

# MARYVALE

## **Student and Parent Handbook 2024-2025**

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## **DISCLAIMER AND ACKNOWLEDGMENT**

**Maryvale reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the School or whose behavior or attitude is disruptive to the functioning of the student body. Maryvale reserves the right to institute any rule or policy without amending the handbook to ensure the safety of the Maryvale community or to advance the missions of the School. Maryvale also reserves the right to make amends to the Student and Parent Handbook at any time.**

**This Student and Parent Handbook is an informative booklet for parents and students setting forth the rules and policies of the School and does not constitute an express or implied contract or give students or parents any enforceable contractual rights.**

An acknowledgment form, indicating that the student and the parent/guardian have read and understood the terms of this Handbook, will be available on OnCampus. All students and parents/ guardians are required to submit this by October 1, 2024.

## **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 to 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:

1. Title VI of the Federal Civil Rights Act of 1964; and
2. Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
  - a. 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.
  - b. 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
  - c. 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.

## **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.

## **ANTIRACISM**

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.

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 to the provision of essential resources that prepare our students to thrive in an ever-evolving, global society. We seek to create a community where everyone 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.

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 will run from 7:50 a.m. - 3:05 p.m. The Upper School (US) academic day will run from 8:15 a.m. - 3:15 p.m.** Any student may be dropped off starting at 7:00 a.m. 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 the 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 art, 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, cyber day policies will go into effect, and we may reschedule some school days.

**Please have a plan in place for your daughter to follow in case of an early closing. Any necessary changes to that pickup location will be provided by 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 2024-2025 school year. Please use the following instructions to assist you with this process. All Maryvale families will receive an email that will explain the re-enrollment process. Please click on the link within the invite which will direct you to your contract through School Admin. You will be asked to electronically sign the contract and then be directed to a link 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 2024-2025 academic year unless all tuition payments and other school-related balances for the 2023-2024 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.

### **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.

### **Magnus-Electronic Medical Records**

For the **2024-2025** 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, 2024.** 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 3 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**

**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, 2024, 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, 2024. 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.

- **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 Epi-Pens, 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 epi-pen, the prescription must indicate that the student “self-carries” the medication. It is strongly recommended that a backup/extra inhaler or epi-pen 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](mailto: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 trainer and physician prior to participating in activities.

### **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.
  - For current guidelines please go to: <https://www.cdc.gov/ncird/whats-new/updated-respiratory-virus-guidance.html>
  - CDC guidelines updated as of March 1, 2024 (See below):

As the 2023-2024 fall and winter virus season ends, it's clear that the situation surrounding COVID-19 has changed. It is still an important health threat, but it is no longer the emergency that it once was, and its health impacts increasingly resemble those of other respiratory viral illnesses, including flu and RSV.

What CDC is doing: The CDC released updated Respiratory Virus Guidance in response to the decreasing risk that COVID-19 poses to the population. This updated Guidance includes strategies to protect people at the highest risk of getting seriously ill and provides actionable recommendations for people with common viral respiratory illnesses, including COVID-19, flu, and RSV.

What is the updated guidance? Protect Yourself from Getting Sick: The most important thing you can do to protect yourself from COVID-19, flu, and RSV is to stay up to date on your recommended vaccines. Even when vaccines don't prevent infection, they often tame these viruses, reducing severity, and preventing their worst outcomes, like hospitalization and death.

Along with staying up-to-date on your vaccines, practicing good hygiene by covering your coughs and sneezes, washing or sanitizing your hands often, and cleaning frequently touched surfaces can help. Also, taking steps for cleaner air can help reduce the spread of respiratory viruses. This can mean bringing in fresh outside air by opening a window, purifying indoor air, or having outdoor social activities.

**If You Get Sick:** Even if you practice these core prevention strategies, you may still catch a virus and develop respiratory symptoms. If that happens, the updated Guidance recommends two actions:

**Step 1: Stay at home.** As much as possible, you should stay home and away from others until at least 24 hours after both:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

This advice is similar to what has been recommended for flu for decades and will help reduce the spread of COVID-19 and other respiratory viruses during the most contagious period after infection. Not all respiratory virus infections result in a fever, so paying attention to other symptoms (cough, muscle aches, etc.) is important as you determine when you are well enough to leave home. If your symptoms are getting better, and stay better for 24 hours, you are less likely to pass your infection to others and you can start getting back to your daily routine and move on to step 2.

**Step 2: Resume normal activities and use added prevention strategies over the next five days.** This may include taking more steps for cleaner air, enhancing your hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses. People can choose to use these prevention strategies at any time. Since some people remain contagious beyond the "stay-at-home" period, taking added precautions can lower the chance of spreading respiratory viruses to others.

People who are at higher risk for severe illness who start to feel sick should seek health care right away so that they can access testing and/or treatment. Early treatment for COVID-19 or flu may prevent severe disease in people at higher risk, even if they are up to date with their vaccines.

- **FEVER:** If your child is sent home with a fever of 100.0 or above, or a fever develops at home, she will not be permitted to return to school until she has been fever-free for at least 24 hours without the aid of fever-reducing medication.
- **INFLUENZA/SYMPTOMS OF CHEST CONGESTION:** Flu symptoms include fever, chills, muscle aches, body aches, nasal congestion, sore throat, and cough. Symptoms can appear 1-3 days after exposure. Flu can be a serious illness with severe complications such as pneumonia. If your child is sent home with these symptoms, please contact your child's physician, and follow their recommendations. Again, students need to be symptom free for 24 hours before returning to school. Please inform the school nurse if your child is diagnosed with the Flu or Pneumonia, for tracking purposes.
- **LICE:** Please do not send your daughter to school if you suspect she may have lice. Call your physician and seek treatment. Students will be sent home if lice are suspected and

may return only after receiving the appropriate treatment. Maryvale follows a “nit free” policy.

- NAUSEA/VOMITING OR 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.

## **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. ID cards are used for Library checkout. **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 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 into 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. 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 Maryvale, 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 you do not wish to have your daughter's picture used by Maryvale, please give written notice to our Communications Department via email, [socialmedia@maryvale.com](mailto: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 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.
- Cell phones may be used appropriately outside of classes in free periods for seniors.
- Study halls are meant for studying. Students should not be on social media during the academic day.
- Upper School students may use cell phones at lunch. This will be monitored closely and assessed. It is each student's responsibility to ensure that cell phones are turned off and kept in backpacks during the school day.

- Students who have permission to leave school before the end of the school day must leave the campus buildings before using cell phones.
- Students may not use cell phones on buses during school-sponsored activities without the permission of a supervising adult.
- Students may not use camera phones, iPads, 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** - *This is updated for the 2024-2025 School Year*

- 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, iPads, 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.

Please note that there will be a trial period this school year with an adjusted cell phone policy. More details will be shared at a later date.

**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](http://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 college-bound students who are motivated and eager to learn. Students are expected to participate in their educational program with integrity and to observe the Honor Code in all aspects of their work.

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

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

### **The St. Julie Billiard Program**

The St. Julie Billiard Program supports students with language-based differences to acquire the skills necessary to achieve success within our College Preparatory, Accelerated, Honors, and AP 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*. For more information, contact the Director of the St. Julie Billiard Program at 410-308-8541.

### **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 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.

### **Advisor/Advisee Program**

**The purpose of Maryvale's Advisory Program is to:**

1. Help students adjust to school, particularly during their entering grade.
2. Build community among students.
3. Encourage a sense of belonging and respect, while decreasing anonymity and alienation.
4. Advise and coach students academically.

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

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

### **Study Periods and Unscheduled Class Periods**

Most students in 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, projects, and the use of their iPads.

### **Academic Probation/Warning**

Academic probation will be issued at the end of each quarter. This is the time during which a student who has not met acceptable academic standards is given a chance to demonstrate a willingness to abide by the terms of an academic improvement plan in a sincere effort to improve her academic standing. The 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.
7. Use of and follow through with all recommendations for academic success.

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

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

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

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 core subject required for graduation as a final grade, she must make up the credit in summer school. The grade will stay the same on the transcript as the summer class will be for credit recovery. There will be an additional class on the transcript to show that the student has gained credit for the class.

If a student receives a grade of 69 percent or below in one (1) or more core subjects as a final grade, she may be required to demonstrate successful remediation in that subject through tutoring or summer school. If a student fails to pass or fails a course, she must make up for that failing grade by completing a teacher-directed assignment during the summer with the division head or she must attend summer school.

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

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

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

### **Summer School for Upper School**

A student must receive a 73 percent or better in the summer school course. Students may not take original credit courses during the summer unless they have prior approval from the administrator and/or division head.

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

### **Academic Eligibility**

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

1. Dramatic/musical productions
2. Team sports
3. Any other co-curricular activity, excluding servant leadership activities

Academic eligibility is determined by a review of:

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

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

### **Homework Policy**

Homework is the responsibility of the student, not the parent. The parent's role is one of support and facilitation. All students are encouraged to keep accurate records of homework and long-range assignments. On average a Middle School student should have up to two hours of homework each night. In the Upper School students should expect three to four hours of homework a night. If a student has no written work or specific reading assignment, the student should spend her homework time reviewing class notes, vocabulary for all classes, math tables or formulas, (addition, subtraction, multiplication, and division), working on long-term projects, PSAT and/or SAT preparation or reading for pleasure.

## Student Official Notes

Faculty will send official notes through OnCampus. If a student has below a 73% average 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.

### GPA Calculations

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 students. Mid-term and final examinations, valued at 20 percent of the semester grade, are given in most subjects. Make-up examinations are given only upon the receipt of a doctor's **written excuse** for absence. **A student will not be admitted if she is late for an exam. If a student arrives late, she must report to the division head.**

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

Senior teachers may choose to exempt a senior from the second semester exam. Students will be notified of the exemption criteria for the year. If a student is exempt from a semester exam, her semester mark will be the average of the two quarter marks.



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

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

**Scholarship:** Juniors must have a cumulative grade point average of 3.90 (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 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.

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

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

**Scholarship:** Students have a total cumulative grade point average of 3.80 or higher.

**Character:** Students must demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship.

**Leadership:** Students should participate in roles in school and community organizations, both on and off campus. Students should exemplify a good attitude and be a positive influence in the classroom and among their peers.

**Service:** Students should complete acts of service to the Maryvale community that are “above and beyond” the usual duties students perform both in and out of school. This includes participation in at least one of the service projects led by NJHS.

**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 in French/Spanish in particular.

- For initial consideration, candidates must be in the second semester of Level III of that language or higher.
- Students in Honors level classes must have earned a 90 percent in French/Spanish for each of the three semesters prior to selection, as well as the semester of selection.
- Students in College Preparatory level classes must have earned a 93 percent or higher in French/Spanish for each of the three semesters prior to selection, as well as the semester of selection.
- In addition, the student must consistently use the target language for communication and must demonstrate consistent enthusiasm for the target language and culture. Students must commit to studying the language the following school year and will no longer be considered active members if they choose not to continue studying the language.
- Final selection is at the discretion of the World Language Department members. These requirements are consistent with the National Standards established by the American Association of Teachers of French and the American Association of Teachers of Spanish and Portuguese.

### **The National 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 are invited to apply for NEHS membership by submitting a response to one of the essay prompts.

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

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society with more than 88,000 student members in more than 1,800 schools. Mu Alpha Theta is dedicated to inspiring 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 93 percent for**

**all college prep level math courses**, a 90 percent for all accelerated math courses, at least an 87 percent in all honors math courses, and at least 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.

### **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, SHNS 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.

To maintain good status as a member, students must do the following:

- Maintain the weighted GPA values from admission.
- 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 four hours of science-related community service.
- 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 students for their academic and musical achievements and to provide leadership and service opportunities to young musicians.

Requirements for entry focus on musical excellence as well as academics. Students must maintain a certain GPA, while enrolled in at least one music class per year. Students must also participate in other musical events throughout the year.

### **Academic Awards**

Academic awards are presented to seniors during Baccalaureate Mass. Eighth grade students will receive their awards at the Eighth Grade Celebration. Awards are presented to students in grades 6, 7, 9, 10 & 11 at the Academic Awards assembly in May. The awards issued in May include department awards and inductions into the school's honor societies.

## **ACADEMIC REQUIREMENTS FOR UPPER SCHOOL**

### **Graduation Policies and Procedures**

During her four years, a student must earn a minimum of 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 starting with Class of 2026)

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**  
**REQUIREMENTS FOR MARYVALE 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 2024-2025 school year, Maryvale's Service Program will continue to be focused on direct faith-based service or work with the marginalized among us, including care for creation. 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. A list of some suggested organizations can be found on the website. The Service Coordinator can provide more information and can be reached at woodj@maryvale.com. 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 are asked to fill out a course registration form under the direction of their advisor. This form must be signed by a parent. Courses may be dropped or added in the first three weeks of the semester. Students must have the permission of the instructor and a note from a parent requesting a course change. All course changes must have final approval from the administrator.

**Advanced Placement (AP)** 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**

Support services are available to every Maryvale student by the school counselors. These services include short-term counseling related to social, emotional, and personal concerns, educational and future planning, and interpretation and assessment of standardized test scores. The school counselors also coordinate developmentally appropriate programming aimed at educating students and parents on pertinent social and mental health issues.

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

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

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

#### **Students Requiring Academic Support Related to a Learning Disability**

In order to seek accommodation for the educational needs of a student with a **documented** learning 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 the College Board or other national standardized testing services and must be updated every four to 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 Director of the Center of Academic Excellence.

#### **St. Julie Billiard Program**

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

## **College Counseling**

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

### **TECHNOLOGY RESOURCE USAGE GUIDELINES**

#### **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.

The School uses Google Apps for education as well as for other web-based educational tools/sites and web-based services to provide students with important web-based educational experiences and enhance opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, or enrollment status, may also be shared with the web-based services. The School may access, monitor, and review children's use of web-based services and internet use. Children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and is subject to conduct and acceptable use guidelines set forth in this handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parents consent to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph.

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
- 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 of Students**

1. 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.
2. Use of personal or Maryvale computer equipment and the network should adhere to the education mission of Maryvale.
3. 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:
  - a. Any action that causes or has the potential to harm or offend others:
    - i. Sending or displaying offensive messages or pictures
  - b. Using obscene language
  - c. Harassing, insulting, or attacking others
  - d. Any action that causes or has the potential to harm the school network or network users:
    - i. Utilization of another user's network account.
    - ii. Damaging computers or computer networks, including the uploading or creation of viruses or malware, or downloading unauthorized files
    - iii. Harming or destroying the data of another user
    - iv. Intentionally wasting resources, including the creation, and sharing of files for non-academic purposes resulting in monopolizing the school's internet connection
  - e. Activities deemed to be a security risk to the network, including obtaining unauthorized access to network directories and files
  - f. Any action that constitutes illegal or unethical use of the school network:
    - i. Violating copyright laws
    - ii. Employing the network for commercial purposes
    - iii. 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.***

### **ATHLETICS**

**[Click here to view the Student-Athlete Handbook.](#)**

#### **Maryvale Athletic Program Philosophy**

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

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

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

Any student who wishes to participate must have a current physical form on file. Any student without a physical will not be able to try out. **Students who participate in interscholastic sports may not leave campus and then return for a game or practice.** In keeping with school policies, every effort should be made to have doctor's appointments scheduled during non-school hours. If the situation dictates that a student must leave campus during the day for medical care, she will be allowed to return to campus and participate only **WITH A DATED NOTE FROM THE DOCTOR'S OFFICE.** All student-athletes and their parents/guardians are required to sign the Athletic Responsibility Acknowledgement form, agreeing to abide by the rules and policies contained in the Student Handbook.

## INTERSCHOLASTIC ATHLETIC ASSOCIATION OF MARYLAND (IAAM)

### Mission Statement

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

### Sportsmanship and Citizenship

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

*See Maryvale's webpage for IAAM updates.*

### Athletic Policies and Procedures

#### Purpose

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

#### Attendance

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

athlete who accumulates more than two unexcused absences during a sports season.

College Visits should be scheduled on dates that do not conflict with the athlete's Maryvale team schedule. Athletes should make every effort to arrange their work schedule in accordance with their team schedule. Weekend practices and games are possible for all Upper School teams. Each athlete is expected to honor her commitment to her team and to her school.

**In order to participate in any athletic event or practice, student-athletes are expected to be in all of their scheduled classes on the day of the event. The Dean of Students or Athletic Director may excuse an athlete for pre-scheduled appointments, such as a driver's test, a court appearance, medical appointments, or unforeseen emergencies. Students absolutely must be in school by 11 a.m. to participate**

**If a student is late to school without a doctor/dentist note or a parent/guardian note explaining an emergency, it is an unexcused lateness. This includes the following situations: sleeping in, not feeling well, traffic, breakfast stops, and "running late." Any student with an unexcused lateness is not eligible to participate in any after-school activity on that day.**

**Students who are not present for the entire school day may not participate in team sports or any other school activities on that day/evening. Parents are encouraged to make doctor/dentist appointments after school. Other situations will be handled at the discretion of the administration.**

### **Summer Tryouts/Holidays/Spring Break**

All members of the Varsity and Junior Varsity teams are expected to attend tryouts, practices, and games throughout the season, which may include sessions during the summer, holidays, and/or extended breaks. If an athlete is participating on any Upper School sports team, **it is mandatory and required that she attends all practices and games/matches/meets during the holidays and spring break week.** Coaches will assign a few off days at the beginning of their season for the various holidays and spring break.

### **Eligibility**

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

All athletes are required to file a signed physician's examination prior to trying out for a team. Physicals must be completed on a yearly basis. (For incoming students, the entrance physical will suffice for the first year. Subsequent yearly physicals are required thereafter).

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

Each year, each athlete will be required to submit a completed and signed copy of the following forms: Medical Insurance Verification, Emergency Information and Permission to Treat Form, Travel Permit, and Inherent Risk of Injury Form (sport specific). These forms will be handed out to the athletes when teams are established.

## **Physical Education**

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

## **PERFORMING ARTS**

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

Maryvale has an active Performing Arts Department. All students are encouraged to audition for theatrical productions or to participate on the stage crew or in other ways. All activities are open to all Maryvale students and sometimes boys or younger girls who do not attend Maryvale. Attendance at all scheduled rehearsals and performances is mandatory. Any cast or crew member missing three or more unexcused rehearsals or failing to learn lines/blocks/music by a scheduled date may be removed from the production. Practices are held after school and on weekends.

## **HONOR CODE POLICIES AND PROCEDURES**

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

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

\*Truthfulness and trustworthiness are essential when performing school assignments, when taking assessments, when completing individual homework assignments and projects, and when relating with others.

\*Developing and maintaining this spirit of trustworthiness, integrity, and reliability are the responsibility of all teachers and students.

\* An atmosphere of honesty and respect should prevail in Maryvale classrooms.

\*Students and teachers should listen to and respond to the ideas of each other with courtesy and attention.

\*Such an environment should be free from hostility and tension so that every student is confident expressing her opinions.

\*Therefore, it is important for every student to have equal opportunity in every aspect of the educational atmosphere; there is no room for rudeness, ridicule, cheating, or abuse of resources or another student's knowledge and/or work.

\*When using research for academic purposes it must be properly cited, including information from the Internet and/or Artificial Intelligence (AI).

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 not given, received, or witnessed any  
unauthorized assistance prior to or during this work.**

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

### **Honor Code Violations**

The purpose of the Honor Code is to help students develop and strengthen habits of moral character.

**The following are considered violations of the standards of honesty and should be reported to the** Division Heads or Dean of Students:

1. Copying or using the work of a classmate or graduate on any piece of work. Copying or receiving help on any assignment specified as an individual project. Homework assignments should always be one's own work. An exception would be teacher approval for collaborative work.
2. Students supplying unauthorized information to any student(s) are equally responsible for violating the Honor Code.
3. **Plagiarizing:** The act of stealing and passing off as one's own work, ideas, or words of another, or presenting as one's own idea or product derived from existing sources without attribution. Incidences of plagiarism will be evaluated and addressed first by the teacher with the student. Upon evaluation, if deemed appropriate, the teacher will confer with the administrator division head for a disciplinary response.
4. Discussing the content or format of a quiz, assessment, test, or exam with a classmate who has not completed the given examination.
5. Giving or receiving answers during an assessment. Using unauthorized sources of information during an assessment, **including programmable calculators, iPads, laptops, and cell phones.** Cheating of any kind on written work, whether by texting, copying, the use of "cheat sheets," or writing on shoes, wearing apparel, body, or in any other way.
6. **Deliberately** missing an assessment or exam to gain the supposed advantage of having a prolonged period to study. Any student who is aware of this type of conduct is encouraged to report it to any teacher or administrator.
7. Giving false excuses for failure to hand in work, skipping class deliberately, forging a signature or altering in any manner Maryvale stationary or school forms, or misleading any member of the faculty, staff, or administration.

8. Using Monarch, Spark, or other "notes," videos, online translators, test generators, or study guides **instead of** reading or doing the work assigned.
9. Using assessments or graded lab assignments obtained from a former student as study guides in a current class; using research papers, term papers, or critiques handed in at this or any other school or using the same material purchased or borrowed from anyone, including material accessed from the Internet, encyclopedias, or dictionaries without attribution.
10. Stealing of any textbook, notebook, or other possessions of students who are used to work in class or prepare for an assessment. Theft of any item or possession of another, going into another student's locker, backpack, or car for use of something that belongs to someone else is a serious breach of the Honor Code.
11. Leaving the room during an assessment unless it is necessary. Using any unauthorized materials during the assessment. Students should come prepared with the appropriate articles that are needed for the assessment. It is the responsibility of the student to remove from her desk and immediate area all papers, etc. during an assessment, unless otherwise directed by a teacher. A violation of this rule will constitute cheating.
12. Once a student has handed in an assessment or any work to a teacher, the student may not request the work back for completion or correction.
13. **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**

1. 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.
2. Honor code policy violation warrants:
  - 1st Violation – Detention or Suspension depending on the severity of the violation
  - 2nd Violation – Suspension or Expulsion depending on the severity of the violation (or if a repeat offender)

### **Confidentiality**

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

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

## SCHOOL REGULATIONS

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

### **Attendance**

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

### **Arrivals and Departures from School**

The school day begins with first period class. The Middle School academic day will run from 7:50 a.m. - 3:05 p.m. The Upper School academic day will run from 8:15 a.m. - 3:15 p.m. Once a student arrives on campus, she is to remain at school.

- Morning student drop-off takes place on the circle driveway between the athletic fields and the Rodriguez Center or next to Maguire Hall.
- Student drivers and parents wishing to park are to use the driveway that leads to the parking lots.
- Student drivers are required to park in the designated student parking lot and enter through Maguire Hall.
- Students arriving after the start of the first class must report to the Reception Office in the Rodriguez Center for a late pass. At that time, a determination will be made for an excused or an unexcused lateness. A late arrival will be excused with a doctor's note, or a parent/guardian note explaining an emergency. The consequence of any other late arrivals will be determined on an individual basis. No student will be admitted to class without a late pass.
- Students with an unscheduled first period class are expected to be on campus by 7:50 a.m. in the Middle School and 8:15 a.m. in the Upper School. They must report to the Reception Office in the Rodriguez Center upon arriving on campus.
- Students arriving late are responsible for obtaining all information from classes missed.
- **If a student is late to school without a doctor/dentist note, or a parent/guardian**

**note explaining an emergency, it is an unexcused lateness. This includes the following situations: sleeping in, not feeling well, traffic, breakfast stops and “running late.” Any student with an unexcused lateness is not eligible to participate in any after school activity on that day.**

- If a student is more than 10 minutes late for a class, **without an appropriate note explaining the lateness**, she will receive an automatic unexcused absence from class.
- **Students who are not present for the entire school day may not participate in team sports or any other school activities on that day/evening. Parents are encouraged to make doctor/dentist appointments after school. Other situations will be handled at the discretion of the administration.**
- **Students must arrive by 11:00 to participate in after school activities.**
- A total of **5 minutes** is given for the change of classes.
- Student pickup at the end of the school day will be from the Rodriguez Center entrance on the circle driveway or in front of Maguire Hall.

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

## **Absences**

**Absence is any time a student is not in class or school. The administration determines whether an absence is excused or unexcused.** On the day a student is absent, a legal guardian must fill out the online attendance form for their student. **A phone call on the day of the absence does not suffice for the form.** A doctor's certificate or note is required for frequent and/or prolonged illnesses (three or more days). The reception office will call families of students who are absent from school daily.

### **1. Excused Absences**

- a. An excused absence means that the teachers of the student are required to re-administer missed assessments, accept late assignments, and assist the students in making up missed work.
- b. A student is **required to make up assignments** missed due to an excused absence. Students may refer to OnCampus or teacher sites for missed work.
- c. **It is the responsibility of the student** to report to each of her teachers on the day she returns to school to discuss missed work and determine deadlines for completion. Students may also access class assignments and due dates on OnCampus.



- d. If a student is absent for a day or two, she should call or email classmates for her assignments. If a student will be absent for more than three days, her parents should contact the administrator or division head, who will assist in notifying the student's teachers and facilitating the collection of homework.

## 2. Unexcused Absence

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

- a. An unexcused absence means that teachers are not required to re-administer assessments, accept missed assignments, or assist in make-up work. Any student with an unexcused absence may receive a 'zero' for all graded work on the day of the absence.
- b. If a student is found to be truant, the student will appear before the administrator or the Division Head, and her parents will be notified. Disciplinary action will be taken.
- c. On some occasions, a student will be allowed to make up work from an unexcused absence with prior approval from the administration.

## 3. Foreseeable Absence

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

- a. When a special occasion will cause a student to miss several days of school, her parent/guardian should inform the Division Head in writing a week in advance.
- b. The student is held responsible for all work missed during such absences.
- c. Assessments missed immediately before or after scheduled school vacation periods will be offered only to those whose absence was caused by illness or other legitimate reasons.

## 4. Excessive Absences

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

### Early Dismissal

Permission for early dismissal is granted only for serious reasons. **The online attendance form must be filled out prior to noon for a student to leave early that day.** If this form is not

completed, the parent must come into the Reception office to sign out their student. If the student drives, the parent must call the Reception office. Students are responsible for all work missed due to any early dismissal. Even though this is considered an excused absence, a student must be in the class for a minimum of 20 minutes to be counted present for that class period.

1. If given an early dismissal, a student **must sign out** at the reception desk.
2. All students are to remain on campus until the end of the school day. Attendance is required at all assemblies and all scheduled school events.
3. Students leaving campus without proper authorization will be liable for serious penalties, not limited to, but including suspension. Such actions are considered a breach of trust, and the student's safety and well-being are at stake.

### **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 FROM 8:30 A.M. TO 3:00 P.M. FOR CARS.**

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

## **DRINKING AND DRUG-USE POLICY**

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

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

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

Maryvale's interest in the wholesome development and 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. Nose rings must be limited to a small stud. 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 Arthur's by DENNIS School Uniform Co. The uniform consists of a white Maryvale polo shirt (long or short sleeved), the kilt, and black tights, black knee-highs, or white crew socks (worn approximately two inches above the top of the ankle), with a grey, black, or white tennis shoe or brown/tan boat shoe. Grey, 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 grey flat front pant with buttons/ and or zippers. These can be purchased through Dennis Uniform, Old Navy, Lands' End, or any major store with a uniform section.

The blazer is required for all assemblies, community homerooms, and other specified occasions. 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 grey, 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.**

### **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, or any strapless garment or garments with spaghetti straps. 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**

### **Introduction**

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

### **Types of Rule Infractions**

#### **Minor Infractions**

The Dean of Students or Middle School Head - depending on the student's grade level - will handle minor infractions.

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

1. Unexcused lateness to class and/or school.
2. Uniform infractions.
3. Chewing gum during the school day (unless previously approved by the administration).
4. Failure to secure a locker throughout the school year with a lock.
5. Failure to follow driving and student parking regulations.
6. Food or beverages in areas where not permitted (except for water).
7. Coming to class without the necessary books and materials.

8. Failure to return library materials after an overdue notice has been issued by the Librarian.
9. Not wearing the issued access card or name tag.

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

### **Major Infractions**

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

#### **B. Major**

1. Possession, use, or distribution of illegal drugs, tobacco products, vaporizers, or alcohol on campus or at school functions that are held off campus. For the purposes of this policy, "illegal drugs" includes the use of prescription drugs without a valid prescription and the misuse of prescription drugs.
2. Being under the influence of illegal drugs or alcohol on campus or at school functions that are held on or off campus.
3. Bringing a student/guest on campus who is in possession of or under the influence of alcohol or illegal drugs.
4. Being under the influence of illegal drugs or alcohol on other school campuses besides Maryvale.
5. Falsification of excuses, permissions, or records of any kind.
6. Destruction of school property.
7. Failure to follow the Responsible Use Policy (this includes the misuse of social media).
8. Violating the School's bullying policy, including by engaging in bullying, harassment, intimidation, cyberbullying, or retaliation.
9. Violating the School's Anti- Racism policy.
10. Other serious violations of the School's policies, regulations, standards, or values, as determined by the School.
11. Repeated or egregious rude or disruptive behavior to faculty, administrators, staff, or students.
12. Repeated violations of the School's rules.
13. Leaving campus during school hours without permission.
14. Driving recklessly on campus.
15. Unexcused absence from class or school.
16. Excessive tardiness to school.
17. Vandalism and stealing.
18. Violence, threats of violence, and any behavior, including verbal bullying, that endangers the safety of others. (This would include any threat to fight or do harm, bodily or other, to another individual.)
19. Use of a cell phone without permission during the school day.
20. Failure to appear for a scheduled detention.
21. The use of AI to create knowingly false information, images, deep fakes, or false likenesses of students, teachers, or other members of the community

that could be used to threaten, bully, extort, harass, embarrass, damage the reputation, or intentionally mislead/misinform.

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

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

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

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

## **Penalties**

### **A. Detention**

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

1. Detention is served for one hour **after** school. Middle School students serve detention at the direction of the Middle School Head. Students are required to be in full uniform and follow the directions of the moderator during detention.



2. **An elected or appointed student officer** who has received a detention immediately relinquishes her position for one month. An elected or appointed student officer who receives a second detention within a semester loses her office immediately for the remainder of the year, and her parents/guardians will be notified.
3. Failure to attend detention earns a double detention.

## **B. Disciplinary Probation**

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

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

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

responsible for students during out-of-school suspension. While on out-of-school suspension, the student receives a failing grade for all coursework missed in every class.

3. Suspension is a very serious penalty at Maryvale and occurs only when a student's behavior raises questions about the suitability of her remaining in the School.

#### **D. Expulsion/Required Withdrawal**

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

### **ACTIVITIES, ORGANIZATION, AND PUBLICATIONS**

**Membership in clubs and organizations encourages Maryvale students to pursue a broad spectrum of co-curricular opportunities, to foster student interaction in a less formal setting, and to enhance and enrich the regular academic program.** 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 on 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 Epi-Pen. Students who have a physician's prescription orders and approval may self-administer a medication on a field trip (e.g., inhalers, insulin, Epi-Pen).

### **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.

### **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, 2024.
- 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.

## 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.

<b>STUDENT ACCESS</b>	
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](mailto:itsupport@maryvale.com) describing the issue and/or door/card reader location (building and location within building).

## **Child Abuse and Neglect Reporting Policy Procedures**

Maryland law requires all educators and other school employees, including volunteers, to report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires all staff to report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as the Head of School. Reporting abuse and neglect is everyone's responsibility. If you suspect that a child is being abused or neglected, please inform the School Head and call 1-800-91 Prevent (1-800-917-7383) or 911.

### **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 are subject to change.**