



# MARYVALE PREPARATORY ACADEMY

A GREAT HEARTS ACADEMY

## PREP NEWSLETTER DECEMBER 12, 2024



### PREP SCHOOL HOURS/INFO

**FULL DAYS:**  
8:00AM-3:00PM  
OFFICE: 7:00AM - 4:00PM

**HALF DAYS:**  
8:00AM-1:00PM  
OFFICE: 7:00AM - 1:30PM

**GATE CLOSURE TIME:**  
FULL DAYS:  
1:00PM-2:30PM

**EARLY RELEASE DAYS:**  
11:00AM-12:15PM

Prep Office Phone Number:  
623-247-6095 Option 2

Report an absence at [prep.attendance@maryvaleprep.org](mailto:prep.attendance@maryvaleprep.org)



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



## END OF SEMESTER 1:

Semester 1 ends **Friday, December 20th**. Grades for Quarter 2 (Oct-Dec) will be released on **Friday, January 10th** through the PowerSchool Public Portal. Please log in to access grades, this will be the only way to view your student's progress moving forward.

## BEGINNING OF SEMESTER 2:

Students return for Semester 2 on **Tuesday, January 7th** and this is a regular full school day. We will not have school on **Monday, January 20th to observe Civil Rights Day**.

## LOCKDOWN DRILL:

On **Friday, December 13th at 2:20pm**, 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.

# KEY DATES

**DECEMBER 18TH-20TH**  
SEMESTER FINALS  
EARLY RELEASE DAYS

**DECEMBER 23RD- JANUARY 6TH**  
WINTER BREAK  
NO SCHOOL

**JANUARY 7TH**  
FIRST DAY OF SEMESTER 2  
RETURN TO SCHOOL

**JANUARY 10TH**  
COFFEE WITH THE COUNSELORS

**JANUARY 15TH AND 22ND**  
PARENT TEACHER CONFERENCES

**JANUARY 20TH**  
CIVIL RIGHTS DAY  
NO SCHOOL

## SEMESTER FINALS

Semester Finals – **December 18-20**

Students wrap up each semester by taking Semester Exams. Semester Exams are an important part of the educational processes. These are comprehensive assessments, spanning the curriculum taught across the full semester and account for 10% of the semester grade. Students take two exams per day on the final three days of the semester, December 18-20. All three days are Early Release Schedule.

**It is important that students are present, on-time, and prepared for their exams.** Do not plan for holiday travel to begin until after Finals are completed. Exams are not given early, so families should make every effort to have their students present for those dates.

Study Guides will be distributed by teachers **no later than December 13th**. Please support your student's preparation by reviewing their study guide instructions with them and allow them appropriate time and place to study. If you have any questions on a particular final exam, please reach out to that teacher.

## PARENT TEACHER CONFERENCES

Parent/Teacher Conferences will take place on **January 15th and 22nd** by invitation only. Invitation emails will be sent at the beginning of Semester 2. If you don't receive an invitation and would like to schedule a conference, please email your student's teacher directly.

## LUNCH PROGRAM

As of January 1st, 2024 all student will be receiving free lunch. We will not be sending out NSLP forms to be fill out this year. If you have any questions please reach out to our front office.

[December Lunch Menu](#)

[December Breakfast Menu](#)

# CALENDAR UPDATE

We have made changes to our 24-25 Family Calendar. Please refer to our new calendar for updates. [VISIT WEBSITE.](#)

## A MESSAGE FROM MISS MERCADO



Dear Maryvale Prep Community,

As the holiday season approaches, I want to take a moment to extend my warmest wishes to you and your families. This time of year, reminds us of the importance of togetherness, gratitude, and the joy that comes from shared accomplishments and connections.

I am deeply grateful for the support and dedication you have shown to our school. Thank you for entrusting your students with us. It is because of your efforts that we continue to grow and thrive as a community.

Throughout this first semester, students have seen many academic successes and extracurricular triumphs, and it is your involvement that makes these moments possible. Thank you for your contributions, whether through volunteering, supporting school events, or encouraging our students to strive for excellence.

As we celebrate the holidays, I hope you find time to relax and enjoy time with loved ones. May this season bring joy, peace, and renewal to you and your families.

On behalf of our entire school team, I wish you a happy and healthy holiday season and look forward to continuing this great work with you in the new year.

## COFFEE WITH THE COUNSELORS

Come join our School Counselors and fellow parents for our exciting Parenting Skills Workshops hosted by Friendly House!

**Mark your calendars for January 10th at 8 AM and gather with us in the Archway MPR.** Don't miss this fantastic opportunity to learn, connect, and share experiences with other parents!

We can't wait to see you there!



Click the QR Codes

Basic

Upgrades



## SENIOR CAP AND GOWN

As the special date of high school graduation nears us, it is now time to order your student's cap and gown. You will have the option to purchase the basic package of cap, gown, tassel, and hood for \$59.95 plus tax and shipping, or the upgraded packages. **The deadline to order is January 17th.** All shipments will be shipped to the school upon ordering. Please email [Gayala@maryvaleprep.org](mailto:Gayala@maryvaleprep.org)

# Prep Yearbook

Click the Image

GRADES 7 - 12

Early bird savings!  
The earlier you  
order, the more you  
can save!

Pre-order by  
December 20th - \$30!

February 28th - \$35!

Pre-orders after  
March 1st - \$40.

Available on Configio

Yearbook  
Cover  
Coming  
Soon!



**PURCHASE**



## This Week in College Counseling

- 12/18 - WeGrad College Readiness Graduation Ceremony @ 6:00 pm
- 12th Grade [Spanish & French](#) Dual Enrollment Deadline Jan 13th.
- Students, Check Google Classroom for the Scholarship of the Week.

◦ [Schedule a meeting](#) with Mrs. Ayala

WISHING ALL OUR MARYVALE  
PREP FAMILIES A RESTFUL WINTER  
BREAK AND JOYFUL HOLIDAY  
SEASON!



# PREP POLICIES

## FOOD DELIVERY POLICY

### Food Delivery Policy

Students are not permitted to order food to campus. If you (the parent/guardian) are ordering food for your child, please ensure it is sent to the Prep office and arrives at the appropriate lunch time:

Grade Level	Full Day	Early Release Day
7 <sup>th</sup>	12:20 – 12:40 p.m.	11:00 – 11:30 a.m.
8 <sup>th</sup>	11:10 – 11:30 a.m.	10:30 – 11:00 a.m.
9 <sup>th</sup> – 12 <sup>th</sup>	11:30 – 11:50 a.m.	10:30 – 11:00 a.m.

**Students will not be allowed to walk to the Archway office to pick up food deliveries and will not be allowed to eat their lunch outside of those times. As a reminder, school breakfast and lunch is provided every day free of charge. Students should take advantage of the breakfast and lunch options provided or be prepared in bringing their own food from home or from a store/restaurant prior to school hours.**

## ATHLETIC DEFICIENCY POLICY

### Athletics:

Athletics are an important part of the overall educational program at Maryvale Preparatory Academy. Participation in athletics is a privilege available to all eligible students.

Ineligibility is defined as having a grade below 60% (F) overall in one or more classes at the eligibility check.

Eligibility will be checked every week each quarter on the first day of the week, as well as from the quarterly report card (Q1, Q2, Q3).

Ineligibility will last for the week (or until the next grade check), regardless of grade changes mid-week.

Grade updates will be given weekly for all student-athletes and coaches to track their progress.

### After-School Homework Club:

Each week any student with an F in the homework category for any class will be placed in the Homework Club by the Dean of Academics. Homework Club is strongly recommended to help students increase their homework which in turn affects all other aspects of their academic life. Homework Club is offered on full-days 3:00-3:30pm.

## OFFICE HOURS/ TUTORING

Our morning Office Hours and Lyceum Tutoring programs offer students opportunities to receive additional support from their teachers to help them succeed in class. Students may work with their teachers during optional Morning Office Hours from 7:25 – 7:50, while teachers select and invite particular students to work in small groups during mandatory Lyceum Tutoring from 2:25 – 3:00 on full days. Teachers will communicate the days that they have Office Hours and Tutoring to their students. We encourage all of our students to take the initiative to drop in during Morning Office Hours and require them to attend Lyceum Tutoring so that they can be successful at Maryvale Prep!

## CELL PHONES AND PERSONAL TECHNOLOGY

As stated in our Handbook, the use of cell/smart phones, and smart watches during the school day is prohibited. The reason for such a prohibition is to promote an uninterrupted academic environment. Maryvale Prep has a compelling interest in keeping students not just by physically present on campus, but mentally and emotionally present as well, and the ways in which we use of phones and social media encourage detachment from real persons and conversations are a commonplace.

- A student should keep a cell phone turned off (not merely silenced, but off) and
- cell phones must be stored in their locker during the school day. Cell phones may not
- be brought in pockets or purses into classrooms.
- Cell phone use is permitted on campus after school and only in the school office area or outside the building.
- If a student needs to phone a parent/guardian during the school day, the student must come to the school office to use one of the school phones. If parents/guardians need to get an emergency message to a student before the end of the school day, they should call the schools main telephone line and ask for a message to be delivered.
- Violation of the above restrictions will result in confiscation of the cell phone and disciplinary action. Cell phones will be turned in to the school office and released only to parents/guardians after confiscation.



## STUDENT PARKING

Any student driving and parking on campus must provide **License and proof of Insurance** NO EXCEPTIONS. Maryvale Prep offers our Prep Student Drivers the opportunity to purchase a year long reserved parking spot for the 23-24 School Year. For additional details, please visit **Configio** for all Prep Student Drivers.



## SCHOOL UNIFORMS

Students must be in full uniform every day, if shirts have not been purchased yet or online orders have not arrived, they can come in solid navy or solid green polos and khaki bottoms. All shoes must be solid black, brown, or white. All backpacks must be one color scheme/solid colors and no pop culture.

**Middle School (7th & 8th)**- navy or solid green polos and khaki bottoms or Maryvale Prep Skirt.

**High School**- white or light blue Oxford/ Polos ( Only Available at Anton) Khaki bottoms or Maryvale prep Skirt.

Please refer to the **handbook** for allowed uniform components and our **website** for authorized uniform vendors.

## DETENTION POLICY

Detentions are earned for many reasons, some examples are excessive tardies, chewing gum, phone use, etc. Detentions are served the same day, a detention is earned, from 3:05-3:35. Detention only occurs on a full day, so if a detention is issued on an early release day, then the student will serve it the next full day. If a student does not attend detention, then an additional detention is incurred for skipping detention. Athletes must serve a detention before attending practices or games.

## PREP GATE CLOSURE TIMES

East entrance gate will close from **1:00p.m.-2:30p.m. on full todays and from 11:00 a.m.-12:15 p.m.** on Half days, Any parent wanting to pick up their students between these times will have to park in the north parking lot by entrance and walk through student entrance gate to get to prep office. You will not be able to pick up or drop off your prep student in Archway Office. We will not call students out of class until parent is present. **When picking up students please give yourself enough time for pickup, as students are sometimes transitioning classes and can take longer to arrive to office for pick up.**

# STUDENT WALKERS

## Our student walker dismissal area has moved.

Prep walkers will be dismissed at 1:00 pm on early release days and 3:00 pm on full days.

On full days, Prep students can wait for their Archway siblings until they are released at 3:20 pm and they can head out to Gate 4 to walk home or meet families together.

On Early Release Days, Archway students can wait for their Prep siblings until they are released at 1:00 pm and they can head out to Gate 4 to walk home or meet families together.

All 1st through 12th grade students not waiting for siblings as noted, must exit campus immediately.

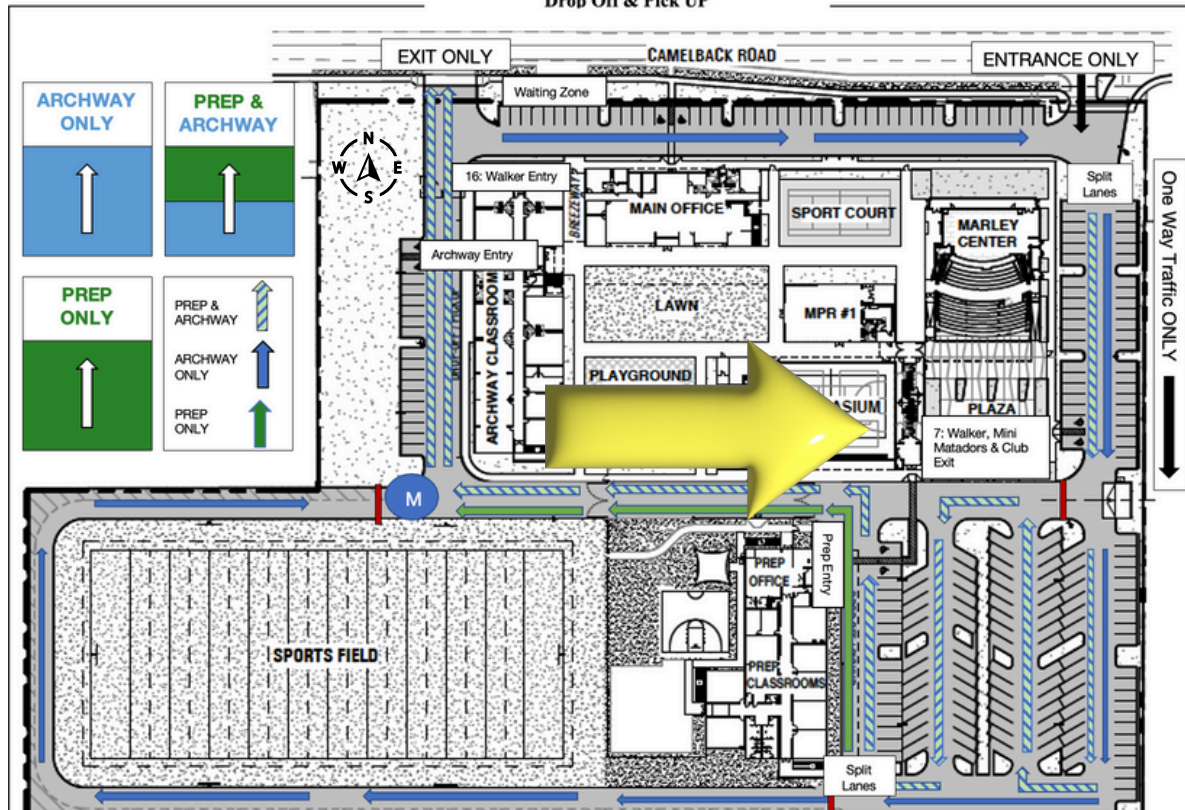
All students will walk along the sidewalk adjacent to the Marley Center and out Gate 4 and should meet their parents in the suggested area noted above. Please refrain from walking through Gate 4 onto campus or crowding up that area to ensure the flow of traffic continues and students do not get lost amongst waiting families. The only parents who should wait near Gate 4 in an ordered line fashion along the fence/wall are Kindergarten parents.

Please note that signing your child up as a walker is a liability you are taking as they are not supervised or delivered directly to parents. We ask that as parents, you calculate the best option for your family as you consider safety and convenience.

For the first few days of school we will have more staff aiding the direction of this new release area and of students/families new to walking but soon thereafter, we will not continue this supervision and hand off.

Student walkers will be allowed to take their phones out to connect with parents/guardians once they have exited Gates 6 and 7.

## Maryvale prep Academy Carline Traffic Flow Drop Off & Pick UP



## 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**

# 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**. If you are in carline during the 7:57 a.m. cut off time, you will be asked to drop off student at the Front Office. Please avoid any consequences for multiple tardies by arriving on time. **3 tardies = 1 absence**

## 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 the carline **until 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 & 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. **3 early pick ups = 1 absence**.

## LATE PICK UP

Any student who is picked up after 3:45 pm, 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 4:00 p.m. = \$5.00 per student
- 4:01 p.m. – 4:30 p.m. = \$5.00 per student + \$1.00 per student, per minute
- After 4:30 p.m. = 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.

*Students must leave campus immediately; the gate opens at 3:00pm and after 3:30pm there is no supervision. All students will be released from campus liability by 3:30pm and will be outside of perimeter gates. Please meet your student's at the gate on time. Students cannot stay and wait for athletes during practices and/or games.*

**For additional information on school policies, please review the Family Handbook on our website**

# CAMPUS SAFETY

Our campus has 5 security gates. East Entrance gate includes a vehicular gate and a pedestrian gate. The plastic yellow chain by the south Prep corner has been replaced with a locking vehicular gate and the west side exit is now secured with a vehicular gate and a pedestrian gate.

**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

Please 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.