



### UPCOMING EVENTS:

**December 8th**  
Lockdown Drill

**December 13th**  
5th Grade Field Trip to  
Ballet Arizona / Nutcracker

**December 20th**  
3rd-5th Grade Winter Concert

**December 19-21**  
Semester Exams and  
Early Release Days

**December 22nd-January 8th**  
Winter Break  
School office will be closed

### **A Message from Headmaster Cruz**

*I hope you are all healthy and in joyful spirits as we approach the holiday season and the end of the first semester. I want to express my heartfelt gratitude to all of you for your support in our Holiday Appreciation Fund. With your generosity and additional support from our Parent Service Organization, every teacher will receive a small gift card of thanks and appreciation. I wanted to provide you with a few additional reminders as we head into the close of the semester.*

#### **Winter Break Schedule**

- *Campus will be closed and there will be no school from December 22 to January 9th. Please plan vacation time around that to ensure your children are in school leading up to and right after the holiday season. The last three days, December 19-21 are Early Release Dys. Please plan accordingly. I hope that our faculty and families will enjoy well-deserved rest and rejuvenation during this time.*

#### **Winter Celebrations**

- *We honor families from a variety of customs and beliefs around the holidays and we also plan instruction and assessments all the way to the end of the semester. Please note the blurb within the newsletter explaining our rationale further. Note that many classrooms do earn virtue parties or class rewards at the end of the quarter so there may be some sort of activity going on but we will keep the focus on that versus specific holidays.*

*I am truly grateful for the opportunity to serve you and your children.*



Main Office Phone Number: (623) 247-6095

Attendance Line: (623) 247-6095 Option 0 (leave a detail voicemail to report absences)

Attendance Email: [attendance@maryvaleprep.org](mailto:attendance@maryvaleprep.org)

School Hours:

Full Days: Mon/Tue/Thu/Fri

8:00 AM - 3:15 PM (campus opens at 7AM)

Half Days: Wed

8:00 AM - 12:45 PM

[www.maryvaleprep.org](http://www.maryvaleprep.org)



Office Hours:

Full Days: Mon/Tue/Thu/Fri

7:00 AM - 4:00 PM

Half Days: Wed

7:00 AM - 1:30 PM



# SCHOOL POLICIES

## ATTENDANCE

A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused.

This year, we are introducing **CUTS LITE Service (Court Unified Truancy Suppression Limited Intervention To Educate)**. We will follow the following timeline:

- 5 Absences: You will receive the 1st warning letter CUTS Lite Conference
- 9-11 Absences: 2nd warning letter CUTS Hearing
- Parent Conference/School Intervention



## TARDIES

Any student here beyond 7:57 a.m. is considered tardy and **must be signed in by a parent in the front office**. Please avoid any consequences for multiple tardies by arriving on time.

## PICK UP

Due to our school day in sessions and safety precautions arrival for end of day pick up will not begin until 2:30 pm. If you arrive prior to that, please note that you will be asked to exit campus and return after 2:30 pm. Emergency and office business vehicles cannot get onto campus if the school is blocked with waiters.

- Enter into carline **after 2:30pm on Full Days and after 12:15pm on Early Release Days**. This will allow our students & faculty to have a cleared parking lot in the event EMS needs access.
- Please keep the **East Entrance merge point cleared** at all times. Wait to enter until all traffic is cleared.
- **Archway only:** follow blue signs and circle around the Sport Field
- **Archway & Prep:** follow blue/green signs and snake through faculty parking lot
- **Prep only:** follow blue/green signs, snake through faculty parking lot & merge out of lane by Prep building
- Maintain safe parking lot speed of 5 mph
- Merge point will utilize a zipper merge (1 car per lane)

## EARLY STUDENT PICK UP

Students who need to be picked up early for appointments must be picked up in the main office **no later than 2:45pm on full days and 12:30pm on half days, NO EXCEPTIONS**. The current Placard with student's name or a valid identification with photo is required when picking up through the office. The student must be signed out with a reason for leaving.

## LATE PICK UP

Students picked up after 3:45pm (1:30pm early release), will incur late pick up fees beginning with the second occurrence of late pick-up, families will be assessed a late pick-up fee according to the following fee schedule:

- Up until 4:00pm (1:30 pm early release) = \$5.00 per student
- 4:01 – 4:30pm (1:46-2:15pm early release) = \$5.00 per student + \$1.00 per student, per minute
- After 4:30pm (2:15pm early release) = same fee structure as above + Department of Child Safety phone call

## PLACARD FOR CAR-LINE PICK UP

Placards can be accessed on the Parent Portal at <https://greathearts.schoolaxis.com/>

Log in, on main page PICK UP PLACARDS, Select Maryvale Prep Academy, Download and Print, if you cannot locate the placard on your Parent Portal Account, please contact the Front Office. **Please note, we will not accept phone images of the placard for student pick up, parents must have the current paper copy of the placard for safety and fast process.**

## STUDENT WALKERS

If you would like to add your child to the walker list, you will need to do so at least 12 hours in advance of when you want them to begin walking. If you do not receive confirmation, they have not been added and will have to wait until then to be dismissed as walkers. Please note, once on the walker list they must walk daily until they are removed. If you want your child to be on the walker list, please email [enrollment@maryvaleprep.org](mailto:enrollment@maryvaleprep.org). The same applies if you want them removed. Parents meeting their student walkers must park off campus.

The walker list includes full days and early release days; at this time, we cannot accommodate only specific days. Students will be dismissed from Gate 3 at 3:15pm, students from 1st to 6th grade will be asked to exit by 3:30pm. Kindergarten students must be picked up by their parent/guardian or older sibling. The gate will close at 3:30pm and kinder students still waiting to be picked up will need to be picked up at the front office.

Due to our limited space in our property, the North parking lot (along Camelback Road) is reserved for families who need to visit the front office, please do not park in this lot if you are picking up a student walker. We do not have enough spots to accommodate everyone and having cars exit in this area slows down the flow of traffic during student pick-up.



## CAMPUS SAFETY

Our campus has 5 security gates. East Entrance gate includes a vehicular gate and a pedestrian gate and the West Entrance is now secure.

**Students are allowed onto campus at 7am and all of these gates will be opened at this time.**

**Student walkers should adjust their time on campus to reflect the timing of the campus gate openings.**

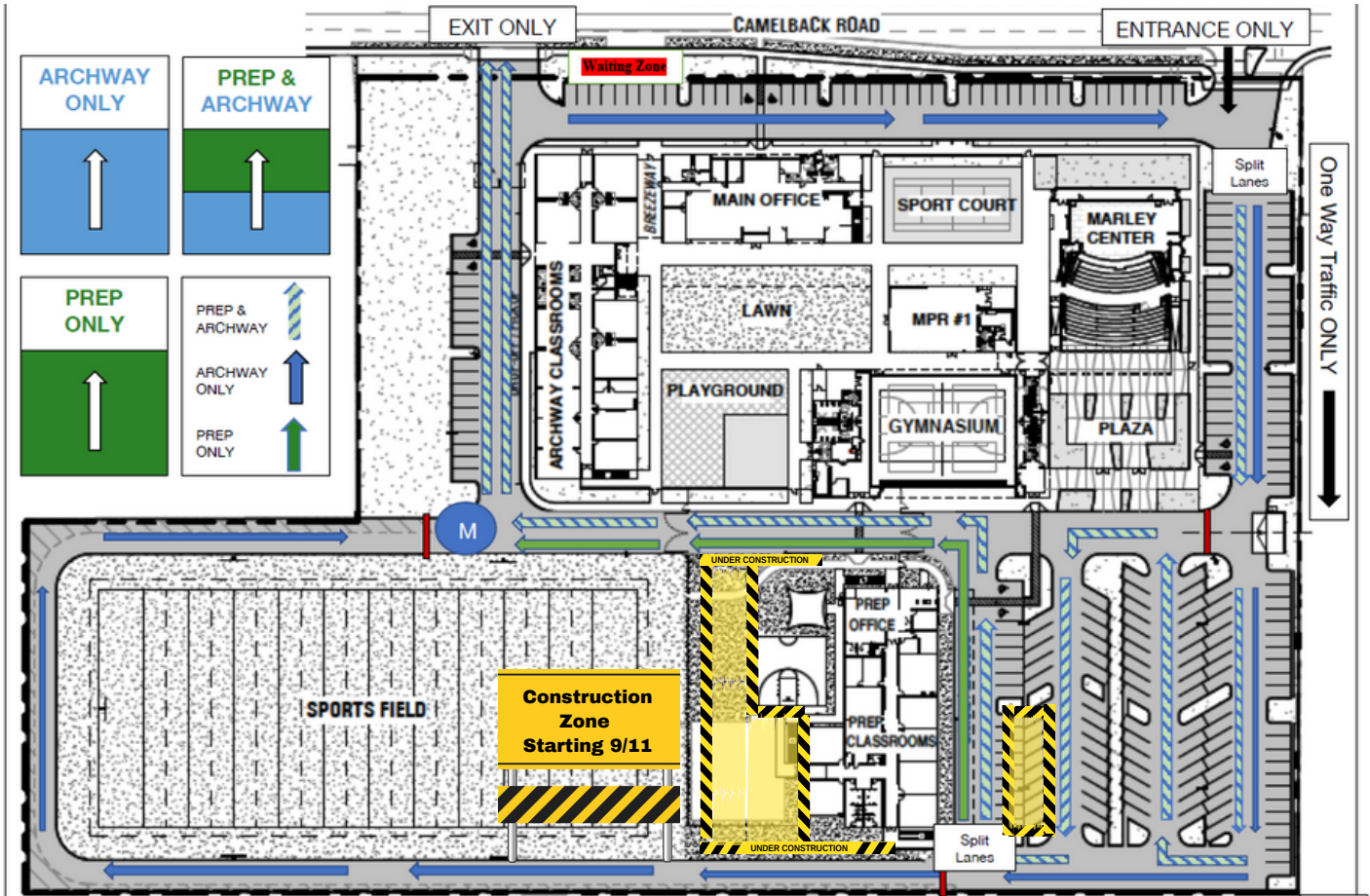


## RED FIRE LANE

Do not park in the red fire lane are next to the stop sign. Cars will be towed at your own expense.

## SCHOOL ZONE

We have school zone signs posted and are in the works for additional modifications from the City of Glendale to make school zone safety more prominent.



**If you have ONLY Archway (K-6th Grade) Students, use ARCHWAY ONLY Lane**

## STUDENT DROPOFF

Students should not be dropped off on the side of Camelback Road near or by the campus. This is extremely unsafe and does not follow our student drop off guidelines. Faculty and parents have witnessed students exiting from cars in a lane with moving vehicles. The drop-off guideline is to use carline to safely drop off students or park near the school property and walk to school using the sidewalk.

In the recent months, we have witnessed multiple car accidents on Camelback Road directly in front of our campus, several of the car accidents included Maryvale Prep students who had to be transported to a local hospital.

Please refer to our family handbook listed in our website for additional information on our guidelines.

## CARLINE ETIQUETTE

- Stay in your lane
- DO NOT try to go around other vehicles
- DO NOT speed
- Watch your surroundings at all times
- Always have your Placard ready to be scanned
- Roll down your window when approaching a staff member that can scan your placard, they will not scan if window is up as this causes delays with window barrier
- The use of cell phones while on carline has slowed us down, and its ultimately unsafe. Please do not use your cell phone to avoid delays.
- DO NOT record or take pictures of students

## STUDENT WALKERS

Students must exit the campus immediately at dismissal time; the gate opens at 3:15pm and at 3:30pm students still waiting to meet their parent/guardian at the gate, will be asked to return to their class. Parents will need to pick them up at the office and review the Late Pick-Up Policy and pay a fee. Please meet your students at the gate on time. Students are not permitted to wait for athletes during practices and/or games.

## HOLIDAY CELEBRATIONS

We at Maryvale Prep think fondly of the holidays and the opportunities they provide for families and communities to celebrate with one another and partake in cherished traditions.

At our academy, we have intentionally decided to not bring those celebrations into our classrooms for two specific reasons. The first reason is a matter of minutes. We believe that every minute of learning here matters, and given the magnitude of our mission, we must be very strategic about how we use each of those minutes. We believe that the minutes around these holidays should continue to be devoted to the pursuit of learning in mathematics, language arts, and all of our liberal arts subjects, rather than given to other activities such as classroom parties or holiday arts and crafts.

The second reason is a matter of content. Although holidays are rooted in much that is good (and many of them are studied in various parts of our curriculum), some of them unfortunately have become associated with certain elements that are not edifying to our school culture or student body, such as Valentine's Day with its traditional celebrations that can inappropriately encourage children to have a "sweetheart" at such a young age. That being said, we will not be having classroom parties around the holidays. We will work hard to carefully explain this approach to the students, as to keep their excitement and positivity towards the holidays greatly alive.

## A NOTE FROM THE HEALTH OFFICE

With Flu Season upon us, it is important that we work together to keep our scholars and staff healthy. You can help prevent the spread of colds and flu viruses by following a few simple steps:

- Cover noses and mouths with a tissue or the bend of your elbow when sneezing or coughing.
- Wash hands frequently with warm water and soap for at least 20 seconds.
- Remind students to avoid touching their face, mouth, nose and eyes.
- If your child has a fever, chills, cough, sore throat, body aches, keep them at home to prevent the spread of illness to others.
- Vitamin C is always touted to be a game changer for colds. Regular vitamin C is not easily absorbed in the body. Find a liposomal vitamin C which has been shown to increase absorption.
- Hydration is extremely important, when feeling sick, plain water doesn't truly hydrate unless it's a spring water with natural minerals. Add trace of mineral drops to water, drink teas, broths, coconut water and low sugar electrolyte powders.
- Your child should be fever free (temp. below 100 degrees without Tylenol or Motrin) for at least 24 hours before returning to campus.
- Students with vomiting need to stay home 24 hours after the last incidence of vomiting.

Also, please make sure your child is eating a healthy breakfast and packing a lunch if they don't eat the school lunch.

## LOST AND FOUND

- Any unclaimed bottle waters and lunch boxes will be disposed at the end of each week in order to maintain cleanliness at our campus. Please label water bottles and lunch boxes with your child's name; we will add a new lost and found shelf for these items near the MPR for easier access to students.
- Any clothing not claimed by the end of the quarter will become part of the nurse's stash or donated to our PSO. Parents can check the lost and found areas at the end of the day, please check-in the Front Office.

***PLEASE LABEL YOUR STUDENTS BELONINGS***

## OUTERWEAR



### Sweater:

- Color: Navy blue with an MVA Crest.
- Style: Cardigan or pullover with a 1/4 zipper.
- Vendor: Dennis Uniforms and Anton Uniforms.

### Outerwear:

- Jackets may be worn to school for warmth but must be free of logos and messages.

### Jacket Definition:

- Waterproof fabric or Wool.
- Must have a zipper or buttons.
- One color scheme.
- no words or images.

### Other items:

- Beanies and gloves are permitted when the weather is cold. Must be a single-color scheme and free of logos and messages.
- Jackets may only be worn before and after school and during recess. Cardigans with the MVA Crest may be worn inside and out of the classroom. No long sleeve undershirts permitted.

Outerwear can be purchased at [Dennis Uniforms](#) and [Anton Uniforms](#)



## 5TH-6TH GRADE PAJAMA DAY

Once a quarter, we offer a fellowship day during our Lyceum time. This will happen **THIS Friday, December 8th**. Please send your scholar with extra water this day. In addition to this time, we want to invite all of our 5/6 scholars to a spirit day of their own, Pajama Day! All of our 5/6 scholars are allowed to wear Pajamas to school on Friday. The PJs must be free of pop culture and graphic images, any shorts cannot be above the knee, and pants must be worn under any nightgowns. Also, tennis shoes must be worn (no slippers).

## LOCKDOWN DRILL:

Tomorrow **Friday, December 8th** at 2:15pm, we will have a lockdown drill. As these are sensitive topics, please discuss with your children at home to prepare them for any uneasiness and concern. We will do the same here at school.

## VOLUNTEERS AND FIELD TRIP CHAPERONES

Out 5th Grade Class will visit Ballet Arizona - The Nutcracker on **Wednesday December 13th**. You can now pay the \$10 field trip fee on [Configio](#).

Volunteers must have a Raptor clearance before volunteering on campus or to attend a field trip as a chaperone. Raptor clearance must be renewed annually, so if you were cleared last year, you must complete the clearance process again for the 2023-24 school year. The cost is \$5 and it only takes a few minutes. [Click here to Register](#)

### 23-24 Field Trips:

DATE	FIELD TRIP	GRADE
December 13th	Ballet Arizona-The Nutcracker	5th Grade
February 15th	AZ Sonoran Desert Museum in Tucson	6th Grade
February 16th	Arizona Science Center	1st Grade
February 22nd	Arizona Natural History Museum	4th Grade
March 7th	Musical Instrument Museum	3rd Grade
March 8th	Pioneer Living History Museum	2nd Grade
April 5th	Tolmachoff Farm	Kindergarten

## CONSTRUCTION UPDATE

We are right on schedule for the Prep Building Expansion Project and your continued patience with delivery trucks, construction crews and carline detours is very much appreciated. This expansion will include a Prep Multipurpose Room (cafeteria), outdoor restrooms, classrooms, offices and interior faculty restrooms. Please continue to drive extra safe.



For all Athletics News and Events, please check out the Athletics [Newsletter](#) and [Website](#).

## 3RD-5TH GRADE WINTER CONCERT

Save the date for our 3rd through 5th grade winter concert which will take place in the Marley Center on **Wednesday, December 20th**. Students must wear white tops (no graphics), black bottoms, and black dress shoes. No vests and hair accessories may only be black or white. Note times below. They are staggered to allow room for each grade level. Please adhere to strict arrival times to allow flow of traffic in and out between concerts.

- 3rd Grade-5:15-5:45 pm (arrive @4:55 pm)
- 4th Grade-6:15-6:45 pm (arrive no earlier and by 6:00 pm)
- 5th Grade-7:15-7:45 pm (arrive no earlier and by 7:00 pm)

## SAVE THE DATE: APTT MEETING 2

Please save the date for our second APTT (Academic Parent-Teacher Teams) Meeting of this school year!

During this meeting, all K-3 families are invited back into the classroom to continue forging strong connections as a community, see an update on data from the first meeting, learn about a new fundamental grade-level skill, and receive new resources to use at home to accelerate student growth. Reminder that families who attend all 3 meetings this year will be entered into a drawing for free Classic To Keep novels for the 24-25 school year!

**Wednesday, January 17th**

**K-1- 3:00-4:00pm**

**2nd -3rd- 4:15-5:15pm**

More information will be sent soon by your child's teacher. Attendance is mandatory. Students may not attend but childcare will be available.



## DECEMBER MEAL MENUS

BREAKFAST

LUNCH K-1

LUNCH 2-6

If your family does not qualify for free or reduced meals, parents can add funds to the [SOS Meal Website](#) or ensure their student brings a lunch meal to school. Students with a balance of \$30 or higher will only receive an alternative snack until the balance has been paid and funds added for future meals.

For additional information and to access our NSLP free/reduced lunch application, please visit our website: [maryvaleprep.org](http://maryvaleprep.org)



# JOIN OUR FUNDRAISER AT RAISING CANE'S!

**Mention the fundraiser at the register  
and Cane's will donate 15% of sales to:**

**Maryvale Prep Academy PSO Fundraiser**

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**DATE & TIME:**

**December 12, 2023 from 03:00 PM - 09:00 PM**

**LOCATION:**

**5301 West Indian School Road, Phoenix, AZ 85031  
+1 623-282-3767**



**raisingcanes.com**

[f RaisingCanesChickenFingers](#) | [t Raising\\_Canes](#) | [@raisingcanes](#)