



**STUDENT AND PARENT HANDBOOK**

**2020-2021**

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[www.maryvale.com](http://www.maryvale.com)**

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## **DISCLAIMER AND ACKNOWLEDGMENT**

**Maryvale reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. Maryvale reserves the right to amend the Student and Parent Handbook at any time. Parent(s)/legal guardian(s) will be notified of any changes made. This Student and Parent Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and does not constitute an express or implied contract or give students or parents any enforceable contractual rights.**

An acknowledgment form, indicating that the student and the parent/guardian have read and understood the terms of this Handbook, will be available on OnCampus. All students and parents/guardians are required to submit this by Friday, Sept. 25, 2020.

## **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.

## **DIVERSITY AND INCLUSION**

*"We must have courage in the times we live in. Great souls are needed, souls having the interests of God at heart." - St. Julie Billiart, Foundress, Sisters of Notre Dame de Namur*

Inspired by the Hallmarks of the Sisters of Notre Dame de Namur, Maryvale Preparatory School is dedicated to building and advancing a respectful and compassionate culture that embraces diversity, equity, justice and inclusion.

We believe that our diversity is reflected in many facets among individuals including, but not limited to, race, ethnicity, national origin, religious belief, gender, age, sexual orientation, socio-economic background, learning style and ability. The Maryvale Board of Trustees, students, families, employees and alumnae celebrate and honor the diverse gifts that God bestows upon each person.

The Maryvale community is enriched and strengthened when all are able to act willingly, share openly and live securely without fear of judgment, ridicule or prejudice. We trust that the comprehensive experiences of a Maryvale education will enable students, as well as the members of the broader community, to value themselves and the dignity of others as leaders in a global community.

*Approved by the Board of Trustees on June 30, 2019.*

## **THE MARYVALE WAY**

The Maryvale Way is our purposeful priority to keep our community focused on our mission and values. We are counter-cultural, yet we are also responsive to the world. We want every student and teacher on campus to feel and articulate, every day, every minute, Maryvale's values. The Maryvale Way is a commitment that all community members understand through the tenets of respect, dignity and inclusivity.

## **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.

**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**

*See addendum: COVID-19 Student and Parent Handbook for digital and hybrid model of the Academic Day.*

The school buildings are open at 7:30 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**

**For the 2020-2021 school year, all students need to be off campus by 4 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](mailto:maguirem@maryvale.com) or call 410-252-3366 for the Reception Office.

#### **Dining Room**

*See addendum: COVID-19 Student and Parent Handbook dining procedures for 2020-2021.*

### **Elevator Use**

*See addendum: COVID-19 Student and Parent Handbook for updated elevator usage policy.*

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.**

### **Blackbaud's OnCampus**

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

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

This portal is our primary means of communication between students, parents and faculty. OnCampus should be current with up-to-date information.

### **Financial Matters**

Please review the following FACTS TUITION PAYMENT PROGRAM and POLICY REGARDING UNPAID TUITION. All questions regarding school store bills should be directed to the Business Office – Accounting Manager. All questions regarding FACTS tuition payments or other financial matters should be directed to the Business Office - Controller.

#### **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 to select a

payment plan for the 2020-2021 school year. Please use the following instructions to assist you with this process.

All Maryvale families will receive an email that will explain the re-enrollment process. Please click on the link within the invite which will direct you to your contract through School Admin. You will be asked to electronically sign the contract and then be directed to a link which will redirect you to FACTS where you will pay the enrollment deposit and select a payment plan and method of payment that works best for you.

#### **POLICY REGARDING UNPAID TUITION**

A student will not be able to register for or start classes for the 2020-2021 academic year unless all tuition payments and other school-related balances for the 2019-2020 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, a student may not participate in optional school trips, sports team try outs and extracurricular events.

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 POLICY**

It is the policy of Maryvale to prohibit discrimination, including harassment on the basis of race, color, sex, 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. When a student accuses another student of harassment, the

bullying policy will ordinarily be applied. When a student accuses anyone else of harassment, such as a teacher or staff member, this policy shall be applied.

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.

“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. Sexual harassment also includes sexual assault, i.e., non-consensual sexual touching of another.

Any contact or conduct of a sexual nature between a faculty or staff member and a student is prohibited. Any abuse, including sexual abuse, of students is unlawful and strictly prohibited. Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Maryvale policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the President.

Any student who believes that she is being subjected to harassment 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.

## **ANTIRACISM POLICY**

### **Anti-Racism Policy**

Maryvale Preparatory School rejects all forms of racism as destructive to the school’s mission, vision, values, and goals. As a Catholic and anti-racist institution, we are committed to

establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and perpetuate racism.

Maryvale is committed to:

1. Addressing Racism: Ensuring existing School policies address racist behavior and discriminatory practices, through effective, prompt, and impartial complaint and investigation procedures and multilevel tiers of student support for those impacted by racism in order to create healing on an individual and collective level.
2. Eliminating Racism: Eliminating inequitable practices and cultivating the unique gifts, talents, and interests of every child to end the predictive value of race on student success, through policy, advocacy, self-reflection, and support measures.
3. Preventing Racism: Preventing racism through effective training and education programs to instill anti-racist values in the greater Maryvale community and through continuous policy review and improvement to ensure Maryvale's efforts to address and eliminate racism are effective.

### **Purpose**

Maryvale does not condone and will not tolerate racist and inappropriate conduct toward any individual based on a person's race, color, ethnicity, or national origin.

This policy ensures the understanding that racism and racial misconduct are unacceptable and prohibited. All members of the campus community are encouraged to reflect upon the issue of racism as it directly affects the lives and conduct of others.

### **Definitions**

*Racism:* prejudice, discrimination, or antagonism directed against a person or people on the basis of their actual or perceived race, color, national origin or membership in a particular racial or ethnic group, typically one that is a minority or marginalized.

*Anti-racism:* the practice of identifying, challenging, and changing the values, structures, and behaviors that perpetuate systemic racism.

*Individual racism:* pre-judgment, bias, or discrimination by an individual based on race, color, national origin, or ethnicity. Individual racism includes both privately held beliefs, conscious and unconscious, and external behaviors and actions towards others.

*Institutional Racism:* occurs within institutions and organizations, such as schools, that adopt and maintain policies, practices, and procedures that often unintentionally produce inequitable outcomes for people of color.

*Structural (or systemic) racism:* encompasses the history and current reality of institutional racism across all institutions and society. It refers to the history, culture, ideology, and interactions of institutions and policies that perpetuate a system of inequity that is detrimental to communities of color.

*Racial Misconduct:* includes but is not limited to inappropriate racial comments, slurs, jokes, pictures, objects, threats, physical assaults, intimidation, unequal application of policies, and

unequal or biased grading. Racial misconduct includes offensiveness and behavior that does not reach the level of racism, and misconduct that is sufficiently severe and pervasive that it rises to the level of racism. Other examples of racial misconduct include: unwelcome comments and conduct with racial connotation(s) that are demeaning to those of a particular race, color, ethnicity, or national origin; offensive and vulgar jokes, name-calling, ridicule or mockery, insults or put-downs, physical gestures, or stereotyping based on a person's race, color, national origin, or ethnicity; displaying racist photographs or objects; denial or obstruction of access to services or unequal application of school policies based on race, color, ethnicity, or national origin; or any other racial misconduct that substantially or unreasonably interferes with an individual's work or academic performance.

Microaggression: a subtle or everyday comment or action that unconsciously or unintentionally expresses a prejudiced attitude on the basis of race, color, national origin, or ethnicity.

### **Procedures for Addressing Complaints of Racial Misconduct**

This policy provides a procedure for any member of the Maryvale community to make a complaint of racial misconduct by a student, employee, community member (such as a parent or volunteer), officer, or Board member, and describes the process by which the School will respond to the complaint, including referral of individuals to appropriate resources, impartial investigation, determination of whether the complaint is substantiated, and imposition of consequences when appropriate.

### **Reporting Racism and Racial Misconduct**

If someone experiences or witness's racism or racial misconduct, complaints may be directed to any member of the Administrative Team (see <https://www.maryvale.com/about-maryvale/faculty-and-staff/leadership-team>).

Where conduct by an employee or student would be subject to the School's general harassment policies, complaints may be investigated and addressed according to the terms of those policies, this policy, or both, in the discretion of the Administrative Team.

### **Maryvale will promptly and equitably address any complaints of racism and racial misconduct by:**

1. Advising the person reporting the alleged inappropriate conduct ("the complainant") about available resources and supports;
2. Assisting the complainant in accessing resources and supports, including campus and local law enforcement authorities, when such assistance is requested;
3. Making reasonable changes in academic arrangements as appropriate;
4. Carrying out a prompt and thorough investigation;
5. Treating all complaints as confidential to the extent consistent with conducting a thorough investigation;
6. Providing the person about whose conduct the complaint is made ("the respondent") with a fair opportunity to respond before reaching a finding as to the outcome of the investigation;
7. Taking disciplinary or other corrective action where appropriate;
8. Taking remedial action to address and eliminate racism or racial misconduct and its impact on the school environment; and
9. Advising both the complainant and respondent of the outcome of the investigation.

## **Responsibilities of the Administrative Team**

1. To receive and document all complaints regarding racial misconduct;
2. To assure that each complainant and respondent is provided information regarding resources and to assist the complainant and respondent in accessing those resources;
3. To assure that each complainant receives information on how to contact local law enforcement authorities, if appropriate, and to assist the complainant in contacting law enforcement authorities and other support resources, if requested;
4. To assure that arrangements are made for appropriate changes to the academic or employment circumstances of student and employee complainants and respondents pending investigation of a complaint of racial misconduct, if appropriate;
5. To investigate reports of racial misconduct in a prompt and equitable manner;
6. To issue any appropriate consequences, including disciplinary action, and to inform the complainant and respondent of those consequences where permitted by applicable law;
7. To institute any appropriate remedial measures to address and eliminate racism and racial misconduct.

The Administrative Team will keep confidential reports of racial misconduct and information obtained in the investigations to the extent consistent with completing a thorough investigation and taking appropriate corrective and remedial action.

Decisions made by the Administrative Team may be appealed by the complainant or respondent to the President of Maryvale in writing within 72 hours of communication from the Administrative Team. Appeals may be made on the following grounds only: procedural error impacting the outcome of the investigation; disproportionate sanction; or new or additional evidence that was unavailable during the investigation. The appeal ruling is final.

## **Retaliation**

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the Anti-Racism Policy are violations of the policy and may be grounds for disciplinary or corrective action, even if the alleged racial misconduct complained of is determined not to violate this policy.

## **Disciplinary and Corrective Actions**

Disciplinary actions for racism and racial misconduct may take different forms depending on the severity of the offense and the identity of the respondent. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, appropriate action will be taken. Consequences may include but are not limited to the following:

- verbal reprimands
- written reprimands and warnings
- facilitated apology
- mandatory counseling and/or training
- no contact or limited contact orders
- suspension

- expulsion/termination
- prohibition on entering campus or attending campus events.

In those instances where a violation is found, documentation of the violation and the disciplinary action will be placed in the respondent's official Maryvale file. Where the respondent is not a member of the Maryvale community, the school may choose to address allegations of racism and racial misconduct without involving the respondent and by limiting the respondent's access to and/or impact on the community.

### **Intentionally Dishonest Complaints of Racial Misconduct**

Lack of corroborating evidence should not discourage complainants from reporting racial misconduct to Maryvale. However, individuals who submit intentionally dishonest complaints or complaints made maliciously without regard for truth may be subject to disciplinary action.

### **Preventing and Eliminating Racism and Racial Misconduct**

In addition to the procedure provided in this document, Maryvale will take steps to prevent and eliminate racism and racial misconduct by:

- Integrating into Maryvale's curriculum, staff training, and community programming initiatives designed to promote racial equality and prevent racial misconduct, and
- Exploring issues, events, and attitudes relating to racial equality and racial misconduct at Maryvale and educating the Maryvale community on anti-racist values, principles, and efforts, and
- Considering and exploring ways to learn about, address, and work to eliminate institutional racism at Maryvale and structural racism in the community at large.

## **BULLYING POLICY**

### **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. 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.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional 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 and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical

attributes, socioeconomic status, familial status, or physical or mental ability or disability;

- sexual in nature (including descriptions or depictions of a student with the student's intimate parts exposed or while engaged in an act of sexual contact), or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

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 includes severe or persistent, repeated annoyances, threats or demands.

Intimidation includes the attempt to coerce or inhibit by threats or by fear tactics.

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

Additionally, bullying harassment, intimidation and cyberbullying 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.

Any retaliation for reporting or participating in an investigation of bullying, harassment, intimidation and cyberbullying is prohibited and a violation of this policy.

### **Maryvale Bullying Investigation Plan**

As soon as a bullying, harassment, intimidation or cyberbullying incident is reported the following steps must occur.

- 1) Reporting bullying, harassment, intimidation, cyberbullying or retaliation: Students and parents are encouraged to report bullying, harassment, intimidation, cyberbullying or

retaliation. Bullying, harassment, intimidation, cyberbullying or retaliation may be reported to any Maryvale administrator; however, students and parents are encouraged to first report concerns to Maryvale's Dean of Students. While a specific reporting form need not be used to make a report, the Archdiocese of Baltimore has a reporting form on its website, [www.archbalt.org/Catholic Schools](http://www.archbalt.org/Catholic%20Schools), which can be used for reporting bullying, harassment, intimidation, cyberbullying or retaliation.

2) Preliminary Consideration:

When a complaint of bullying harassment, intimidation, cyberbullying or retaliation is brought to the attention of an administrator, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of the learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying or retaliation during an investigation.

3) Obligation to Notify Parents:

It is the policy of the school to notify the parents of any student who is an alleged target of bullying, harassment, intimidation, cyberbullying or retaliation within three business days after the date the act is reported and to notify the parents of any student who may have been accused in such behavior within five business days after the act is reported.

4) Investigation:

The following is an outline of the procedure that is used once a complaint has been brought to the attention of administration.

- a) The appropriate Division Head and Dean of Students will conduct an investigation on all reports of bullying, harassment, intimidation, cyberbullying or retaliation. In its discretion, the school may refer the investigation to a third-party investigator, such as where the investigation involves possible criminal offenses or the need for forensic resources (such as information technology experts).
  - a. The investigation may consist of
    - i. Interviews with the person who made the complaint.
    - ii. Interviews with the student who was the target of the alleged bullying, cyberbullying or retaliation.
    - iii. Interviews with the person or persons against whom the complaint was made.
    - iv. Interviews with students, faculty, staff or other persons who witnessed or may have relevant information about the alleged incident.
  - b) Depending on the circumstances, administration may also choose to consult with other faculty, staff and/or administration members.

5) Resolution, Notification and Follow-Up:

Following the interviews and any other investigation undertaken, as the School deems appropriate, the Division Head and Dean of Students, along with administration, will determine whether and to what extent the allegation has been substantiated. If it is determined that the policy set forth in the handbook has been violated, the Division Head and Dean of Students will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. Possible disciplinary actions may include, but are not limited to, detention, reprimand, suspension or dismissal. Possible remedial actions include support services, support planning, and remedial bullying training for the parties involved. In all circumstances where dismissal is considered the President of the school will be consulted and make the final determination.

The goal of an investigation and any other disciplinary or remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

In appropriate circumstances, such as a when a crime may have been committed or child may have been subject to abuse or neglect of the type that is reportable, law enforcement or another appropriate government agency will be notified.

Upon completion of the investigation, the Division Head and Dean of Students will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made. Parents/guardians will be informed of the results of the investigation. At no time will parents/ guardians be made aware of discipline of student's other than their own. It is the schools' responsibility to comply with laws of disclosure of confidential information when informing students and parents.

While anonymous reports may be submitted, those reporting bullying, harassment, intimidation, cyberbullying or retaliation anonymously should be aware that such reports limit the School's ability to conduct an investigation of bullying. When the School receives an anonymous report, it will determine whether the report provides a sufficient basis to initiate the procedures set forth in this Bullying Intervention Plan. If a sufficient basis is not found, the school may still investigate the complaint informally or may keep a record of the complaint in case additional complaints are received about the subject of the complaint.

## **Health**

*See addendum: COVID-19 Student and Parent Handbook for updated Health related procedures.*

Faculty/Staff will communicate with the school nurse when sending students to the Health Suite (infirmery pass, email, phone call). This pass should be 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. **In case of a health emergency in which students are unable to report safely to the Health Suite, the student or a staff member should immediately contact 911 and then contact the Health Suite.**

### **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 that 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, 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 Maryvale Immunization form, and a physical examination form are required for ALL Maryvale students. Maryvale no longer accepts religious exemptions. **Physical forms** are mailed to all students in the spring, may be downloaded from the website, or obtained from the school nurse or athletic director.

**Physical exams are required ANNUALLY for ALL students. Physical exams must be completed between March 1, 2020 and July 15, 2020 and returned to the nurse office by August 1, 2020.**

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

### **Concussion Policy**

All students over the age of 12 ½ will be given a baseline concussion evaluation by the Athletic

Trainer at the beginning of the school year. Any student diagnosed with a concussion will follow the Athletic Trainer's concussion protocol and must be cleared by the trainer or physician prior to participating in activities. The concussion information and consent form may be found [here](#).

### **Medication Statement**

Students may **NOT** carry unauthorized medication with them in school. All medication shall be administered through the Health Suite; students are not to possess medication on their own, except for rescued medication as described below. *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 that will be available for occasional symptoms. Consent is given online.

**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 parent and physician found online under Health Forms, along with Medical Physicians Forms. 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.

### **HEALTH CARE PROTOCOL REMINDERS**

- **FEVER:** If your child is sent home with a fever of 100.0 or above, or a fever develops at home, she will not be permitted to return to school until they have been fever FREE for at least 24 hours without the aid of Acetaminophen or Ibuprofen.

- **NAUSEA/VOMITING/DIARRHEA:** If your child has been sent home with any of these symptoms or develops them at home, she will not be permitted to return to school until she has been symptom free for at least 24 hours.
- **RASH OF UNKNOWN ORIGIN:** If your child is sent home with/or develops prior to coming to school with a rash of unknown origin, she must be evaluated by a physician before returning to school. A physician note will be required to return to school in some circumstances.
- **STREP THROAT:** This can present in several ways in children: a sore throat that is clearly red, swollen, exudates present or not and with or without a fever. Other presenting symptoms can range from a headache, complaint of nausea/vomiting, or the presence of a rash on the torso. If your child is sent home with these symptoms, your physician might want to test her for strep. Most physicians recommend 24-48 hours on antibiotics before returning to school. Follow your physician's recommendations. Please inform the school nurse if the diagnosis is strep throat, for tracking purposes.
- **INFLUENZA/SYMPTOMS OF CHEST CONGESTION:** Flu symptoms include fever, chills, muscle aches, body aches, nasal congestion, sore throat and cough. Symptoms can appear 1-3 days after exposure. Flu can be a serious illness with severe complications such as pneumonia. If your child is sent home with these symptoms, please contact your child's physician and follow their recommendations. Again, students need to be symptom free for 24 hours before returning to school. Please inform the school nurse if your child is diagnosed with the Flu or Pneumonia, for tracking purposes.
- **LICE:** Please do not send your daughter to school if you suspect she may have lice. Call your physician and seek treatment. Students will be sent home if lice is suspected and may return only after receiving the appropriate treatment.

### **ID Cards**

All Maryvale students are required to have a school ID. Students are required to be in uniform for these pictures. ID pictures are taken at the beginning of the school year. Students should place their ID in the clear plastic pouch along with their access card. ID cards are used for Library checkout. **Access cards are used for building access only.**

### **Library**

*See addendum: COVID-19 Student and Parent Handbook for updated library procedures.*

Maryvale Preparatory School's library is open from 7:30 a.m. – 4 p.m. Monday through Thursday and 7:30 a.m. – 3:30 p.m. on Fridays. Students needing to use the library beyond these hours should make an appointment with the library staff. The library provides access to circulating, reference and fiction books in both print and eBook format.

The library also has an extensive collection of subscription databases students can use on campus or from home. 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 has a curriculum-based collection that is continually growing and updated. Students are highly encouraged to use the library's print and eBook collection and subscription databases for school assignments and research projects as well as seek out the librarian for assistance.

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.

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

The Lion's Den is located on the first floor of the Rodriguez Center across from the Dining Room and carries general school supplies, uniform polos, gym uniforms and backpacks along with other apparel and novelty items with the Maryvale logo.

Maryvale accommodates students' needs by allowing girls to purchase items on their account for which parents are invoiced monthly via email. **Senior accounts close in early April 2021.**

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.

There is an online store and curbside pickup is available.

### **Lockers**

Due to COVID-19, lockers will not be issued for the 2020-2021 school year.

### **Lost and Found**

Lost-and-found articles should be turned into 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 or in the Middle School (Bunting 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 Strategic Marketing and Communications. 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. - 4:30 p.m. with the exception of Saturdays, Sundays, holidays and special schedules. 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**

At Maryvale, we believe that communication is key. Parents can expect to receive updates from various school leaders on a regular basis.

The "Maryvale Minute," which includes important school reminders, will hit your inbox each Monday. This must-read communication from the Communications Office is the go-to source for all school news, events and opportunities.

The division heads typically communicate electronically with parents on a regular basis. And, the President reaches out periodically to the Maryvale community with a message that you will not want to miss.

Additional publications, including "The Messenger" are emailed or mailed to Maryvale families throughout the year. In an effort to "go green," Maryvale is increasingly relying on the digital delivery of its communications. **It is imperative that families provide the school with correct email addresses.**

Parents and students are encouraged to check the Maryvale website regularly for the latest news, events and calendar updates. 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 and on our social media platforms.

Maryvale has an extensive social media presence! Like us on Facebook, follow us on Instagram and connect with us on LinkedIn. Also, don't forget to check out our YouTube channel.

## **Parent Organizations**

Maryvale encourages the active involvement of parents and grandparents through participation in three important organizations: The Maryvale Parents Association, Sports Boosters and Friends of the Arts. 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 Messenger, 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 Strategic Marketing and Communications with any questions.

### **Dining Services**

*See addendum: COVID-19 Student and Parent Handbook for update about dining services.*

### **Teacher Appointments**

*See addendum: COVID-19 Student and Parent Handbook for updated visitor policies.*

Maryvale teachers consider it a priority to be available for virtual meetings with parents and in person meetings with students. It is not only a professional courtesy, but also the most effective route to contact the teacher first.

- 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

*See addendum: COVID-19 Student and Parent Handbook for updates on cell phone usage.*

**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.** If a student needs to use her phone, she must ask permission from a faculty member. The use of a phone without permission is an automatic detention.
- It is the students' responsibility to ensure that **cell phones are turned off** and kept in 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, iPad or laptop cameras during the school day unless under the direct supervision of a faculty member.

**Apple Watch:** Any form of an Apple Watch is not permitted to be worn or used by a student during the school day.

## Transportation

Due to COVID-19, Maryvale will not be partnering with outside bus companies to provide transportation. We will notify families if this information changes.

## Uniform Company

For information regarding a new Maryvale uniform, please contact Arthur's by DENNIS School Uniform Company at [www.dennisuniform.com](http://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). Please call for store hours before visiting either location.

## Used Books

Due to COVID-19, Maryvale will not have a used book sale for the 2020-2021 school year.

## **Visitors**

*See addendum: COVID-19 Student and Parent Handbook for updates about 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 St. Julie Billiard Program**

The St. Julie Billiard 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 Billiard Program at 410-308-8541.

### **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**

*See addendum: COVID-19 Student and Parent Handbook for Academic updates.*

Most students in grades nine-12 are assigned to frees and study periods. The purpose of a free or study period 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 assessments. If a student wishes to leave her free or 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.

#### **Grading**

A quarter grade represents the assessments, 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.

Classes on review days are used for exam/assessment preparation. 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/Warning**

Academic probation will be issued at the end of each quarter. This 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 improvement plan 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. Adherence to 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. Assessment 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.

Midway through each quarter when progress reports are sent out, students who do not meet academic standards will receive an academic warning. This will be time to evaluate how to best help each individual student.

Maryvale reserves the right to determine that any student should not continue at Maryvale, even where an academic contract has not previously been given.

### **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 core subject required for graduation as a final grade, she must make up the credit in summer school. The grade will stay the same

on the transcript as the summer class will be for credit recovery. There will be an additional class on the transcript to show that the student has gained the credit for the class.

If a student receives a D (64-68) in one (1) or more core subjects as a final grade, she is required to demonstrate successful remediation in that subject through tutoring or summer school. If a student fails a pass/fail subject and an elective course, she must make up that failing grade by completing a teacher-directed assignment during 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 final grade 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 grade, 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 73 or better in the summer school course. Students may not take original credit courses during the summer unless they have prior approval from the administrator and/or division head. A half credit is equal to 60 hours of summer school including in and outside of school work.

All summer school costs are at the expense of the individual family.

### **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**

*See addendum: COVID-19 Student and Parent Handbook for digital and hybrid model of the academic day.*

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. On average a Middle School student should have up to two hours of homework each night. In the Upper School students should expect three to four 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 OnCampus. 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 through OnCampus at the end of each quarter. Middle School students follow only college preparatory point calculations.

### GPA Calculations

WEIGHTED GRADING SCALE					
<i>LETTER GRADE</i>	<i>NUMERICAL EQUIVALENT</i>	<i>COLLEGE PREP</i>	<i>ACCEL- ERATED</i>	<i>HONORS</i>	<i>AP</i>
A	93-100	4.00	4.125	4.25	4.50
A-	90-92	3.70	3.825	3.95	4.20
B+	87-89	3.30	3.425	3.55	3.80
B	83-86	3.00	3.125	3.25	3.50
B-	80-82	2.70	2.825	2.95	3.20
C+	77-79	2.30	2.425	2.55	2.80
C	73-76	2.00	2.125	2.25	2.50
C-	70-72	1.70	1.825	1.95	2.20
D	65-69	1.00	1.125	1.25	1.50
F	65>	0.00	0.00	0.00	0.00

### Exams/Assessments

**Upper School** examinations are for all students. Mid-term and final examinations valued at 20 percent of the semester grade, are given in most subjects. 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 division head.**

Semester One exams/assessment will be returned and reviewed in class with students the week following the exam period. 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 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 assessment 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.

#### **The National Honor Society**

Membership in the **Sr. Shawn Marie Maguire Chapter of the National Honor Society (NHS)** is an honor and a privilege bestowed on students who demonstrate high standards of scholarship, character, leadership, and service. Applicants must be juniors or seniors and the selection process and induction ceremony take place in the spring of each year.

Students must meet the following requirements to be considered for admission to the society:

**Scholarship:** Juniors must have a cumulative grade point average of 3.85 (weighted) through the first semester of their junior year and seniors must have a 3.85 (weighted) cumulative grade point average through the first semester of their senior year.

**Character:** Students must consistently demonstrate integrity, cooperation and sound moral and ethical principles. Students must have no major infractions of school rules (including attendance policies) or community rules.

Students who meet the scholarship and character requirements are then invited to apply for admission.

The application includes the following:

**Leadership:** Each student must list three leadership roles and explain in essay form (no more than two pages, double-spaced) how she has planned, initiated and implemented activities in these roles. Additionally, she must include in the essay how she has directed or guided individuals in these activities. Leadership roles, in both the school and community, from only grades 9 (nothing before the fall of 9th grade is acceptable) through 12 are acceptable, and at least one must be from the year of application. Leadership classes/workshops, etc., are not accepted as leadership roles.

**Service:** Students must have a minimum of 50 hours of service to Maryvale or the community at the time of applying to the NHS. Hours that are approved by the Theology Department are not necessarily acceptable for the NHS. The NHS hours must be in direct service to those in

need, such as Camp St. Vincent, Habitat for Humanity, SPCA, Animal Rescue, assisted living facilities, etc.

The format of the application will be explained to the students. No applications will be accepted past the due date and applications cannot be re-submitted. All applications must be submitted on time and must be well written. Presentation, composition and content are equally important.

### **The National Junior Honor Society**

The **St. Julie Billiard 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.

**Scholarship:** Students have a total cumulative grade point average of 3.80 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 that language or higher. Students in Honors level classes must have earned a 90 percent in French/Spanish for each of the three semesters prior to selection, as well as the semester of selection. Students in College Preparatory level classes must have earned a 93 percent or higher in French/Spanish for each of the three semesters prior to selection, as well as the semester of selection. In addition, the student must consistently use the target language for communication and must demonstrate consistent

enthusiasm for the target language and culture. Students must commit to studying the language the following school year and will no longer be considered active members if they choose not to continue studying the language. Final selection is at the discretion of the World Language Department members. 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 a grade requirement of 90 for all accelerated math courses, at least an 87 in all honors math courses and at least an 85 in all AP 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 theater students. 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. In order to be a member of the International Thespian Society, the student must fully participate in at least one theatrical production each academic year.

### **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. All NAHS students must have eight service hours related to art and have received a grade of 90 or higher in all art courses to graduate with this honor.

### **Tri-M Music Honor Society**

The Tri-M Music Honor Society is designed to recognize students for their academic and musical achievements and to provide leadership and service opportunities to young musicians. Requirements for entry focus on musical excellence as well as academics. Students must

maintain a certain GPA, while enrolled in at least one music class per year. Students must also participate in other musical events throughout the year.

### **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 per semester unless receiving prior approval from Upper School Head. The minimum requirements for graduation are listed below:

Servant Leadership	70 hours for Graduation - <i>Servant Leadership hours will not be required for the 2020-2021 school year.</i>
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**

*Servant Leadership hours will not be required for the 2020-2021 school year.*

### **Requirements for Maryvale Community Service**

- Service work must be completed through a nonprofit 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, working 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 2021

\*A theology assignment on your service experience will be due during fourth quarter.

#### Sophomores:

Sophomores must serve at least 20 hours, working directly with children.

Examples: tutoring programs, women & children's shelters, summer programs serving disadvantaged youth.

Deadline for completion and submission of service hours: April 2021

\*A theology assignment on your service experience will be due during fourth quarter.

#### Juniors:

Juniors must serve at least 20 hours, working directly with those in economic distress/material poverty.

Examples: soup kitchens, homeless shelters, neighborhood centers for low-income youth.

Deadline for completion and submission of service hours: April 2021

\*A theology assignment on your service experience will be due during fourth quarter.

#### Seniors:

Seniors must serve at least 15 hours with one service agency/nonprofit 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 2021

\*A theology assignment on your service experience will be due during fourth quarter.

Questions about the requirements should to be directed by email to the Coordinator of Community Service. Throughout the year, the coordinator will provide service opportunities sponsored by the school. Additionally, a list of approved agencies and their contact information will be provided through OnCampus. 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 Sept. 25, 2020. 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 exams 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 counselors. These services include short-term counseling related to social, emotional and personal concerns, educational and future planning, and interpretation and assessment of standardized test scores. The school counselors also coordinate developmentally appropriate programming aimed at educating students and parents on pertinent social and mental health issues.

Students may seek support themselves or may be referred by parents or teachers for counseling services. Partnership with families is a valuable component in supporting student success and parents are encouraged to communicate with their child's counselor when issues arise.

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

When a student is hospitalized for a physical or psychological concern, she and her parents may 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 and the school nurse.

**Students Requiring Academic Support Related to a Learning Disability:** In order to seek accommodation for the educational needs of a student with a **documented** learning disability, a copy of the detailed neuropsychological educational evaluation must be forwarded to the Director of the St. Julie Billiard program. Extended time testing on routine daily or weekly assessments, midterm and final exams, and all standardized tests will be provided to the student **only** if the documentation clearly states that this extended time accommodation is warranted. The documentation must include the required components stipulated by the College Board and must be updated every three (3) years. The school works with families to determine if requested accommodations may be provided by the school. The school cannot

promise that any specific requested accommodation can or will be made. In a college preparatory setting, the school will try to offer all reasonable accommodations that staff, space and technology can provide.

Students seeking other reasonable accommodations for a disability should contact the Director of the Center of Academic Excellence.

**St. Julie Billiard Program:** Students with documented language-based learning differences may apply for the **St. Julie Billiard Program** to receive personalized support throughout the school year. This program requires an additional fee.

### **College Counseling**

The college search/selection/application process is coordinated by the College Counseling Department. Parents and students are regularly provided with information and steps for preparing for a successful college search process.

## **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, OnCampus, and any hardware or software 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 2020-2021**

Maryvale Preparatory School's network is established for the educational and professional use of students, faculty and staff. 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. Students are responsible for all activities conducted when using personal and school provided accounts.
2. Students shall respect the privacy of other users both on and off campus.
3. Students may not use another student's personal device or account to complete assignments or activities unless given permission by the owner.
4. Students shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
5. During the school day personal devices 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 devices during lunch in the dining room.
6. Students must refrain from using iMessage, gchat, Google hangout, WhatsApp, ooVoo, or any other personal messaging/chat service.
7. Students may not use anonymous proxies, VPN or any site/app that bypasses content filtering.
8. Students may not email, text, or otherwise share any inappropriate images or videos of other students, including those of a sexual nature.

### **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.

### **Personal Information and Recording Devices**

1. Any recording device, including but not limited to, audio recorders, video and digital cameras or devices with cameras, including iPads, laptops and 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. Students may not use any means, legal or illegal, to access restricted sites. This includes the use of anonymous proxies.
9. 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 device.

## **Care of Personal Devices**

Students are responsible for the care and use of their personal devices while on the Maryvale Preparatory School campus. Personal devices 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 a personal device to class. If the student cannot bring her device to class for any reason, a written explanation from a parent/guardian must be given to the teacher and administration.

## **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.

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 device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the device accepts personal responsibility for their 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**

*See addendum: COVID-19 Student and Parent Handbook for updates about athletics.*

### **Maryvale Athletic Program Philosophy**

At Maryvale, we believe that athletics are a vital component in the growth and development of young women. Our athletics program enhances and supports our academic and leadership mission, assisting students in their personal growth and development. Athletics promotes teamwork, tenacity, integrity, goal setting and commitment.

Interscholastic athletics are highly competitive and winning is a primary measure of success. Equally important are sportsmanship, character, respect for coaches and teammates and dignity in the face of adversity. These hard-won lessons serve as a valuable foundation for life. While we recognize that all athletes do not perform at the same level, all must demonstrate effort, dedication and fair play.

Maryvale sponsors Varsity field hockey, soccer, volleyball, basketball, cross country, indoor track and field, outdoor track and field, badminton, swimming, softball and lacrosse. Maryvale sponsors Junior Varsity field hockey, soccer, volleyball, basketball, indoor track and field, badminton, lacrosse and outdoor track. Maryvale also has Middle School 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. Any student without a physical will not be able to try out. **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.

## **INTERSCHOLASTIC ATHLETIC ASSOCIATION OF MARYLAND (IAAM)**

*See Maryvale's Reopening webpage for updates about athletics from the IAAM.*

### **Mission Statement**

The diverse 31-member schools of the IAAM share a common commitment to athletics as an extension of the educational process. Participation in healthy athletic competition provides our female students opportunities to build character, acquire and improve skills, demonstrate leadership and have fun. The league, its member schools and participants embrace fair play, integrity and respectful behavior as integral components of the spirit of the games. The website of the IAAM is [www.iaamsports.com](http://www.iaamsports.com).

### **Sportsmanship and Citizenship**

An important mission of the interscholastic athletics program is to teach and reinforce values relating to sportsmanship, competition and fair play. It is expected that team personnel, parents and spectators respect this mission by exhibiting appropriate behavior at athletic events.

## **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.

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.

**Holidays/Spring Break:** 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 extended breaks. If an athlete is participating on any Upper School sport's team, **it is mandatory and required that she attends all practices and games/matches/meets during the holidays and spring break week.** Coaches will assign a few off days at the beginning of their season for the various holidays and spring break.

**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.**

**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.**

### **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](http://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 (including any dance courses) 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. or dance class. If the student does not participate in P.E. or dance 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. and/or dance 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 schoolwide 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 assessments, 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 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.

**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 Dean of Students.
2. The student(s) suspected of a violation is informed by the Dean of Students that a report of an Honor Code violation has been made against her.
3. The Dean of Students, 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 Dean of Students, 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 Dean of Students. The Dean of Students may, at her/his discretion, choose to confer with the Upper School Head, 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 Dean of Students 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** Division Heads 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, assessment, test or exam with a classmate who has not completed the given examination.
5. Giving or receiving answers during an assessment. Using unauthorized sources of information during an assessment, **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 an assessment 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, online translators, test generators or study guides **instead of** reading or doing the work assigned.
9. Using assessments 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 an assessment. 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 an assessment unless it is absolutely necessary. Using any unauthorized materials during the assessment. Students should come prepared with the appropriate articles that are needed for the assessment. It is the responsibility of the student to remove from her desk and immediate area all papers, etc. during an assessment, unless otherwise directed by a teacher. A violation of this rule will constitute cheating.
12. Once a student has handed in an assessment 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 or a zero on the assessment 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 – 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 or to dismiss a student who fails to comply with the school's policies and regulations, including but not limited to those who have violated probation, received multiple suspensions, engaged in theft, vandalism, or dishonesty, have violated the School's drug and alcohol regulations, or have violated the school's anti-bullying policy.**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

### **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**

*See addendum: COVID-19 Student and Parent Handbook for updates about arrivals and departures.*

- 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.
- Students with an unscheduled first period class are expected to be on campus by 7:55 a.m.; they 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.”** To be in consideration for Perfect Attendance, students must be at school every day for at least half of the day (4 hours) unless they have pre-approval from an administrator. If a student goes home sick before the four-hour mark, it will not be considered 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 guardian is required to email a **dated note explaining the reason for the absence. A phone call on the day of the absence does not suffice for the email.** If a note is not received, a demerit will be issued. A doctor's certificate is

required for frequent and/or prolonged illnesses. The reception office will call families of students who are absent from school daily.

### 1. Excused Absences

- a. An excused absence means that the teachers of the student are required to re-administer missed assessments, 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 OnCampus 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 OnCampus.
- 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 or 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, non-school sponsored sports events, 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 assessments, 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 or the 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. **Assessments 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 or more days of **unexcused or excused** classes may be in danger of failing for that semester or the 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

*See addendum: COVID-19 Student and Parent Handbook for updates on early dismissals.*

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 dismissal.** 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 assigned spots. Students who carpool on a regular basis will be given parking preferences. Parking is also 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, illegal drugs, a vaporizer or any other tobacco products on the Maryvale campus or at any off-campus school event is a candidate for suspension/expulsion. This includes unauthorized medications.
- If any student is found to be under the influence of or in possession of any controlled substance, juul, 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, vaporizers 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. If you are a guest at another school, the Maryvale rules still apply.

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.

All Upper School students must complete the "Alcoholedu" education classes. This is an interactive online program designed to reduce the negative consequences of alcohol amongst students.

### **WEAPON-FREE SCHOOL**

The purpose of this policy is to ensure that Maryvale Preparatory School provides a safe and healthy place that is free of violence for all employees, students, visitors and contractors. As such, Maryvale prohibits the possession or use of dangerous weapons on school property and at school-sponsored events. All persons on Maryvale school property are subject to this policy. A license to carry a weapon does not supersede this policy. Any student in violation of this policy will be subject to disciplinary action, up to and including termination.

Dangerous weapons are defined to include, but are not limited to, firearms of any kind (loaded or unloaded), explosives, knives with a blade longer than 3 inches, bows and arrows, electronic stunning devices, metal knuckles, bludgeons and other weapons that might be considered dangerous or that could cause harm. The term dangerous weapon does not include weapons owned or possessed by the school for use as a tool or utensil (e.g., kitchen knives). Employees are responsible for ensuring any item possessed by the employee is not prohibited by this policy. Any employee uncertain of whether a device or instrument is prohibited under this policy is obligated to request clarification with Human Resources to ensure compliance.

School property is defined to include all school-owned or leased buildings, property (including unimproved land), and grounds, including sidewalks, walkways, driveways, parking lots, sports fields and bleachers under the school's ownership or control. Furthermore, school property includes school-owned or leased vehicles; this policy also applies to vehicles entering school property that are not owned by the school. This policy also applies to all school-sponsored activities, regardless of where the event or activity is held (i.e., at a third-party venue).

Upon reasonable suspicion that someone has brought a weapon on school property or to a school-sponsored event, Maryvale reserves the right, with assistance of law enforcement where appropriate, to conduct searches of vehicles, packages, containers, briefcases, purses,

lockers, desks, enclosures and persons entering the property, to determine whether any weapon is being, or has been, brought onto the property or premises in violation of this policy. Students who fail or refuse to permit to such a search under this policy will be subject to discipline up to and including termination. Others who refuse to comply will be required to leave school property or the school-sponsored event and may be prohibited from accessing school property or attending school-sponsored events and activities in the future.

## **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 via announcement or email.

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.**

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

**Students should wear their white polo while attending virtual classes.**

### **Basic Uniform**

All Maryvale students will wear the Maryvale uniform purchased through Arthur's by DENNIS School Uniform Co. 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 grey tennis shoe or brown/tan boat shoe. Grey tennis shoes may only have black or white embellishments. Kilt bands may not be rolled at the waist. For modesty and appearance, we require students to wear kilts at **appropriate lengths for each student's body. Shirts should be tucked in or under at all times.** Students have the option of wearing a dark grey flat front pant with a buttons/ and or zippers. These can be purchased at through Dennis Uniform, Old Navy, Lands' End or any major store with a uniform section.

The blazer is required for all assemblies, community homerooms and other specified occasions. ***For the 2020-2021 school year, the blazers will not be needed until December.*** 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.

**Students are required to wear their Maryvale-issued ID photo and badge every day. In addition, students must also wear their name tags on their school shirt or lanyard. The nametags must be visible at all times.**

### **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 the option of wearing approved Maryvale grey or black non-hooded sweatshirts. Many of the approved 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 socks are the only acceptable white uniform socks. Logos are fine.

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. During the winter months, warm hats may be worn between classes. Headbands, head scarves or head wraps are allowed to be worn with the uniform.

No sunglasses may be worn in any buildings or worn on top of the head any time during the school day unless the student has a medical waiver.

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).** **Students who have PE may wear the PE uniform for that entire school day.**

## 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. 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. Not wearing the issued access card or name tag.

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, vaporizers or alcohol on campus or at school functions that are held off campus. For the purposes of this policy, "illegal drugs" includes 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. Being under the influence of illegal drugs or alcohol on other school campuses besides Maryvale.
5. Falsification of excuses, permissions or records of any kind.
6. Destruction of school property.
7. Repeated or egregious rude or disruptive behavior to faculty, administrators, staff or students.
8. Repeated violations of the school rules.
9. Leaving campus during school hours without permission.
10. Driving recklessly on campus.
11. Unexcused absence from class or school.
12. Excessive tardiness to school.
13. Vandalism and stealing.
14. Violence, threats of violence and any behavior, including verbal bullying, that endangers the safety of others. (This would include any threat to fight or do harm, bodily or other, to another individual.)
15. Use of a cell phone without permission during the school day.
16. Failure to appear for a scheduled detention.
17. Failure to follow the Acceptable Use Policy (this includes the misuse of social media).
18. Violating the school's bullying policy, including by engaging in bullying, harassment, intimidation, cyberbullying or retaliation.
19. Violating the school's Anti- Racism policy.

20. Other serious violations of the school's policies, regulations, standards or values, as determined by the school.

**Usual Penalties Imposed for Certain Major Infractions (depending on the circumstances, the school reserves the right to enforce different or additional penalties):**

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 and/or vaping violations warrant a possible expulsion.
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. 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 or 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**

*All Activities, Organizations and Publications are subject to change for the 2020-2021 school year due to COVID-19.*

**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, including vaping, 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 boys or younger girls who do not attend Maryvale. 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**

*See addendum: COVID-19 Student and Parent Handbook for updates about 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 the Resource Periods of 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.

### **FERPA POLICY**

*The Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individual's other than you.

## **SECURITY**

### **Access to Buildings**

All students will be issued an access or proximity card to enter the buildings. Student cards will be issued annually. Access cards will also be used for purchases in the cafeteria. Access cards are required to be worn at all times while on campus for access and identification; it is also recommended that they be worn while attending school-sponsored or related events. They are considered a key element of the student dress code.

Access to buildings is limited to the following schedule for students.

<b>STUDENT ACCESS</b>	
Monday – Friday	6:45 a.m. - 5:30 p.m.
Saturday	No access
Sunday	No access
Holidays/School Closures	No access

### **Lost or Stolen Access Cards**

Lost or stolen cards must be reported **immediately** to the Dean of Students. The Dean of Students will request a new card from the Director of IT. A new card will be provided as quickly as possible, but a \$20 fee will be charged for replacement. Required replacement fees will be communicated by the Dean of Students to the Business Office, and the fee will be added to the student’s tuition and fees account in the FACTS tuition management system.

When a card is reported lost or stolen, the access granted to that card will be turned off immediately. The card will not be re-used and the replacement card fee will not be refunded, credited or otherwise removed from the student’s FACTS account if the old card is subsequently found.

If a student loses her card multiple times (more than two times), the repeated loss may result in a demerit or other disciplinary action.

### **Cards Left at Home/Loaner Cards**

*See addendum: COVID-19 Student and Parent Handbook for Loaner Cards.*

If a student leaves her access card at home when reporting to school, she should report to the Reception Office in the Rodriguez Center **first thing upon reporting to school**. The school Receptionist will issue a temporary card for that school day; the student will be required to sign for the card and agree to return the loaner card the next school day. Any loaner cards not returned within 3 school days will be reported by the Receptionist to the Dean of Students and to the Director of IT; access to the card will be turned off and a replacement fee for the unreturned card will be assessed in the amount of \$20; the fee will be added to the student’s tuition and fees account in the FACTS tuition management system.

If a student repeatedly requires the use of a loaner card (more than three times in a school year), it will be reported to the Dean of Students by the Receptionist and will result in a demerit or other disciplinary action.

### **Discipline**

All students must wear their access card around their necks at all times. If a student is on campus not wearing her access card, she will receive a demerit. The demerit acts as a warning. Any faculty or staff member can issue a demerit. Three demerits will equal a detention.

### **Card and Card Readers Not Working**

If an access card is not working properly or a door/card reader appears to not be functioning properly, please report the issues immediately to [itsupport@maryvale.com](mailto:itsupport@maryvale.com) describing the issue and/or door/card reader location (building and location within building).

### **VIDEO SURVEILLANCE**

Maryvale conducts video surveillance at various locations throughout campus for security and operational reasons and to monitor conditions within the School and grounds. While surveillance shall not occur in restrooms, dressing/undressing areas or sickbays, video surveillance may occur in any other areas of campus as Maryvale deems appropriate. Video surveillance is continuously recording, although it is not continuously monitored.

Maryvale has the right to use video surveillance to identify and address behavioral issues, including, but not limited to smoking/vaping on campus, theft, vandalism, tardiness, physical altercations, etc.

**All matters of school policy are at the discretion of administration and subject to change due to COVID-19.**