



K-12 SCHOOL POLICIES

TEXT COMMUNICATIONS

Our academy utilizes the School MessengerSystem to deliver text messages straight to your mobile phone. We will utilize this option to send information about events, school closings, safety and more. You can participate in this free service by sending a text message of "Y" or "Yes" to our academy's short code number, **67587**. You can also opt out of these messages at any time by simply replying to one of our messages with the word "Stop".

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. Excess absences could result in a truancy citation.

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. Please complete this **form** for each student to be added to the walker list.

If you want your child to be removed from the walker list, please email enrollment@maryvaleprep.org.

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 2:30pm 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. **Students will not be released during a lockdown or shelter in place drill.**

LATE PICK UP

Any student who is picked up after 3:30pm 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:

- **3:30pm-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 4:30 p.m. = same fee structure as above + Department of Child Safety phone call by our office team.**

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**. K-12 students can meet in Marley Center Plaza and 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 **do not** walk through **Gate 4** onto campus or park 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**.

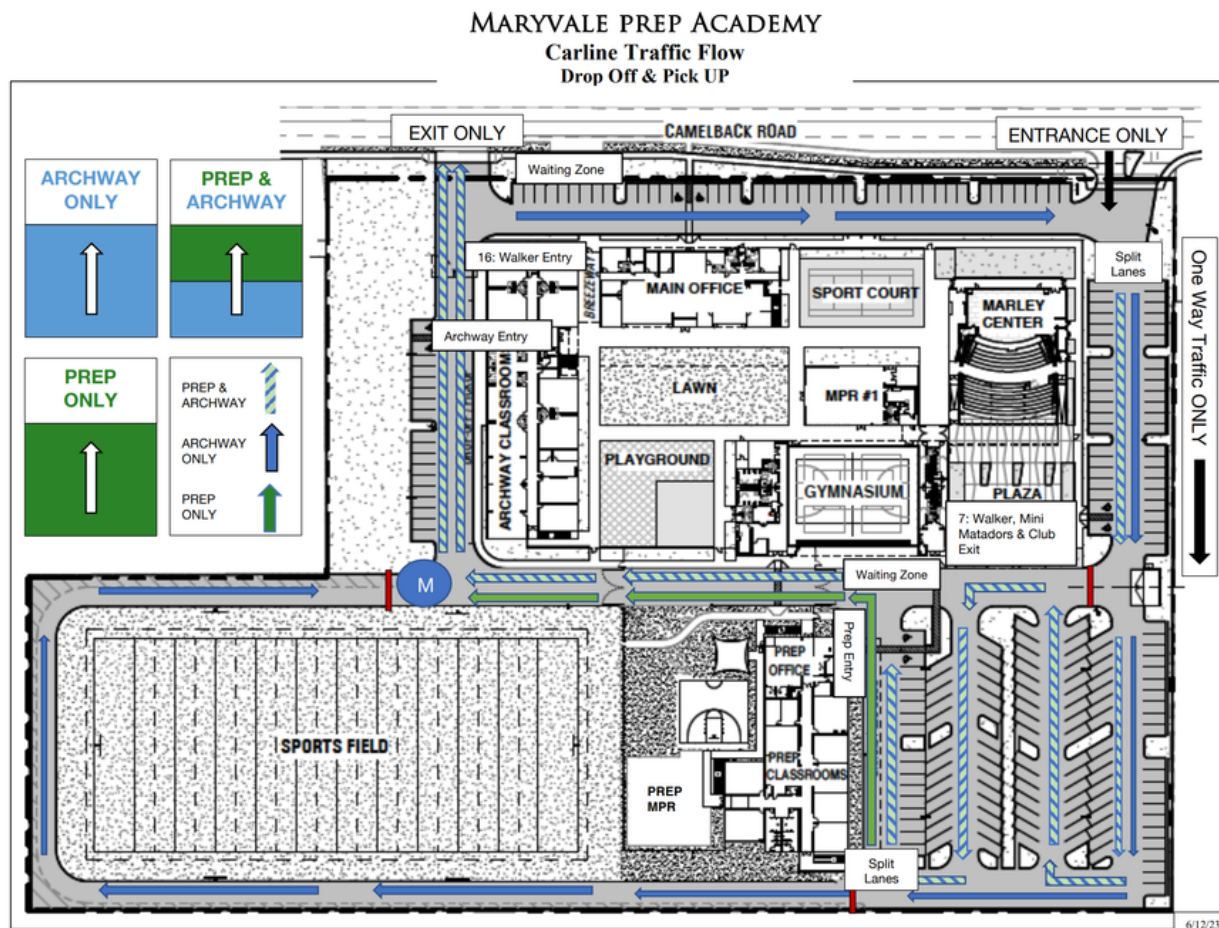
CARLINE MAP

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. **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 POLICIES

FOOD DELIVERY POLICY

Students are not permitted to order food to campus. If (the parent or guardian) is ordering food for their 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 th	12:20 – 12:40 p.m.	11:00 – 11:30 a.m.
8 th	11:10 – 11:30 a.m.	10:30 – 11:00 a.m.
9 th – 12 th	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 26-27 School Year. For additional details, please visit [Configio](#) for all Prep Student Drivers.

DETENTION POLICY

Detentions are earned for many reasons, some examples are 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, 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.

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.**