



# MARYVALE PREPARATORY ACADEMY

A GREAT HEARTS ACADEMY

## COMMUNITY NEWSLETTER

### AUGUST 07, 2025



## MARYVALE PREPARATORY ACADEMY SCHOOL HOURS/INFO

### ARCHWAY (K-6<sup>th</sup> Grade)

**FULL DAYS:**  
8:00AM-3:00PM

**HALF DAYS:**  
8:00AM-1:00PM

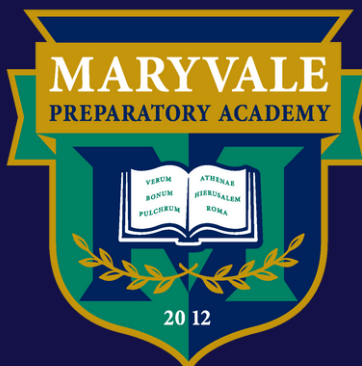
*Archway Office Phone Number:*  
623-247-6095

*Report an absence at:*  
[enrollment@maryvaleprep.org](mailto:enrollment@maryvaleprep.org)

### OFFICE HOURS:

**FULL DAYS:**  
7:00AM-4:00PM

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



### PREP (7th-12th Grade)

**FULL DAYS:**  
8:00AM-3:00PM

**HALF DAYS:**  
8:00AM-1:00PM

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

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

### GATE CLOSURE TIMES:

**FULL DAYS:** 1:00PM-2:30PM

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

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



A decorative header featuring a row of book spines with titles such as 'THE REPUBLIC', 'NICOMACHEAN ETHICS', 'THE DIVINE', 'LIVES OF THE ARTISTS BY VASARI', and 'THE CONFESS'.

# 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.

**CUTS LITE Service (Court Unified Truancy Suppression Limited Intervention To Educate).** The CUTS LITE Program will provide a protocol, forms and support from the juvenile probation department to encourage a working relationship with parents and students exhibiting excessive absences or truant behavior with letters and conferences. If these attempts prove to be unsuccessful, we will initiate Truancy Citation to the parents with a hearing at school. Stay tuned for more information on this service

## ***TARDIES***

Any student here beyond **7:55 a.m.** is considered tardy and must adhere to the sign in process for their respective school below. **Archway parents must sign in their child for a tardy pass.** Prep will use Raptor for tardies. Prep, students will be given a student ID to drop into our Raptor system for a tardy slip. **Prep parents are not required to accompany their child in for a tardy pass. Please avoid any consequences for multiple tardies by arriving on time as 3 tardies= 1 absence**

## ***STUDENT WALKERS***

If you would like to add your child to the walker list, you will need to do so at least **24 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.

## ***PICK UP***

Due to our school day in session and safety measures in place, arrival for end of day pick up may 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 on full days and after 12:15pm on Early Release Days. Emergency vehicles, vendors, and parents with office business cannot get onto campus if the school is blocked with those waiting.

## ***LATE PICK UP***

Any student who is picked up after 3:45pm on full days and 1:30pm on Early Release days, will incur late pick up fees. Families will be charged a late pick-up fee according to the following fee schedule:

- **3:45pm-4:00pm (1:30pm-1:45pm Early Release) = \$5.00 per student**
- **4:01pm-4:30pm (1:46pm-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**

## ***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 Early Release 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.

## ***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 POLICY

Students 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 **3:15 p.m** 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 **12:50 p.m** and they can head out to **Gate 4** to walk home or meet families together. All 1st-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 parking on campus to wait for student walkers, we want to avoid 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 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**.

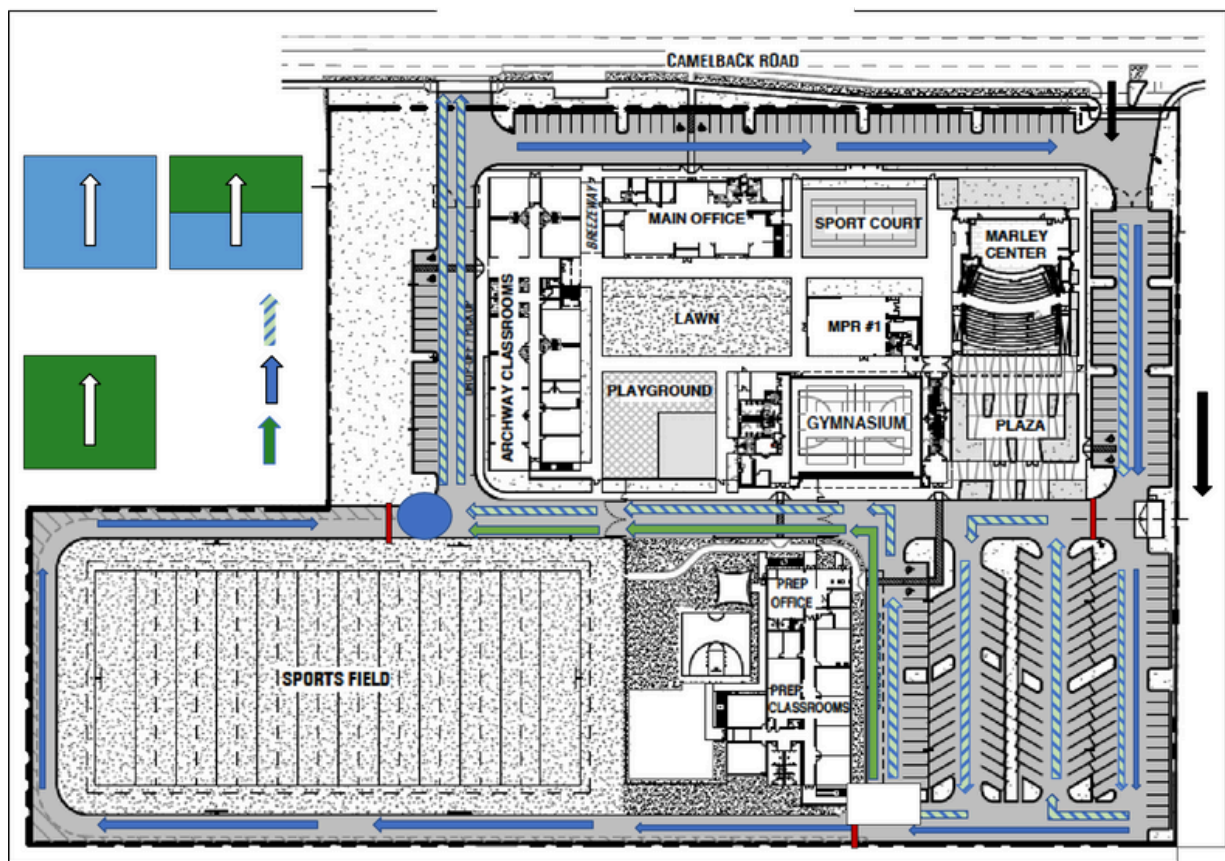
## CARLINE MAP

**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)

### CAR LINE 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, with your window completely down, once a staff member approaches your vehicle, to make sure traffic run smoothly



## 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

please observe the posted school zone and speed limit signs to ensure safety of our school community.

## CELL PHONE POLICY

As stated in our Handbook, the use of cell/smart phones, and smart watches during the school day is prohibited.

- A student should keep a cell phone turned off (not merely silenced, but off)
- 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.

# PREP AND ARCHWAY NEWS



## ATHENAEUM After-School Program

The Athenaeum After-School Program is so much more than just 'after-care'. Serving Grades **K-9**, Athenaeum is a comprehensive program that has the same culture and educational focus as the academy. Each day, students are provided with time for homework completion in addition to time for recreation, games, snack, socializing with friends, and enriching hands-on activities that follow a unique monthly theme.

Athenaeum is available from **dismissal to 6:00 PM on all days the academy is in session**.

For more information and to register today, please visit: [Athenaeum Website here](#)

For questions about the program, please contact our Campus Coordinator, Anna Harden, at [Programs.Maryvale@greathearts.org](mailto:Programs.Maryvale@greathearts.org).

## SCHOOL UNIFORMS

Please visit the [LandsEnd Website](#) if you have not purchased uniforms yet. If your online orders have not arrived, your student 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.

Please refer to the [handbook here](#) for allowed uniform components and our [website here](#) for authorized uniforms.



### AFTER SCHOOL CANOPY SET UP

# HELP NEEDED

We are looking for more volunteers to help set up canopies and misters for our teachers and students to keep cool during pick up. If you are able to help you will be able to skip carline and head to the front office to pick up your scholar after set up. See details within this sign up [LINK HERE](#)

## PSO

Our Parent Service Organization is still in need of a Treasure to join the team alongside our President, Karen Samaniego and Secretary, Brittany Cannon. Please reach out at [psopresident@maryvaleprep.org](mailto:psopresident@maryvaleprep.org) to share your interest or learn more. You can also follow us on Instagram and Facebook at Maryvale\_Prep\_PSO or via [Band App](#). We will announce our upcoming meeting soon and look forward to partnering with you. We look soon and look forward to partnering with you. We look to be as active in serving our faculty, students and community as we can but we are stronger together and need more engagement from all of you who are able and willing!



## SPORTS MP

Information about all things athletics can be found on the athletics [website here](#) (For all Athletics News and Events, please check out their brand new Newsletter and Website.). A few key dates to note which you will find within the website are: Mini Matadors starting on Wednesday, August 20th. All other Middle School Sports begin the week of **August 11th or 18th**. For additional Information please attend the Fall Sports Parent Meeting on August 7th at 6 PM.

## ACADEMIC CALENDAR

The academic calendar for the 2025-26 school year is available on our [website](#). Please review "**Important Dates**" including early release days, picture days, no school days and testing days for the 2025-26 school year.



## AUGUST LUNCH MENUS

[BREAKFAST MENU](#)

[KINDER LUNCH MENU](#)

[1ST-8TH LUNCH MENU](#)

[9TH-12TH LUNCH MENU](#)





# ARCHWAY NEWS

## KINDER - 6TH GRADE

### A MESSAGE FROM ARCHWAY HEADMASTER DR CRUZ

Hello Maryvale Prep Families,

We were so excited to see many of you at Meet the Teacher Night this week and to welcome your scholars back yesterday. It was a great day and the school year is off to a great start. Whether you are a returning Matador or joining our Maryvale Prep family for the first time, we are honored to partner with you in your child's moral and intellectual journey.

As we get started I want to bring us back to a previous communication I sent out to ensure that we are all on the same page about our thematic goal, **Leading hearts with WONDER and training minds with RIGOR**. We believe that the most powerful learning happens when students are curiously inspired and challenged. We also believe that this aligns well with commitment to guiding them in **truth, goodness, and beauty**. Wonder sparks the desire for truth while rigor gives students the tools to seek it. When it comes to goodness, wonder opens the heart to empathy and moral imagination while rigor forms habits of discipline, virtue, and follow through. Wonder helps students notice and be moved by beauty, while rigor trains their attention and stamina so they can linger, analyze and create beauty themselves. Beauty is the avenue for which our hearts are awakened, and our minds are trained. Partner with us as we encourage your scholars to ask big questions, explore meaningful content and persevere through complex problems with confidence. In partnership with you, we look to cultivate scholars who think critically, communicate effectively and grow into thoughtful and capable young humans!

Truth, goodness and beauty is part of everything that we do, all the way down to our policies and the things we ask you to commit to so that we maintain a safe and ordered environment. Please be sure that in addition to reading the family handbook, you take note of the policies highlighted within the newsletter each week. We have many guidelines and expectations that allow us to always put safety over convenience, ensuring that your children are in good hands. Dismissal is always one of the hardest parts and requires a great deal of sacrifice from our faculty and staff outside during dismissal, especially in this heat. We know that it also requires much time and patience from you as well. Please be sure to review our policies and guidelines regarding dismissal procedures and partner with us gracefully and with patience as we continue working towards improvement while upholding safety. On our first day we released **1,174 students** from our care across **K-12 in 3.53 seconds per kid as we finished in 69 minutes!**

We are excited for the year ahead and look forward to all of the ways in which we will engage. Thank you for being a part of our Maryvale family!

-Dr Crystal Cruz



## SUPPLY LIST AND CLASSICS TO KEEP

Every new school year, we ask parents to provide supplies and books that students use throughout the school year. Please visit our [website Here](#) for the most current list.

## CURRICULUM SLIDES

If you did not see the curriculum slides teachers sent before Meet the Teacher Night, please find them on our [website here](#) and note what your scholar will be learning across the year.

## SCHOOL VOLUNTEERS

All Maryvale Prep volunteers must have a Raptor clearance before volunteering on campus. Raptor clearance must be renewed annually, so if you were cleared last year, you must complete the clearance process again for the 2025-26 school year. The cost is \$5 and it only takes a few minutes.

[Click here to Register](#)

## BIRTHDAY CELEBRATIONS



Birthdays will be celebrated **one time per month** on the last Wednesday of the month for birthdays within that month in **K-6th only**. Homeroom teachers will notify parents of the date to sign up to bring in treats in honor of their student's birthday month. All birthday treats and celebrations dishes should be store bought and include a nutrition and ingredients label. All treats should be free of pop culture decor. Homemade treats are allowed only at events when a parent or guardian is present to all permission for students to consume them.

**Summer and August Birthday Celebrations will take place on August 27th. See your classroom newsletter for more information.**

## IXL SKILLS PRACTICE

All **2<sup>nd</sup>-6<sup>th</sup> grade** students have an IXL account to practice skills that will help prepare them for upcoming assessments. They will get their log-in information from their teacher to log in at <https://www.ixl.com/>. **3<sup>rd</sup>-6<sup>th</sup> graders** are assigned weekly skills to practice both at school and at home. Learn more by checking out the [family guide here](#). Schedule time into their week to ensure they are getting this extra practice.



## EXTRACURRICULAR CLUBS

Archway 1st Semester Extracurricular Clubs will take place from **August 18th-November 21st**. Parents must register their student for club via Configio no later than **August 17th**. There is a fee of \$60 per club for the semester. Please note that there will not be club on any noted holidays or early release days on our school calendar. Please be prompt in picking your child up from their club at **4:30pm**. Pick up will take place at the Marley Center Plaza (gates 6 & 7). Families will park in the south parking lot and approach the gates with your placard to have your child released to you. Club leaders will remain with students until all have been picked up. Therefore, two occurrences of late pick-ups from clubs (**after 4:30 p.m.**) will result in students being withdrawn from their clubs without refund. Enroll soon before slots are full!



## LOCKS FOR STUDENT LOCKERS

Lockers for **5th and 6th Grade** are **OPTIONAL**. Parents who request a lock for their child will be required to make a one-time, non-refundable Locker Contribution of \$5.00 via Configio, as well as teach their child how to use the lock properly. The locks remain the property of the school. Students who lose their lock will be required to make an additional Locker Contribution of \$5.00 and will have another lock issued. **Note that locks are optional given individual preference for added security of materials. Students may not bring their own locks from home**

## A MESSAGE FROM PREP HEADMASTER MS MERCADO

Hello Maryvale Prep Families,

We are so happy to have our students back on campus and to have seen so many families at our Meet the Teacher Night on Monday and Tuesday. Wednesday was our first day of school and we began the day with an assembly in the Marley Center where we introduced the faculty and staff and reviewed our mission statement. The mission statement of Maryvale Prep is to prepare students for college, a virtuous life, and to be leaders in the community. Together, we discussed how our school lives out our mission statement through our high expectations in academics and behavior for all students. Throughout the day on Wednesday, students were led through an orientation on schedules, dress code, organizational skills, study habits, and behavioral expectations.

Thank you for your patience through our first drop-off and pick-up. As the year progresses, these wait times will decrease significantly as families adjust to flow of the carline.

*-Rachel Mercado*



## UPCOMING ORIENTATIONS

7th grade and new student families are invited to a Zoom orientation as follows:

**7th Grade**-Tuesday, August 12 from 5:30-6:15 p.m.  
**New Students**- Tuesday, August 12 from 6:15-7:00 p.m.

Use the link below to join on **Tuesday, August 12th**

[Zoom Link Here](#)

We are looking forward to a great year!

Please reach out to our front office if you need anything.

## OPTIONAL 7<sup>TH</sup> HOUR

This year we are offering an optional 7th period during the lyceum block from **2:30PM-3:15PM**.

This class will consist of lifting weights and strength knowledge. Exercise Science is recommended for anyone thinking of going into pre-med, nursing, biology or even coaching. This class will be held **every school day except Wednesdays** and will count for credit. Athletes who play a sport will not have a conflict with the class. Please reach out to the Prep front office to be added to the interest list.

## GALILEO TESTING

Dear Maryvale Prep Families,

We're excited to inform you that the Galileo Testing for your scholar is quickly approaching! The Galileo assessment is a valuable tool that helps us understand your scholars' progress and make informed decisions to support their academic growth. Here are some essential details and tips to help your child prepare for the upcoming Galileo Testing:

### Testing Dates:

Galileo Testing will take place on **Wednesday, August 13th**.

### Test-Day Essentials:

On test days, please ensure that your scholar arrives at school on time. Make sure they get a good night's sleep and have a nutritious breakfast.

We value the partnership between our school and parents in nurturing the academic growth of your scholar. The Galileo Testing is an essential part of this process, and we are committed to providing a supportive and conducive environment for your scholar's success.



# PREP POLICIES

## 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.**

## 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 25-26 School Year. For additional details, please visit [Configio](#) for all Prep Student Drivers.

## 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.

## 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 **7:25am – 7:50am**, 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!

## ATHLETIC DEFICIENCY POLICY

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.

## CELL PHONE POLICY

As stated in our Handbook, the use of cell/smart phones, and smart watches during the school day is prohibited.

- A student should keep a cell phone turned off (not merely silenced, but off)
- 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.

## 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.**