

MARYVALE

Student and Parent Handbook 2025-2026

**11300 Falls Road
Lutherville, Maryland 21093
410-252-3366 (main line)
www.maryvale.com**

DISCLAIMER AND ACKNOWLEDGMENT

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 expressed or implied contract or give students or parents any enforceable contractual rights.

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 institute rules or policies without amending the handbook to ensure the safety of the Maryvale community or to advance the mission of the school. Maryvale also reserves the right to amend the Student and Parent Handbook at any time.

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 form by October 1, 2025.

MISSION STATEMENT

Maryvale, a Catholic independent girls' school serving grades six through twelve, 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.

JUSTICE, EQUITY, DIVERSITY, AND INCLUSION STATEMENT

"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, the Maryvale community of students, families, teachers, administrators, alumnae, and trustees is dedicated to building and advancing a school culture that honors the dignity of each person. In this spirit, we embrace justice, equity, diversity, and inclusion. We are committed to educating young women who proclaim by their lives, even more than by their words, their belief in socially responsible action, as stewards of God's peace and love.

Maryvale Preparatory School rejects all forms of racism and discrimination as destructive to our community and as inconsistent with our Catholic values. We honor the sacredness of each person regardless of race, ethnicity, national origin, religious belief, gender, age, sexual orientation, socio-economic background, learning style, or ability. The diversity of humanity and the gifts God bestows on each of us enriches our learning community for all.

In keeping with our mission to educate young women for life, we are committed to critical thinking, lifelong learning, restorative practices, responsiveness to injustice, and the provision of essential resources that prepare our students to thrive in an ever-evolving, global society. We seek to create a community where each individual is valued and feels a sense of belonging. We work to foster the holistic development (academic, spiritual, physical, and civic) of students. We trust that the comprehensive experience of a Maryvale education will enable all students not only to value self but to respect the humanity of all people.

Approved by Maryvale's Board of Trustees on 6/29/22.

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.

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.

NON-DISCRIMINATION STATEMENT

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- Title VI of the Federal Civil Rights Act of 1964; and
- Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student based on race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.
 - Refuse enrollment of a prospective student, expel a current student, or

- withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Maryvale's designated Title IX Coordinator is Jessica Randisi, Dean of Students. She can be reached at randisij@maryvale.com or (410) 308-8507. Additionally, the Dean of Students is Maryvale's designated Section 504 Coordinator.

HARASSMENT

It is the policy of Maryvale to prohibit discrimination, including harassment based on 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.

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.

For conduct meeting the definition of sexual harassment within the jurisdiction of Title IX, the Title IX Sexual Harassment Grievance Procedures shall apply in place of the foregoing process.

ANTI-RACISM

Inspired by the Hallmarks of the Sisters of Notre Dame de Namur, the Maryvale community of students, families, teachers, administrators, alumnae, and trustees is dedicated to building and advancing a school culture that honors the dignity of each person. Maryvale Preparatory School rejects all forms of racism, as it is 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 racism.

In this spirit, we embrace justice, equity, diversity, and inclusion. We are committed to educating young women who proclaim by their lives, even more than by their words, their belief in socially responsible action, as stewards of God's peace and love. It is our goal, regardless of the disciplinary decision, to first connect with students who commit any act or expression of racism to understand the basis for such behavior and to attempt to bring about awareness and sensitivity to the destructive nature of racism.

If someone experiences or witnesses racism or racial misconduct, complaints may be directed to any member of the Administrative Team.

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 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.

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved are violations that are unacceptable.

ANTI-BULLYING

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.

At Maryvale, bullying, harassment, 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, 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.

GENERAL INFORMATION

Academic Day

The Middle School (MS) academic day runs from 7:50 a.m. - 3:05 p.m. The Upper School (US) academic day runs from 8:15 a.m. - 3:15 p.m. Any student may be dropped off starting at 7:00 a.m. (including 9:00 a.m. start days). The latest time for pick-up is 5:30 p.m. unless the student is involved in a school activity.

Any student arriving at school after 7:50 a.m. for MS and 8:15 a.m. for US 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 school does not make provisions for supervising students prior to 7:00 a.m. or after 5:30 p.m.

After-School Policies and Procedures

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

All students who are not participating in school-sponsored, after-school activities are required to remain in the Rodriguez Center unless they are attending an athletic, performing arts, or other Maryvale-sponsored event on campus. The Reception Office is open daily until 3:45 p.m. on school days, at which time the building is locked. Pick-up of all students is from the student drop-off circle, which is visible from the Dining Room.

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

Address Change

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

Dining Room

Students are free to relax and enjoy food/beverages in the Dining Room, Gallery Space, and on the picnic tables, patios, or terrace. We will encourage outdoor lunches when possible. Food and beverages are **NOT permitted** in the classrooms, locker rooms, or hallways. **Exceptions to this regulation require the consent and/or supervising presence of a teacher.** Students are to remain at their seats until dismissed by faculty. Each student is responsible for **the neatness and cleanliness** of her eating area while in any space. Students must use their ID card to make purchases from the dining services.

Elevator Use

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

Emergency School Closings

When weather conditions warrant the closing of school, we will follow Baltimore County's closure or late opening decision. We will notify all community members of this decision via phone call, text, and email through Crisis Go. You can opt to use all three or just one form of notification. Crisis Go will be used to announce Maryvale's plan in the event of other unforeseen circumstances (e.g., extreme heat, severe storms). This plan will be posted on Maryvale's website and social media as well. If Maryvale is closed for an excessive amount of time due to inclement weather, the [Asynchronous Day Policy](#) 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 the 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. onCampus should be current with up-to-date information.

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.

Financial Matters

Please review the following *FACTS TUITION PAYMENT PROGRAM and POLICY REGARDING UNPAID TUITION*. All questions regarding FACTS tuition payments or other financial matters should be directed to the Student Billing Coordinator at 410-308-8517.

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 2025-2026 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 evite, 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 that will redirect you to FACTS. There, 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 2026-2027 academic year unless all tuition payments and other school-related balances for the 2025-2026 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. In addition, report cards may be

held until the resolution of tuition matters is satisfied. In circumstances where tuition matters are not resolved, it is possible that a student may not participate in certain extracurricular activities. 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. 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.

HEALTH

Faculty/Staff will communicate with the school nurse when sending students to the Health Suite (infirmary pass, email, phone call). **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 parent/guardian of the illness and obtain the necessary permission for the student to leave school. 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 or emergency care is required, the student or a staff member should immediately contact 911 and then contact the Health Suite.**

Health Forms

An updated Immunization form and Physical Examination form are required annually for all Maryvale students. Physical forms may be downloaded from the Maryvale website or your Magnus Health account. No student may attend classes, tryouts, rehearsals, or practices until forms have been received and reviewed by the school nurse.

Magnus-Electronic Medical Records

For the **2025-2026** school year, we will continue to manage student medical records via Magnus Health, a web-based system with continuous access to your daughter's health record as well as the ability to make updates when needed.

Families have access to their Magnus Health account through the onCampus parent portal by navigating to the Resource Board and accessing the button titled "Magnus Health Portal". **We ask that you enter the health information required within your Magnus Health SMR account for each child attending Maryvale no later than August 1, 2025.** Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school. You will receive automatic email reminders, directly from Magnus, if there are outstanding items in your account. Please reserve 20-30 minutes per child, depending on circumstances. **An annual physical with your pediatrician or medical provider is required each year.** With the Magnus platform, you may schedule your daughter's annual exam anytime during the calendar year to be synchronous with your insurance coverage. Physicals are no longer required to be submitted over the summer, but must be submitted 12 months from the previous exam. You will receive emails from Magnus as your due date approaches to remind you to schedule the exam. ***Please be advised that if your daughter's physical expires during a sports season, she will no longer be able to participate until an updated physical is entered into Magnus and approved.** *For this reason, if able, you may want to adjust scheduling so that the physical is done over the summer. This allows one physical to cover the entire school year and all three sports seasons. This is not required, but an option.*

Forms should be loaded directly to the Magnus account. Please do not fax or email forms to the nurse. Paper forms should not be sent to school. Please retain all original forms for your records.

Magnus Requirements: (to be updated annually by parent/guardian)

- Conditional Questions
- Vital Health Record
- Physical Exam
- Athletic Travel Permission
- Athletic Responsibility Acknowledgement
- Concussion Information

Returning Students need to upload a new physical by their next action date, which is based on 12 months from their last physical date (noted in the Magnus profile).

New Students who have a physical prior to September 1, 2025, may upload that one. If they are not scheduled for a new annual physical until after school begins, you must upload a copy of their most current physical until they get their new one.

Immunization Form

The Maryvale Immunization Form, Maryland Immunization Certificate Form (MDMH896), or an alternative medical record form from your child's medical provider must be up to date and uploaded to your Magnus account by August 1, 2025. The State of Maryland requires an up-to-date record on file for a student to attend school. Maryvale does not accept religious exemptions for COMAR-required Immunizations for students. Any medical exemptions must be signed only by a licensed physician.

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 rescue medication as described below. No medication will be administered without the proper written consent of a parent/guardian and the order of a 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 of the last day of 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 a parent or guardian and physician. 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.

Diabetes School Orders and Seizure Care Plans, when applicable, must be updated yearly and submitted to Magnus for review by the school nurse. Additional emergency supplies as ordered, including insulin, glucagon, and fast-acting carbohydrate snacks are required to be kept in the Health Suite.

Over-the-Counter Medication Form

Gives permission from the parent/guardian, with approval of Maryvale's Medical Director for the school nurse to administer over-the-counter (OTC) medication that will be available for occasional symptoms. Consent is given online through your Magnus account.

Prescription Medication Form

(If applicable) Prescription medication, including EpiPens, Antibiotics and Inhalers, that may be needed during the school day must be accompanied by a written and signed order from the prescribing physician. If your student is to carry an inhaler or EpiPen, the prescription must indicate that the student "self carries" the medication. It is strongly recommended that a backup/extra inhaler or EpiPen be kept in the Health Suite for emergency use. The order is to be uploaded to your Magus account. The medication must be in the original container (if requested, your pharmacist can provide a labeled container for school use). Please do not send medication to school in zip lock baggies. To avoid an unexpected medication reaction, please administer the first dose of the new prescription or over the counter (OTC) medication at home, except for "as needed" emergency medications.

- Allergy Action Plan – (If applicable)
- Asthma Action Plan – (If applicable)
- Diabetes Action Plan – (If applicable)
- Seizure Action Plan – (If applicable)
- PNES (Psychogenic Non-Epileptic Seizure) Plan – (If applicable)

Questions or Problems?

If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy cover sheets and forms, or if you have any other questions, please contact customer support at Magnus Health SMR by phone at (877) 461-6831 or by email at service@magnushealthportal.com.

Health Concerns

Concussions

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

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.

If necessary, parents and guardians are encouraged to reach out to the food services director for clarification of menu ingredients.

Health Care Protocols

Communicable Disease

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the student's county Health Department. All reports are confidential. Reportable diseases include the following:

Measles-regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps Virus Infection	AIDS and all other serious infections
Adverse reactions to Pertussis Vaccine	Animal bites/Rabies
Lyme Disease	Chicken Pox (Varicella)
Influenza	COVID-19

COVID-19

If your daughter has signs or symptoms of COVID-19 please keep her home, contact your physician and have her tested.

- COVID vaccinations for students are not required. However, Maryvale strongly encourages COVID vaccinations to reduce the potential for serious illness and hospitalization. If vaccinated, please email a copy of the card to the nurse to be added to your child's immunization records.
- Please inform the school nurse if your child is diagnosed with COVID-19, for tracking purposes.
- Maryvale will continue to follow CDC recommendations for COVID policies.

Fever

If your child is sent home with a fever of 100 degrees or above, or a fever develops at home, she will not be permitted to return to school until she has been fever-free for at least 24 hours without the aid of fever-reducing medication.

Influenza/ 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 are suspected and may return only after receiving the appropriate treatment. Maryvale follows a "nit free" policy.

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 from the last episode.

Pink Eye

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.

Chicken Pox

Students who have chicken pox are excluded from school until all lesions are scabbed over.

Rash of Unknown Origin

If your child is sent home with a rash of unknown origin, or develops one before coming to school, she must be evaluated by a physician before returning to school. A Physician's 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, exudate 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.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in the school office.

Energy Drinks

Energy drinks, specifically Celsius, are becoming increasingly popular without full knowledge of how they really affect the body. In the past, the NCAA has decided to ban the popular energy drink Celsius after conducting a study that revealed drinking one bottle is equal to having up to five cups of coffee. Their study proved that Celsius drinks have stimulants: ginseng, guarana, L-carnitine, and taurine. All of these ingredients are also officially banned by the National Olympic Committee and the World Anti-Doping Agency (WADA). **All energy drinks are banned from consumption at Maryvale.** Students that are found to have energy drinks will have them confiscated immediately.

GENERAL INFORMATION

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. **Access cards are used for building access only.**

Library

Maryvale Preparatory School's library is open from 7:45 a.m. – 3:30 p.m. Monday through Friday. 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 formats.

The library also has an extensive collection of subscription databases students can use on campus or from home. All the library's holdings can be accessed via the library onCampus page. The library has a curriculum-based collection that is continually growing and updated.

Students are encouraged to use the library's print and eBook collection and subscription databases for school assignments and research projects and seek the librarian for assistance. 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 Shop at Maryvale (Maryvale's School Store)

The Shop at Maryvale 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.

The store accepts payments by cash, check (payable to Maryvale Preparatory School), credit card, and certain e-pay methods. There is also an online store. The return policy is posted in the store and sales items are all final sales.

Lockers

Students are required to have a school-issued lock by the first day of classes if their locker is not in the Upper School locker room or Freshman hallway. Locks are purchased from The Shop at Maryvale. Unless permission is obtained from the Dean of Students, students are required to maintain the same locker/lock throughout the school year. **Students are required to keep lockers locked at all times.** Any damaged lockers must be reported immediately. **Lockers are school property and may, with probable cause, be inspected at any time.** Cars are not to be used as substitute lockers. Students are required to use magnets both inside and outside lockers to adhere anything to lockers. **TAPE IS PROHIBITED.**

Lost and Found

Lost and Found articles should be turned in to the office of the Dean of Students or the Reception Office. Articles may be claimed from the Lost and Found in Rodriguez or in 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 Communications and Marketing. These items include (but are not limited to) apparel, jewelry, stationary, ornaments, plaques, cups, decals, or any other miscellaneous items.

Office Hours

The School Office is open from 7:30 a.m. - 3:45 p.m. with the exception of Saturdays, Sundays, holidays, and special schedules.

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 be sent every Wednesday. This important communication is the source of all school news, events, and opportunities.

The division heads typically communicate electronically with parents regularly. At the beginning of each month, Upper School and Middle School Memos are sent to families about the month ahead. The President reaches out periodically to the Maryvale community.

Additional publications, including “The Messenger” are sent to Maryvale families. 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. A notice will also be placed on the website and on our social media platforms.

Maryvale has an extensive social media presence on Facebook, Instagram, LinkedIn, TikTok, and YouTube.

Parent Organizations

Maryvale encourages the active involvement of parents, guardians, and grandparents through participation in four important organizations: The Maryvale Parents Association, Sports Boosters, Parents and Alumnae for Inclusive Community, and Friends of the Arts. Each organization exists to offer fellowship and community, 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 achievements, promoting and publicizing the school, and for educational purposes. This may include using photographs, videos, and images of students and employees on the school's website, social media, in the Messenger, newsletters, promotional brochures, and other places for official school business. When featured on social media or the website, a student is identified by their first name, first initial of last name, and graduation year. If a student is honored through an outside agency, like the local media, they will use a student's full name. Maryvale wants to share these accomplishments by posting those stories, which means their last name would be

published.

If you do not wish to have your daughter's picture or name used by Maryvale, please give written notice to our Communications Department via email, socialmedia@maryvale.com.

Dining Services

Culinart will provide options for students, faculty, and staff.

Teacher Appointments

Maryvale teachers consider it a priority to be available for 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

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

Considering our concern for student safety, Maryvale Preparatory School allows students to possess cell phones subject to the following rules and regulations:

Upper School Students

- Upper School students are permitted to have cell phones in their book bag or their locker. Cell phones should remain on silent and away for the duration of the school day.
- Cell phones should not be used during class without permission.
- Upper School students can use cell phones, when appropriate, to aid in their learning and after receiving permission. All students should refrain from being on their phones when walking around campus.
- Study halls are meant for studying. Students should not be on social media during the academic 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.
- When a cell phone is used inappropriately the student will be required to relinquish her cell phone. The student will receive an automatic detention.

Middle School Students

- Middle School students are required to leave cell phones in their locker for the entirety of the school day (7:50 am - 3:05 pm)
 - 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.
 - The use of a cell phone will result in disciplinary action.
 - It is each student's responsibility to ensure that cell phones are silenced and kept in the locker during the school day.
 - It is each student's responsibility to secure their phone inside their locker with a school issued lock.
- Students may not use camera phones, iPad, or laptop cameras during the school day unless given permission and under the direct supervision of a faculty member.
- If a student requires the use of their cell phone for special circumstances, permission and guidelines will be granted by the School Counselor or the Middle School Head.

Apple Watch

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

Uniform Company

For information regarding a new Maryvale uniform, please contact FLYNN O'HARA School Uniform Company at www.flynnohara.com and type "MD079" under the school code. FLYNN O'HARA Uniform Store may be visited at NORTH PLAZA SHOPPING CENTER 8868 Walther Blvd. Baltimore, MD 21234. Please call for store hours before visiting, 410-828-4709.

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 students with a college preparatory curriculum designed to meet the needs of motivated and eager college-bound students. Students are expected to participate in their educational program with integrity and observe the Honor Code in all aspects of their work.

Maryvale Preparatory School is committed to providing a substantive instructional program that

prepares young women for life. To develop the intellectual agility and confidence they need to learn, lead, and succeed in our ever-changing world. Our initiatives to achieve this goal are to:

- Provide students with an individualized course schedule tailored to their goals, interests, and learning style;
- Empower students to be confident leaders through engaging courses in the Mitchell Leadership Institute offered at every grade level;
- Create a learning environment that promotes creativity and growth while encouraging students to push themselves and thrive at their own pace; and
- Extend opportunities beyond the classroom through immersive learning experiences so students gain hands-on insight and a more profound sense of purpose.

The St. Julie Billiart Program

The St. Julie Billiart Program supports students with language-based differences to acquire the skills necessary to achieve success within our College Preparatory, Accelerated, Honors, and Advanced Placement curriculum. The director of the program and a team of learning specialists provide ongoing support to participating students *who are enrolled in this fee-based program*. The SJB Program is a 2:1 student-to-teacher ratio. For more information, contact the Directors of Learning Support.

The Ford Program

The Ford Program helps students navigate their coursework while strengthening their organization, time management, and study skills. Through direct instruction, students gain critical tools to support academic success in high school as well as college.

The Ford Program enrolls students in a 5:1 student-to-teacher ratio in order to provide individualized attention. Students need documentation of ADHD, math, and/or executive function challenges in order to be considered for this fee-based class. For more information, contact the Directors of Learning Support.

Maryvale Advisory Program

The purpose of Maryvale's Advisory Program is to:

1. Build an intentional and supportive group for students to grow throughout their years at Maryvale.
2. Provide opportunities for social-emotional learning and personal development, grounded in the Hallmarks and aligned with grade-level retreat themes.
3. Encourage a sense of belonging and connection.
4. Ensure structured opportunities for academic and organizational guidance to support student success.

Middle School Advisory

The Middle School Advisory Program provides dedicated time to support students beyond the academic classroom. The goals of the Advisory period are:

1. **Connection & Support** – Each student is paired with an advisor who serves as a consistent, caring adult advocate throughout the school year. Advisors check in regularly, help students navigate challenges, and celebrate their growth—academically, socially, and emotionally.
2. **Skills and Knowledge for Life** – Through engaging, age-appropriate lessons, students explore social-emotional learning (SEL), executive functioning (EF) skills like organization

and time management, and cultural competency topics that help them understand themselves and others in a diverse world.

3. **Community Building** – Advisory creates a space for students to strengthen relationships with peers, build empathy and teamwork, and develop a sense of belonging within the Maryvale community through group discussions, games, service projects, and reflection activities.

This program is designed to nurture the whole child—supporting their personal development, building resilience, and preparing them to thrive both in and out of the classroom.

Upper School Advisory

The Maryvale Upper School Advisory Program promotes holistic student development and positive engagement through social-emotional learning and community building. It also fosters strong employee-student relationships and encourages increased self-advocacy by providing dedicated time for academic review and support for executive functioning skills. Additionally, advisory groups offer students opportunities to build connections and develop relationships beyond their typical classes, with an emphasis on diversifying and deepening peer interactions. Participation in Advisory is a required and valuable component of Maryvale’s program. Its ultimate goal is to deepen students' skills, relationships and personal development through aligned lessons and experiences that reinforce the values, philosophy, and mission of our school community. Advisory provides all students with meaningful opportunities to grow academically, socially, and emotionally.

The Advisory/Resource period follows a Monday/Wednesday/Friday (M/W/F) and Tuesday/Thursday (T/R) schedule. Students are required to check in daily with their advisor for attendance and accountability.

- **M/W/F** - Students are encouraged to use this time for academic support, completing assignments, or participating in school clubs and organizations.
- **T/R** - Students are expected to be present in their advisory class for advisor-led lessons and activities.

The Advisory Program and period is also an integral part of student life as it provides dedicated time to expose students to a variety of learning, growth, and social opportunities including diversity, cultural, and heritage lessons, health and well-being education, life skills, and community traditions like Pep Rally, Big/Little Bonding activities, and Candy Cane Social.

Study Periods and Unscheduled Class Periods

Most students in grades 9-12 are assigned to free 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, and projects.

Academic Probation

Academic probation will be issued at the end of each quarter to students who earn below 70 percent for the quarter. 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 their academic standing. The academic improvement plan 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 plan 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.

Students will remain on probation for at least two weeks. If successful progress is shown at that time students will be removed from probation. If not, students will remain on probation. It is possible for students to be removed from probation and then return if their grades do not maintain above a 70 percent at the end of the quarter.

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.

Maryvale reserves the right to determine that any student should not continue at Maryvale, even where an academic plan 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 a grade of 64 percent or below in any subject required for graduation as a final grade, she must make up the credit. The grade will stay the same on the transcript as the class will be for credit recovery. There will be an additional class on the transcript to show

that the student has gained credit for the class.

If a student receives a grade of 69 percent or below in math or world language as a final grade, she may be required to demonstrate successful remediation in that subject through tutoring or summer school.

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

If a senior has one failing grade (64 percent or below) for the final grade in any course, she may participate in graduation exercises, but she does not receive her diploma until she has successfully completed the required credit recovery.

If a senior has two or more failing grades (64 percent or below) for a final grade, she may not participate in graduation ceremonies. A diploma will only be issued upon successfully completing the required credit recovery.

Summer Academy for Upper School

Summer Academy offers courses over the summer months to students enrolled in Maryvale's Upper School for the following academic year. Approval from an administrator and/or division head is required prior to enrolling into any Summer Academy course. Students who wish to participate in a Summer Academy course must have at least a 3.0 GPA and take the course for initial credit.

Any grade earned in a Summer Academy course will be reflected on the report cards and transcript of the following academic year.

All Summer Academy courses are subject to minimum enrollments. All Summer Academy costs are at the expense of the individual family.

Homework Policy

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

Late Work Policy

If a student does not submit an assignment, below is the late work policy.

1 school day late = 10 percent reduction

2 school days day = 20 percent reduction

3 or more school days = 50 percent reduction

Exceptions may be made for large assignments carrying significant weight towards the quarter grade.

Student Official Notes

Faculty members will send official notes through onCampus. If a student has a 72 percent or below at any time during the quarter, faculty, at their discretion, will send an official note. 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.

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 unless they are enrolled in an Upper School course.

WEIGHTED GRADING SCALE					
LETTER GRADE	NUMERICAL EQUIVALENT	COLLEGE PREP	ACCELERATED	HONORS	Advanced Placement
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	64>	0.00	0.00	0.00	0.00

Exams/Assessments

Upper School examinations are for all Upper School students (grades 9-12). Mid-term and final examinations, valued at 20 percent of the semester grade, are given in most subjects. Makeup examinations are given only upon the receipt of a doctor's **written excuse** for absence or parent contact with the Upper School Division Head. **A student will not be admitted if she is late for an exam. If a student arrives late, she must report to the division head.**

Semester One exams/assessment will be 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.

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. Makeup 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 on the last day of classes prior to semester assessments 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. Students must be juniors or seniors. The selection process and induction ceremony takes 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 3.90 (weighted) through the first semester of their junior year and seniors must have a 3.90 (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 Honor Code Violations or major infractions of school or community rules (including attendance policies).

Students who meet the scholarship and character requirements are notified of their selection in the spring of each year. Once inducted into the National Honor Society, students must maintain their membership by upholding the Honor Code and avoiding any major infractions. If this is an issue membership could be revoked. Students who are members are also required to complete service hours. It is expected that all Maryvale students serve 80 hours. Members of the NHS should serve above and beyond with general hours and also complete Maryvale service hours.

*The requirements and process to be considered for admission are going to change for the class of 2029 and beyond.

The National Junior Honor Society

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

- **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 in 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 intelligent involvement when participating in Maryvale and community activities.

Students will be invited to apply for membership once their eligibility is determined by 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 specifically in French/Spanish courses.

For initial consideration, candidates must meet or exceed the following requirements:

- Be in the second semester of Level III in that language or higher.
- Earn at least a 90 percent in Honors level French/Spanish classes for each of the three semesters prior to selection, as well as the semester of selection.
- Earn at least a 91.5 percent in Accelerated level French/Spanish classes for each of the three semesters prior to selection, as well as the semester of selection.
- Earn at least a 93 percent in College Preparatory level French/Spanish classes for each of the three semesters prior to selection, as well as the semester of selection.
- Consistently use the target language for communication and must demonstrate consistent enthusiasm for the target language and culture.
- Commit to studying the language the following school year.

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.

Inducted members are expected to do the following:

- Attend regular meetings of the World Language Honor Societies.
- Perform a minimum of six hours of language-related community service each academic year.
- Consistently use the target language for communication and must demonstrate consistent enthusiasm for the target language and culture.
- Commit to studying the language the following school year. Students will no longer be considered active members if they choose not to continue studying the language.

The National English Honor Society

Membership consideration to Maryvale Preparatory School's chapter of the National English Honor Society occurs by earning a 93 percent or greater in Honors English or a 90 percent or greater in AP English for the most recent three semesters. Students who meet the grade requirements are notified and invited to apply for NEHS membership by submitting an essay that responds to a prompt.

The National Math Honor Society

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society. Mu Alpha Theta is dedicated to inspiring a 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 at least a 93

percent for all college preparatory level math courses, a 90 percent for all accelerated math courses, an 87 percent in all honors math courses, and an 85 percent 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 and accumulate 16 thespian points. Points are given for participation in full length Maryvale productions (Cast, crew, or leadership role), performance workshops, leadership in ITS, and attendance at the Maryland Thespian Festival (*see Performing Arts Handbook for specifics*).

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 percent or higher in all art courses to graduate with this honor.

Science National Honor Society

Science National Honor Society is an academic honor society that serves to recognize students who have demonstrated excellence in the sciences. As an organization, SNHS focuses on encouraging participation in scientific thought, advancing student knowledge of classical and modern scientific ideas, as well as aiding the community in scientific comprehension through outreach and community service.

To be accepted for membership, students must meet the following criteria:

- Be enrolled in their junior or senior year or be enrolled in their sophomore year with the recommendation of the Science Department Chair.
- Have a 3.9 weighted GPA across all science courses within the previous two years.
- Have a 3.5 weighted GPA overall for high school.
- Be enrolled in or have completed at least one Honors or AP level science course prior to their senior year.
- Submit the application by the specified deadline for that school year.

Inducted members to SNHS are expected to do the following:

- Maintain the minimum weighted GPA values used to determine membership eligibility.
- Maintain enrollment in Honors or AP level science courses.
- Attend a minimum of four annual SNHS member meetings.

- Attend at least one officer's lecture annually.
- Perform a minimum of two hours of science-related community service each academic semester.
- Must participate in one or more of the chapter's annual projects.

Tri-M Music Honor Society

The Tri-M Music Honor Society is designed to recognize junior and senior students for their academic and musical achievements and to provide leadership and service opportunities to young musicians throughout their time in Upper School.

Requirements for entry focus on musical excellence as well as academics. Students must maintain a 3.0 weighted GPA overall for high school and must be enrolled in a musical ensemble (choir) throughout the year. Students must be enrolled in the ensemble senior year to receive graduation cords.

Academic Awards

Academic awards are presented to seniors during Baccalaureate Mass. Eighth grade students will receive their academic awards at the Eighth Grade Celebration. Academic awards are presented to students in grades 6, 7, 9, 10, and 11 at their respective division's Academic Awards Assembly in May.

ACADEMIC REQUIREMENTS FOR UPPER SCHOOL

Graduation Policies and Procedures

During her four years, a student must earn a minimum of 26 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 the Upper School Head. The minimum requirements for graduation are listed below:

- Servant Leadership: 80 hours for Graduation
- Electives: 4 credits – 6.5 credits
- English: 4 credits
- Fine & Performing Arts: 1 credit (.5 Visual and .5 Performing)
- Mathematics: 4 credits
- Physical Education: 1/2 credit
- Science: 3 credits
- Social Studies: 3.5 credits
- Theology: 3.5 credits
- Wellness: 1/2 credit
- World Languages: 3 credits (up to Level III)

Sr. Dorothy Stang Servant Leadership (Community Service)

As a learning community founded on the Hallmarks of the Sisters of Notre Dame de Namur, we commit ourselves to community service. For the 2025-2026 school year, Maryvale's Service Program will continue to be focused on direct faith-based service or work with the marginalized among us. An 80-hour commitment to service work is required for graduation for all students. Hours earned through the Leadership Certificate program or the Ambassador Program cannot be applied to this total.

Some hours may be completed as part of the school calendar (i.e. school-wide service days, Catholic Social Teaching classwork requirement, or team or club-sponsored service). The remaining hours should be completed on your own over the course of your high school career. If you need help or suggestions, the Service Coordinator can provide more information. Any service performed during the summer may be applied to the upcoming school year. All hours are tracked through x2VOL. New students will receive access to the program in September.

Dropping/Adding a Course

Course registration for the following school year takes place in the spring. Students will fill out a course registration form under the direction of their academic advisor. Courses may be dropped or added in the first three cycles of the first semester. Courses may be dropped or added in the first cycle of the second semester. If contemplating a course change, students should meet with their academic advisor to determine overall impact to their schedule if a change is to be made. If the student deems the change necessary, they must obtain written permission from a parent/guardian to their academic advisor requesting the course change. Students are also required to properly communicate with the instructors being impacted by the changes. All course changes require final approval from the appropriate division head.

Advanced Placement (AP)

These courses allow students to pursue the study of selected subjects at 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 from the administrator**.

SCHOOL COUNSELING

Mental Health and Counseling Support

Mental health and counseling services are available to all students. The Maryvale School Counseling Department provides targeted support through solution-focused counseling, resource referrals, psychoeducation, social-emotional teaching, and peer mediation. We work closely with students to help them navigate emotions, build resilience, manage stress, strengthen social connections, and address challenges that commonly arise during adolescence.

Students and families are encouraged—and expected—to engage with School Counseling services through participation in the Advisory Program, attendance at mental health and wellness events, and proactive outreach to school counselors as needed. Students may stop by the Counseling Offices or schedule a meeting via school email. Parents, families, and school employees are also welcome to refer students for support. We deeply value our partnership with families. Open communication with a student's counselor plays a vital role in promoting their success.

School counselors can offer a wide range of support, referrals, and resources to address both individual student concerns and broader family needs.

Mental Health and Safety Concerns

In some cases, students may require support beyond the scope of school-based counseling. If a student is experiencing a mental health crisis or a level of distress that cannot be adequately addressed at school, the counselor may refer the student to an outside therapist, counseling program, or treatment center.

If there are concerns about a student's immediate safety or well-being, the school may require a medical or psychological evaluation prior to the student's return. Depending on the situation, the student may be directed to seek care through a private provider, emergency department, or psychiatric walk-in clinic. Written documentation of the evaluation and any recommended interventions must be submitted to the school counselor to support a safe and effective transition back to school.

Extended Absences and Hospitalization

When a student is admitted for medical or psychological treatment, families must submit documentation from the treating facility. As always, the student's health and well-being is the top priority but if treatment is expected to last longer than two weeks, a meeting should be scheduled with the school counselor and relevant staff to discuss available academic accommodations or modifications, and to assess the impact of extended absences on the student's learning. Additional recommendations and options may be presented or suggested at this time.

Before returning to campus, the student and their parents/guardians must participate in a re-entry meeting with the school counselor and appropriate administrators. This meeting ensures a thoughtful reintegration plan tailored to the student's readiness and needs. Our goal is to meet students where they are and provide the appropriate level of support, including adjusted schedules or modified workloads, until they are fully ready to resume their previous academic responsibilities.

Students Requiring Academic Support Related to a Learning Difference

In order to seek accommodation for the educational needs of a student with a **documented** learning difference or a neuropsychological condition, 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 assessments and/or diagnoses acceptable to College Board or other national standardized testing services and must be updated every four-five 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 reasonable accommodations that staff, space, and technology can provide.

Students seeking other reasonable accommodations for a disability when related to an injury or short-term need should contact the Directors of Learning Support.

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

Responsible Use Policy

Maryvale is pleased to offer students access to the advantages that the school's internet and various network accounts provide, including email through Microsoft 365, Google, and onCampus. With a network account, users may store and retrieve school files, and share documents by way of the network file servers. Network account holders should be aware that network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that communications or files stored on the school network will be private.

While the school network provides access to the information resources available from internal and global networks, such access is a privilege and is provided for educational purposes only. Computer and network tools should be used responsibly, keeping in mind that all members of the school community must share these valuable resources. The internet is an exciting and interesting place to explore, and we want to teach students to use it in an ethical, responsible manner. Because of the nature of the internet, it is possible for users to access a wide variety of textual and graphical material, a portion of which is inappropriate for students. We believe that the best approach for dealing with information available through the school network consists of:

- directing students toward age-appropriate materials,
- providing age-appropriate supervision of students as they explore the internet,
- helping students develop sound judgment in using computer technology, and
- disciplining those students who break the rules set out in the Maryvale Responsible Use Policy.

This policy covers the use of technology equipment and the network accounts that may be used by students to access on- and off-campus resources.

Rules and Responsibilities for Students

- Students are responsible for good behavior on the school network just as they are in the classroom. General school rules for behavior apply, including adherence to the Honor Code.
- Use of personal or Maryvale computer equipment and the network should adhere to the education mission of Maryvale.
- In accordance with the school's harassment policy, inappropriate use of computer equipment and the school network is prohibited. This includes, but is not limited to:
 - Any action that causes or has the potential to harm or offend others:
 - Sending or displaying offensive messages or pictures
 - Using obscene language

- Harassing, insulting, or attacking others
- Any action that causes or has the potential to harm the school network or network users:
 - Utilization of another user's network account.
 - Damaging computers or computer networks, including the uploading or creation of viruses or malware, or downloading unauthorized files
 - Harming or destroying the data of another user
 - Intentionally wasting resources, including the creation, and sharing of files for non-academic purposes resulting in monopolizing the school's internet connection
 - Activities deemed to be a security risk to the network, including obtaining unauthorized access to network directories and files
- Any action that constitutes illegal or unethical use of the school network:
 - Violating copyright laws
 - Employing the network for commercial purposes
 - Inappropriate posting of personal information

Artificial Intelligence (AI) Policy

As Artificial Intelligence (AI) becomes more prevalent in the technology tools we use daily, it's crucial for students to understand how Academic Integrity plays a role when using them. This policy outlines Maryvale's guidelines to ensure that students use generative AI, Machine Learning systems, and AI tools including, but not limited to, Large Language Models (LLM) such as ChatGPT, Google Bard, Microsoft Copilot, DALL-E, and similar tools, and technology, even those that may not yet exist, safely, responsibly, and ethically.

NOTE: Each service has its own Terms of Service and Privacy Policy, which may have an age restriction as well as how the data submitted might be used for future development. Each service used must therefore be vetted and approved by the Technology Department before students are allowed to use it.

Guidelines for the use of AI tools:

- The use of any AI technology must comply with Maryvale's Honor Code in the handbooks and other policies contained in the Acceptable Use Policy, and parameters established by teachers for a given course or assignment.
- Submitting work that utilizes or benefits from technology that is unauthorized or not cited is considered a violation of the honor code.
- Students are expected to develop their own understanding of each subject matter and demonstrate their mastery of it in their own voice. Using AI tools should be for reference and idea development or feedback purposes, not as a replacement for their original ideas or thinking.
- Students are expected to acknowledge if AI tools were used in any way to assist in their work including artwork and video. Acknowledgment should include details on how they used the AI tool(s) as well as informing the audience that they are viewing AI-generated work, not their own creation. Students should follow MLA or APA citation style.

- When using AI tools, students should consider the datasets that were used for training the AI. Datasets may contain biases and misinformation that may lead to the generation of biased and/or problematic content.
- As with any informational resource, students should always verify the information obtained while using AI tools for validity, accuracy and truthfulness.

Violation of the Maryvale Responsible Use Policy or AI Policy will result in a loss of access and may result in other disciplinary action.

SCHOOL REGULATIONS

Maryvale seeks to instill in each student self-respect, self-discipline, integrity, and responsibility. **Enrollment in the school implies 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 require 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.

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. 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. Students earn respect for themselves and their academic work through academic integrity and ethical conduct.

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 exam/assignment.

NOTE: Every student is required to write and sign her name to this Pledge on each assignment.

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:

- Students supplying unauthorized information to any student(s) are equally responsible for violating the Honor Code.
- **Plagiarizing:** The act of stealing and passing off as one's own work, ideas, or words of another, or presenting as one's own 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.
 - Copying or using the work of a classmate or graduate on any piece of work. Copying or receiving help on any assignment specified as an individual project.
 - 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.
 - Homework assignments should always be one's own work. An exception would be teacher approval for collaborative work.
- Discussing the content or format of a quiz, assessment, test, or exam with a classmate who has not completed the given examination.
- 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, the use of "cheat sheets," or writing on shoes, wearing apparel, body, or in any other way.
- **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.
- 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.
- Using Monarch, Spark, or other "notes," videos, online translators, test generators, or study guides **instead of** reading or doing the work assigned.
- 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.

- Leaving the room during an assessment unless it is 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.
 - 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.
 - **Usage of AI and Large Language Models** (ChatGPT, Bard, LLaMa, etc.) as a replacement for a student's own work is against the honor code. There might be situations where teachers specifically allow the use of AI tools.
 - Unless such permission has been given, students should not turn in work written by an AI system without proper citations.
-

Consequences of Honor Code Violations

- In cases of violation of the Honor Code, the student will receive half credit or a zero on the assessment involved.
 - At the discretion of the administrator and teacher, 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 and/or administrator.
-

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.

ATTENDANCE

According to the National Center for Education Statistics, consistent attendance is one of the strongest indicators of academic success. When students are present, they participate more actively in lessons, engage in class discussions, and build meaningful relationships with teachers and peers. Regular attendance fosters academic progress, promotes personal responsibility, and

contributes to long-term success. At Maryvale, all students and their parents/guardians are expected to prioritize consistent and timely attendance. Every student is required to be present and on time for each scheduled class.

Arrivals and Departures

- **Middle School:** The academic day runs from **7:50 a.m. to 3:05 p.m.**
- **Upper School:** The academic day runs from **8:15 a.m. to 3:15 p.m.**

Once on campus, students are expected to remain for the entire school day.

Drop-Off and Parking:

- Morning drop-off is via the **circle driveway** between the athletic fields and the Rodriguez Center or in the designated lane in front of **Maguire Hall**.
 - There is no parking in carpool lanes. Parents and student drivers should park in designated spaces in the parking lots.
 - **Student drivers** must park in designated student spaces.
-

Late Arrivals

- Students arriving after the first period begins must report to the **Reception Office in the Rodriguez Center** with their ID badge to obtain a **late pass**.
- Whether a lateness is **excused or unexcused** will be determined at that time.
- Acceptable documentation for an excused late arrival includes a **doctor's note** or a **parents'/guardians' note** citing an emergency.
- Students with unexcused lateness must serve a **Late Detention** equivalent to the length of their tardiness that day.

Important Notes:

- No student will be admitted to class without a late pass.
 - Upper School students without a first-period class are still expected on campus by the start of the academic day and must check in at the Reception Office.
 - Students who arrive late are responsible for all missed content and assignments.
-

Early Dismissals

- Early dismissals are granted only for **serious reasons**.
- Parents must complete the **online attendance form by noon** for same-day dismissal. If not completed, parents must sign the student out in person. Students who drive must have their **parent/guardian call the Reception Office** to confirm dismissal.
- All students must **sign out at the Reception Desk** before leaving campus.
- A student must be present for **at least 20 minutes** of a class to be considered present for that period.
- Students are responsible for making up any missed work due to early dismissal.

Note: Unauthorized departures from campus will result in **serious disciplinary action**, including possible suspension. These actions are considered a **breach of trust** and pose a **safety risk**.

Daily Attendance Guidelines

- To be considered present for the full day and eligible for extracurricular participation that day, students must arrive **by 11:00 a.m.** with appropriate documentation.
 - Students not present for the entire day may not participate in **extracurricular activities** that evening/afternoon, unless approved by the administration.
 - Passing time between classes is limited to **5 minutes**. Students should plan trips to their lockers, water stations, etc. accordingly.
 - Afternoon pick-up occurs at either the **Rodriguez Center entrance (circle driveway)** or in front of **Maguire Hall**.
-

Tardiness and Attendance Probation

- **Three unexcused tardies** in a quarter will result in a **communication home with parents/guardians**.
 - Attendance will be reviewed **quarterly**. Students with excessive tardiness or absences will be placed on **Attendance Probation**, and parents will be notified via email.
 - Continued issues may result in:
 - Loss of free periods,
 - Removal from extracurriculars,
 - Loss of privileges, or
 - Further disciplinary actions per the **Student Handbook**.
 - Repeated unexcused absences may:
 - Impact course completion and graduation eligibility or
 - Result in a report to the **Department of Education** for investigation of **chronic truancy**.
-

Absences

An absence is defined as any time a student is not in class or on campus. The administration determines whether absences are excused or unexcused.

Procedure

- On the day of an absence, a legal guardian must complete the online attendance form. **Phone calls alone are insufficient.**
 - A doctor's note is required for illnesses lasting three or more days.
 - The Reception Office will contact families of absent students daily who do not fill out the form online.
-

Types of Absences

Excused Absences

- Teachers are required to allow make-up work, including assessments, during a mutually agreed-upon timeframe.
- Students are encouraged to check onCampus or contact classmates for notes and assignments.
- If absent for more than three days, parents must contact the Division Head/Dean of Students to coordinate making up assignments with teachers.

Unexcused Absences/Truancy

- Examples include family vacations, non-school activities, or undocumented medical appointments.
- For students to be able to make up the missed work, students must reach out to teachers at least one week in advance. If the teachers are not notified by the students, the students may not be able to make up the work. Teachers need to set clear deadlines for all missed work in these situations. If those deadlines are not met, the students may receive a zero for work missed.
- Truancy (the action of staying away from school without good reason; absenteeism) will result in a disciplinary meeting with the Division Head and parent/guardian notification.
- In some cases, make-up work may be approved by the administration, with specific deadlines communicated to teachers. This would only occur if the Division Head or Dean of Student is made aware prior to the absence.

Foreseeable Absences

- Include scheduled hospitalizations, medical procedures, and approved family events.
- Parents must notify the Division Head or Dean of Students in writing at least one week in advance for approval.
- Students are responsible for all missed work. Deadlines will be specific.

Excessive Absences

- Missing 10 or more classes (excused or unexcused) may jeopardize a student's ability to pass a course.
- Parents/ guardians must consult with the administration to create a plan for making up work.
- Upon return, students must provide a doctor's note for extended medical absences.

Attendance Codes

Teacher-Entered Codes

- **Attended Class** – present in person
- **Attended Class Virtually** – present via Zoom (with prior approval and rare)
- **Absent** – not in class; teacher must update if student arrives late
- **Skipped** – on campus but not in the correct class
- **Not in Class** – elsewhere on campus (note required, e.g., "Nurse" or "Testing Center")
- **Late to Class** – late arrival without a valid reason or late pass (not used if coming from the nurse)

Attendance Coordinator-Entered Codes

- **Testing** – taking a test in the testing center or elsewhere on campus (PSATs)
- **Absent Excused** – absence with approved documentation
- **Absent Unexcused** – absence without documentation or due to non-school-related reasons
- **Tardy Excused** – late arrival with documentation
- **Tardy Unexcused** – late without documentation
- **Approved College Visit** – with prior approval form on file

- **Field Trip / Retreat / Sports Dismissal** – school-sponsored event; noted with times
- **Early Dismissal / Nurse Dismissal** – approved departure due to illness or a serious reason
- **Senior Privilege** – seniors with approved privilege in the spring
- **Off-Campus Learning** – extended absence with administrative approval

Automobiles

- Students who drive to school are required to register their cars and obtain a parking pass that must be visibly displayed. Students must obey speed limits and traffic patterns.
- Student parking is allowed only in the Student Lot. Parking is also reserved for faculty and staff in the Employee Lot.
- **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 or in front of Maguire Hall. Late arrivals 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 the student 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 handicapped 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 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 MARY CIRCLE IS CLOSED TO CARS FROM 8:30 A.M. TO 3:00 P.M.**

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 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 well-being 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, 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 or that the student has engaged in other violations of school rules, 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 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 and the nose, no student may have any pierced body parts visible/evident. The wearing of jewelry in the tongue is prohibited. Tattoos, removable or non-removable, may not be visible. Hair must be a 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 Flynn and O'Hara. 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 gray, black, or white tennis shoe or brown/tan boat shoe. Gray, black, or white 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 gray flat front pant with buttons and/or zippers. These can be purchased through Flynn and O'Hara, 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. 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 badge every day.

Uniform Options

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 gray, white, red, or black sweatshirts. Many of the approved sweatshirts are available in the Maryvale School Store, *The Shop at Maryvale*. Any exceptions will be announced by the administration.

Clothing must be always worn properly during the school day.

Plain white socks are the only acceptable white uniform socks. Logos are fine.

Black tights, in good condition, may be worn in place of white 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 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 at 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.

Formal uniforms will be required on certain days. The formal uniform consists of the Maryvale blazer, the white polo, the Maryvale kilt or gray pants, white socks, and black, white, or gray tennis shoes or brown boat shoes. Black tights or leggings are optional. Sweatshirts are not an option on these days and blazers are to be worn all day.

For the 2025-2026 school year the following days require formal uniforms:

September 19, October 16, October 30, November 3, November 25, December 5, December 9, January 30, February 18, April 1, April 24 and May 1.

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 Shop at Maryvale*.**

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, any strapless garment, garments with spaghetti straps, or 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

Maryvale is committed to fostering **responsibility, self-direction, and self-discipline** in every student. Students are expected to uphold values of **integrity, respect for self and others**, and good citizenship. We rely on the **partnership between families and school** to maintain these high standards.

When students fall short of these expectations, the following procedures will apply. Failure to comply with school regulations may result in the **loss of privileges, disciplinary action, or further consequences.**

Categories of Infractions

1. Minor Infractions

Handled by the Dean of Students or Middle School Head, depending on grade level.

Each of the following infractions results in one (1) demerit:

- Unexcused lateness to class or school
- Uniform violations
- Chewing gum (unless approved)
- Unsecured locker (no lock)
- Parking or driving rule violations
- Food/beverages in prohibited areas (except water)
- Coming to class unprepared (no books/materials)
- Overdue library materials
- Not wearing access card or name tag

Consequences:

- **3 demerits in a quarter = 1 detention**
 - **3 detentions in a semester = suspension and/or disciplinary probation and parent/student conference**
-

2. Major Infractions

Handled by the Dean of Students in collaboration with the Division Heads and Administrative Team.

Examples of Major Infractions include:

- Possession or use of drugs, alcohol, tobacco, vaporizers
- Being under the influence on or off campus
- Bringing someone under the influence to campus
- Misuse of prescription drugs
- Falsifying excuses, permissions, or records
- Destruction or vandalism of property
- Violation of Responsible Use Policy (including misuse of social media)
- Bullying, harassment, cyberbullying, retaliation
- Violations of Anti-Racism Policy
- Repeated or egregious rude or disruptive behavior
- Repeated school rule violations
- Leaving campus without permission
- Reckless driving on campus
- Unexcused absences/truancy
- Excessive tardiness
- Stealing
- Violence or threats of violence
- Cell phone use without permission during school hours
- Failure to appear for detention
- Use of AI to create false or harmful digital content

Usual Penalties for Major Infractions: *Subject to change depending on circumstances. Additional penalties may apply.*

Infraction	Usual Penalty	Notes
Excessive Tardiness to School	Parent/Guardian–Student–Administrator Conference	May result in removal from sports team or organization
Unexcused Absence / Truancy	Detention or Suspension	Requires meeting with Division Head
Smoking / Vaping	Possible Expulsion	Severity and circumstances considered
Rude / Disruptive Behavior Disrespect / Inappropriate Language	Immediate Detention	Additional disciplinary action for severe offenses
Theft / Vandalism Destruction or Defacement of Property	Detention, Suspension, or Expulsion	Consequences based on severity; determined by administration
Failure to Appear for Detention	Double Detention	—

Unauthorized Cell Phone Use	Automatic Detention	Phone will be confiscated for the remainder of the day
Other Major Infractions	Administrator Division Head Review	Penalties determined after review

Disciplinary Process for Major Infractions

1. Students are informed of the allegation and may respond.
2. The Dean of Students may consult with other administrators.
3. If a violation is confirmed:
 - Parents/guardians are informed in writing.
 - Penalty is communicated.
4. Before suspension, expulsion, or required withdrawal, a meeting with parents will be held.

Types of Penalties

A. Detention

- Notified through **onCampus**
- Lasts **one hour after school (unless issued for being tardy- see attendance)**
- Must be in uniform and follow all directions
- **Missed detention** = Double detention
 - **Student leaders/officers:**
 - 1st detention = step down for 1 month
 - 2nd detention in a semester = loss of office for the year

B. Disciplinary Probation

Initiated when:

- 3 detentions in one semester
- Repeated misconduct
- One major infraction

Conditions:

- Written notice to student and family
- Any additional violation may lead to **withdrawal or expulsion**
- Length and terms determined individually
- Considered a **serious status** with long-term consequences

C. Suspension

Issued after:

- **4 detentions** in one semester (excluding tardy-related)
- Serious behavior concerns

Process:

- Warning letter after 3rd detention
- Student and parents meet with administration
- Suspension types:
 - **In-School:** Isolated on campus (1–3 days); failing grades for missed work

- **Out-of-school:** Removed from all school activities; failing grades for missed work

D. Expulsion / Required Withdrawal

Occurs when:

- Serious misconduct impacts individuals or school community
- Student behavior shows an ongoing pattern of disruption

Philosophy:

- Emphasizes student's responsibility to contribute positively to the community
 - Final decision made with careful consideration by the administration
-

EXTRA-CURRICULARS

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. School clubs are formed each year by student interest. A complete listing is available on the website. Students interested in starting clubs should see the Dean of Students.

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 available in onCampus.

- 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.

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 the 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 when they may be administered in compliance with Maryland laws on the delegation of medication administration duties; 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 the physician's authorization for specific medications ***must*** be on file in Magnus before 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 EpiPen. 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).

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 Sister- Little Sister

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.

ATHLETICS

Athletic Philosophy

Athletics are a vital part of a Maryvale student's growth, reinforcing the school's academic and leadership mission. Our program promotes teamwork, perseverance, integrity, respect, and commitment. While performance levels vary, all athletes are expected to show effort, dedication, and sportsmanship.

Athletics at Maryvale are competitive, and while winning is a goal, equal importance is placed on character, sportsmanship, and respect for others.

Teams Offered

- Varsity: Badminton, Basketball, Cross Country, Field Hockey, Golf, Indoor and Outdoor Track and Field, Lacrosse, Soccer, Softball, Swimming, and Volleyball.
- Junior Varsity: Badminton, Basketball, Indoor and Outdoor Track and Field, Field Hockey, Lacrosse, Soccer, and Volleyball.
- Thirds Teams: Soccer, Lacrosse, and Volleyball (depending on numbers of interested players)
- Middle School: Badminton, Basketball, Cross Country, Field Hockey, Soccer, Lacrosse, Outdoor Track and Field, and Volleyball. Plus, Winter Soccer Workouts and Winter Running Club.

Participation Requirements

- A current physical form must be on file before tryouts.
- Students may not leave and return to campus for games/practices unless they provide a *dated* doctor's note.
- All student-athletes and guardians must sign the Athletic Responsibility Acknowledgment Form.

IAAM League

Maryvale is a member of the Interscholastic Athletic Association of Maryland (IAAM), a 31-school league committed to using athletics as an extension of education, emphasizing skill-building, character, leadership, and fun. More info: www.iaamsports.com

Sportsmanship Expectations

All players, coaches, parents, and spectators are expected to demonstrate respect, fair play, and good sportsmanship at all athletic events.

Attendance Policies

- Attendance at practices, meetings, and games is mandatory.
- Missing a practice/game without prior notification may lead to reduced playing time or suspension from the next game.
- Athletes must attend all classes on game/practice days to participate.
- Students must arrive at school by 11:00 a.m. or have a valid excused absence to be eligible.
- Unexcused lateness (e.g., oversleeping, traffic, "not feeling well") disqualifies students from participating that day.

- Students not present for the full school day may not participate in any extracurricular activities that day.
 - College visits and work schedules should not conflict with athletic commitments.
 - Weekend games/practices may be scheduled and must be honored.
-

Physical Education/ Dance

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 note is required. Without this note, the student will be required to participate in 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. A student must actively participate in P.E. and/or dance classes to try out for sports and participate on any sports team.

PERFORMING ARTS

[Click here to view the 2025-2026 Performing Arts Handbook.](#)

Performing Art Philosophy

The purpose of the Performing Arts Department is to nurture and develop skills in the arts while preparing students for the world outside of Maryvale. All Maryvale performers will demonstrate kindness and goodness of character in how they conduct themselves on and off the stage. They will accept their disappointments with grace and their successes with humility. Finally, they will support their cast mates' successes, creating a community that values collaboration, enthusiasm, and artistic rigor.

Offerings:

The Performing Arts Department annually performs a variation of the following:

- Upper School Play
- Middle School Musical
- All School Musical
- Dance Recitals
- Music Concerts
- Spring Arts Festival

The Performing Arts Department determines all decisions regarding the selection of each production, casting and crew role assignments. Students must be in good academic standing to participate and follow all guidelines laid out in the PA handbook linked above.

Attendance

To participate in any event or practice, performers must be in all their scheduled classes on the day of the event. The administrator may excuse a performer for pre-scheduled appointments, such as a driver's test, a court appearance, medical appointments, or unforeseen emergencies.

Casting

Casting is one of the most challenging aspects of theatre. With so many talented actors, assigning roles to each student is always difficult. When casting a show, the Performing Arts Department upholds each of the following:

- No production is ever 'precast.' The Performing Arts Department considers each audition for every role before assigning a part.
- Each student is cast according to their performance at auditions.
- Additional consideration is given to their chemistry with other actors.
- A good audition does not guarantee a lead role to anyone.
- Seniority is also not an indicator of being cast as a lead role.
- Middle and Upper School students are given the same consideration.
- Students will most likely be cast in a male role during their acting career at Maryvale.
- Each student must accept or decline their role within 24 hours; otherwise, their role will be recast.
- All roles are assigned at the discretion of the Performing Arts Department.
- Roles may be recast if consistent attendance or behavioral issues arise.
- We do not discuss our casting choices with other actors. We WILL provide feedback on YOUR audition and help you prepare for the next one!

Rehearsal Attendance

- A full schedule will be distributed at the first cast rehearsal. Daily calls and updates will come from the stage management team.
- Be on time and prepared for every rehearsal you are called for, with your script, pencil, and any materials requested.
- Expect some evening and Saturday rehearsals as showtime approaches.
- "Off-book" (memorization) deadlines must be met—begin learning lines early.
- All call rehearsals are mandatory.
- More than **two unexcused absences** may result in dismissal from the show.
- Conflicts must be submitted to the stage manager immediately after casting.
- Only illness or family emergencies are considered excused after the schedule is finalized.
- **Tech and dress rehearsals are mandatory.** Missing these will result in removal from the production.

FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections regarding their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.

Maryvale complies with FERPA by affording parents certain rights:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Administrative Assistant for the Upper School Head a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the

Administrative Assistant for the Upper School Head and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - In order to comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in cases of health and safety emergencies.
 - The School may also disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.
 - The School has designated the following as directory information:
 - Student's name
 - Participation in officially recognized activities and sports
 - Address
 - Telephone listing
 - Electronic mail address
 - Photograph
 - Honors and awards received
 - Date and place of birth
 - Dates of attendance
 - Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent *must notify the Director of Communications in writing by September 15, 2025.*

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

COPPA

Maryvale Preparatory School utilizes a variety of online educational platforms and digital tools to enhance teaching and learning. In compliance with the Children's Online Privacy Protection Act (COPPA), we are committed to protecting the privacy of our students under the age of 13 when using these tools.

Throughout the school year, students may be required to access digital platforms for instruction, assessment, collaboration, and communication. These platforms may collect limited personal information such as a student's name, school-issued email address, grade level, and usage data. This information is used solely for educational purposes and is never shared for commercial use. By enrolling your daughter at Maryvale, you acknowledge and consent to the school's use of these educational technologies. A current list of approved platforms is maintained by the Technology Department and is available upon request. The school may update this list as new tools are adopted to support instructional goals.

Parents and guardians have the right to:

- Review the personal information collected from their child by these platforms.
- Request the deletion of their child's data from a specific service.

Maryvale takes student data privacy seriously and ensures that all digital tools comply with applicable federal and state privacy laws, including COPPA and FERPA. For questions or concerns regarding student data privacy or the use of educational technology, please contact:

Heather Andrew

Director of Technology

AndrewH@maryvale.com

Security

Access to Buildings

All students will be issued an access or proximity card to enter the buildings. Student cards will be issued to new students and will remain active until graduation. 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.

STUDENT ACCESS	
Monday – Friday	7:00 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.

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.

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

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.

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.

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 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 and/or vaping on campus, theft, vandalism, tardiness, physical altercations, etc.

All matters of school policy are at the discretion of administration and subject to change.