the exam period. Students can discuss Semester Two exams/tests during Grading Day in June. Faculty members are not required to distribute or return exam copies to students, tutors or parents after the exam review. If a student, tutor or parent needs more analysis, she/he can meet with the teacher individually.

Senior teachers may choose to exempt a senior from the second semester exam if the student has an average of 93 or higher for the semester. If a student is exempt from a semester exam, her semester mark will be the average of the two quarter marks.

If bad weather forces a late opening during December exams, all exams for that day will be delayed by one or two hours. If school is closed due to bad weather, the exams for that day will be given the following day. Make-up exams will be given on an individual basis. Second semester classes will begin the week following exam week. Students are urged to take all necessary books home the last day of classes prior to semester testing or exams, in case of bad weather.

STUDENT RECOGNITION AND AWARDS

The Honor Roll is published each quarter and semester. First Honors for Upper School students is achieved by a student earning a grade point average of 4.00 or better in all courses. Second Honors is obtained by a student earning a grade point average of 3.55 or better in all courses. First Honors for Middle School students is achieved by a student earning a grade point average of 3.80 in all courses. Second Honors is achieved by a student earning a grade point average of 3.40 in all courses.

Membership in the **Sr. Shawn Marie Maguire Chapter of the National Honor Society** is an honor bestowed on students who demonstrate high standards of scholarship, character, leadership and service. Applicants must be a junior or senior. Selection and induction take place in the fall each year.

Membership in the National Honor Society is a privilege granted to those students who demonstrate the qualities listed below:

The Class of 2020 needs to meet the following requirements:

Scholarship: Students must have a total cumulative grade point average of 3.85 up to the semester of application.
Character: Students must consistently demonstrate integrity, cooperation and sound moral and ethical principles. Student must have no major infractions of school rules (including attendance policies) or community rules.
Leadership: Students should display leadership, reliability and initiative, and pursue a leadership role in school and/or the community at the time of consideration/induction. Students must list three leadership activities and explain in essay form (no more than two pages, double spaced) how she has planned, initiated and implemented each activity. Additionally, the essay must include how the student directed or guided other individuals in each leadership activity.
Service: Students must demonstrate meaningful service to Maryvale or the community. Students must have a minimum of 50 hours (35 hours must be dedicated to the elderly and children as specified in Maryvale's Community Service requirements.)

The Classes of 2017-2019 need to meet the following requirements:

Scholarship: Students must have a total cumulative grade point average of 3.75 up to the semester of application. It is recommended that students be enrolled in a minimum of three Honors courses.
Character: Students must consistently demonstrate integrity, cooperation and sound moral and ethical principles.
Leadership: Students should display leadership, reliability and initiative, and pursue a leadership role in school and/or the community at the time of consideration/induction.
Service: Students must demonstrate meaningful service to Maryvale or the community. It is recommended that by the beginning of the school year, juniors have completed a minimum of 50 service hours and seniors have completed a minimum of 65 service hours. Seventy-five service hours are required for Graduation.

The National Junior Honor Society

The **Saint Julie Billiart Chapter of the National Junior Honor Society** adheres to many of the same ideals stated above for the National Honor Society. To be considered for membership, students must demonstrate the highest standards of scholarship, character, leadership, citizenship and service. Additionally, students must be seventh or eighth graders and have completed one year of schooling at Maryvale. Selection and induction take place in the fall of each year.

Scholarship: Students have a total cumulative grade point average of 3.70 or higher.
Character: Students must demonstrate respect, responsibility, trustworthiness, fairness, caring and citizenship.
Leadership: Students should participate in roles in school and community organizations, both on and off campus. Students should exemplify a good attitude and be a positive influence in the classroom and among their peers.

Service: Students should complete acts of service to the Maryvale community that are "above and beyond" the usual duties students perform both in and out of school.

Citizenship: Students must demonstrate loyalty, maturity and active and intelligent involvement when participating in Maryvale and community activities.

Students do not apply for membership to the National Junior Honor Society, but do provide information to the chapter advisor.

The French/Spanish National Honor Societies

Membership in the French and Spanish National Honor Societies is based on general scholarship and scholarship in French/Spanish in particular. For initial consideration, candidates must be in the second semester of Level III of the language. They must have earned a 93 percent or higher in Honors French/Spanish classes or a 90 percent or higher in College Preparatory French/Spanish classes for each of the three semesters prior to selection. They must have a 93 percent or higher in Honors French/Spanish or a 90 percent or higher in College Preparatory French/Spanish classes during the semester of selection and demonstrate the willingness to continue the study of the language. Candidates must maintain an 85 or higher in all other subjects during the semester of selection as well as maintain a cumulative average of 85 in high school thus far. These requirements are consistent with the National Standards established by the American Association of Teachers of French and the American Association of Teachers of Spanish and Portuguese.

The National Math Honor Society

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society with more than 88,000 student members in more than 1,800 schools. Mu Alpha Theta is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject and promoting the enjoyment of mathematics in high school and two-year college students. Requirements: The student must be enrolled in at least Pre-Calculus as a junior to be considered for membership. The student must also meet grade requirement of at least a 90 for EACH of her high school math courses. To maintain her membership, the student must maintain her grade in her current math course and take an active part in the Mu Alpha Theta Peer Tutoring Program.

The International Thespian Society

The International Thespian Society (ITS) is an honorary drama organization for high school theatre students. Currently there are approximately 100,000 active members serving in more than 3,900 schools working alongside the 4,600 professional members involved with the society across the United States, Canada and abroad.

National Art Honor Society

The National Art Honor Society (NAHS) is a national organization founded by the National Art Education Association that is committed to recognizing high school students who demonstrate outstanding abilities in visual art. Through their effort, attitude and sense of dedication in the field of art these students have consistently demonstrated the highest qualities of art scholarship, character and service. By exemplifying these qualities as creative individuals they have made valuable contributions to their school, the community and society.

Academic Awards

Academic awards are presented to seniors during the Senior Induction ceremony. Eighth grade students will receive their awards at the Eighth Grade Celebration. Awards are presented to the undergraduates at the Academic Awards assembly in May. The awards issued in May include department awards and inductions into the school's honor societies.

ACADEMIC REQUIREMENTS FOR UPPER SCHOOL

Graduation Policies and Procedures

During her four years, a student must earn a minimum of 25 credits to graduate. Students should consult the Course Description Book for specific requirements and course descriptions. All students take seven courses unless receiving prior approval from Upper School head. The minimum requirements for graduation are listed below:

Servant Leadership	70 hours for Graduation
Electives	4 credits – 6 credits
English	4 credits
Fine & Performing Arts	1 credit
Mathematics	4 credits
Physical Education	1/2 credit
Science	3 credits
Social Studies	3.5 credits
Theology	4 credits
Wellness Issues	1/2 credit
World Languages	3 credits (up to Level III)

Sr. Dorothy Stang Servant Leadership

Requirements for Maryvale Community Service

- Service work must be completed through a non-profit organization, not for an individual. These organizations must be pre-approved by the Coordinator of Community Service.
- Students must work **directly with people** in their assigned focus area.
- Maryvale activities do not count towards each student's grade level requirement, though Maryvale service field trips may count as part of their grade level requirement.
- Students may not miss school to earn service hours.
- Any service hours, direct or indirect, that are served in addition to the grade level requirement will count toward the student's total service hours.
- Students who fail to complete their grade level requirement will not receive class schedules or fourth quarter report cards until the hours are completed.
- Service for each grade level requirement can be completed the summer before the impending grade through April of that year.

Approval for Service Organizations

- Any service not on the list of Pre-Approved Service Opportunities must be approved before volunteering.
- If the site or the work you'll be doing is not acceptable, you may complete the hours, but the hours will not be credited towards your grade level requirement.

Grade Level Service Requirements

Freshmen:
Freshmen must serve at least 15 hours of Christian service, serving directly with the elderly or those who are physically/intellectually disabled.
Examples: nursing homes, soup kitchens that have an elderly population, senior programs at churches and Special Olympics
Deadline for Completion and Submission of Service Hours: April 2017
Reflection Due: End of April in Theology class

Sophomores:

Sophomores must serve at least 20 hours of service serving directly with children.
Examples: tutoring programs, women & children's shelters, summer programs serving disadvantaged youth.
Deadline for completion and submission of service hours: April 2017
Reflection Due: End of April in theology class

Juniors:
Juniors must serve at least 20 hours of service serving directly with those in economic/material poverty.
Examples: soup kitchens, homeless shelters, neighborhood centers for low-income youth.
Deadline for completion and submission of service hours: April 2017
Reflection Due: End of April in theology class

Seniors:
Seniors must serve at least hours of service with one service agency/non-profit or organization. All 15 hours must be completed with the same organization. Organizations must be pre-approved by the coordinator of community service or found on the list of pre-approved organizations.
Deadline for completion and submission of service hours: April 2017
Reflection Due: End of April in theology class

Questions about the requirements should to be directed by email to the coordinator of community service. Throughout the year, the service coordinator will provide service opportunities sponsored by the school. Additionally, a list of approved agencies and their contact information will be provided on Finalsite. Students who have completed more than 150 hours of service are recognized at an all-school assembly in the spring.

Dropping/Adding a Course

Course registration for the following school year takes place in the spring. Students are asked to fill out a course registration form under the direction of their advisor. This form must be signed by a parent. Elective courses may be dropped or added until the end of the first full week of school, which is Sept 16, 2016. Students must have the permission of the instructor and a note from a parent requesting the course change. All course changes must have final approval from the administrator. All changes made after the end of the prior school year will cost $35.

Advanced Placement (AP) courses allow students to pursue the study of selected subjects on the college level. Upon completion of these courses, students are required to take the Advanced Placement Examination. The fee for the examination is published yearly by the College Board.

A grade of four (4) or five (5) on these tests usually earns college credits. To take an AP course at Maryvale, the student must meet the requirements set forth by each department. These requirements are found in the Course Description Book prepared each spring. Due to the amount of work required, a student is urged to **NOT** take more than three AP courses. A student **may take four AP courses with permission of the administrator.**

Early Graduation is approved by the president who waives Maryvale's senior requirement to meet the State of Maryland's four-year enrollment policy. The student will informally discuss this with her teachers and check her credits with the director of counseling. If her credits are acceptable, then both she and her parents/guardians must write separate letters expressing their desire for early Graduation. Once the letters are received, an interview will be set up with the administrator or division head. Following this meeting, the student will ask each of her teachers to evaluate her scholastic achievement and ability, emotional maturity, social relationships and rapport with classmates and teachers. All of these steps should be completed **before the end of the second semester of the student's sophomore year.** The following is a list of criteria for early Graduation:

- The student must be an Honor Roll student.
- The student must complete the Community Service requirement.
- Any courses taken at an institution other than Maryvale, which will be counted toward the diploma, must have prior approval from the president.
- No more than two (2) full-credit courses after completion of the junior year will be accepted. The student must have completed Maryvale requirements except the equivalent of two (2) full-credits by the end of the junior year. These

two (2) credits will be completed by two (2) full-year courses in college (i.e., English 101 and English 102 = 1 year at Maryvale).

- The Maryvale diploma will be issued during Graduation ceremonies at the completion of what would have been the student's senior year. All transcripts and official records of credit earned toward the diploma must be on file prior to receipt of the diploma.

GUIDANCE/COUNSELING

Support services are available to every Maryvale student by the school counselor. These services include assistance with school, home, and social concerns, educational planning, interpretation and assessment of standardized test scores, course selection and career advisement.

The college search, selection and application process is coordinated by the Director of College Counseling. Students and parents are informed at every grade level as to the steps required to secure an acceptable college placement.

Students with Special Needs – In order to accommodate the special needs of a student with a **documented** learning disability, a copy of the detailed psycho-educational evaluation must be forwarded to the school counselor. Extended time testing on routine daily/weekly tests or quizzes, midterm and final exams, and all standardized tests will be provided to the student **only** if the documentation clearly states that this is warranted. The documentation must include the required components stipulated by the College Board and must be updated every three (3) years.

St. Julie Billiart Program – Students with documented language-based learning difficulties may enroll in the **St. Julie Billiart Program** and receive ongoing support throughout the school year.

Intake Session – When a student is hospitalized for a physical or psychological concern, she and her parents will be required to participate in an intake session before she may return to school. The purpose of this meeting will be to determine the personal and academic needs of the student, so that she may transition successfully back to the classroom. The school counselor will coordinate this session with the student, parents, doctor or social worker from the hospital, the school nurse.

Referral – When the school counselor determines a student to be in crisis, the counselor will immediately contact the parents and request that they obtain a medical and/or psychological evaluation for their daughter. The student may not return to school until written notification of this intervention is provided to the counselor, so that unified support may be provided during a critical period.

You may reach the Counseling Office by calling 410-308-8508.

TECHNOLOGY RESOURCE USAGE GUIDELINES

Technology resources are for the sole use of students, faculty, staff and administrators of Maryvale Preparatory School. These resources include but are not limited to computers, monitors, printers, scanners, iPads, multimedia equipment, access to the Internet, use of Maryvale's email system and any hardware provided by Maryvale.

These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Maryvale users will not allow any other person to access or use Maryvale computer resources.

During the school day and while on campus, the use of Maryvale technology resources must be under the direction and supervision of a member of the faculty, staff or administration.

Purpose

The purpose of the Acceptable Use Policy is to ensure schoolwide compliance with the guidelines and educational objectives set forth by Maryvale Preparatory School. The Acceptable Use Policies and guidelines shall apply to all students, faculty, staff and administrators, whether on or off campus, who use the Maryvale technology resources as defined above. **The ultimate responsibility for appropriate use of the Internet and Maryvale's resources lies with the user of these resources.**

MARYVALE ACCEPTABLE USE POLICY (AUP) FOR STUDENTS

TECHNOLOGY RESOURCE USAGE GUIDELINES

This Acceptable Use Policy will be amended or updated on an "as needed" basis. Your continued use of Maryvale resources constitutes agreement with this policy.

Technology resources are for the sole use of students, faculty, staff and administrators of Maryvale Preparatory School. These resources include but are not limited to computers, monitors, printers, scanners, iPads, multimedia equipment, access to the Internet, use of Maryvale's email system and any hardware provided by Maryvale.

These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Maryvale users will not allow any other person to access or use Maryvale computer resources.

Use of Maryvale Technology must be consistent with the Mission Statement of Maryvale Preparatory School and reflect the accepted Christian standards expressed in that Mission Statement.

Purpose

The purpose of the Acceptable Use Policy is to ensure school-wide compliance with the guidelines and educational objectives set forth by Maryvale Preparatory School. Acceptable Use Policies and guidelines shall apply to all students, faculty, staff and administrators who use the Maryvale technology resources as defined above. The ultimate responsibility for appropriate use of the Internet and Maryvale's resources lies with the user of these resources.

MARYVALE ACCEPTABLE USE POLICY (AUP) FOR STUDENTS

Students are granted use of Maryvale's technology resources upon return of a signed Maryvale Handbook Agreement.

While attached to the Maryvale Preparatory School network before, during and after school, or when using any technology equipment, both personal and school-owned, these rules will apply:

Responsible Use of Technology Resources

1. Users are responsible for all activities conducted when using personal and school provided accounts.
2. During the school day, technology resources must be used under the direction and supervision of a member of the faculty, staff or administration.
3. Users shall respect the privacy of other users both on and off campus.
4. Users may not, under any circumstances, log on under or use another user's account.
5. Students may not use another student's personal device to complete assignments or activities unless given permission by the owner.
6. Users may not share passwords or passcodes with other students.
7. Student passcodes and passwords will be provided to a teacher, administrator and/or technology department member upon request.

8. Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
9. The Technology Department may review and evaluate all incoming/outgoing data accessed by students, faculty, staff and administrators.
10. During the school day (7:55 a.m. to 3 p.m.), iPads are not permitted at a table which contains food and/or beverages in the Dining Room during breakfast or any lunch periods. Middle School students may not use their iPads during lunch in the dining room.

Social Media and Communication

1. Students may not use social media during the school day for any purpose other than academics.
2. Social media accounts may not be set up with the word "Maryvale" as a part of the account identification.
3. All messages or postings referencing Maryvale, formally and/or informally, its students, faculty, staff and/or visitors to any Internet site at any time shall be educationally purposeful and appropriate. Appropriate messages would include such communications relating to Maryvale academics, co-curricular events and school community life.
4. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters and threats of any kind are prohibited.
5. Faculty, staff, coaches, administrators and other temporary personnel shall not request that students become "friends" or "followers" or to use social media as their only source of communication about Maryvale events.
6. Current faculty, staff, coaches, administrators, temporary employees and/or members of the Maryvale community who are already "friends" or "followers" are asked to unfriend or stop following current students.
7. If a current student is a "friend" or a "follower" of a current employee of Maryvale, she is required to "unfriend" or "unfollow" them.
8. Students making inappropriate references about the school and/or its students, faculty, staff, administrators or any member of the school community on any public Internet site will be subject to disciplinary action. Suspension or expulsion may be the result of these behaviors.
9. Students may not create, follow, friend or connect with any social media platforms that use the Maryvale name or any derivation of it unless created and/or authorized by the Maryvale Communications office.

Internet Safety
Recording Devices and Personal Information

1. Any recording device, including but not limited to, audio recorders, video and digital cameras or devices with cameras, including iPads and camera phones to make audio recordings, videos or still pictures may not be used without first obtaining permission from faculty, technology personnel or administration.
2. If given permission, the resulting images and/or media may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and/or administrator, on or off campus at any time.
3. Students may not post images or videos of teachers, staff, and/or other personnel on the Internet without first receiving permission from the individual(s) involved.
4. Students may not post inappropriate images of themselves on any Internet site.
5. Students may not post any image(s) of another student or students without permission from the individual(s).
6. Use of the Internet while on campus (including before and after school) and/or other Maryvale technology resources for personal gain, profit, purchases, commercial advertising or political lobbying is prohibited.
7. The use of Maryvale technology resources to purposefully access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Maryvale Preparatory School is prohibited and may be subject to legal action and/or suspension and expulsion.
8. Access is restricted to information regarding illegal activities, alcohol use, hate speeches and criminal skills or information that may be used to break the law.
9. Students may not use any means, legal or illegal, to access restricted sites.
10. Students are requested to keep personal information private while using the Internet unless given permission by a parent, teacher or administrator. This includes your name, phone number, address, school name and any other information that could identify you.

Technical

1. Students may not install software or hardware, download or transfer programs, pictures, music files, or data onto any Maryvale laptop or computer without first receiving permission from the supervising teacher or technology department.
2. Students may not alter the configuration of any school-owned computer or iPad.

Care of the iPad

Students are responsible for the care and use of their personal iPads while on the campus of Maryvale Preparatory School. iPads that become unusable due to damage or defect must be repaired or replaced in a timely manner so as not to disrupt the educational process of the student. All students are required to bring an iPad to class. If the student cannot bring her iPad to class for any reason, a written explanation from a parent/guardian must be given to the teacher and administration.

Laptops

Students in the Upper School have the option of bringing in a laptop in addition to their required iPad. The laptop must be approved by the Technology Department prior to use and reside on the student network.

Consequences of Inappropriate Behavior

All use of Maryvale technology resources will be monitored through the use of computer software and/or by any teacher and/or administrator with the assistance of the Director of Information Technology and Dean of Students.

Any user who does not comply with these guidelines will lose access privilege and/or have her personal device confiscated for a period of time.

Students who have repeated or severe infractions of the AUP will be subject to disciplinary action in accordance with disciplinary policies set forth in this Handbook. The administrator in consultation with the Dean of Students will determine the disciplinary response. Violations of federal and state regulations such as sending threatening emails and accessing or distributing obscene material will be dealt with by the governing law enforcement agency.

With the exception of students with teacher permission or students with medical notes on file, failure to adhere to any part of the Acceptable Use Policy warrants a demerit and/or other disciplinary action.

Disclaimer

Maryvale Preparatory School will not be responsible for any damages suffered, including loss of data resulting from delay, non-deliveries, service interruptions\ or inaccurate information. The person operating the computer or iPad accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the computer accepts personal responsibility for actions on the Internet.

Vandalism

Vandalism will result in immediate disciplinary action by the Dean of Students. Vandalism is defined as any attempt, malicious or otherwise, to damage or destroy any component of Maryvale's technology resources. This includes, but is not limited to uploading, creating and/or transmitting computer viruses or "hacking" into any part of the Maryvale system. This includes, but is not limited to all operating systems, student and administrative files and any other private files of Maryvale.

ATHLETICS

Maryvale Athletic Program Philosophy

The athletic program at Maryvale is an enrichment setting where students can extend and refine their sports skills. In keeping with the school's philosophy, the athletic program also provides an arena in which students further their development intellectually, socially, morally and spiritually. In Maryvale's athletic program, sports and competition give students additional opportunities for cultivating their senses of responsibility for themselves and others. Through team play, understanding differences and respect for individual differences in ability and style are fostered as our athletes learn to lead and follow as the situation demands. Decision-making, critical thinking, cooperation, commitment to individual and team goals, and pride in individual and team accomplishments are emphasized. While every effort is made to help students reach their maximum athletic potential, the concepts of working as a team, responding to the needs of one another, understanding and respecting one another's differences, and respecting opponents and officials are paramount for Maryvale's athletic program. The lessons learned on our playing fields are used in competitive situations throughout life. For this reason, we want those lessons framed by values and morals that reflect spiritually-centered and well-balanced individual contributions to the group effort.

Maryvale sponsors Varsity field hockey, soccer, volleyball, basketball, cross country, indoor track and field, outdoor track and field, badminton, swimming, softball, lacrosse and outdoor track and field. Maryvale sponsors Junior Varsity field hockey, soccer, volleyball, basketball, indoor track and field, badminton, lacrosse, outdoor track. Maryvale also has Middle School A and B field hockey, soccer, cross country, outdoor track and field, winter soccer, basketball, volleyball and lacrosse teams.

Any student who wishes to participate must have a current physical form on file. **Students who participate in interscholastic sports may not leave campus and then return for a game or practice.** In keeping with school policies, every effort should be made to have doctor's appointments scheduled during non-school hours. If the situation dictates that a student must leave campus during the day for medical care, she will be allowed to return to campus and participate only **WITH A DATED NOTE FROM THE DOCTOR'S OFFICE.** All student athletes and their parents/guardians are required to sign the Athletic Responsibility Acknowledgement form, agreeing to abide by the rules and policies contained in the Student Handbook.

ATHLETIC POLICIES AND PROCEDURES

Purpose

The purpose of the Athletic Program is to supplement and enhance the educational experience. **Participation in athletics is a privilege, not a right**. Students earn this privilege by demonstrating specific sport skills, an eagerness to learn and the desire to play as a team member. Through the team experience, it is hoped that each student will further develop her skills, self-control, self-reliance, self-confidence, responsibility, commitment, respect and school and team spirit.

Attendance

Attendance at scheduled practices, meetings and games is an important aspect in achieving these goals. If circumstances arise whereby the athlete cannot attend a practice or game, the coach or the Athletic Director must be notified prior to practice or the game. Any athlete who misses practice or fails to appear for a game or team meeting **without** first notifying the coach may **not** play in the next scheduled game. Any athlete who misses the practice immediately before a game may not start in that game. **Any student who is absent from school on a game day is ineligible to participate in that day's game.** Further actions will be taken with any student athlete who accumulates more than two unexcused absences during a sports season.

All members of the Varsity and Junior Varsity teams are expected to attend practices and games throughout the season, which may include sessions during holidays and/or Easter Break. Athletes and their parents are encouraged to contact the athletic director for a list of scheduled events before vacation plans are made. College Visits should be scheduled on dates that do not conflict with the athlete's Maryvale team schedule. Athletes should make every effort to arrange their work

schedule in accordance to their team schedule. Weekend practices and games are possible for all Upper School teams. Each athlete is expected to honor her commitment to her team and to her school.

Please pay particular attention to the Attendance policy pertaining to late arrival at school and participation in after-school activities.

Eligibility

Maryvale Preparatory School follows the rules and regulations of the Interscholastic Athletic Association of Maryland (IAAM). All students representing the school in athletics must be enrolled and in good academic standing.

All athletes are required to file a signed physician's examination prior to trying out for a team. Physicals must be completed on a yearly basis. (For incoming students, the entrance physical will suffice for the first year. Subsequent yearly physicals are required thereafter.) All athletes are required to have a baseline Impact Concussion evaluation prior to their initial participation in any sport.

In the event of a severe injury, the athlete needs to be re-approved for participation by a physician or an athletic trainer. Neither the school nor the athletic department assumes financial responsibility for ambulance fees or for injuries incurred by athletes.

Impact Concussion testing will be conducted at Maryvale; testing times will be announced. In addition, each year, each athlete will be required to submit a completed and signed copy of the following forms: Medical Insurance Verification, Emergency Information and Permission to Treat Form, Travel Permit, Inherent Risk of Injury Form (sport specific). These forms will be handed out to the athletes when teams are established.

Uniforms

The student athlete will be issued a uniform at the beginning of each season. All athletes will be responsible for team uniforms issued to them for the season. The athlete is required to replace, at current cost, any uniform lost or damaged. All uniforms must be returned to the school, clean and in good condition, by the end of the week following the last game. Any athlete who does not fulfill this responsibility will earn demerits and will be ineligible to try out for sports in the next season until her uniform is returned.

Sports Schedules

Sports schedules will be distributed to team members at the beginning of each season. Parents may view and download schedules online. Changes/game cancellations due to weather, etc. will be posted as early in the day as possible on our website at www.maryvale.com.

Transportation

All athletes are required ride the bus to every away game. Exceptions are considered only if requests are made to the Athletic Director no later than noon on the day of the game and accompanied by a note from the parents or guardians of the student athletes involved granting them permission to drive. Requests are granted at the discretion of the Athletic Director and only if the above criteria are met.

School Decorum

School spirit is a central component of self-motivation and discipline. Genuine school spirit begins with pride in one's self and Maryvale, and reflects each student's commitment to excellence. An athlete is expected to govern her conduct in accordance with all rules and regulations in this handbook. Athletes serving detention may not practice or play in a game or tournament on the day their detention is being served. **Athletes may not request a change in the day or date of detention.** Any major violation of the student's obligation under the handbook will result in removal from competitive athletics.

Respect and Sportsmanship

It is expected and mandatory that all athletes treat the coaching staff, in addition to the school staff, faculty and administration, with courtesy and respect. Poor attitude, lack of respect, inappropriate language and behavior will not be tolerated. Athletes are expected to demonstrate sportsmanship by working as team players, responding to the needs of others, understanding and respecting one another's differences, and respecting opposing athletes, coaches and officials. Maryvale athletes are expected to win or lose with dignity and grace, and to show strong character and integrity at all times. Conduct that shows a lack of respect and sportsmanship is unacceptable and will not be tolerated. Consequences for such behavior range from a verbal warning to removal from practice, a game or the team.

Personal Health Practices

Athletes need to be in top condition both physically and mentally. Team members owe this not only to themselves but also to their teammates. To perform at one's best, eat a well-balanced diet, consume the proper amount of fluids to avoid dehydration, condition the body for the demands of sports, and get plenty of rest. It is expected that all athletes refrain from the use of illegal drugs, alcohol and tobacco according to all rules and regulations set forth in this Handbook.

Fan Conduct

The league in which we play encourages fans to: "Let the players of both teams play, let their coaches coach, let the officials officiate and let the fans cheer encouragement." The role of fans is to cheer positively and provide support and encouragement for all. Because the behavior of our fans projects an image of Maryvale to the community as much as the behavior of our coaches and players, we expect our fans to display the same sportsmanship behaviors that we require of our student athletes. We may impose consequences on our fans for unsportsmanlike behavior. Additionally, officials can impose consequences on our coaches and teams for disrespectful fan behavior. We ask that all fans, parents, students, family and friends conduct themselves, at all times, in a manner that reflects positively on the athletes themselves and Maryvale.

PHYSICAL EDUCATION

Physical Education classes are required of all students attending Maryvale. Please see Graduation Policies and Procedures. If on any given day, a parent/guardian wishes an exception to be made for a student, a note signed by the parent/guardian stating the medical reason for non-participation must be given to the instructor. If more than two (2) consecutive P.E. classes are missed due to a physical injury, a doctor's certificate is required. Without this certificate, the student will be required to participate in class. Missed classes require make-up work to be completed during P.E. class. If the student does not participate in P.E. class due to a medical excuse, she may not participate in any game or practice session for that day. Long-term medically excused students may not try out for sports. A student must actively participate in P.E. classes to try out for sports and participate on any sports team.

HONOR CODE POLICIES AND PROCEDURES

The Maryvale Honor Code is a code of conduct that defines and guides the principles of honorable behavior on the part of all members of the school community. At its core, Maryvale's Honor Code is an agreement to live the Judeo-Christian values of the school.

Integral to Maryvale's philosophy and goals, mission, vision and values statements is the belief that academic achievement, personal, social and moral development can best occur when honesty, integrity, respect and self-control are fostered in a school-wide community of trust. An essential part of a Maryvale education is developing a sense of honor, responsibility and ethics that extend to all facets of life. Students earn respect for themselves and their academic work through academic integrity and ethical conduct.

Truthfulness and trustworthiness are essential when performing school assignments, when taking tests, when completing individual homework assignments and projects, and when relating with others. Developing and maintaining this spirit of trustworthiness, integrity and reliability are the responsibility of all teachers and students. An atmosphere of honesty and

respect should prevail in Maryvale classrooms. Students and teachers should listen to and respond to the ideas of each other with courtesy and attention. Such an environment should be free from hostility and tension so that every student is confident expressing her opinions. Therefore, it is important for every student to have equal opportunity in every aspect of the educational atmosphere; there is no room for rudeness, ridicule, cheating or abuse of resources or another student's knowledge and/or work.

The Honor Code represents a valuable, educational tool for guiding both students and faculty in their efforts to create a sense of school community and for expressing the values that are at the core of a Catholic education. Cheating, lying and stealing as well as harassment of any kind, including but not limited to bullying, are areas of honor that concern all students. A student who has witnessed a violation of the Honor Code is encouraged to discuss this with an administrator or teacher.

Bullying: In accordance with the Archdiocese of Baltimore Policy Statement on Bullying Prevention, at Maryvale Preparatory School, "bullying, harassment, or intimidation means intentional conduct, including verbal, physical or written conduct or an electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well being."

Honor Pledge

I have neither given, nor received, nor witnessed any unauthorized assistance prior to or during this work.

NOTE: Every student is required to write and sign her name to this pledge at the end of each assignment.

Procedure

In the Upper School, when a suspected violation of the Honor Code occurs, the following procedure will take place:

1. The offense is reported to the Upper School head.
2. The student(s) suspected of a violation is informed by the Upper School head that a report of an Honor Code violation has been made against her.
3. The Upper School head, in consultation with any faculty member(s) involved, will determine whether or not additional parties will be called to clarify the reported violation. They will also determine if a parent/guardian meeting will be required.
4. The Upper School Head, the faculty member(s) involved, as well any administrator whose consultation is deemed necessary, will determine if a disciplinary response is required. If required, a disciplinary response in accordance with the rules of conduct expected and addressed in this handbook will be issued.
5. The student may appeal the decision to the Upper School Head. The Upper School Head may, at her/his discretion, choose to confer with the president or the school counselor to consider the allegation, or may deem it unnecessary to proceed further and state that the original decision will be upheld.
6. The appeal process is available to all parties involved in the suspected violation.
7. The Upper School Head will inform the faculty member(s) and administrator(s) involved of the resolution.

In the Middle School, the above procedure will be addressed by the Middle School head.

Honor Code Violations

The purpose of the Honor Code is to help students develop and strengthen habits of moral character. **The following are considered violations of the standards of honesty and should be reported to the** Upper School Head or Dean of Students:

1. Copying or using work of a classmate or graduate on any piece of work. Copying or receiving help on any assignment specified as an individual project. Homework assignments should always be one's own work. An exception would be teacher approval for collaborative work.
2. Students supplying unauthorized information to any student(s) are equally responsible for violating the Honor Code.
3. **Plagiarizing:** The act of stealing and passing off as one's own work, ideas or words of another, or presenting as one's own an idea or product derived from existing sources without attribution. Incidences of plagiarism will be evaluated and addressed first by the teacher with the student. Upon evaluation, if deemed appropriate, the teacher will confer with the administrator division head for a disciplinary response.
4. Discussing the content or format of a quiz, test or exam with a classmate who has not completed the given examination.
5. Giving or receiving answers during a test. Using unauthorized sources of information during a test, **including programmable calculators, iPads, laptops, and cell phones.** Cheating of any kind on written work, whether by texting, copying or the use of "cheat sheets," or writing on shoes, wearing apparel, or body or in any other way.
6. **Deliberately** missing a quiz, test or exam to gain the supposed advantage of having a prolonged period to study. Any student who is aware of this type of conduct is encouraged to report it to any teacher or administrator.
7. Giving false excuses for failure to hand in work, skipping class deliberately, forging a signature or altering in any manner Maryvale stationary or school forms, or misleading any member of the faculty, staff or administration.
8. Using Monarch, Spark, or other "notes," videos or study guides **instead of** reading or doing the work assigned.
9. Using quizzes or tests or graded lab assignments obtained from a former student as study guides in a current class; using research papers, term papers or critiques handed in at this or any other school or using the same material purchased or borrowed from anyone, including material accessed from the Internet, encyclopedias or dictionaries without attribution.
10. Stealing of any textbook, notebook or other possessions of students who are used to work in class or prepare for a test, quiz or exam. Theft of any item or possession of another, going into another student's locker, backpack or car for use of something that belongs to someone else is a serious breach of the Honor Code.
11. Leaving the room during a test/quiz/exam unless it is absolutely necessary. Using any unauthorized materials during test/quiz/exam. Students should come prepared with the appropriate articles that are needed for a quiz/test/exam. It is the responsibility of the student to remove from her desk and immediate area all papers, etc. during a quiz/test/exam, unless otherwise directed by a teacher. A violation of this rule will constitute cheating.
12. Once a student has handed in a quiz/test/exam or any work to a teacher, the student may not request the work back for completion or correction.

Consequences of Honor Code Violations

1. In cases of violation of the Honor Code, the student will receive a failing grade on the assignment/paper/test/exam involved. Students may be allowed or requested to complete a new assignment. The grade of the second assignment may be averaged with the failing grade. The last two options may be implemented at the discretion of the teacher.
2. Honor code policy violation warrants:
   - 1st Violation – Detention or Suspension depending on the severity of the violation
   - 2nd Violation – may be Suspension or Expulsion depending on the severity of the violation (or if a repeat offender)

Confidentiality

All students, faculty members and administrators are bound by confidentiality; they must not discuss any aspects of a case with anyone. Breaches of confidentiality may neither be facilitated nor extended by any individual, campus organization, or club.

A breach of confidentiality is considered a serious violation of the Honor Code. Any student witnessing a breach of the Honor Code is encouraged to report that breach to the administrator.

SCHOOL REGULATIONS

Maryvale seeks to instill in each student self-respect, self-discipline, integrity and responsibility. **Enrollment in the school implies an approval of its standards and willingness on behalf of both students and parents to uphold and respect school policy and regulations.** Parent, student and school cooperation is imperative for the maintenance of school discipline. ***The administration reserves the right to request the withdrawal of a student whose conduct, attitude or effort is deemed unsatisfactory. The administration reserves the right to dismiss a student for a violation of probation, repeated suspensions, theft, vandalism, dishonesty, violation of drug and alcohol regulations or the anti-bullying policy.***

ATTENDANCE

Maryvale places a high value on class attendance, there is a direct correlation between attendance and academic success. Attendance at school must be the first priority of the student and her parents/guardians. **Every student is expected to be present and on time for every scheduled class.**

Arrivals and Departures from School

- The school day begins at 7:55 a.m. with first period class.
- Once a student arrives on campus, she is to remain at school.
- Morning student drop-off takes place on the circle driveway between the athletic fields and the Rodriguez Center. Students enter the Rodriguez Center from the circle driveway.
- Student drivers and parents wishing to park are to use the driveway that leads to the parking lots.
- Student drivers are required to park in the designated student parking lot and enter through Maguire Hall.
- Students arriving after 7:55 a.m. must report to the Reception Office in the Rodriguez Center for a late pass. At that time, a determination will be made for an excused or an unexcused lateness. A late arrival will be excused with a doctor's note, or a parent/guardian note explaining an emergency situation. The consequence of any other late arrivals will be determined on an individual basis. No student will be admitted to class without a late pass.
- Seniors with an unscheduled first period class, according to the rules for their arrival after 7:55 a.m., must report to the Reception Office in the Rodriguez Center upon arriving on campus.
- Students arriving late are responsible for obtaining all information from classes missed.
- **If a student is late to school without a doctor/dentist note, or a parent/guardian note explaining an emergency situation, it is an unexcused lateness. This includes the following situations; sleeping in, not feeling well, traffic, breakfast stops and "running late". Any student with an unexcused lateness is not eligible to participate in any after school activity on that day.**
- If a student is more than **10 minutes** late for a class, **without an appropriate note explaining the lateness**, she will receive an automatic unexcused absence from class, which will result in a detention.
- **Students who are not present for the entire school day may not participate in team sports or any other school activities on that day/evening. The school day begins at 7:55 a.m. and ends at 3 p.m. (unless otherwise posted). Parents are encouraged to make doctor/dentist appointments after school. Other situations will be handled at the discretion of the administration.**
- A total of **5 minutes** is given for the change of classes.
- For a student to be eligible for "Perfect Attendance" recognition, she must be in compliance with all school regulations regarding arrival, departure and absences. **Excessive, unexcused or excused tardiness will nullify "Perfect Attendance."**

- Student pickup at the end of the school day will be from the Rodriguez Center entrance on the circle driveway.

Consequences of excessive (three (3) unexcused in a quarter) tardiness will result in a detention. After nine tardies, the student will be required to serve an in-school suspension where she will not be able to make up missed assignments. Absenteeism resulting from a documented chronic medical illness will be handled on case by case basis. As a result of the high number of tardies and absences, the student will be placed on a warning status for the upcoming school year. The administration will review her compliance at the end of each quarter. If there is no improvement, it will result in the student's loss of free periods, removal from extracurricular activities and loss of privileges as well as other disciplinary actions stated in the Handbook. Repeated patterns of high absences, without medical reason, could result in the inability for the student to pass a course or graduate.

Absences

Absence is any time a student is not in class or school. The administration determines whether an absence is excused or unexcused. On the day a student is absent, a call to the school office from a parent/guardian stating the reason for the absence is required. On the day a student returns to school following an absence, the student is required to **bring** a **signed and dated parent/guardian written note explaining the reason for the absence. The note may be dropped off at the Reception Office, given to the first period teacher or to an Advisor during Advisory period.**
A phone call on the day of the absence does not suffice for the signed note. If a note is not received, a demerit will be issued. A doctor's certificate is required for frequent and/or prolonged illnesses.

1. **Excused Absences**

   a. An excused absence means that the teachers of the student are required to re-administer missed tests, accept late assignments and assist the students in making up missed work.
   b. A student is **required to make up assignments** missed due to an excused absence. Students may refer to NetClassroom or teacher sites for missed work.
   c. **It is the responsibility of the student** to report to each of her teachers on the day she returns to school to discuss missed work and determine deadlines for completion. Students may also access class assignments and due dates on NetClassroom.
   d. If a student is absent for a day or two, she should call or email classmates for her assignments. If a student will be absent for more than three days, her parents should contact the administrator division head, who will assist in notifying the student's teachers and facilitating the collection of homework.

2. **Unexcused Absence**

   Truancy is an unexcused absence. Ordinary medical, optical and dental appointments **should be** scheduled outside of school hours. **Parents are advised that family trips, vacations and non-school activities should be scheduled outside of school hours.** The consequence for the student is as follows:

   a. An unexcused absence means that teachers are not required to re-administer tests, accept missed assignments or assist in make-up work. Any student with an unexcused absence may receive a 'zero' for all graded work on the day of the absence.
   b. If a student is found to be truant, the student will appear before the administrator division head, and her parents will be notified. Disciplinary action will be taken.

3. **Foreseeable Absence**

   Instances of foreseen excused absence include scheduled hospitalization, medical procedures or orthodontic work. **Family/personal circumstances warranting an extended period of absence require advance notification to the division head.**

   a. When a special occasion will cause a student to miss several days of school, her parent/guardian should inform the Division Head in writing a week in advance.
   b. The student is held responsible for all work missed during such absences.

c. **Tests and quizzes missed immediately before or after scheduled school vacation periods** will be offered only to those whose absence was caused by illness or other legitimate reasons.

4. Excessive Absences

a. A student who misses 10 days of **unexcused or excused** classes may be in danger of failing for that year.
b. For excused absences the student's parents/guardians should contact the administrator to discuss the absences and develop a plan to make up missed work.
c. After any extensive absence, a physician's note of explanation must be delivered to the administrator immediately upon returning to school.

Early Dismissal

Permission for early dismissal is granted only for serious reasons. **A signed, dated parent/guardian written note must be brought to the Reception Office on or before the day of an early dismissa**l. For the safety and protection of students, requests by telephone cannot be honored. Under unforeseen circumstances, a parent/guardian might need to pick up a student early. Prior to picking up the student, the parent/guardian must confer with an administrator. The parent/guardian must meet the student at the Reception Office and **give the receptionist the request in writing.** Students are responsible for all work missed due to any early dismissal. Even though this is considered an excused absence, a student must be in the class for a minimum of 20 minutes to be counted present for that class period.

1. If given an early dismissal, a student **must sign out** at the Reception desk.
2. All students are to remain on campus until the end of the school day. Attendance is required at all assemblies and all scheduled school events.
3. Students leaving campus without proper authorization will be liable for serious penalties, not limited to, but including suspension. Such actions are considered a breach of trust, and the student's safety and wellbeing are at stake.
4. In **extreme emergencies**, a signed, faxed permission note from a parent or guardian will be accepted.

AUTOMOBILES

- Students who drive to school are required to register their cars, and obtain a parking pass that must be visibly displayed. Students must obey speed limits and traffic patterns.
- Student parking is allowed **only** in the student parking lot. Parking is reserved for faculty and staff.
- **Failure to observe these guidelines warrants a demerit.**
- **The parking lots are off-limits to students during the day.** Students are not allowed to go to their cars at any time without the permission of a member of the faculty or staff.
- Morning student drop off takes place on the circle driveway between the athletic fields and the Rodriguez Center. Late arrivals (after 7:55 a.m.) must report to the Reception Office in the Rodriguez Center for a late pass.
- Parents picking up students after school should form a single line along the circle driveway starting at the Rodriguez Center doors. If your daughter is delayed, please move farther along the curb to allow traffic to flow.
- Pedestrians always have the right-of-way and should walk to the sides of the driveway and parking lot for safety purposes.
- Drivers should not park in any fire lanes and should keep handicap parking spots available for those who need them.
- **The speed limit on the parking lot is 10 miles per hour**. Students who drive are expected to adhere to the safety precaution of driving **SLOWLY** and **CAREFULLY** on school property.
- Safety violations could result in the student's forfeiting the privilege of having a car on campus.
- The driver takes full responsibility for the safety of **HERSELF** and **HER PASSENGERS. DRIVING A CARPOOL IS A SERIOUS RESPONSIBILITY.**

THE DRIVER MUST UNDERSTAND HER OBLIGATIONS NOT ONLY TO DRIVE SAFELY BUT ALSO TO APPRECIATE THE TIME ELEMENT INVOLVED IN PICKING UP HER PASSENGERS PROMPTLY AND ARRIVING TO CAMPUS ON TIME.

DRINKING AND DRUG USE POLICY

Maryvale believes that the use of alcohol, tobacco products and illegal drugs by minors is dangerous and harmful. Within the school's jurisdiction, for Maryvale students, there are five clear consequences that must be understood:

- Any student who is in possession of or under the influence of alcohol or illegal drugs on the Maryvale campus or at any off-campus school event is a candidate for suspension/expulsion.
- If any student is found to be under the influence of or in possession of any controlled substance or alcoholic beverages, the student's parents/guardians will be called to pick her up immediately. The administration will determine and take further action.
- Any Maryvale student who is proven to be selling or distributing drugs or alcohol to other students will be expelled.
- The school realizes that the use of alcohol, tobacco products and illegal drugs by its students may exist outside of the school's jurisdiction. As a Maryvale student attending functions/events at another school, each student is responsible and accountable to Maryvale and the school involved for her behavior.
- Any student who is in possession of or using tobacco products on the Maryvale campus or at any off campus school event is a candidate for disciplinary action.

Any student who reaches the point of concern for herself or others should seek help from the school counselor.

Maryvale's interest in the wholesome development and wellbeing of its students has led us to take an unyielding stand against the illegal use of alcohol and drugs. We seek a partnership with the parents/guardians of our students so that together, we might give our girls the support they need as they face peer pressure in this area of their lives. If a family feels that it cannot accept this policy, it is suggested that the members reconsider their place in the school community.

Maryvale urges parents/guardians' cooperation in refusing to serve alcohol or give tacit approval to the consumption of alcohol in their homes. Legally, families can be subject to prosecution under Maryland law for violations. Maryvale encourages you to contact any parents hosting a gathering of students at their home to confirm that the parents will not serve alcohol or allow the consumption of alcohol in their home.

DRESS CODE AND UNIFORM

Maryvale expects its students to arrive at school in full uniform and remain in uniform throughout the school day. Students will be informed by faculty and/or administrators of any exceptions to this policy.

It is expected that this uniform will be worn with pride and according to stated regulations. Each student is expected to look neat and well-groomed. Uniforms should be clean, neat and free of stains, holes and tears. **All decisions regarding the acceptability of the general appearance of a student rest with the administration/faculty.**

With the exception of pierced ears, no student may have any pierced body parts visible/evident. The wearing of jewelry in the tongue or in the nose is prohibited. Tattoos, removable or non-removable, may not be visible. Hair must be one natural color. Earrings must be no larger or longer than one inch.

A demerit will be issued for each violation. **Uniforms will be checked on a regular basis.**

Basic Uniform

All Maryvale students will wear the Maryvale uniform purchased through Arthur's by DENNIS School Uniform Company. The uniform consists of a white Maryvale polo shirt (long or short sleeved), the kilt, and black tights, black knee-highs **or white crew socks (worn approximately two inches above the top of the ankle)**, with a brown/tan boat shoe. Kilt bands may not be rolled at the waist. For modesty and appearance, we require students to wear kilts **that are no more than two inches above the knee. Shirts should be tucked in at all times.**

Red blazers in **good condition** must be worn at all times from Monday, Oct 3 through Friday, April 14 or until it is warmer (Administration will post date). **No other jackets of any type may be worn under or in place of the blazer.** In cold weather, an outer jacket may be worn **over the blazer between buildings.** The blazer is optional at other times of the school year; however, NO OTHER covering may be worn. If it is warm enough to take off the blazer, then no other covering is needed.

The blazer is required for all assemblies, community homerooms and other specified occasions. It is the student's responsibility to consult the school calendar to be prepared for all assemblies. Students are required to have their names permanently attached to their blazer, kilt, shirts and gym shorts. Uniform shoes must be worn properly. Tennis shoes may be worn ONLY when prescribed by a doctor for specific medical reasons, and a doctor's note must be presented. These notes will be approved by the dean of students. The student will carry the approved note/permission with her.

Uniform Options

A plain white turtleneck, a plain white T-shirt with a plain white or skin-toned undergarment may be worn under the white Maryvale polo shirt. No prints are permitted. No T-shirts with pictures or printing may be worn underneath the uniform shirt.

Students have two options if a sweater or sweatshirt is worn: the black Maryvale uniform sweater or the approved black or gray Maryvale sweatshirts. The black uniform sweater is purchased through Arthur's by Dennis School Uniform Company. The approved black or gray Maryvale sweatshirts are available in the Maryvale School Store, *The Lion's Den.* Any exceptions will be announced by the administration.

Clothing must be worn properly at all times during the school day.

Scarves – Only Maryvale scarves are permitted during the school day.

Plain white crew no line socks are the only acceptable white uniform socks.

Black tights, in good condition, may be worn in place of white crew socks. **Only opaque, plain black tights** are acceptable. Black pantyhose or pattern tights are not acceptable.

Plain black leggings (no patterns/designs) are the **only** cold weather option other than plain black tights. Black leggings must be worn with white crew socks.

When shorts are worn under the kilt, they must not show beneath the kilt.

No hats (beanies, baseball caps included) are to be worn during the school day.

No sunglasses may be worn in any buildings or worn on top of the head any time during the school day.

During the months of January and February students are permitted to wear Ugg-like boots in black, gray or brown. (No Hunter boots, rain boots, etc.)

All uniform items must be neat, clean, in good condition and worn properly.

Gym Uniform

A red Maryvale gym shirt, gray or black Maryvale gym shorts, white socks and tennis shoes are the required gym uniform. **Shirts and shorts are purchased at the Lion's Den (Maryvale's school store).**

Out-of-Uniform Days

The intention of these days is that students wear casual clothes that are appropriate for school. Students are expected to be neat and well groomed. All school rules apply during out-of-uniform days. **The following items are NOT allowed**: T-shirts with inappropriate wording or graphics, halter-tops or any strapless garment or garments with spaghetti straps may not be worn. Bare midriffs are not permitted. Unless an exception is announced, sweatshirts and sweatpants are not permitted. Any clothing with holes is unacceptable. On out-of-uniform days, closed-toe shoes are required. Flip-flops may only be worn with administrative permission. **If a student arrives at school dressed inappropriately, she may be sent home to change, or her parents may be called and requested to bring more appropriate attire to school.** Failure to comply with these standards will result in detention and loss of out-of-uniform privileges.

ENFORCEMENT OF SCHOOL REGULATIONS

I. Introduction

The desire to instill a sense of responsibility, inner self-direction and self-discipline remains the primary motivating factor of the enforcement of school regulations. While Maryvale students are expected to reflect in their behavior, integrity, respect for others and respect for self, it is also understood that our parents will assist the school with their cooperation and respect for school policies and regulations. **This partnership and sense of mutual respect between the home and school is inherent to the success of our disciplinary standards. Students who do not abide by these provisions are at risk of losing current or future privileges.** When a student falls short of the ideal, the following procedures will be followed.

II. Types of Rule Infractions

Minor Infractions
The dean of students or Middle School head - depending on the student's grade level - will handle minor infractions.

A. Minor — one demerit is issued for each of the following infractions:

1. Unexcused lateness to class and/or school
2. Uniform infractions
3. Chewing gum during the school day
4. Failure to secure a Maryvale School lock on locker throughout the school year
5. Failure to follow driving and student parking regulations
6. Food or beverages in areas where not permitted (with the exception of water)
7. Coming to class without the necessary books and materials
8. Failure to return Library materials after an overdue notice has been issued by the Librarian
9. Failure to appear for a scheduled detention

Three demerits in a quarter will result in a detention. Three (3) detentions within one semester will result in immediate disciplinary probation and a parent/student conference with the Dean of Students as well as an appearance before the Discipline Board.

Major Infractions
The division heads will handle major infractions with the administrative team.

B. Major

1. Possession, use or distribution of illegal drugs, tobacco products or alcohol on campus or at school functions that are held off campus. For the purposes of this policy, "illegal drugs" incudes the use of prescription drugs without a valid prescription and the misuse of prescription drugs.
2. Being under the influence of illegal drugs or alcohol on campus or at school functions that are held on or off campus
3. Bringing a student/guest on campus who is in possession of or under the influence of alcohol or illegal drugs
4. Falsification of excuses, permissions or records of any kind
5. Destruction of school property
6. Repeated or egregious rude or disruptive behavior to faculty, administrators, staff or students
7. Repeated violations of the school rules
8. Leaving campus during school hours without permission
9. Driving recklessly on campus
10. Unexcused absence from class or school
11. Excessive tardiness to school
12. Vandalism and stealing
13. Violence, threats of violence and any behavior, including bullying, that endangers the safety of others (This would include any threat to fight or do harm, bodily or other, to another individual.)
14. Use of a cell phone without permission during the school day

Penalties imposed for major infractions:

1. Excessive tardiness to school will warrant a parent/guardian-student-administrative conference. Excessive tardiness to school may result in removal from sports' teams or organizations.
2. Unexcused absence or truancy from class or school warrants **a detention/suspension depending on the circumstances** and a meeting with the administrator division head.
3. Smoking violations warrant a possible suspension.
4. Rude or disruptive behavior, disrespect, inappropriate language on campus warrants **an immediate detention**, more disciplinary action if offense is deemed more severe.
5. Theft, destruction or defacement of school property or the property of any Maryvale staff, faculty or student will warrant disciplinary action ranging from **detention to suspension to expulsion**; the degree of the consequence will be determined by the administration.
6. Failure to appear for a scheduled detention earns a **double detention.**
7. Cell phone use during the school day, without permission, warrants an automatic detention. The student will be required to relinquish her cell phone. Parents/guardians will be called to pick up the cell phone from the Reception Office. Student receives an automatic detention.

In the event of any alleged major infraction of school rules and penalties not listed above, the student will appear before the administrator division head.

1. At this meeting, the student will be informed of the allegation and will be given an opportunity to respond to it.
2. The administrator division head may, at her/his discretion, confer with other administrators to consider the allegation.
3. Upon finding that a major violation by the student has occurred, the administrator division head will inform the student and her parents/guardians in writing of this conclusion and the penalty imposed.
4. Before imposing a suspension or expulsion or requesting a student to withdraw from school, the administration will meet with the parents or guardians of the student.

III. Penalties

A. Detention

Students who have earned detention will be notified by the administration.

1. Detention is served for one hour **after** school. Middle School students serve detention at the direction of the Middle School Head. Students are required to be in full uniform and follow the directions of the moderator during detention.
2. **An elected or appointed student officer** who has received a detention immediately relinquishes her position for one month. An elected or appointed student officer who receives a second detention within a semester loses her office immediately for the remainder of the year, and her parents/guardians will be notified.
3. Failure to attend detention earns a double detention.

B. Disciplinary Probation

1. A student who has earned three (3) detentions within one semester, or has shown repeated misconduct or committed a major infraction will be placed on disciplinary probation.
2. The student will be notified in writing that she has violated school regulations and that future violations will incur more stringent disciplinary action, including a possible request for withdrawal or expulsion from school.
3. The student's parents/guardians will be informed of their daughter's status by the administrator division head.
4. If, while on disciplinary probation, a student breaks another major school regulation, she may be asked to withdraw from the school, either immediately or at the end of the school year as the situation warrants.
5. The length of the disciplinary probation and its conditions will be determined individually for each student by the administration.
6. Probation is a serious status with far-reaching consequences. Commission of a major offense, while on probation, would almost certainly result in dismissal.

C. **Suspension - Failure to obey the rules as demonstrated by the acquisition of four detentions in a semester warrants a suspension. A warning letter will be sent to parents after the third detention. Detentions from tardiness do not count toward suspension.**

1. The primary goal underlying suspension is to impress upon the student and her parents/guardians that a serious behavior problem exists and that steps are being taken to assure that this behavior will not be repeated. The student and her parents/guardians will meet with the administration before the student is allowed to return to classes. Once a student has been informed that she had been suspended, she will not be permitted to participate in classes and/or co-curricular activities.
2. The administration determines whether a suspension is in-house or out-of-school.
   a. In-house suspension in which a student is deprived of contact with other students and participation in school activities will be spent separated from the school community on the campus. The suspension will last one to three days. While on in-house suspension, the student will receive a failing grade for all coursework missed in every class. This decision is determined on a situational basis by the Administration and teachers involved.
   b. Out-of-school suspension involves separation from the school and all school activities for a specified length of time. The school is not responsible for students during out-of-school suspension. While on out-of-school suspension, the student receives a failing grade for all coursework missed in every class.
2. Suspension is a very serious penalty at Maryvale and occurs only when a student's behavior raises questions about the suitability of her remaining in the school.

D. **Expulsion/Recommended Withdrawal**

1. A fundamental tenet of the disciplinary system at Maryvale emphasizes the individual's responsibility to build and support the community through positive behavior.
2. When a student's pattern of negative behavior or a serious form of misconduct has an adverse effect on individual members of the community or the name of the school community at large, there is cause for a request to withdraw or to be expelled.

ACTIVITIES, ORGANIZATIONS AND PUBLICATIONS

Membership in clubs and organizations encourages Maryvale students to pursue a broad spectrum of co-curricular opportunities, to foster student interaction in a less formal setting and to enhance and enrich the regular academic program.

Dances

There are many exciting social events offered at Maryvale. To keep these events safe for students, several guidelines must be followed. Maryvale school dances are for Upper School students only. Invitational mixers are for Middle School students only. Maryvale students attending school-sponsored dances/mixers are required to complete a Student/Guest Permission Form. Permission forms will be distributed in Advisory Period and will also be available in the Reception Office. Students and their guests are **required to arrive** at a school-sponsored dance within one hour of the scheduled starting time, and they are **required to remain** there until the scheduled ending time. Once a student and/or her guest enter the building, **neither may leave** without a parent-written note given to the dean of students 48 hours prior to the event. Alcoholic beverages, drugs or smoking are not permitted on campus or in cars. If any student or guest is under the influence or in possession of any controlled substance or alcoholic beverage, the student's parent/guardian will be called to pick her up, and the student will meet with the administration for disciplinary action. Maryvale students are responsible for informing their guests of Maryvale school rules and regulations. Maryvale students are encouraged to seek the support of a chaperone/faculty member if they witness inappropriate behavior on the part of their guests. More specific guidelines for juniors attending the Junior Ring Formal and seniors attending the Senior Prom will be given prior to those events. Maryvale students and their guests are expected to dance and to behave in a manner that is respectful of values intrinsic to our Catholic education; in particular, modesty and respect are requested. Chaperones will address any student/guest behavior deemed inappropriate. A disciplinary response will be an option. Chaperones in attendance will be the final judges of the appropriateness of dance style. Each student is permitted to bring **only** one guest.

Performing Arts Department

Maryvale has an active Performing Arts Department. All students are encouraged to audition for theatrical productions or to participate on the stage crew or in other ways. All activities are open to all Maryvale students and sometimes outside boys or younger girls. Attendance at all scheduled rehearsals and performances is mandatory. Any cast or crew member missing three or more unexcused rehearsals or failing to learn lines/blocks/music by a scheduled date may be removed from the production. Practices are held after school and on weekends.

Field Trips

All field trips are designed to be of significant educational value to further enhance the whole Maryvale experience. Students who participate in school-sponsored field trips must return their signed parent/guardian permission forms to the teacher in charge by the date indicated on the form. A telephone call is not sufficient for permission. The student will NOT **be allowed to participate without the signed permission form.**

Field trips are extensions of the classroom and are curriculum-centered by grade level. Students are expected to participate in these activities. Absences on these days will be considered an **UNEXCUSED ABSENCE**.

Dress code for field trips: Faculty will designate the dress code for each respective field trip. All students are required to dress appropriately, e.g., clean, neat slacks or jeans (if appropriate for trip), modest blouses, tennis shoes or closed-toe shoes. NO heels, flip-flops, halter tops, see-through blouses, strapless garments, bare-midriff tops, tank tops or T-shirts with inappropriate logos or writing. NO shorts (unless specifically allowed by the administration or faculty), exceptionally tight, short, torn or provocative clothing may be worn.

Medications for field trips: Medications should be administered on field trips *only* when absolutely necessary; and whenever possible, dosage times adjusted to be given outside of the field trip time period. A student's completed emergency information and physical form containing physician's authorization for specific medications ***must*** be on file in the Health Suite before a medication may be administered on a field trip. Only medicines that have been given previously at home may be administered on a field trip. Exceptions are emergency medications such as Glucagon or Epi-Pen. Students who have a physician's prescription orders and approval may self-administer a medication on a field trip (e.g. inhalers, insulin, Epi-Pen).

School Clubs

School clubs are formed each year by student interest. Students interested in starting clubs should see the dean of students.

Student Council

The Maryvale Student Council offers students the opportunity to develop and demonstrate leadership, communication and organizational skills. Collaborative leadership, inclusivity and service are the hallmarks of Maryvale's Student Council. Maryvale has active Upper and Middle School Student councils. Upper School Student Council holds monthly meetings open to all students. Council-sponsored events may require more frequent meetings. These meetings will be called by the Student Council Officers and will be held during Resource Periods during the school day.

Middle School Student Council holds monthly meetings with the supervision of a Middle School faculty moderator. Both councils serve the student body by sponsoring grade-appropriate, schoolwide community events such as dances; movie day and student activities during Catholic Schools Week; fundraisers to meet the needs of local, national and international charitable causes. Upper School Student Council officers are responsible for organizing Maryvale's weekly, schoolwide Community Homeroom.

Student Council elections are held in the spring for the following school year. Students running for office must submit their names to the Student Council moderator(s) prior to any campaigning. There are specific requirements for seeking and holding a Student Council office in the Upper and Middle Schools:

- Students may not have excessive absences or lateness.
- A minimum grade of 73 with no quarter or semester grade lower than a 70 in any subject is expected of all officers, candidates and elected representatives; failure to maintain this average warrants dismissal from the Council.

- Members are role models; therefore, any officer who has received a detention immediately relinquishes her position for one month. An elected student officer who receives a second detention within a semester loses her office immediately for the remainder of the year.
- Members are expected to support a majority of Student Council-sponsored activities. Without permission from the Council moderator, absence from an activity is unexcused. Attendance at Student Council meetings is required.
- All members and officers are expected to exhibit qualities of dedication and leadership and a willingness to participate in all aspects of life at Maryvale.
- Students must have participated in at least one co-curricular activity during the year when seeking office, e.g., Student Council, sports, music/drama, publications or class activities.
- In the Upper School, only seniors are eligible to be elected to the office of Student Council president. Only seniors and juniors are eligible to be elected to the office of Student Council vice president. The offices of secretary and treasurer are open to all Upper School students.
- In the event that there is no candidate for an office, a faculty committee will point an officer.
- In the Middle School, the positions of president and treasurer must be held by an eighth grader. The positions of vice president and secretary must be held by a seventh grader.

Special Activities

Field trips, assemblies, liturgies, retreats and Gym Meet serve as activities to enhance or expand a student's spiritual, intellectual and social skills. If a student is not present, she misses the opportunity to develop further in these areas. **Assignments may be required from a student to ensure that she is informed on the particulars of the missed activity.**

BIG SISTERS – LITTLE SISTERS

Maryvale has the tradition of matching all members of the junior class with all members of the new freshmen class. This tradition has provided many wonderful memories and helps to develop bonds between the classes that carry through to Graduation. The Big Sister- Little Sister tradition is meant to be an inclusive, positive experience. Under no circumstances is any initiation considered appropriate.

All matters of school policy are at the discretion of administration.