



# GLENDALE

## PREPARATORY ACADEMY

### A Great Hearts Academy

## Family Handbook

2018-2019

## TABLE OF CONTENTS

<b>GLENDALE PREPARATORY ACADEMY'S PHILOSOPHY .....</b>	<b>8</b>
KNOWLEDGE AND THE GREAT BOOKS .....	9
UPHOLDING STANDARDS .....	11
MORAL VIRTUE.....	12
<b>COMMUNICATION .....</b>	<b>13</b>
GREAT HEARTS CEO AND MANAGEMENT TEAM .....	15
FACULTY AND STAFF PHONE/E-MAIL REFERENCE .....	16
OFFICIAL SCHOOL CALENDAR .....	17
OFFICIAL GREAT HEARTS WEBSITE.....	17
<b>PARENT INVOLVEMENT .....</b>	<b>18</b>
FINGERPRINTING .....	19
THE ACADEMY VOLUNTEER AGREEMENT .....	19
MATERIAL SUPPORT OF THE ACADEMY: TIME, TREASURE, AND TALENT .....	22
TOLERANCE AND PLURALISTIC SENSITIVITY.....	22
FOCUS ON THE WESTERN TRADITION.....	23
<b>REGISTRATION, RECORDS, MEDICATION POLICIES, AND FORMS .....</b>	<b>23</b>
REGISTRATION .....	23
OFFICIAL TRANSCRIPTS .....	24
PRESCRIPTION AND OVER-THE-COUNTER MEDICATION POLICY.....	24
ASTHMA AND ANAPHYLAXIS (LIFE-THREATENING ALLERGIES).....	25
MEDICAL AND HEALTH POLICY (LINK TO FAMILY MEDICAL POLICY) .....	26
FERPA NOTIFICATION .....	26
<b>ACADEMIC EXPECTATIONS, EVALUATION, AND STUDENT PROMOTION.....</b>	<b>31</b>
ACADEMIC EXPECTATIONS.....	31
COURSE OF STUDY.....	32
STUDY MATERIALS.....	32
LITERATURE CONSUMABLES.....	33
ALTERNATE VENDORS .....	33
HOMEWORK.....	33
EVALUATION.....	34
PROMOTION.....	35
OFFICIAL GRADUATION REQUIREMENTS .....	37
FOREIGN LANGUAGE SELECTION .....	38
SENIOR THESIS .....	39
VALEDICTORIAN .....	39
GRADES AND APPLYING FOR COLLEGE.....	40
FAMILY-TEACHER ACADEMIC PARTNERSHIP .....	41
COMMUNICATION ROLES .....	41

DEFICIENCY NOTICES .....	42
STUDENT-TEACHER RELATIONSHIPS: ON CAMPUS AND OFF CAMPUS.....	42
<b>POLICIES AND PROCEDURES .....</b>	<b>43</b>
NON-DISCRIMINATION POLICY .....	43
GENERAL ENROLLMENT OVERVIEW .....	44
MCKINNEY-VENTO ACT AND STUDENTS.....	45
ATTENDANCE, ILLNESS AND TARDINESS.....	45
ABSENCES.....	45
ILLNESS.....	46
TARDINESS AND FIRST PERIOD INSTRUCTION.....	46
FAMILY VACATIONS.....	46
POLICY ON THE EXCUSE OF PUPILS FOR RELIGIOUS PURPOSES.....	47
SPECIAL EDUCATION .....	47
ARIZONA EARLY INTERVENTION PROGRAM'S (AZEIP) – CHILD FIND .....	48
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) .....	49
SECTION 504 .....	50
MEDICAL AND HEALTH POLICY.....	50
POLICY ON HARASSMENT, INTIMIDATION OR BULLYING OF STUDENTS.....	50
POLICY ON HAZING .....	52
ANONYMOUS REPORTS OF SUSPICIOUS ACTIVITY .....	52
SOCIAL MEDIA POLICY .....	53
GRIEVANCE PROCEDURES.....	53
TITLE IX GRIEVANCE PROCEDURE.....	53
PRIVACY PRACTICE AND ACCOMMODATIONS GUIDANCE .....	56
CAMPUS LEAVE AND VISITOR POLICIES .....	57
POLICY ON STUDENT DRIVERS .....	57
POLICY ON STUDENT TRIPS AWAY FROM CAMPUS.....	58
<b>BEHAVIOR CODE AND DISCIPLINE .....</b>	<b>58</b>
ACADEMY HONOR CODE.....	58
DISCIPLINE POLICY .....	60
DETENTION.....	61
SUSPENSION/EXPULSION PROCEDURE.....	62
SUSPENSION.....	62
SUSPENSION OVER 10 SCHOOL DAYS AND EXPULSION .....	63
<b>STUDENT SOCIAL LIFE .....</b>	<b>64</b>
YOUNG MEN AND WOMEN .....	64
GUIDELINES FOR ALL ACADEMY SOCIAL ACTIVITIES.....	64
POLICY ON FOOD AND DRINK ON CAMPUS.....	65
ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS .....	65
CELL PHONES AND PERSONAL TECHNOLOGY.....	65
PHOTOGRAPHY AND PUBLIC INTERNET POSTINGS .....	66
DRESS CODE .....	67

BOYS' UNIFORM AND DRESS CODE .....	67
GIRLS' UNIFORM AND DRESS CODE .....	68
GENERAL UNIFORM AND DRESS CODE OPTION FOR ALL STUDENTS .....	71
NON-UNIFORM DRESS CODE FOR SPECIAL EVENTS .....	72
<b>BASIC SCHOOL INFORMATION .....</b>	<b>74</b>
OFFICE AND STUDENT HOURS; CAMPUS ACCESS .....	74
LOCKERS AND BACKPACKS .....	74
EXTRA-CURRICULAR ACTIVITIES .....	75
PARTICIPATION.....	75
FEES .....	76
PHYSICALS .....	76
<b>EMERGENCIES .....</b>	<b>77</b>
CRISIS MANAGEMENT PLAN .....	77
PARENT OR GUARDIAN CONTACT FORM.....	77
<b>SCHOOL SITE MAP AND.....</b>	<b>78</b>
<b>LOCATIONS.....</b>	<b>78</b>
RESTROOMS.....	78
LOST AND FOUND .....	79
TRAFFIC FLOW FOR DROP-OFF AND PICK-UP .....	79
<b>SUPPORT YOUR SCHOOL'S ANNUAL CAMPAIGN.....</b>	<b>84</b>
<b>2018-2019 GLENDALE PREPARATORY ACADEMY SIGNATURE PAGE .....</b>	<b>85</b>

# LETTER TO FAMILIES

Dear Families,

Welcome to Glendale Preparatory Academy!

Parents and guardians, please take the time to read through our entire handbook. We encourage you to read pertinent portions with your children, such as the mission statement, dress code, and honor code. Please note that we revise and improve the handbook annually, so re-reading is important for returning families as well as new. The following pages clarify many of the essential details that a family must understand to participate fully in our community. In effect, knowing the handbook helps your family to join the larger Academy family as we share common values and expectations of one another. When you have finished reading the handbook, both parents and the student(s) should complete and detach the mandatory signature page. Please return this page to the school office by the end of the first week of school.

The center of our school is the classroom and the Socratic dialogue between the teacher and the student. Yet our community would be incomplete if the partnership between the Academy and each family stopped at the classroom door. As such, I urge every parent, student, and teacher to become wholeheartedly involved in at least one Academy activity outside of the classroom each year. For a parent, this might mean joining the Parent Service Organization or volunteering at the reception desk; for a teacher, coaching a sport or organizing a club; and for a student, playing a sport or being a leader in an extracurricular arena. Through work and friendship, let's continue to build up each other's spirits and develop our community.

Before you turn the page, I would like to quote from The Athenian Oath. The young men of ancient Athens took this oath when they reached the age of seventeen.

"We will revere and obey the City's laws, and will do our best to incite a like reverence and respect in those above and below us . . . We will strive to quicken the public's sense of civic duty. Thus, in all these ways we will transmit this City, not only, not less, but greater and more beautiful than it was transmitted to us."

What a powerful call to service from one of the great cities of the Western tradition! Each of us, as free citizens of the Academy, should equally strive to make our school a better place – a city of truth, goodness, and beauty – for those students, parents, and teachers who will follow us.

Warmest regards,



Brandon Crowe- Headmaster

## OUR MISSION

The mission of Glendale Preparatory Academy is to cultivate the minds and hearts of students through the pursuit of truth, goodness, and beauty.

The Academy graduate has a foundation in the liberal arts of grammar and rhetoric, logic and mathematics, history, natural science, and philosophy. The graduate has also practiced the fine arts of music, poetry, drawing and painting, and drama. The graduate is thus prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, the Academy graduate is ready to live the lifetime of learning that is possible for a human being.

The Academy will fulfill its mission by the following means:

- Service to a rigorous, core liberal arts curriculum in the Western tradition that is the same for all students
- Small class size
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character
- Detailed student evaluation, with an emphasis upon written, narrative evaluation of learning rather than upon grades and percentages
- Regular and meaningful homework assignments
- High standards of personal conduct and comportment for students

Though the curriculum is rigorous, and expectations of students are high, the Academy is not a school only for the best and the brightest. We provide an environment that allows every student who is curious and diligent the opportunity to fulfill his or her potential.

# OUR CHARTER, ACCREDITATION, AND AFFILIATIONS

The Academy is chartered by the State Board for Charter Schools. It is accredited by the American Academy for Liberal Education.

Glendale Preparatory Academy is a non –profit 501 (c) (3) corporation governed by a Governing Board of Directors and is a part of the Great Hearts network of schools. Great Hearts Academies contract with Great Hearts Arizona, a non- profit management organization, to support its members schools with curriculum, data management, faculty orientation and professional development, human resources services, business management (such as accounting), special education services, standard policies and procedures, and the development of funding and facility opportunities. In 2018 - 19, Great Hearts operates, in addition to the Academy, 21 other classical, liberal arts schools in the metropolitan Phoenix area.

## GLENDAL PREPARATORY ACADEMY'S PHILOSOPHY

"A Classical Education for Modern Times"

By Dr. Terrence O. Moore

*Doctrina sed vim promovet insitam, rectique cultus pectora roborant.*

Yet learning increases inborn worth, and righteous ways make strong the heart. (Horace)

The Academy has deliberately taken a classical approach to education. That is, we adhere to an ancient view of learning and traditional teaching methods. Such a choice might at first seem paradoxical. Why, at the beginning of the twenty-first century, in the age of the internet, in a country that has long been addicted to the revolutionary and the novel, should a forward-looking school root itself so deeply in the past? Is not newer always better? What can young people learn from old books? We must answer these questions clearly from the outset.

Classical education has a history of over 2500 years in the West. It began in ancient Greece, was adopted wholesale by the Romans, faltered after the fall of Rome, made a slow but steady recovery during the Middle Ages, and was again brought to perfection in the Italian Renaissance. The classical inheritance passed to England and from the mother country to America through colonial settlement. At the time of this nation's founding classical education was still thriving. Jefferson heartily recommended Greek and Latin as the languages of study for early adolescence. One of the Founding Fathers' favorite books was Plutarch's *Lives of the Noble Greeks and Romans*. Fellow revolutionaries so admired Washington in large part because he reminded them of the Roman patriot Cincinnatus. So important has classical education been in the history of the West that it would only be a slight exaggeration to say that the march of civilization has paralleled the vibrancy of classical schools. Unlike the old classical schools, the Academy does not make the medium of instruction Latin and Greek, although we do require all students to study both languages during their tenure at the school. Nonetheless, the Academy remains classical by upholding the same standards of teaching, of curriculum, and of discipline found in the schools of old. The Academy thus takes stock in the "tried and true" rather than in the latest fads popping out of the nation's schools of education.

Apart from this impressive history, the Academy has embraced classical education for at least four reasons that separate it from modern, progressive education. Classical education:



- values knowledge for its own sake;
- upholds the standards of correctness, logic, beauty, and importance intrinsic to the liberal arts;
- demands moral virtue of its adherents; and
- prepares human beings to assume their places as responsible citizens in the political order.

### KNOWLEDGE AND THE GREAT BOOKS

The classical view of education holds that human beings are thinking creatures. Unlike other living beings, humans live by their intelligence. We want to know things. Specifically, we want to know the truth. From birth, the curiosity of children is astounding. Children observe everything around them. They pick up language at an astonishing rate. And as soon as they begin to speak, they ask the question “what is it?” of everything that catches their attention. Children demonstrate what is true of all people: we are natural learners. Therefore, any plan of education should take advantage of young people’s natural curiosity. Schemes that stall children in their learning because “they are not ready for it,” or that use various gimmicks that sugar-coat learning, as though children take to their books as they do their medicine, are not only unnecessary but counterproductive and insulting to humanity.

As children grow, their questions become more complex and their abilities to assimilate their observations more advanced. At every child’s disposal is a veritable arsenal of mental capacities: memory, reason, imagination, a sense of beauty, a facility for language. Yet classical education does not simply leave children to their own inclinations. Rather, it feeds and directs and strengthens children’s mental abilities in the same way that sports exercise their physical abilities. The mind, like the body, atrophies when not well-trained. The emphasis on rigorous mental training is an important difference between classical and modern, progressive education. By stressing childhood “creativity” and “spontaneity,” without making children do much work or work on anything important, the modern school turns bright young children into bored adults who do not know very much. It is the old story of the tortoise and the hare. Falling in love with our talents without making any substantial effort to improve them, leads nowhere.

Classical education puts young minds to work. It leads young people to understand themselves and the world around them. Students do not learn in the abstract. They must acquire concrete skills and gain knowledge in certain disciplines to participate fully and

effectively in the human community. E. D. Hirsch captured this idea in his book *Cultural Literacy*. For people to communicate effectively, according to Hirsch, they must not only use the same language. To express and understand complex ideas, they must possess a reservoir of common facts, ideas, and references known to all in the culture. Abraham Lincoln is perhaps the best example of a leader who relied on cultural literacy to convey his ideas. Like other Americans on the frontier, he had little formal education. Yet he read intensively the works of Shakespeare, the King James Bible, fables of Æsop, Euclid's geometry, and the documents of the American Founding. Few men in our history have been able to express so forcefully and with such economy the principles of freedom and human dignity:

*Four score and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.*

Lincoln's audience at Gettysburg instantly knew that he referred to the "proposition" of the Declaration of Independence. For this reason, the Gettysburg Address is not only one of the greatest speeches in our history; it is the shortest. Lincoln did not have to retell the history of the Revolution. His fellow Americans already knew it.

The danger we presently face as a nation is that, in the words of Hirsch, "many young people today strikingly lack the information that writers of American books and newspapers have traditionally taken for granted among their readers from all generations." The same observation applies to the realm of politics, the financial and industrial world, and all other facets of American life. Employers are constantly amazed at what their employees do not know and therefore cannot do. In politics, the pregnant allusions of a Lincoln would fall upon deaf ears. Make no mistake. Cultural literacy is not merely ornamental trivia. Our purpose is not to make Jeopardy champions. Rather, cultural literacy is essential to a nation and its citizens. A culturally illiterate America cannot live up to the demands placed upon us by history and the present condition of the world. A culturally illiterate individual cannot comprehend vast areas of human knowledge necessary for his political, economic, social, and moral well-being.

By teaching a curriculum based on the Great Books of the Western tradition, the Academy has resolved to break out of the cycle of ignorance that modern society and modern educational theories perpetuate. The Academy's students study the traditional liberal arts—language and literature, math, history and government, the sciences, music and art—in a coherent and orderly program. The curriculum runs from fundamental literacy and math skills to the higher orders of thought and expression. All students are required to complete this classical curriculum. Admittedly, different children have different talents.

Some students “catch on” more quickly than others. We shall always seek to challenge every student all the time. Yet the Academy regards any system of tracking that relegates certain students to an inferior curriculum as nefarious. Not all students will learn at the same speed, but all will complete the course.

### UPHOLDING STANDARDS

In addition to requiring students to know certain things, a classical education also teaches young people judgment according to certain standards. To be “classical” means to uphold a standard of excellence. The classical works of Greece and Rome are not great simply because they are old. They are great because they employ harmonious language to depict remarkable human events and to explain the transcendent ideals of human existence. Each of the liberal arts has its own standard of correctness, logic, beauty, or importance. The study of a language offers the best example, especially since human beings live by communicating. Everyone can talk, and most everyone can read and write on a functional level. A classical education requires more than functional literacy, however. It teaches students high standards of grammar, precision in word choice, and eloquence. Throughout his education, the student will be exposed to the highest examples of eloquence attained by the greatest writers in the language.

*“... I come to bury Caesar, not to praise him.”* Shakespeare  
*“These are the times that try men’s souls.”* Paine

These sentences are entirely grammatical. They could just as easily be used to teach grammar as “I come to help Jane, not to hurt her.” By preferring Shakespeare to an anonymous “See Jane” sentence we teach three things rather than one. We teach grammar. We teach cultural literacy. We also teach beauty. Our purpose is to introduce students to the masters of the language, so they will begin to emulate them.

Young people today are particularly in need of standards of thought and of real beauty. Their speech ranges from the sloppy to the vulgar. The person whose only expressions of approval and disapproval are “that’s cool” and “that sucks” lacks not only a copious vocabulary but also the ability to judge events according to their nature and gravity. The Academy’s teachers do not shy from presenting students with standards that lift them out of the formless dross of the culture. Music is another area in which students are in dire need of high standards. The logical thinking that comes from mathematics and the sciences is no less important. Upholding standards is a principle of exclusion as much as of inclusion. The Academy does not pretend that all writing is equally good, that all human endeavors are equally important or beneficial to society, or that all scientific theories are

equally true. In choosing works of art, pieces of music, works of literature, and the like, our motto is that of Churchill: "I shall be satisfied with the very best."

## MORAL VIRTUE

Education is a moral enterprise. Young people are put into moral situations constantly. "Should I tell my mother that I broke her favorite vase or pretend like nothing happened?" "Should I copy the answers of the person sitting next to me?" "Should I argue with my teacher?" These are the timeless moral questions youth face today and have always faced. Anyone who thinks they are new should read the Confessions of St. Augustine. This patriarch of the church stole apples as a child. His knowledge of sin came from his own inner struggle. Schools can approach the moral lives of youth in three ways. They can try to ignore moral issues altogether. They can open up moral questions for students to explore in a non-judgmental and noncommittal environment. Or they can teach classical views of self-command using traditional teaching methods.

The first approach is simply impossible. All schools must maintain an atmosphere of order and decorum for learning to take place. Schools that try to ignore the character of their students either end up with major discipline problems or teach some forms of character without claiming to do so. As soon as you say, "this is right" and "this is wrong" you are teaching virtue. The second approach might seem the most worthy of reasonable people. "Let us talk about morality in a non-judgmental way and let students come up with their own answers," say the advocates of moral reasoning and values clarification. They even make moral discussion a part of the curriculum. What happens in these discussions is that teachers open up pre-marital sex, drug use, and other illicit activities as plausible life choices so long as students can explain those choices in terms of "their own values." Predictably, research has indicated that students who are exposed to open-ended discussions of moral issues are far more likely to engage in vice (William Kilpatrick, *Why Johnny Can't Tell Right from Wrong*, ch. 4).

In contrast to the first two approaches, the Academy teaches the classical virtues using traditional methods. We do leave religious questions entirely up to the students and their parents. But we agree with Aristotle's dictum that one becomes virtuous by practicing the virtues. We believe that every young person has a conscience. It may be a conscience embattled against the individual's own passions and the allurements of the culture, but it is a conscience nonetheless. Like the capacities of the mind, the conscience must be educated, or it will lapse into lethargy. We insist that students always be attentive and polite. We teach them how to uphold the school's pillars of character. When students become capable of discussing virtue, we do not present them with moral conundrums that seemingly have no right or wrong answers. Instead, we confront them with the great

stories of self-command and self-sacrifice found in literature and history. These narratives show that actions have consequences, and that there is a clear difference between right and wrong. Just as we encourage students to emulate the intellectual virtues of writers and scientists, so we lead them to emulate the moral virtues of heroes and heroines. The history of classical education is quite simply a history of the conjunction of learning and morality. The Roman teacher Quintilian made the connection explicit:

*My aim, then, is the education of the perfect orator. The first essential for such a one is that he should be a good man, and consequently we demand of him not merely the possession of exceptional gifts of speech, but all the excellences of character as well.*

The Academy expects no less of our students.

## COMMUNICATION

The Headmaster for the school is Brandon Crowe. The Headmaster works is responsible for overseeing the day-to-day operations of the school. The Headmaster directly oversees the implementation of the Academy's curriculum and has sole authority to manage all teachers and staff at the Academy. The Headmaster reports to the Great Hearts Superintendent's office.

The Assistant Headmaster is Kyle Navarrette. He assists the Headmaster with various administrative duties. He is a member of the school's leadership team and supports the headmaster in responding to parent complaints, promoting positive school culture and handling elevated student issues. His duties include serving as a primary contact for parents and students regarding school rules and procedures and oversees school detention for the purpose of discussion, reflection and restoration. The Assistant Headmaster's focus is on parent, teacher and student matters. He is primarily responsible for ensuring that the curriculum and code of conduct standards are upheld by all faculty, staff and students.

Dean Zachary Weisse serves as a member of the school's leadership team, working to infuse school culture with both joy and self-discipline while building a safe and vibrant school community. His duties include classroom observations to ensure quality instruction, student engagement and teacher-student interaction.

Dean Zackary Withers serves as a member of the school's leadership team, working to help students achieve academic success. His duties include coaching students on academic strategies, organizing academic testing, and handling elevated student academic issues. His primary responsibilities include classroom observations, overseeing curriculum, and ensuring quality instruction.

Assistant Dean Joseph Mahar serves in the area of culture and discipline. He will monitor detention and discuss school expectations and behavior with students to encourage a culture of respect and service. Mr. Mahar will also observe classes to strengthen teacher-student relationships and will be involved in student mentorship, student life, and school events.

The Director of Operations is Tera McLoughlin. She serves as a member of the school's leadership team, working to ensure efficient logistical operations of the school. Her responsibilities include all matters relating to facilities and scheduling for the school year. She oversees the Office Manager and manages the front office.

The Athletic Director is Steve Drake. He oversees all coaches and athletic activities at the school. A parent with questions about sports, especially those pertinent to practice/game schedules and locations, should check the athletic section of the school's website for information. If questions remain, they should be directed to the relevant coach and then the Athletic Director.

The Exceptional Student Services Coordinators are Susan Hastings and Rita Bulthaup. They coordinate and provide services for students with Health Plans, IEPs, 504s, and other exceptional requirements.

The Office Manager is Sylvia Hayakawa. She manages the front office, works closely with the Headmaster in communicating information to the families, and assists families with records and school business unrelated to student discipline, curriculum, or the classroom. She handles enrollment and withdrawals as well as new families. The office manager answers parent questions concerning day to day activities as well as student records, but does not discuss matters of student discipline, curriculum or the classroom.

The Office Assistants are Jody Mooberry and Heidi Edmiston.

The College Counselor is Katherine Sarbacker. She primarily works with juniors and seniors and their families to help them plan and execute college applications and coordinates the school's administration of college admissions-related testing, such as the PSAT and PLAN. The Counselor also work closely with the Office Manager and Assistant Headmaster to maintain official transcripts for students.

Questions or concerns about curriculum should be directed to the appropriate teacher, Dean of Academics, or the Headmaster.

Questions or concerns about student conduct or discipline should be directed to the Assistant Headmaster and Dean of Students.

General questions regarding the school may be directed to the Office Manager or to the Headmaster.

If you are uncertain whom to contact about a particular issue, please contact the office, and we will direct you to the appropriate employee.

#### **GREAT HEARTS CEO AND MANAGEMENT TEAM**

The Great Hearts CEO and Management Team work with the Headmasters and schools and offer essential support. For more information about Great Hearts, please visit the website, [www.greatheartsaz.org](http://www.greatheartsaz.org). The Great Hearts management team includes:

As of August 1, 2018, the company's senior team consists of:

Chief Executive Officer – Mr. Wade Dyke

President of Arizona Schools- Mr. Erik Twist

Superintendent of Arizona Schools - Mr. David Denton

Chief Administrative Officer – Mr. Robert Wagner

Chief Advancement Officer – Dr. Daniel Scoggin

Vice President of Operations – Ms. Marilyn Papke

504 Coordinator:

Thomas Doeblor, Exceptional Student Service Director

Great Hearts Academies

4801 E. Washington St. Suite 250

Phoenix, AZ 85034

602.438.7045 EXT 345

Title IX Coordinator:

Lauri Myracle, HR Director Great Hearts Academies

4801 E. Washington St. Suite 250

Phoenix, AZ 85034

602.438.7045 EXT 363

Note to Parents: Copies of resumes and fingerprint clearance cards for all faculty, Great Hearts staff and board members are available upon request. Please direct your request to Great Hearts Human Resources via email at [HR@greatheartsaz.org](mailto:HR@greatheartsaz.org).

## FACULTY AND STAFF PHONE/E-MAIL REFERENCE

Please remove and keep near your phone for reference when calling the school.

Name	E-Mail Address
Allison, Christian	<a href="mailto:callison@glendaleprep.org">callison@glendaleprep.org</a>
Asso, Paolo	<a href="mailto:passo@glendaleprep.org">passo@glendaleprep.org</a>
Bulthaup, Rita	<a href="mailto:rbulthaup@glendaleprep.org">rbulthaup@glendaleprep.org</a>
Chaikin, Lisa	<a href="mailto:lchaikin@glendaleprep.org">lchaikin@glendaleprep.org</a>
Collum, James	<a href="mailto:jcollum@glendaleprep.org">jcollum@glendaleprep.org</a>
Cox, Jennifer	<a href="mailto:jcox@glendaleprep.org">jcox@glendaleprep.org</a>
Crowe, Brandon	<a href="mailto:bcrowe@glendaleprep.org">bcrowe@glendaleprep.org</a>
Dickerson, Ben	<a href="mailto:bdickerson@glendaleprep.org">bdickerson@glendaleprep.org</a>
Drake, Steve	<a href="mailto:sdrake@glendaleprep.org">sdrake@glendaleprep.org</a>
Edmiston, Heidi	<a href="mailto:hemiston@glendaleprep.org">hemiston@glendaleprep.org</a>
Fendler, Austin	<a href="mailto:afendler@glendaleprep.org">afendler@glendaleprep.org</a>
Fuller, Steven	<a href="mailto:sfuller@glendaleprep.org.edu">sfuller@glendaleprep.org.edu</a>
Gaza-Dela Cruz, Sher-Lyn	<a href="mailto:sgaza-delacruz@glendaleprep.org">sgaza-delacruz@glendaleprep.org</a>
Gonzalez, Mike	<a href="mailto:mgonzalez@glendaleprep.org">mgonzalez@glendaleprep.org</a>
Hayakawa Silvia	<a href="mailto:shayakawa@glendaleprep.org">shayakawa@glendaleprep.org</a>
Hamilton, Alex	<a href="mailto:ahamilton@glendaleprep.org">ahamilton@glendaleprep.org</a>
Hecht, Christian	<a href="mailto:chetch@glendaleprep.org">chetch@glendaleprep.org</a>
Henrich, Laura	<a href="mailto:lhenrich@glendaleprep.org">lhenrich@glendaleprep.org</a>
Hicks, Matthew	<a href="mailto:mhicks@glendaleprep.org">mhicks@glendaleprep.org</a>
Hudson, Erin	<a href="mailto:ehudson@glendaleprep.org">ehudson@glendaleprep.org</a>
Kilcup, Myckenzie	<a href="mailto:mkilcup@glendaleprep.org">mkilcup@glendaleprep.org</a>
King, Michelle	<a href="mailto:mking@glendaleprep.org">mking@glendaleprep.org</a>
Kinum, William	<a href="mailto:wkinum@glendaleprep.org">wkinum@glendaleprep.org</a>
Le Trent, Kathryn	<a href="mailto:kletrent@glendaleprep.org">kletrent@glendaleprep.org</a>
Liles, Elliot	<a href="mailto:eliles@glendaleprep.org">eliles@glendaleprep.org</a>
Liles, Maria	<a href="mailto:mliles@glendaleprep.org">mliles@glendaleprep.org</a>
Madeya, Lisa	<a href="mailto:lmadeya@glendaleprep.org">lmadeya@glendaleprep.org</a>
Mahar, Joseph	<a href="mailto:jmahar@glendaleprep.org">jmahar@glendaleprep.org</a>
Maratea, Anthony	<a href="mailto:amaratea@glendaleprep.org">amaratea@glendaleprep.org</a>
Mathews, John	<a href="mailto:jmathews@glendaleprep.org">jmathews@glendaleprep.org</a>
McLoughlin, Tera	<a href="mailto:tmcloughlin@glendaleprep.org">tmcloughlin@glendaleprep.org</a>
Mobbs, Clifton	<a href="mailto:cmobbs@glendaleprep.org">cmobbs@glendaleprep.org</a>
Mooberry, Jody	<a href="mailto:jmooberry@glendaleprep.org">jmooberry@glendaleprep.org</a>



Navarrette, Kyle	<a href="mailto:knavarrette@glendaleprep.org">knavarrette@glendaleprep.org</a>
Oakes, Landon	<a href="mailto:loakes@glendaleprep.org">loakes@glendaleprep.org</a>
O'Rourke, Siobhan	<a href="mailto:sorourke@glendaleprep.org">sorourke@glendaleprep.org</a>
Pereira, Cecile	<a href="mailto:cpereira@glendaleprep.org">cpereira@glendaleprep.org</a>
Roiger, Robin	<a href="mailto:rroiger@glendaleprep.org">rroiger@glendaleprep.org</a>
Roper, Brian	<a href="mailto:broper@glendaleprep.org">broper@glendaleprep.org</a>
Sarbacker, Katherine	<a href="mailto:ksarbacker@glendaleprep.org">ksarbacker@glendaleprep.org</a>
Sparks, Cathy	<a href="mailto:csparks@glendaleprep.org">csparks@glendaleprep.org</a>
Stanford, Alexis	<a href="mailto:astanford@glendaleprep.org">astanford@glendaleprep.org</a>
Thompson, James	<a href="mailto:jthompson@glendaleprep.org">jthompson@glendaleprep.org</a>
Tierney, Patrick	<a href="mailto:ptierney@glendaleprep.org">ptierney@glendaleprep.org</a>
Ustach, Carolyn	<a href="mailto:custach@glendaleprep.org">custach@glendaleprep.org</a>
Phyllis Weaver	<a href="mailto:pweaver@glendaleprep.org">pweaver@glendaleprep.org</a>
Wegener, Kristen	<a href="mailto:kwegener@glendaleprep.org">kwegener@glendaleprep.org</a>
Weisse, Zachary	<a href="mailto:zweisse@glendaleprep.org">zweisse@glendaleprep.org</a>
West, Christopher	<a href="mailto:cwest@glendaleprep.org">cwest@glendaleprep.org</a>
Withers, Zachary	<a href="mailto:zwithers@glendaleprep.org">zwithers@glendaleprep.org</a>

\*Email is the preferred method for communicating with faculty members

### OFFICIAL SCHOOL CALENDAR

The official school calendar for each academic year is posted on the school website ([www.glendaleprep.org](http://www.glendaleprep.org)) and distributed to each family via email prior to the start of school, usually in June. Any updates and revisions will also be found on the web version of the calendar, which is updated as needed. This calendar should be carefully coordinated with each family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays, half-days, special events, mandatory student fine arts performances, year-end ceremonies, etc. We encourage families to visit our website regularly to view communiqués, faculty contact information, updates on extra-curricular schedules and locations, and other school related events and information.

### OFFICIAL GREAT HEARTS WEBSITE

The [Great Hearts](#) website is an important tool for communication. We encourage families to visit our website regularly to view communiqués, faculty contact information, updates on athletic and extra-curricular schedules and locations, and other school related events and information. Great Hearts Academies is committed to making its website usable by all people, including those with disabilities by meeting or exceeding the requirements of the

Web Content Accessibility Guidelines 2.0 Level AA (WCAG 2.0 AA). We strive in making our site an equal playing field for everyone.

We continue to monitor our site and make sure that all content provided is accessible to all visitors. In order to help us in this process, we have engaged an accessibility consulting company to assist us in ensuring that our Web presence is in conformance with the WCAG 2.0 AA. The efforts to improve the website are ongoing.

## OUR COMMITMENT TO HELP

We are dedicated to meeting the accessibility needs of all students, parents and members of the public. Should you have specific questions or concerns about the accessibility of this site or need assistance in using the processes found within this site, we have trained individuals here at Great Hearts Academies to assist you. Please contact us directly. We would be happy to assist in making your visits to our site as convenient as possible.

## PARENT INVOLVEMENT

The primary way that parents are involved in the school is by supporting their child in his or her journey through the Academy. Parents will want to have an established plan for listening to and then encouraging their students when they are working hard. Likewise, parents may want to communicate frequently with their son's or daughter's teachers, so the parents can develop an understanding of the Academy's expectations of how preparatory-level, liberal arts studies form habits of learning. Also, parents should contact the teachers to share important information on how their child approaches the curriculum at home and if he or she is experiencing difficulty. Academy students invest a great deal in their education, and thus teachers and parents should be unanimous in their support of the students and one another.

The teachers of the Academy are honored by the great trust that parents have placed in them. This trust between the parents and the school must be maintained not only by ongoing communication, but by a mutual understanding of the "big picture": what an Academy education will offer young people in the long run. It can be difficult for both young people and adults to maintain a focus on the long-term benefits that a liberal education offers. Likewise, students, especially younger students, may not fully sense the extent of their own intellectual and moral growth over time. When students are applying themselves on a particular part of their journey, they will look to their parents and their teachers for a reaffirmation that their investment is yielding positive gains. As such, mutual trust between parents and teachers is essential to convincing students that we

have an achievable plan in place for them that is also in their best interest.

We know from experience that students find the curriculum more manageable in the upper grades, even though the course work there is the most advanced. The Academy offers a core curriculum in which each of the grades builds on previous grades over the student's 7-year tenure. The 11<sup>th</sup> and 12<sup>th</sup> grades in particular will be culmination years that gather all of the previous years of liberal arts study together to offer the student a critical and comprehensive understanding of the Western tradition. All parents and students should maintain a vision of what the Academy graduate will look like at graduation. Our graduates will be confident, articulate, and prepared to live full human lives. They will have studied some of the greatest works in the history of the world; they will understand the intellectual foundations of the world in which they live; they will have been trained in advanced mathematics and science; they will appreciate art and culture as expressions of the human spirit; they will be approaching (after Latin) fluency in a modern European language; and they will possess the intellectual skills and disciplines that make a lifetime of learning possible. Of course, a liberal arts education is not one that can be completed hurriedly or with a sense only of its immediate benefit or material value. The formation of our students' characters and imaginations involves an exposure to great works and thinking over time, and it is not complete even at graduation. The Academy does not claim to offer a definitive or exhaustive education, for as the great American philosopher and teacher Mortimer Adler once wrote, "Education stops only with the termination of life; the only fully educated human being is a dead one."

## FINGERPRINTING

All employees of charter schools, and school volunteers who work with students, shall be fingerprinted and have a criminal background check conducted by the Arizona Department of Public Safety and the FBI. Fingerprinting must be completed by Great Hearts Human Resources. We will announce at least one day at the beginning of each school year when a Great Hearts Lead Office staff member will come to campus to fingerprint all new volunteers or potential volunteers. If you are dedicated to working this year with students as a chaperone, lunch assistant, playground monitor, tutor, office volunteer, or for any other purpose, we encourage you to attend the group fingerprinting day. At other times during the year, new volunteers may contact Great Hearts Human Resources – 602-438-7045, option 7, to make arrangements to have the required fingerprinting completed.

## THE ACADEMY VOLUNTEER AGREEMENT

The Academy Volunteer Agreement: The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences

and avoiding conflicts of interest are required of all who volunteer at the Academy. In doing so, we accomplish these two purposes:

- fairness to all students, faculty, staff, volunteers, and visitors
- protection of the Academy's reputation, which in turn impacts the future of our school

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Possible situations are too numerous to specify individually. Common expectations include:

- not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- not participating in discussions about suspected wrongdoing by students, teachers, staff, or other volunteers
- participating in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer supervisor or in writing to the administration)
- exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of the Academy
- maintaining the confidential status of information obtained as "confidential forever"
- Wearing appropriate attire
- Leaving student discipline to faculty and staff
- Not using volunteer time as extra QT with your students...etc.
- not grading or evaluating your own student's work
- full cooperation with your supervisor regarding but not limited to following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments given, classroom management, or equity in treatment of individual students (if concerns arise these must be submitted in writing to the volunteer supervisor or the administration)
- while volunteering in the classroom no discussion of the volunteer's student may occur; if a volunteer needs to discuss his student an appointment must be scheduled through the office

All persons involved in volunteering are required to inform the classroom teacher of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from classroom volunteering.

Volunteers at the Academy must be prepared to interact supportively and positively with students, faculty, staff, and other members of the parent community. Volunteers are required to uphold standards of dress and comportment, including:

- Full cooperation with the teacher
- Appropriate attire for the work being done. Classroom volunteers should dress in polo shirt and slacks (men) or the equivalent (women). Skin-tight clothing such as spandex is insufficient and should be covered by outerwear.
- Not using time as a volunteer to initiate an impromptu discussion with the teacher regarding your student's performance or an opportunity for extra quality time or one on one time with your student
- Referring disciplinary matters to faculty members

I have read this agreement, understand it, and have asked any clarifying questions necessary. Based on this, I agree to maintain confidentiality and understand the consequences of not doing so.

Signature\_\_\_\_\_Printed Name\_\_\_\_\_Date\_\_\_\_\_

## MATERIAL SUPPORT OF THE ACADEMY: TIME, TREASURE, AND TALENT

The Academy provides an outstanding educational offering unprecedented in the public arena, “in the tradition of the finest private schools” but free of tuition. The Academy is a state-funded public school, but the state funding formula does not provide sufficient dollars for capital improvements or ownership of our campus, nor does state funding provide completely for our unparalleled student to teacher ratio. Further, charter schools, unlike regular public schools, cannot levy taxes. Consequently, we must regularly seek outside charitable funding and grants to develop and maintain the high level of our program.

Volunteerism is thus strongly encouraged. Without this practical proof of your belief in the value and quality of the Academy, we could not exist. The Academy humbly asks for each parent’s time, talent, or treasure. Each parent must consider making all of the following a part of their tenure at the school: 1) volunteering regularly to assist in the office and/or on campus and/or through membership in the Parent Service Organization, 2) supporting the Academy’s material structure through donation of a unique talent or service, and 3) financial assistance to the Academy via book donations, participation in the \$200/\$400 extra-curricular tax credit program, and regular contributions to the Community Investment Annual Giving Campaign. The Academy is a non-profit, 501(c) 3 corporation; as such, your gifts to the Academy may be tax-deductible. Since only 80% of the Academy’s budget income actually comes from the state, your donations are absolutely vital to the health of the school. These donations directly address the reality (the bottom line) that the Academy is not just a public school, but a unique institution that asks for so much more from everyone involved.

The Parent Service Organization (PSO) helps in the planning and management of school community events. The PSO builds up the school through large and small community events, through support of school activities, generosity to teachers, and through many acts of kindness and school spirit.

## TOLERANCE AND PLURALISTIC SENSITIVITY

The Academy is a public, non-sectarian institution serving a variety of Arizonans. All members of the community—the administration, teachers, parents, and students—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at the Academy in actively promoting tolerance, civility, and sensitivity. Although the curriculum will include studies of world religions and ethical/moral codes, teachers are not permitted to encourage or endorse a particular religious perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in

class or on campus. Discussion of contemporary politics and global affairs is not a part of the Academy's curriculum, and opinions about such issues are kept out of the classroom.

### FOCUS ON THE WESTERN TRADITION

The Academy's teachers are able to explain to students, parents, and the public why we do focus exclusively on Western culture during the seven years of education at the school. This focus is not intended as a statement about other cultural heritages. In brief, we focus on Western culture at the Academy because we believe that seven years is just enough time to offer students a comprehensive introduction to the great works of the Western tradition, including literature, philosophy, history, math, science, languages, and the fine arts. The Western tradition is one of great depth and diversity (of peoples and ideas) and will serve as a superb foundation to our students as they go on to be life-long learners. We would also note that many of the principal values and ideas that underlie our own American society may be clearly traced to the classics we study. Indeed, merely to be a speaker of Spanish, English, Portuguese, or French, the main languages of the Americas, is to be already rooted in the Western tradition in which those languages developed.

## REGISTRATION, RECORDS, MEDICATION POLICIES, AND FORMS

### REGISTRATION

In order to complete the registration process, parents must have records transferred from the child's previous school to the Academy. This documentation should include your child's immunization history and a copy of his/her birth certificate or other legally acceptable identifying documents, as well as his/her complete academic and disciplinary records, including any special needs or information. A request form may be obtained at the school office. Official transcripts should be sent to the Academy directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope. If your child was home-schooled, a signed description of the curriculum and course content mastered must be submitted to the Academy. A more complete explanation of the documents that may be submitted is included in the enrollment policy which is part of this handbook.

Additionally, in order to complete student registration or re-enrollment, a parent must provide proof of Arizona residency. This proof must be re-submitted annually; acceptable forms of residency verification are listed in the enrollment packets issued by the school and described in detail in the enrollment policy which is part of this handbook.

High school transfers will have their official transcripts from previous high schools reviewed by the assistant headmaster and college counselor. After the review, the school will send the parent(s) a letter notifying them of any additional courses that must be taken to meet graduation and state requirements. All credit deficiencies must be made up prior to the beginning of the senior year, or sooner, if the class is a prerequisite to another course in the Academy curriculum.

Home-school coursework for junior high grades will also be reviewed to assure appropriate preparation to enter the Academy's curriculum at the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> grade level. Home-school credits will not be accepted for high school classes, although any courses taken from a community college or from a regionally-accredited distance learning program will be considered for credit. High school home-school students without such credits must start with the Academy in the 9<sup>th</sup> grade.

Parents have the right of access to the records of their children. The school reserves the right to have a 72-hour waiting period in order to maintain the smooth flow of school business, although there may be an additional delay during certain times of the year when administrative staff is involved with other tasks, and to charge a reasonable fee for the cost of copying records. Non-custodial parents also have the right of access to records, unless the school has received a court document to the contrary. Please review the FERPA notification which follows for more information regarding access to and disclosure of student information.

### OFFICIAL TRANSCRIPTS

To request a middle school transcript, please submit a request to your school's office manager. To request a high school transcript, please submit a request to your school's registrar or college counselor. Please make note of whether an unofficial or official transcript is needed. Unofficial transcripts are given directly to the family. However, official transcripts will be sent directly to the institution. Exceptions may be made in extenuating circumstances, but official transcripts are usually requested to be sent directly from the school. Take note to include a business-sized envelope with the complete address of the college or university where you want the transcript to be mailed. Families are responsible for addressing the envelopes correctly. Sufficient notice (at least one week) needs to be given to allow for adequate time to process the request.

### PRESCRIPTION AND OVER-THE-COUNTER MEDICATION POLICY

Parents must fill out an Emergency Information Card that will remain on file in the front office. This form will also allow parents to indicate permission for the student to take



specific standard over the counter (OTC) drugs (acetaminophen or ibuprofen) as well as prescription medications.

If a student must take prescription or regular doses of non-prescription (OTC) drugs while at school, the parent must bring the prescription/OTC medication to the school office and complete an additional permission form with signed instructions for administration. Dosage requested by the parent or guardian shall be in keeping with the manufacturer's recommendations. Each instance of administration of a prescription or OTC drug shall be documented in the school's database by the administering office staff. The school will maintain a limited supply of OTC medications in the office for dispensation to students in acute need (not chronic). This includes cough drops, ibuprofen, antacids and acetaminophen. Written permission to take specific OTC medications must be on file in the office before a student will be administered any by staff. If front office staff reasonably believe that a student is misusing school-stocked OTC medications, such as seeking them every day, staff may refuse to issue requested OTC meds to a student.

Students are not permitted to keep prescription or OTC medications on their person or in their lockers on campus (all drugs, including cough drops, are kept locked in the front office). School administration must be notified immediately of students suspected of breaching these regulations. Violation of these policies places the student and others at great risk of personal harm, and as such, will result in disciplinary action.

### Consent to Dispense Form

### ASTHMA AND ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)

It is the responsibility of an anaphylactic/potentially anaphylactic child's parents to inform the school health personnel of their child's allergy. Anaphylactic children who have been cleared by their physician to carry their own auto-injector (EpiPen) may do so. The physician will need to provide the school with an Action Plan to support the self-carry instructions.

In order to protect all students with asthma, each student at our Great Hearts Academies who have been identified as having asthma must have an Asthma Action Plan on file that is signed by a physician or healthcare provider. An Asthma Action Plan is a self-management tool that is used to help the school health personnel assist children diagnosed with asthma to better control his or her condition. The plan is completed by a physician or healthcare provider and includes information on a student's medications and dosing requirements, asthma triggers, how to handle worsening symptoms and what to do during a breathing emergency. It is a critical element in our school's overall wellness plan and will support

school health personnel identify in tracking those students who are most at risk for having an asthma emergency. A sample form is available through the Nurse's office.

[Food Allergy Action Plan](#)

[Asthma Management Plan](#)

MEDICAL AND HEALTH POLICY ([LINK TO FAMILY MEDICAL POLICY](#))

## FERPA NOTIFICATION

### REQUIRED ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS REGARDING STUDENT RECORDS

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to student educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 years or older or attending an institution of postsecondary education).

### YOUR RIGHT AS A PARENT OR ELIGIBLE STUDENT

The Right to Inspect and Review the Student's Educational Records.

If you wish to inspect/review the student's educational records, please contact the Headmaster to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. School personnel will respond to reasonable requests for explanations and interpretations of the records. The Academy will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.

The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student's Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent.

The Academy will limit the disclosure of information contained in a student's education records except: (1) By your prior, written consent; (2) as directory information; or (3) under certain limited circumstances permitted by FERPA. Some instances in which disclosure is permitted without your consent are set forth below.

Directory Information. Your consent is not required for the Academy to release the following student information designated as “directory information”:

Name	Date of birth	Class designation
Address	Place of birth	Previous school or district attended
Telephone number	Extracurricular participation	Wt. & Ht. for athletic teams
Parent name	Student photograph	Dates of attendance
Email address	Achievement or honors	

If you wish to refuse to permit the Academy to release directory information, you must submit your written refusal to the Headmaster’s Office within two weeks of the date of this notice.

Disclosure to School Officials. The Academy may disclose personally identifiable information from a student’s education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Board of Directors, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know in order to fulfill the school official’s professional responsibility and/or to provide a service or benefit to the student or the student’s family.

The Right to Seek Amendment of the Student's Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student's Privacy Rights.

If you believe the student's records contain information that is inaccurate, misleading, or in violation of the student's privacy or other rights, you may ask the Academy to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if the Academy decides not to alter it according to your request. A form for this purpose and additional information is available in the Headmaster's office.

The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by the Academy to Comply with the Requirements of FERPA.

You are entitled to file a Complaint with the U.S. Department of Education if you believe the Academy has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

The Academy complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400; 34 C.F.R. Part 300); and A.R.S. §§ 15-151, 15-142.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

Political affiliations or beliefs of the student or student's parent;

Mental or psychological problems of the student or student's family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of others with whom respondents have close family relationships;

Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

Religious practices, affiliations, or beliefs of the student or parents; or

Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Academy will make

this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

# ACADEMIC EXPECTATIONS, EVALUATION, AND STUDENT PROMOTION

## ACADEMIC EXPECTATIONS

Our mission is to provide an environment that allows every student who wants to learn the opportunity to engage with the subjects, ideas and great works of our curriculum, the practice of which will prepare them to lead rich and fulfilling lives. To exclude any student from this opportunity would cause us to fall short of our mission; though the curriculum is rigorous, and expectations of students are high, we are not an exclusive school only for those with particular aptitudes or exceptional capacities.

A key philosophical assumption the Academy holds is that every student can learn. As human beings, we are equal in that we all have the capacity to learn and grow. But this equality in capacity cannot be confused with equality of capability, and certainly not with equality of academic results. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. The Academy is committed to helping every student to learn and grow as much as he or she can, to employ a metaphor we seek to pour the same “rich cream” of a Great Hearts education into all vessels, no matter their size, shape, or appearance. True excellence across the curriculum is a rare and worthy achievement – to be admired by all, but not to be unreasonably expected of all, or even most, students.

A student’s willingness and desire to learn and grow– in short, his or her curiosity and perseverance– is the key to the pursuit of excellence and fulfillment at the Academy. While the school understands that some students are more talented than other students in certain subjects, every student who has passed the appropriate prerequisites, is genuinely curious, and applies him or herself diligently on a daily basis will succeed at the Academy. Success is measured as a student’s growth in maturity, accomplishment, and understanding over the course of his or her years at the Academy, to be demonstrated in his or her character as a senior and graduate; a truly impressive young man or woman.

Since the Academy requires a rigorous course of study, we strongly recommend that students do not work at an outside job during the school year.

## COURSE OF STUDY

	6th	7 <sup>th</sup>	8th	9th	10th	11th	12th
English	Literature & Composition	Literature & Composition	Literature & Composition	Humane Letters- American Tradition	Humane Letters- European Tradition	Humane Letters- Greece and Rome	Humane Letters- Rome to Modern Times
History	U.S. History	Ancient History	Medieval History				
Mathematics	Pre-Algebra	Algebra I	Algebra II	Geometry	Pre-Calculus	Calculus I	Calculus II
Science	Introduction to Science	Life Science	Earth Science	Biology	Physics I	Physics II	Chemistry
Foreign Language	Latin I	Latin II	Latin III	Latin IV or Mod. Lang. I	Latin V or Mod. Lang. II	Greek I or Mod. Lang. III	Greek II or Mod. Lang. IV
Fine Arts	Poetry/Art	Music / Art	Music / Drama	Music / Art	Music/ Economics	Poetry / Drama	Art / Drama

## STUDY MATERIALS

In order to do well at school, the student must be prepared with the proper tools. Backpacks or book bags may be used to carry books to and from school and will be stored in the student lockers during the school day. Each student should be prepared with several pencils and ballpoint pens, as well as other materials specified by the students' specific teachers. Students may carry a pencil pouch to classes along with their books and binders. Spiral bound notebooks are acceptable for note taking, but assignments written on spiral tear-out paper will not be accepted. Sharpies and other permanent marking pens are prohibited on campus.

Textbooks will be issued to each student for use during the academic year, but they remain the property of the school. A one-time book deposit of \$175.00 is required upon enrollment to the school and is refunded when the student graduates or withdraws from the school as long as all textbooks have been returned in good condition each year. If a student misplaces a book, he or she will be charged for the full replacement cost of the book, which is significantly more than the per-book deposit amount. (Students may also be charged a return fee by the reception desk to return assigned textbooks found by staff on the campus.). Deposit is due when you submit your completed registration packet to the



school. Financial assistance for book deposits is available in certain circumstances. Please speak with the Headmaster or Front Office staff for information.

### LITERATURE CONSUMABLES

Your child's class will utilize classic works of literature during the upcoming school year. At Great Hearts Academies, it has always been the tradition for students to develop a personal library of books that they mark in, keep and return to during their time at Great Hearts, and treasure for years to come. We call these books "Classics to Keep". Your child's class will utilize these classics during the upcoming school year. Parents and students are strongly encouraged to purchase these books for their own personal collections, so that they can mark them and keep them, allowing students to develop their own impressive personal library of classics over the course of their academic career with Great Hearts. For families who do not purchase the texts, their student will be given access to a copy of these books as part of their curriculum. Students should not mark these books provided by Great Hearts and will be asked to return the books in good condition once their class has finished working with the book. Financial assistance for is available in certain circumstances. Please speak with the Headmaster or Front Office staff for information.

### ALTERNATE VENDORS

Families may purchase books and other school supplies from whichever vendor they choose, although some academies may have partnered with particular vendors as a convenience for families. Please check with the Academy office staff for vendor information. We only ask that all books match the ISBNs listed on our website. This ensures that students can all follow along on the same page when reading and discussing in class.

### HOMEWORK

Students should expect to do meaningful homework each night. Homework is an essential part of preparatory studies because it reserves class time for instruction, discussion, dialogue, and the collective pursuit of truth. In turn, homework is a time of quiet concentration in which the student truly makes the subject his or her own.

Study habits vary, so it is difficult to estimate the amount of homework time for any one student. Often success with homework is a condition of the student's self-regulation. Skillful self-regulators have an arsenal of strategies that enable them to achieve efficiently and effectively: help-seeking, planning, goal-setting, time-management, self-monitoring, reducing distractions, questioning, monitoring comprehension, and using feedback. Students who struggle often do not systematically employ these strategies, even though they may, in fact, spend a significant amount of time working/studying. We think that junior high and high school are appropriate places for young people to develop and

strengthen their work skills; in essence, students learn how to learn through the rigors of school.

As a general guideline, however, students should be prepared for two to three hours of homework a night. Junior high students should expect up to twenty-five minutes of homework per class each night. High school students should expect up to one hour of homework for Humane Letters each night and one-half hour each night for other subjects. Teachers work carefully in measuring out a proper amount of work for their class and will coordinate with other teachers of a section of students in scheduling their major tests and projects. Thus, students will rarely have two major exams and/or projects/essays due on the same day and will never have more than two such exams/projects due on the same day.

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. If a student is unable to attend school and seeks his or her assignments, he or she should contact a classmate for that information, not the school office. It is wise to coordinate with a friend (perhaps one who lives close by) early on in the year so that homework handouts might also be collected for the absent student.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam upon the day of his/her return and/or make arrangements with the teacher. Likewise, absences during the preparation time of a major assignment may not extend the due date. Please see the course syllabi for specific guidelines regarding make-up work following absences.

The official school calendar lists a number of “R and R” weekends. These are designated as school-wide “no homework” weekends. Teachers will not assign homework over these weekends and tests and quizzes will not be administered on the Mondays following. It may be the case that a long-term or multi-day project is given well before and due a few days after an “R and R” weekend; students will need to stick to a disciplined work schedule so as to enjoy the well-deserved time off.

## EVALUATION

At the end of each quarter, each student’s academic progress will be thoroughly evaluated, and a report will be sent home. Twice a year, a longer narrative semester evaluation for each course will be sent home. If you require the evaluation in alternative format, please notify the front office staff or Headmaster. Once a year, conferences will take place between

the teachers and parents. Students in 11<sup>th</sup> and 12<sup>th</sup> grade are required to attend the conferences and engage in substantial self-assessment. A liberal arts education requires a special kind of written evaluation – one that offers a prose discussion of the student’s sense of wonder, depth of inquiry, specific areas of mastery and needs for improvement, and attitudes toward learning and towards others. This semester evaluation narrative is much more meaningful than the assignment of a single letter grade or a percentage.

Students will also be assessed according to state requirements using the state standardized achievement tests, including the AzMERIT. Parents will be notified of the dates of administration of these tests, which take place multiple days throughout the year. Under Arizona law, there is no right of opt-out from these mandatory assessments required in all public schools.

For its own internal assessment of student growth and educational effectiveness, the Academy may also administer other assessments at different points in the year. None of the results of these tests have any bearing upon student grades at the school. No individual students’ test scores will be released to any third parties.

Teachers at the Academy do not merely crunch numbers to determine grades. It is true that there can be tests, etc., where there are clear right and wrong answers that can be tallied in an unambiguous and indisputable fashion. Which grade to assign to such results is still, however, a judgment of the teacher and takes into consideration such things as the goals of the course, the way in which the material has been taught, the right expectations from this class, etc. These are not to be understood as “subjective,” as if they represent personal whim or feeling. At the Academy we have full confidence in the ability of our teachers to assess the performance of a student relative to the goals of the class and then to assign an accurate grade. This is precisely what any teacher should be able to do, namely, to make the correct judgment about this specific child in this specific class and not simply to reiterate numerical scores and averages.

Students found to need academic support, as evidenced by a progress report, may be referred to tutoring before or after school.

## PROMOTION

Students must pass all of their courses to be admitted to the next grade level. The Academy does not assign year grades, but semester grades only—thus, the grades for second semester will be used to determine promotion. Students failing any single course in the second semester must pass a summer school/study plan established by the academic dean in order to be promoted to the next grade. Please see the assistant headmaster and/or

academic dean for specific guidelines regarding transcript/credit recording for such retakes. In the case of a student failing eighth or twelfth grade, the Academy does not permit that student to participate in the commencement ceremony, even if there is a course of study established for the summer designed to get him or her sufficiently ready for the next grade.

In the event that a student fails one or more courses in the second semester\*, the following will apply:

1. Student fails one course – Typically, the student will be allowed to complete a summer course of study in order to be promoted. At the headmaster’s discretion, the student may be required to repeat the entire year.

Note: Humane Letters in the high school counts as two courses.

2. Student fails two courses – Typically, the student will be required to repeat the entire year. In exceptional circumstances, the headmaster may permit a student to remediate both of the failed courses during the summer and be promoted.
3. Student fails more than two courses – The student will be required to repeat the entire year.

\*A high school student who fails any course in either the first OR second semester, regardless of whether that student is eligible for year-to-year promotion at the Academy, earns zero credit for that course and must earn a replacement credit through means approved by the assistant headmaster in order to graduate. “Missing” credits can also impact college applications; in general, then, students should complete such credit make-ups before their senior year.

The Academy requires 24.5 credits of high school study for graduation from the high school. This exceeds the minimum state requirement, which is 22 credits. Please see the table which follows for an outline of the official graduation requirements, grade by grade. Please also see the information on the senior thesis, as it is a graduation requirement.

Students who transfer into the high school must still meet all Academy requirements to graduate. The Academy headmaster will determine which courses from other schools attended prior to the Academy will receive Academy credit.

## OFFICIAL GRADUATION REQUIREMENTS

“The governing board may prescribe the course of study and competency requirements for the graduation of pupils from high school which are in addition to or higher than the course of study and competency requirements which the state board prescribes. Arizona Revised Statutes 15-701

According to Title 7 of the Arizona Administrative Code, the State Board of Education prescribes 22 credits as the minimum required for high school graduation. At the Academy, 24.5 credits, which include a senior thesis, are required for graduation.

The State Board further clarifies that students shall obtain credits within required subject areas based on successful completion of subject area course and competency requirements. The table below clarifies all of the required Academy high school subjects and how all of the specific State Board requirements are met. (R72-302.04).

Academy Grade and Course	Academy Credits Earned	State Requirement Met, Local Governing Board Requirement to Meet Minimum 22 credits, OR Academy courses that exceed minimum state requirement
9 <sup>th</sup> : Humane Letters	2.0	1.0=English, 0.75=U.S./AZ history, 0.25 U.S./AZ govt.
9 <sup>th</sup> : Geometry	1.0	1.0=math
9 <sup>th</sup> : Foreign Language I	1.0	1.0=local requirement
9 <sup>th</sup> : Biology	1.0	1.0=science
9 <sup>th</sup> : Chorus/Music Theory	0.5	0.5=fine arts
9 <sup>th</sup> : Art	0.5	0.5=fine arts
10 <sup>th</sup> : Humane Letters	2.0	1.0=English, 0.25=U.S./AZ history, 0.25U.S./AZ govt., 0.5=world history/geography
10 <sup>th</sup> : Pre-calculus	1.0	1.0=math
10 <sup>th</sup> : Foreign Language II	1.0	1.0=local requirement
10 <sup>th</sup> : Physics I	1.0	1.0=science
10 <sup>th</sup> : Chorus/Music Theory II	0.5	Exceeds

10 <sup>th</sup> : Economics	0.5	0.5=Economics
11 <sup>th</sup> : Humane Letters	2.0	1.0=English, 0.5=world history/geography, 0.5=local req.
11 <sup>th</sup> : Calculus I	1.0	1.0=math
11 <sup>th</sup> : Foreign Language III	1.0	1.0=local requirement
11 <sup>th</sup> : Physics II	1.0	1.0=local requirement
11 <sup>th</sup> : Drama I	0.5	Exceeds
11 <sup>th</sup> : Poetry	0.5	Exceeds
12 <sup>th</sup> : Humane Letters	2.0	1.0=English, 1.0=local requirement
12 <sup>th</sup> : Calculus II	1.0	1.0=math
12 <sup>th</sup> : Foreign Language IV	1.0	Exceeds
12 <sup>th</sup> : Chemistry	1.0	1.0=science
12 <sup>th</sup> : Drama	0.5	Exceeds
12 <sup>th</sup> : Studio Art	0.5	Exceeds
12 <sup>th</sup> : Senior Thesis & Defense	0.25	Exceeds
Total Credits	24.25	Exceeds minimum state requirement

## FOREIGN LANGUAGE SELECTION

High school students are asked to submit (and rate) their individual preferences for foreign language study for the high school. Typically, there will be two modern European language options: French and Spanish (one of these may not be offered if not logistically feasible). Students may also select a Classical language track and continue their study of Latin in the high school. All students in the classical language track will take two years of Greek in their junior and senior years. All of the foreign and Classical languages are appropriate for preparatory studies and high-level college admissions.

The Academy does not guarantee that all students will receive their first language choice. In some years there will be more interest in one or two of the languages than in the others. If a student does not receive his or her first choice, then the administration will assign the student to his or her second choice. The timeliness of submitting the foreign language preference form can be a factor in language assignments.

## SENIOR THESIS

The culminating project for the Academy student is the senior thesis. Over the course of the senior year, the senior explores, as a philosopher, a topic of great interest to him or her, reading from the great books and writing an original analysis.

Under the guidance of a faculty member designated as the “Thesis Director”, each senior selects a general topic for the thesis within the parameters established by the thesis director. The student should be inspired to pursue the topic with authentic curiosity and passion. Each student will also have a faculty advisor, a teacher who will work closely with the student to develop the thesis after he/she has chosen a general topic. The first semester involves the completion of readings, directed study, note-taking, and conversations with the faculty advisor. The student hones his or her understanding and brings the topic into focus. The second semester (including project week) involves the writing of the (minimum 15 page) thesis in sections, with the advisor offering feedback and guidance at each successive stage. The thesis culminates with a public oral defense in front of a committee of three faculty members and an audience. All members of the school community are welcome to attend each student’s senior defense. The oral defense and dialogue are the crowning accomplishment in a senior’s career at the Academy. It demonstrates that the senior is now on par with the faculty in his or her understanding of some aspect of the liberal arts and in his ability to share that understanding with others.

A senior thesis and successful defense are required for graduation from the Academy. The title of the thesis is listed on the high school transcript as soon as it is submitted by the student (another way that Academy students and transcripts may be differentiated from those of other schools), and the .25 credit and the assessment of the thesis by the defense committee (high pass, pass, or low pass) will be listed on the final transcript as well. A senior who fails to pass ALL the requirements of the thesis by the ultimate due date will not graduate and will not walk in commencement ceremonies.

## VALEDICTORIAN

The senior valedictorian is the recipient of the highest honor that the Academy can confer upon a student. The valedictorian is selected at the beginning of May by the assembled faculty. Academic GPA through the senior year among students who have been at the school since at least the beginning of 10<sup>th</sup> grade is the primary criterion for selecting the valedictorian. Personal conduct and positive participation in the school’s culture and activities are also considered; negative facts (such as a serious act of misconduct, especially academic dishonesty, at any point in a student’s record) may be considered as disqualifying. The faculty reserves the right to not award the top academic student if the faculty determines that another high-level academic student stands as a considerably

better character example to the community. It is possible for co-valedictorians to be selected. The faculty may also select a salutatorian from the senior class, a student of high distinction beneath the valedictorian.

### GRADES AND APPLYING FOR COLLEGE

A priority at the Academy is for students to pursue worthwhile post-secondary options. We support this effort not only through a broad liberal arts education, but also through the direct services of a college counselor and a robust college counseling program. Since there are over 3,000 colleges and universities in America that differ in type, such as public or private, secular or religious, liberal arts or technology institutes, we recognize that guidance is needed during this important transition in a student's life.

The Academy's rigorous and honors curriculum offers more than is often required for admission to university. College counselors are dedicated to helping each family identify the best college fit for each student, given the student's interests, the family goals, and the financial situation. Furthermore, college counselors focus on schools into which students can be both admitted and attend. Therefore, the emphasis of the program is to assist each student to identify and apply to the right college, not the most prestigious, and in rare cases, alternatives to attending college right after high school. Great Hearts Academies has established a very strong track record on college admissions, from first-tier, nationally recognized universities to smaller, liberal arts colleges and state universities.

Admissions officers spend a considerable amount of energy determining the rigor of a student's curriculum. They are aware that different schools possess widely varying degrees of rigor in their curriculum and grading system. A "School Profile" is enclosed with every transcript that explains the nature of the Academy's curriculum and the content of the courses. Admissions officers, especially at more selective institutions are aware of the differences in grading styles amongst schools and are able to determine a "soft" GPA, i.e., one that is the result of easier course work. Thus, a high or inflated GPA is not beneficial for the student in his or her learning or college applications. Given that Great Hearts academies has established an excellent reputation with both in-state and national universities, our regional admissions officers know the academic standard and how to interpret our transcripts, which include both unweighted and weighted GPAs. Colleges that conduct a holistic review will assess the accuracy of the GPA in combination with SAT/ACT scores, teacher and counselor letters of recommendation, and co-curricular involvement.

The Academy's rigorous curriculum, along with a wealth of co-curricular opportunities prepares students to thrive in college. Many students enter colleges across the country



unprepared for the diligence required of their studies and struggle considerable to balance the competing demands of outside activities, having not been prepared by their high school experience. The lessons students learn at the Academy from having to stretch themselves to achieve their goals allows them to mature into thoughtful and hard-working adults. The writing skills the students hone in the Lit/Comp and Humane Letters courses provide them the foundation to write strong application essays; the focus on Socratic discussion helps the students to become eloquent speakers, proves a valuable asset for college interviews, not to mention life in general; and the practice of inclusive participation in co-curricular activities gives students the opportunities to discover and develop their interests and talents.

The school curriculum and culture combined with our low student-to-counselor ratio allows each student to get the counseling and support needed to successfully navigate the college admissions process. Please get to know your college counselor if you have questions about the college counseling program and admissions process.

#### **FAMILY-TEACHER ACADEMIC PARTNERSHIP**

As a preparatory school, the Academy believes that the student should be the primary agent in their education. Our first priority in this regard is to encourage student responsibility by establishing an open line of communication between students and their individual teachers. Timely and effective communication between teachers, students, and parents is essential in fostering academic growth.

#### **COMMUNICATION ROLES**

Student: Students are responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. We strongly encourage students to meet with their teachers regularly for tutoring if they are having difficulty understanding specific concepts or material. It is also the job of the students to communicate honestly to their parents about their day-to-day performance and academic standing.

Teacher: Teachers are responsible for clearly communicating to the student what is expected of him or her. Teachers are also responsible for notifying parents when their student is struggling considerably with the material or is not performing as expected. See Deficiency Notices below.

Parent: Parents are responsible for clearly communicating with teachers any conditions that may affect their student's ability to learn and focus in class. They are responsible for communicating a respect for the teacher through their words and actions.

## DEFICIENCY NOTICES

When a student falls into the D or F range for a course, a Deficiency Notice will be sent home by the teacher or the school office. Parents are encouraged to acknowledge receipt of a notice with a phone call or an e-mail to the teacher to discuss strategies for helping their struggling student.

We encourage parents to talk with the faculty as soon as they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If you wish to talk with your child's teacher by phone, or to make an appointment for a conference, please email the faculty member directly to do so. Teachers may also be reached via the school's land line, though voicemails are generally rarely left, and as a result, faculty do not check them as often. The teacher will return communication within 24 business hours; families should never expect a teacher to respond to an email after regular working hours, on weekends, or during breaks. Please see the directory tab on the school website for faculty contact information.

Stopping by a classroom or office without an appointment is never the right way to approach a teacher or an administrator with a matter of any importance. Teachers and administrators will usually be unavailable for walk-ins during the high-traffic times right before and right after school.

Students or parents should not enter the faculty office(s). These are private workspaces which contain confidential student records. Teachers and parents and/or students may meet in the library/forum area, or in one of the classrooms.

While on campus, parents must conduct themselves in a civil manner—towards school staff, towards students, towards each other. Screaming, vulgarity, and other forms of uncivility will not be permitted on campus, including in the parking lot. Uncivil adult behavior undermines the community and will not be tolerated.

## STUDENT-TEACHER RELATIONSHIPS: ON CAMPUS AND OFF CAMPUS

The Academy highly values the working relationship between teachers (or staff) and students. This is a relationship best characterized as a professional friendship grounded in mutual respect. Teachers will treat each student as a unique individual and will serve the student with a heart of charity. Students, on their part, will treat each teacher with the respect properly accorded his or her role as an authority figure and leader here at the Academy. With this in mind, students should address teachers by their formal title, i.e. Mrs., Ms., Mr., Dr., and their last name.

Our teachers, staff members, and coaches will maintain a proper professional boundary between him or her and the student. They will not be overly familiar with the student or get involved in the details of the student's personal life. (If a teacher senses that a student requires counseling for a social or family issue, that issue will be referred confidentially to the administration and/or parents). The faculty/staff/coaches of the Academy will insist on maintaining appropriate physical boundaries and will not meet in a room alone with a student with the door closed. It is also Academy policy that faculty/staff do not transport students in their personal vehicles. This is excepting, of course, when transporting his/her own children, or when acting in some other capacity (for example as a camp counselor or church leader) and parental permission for such transportation is explicitly granted.

Many of our teachers and staff live in the same neighborhoods as our students hence it is appropriate to offer a word regarding off-campus relationships. The same professional rules governing on-campus relationships apply to off-campus relationships or chance meetings between students and faculty.

It is not appropriate for students and teachers/staff to interact as anything other than students and teacher/staff, regardless of the location, time, or day of the week. Furthermore, students should not contact or visit teachers or staff members off campus unless the teacher or staff member has spoken with the parents and explicitly invited such contact, nor should teachers or staff contact students off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities), unless such contact has been approved by the parents.

Parents, students, and GHA staff are advised that once a GHA employee has separated from employment, the separated employee no longer represents GHA in any personal, professional, or political activities or relationships.

## POLICIES AND PROCEDURES

### NON-DISCRIMINATION POLICY

Great Hearts Academies does not discriminate on the basis of race, color, national origin, immigration status, sex, disability, or age in its programs and activities and provides equal access to the Scouts and other designated youth groups. The following person has been designated to handle complaints regarding the non-discrimination policies:

Disabilities:

Thomas Doeblner, Exceptional Student Service Director  
Great Hearts Academies  
4801 E Washington Street, Suite 250  
Phoenix, AZ 85034  
602.438.7045 EXT 345

All Other:

Lauri Myracle, HR Director  
Great Hearts Academies  
4801 E Washington Street, Suite 250  
Phoenix, AZ 85034  
602.438.7045 EXT 363

### GENERAL ENROLLMENT OVERVIEW

Enrollment of a student is different from admission of a student. When a school admits a student, it offers the student a spot at the school; the student can decide to accept the spot and attend the school or not. When a school enrolls a student, the student is indicating his or her intention to attend the school and be included in the school's student count.

Although a public charter school may offer admission to students simply upon submission of an application, before a student may be enrolled in and attend school, schools must obtain certain documentation from each student's parent or guardian.

Great Hearts Academies, as a public charter in Arizona, are subject to open enrollment laws. Typically, academies receive more applications for enrollment than there are seats available. If this is the case for any grade level at an academy, a lottery will be held. Students who are not admitted through the lottery process will be placed on a waitlist and may be admitted during that year if a seat becomes available. In early fall, any current waitlisted student has the opportunity to rollover in advance of the lottery to the following school year. After rollover ends, the open enrollment period begins with new applications accepted during the designated window which are then entered into the lottery in the beginning of the year. Any students who submit their applications after the expiration of the open enrollment period will be ordered on a first-come first-served basis and given a seat after those who applied during open enrollment and who were rollover students.

[Read More from the Enrollment Policy Handbook.](#)

## McKINNEY-VENTO ACT AND STUDENTS

The McKinney-Vento Act is to ensure that homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws.

Great Hearts Academies does not offer any additional type of priority status to families qualifying under the McKinney-Vento Act. If an offer is given to a student who is deemed to be under the McKinney-Vento Act, Great Hearts Academies will work with families to provide the required and necessary transportation to and from the academy to where the student attending for their education.

## ATTENDANCE, ILLNESS AND TARDINESS

### ABSENCES

Regular attendance and prompt arrival at school are vital to an Academy student's attitude and subsequent success as a serious scholar.

The Arizona Department of Education defines "...an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions." All other cases of absence, whether reported by the parent or not, shall be considered unexcused.

It is the responsibility of the parent/guardian to call the school before 8:00 A.M. to report an absence by leaving a message on the attendance line. Students will be recorded as having an unexcused absence if no message is left. (The administration will not usually attempt to contact parents in the event of a message not being left.) Please be sure the office has your current work and home telephone numbers on file. Whenever possible, if a student absence is anticipated, we recommend that the student notify his or her teachers and request the assignments prior to the absence. It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks his or her assignments, the student should contact a classmate for that information, not the school office. Once again, it is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. Each teacher will have an established make-up policy, including appropriate deadlines, for missed work. At the discretion of the Headmaster, students may not be allowed to make-up missed work due to an unexcused absence. Parents may receive a detailed attendance report upon request.

Since regular attendance is essential to a student's success at the Academy, and numerous absences are also damaging to student morale, the Academy may assign incompletes for

semester grades to those students who miss more than 10 full days (or the equivalent thereof in partial absences) in a semester. Students may need to repeat the grade or complete an approved makeup course to fulfill academic requirements. The Headmaster may make exceptions to this policy in the case of very serious illness or approved leave of an academic nature.

### ILLNESS

If your child has a fever or is otherwise ill, it is best to keep the child at home, rather than send him/her to school where others may be exposed to infection. Students who come to the reception desk with a fever will be sent home upon parent contact. Students must be fever-free for at least 24 hours before returning to school. Each family should have an emergency card on file. Please see the section on medication for additional information regarding prescription and OTC medications.

### TARDINESS AND FIRST PERIOD INSTRUCTION

Students who arrive after the beginning of first period must report directly to the front office for a late pass in order to be admitted to class. If your child will be late, please provide him/her with a signed acknowledgement or personally sign them in at the office on arrival.

Following the distinction between excused and unexcused absences described above, the Academy makes a distinction between cases of excused tardiness (e.g., due to a doctor's appointment, illness, or other family business) and unexcused accidental lateness to school (due to a student oversleeping, transportation problems, or some other late start).

The school disapproves of the accumulation of unexcused late arrivals to school, irrespective of the circumstances. Persistent first-period tardiness is highly disruptive of instruction and undermines student morale. On the third occasion that a student has an unexcused first-period tardy in a quarter, a detention will be issued to the student by the first-period teacher. For each subsequent unexcused first-period tardy in the quarter, another detention will be issued. When a student has received four detentions for tardiness in a quarter then he or she may receive an in-school suspension for a duration determined by the administration.

### FAMILY VACATIONS

All family vacations should be scheduled during school breaks. Absences due to vacations will be considered unexcused absences. An unexcused absence ten consecutive days or longer will automatically result in the withdrawal of the student from the school on the

tenth day. Unexcused absences in excess of eighteen days will be considered to be truancy. Teachers will not provide homework and/or class work in advance for unexcused absences. Special consideration will be made for absences due to bereavement.

### POLICY ON THE EXCUSE OF PUPILS FOR RELIGIOUS PURPOSES

In accordance with A.R.S. §15-806 (A)(1) and (2), the Academy permits pupils to be excused from school attendance for religious purposes, including participation in religious exercises, religious instruction, or the observance of religious holidays, subject to the following conditions:

1. A reasonable number of excused absences from school incurred by a student for religious purposes shall be allowed. For purposes of this policy, “reasonable number of excused absences for religious purposes” shall not exceed two school days in any one school year.
2. The person who has custody of the pupil shall provide written consent for the pupil to be absent from school on the designated days, the dates of which will be included in the written consent. The written consent should be sent in sufficient time to be received by the school no later than one week prior to the dates of the designated days on which the student will be absent.
3. A request for reasonable accommodation for absences for religious purposes in excess of two school days in one school year must be made and approved in advance by the Headmaster of the school.
4. Unless specifically approved by the Headmaster in advance, all absences for religious purposes that exceed two school days in any one school year shall be designated as unexcused absences.
5. Any religious exercise, instruction, or observance of religious holidays shall take place at a suitable place away from school property designated by the church or religious denomination or group.

### SPECIAL EDUCATION

As a public charter school, the Academy will provide identification, evaluation and instructional services to any enrolled student as required by state and federal law. As required by law, all new students will also be screened by teachers within the first 45 days of their attendance at the Academy for possible special education eligibility; results of these screenings are confidentially referred to the Great Hearts Academies Director of Special Education Services. If requested by the parent or teacher, a student may be evaluated for possible Special Education placement. Parental approval is required prior to an evaluation.

Please contact Sue Hastings and/or Rita Bulthaupt for more information. The Academy is also required under the “Child Find” law to offer possible referrals and/or evaluations for children not enrolled in the school. Contact the front office for details. Contact the front office for details or [click here](#).

### ARIZONA EARLY INTERVENTION PROGRAM’S (AZEIP) – CHILD FIND

Arizona Early Intervention Program’s (AZEIP) intent is to ensure that all children from birth through 21 with delays or disabilities are identified, located and evaluated with minimal cost to parents.

Anyone who has contact with the child may refer him or her to AZEIP. Contact AZEIP if you have concerns about how a child plays and interacts with others, learns, communicates, moves, sees or hears.

When children are “found”, they are referred to a specialist to screen their development. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or a public-school system will offer early intervention or special education services according to the child’s needs.

- Early intervention supports, and services assist families of children who are eligible by helping children ages birth to three years develop to their full potential. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (or AZEIP).
- Preschool special education services for children ages 3 to 5 provide special strategies to help children reach their developmental milestones.
- Special education services for school-aged children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational environment.



Contact information:  
Parent Information Network Exceptional Student Services; Arizona Department of  
Education  
Becky Raabe, Child Find Coordinator  
2384 N. Steves Blvd., Flagstaff, AZ 86004  
Tel: (928) 679-8106 or (800) 352-4558 Fax: (928) 679-8124

For older children, aged 2 years, 9 months to 5 years,  
you may also contact the local school district.

### INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD), or the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

Or you may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Arizona Department of Education  
Exceptional Student Services  
1535 W. Jefferson, BIN 24  
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at <http://www.ade.az.gov/ess/resources> under forms.

For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

## SECTION 504

For details related to Section 504 [click here](#).

## MEDICAL AND HEALTH POLICY

For details about our Medical and Health Policy [click here](#).

## POLICY ON HARASSMENT, INTIMIDATION OR BULLYING OF STUDENTS

The Academy prohibits acts of harassment, intimidation or bully of students. “Harassment, intimidation, or bullying” means any gesture or written, verbal or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

1. Is motivated by any actual or perceived characteristic of the student, such as race, ethnicity, religion, ancestry, sex or sexual orientation, socio-economic status, or disability; and

(a) Harms the student or damages the student’s property or threatens personal harm or damage to his property; or (b) Insults, demeans or intimidates the student or a group of students in such a way as to substantially interfere with the student or students’ educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The school expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights

and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities, and equipment.

The Dean of Students and/or Assistant Headmaster is the first person responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Dean of Students and/or Assistant Headmaster. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Dean of Students and/or Assistant Headmaster, in consultation with the Headmaster, will determine whether an alleged act constitutes a violation of this policy. In so doing, the Dean of Students and/or Assistant Headmaster shall conduct a prompt and thorough investigation of the alleged incident. The Dean of Students and/or Assistant Headmaster may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. If the Dean of Students and/or Assistant Headmaster concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

In advising the Headmaster on the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, the Dean of Students and/or Assistant Headmaster will consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the school's policies and applicable law.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response by law enforcement officials. Any act of harassment, intimidation or bullying that may constitute sexual abuse or any other form of child abuse, and threats of violence against

students, teachers, or staff, shall be reported to law enforcement officials as required by state law.

The school prohibits retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the headmaster after consideration of the nature and circumstances of the act, in accordance with applicable school policies and law.

### POLICY ON HAZING

Hazing, solicitation to engage in hazing, and aiding and abetting another person who is engaged in hazing is strictly prohibited. A person is considered a “student” who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.

“Hazing” is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act is committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution; and
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Violations of this policy do not include customary athletic events, contests or competitions that are sponsored by an educational institution or any activity or conduct that furthers the goals of a legitimate educational curriculum or legitimate extracurricular program.

### ANONYMOUS REPORTS OF SUSPICIOUS ACTIVITY

Parents or students who would like to provide an anonymous report to the school regarding bullying, illegal activity, or suspected abuse can do so by mailing a note to the

school, addressing it to the attention of the headmaster. We encourage anyone who has such concerns to report them, either anonymously or in person.

## **SOCIAL MEDIA POLICY**

The Academy reserves to itself the right to investigate allegations of bullying, harassment, intimidation, and threats that occur in social media venues and which disrupt the learning environment of the school. Not everything said or done by students online is the school's business, but actions and words directed against fellow students, parents, or school staff will be considered as such. The school will also notify law enforcement when credible threats of violence are detected.

## **Official Social Media Accounts Policy**

## **GRIEVANCE PROCEDURES**

### **TITLE IX GRIEVANCE PROCEDURE**

#### **Background**

Title IX is a federal law that prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution. The purpose of this Grievance Procedure is to provide for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by Title IX. Title IX prohibits retaliation against individuals who submit grievances or participate in the resolution process.

#### **Statement of Nondiscrimination**

Glendale Preparatory Academy (the "School"), a Great Hearts school, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

#### **Title IX Coordinator**

The School has designated Lauri Myracle, Great Hearts HR Director, to serve as its Title IX Coordinator and to coordinate its efforts to comply with and carry out its responsibilities under federal law, including any investigation of any complaint communicated to the School alleging noncompliance with Title IX or alleging any actions which would be prohibited by Title IX. The Coordinator's name and contact information are as follows:

Title IX Coordinator: Lauri Myracle, HR Director  
 Great Hearts  
 4801 E. Washington St. Suite 250  
 Phoenix, AZ 85034  
 602.438.7045 EXT 363

The Title IX Coordinator may be assisted by other personnel as needed including, but not limited to, personnel in the Great Hearts Human Resources department.

For Grievances related to Title IX (sex) [click here](#).

For Grievances related to disabilities [click here](#).

Grievance Process for General Concerns	
<p>It is the Academy's policy to ensure that students or parents with a grievance relating to the Academy, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.</p> <p><i>The grievance procedure is clearly outlined and distributed to all families and staff in the Family Handbook.</i></p>	
Process	Guidance
<p><b>Stage 1</b></p> <p>If you or your child has a grievance you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.</p>	<p><i>Informal discussions should resolve the vast majority of grievance. NOTE: Grievance or information involving an ongoing or imminent threat to a student's well-being should skip this stage and be immediately directed to the Headmaster.</i></p>
<p><b>Stage 2</b></p> <p>If the matter is not satisfactorily resolved, you may raise the matter, in writing, with the Headmaster, who must give a response within five working days. This response may take the form of a letter and/or follow-up meeting with the family and any employee(s) involved in the matter. This meeting will be led by the Headmaster.</p>	<p><i>The Headmaster is the acting supervisor over all school employees.</i></p>
<p><b>Stage 3</b></p>	

<p>If the matter is still not satisfactorily resolved, you may raise the matter to the Superintendent's Office by addressing the matter in writing to the Assistant Superintendent of Arizona Lower Schools or Preparatory Schools, who must give a response within ten working days. This response may take the form of a letter and/or follow-up meeting.</p>	<p><i>The Superintendent's office oversees the Headmasters.</i></p>
<p style="text-align: center;"><b>Stage 4</b></p> <p>If the matter is not resolved to your satisfaction, and you wish to pursue this matter further, you should put your grievance in writing to the President of the Governing Board of Directors. The President will formally respond by setting a meeting or taking another course of action within 30 days. If the Board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the employee(s) directly involved in the matter to request an open meeting or an executive session for the hearing. The Board's decision is final.</p>	<p><i>Stages 1, 2, and 3 must be completed before the action is brought to the Board of Directors.</i></p> <p><i>A response by the board may include a dismissal of the grievance, a formal reprimand of the school employee(s), or Headmaster, and/or a directive for staff to develop an additional policy recommendation for Board consideration.</i></p>

## PRIVACY PRACTICE AND ACCOMMODATIONS GUIDANCE

1. Great Hearts will comply with all settled law (statute, controlling case law and administrative regulations) for the jurisdictions in which it operates schools;
2. Great Hearts will take into account each student's privacy and safety;
3. EVERY STUDENT entrusted to our schools is to be educated with exactly the same level of care and respect for his/her dignity.
4. At the request of the parents or legal guardians, accommodations and/or modifications to standard policies and procedures will be considered through a formal process.

### A. Student enrollment and instruction

1. Schools will record and identify each enrolled student as required by state law.
2. Schools will record and report the legal name of the student as recorded in enrollment documents submitted by the family. School staff will upon request refer to the student by a variant name or nickname sanctioned by the student and both his/her custodial parents or guardians.

### B. Use of School Facilities

1. Schools shall maintain a single sex restroom and locker room facilities and shall also provide single-occupant restroom and changing facilities. Students may use the single-sex facilities that correspond to their current school records described above, and single-occupant restrooms and locker/changing rooms that are open to use by all students.
2. This section shall not apply to a person or persons who enter a single-sex facility for purposes of
  - a. Maintenance
  - b. Providing medical assistance
  - c. Protecting a student/students from a threat to good order or safety
  - d. Shelter in an emergency
3. No student shall be compelled to use a single-sex restroom or locker/changing room facility against their wishes; access to private, single occupant facilities will be provided.



### C. Participation in school activities

-Students are eligible to participate in athletic activities based on requirements of the specific league or ruling body for the athletic activity.

### CAMPUS LEAVE AND VISITOR POLICIES

Because we take seriously our responsibility to supervise and protect our children, the Academy has a closed campus. This means that students are not permitted to leave the campus for any reason during school hours or during after-school activities, unless accompanied by the adult supervisor of that activity. Parental requests to excuse students to leave campus on their own for lunch will not be honored. However, parents may come to the school and sign their own children out and accompany them off-campus for lunch. Parents who do so must then accompany their children back to school and sign them in at the office. The lunch period is 30 minutes long.

Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion or custody papers on file with the office granting permission. If you plan on having other adults pick up your child at the end of school, please file a list of the names of those adults with the office.

Since we are a public school, adults or minors who come onto campus without official business are considered to be trespassing. If you or your child ever notices a stranger or suspicious behavior, please inform school staff at once.

Students' friends from other schools are never permitted to visit the campus socially before, during, or after school. Official signs are posted that prohibit trespassing, stating that the Academy is a public school, and that visitors must come directly to the office. Former Academy students who transferred out or otherwise did not graduate are also not permitted to visit the campus before, during, or after school hours. Alumni/graduates of the school may visit the campus before or after school hours but must still sign in at the front office and make arrangement with Administration prior to the visit. Alumni are not permitted to drop onto campus during the school day without an appointment.

All visitors to the school must come directly to the school office, where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing.

### POLICY ON STUDENT DRIVERS

Any student who drives himself or herself to school should park in the designated student parking area along the southern and eastern sides of the school building. If a student driver arrives late, he/she must sign in with the front office. No student will be permitted to leave

campus for lunch under his/her own supervision, regardless of having turned legal age, unless they are personally signed out by a parent or legal guardian. Student drivers who need to leave school for an appointment must be excused by a parent phone call or written permission submitted to the office. Student drivers may not return to their car, during the school day, for any reason without front office or teacher approval.

### **POLICY ON STUDENT TRIPS AWAY FROM CAMPUS**

Students will have the opportunity to take field trips from time to time. Students involved in clubs and sports will also have the opportunity to travel; in some cases, trips will extend overnight and even take students out of the state. Some trip guidelines for families are:

- 1) All families must sign a liability waiver before the student travels
- 2) All students must have the proper insurance and have submitted proof of that insurance to the trip director prior to leaving campus
- 3) The student traveling must follow all the rules established by the school and trip director. For its part, the Academy will maintain the safest travel conditions possible and provide appropriate supervision by the chaperones. On all trips, the Academy maintains a reasonable student-teacher chaperone ratio. For overnight trips, the chaperones will engage in periodic room checks to ensure that the travelers are adhering to the set curfew; students and adult chaperones will never share rooms. Parents who agree to be chaperones on trips must follow the guidelines established by the trip director and have their fingerprint clearance on file with the front office. Students may not drive on trips off campus.

## **BEHAVIOR CODE AND DISCIPLINE**

### **ACADEMY HONOR CODE**

The objective of the Academy Honor Code is to build trust among students and to maintain an academic community in which a code of values is shared. The Academy Honor Code is given below:

As a student and citizen of the Academy, I agree to the following when I sign on the Signature Page at the end of this Family Handbook:

- I will not lie, cheat, or steal in any of my academic endeavors.

- I will forthrightly oppose each and every instance of academic dishonesty.
- I will not request, receive, or give aid in examinations/tests/quizzes.
- I will not give or receive illicit aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I will understand the difference between studying and reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone).
- I will not copy from or collaborate with others in completing homework. When I put my name on a homework assignment, I attest that all of the work on the assignment is my own in origin and content.
- In the case of all essays and research papers, I will carefully cite all external sources. I will not represent someone else's work as my own. I will do my very best to learn from my teachers the clear distinctions between appropriate research and plagiarism, intentional or unintentional.
- I will never use any "study aids" such as Cliff's Notes, Sparks Notes, or other materials, nor will I watch a movie/video version of a work of literature before or during study of it in school. I will do the reading for myself and strive to understand it for myself.
- I will give prompt (and confidential) notification to the appropriate faculty member or the Dean and Headmaster if I observe academic dishonesty in any course. I will let my conscience be my guide if I should make such a report.
- I join the entire student body of the Academy in a commitment to this Code of Honor.

The faculty on its part manifests its confidence in the honor of its students by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code. On some occasions, teachers may ask students to write "AHC" (Academy Honor Code) on the heading of their assignments to remind them of the details and spirit of this honor code.

Please see the discipline policy below for information about how violations of the Academy Honor Code are addressed by the school. Since academic dishonesty is viewed as a serious offence, even first offenders may be punished with a suspension. The Academy

Honor Code is typically reviewed in class with students during the first week of school each year.

*-Portions of this honor code are derived from the current Duke University and Stanford University honor codes.*

## DISCIPLINE POLICY

All of the information that you will find below is directed toward the common good of the Academy and its maintenance as a place of learning and moral development. At the Academy, we believe that habits of behavior play a significant part in forming habits of mind. The Academy's teachers will make every effort to enforce the rules below consistently, informatively, and with a heart of mercy for the student's overall well-being.

Students at the Academy strive to make the most of their educational opportunities. No less than their parents and the faculty, our students appreciate the overall environment that they help maintain for the good of the entire school community. It does not take long for our students to recognize the benefits of mutual encouragement, respect, courtesy, and helpfulness. As many students and parents will gratefully attest, the Academy is a very good place to be.

Nevertheless, our students are young and human, and they will make mistakes in speech or behavior— they are still learning how appropriately to comport themselves. Many such behavioral mistakes, while requiring correction, need not be punished. Sometimes, however, their mistakes can be disruptive to other students and to our teachers. Therefore, for the sake of orderly and productive community life, it is necessary to discuss school expectations and sanctions so that students and families can have a blueprint for conduct which contributes to a wholesome academic environment and to each student's self-esteem and success.

The philosophy of the Academy is that students are young adults in the making who will learn civil, polite and respectful conduct by the example of their teachers and other adults. Consequently, students will be treated with respect and courtesy by the Academy staff and will be expected to treat not only all adults on campus with such respect, but one another as well. Several very obvious signs of such respect are a student's willingness to refrain from talking in class when others have the floor; a respect for the property of the school and of other students; a willingness to refrain from sarcastic or critical comments towards others; and a willingness to ask (and give) forgiveness when someone has been wronged.

In conjunction with parents, the Academy has the goal of developing not only habits of good scholarship and critical inquiry, but the character traits of courtesy, promptness,

forgiveness, self-control, responsibility, diligence, courage, generosity, and magnanimity. Good behavior is expected of all students and will not be specially rewarded at school. It is its own reward in the esteem the student earns from his teachers and his fellow students.

The Academy's guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. However, the following guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

Please note that a student may be disciplined for violating the behavior code while off campus in the neighborhood of the Academy.

### DETENTION

Students may be assigned detention, or lose the privilege of lunch-time recess or extra-curricular activity, or be required to perform some work detail, such as cleaning, depending on the nature and frequency of offenses such as: littering; possession and/or chewing of gum on campus; being late to class; talking out of turn or otherwise disrupting class; use of profanity or disrespectful speech toward other students; uniform and dress code violations; or other inappropriate behaviors. If a student repeatedly violates any of the above, the parent may be contacted, and other disciplinary measures may be taken.

Students may not skip detention. Any student who fails to report to detention at the scheduled time may receive additional penalties (typically an additional detention). Students should not ordinarily ask to have a detention rescheduled; detentions are by their very nature inconvenient, and students should view the inconvenience that detention causes to be a direct result of the misbehavior that incurred the punishment in the first place. Exceptions may be made in the event of a family emergency or serious scheduling conflict. All matters pertaining to the scheduling and serving of detentions should be directed to the Dean of Students and/or Assistant Headmaster, or the faculty member designated as the Detention supervisor.

Detentions can be serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. If a student has received six detentions for any reason in a quarter, then he or she will be suspended for a duration determined by the Headmaster. A student may be suspended for a lesser number of detentions if many of the detentions are received for the same offense (such as tardiness), or if the Headmaster, Assistant Headmaster, or Dean of Students determine that the accumulated detentions are of a serious nature and warrant immediate action.

In the case of more serious misbehavior, such as forging a parent's signature, lying to an adult, cheating on exams and/or academic assignments, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, skipping class, etc., the parent will be contacted, and other disciplinary measures taken.

Please see the Academy Honor Code above for special information on academic dishonesty.

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion.

## SUSPENSION/EXPULSION PROCEDURE

### SUSPENSION

The Headmaster or Assistant Headmaster may suspend any student for up to 10 school days for serious cause, including, but not limited to the following:

- Defiance of authority of Academy staff
- Disregard or disobedience of school rules and regulations as outlined in the Family Handbook
- Academic Dishonesty
- Verbal abuse of adults or students
- Disruptive or disorderly behavior
- Violent or threatening behavior
- Bullying or harassment
- Fighting
- Destruction or theft of school property or personal property
- Truancy
- Persistent absenteeism that is not due to certifiable medical illness or disability
- Persistent tardiness
- Excessive accumulation of infractions

The school officials involved shall make reasonable efforts to verify facts and statements prior to recommending a discipline.

In cases of suspension from school, the Assistant Headmaster or Headmaster shall present the family with the reasons and evidence for suspension and provide the family with an informal opportunity to respond. The parent/legal guardian will receive a formal written

notice of suspension. Depending on the severity of the offense, the student's past behavior, and other circumstances, the school may choose to impose in-school or out-of-school suspension. There is no right to appeal a short-term (less than 10 days) suspension imposed by the school. There will be no corporal punishment of students at the Academy, though staff may use reasonable, necessary force to restrain a violent, disruptive, or disobedient student.

If the school is unable to contact the parent/legal guardian to inform them of a suspension, a suspended student will be held in school until the end of the day. The parent/legal guardian shall be held liable for all damages caused by a student. The administration shall notify the Board of Directors in writing of all suspensions.

### **SUSPENSION OVER 10 SCHOOL DAYS AND EXPULSION**

The headmaster may recommend to the Board of Directors suspension for over 10 days and/or expulsion of a student for serious cause. The parent/legal guardian will be notified of the intent to suspend for over 10 school days or expel the student, and a hearing shall be held, after at least five working days' notice, and must include the student, the Headmaster or other staff, and the parent/legal guardian. Parents will have the right to request an open meeting or an executive session of the Board of Directors for the expulsion hearing and the right to reapply for admission after one year of expulsion. If a student is being recommended for a long-term suspension or expulsion, the parent will be provided with a complete copy of the Academy's policies regarding these discipline procedures.

The Board of Directors has the right to deny admission of a student who has been expelled from another school or is in the process of being expelled, and to deny, upon review of a request, readmission of a student previously expelled from the Academy.

The Academy will meet all requirements of Section 504 of the Rehabilitation Act, the IDEA, and State laws regarding disciplining of students with disabilities.

## STUDENT SOCIAL LIFE

The Academy knows that healthy friendships between students are helpful to the health of the Academy as a whole. The Academy encourages relationships between students that are noble and supportive of their overall moral and intellectual growth. However, in distinction to many other schools, the Academy does not view the formal organization of and sponsoring of social events as one of its primary jobs.

### YOUNG MEN AND WOMEN

Although the Academy does sponsor some social events, these events should not be viewed as the promotion of romantic relationships between our young men and young women. The Academy believes that young men and women should be friends. We encourage their socializing together and the development of healthy relationships among them. Romantic relationships, on the other hand, can take up an enormous amount of the consciousness of young people. This absorption can be a direct challenge to focusing their consciousness on learning and thinking. This is why the Academy prohibits activity like holding hands, kissing, and other overt forms of romantic behavior among students while on campus and at all Academy-related events.

### GUIDELINES FOR ALL ACADEMY SOCIAL ACTIVITIES

Students only (no guests) will be allowed to attend school functions unless otherwise specified prior to the event. All school functions will be closed. No 'in and out' privileges. Entrances and exits will be monitored.

Dress code regulations for each function will be outlined prior to the function and will be enforced. This may result in a student being asked to change/alter his/her clothing or be sent home. Vulgar, obscene, or profane language will not be tolerated. Respectful behavior will be expected:

All adults are treated with equal respect—DJ, chaperones, teachers, etc.

All fellow students will be treated with respect: no fighting, roughhousing, or bullying.

All attendees will be respectful of the facility and the grounds.

Alcohol use or intoxication, tobacco, drug use (legal or illegal), and weapons are prohibited.

All behavioral/social guidelines outlined in the Handbook will be enforced as applicable. Chaperones/teachers may take actions they judge necessary to enforce these guidelines,



up to and including removal of a student from the event. Parents will be notified if student is denied entry or ejected for violations.

Misconduct at a school-sponsored social event can result in disciplinary sanctions at school.

### **POLICY ON FOOD AND DRINK ON CAMPUS**

The Academy does not prepare food or provide lunches to students, although the Parent Service Organization provides a regular hot-lunch offering with a monthly pre-order. Sign up is available through the PSO link

(<http://glendaleprep.greatheartsacademies.org/academy-life/lunch-program/>). Students must bring their own lunches to school each day. There is not access to a microwave or a refrigerator for student use, so care should be taken in packing lunches.

All students should possess refillable personal water bottles with their names printed on them. They may refill them from any of the drinking fountains or water bottle filling stations. As a precaution against sickness, students should not share bottles.

No students are permitted to bring food/snacks into class at any time, before, between, or during classes. Students are permitted to bring their water bottles into classrooms at all times.

There are designated areas on campus for student snacking. These areas include the courtyard, cafeteria, halls, and field. Drinks and snacks are, for the sake of cleanliness, not permitted in the classrooms.

### **ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS**

I-pods or other portable music players, pagers, cameras, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only at the parent's request.

Tobacco and other legally controlled substances, lighters, matches, pocket knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

### **CELL PHONES AND PERSONAL TECHNOLOGY**

The use of cell phones/smart phones, and smart watches during the school day is prohibited. The reason for such a prohibition is to promote an uninterrupted academic environment. The school has a compelling interest in keeping students not just physically

present on campus, but mentally and emotionally present as well, and the ways in which use of phones and social media encourage detachment from real persons and conversations are a commonplace. The ways in which technology can aid and abet academic dishonesty are a growing concern for college and high school educators nationwide, and while a great many schools, districts, and institutions of higher education have entirely given up on restricting personal tech use in any venue, Great Hearts holds that it is essential to the proper formation of the young to place limitations on it.

While the ubiquity of personal technology is a given, the following restrictions/allowances apply at the school:

1. A student may keep a cell phone turned off (not merely silenced, but off) and stored in his or her locker during the school day. Phones may not be brought in pockets or purses into classrooms.
2. Personal phone use is permitted on campus only after school (after 3:05) on the outside pick-up curb, and only for purposes of communicating regarding transportation.
3. If a student needs to phone a parent at any time during the school day, the student must come to the front office and request staff permission either to use a personal phone or to use of one of the school's land lines. In rare cases in which parents need to get an emergency message to a student before the end of the school day, they should call the school's main telephone line and ask for a message to be delivered. Parents should be mindful that texts or other messages that they send directly to their children during the school day are to be picked up only after school dismissal.
4. Violation of the above restrictions will result in confiscation of the cell phone and disciplinary action. Phones will be turned in to the office and released only to parents/guardians after confiscation.

## PHOTOGRAPHY AND PUBLIC INTERNET POSTINGS

[Official Social Media Accounts Policy](#)

## DRESS CODE

### BOYS' UNIFORM AND DRESS CODE

**Boys' Shirts:** Shirts must remain tucked in at all times with waistband visible. A white undershirt may be worn, free of any designs or logos.

High School – Boys have the option of wearing a short or long sleeve white or light blue oxford shirt. The oxford dress shirt with school crest must be pressed and worn fully buttoned with only the uppermost button undone. Juniors and Seniors may wear their senior blazers over the oxford shirt only. The oxford shirt may also be worn with a designated tie by Sophomores, Juniors, and Seniors. The tie's design and color scheme will be selected by the school.

Middle School – Boys have the option of wearing a short or long sleeve navy-blue or white polo shirt with school crest.

**Boys' Sweater:** The navy uniform cardigan or pullover sweater with the school crest may be worn. No other sweaters may be worn in classrooms.

**Boys' Dress Pants:** Boys' dress pants must be khaki colored, with belt loops. Acceptable fabrics for the dress pants are cotton, polyester or poly-blend. A solid-colored black or dark brown dress belt must be worn with the dress pants. Dress belts with a simple clasp or open buckle designs are acceptable. Pants must reach to the shoe but may not drag on the ground. (No khaki jeans or dungarees. No utility loops or patch pockets, extra zippers, Velcro, or extra seams.) Neither oversized, baggy pants nor tight ("skinny") pants will be permitted. Pants should be worn at the waist (and no boxers or undergarments may be visible – including at sports practices and games).

**Boy's Shorts:** Khaki walking shorts with white or solid-colored dark socks are a uniform option for males from the beginning of the school year to the end of October and from Spring Break through the end of school year. Acceptable fabrics for the shorts are cotton, polyester or poly-blend. No utility loops or patch pockets, extra zippers, Velcro, or extra seams. Shorts must be worn with a solid-colored black or dark brown dress belt. Dress belts with a simple clasp or open buckle designs are acceptable. Shorts should extend to just above the knee.

**Boys' Footwear:** Boys may wear black or dark brown leather or simulated leather dress shoes in lace-up or loafer style. As a reminder, dress shoes require periodic hand cleaning and polishing/conditioning. Cloth, canvas, plastic or athletic shoes are not uniform attire. Socks must be white or solid black, navy, or dark brown in color, extend above the ankle

and be free of visible brand logos, patterns or decorations. Students with medical foot problems requiring special footwear should consult the “Medically-Necessary Footwear” document in the appendix.

**Boys’ Hair:** Hair should be neatly combed or styled. Hair must be above the top of the shirt collar. Hair should be styled so that it does not fall below the eyebrows or past the midpoint of the ear. Hair must be natural looking and conservative in its color and cut (no bleaching or unnatural streaking/highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodations for religious reasons are permitted.

**Boys’ Grooming:** All boys must be clean-shaven. Sideburns must be neatly trimmed and may not grow below the bottom of the ear.

**Boys’ Jewelry:** All jewelry must be tasteful and worn in a non-distracting manner. Boys are permitted to wear one watch, one finger ring and one necklace. Only simple, fine-gauged, 16 to 20-inch, silver or gold chain necklaces are permitted. Necklaces must be worn inside the shirt.

**Boys’ Headwear:** Hats, bandanas, and sunglasses will not be permitted indoors and must be stored in student lockers during the school day. Accommodations for religious reasons are permitted.

**Boys’ Outerwear:** All jackets, sweatshirts, and other outerwear should be free of distracting or inappropriate images and messages. Outerwear can be worn to and from school and must be stored in student lockers during the school day.

**Additional Guidelines:** If an item of dress or appearance is deemed incongruent with the standards of the Academy by an administrator, the student must alter his dress or appearance in accordance with the administrator’s directive.

Uniform items must be properly-fitting, neat in appearance and free of stains, tears, or excessive wear. Temporary or permanent visible tattoos are not permitted; this includes pen and ink drawing or writing on the skin.

## **GIRLS’ UNIFORM AND DRESS CODE**

**Girls’ Shirts:** Shirts must remain tucked in at all times with waistband visible. A white undergarment may be worn, free of any designs or logos.

**High School** – Girls have the option of wearing a short or long sleeve white, light blue, or yellow oxford shirt with school crest. The oxford blouse with school crest

must be pressed and worn fully buttoned with only the uppermost button undone. Juniors and Seniors may wear their senior blazers over the oxford only. The oxford may also be worn with a designated tie by Sophomores, Juniors, and Seniors. The tie's design and color scheme will be selected by the school.

Middle School – Girls have the option of wearing a short or long sleeve white, navy blue, or yellow polo shirt with school crest.

**Girls' Sweater:** The navy-blue uniform cardigan or pullover sweater with the school crest may be worn. No other sweaters may be worn in classrooms.

**Girls' Skirts:** Girls may wear the official uniform skirt. Skirts must be worn at the waist with the waistband visible at all times. When properly adjusted at the student's waist, the skirt hem should be touching the top of the knee. Skirts may be longer if desired.

**Girls' Dress Slacks:** Girls' dress pants must be khaki colored, with belt loops. Acceptable fabrics for the dress pants are cotton, polyester or poly-blend. A solid-colored black or dark brown dress belt must be worn with the dress pants. Dress belts with a simple clasp or open buckle designs are acceptable. Pants must reach to the shoe but may not drag on the ground. (No khaki jeans or dungarees. No utility loops or patch pockets, extra zippers, Velcro, or extra seams.) Neither oversized, baggy pants nor tight ("skinny") pants will be permitted. Pants should be worn at the waist.

**Girl's Shorts:** Khaki walking shorts with white or solid-colored dark socks are a uniform option for girls from the beginning of the school year to Fall Break and from Spring Break through the end of school year. Acceptable fabrics for the shorts are cotton, polyester or poly-blend. No utility loops or patch pockets, extra zippers, Velcro, or extra seams. Shorts must be worn with a solid-colored black or dark brown dress belt. Dress belts with a simple clasp or open buckle designs are acceptable. Shorts should extend to just above the knee.

**Girls' Footwear:** Girls may wear black or dark brown leather or simulated leather dress shoes with a 1.5 inch or less heel (measured at back of heel) and low sole. As a reminder, dress shoes require periodic hand cleaning and occasional polishing/conditioning. Cloth, canvas, plastic, sequined or athletic shoes are not uniform attire. Socks must be white or solid black, (or navy blue, depending on local skirt color) in color, extend above the ankle and remain below the knee and be free of visible brand logos. Nylons or tights must extend from the foot to the waist. All socks, nylons and tights must be solid black (or navy blue, depending on local skirt) in color and free of logos, patterns or decorations. Students

with medical foot problems requiring special footwear should consult the “Medically-Necessary Footwear” document in the appendix.

**Girls’ Hair:** Hair should be neatly combed or styled. Neat small bows, barrettes, headbands, and hair ties are permissible so long as they coordinate with the uniform and are free of visible brand logos, messages, and pictorial decorations. Hair must be natural looking and conservative in its color and cut (no bleaching or unnatural streaking/ highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodations for religious reasons are permitted.

**Girls’ Makeup:** Girls may wear subtle makeup applied tastefully and in moderation. Fingernails may be painted with solid-colored nail polish in tasteful natural tones only. Fingernails must be conservatively and tastefully manicured.

**Girls’ Jewelry:** All jewelry must be tasteful and worn in a non-distracting manner; gaudy costume or novelty jewelry is not uniform attire. Girls have the option of wearing one pair of matching earrings, one watch, one finger ring and one necklace. Earrings must be worn on the ear lobe and cannot hang more than one-half inch below the ear lobe. Only fine-gauged, 16 to 20-inch, silver or gold chain necklaces are permitted. Necklace pendants, if worn, must be less than an inch in length, width or diameter. Girls may wear one tasteful, non-distracting bracelet.

**Girls’ Headwear:** Hats, bandanas, and sunglasses will not be permitted indoors and must be stored in student lockers during the school day. Accommodations for religious reasons are permitted.

**Girls’ Outerwear:** All jackets, sweatshirts, and other outerwear should be free of distracting or inappropriate images and messages. Outerwear can be worn to and from school and must be stored in student lockers during the school day.

**Additional Guidelines:** If an item of dress or appearance is deemed incongruent with the standards of the Academy by an Administrator, the student must alter his dress or appearance in accordance with the Administrator’s directive.

Uniform items must be properly-fitting, neat in appearance and free of stains, tears, or excessive wear. Temporary or permanent visible tattoos are not permitted; this includes pen and ink drawing or writing on the skin.

## GENERAL UNIFORM AND DRESS CODE OPTION FOR ALL STUDENTS

**Shirts:** Shirts must remain tucked in at all times with waistband visible. A white undershirt may be worn, free of any designs or logos.

High School – Students have the option of wearing a short or long sleeve white or light blue oxford with school crest. The oxford dress shirt with school crest must be pressed and worn fully buttoned with only the uppermost button undone. Juniors and Seniors may wear their senior blazers over the oxford shirt only. The oxford shirt may also be worn with a designated tie by Sophomores, Juniors, and Seniors. The tie's design and color scheme will be selected by the school.

Middle School – Students have the option of wearing a short or long sleeve white or navy-blue polo shirt with school crest.

**Sweater:** The navy-blue uniform cardigan or pullover sweater with the school crest may be worn. No other sweaters may be worn in classrooms.

**Dress Pants:** Dress pants must be khaki colored, with belt loops. Acceptable fabrics for the dress pants are cotton, polyester or poly-blend. A solid-colored black or dark brown dress belt must be worn with the dress pants. Dress belts with a simple clasp or open buckle designs are acceptable. Pants must reach to the shoe but may not drag on the ground. (No khaki jeans or dungarees. No utility loops or patch pockets, extra zippers, Velcro, or extra seams.) Neither oversized, baggy pants nor tight ("skinny") pants will be permitted. Pants should be worn at the waist (and no boxers or undergarments may be visible – including at sports practices and games).

**Shorts:** Khaki walking shorts with white or solid-colored dark socks are a uniform option for students from the beginning of the school year to the end of October and from Spring Break through the end of school year. Acceptable fabrics for the shorts are cotton, polyester or poly-blend. No utility loops or patch pockets, extra zippers, Velcro, or extra seams. Shorts must be worn with a solid-colored black or dark brown dress belt. Dress belts with a simple clasp or open buckle designs are acceptable. Shorts should extend to just above the knee.

**Footwear:** Students may wear black or dark brown leather or simulated leather dress shoes in lace-up or loafer style. As a reminder, dress shoes require periodic hand cleaning and polishing/conditioning. Cloth, canvas, plastic or athletic shoes are not uniform attire. Socks must be white or solid black, navy, or dark brown in color, extend above the ankle and be free of visible brand logos, patterns or decorations. Students with medical foot

problems requiring special footwear should consult the “Medically-Necessary Footwear” document in the appendix.

**Jewelry:** All jewelry must be tasteful and worn in a non-distracting manner. Students are permitted to wear one watch, one finger ring and one necklace. Only simple, fine-gauged, 16 to 20-inch, silver or gold chain necklaces are permitted. Necklaces must be worn inside the shirt.

**Headwear:** Hats, bandanas, and sunglasses will not be permitted indoors and must be stored in student lockers during the school day. Accommodations for religious reasons are permitted.

**Outerwear:** All jackets, sweatshirts, and other outerwear should be free of distracting or inappropriate images and messages. Outerwear can be worn to and from school and must be stored in student lockers during the school day.

**Additional Guidelines:** If an item of dress or appearance is deemed incongruent with the standards of the Academy by an administrator, the student must alter his dress or appearance in accordance with the administrator’s directive.

Uniform items must be properly-fitting, neat in appearance and free of stains, tears, or excessive wear. Temporary or permanent visible tattoos are not permitted; this includes pen and ink drawing or writing on the skin.

## **NON-UNIFORM DRESS CODE FOR SPECIAL EVENTS**

### **Athletic Practice and Outdoor Field Day Dress Code**

Just as the Academy provides guidelines for dress code in the classroom, it is important to project the image of professionalism in our athletic attire as well.

All shirts worn for athletic practices and field day should be modest, loose fitting, in good repair (no holes, torn sleeves, etc.), should be worn either tucked in or well over the waist of the pants/shorts if not tucked in. No midriffs may be shown. T-shirts are preferred—no tank tops, camisoles, or sports bras may be worn as outer-garments. Sleeveless shirts may be worn if modest.

Pants/shorts should be modest, in good repair (no holes, torn sleeves, etc.) Pants should be worn at the waist and should be no shorter than mid-thigh, and no-longer than just below the knee. No short-shorts or long baggy shorts may be worn. No boxers or undergarments may be visible. No yoga pants.



Attire should be free of inappropriate messages. Sports team logos (e.g., Diamondbacks, Notre Dame), and apparel brand names (e.g., Adidas, Abercrombie) are acceptable, provided they do not make inappropriate allusions. These guidelines also apply to sweatshirts and jackets that students may wear. Footwear should be athletic in nature: no sandals, open-toed, or platform shoes. Hats and sunscreen may be appropriate, if the students will be in the sun. Hat styles should follow the same guidelines as above.

### **Semi-formal Events Dress Code**

There are specific, semi-formal dress requirements for special events, including periodic fine arts concerts and the end-of-year ceremonies (such as commencement and graduation).

Concert dress is, for boys and girls, white and black. Boys wear white collared dress shirts with black slacks and black dress shoes. Girls wear a white blouse with a black skirt or black dress slacks and black dress shoes (open-toed shoes and reasonable heels are permitted.) Any other specific details will be communicated by the Music teacher prior to the concert.

The semi-formal dress code for boys is: dress slacks (no jeans or patched pocket pants), a collared dress shirt, dark socks, dress shoes (no sneakers or sandals) and a belt. For commencement, graduating 8<sup>th</sup> graders must wear a tie and dress shoes. No jeans. No dyed hair or hats. Hair should be trimmed appropriately.

The semi-formal dress code for girl is as follows: modest-length skirts or dresses with hems that approach the knee, or appropriately fitting dress slacks; bare midriffs are not acceptable. Modestly-cut sleeveless tops/dresses are allowed; ladies may not wear strapless, spaghetti-strap, or tank tops. Girls should wear dress shoes. No flip-flops. Hair should be styled appropriately.

## BASIC SCHOOL INFORMATION

### OFFICE AND STUDENT HOURS; CAMPUS ACCESS

The school office is open from 7:30am to 3:30pm every day that school is in session and will be closed during the month of July. The school phone number is 623-889-0822. Messages may be left on voice mail any time the phone is busy, or we are out of the office. Messages left after hours will be returned the next working day. Also, families may contact the administration via e-mail (please see the Directory or our website). The school's FAX number is 623-889-0825.

The administration asks that non-urgent calls to the school office be made between 9 and 11 and between 1 and 3, since other times during the school day are “high-traffic” periods. Messages for faculty can be left in their personal voice-mail boxes at any time, though e-mail is usually a quicker way to get in touch.

School starts daily at 8:05 am and ends at 3:05pm. For safety reasons, students should not arrive on campus earlier than 7:00 am nor stay later than 3:45pm, unless they are attending an organized, adult-supervised program associated with the school. Extra-curricular activities (sports, clubs) will normally end by 5:30 P.M., depending on the activity.

Outside of scheduled school activities, students and parents should not enter the campus after hours, during holidays and breaks, or on weekends. For example, the school’s outdoor athletic and playground facilities are not open to general student or family use except in the context of a school activity or event. Unauthorized presence of this kind may constitute trespassing.

Again, the Academy has a closed campus. During the school day and excepting official school activities such as field trips and athletic contests, a student may not leave the campus except under parental supervision (including written permission for student drivers). Students may also not receive any peer or adult visitors to the campus during the school day, including before school, during lunch, and after school. Parents, however, are permitted to take their student off campus for lunch but will need to sign them out and back into school using the sign in/out sheets located at the Front Office.

### LOCKERS AND BACKPACKS

As permitted by space and facilities, each Academy student is assigned a locker. Students must use the locks administered by the school; combinations are kept on file with the school office. The Academy requires that students keep their lockers locked throughout the day. The school is not responsible for the loss or theft of items stored in lockers. It will be

incumbent on students to ensure their lockers are locked at all times, and to conceal their lock combination numbers to avoid lock tampering. The Academy reserves the right to inspect student lockers at any time, with or without notice, and at any time with or without reason. If there is a compelling reason to open a locker and the lock cannot be opened, school staff may cut the lock; families may be charged the cost of the lock. Students are not permitted to write on or otherwise deface school lockers, inside or out. They may tape non-offensive posters or photos inside their lockers, but may not glue or paste stickers, and no decoration may be placed on the outside of any locker (excepting “Birthday Surprise” decorations on lockers, which must be removed at the end of the day).

Students may bring backpacks, gym bags, and purses to and from school. These items must be stored inside lockers during the school day and should not be brought into classrooms or left on the floor/ground. Backpacks and gym bags should be free of messages that are offensive or inappropriate to the academy environment.

Academy officials may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

### EXTRA-CURRICULAR ACTIVITIES

The Academy believes that students are happier and more successful at the Academy if they are involved in one or more of our extra-curricular activities. The creative and/or physical outlet provided by such participation promotes a well-balanced life. Extra-curricular participation also builds teamwork and school spirit among the community of learners. Still, we recognize that students must show a special commitment, especially for athletics, in attending events/practices/games and also completing homework.

Nonetheless, some of our most accomplished students at our sister schools have professed that the discipline gathered from participation (in terms of time management and personal habits) has greatly helped their academic growth. There is a range of supervised activities to select from: Latin club, chess club, various music ensembles, art club, science explorers club, yearbook, or one of our many athletic teams. We encourage the parents to work closely with the teachers and administration in support of the superb extra-curricular offerings for our young people.

### PARTICIPATION

Participation in school extracurricular activities, both athletic and non-athletic, is a privilege and not a right. Students can be suspended from extracurricular activities for academic or behavioral reasons at any time by decision of the coach, the athletic director, or the school administration.

To be eligible for extracurricular activities at the Academy, the student must maintain passing grades in all subjects and must have displayed good behavior. At Midterm, a student will be ineligible from participation in any extra-curricular activity for one week (7 days) for every “D” or “F” received. The maximum time of ineligibility will be two weeks (14 days). At Quarter, a student will be ineligible from participation in any extra-curricular activity for one week (7 days) for every “D” received and two weeks (14 days) for every “F”. There is no maximum time for the period of ineligibility. If a student is currently deficient in a course, he/she may not be allowed to leave campus early, when this occasionally occurs for games. The Athletic Director will be in contact with coaches. The Assistant Headmaster or another administrator will be in contact with Extra-curricular Non-Athletic (ECNA) personnel.

## FEES

Families can expect to pay fees for various activities the Academy offers beyond the classroom, such as clubs and trips. The Academy, of course, never seeks to profit from any of the special services it offers. Fees are only meant to assist with funding services that are not directly funded by monies from the state. The Academy has an annual fee schedule issued by Great Hearts and approved by the Academy’s board of directors. The schedule sets minima and maxima for activity fees and is available upon request.

Please see the more detailed information elsewhere in this handbook on textbook deposits and consumable book donations as well as the information below on fees for extracurricular participation. Each extracurricular activity will have a fee associated with it, commensurate with the cost per participant to operate the program. These fees are not voluntary but required. The fee must be paid prior to the student joining the extracurricular program. In addition, there is a deposit required for the textbooks that the students use during the year, and that deposit is refunded when the student graduates or withdraws from the school as long as all textbooks have been returned in good condition each year. The Academy does not want to exclude any student from participation due to financial hardship. Families should speak with administrative staff, if there is a case of hardship.

## PHYSICALS

Parents of students on Academy sports teams must submit a medical release form signed by themselves and the child’s doctor. Forms may be picked up in the school office. In the high school, there is a special Arizona Interscholastic Association (AIA) physical form that must be used.

## EMERGENCIES

### CRISIS MANAGEMENT PLAN

The Academy has an established Crisis Management Plan that is maintained and updated by the facilities and operations staff at Great Hearts. The plan outlines emergency procedures for natural disasters, violent situations, medical emergencies, and fires. ACA faculty and staff are trained in and drilled on the plan throughout the school year.

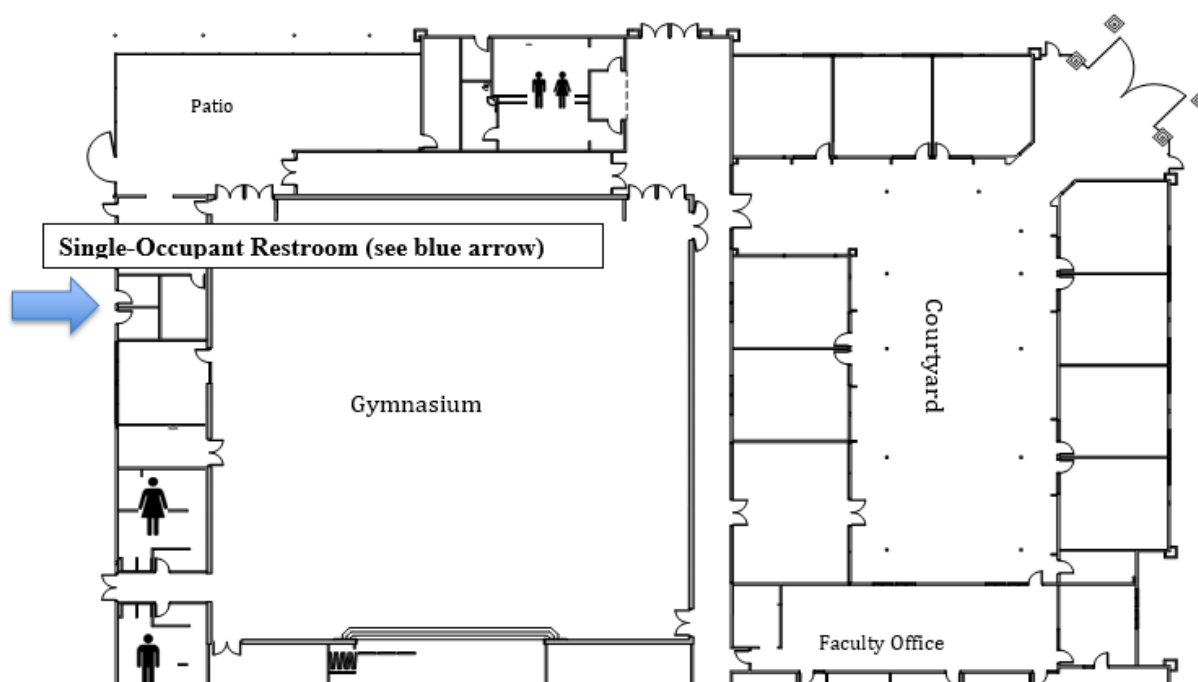
### PARENT OR GUARDIAN CONTACT FORM

## SCHOOL SITE MAP AND LOCATIONS

### RESTROOMS

The restrooms for student use are located in the gym lobby between the 200 and 300 hallways. Each is handicapped-accessible. Students without disabilities are never permitted to use private bathrooms without direct consent from school office staff, and then only in cases of special illness or injury.

The restrooms for student use are located at two locations on campus. There are two male single sex and two female single sex accessible restrooms. The academy maintains single sex restroom and locker room facilities, and also provides single-occupant restroom and changing facilities. Students may use the single-sex facilities that correspond to their current school records described above, and single-occupant restrooms and locker/changing rooms that are open to use by all students. See map below for location of single-occupant restroom.



## LOST AND FOUND

The Academy maintains a lost and found box in the Courtyard. Unclaimed items will be given away or discarded periodically throughout the year. It is strongly recommended that all personal items be marked with the student's name. Uniform clothing should have the family name on the inside label; calculators should have the name etched on them, and we recommend that student-owned consumable books have the student's name prominently displayed either on the front cover or on one of the four sides of the book. All unidentified clothing, lunch boxes, etc. not claimed within one week will be donated.

## TRAFFIC FLOW FOR DROP-OFF AND PICK-UP

For maximum safety and traffic flow, parents must follow the guidelines of the Traffic Procedures available on the school website.

Students who walk or bicycle to school should always obey the traffic lights and Walk/Don't Walk signals. Students may lock up bicycles north of the Patio, but all bicycles must be removed at the end of the school day; no bikes should be left on campus after hours or on weekends. The Academy is not responsible for any bicycles or other personal property left on the campus after hours or on weekends.

The Academy does not provide bus transportation to/from school. We can provide full fare tokens or discounted student passes for the city buses. Subsidized bus fare is also available by request. Requests must be made in writing to the office manager.

Students will not be released to leave school with any adult except the parent, or by written permission of the child's parent. If another adult will be picking up your child to drive home after school, please file permission with the office through required annual enrollment or re-enrollment documents.

Academy students are not permitted to leave campus in any car driven by someone other than the parent, unless explicit written permission from the parent is on file with the school office.

It is school policy that Academy faculty/staff do not transport students in their personal vehicles.

Once a student is on campus, he/she may not leave except under parental supervision or under the supervision of an authorized teacher or coach.

Since we will have traffic for two full schools navigating our parking lot, it is vitally important that all drivers know the information below.

## Morning Drop-off

*Please carefully read this procedure while looking at the "Morning Drop-off Map" on page 78.*

Campus Opening Time: Glendale Prep's enclosed campus opens for students at 7:00 AM. No students are allowed on campus prior to 7:00 AM.

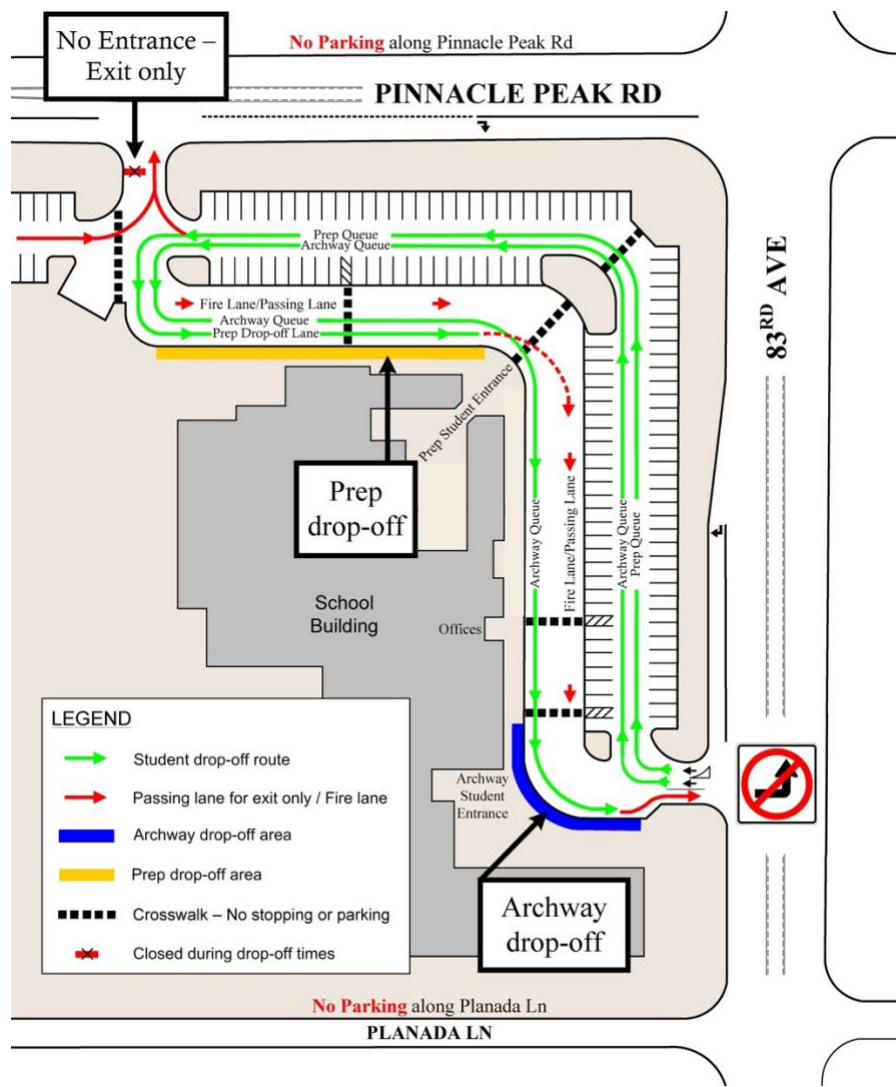
- a. Prep Student Entrance: Beginning at 7:00 AM, the gates at the Northeast corner of the Prep building open for 6<sup>th</sup> - 12<sup>th</sup> students. No parents are allowed to enter campus until they have checked in through the front office.
  - b. Early Arrival Student Areas: Students must remain in the Courtyard until 7:40 AM, at which time they may enter other hallways and classrooms for tutoring or clubs.
2. Morning Entrance: All parents must enter from 83<sup>rd</sup> Ave. (East Entrance), make a right turn, and immediately stay to the right-hand lane in the parking lot. This right line is for all families with Prep students, in addition to those with both Prep and Archway students. The left lane is reserved for Archway-only families.
  - a. One Way Traffic in Parking Lot (7:00 – 4:00 PM): The parking lot is one-way traffic between 7:00 AM and 4:00 PM running north and west.
  - b. Student Entrance (7:40 - 8:00 AM): Student drivers with the required GP parking pass may enter from Pinnacle Peak between 7:00 and 8:00 AM to park in the student parking area. Student Parking is only allowed in the new designated student lot which is located on the Northwest corner of the campus. No parent pick-up, drop-off, or parking is allowed in the student parking lot.
3. Drop-off: The Prep drop-off area is the entire stretch of the right-hand lane on the north curb (marked in yellow on the map). All vehicles dropping off must pull forward as much as possible to the next stopped car. Students may only exit from vehicles in the far-right lane. Parents are required to remain in their cars when dropping off through the Queuing Lane. After dropping off, parents should pull forward to the student entrance at the corner, where a faculty member will hold traffic in the outer lane in order for Prep parents to pass out to the fire lane and exit.
  - a. Crosswalks: Stopping or parking is not allowed in the crosswalks at any time.
  - b. Archway Drop-off: Please note that Prep parents with Archway students should continue around the curve in the inside lane to the Archway drop-off area (marked in blue on the map).
4. Morning Exit: All vehicles exit by making a right onto 83<sup>rd</sup> Ave. Please be aware of other parents entering the driveway from 83<sup>rd</sup> Ave and be courteous to other drivers.



5. Parent Parking: Parents who need to visit the GP office should park in the spots on the south end of the lot, across from the school office. The office is located just north of the Archway Student Entrance. Please remember that parking space is very limited. Thus, parking in order to either drop-off or walk a student to class is not allowed during morning drop-off except for extraordinary circumstances.

Late Arrival: Parents who arrive after 8:05 AM should follow the directions in #3 above, except that tardy students must be signed in by their parent at the office to obtain a late pass and go to class.

## Morning Drop- Off Map



## Afternoon Pick-up

*Please carefully read this procedure while looking at the "Afternoon Pick-up Map" on page 80*

1. **Parent Arrival:** Students are dismissed from class at 3:05 PM. Prep families do not need a window sign indicating the family name.
2. **Afternoon Entrance:** Beginning at 2:55 PM, all Prep vehicles must enter campus from 83<sup>rd</sup> Avenue. **Entrance from Pinnacle Peak is not permitted.**
3. **Pick-up:** After entering the driveway, all vehicles turn right into the parking lot and proceed north.

**One Way Traffic in Parking Lot (7:00AM - 4:00 PM):** The parking lot is **one-way traffic** between 7:00 AM and 4:00 PM running north and west. Parents can use two lanes as they head North and then West. Prior to turning South, parents will be queued by a GP faculty member into one lane to pull up to the North curb to pick up Prep students.

If your son or daughter is not present on the North curb, cars should move forward along the curb around to the East curb.

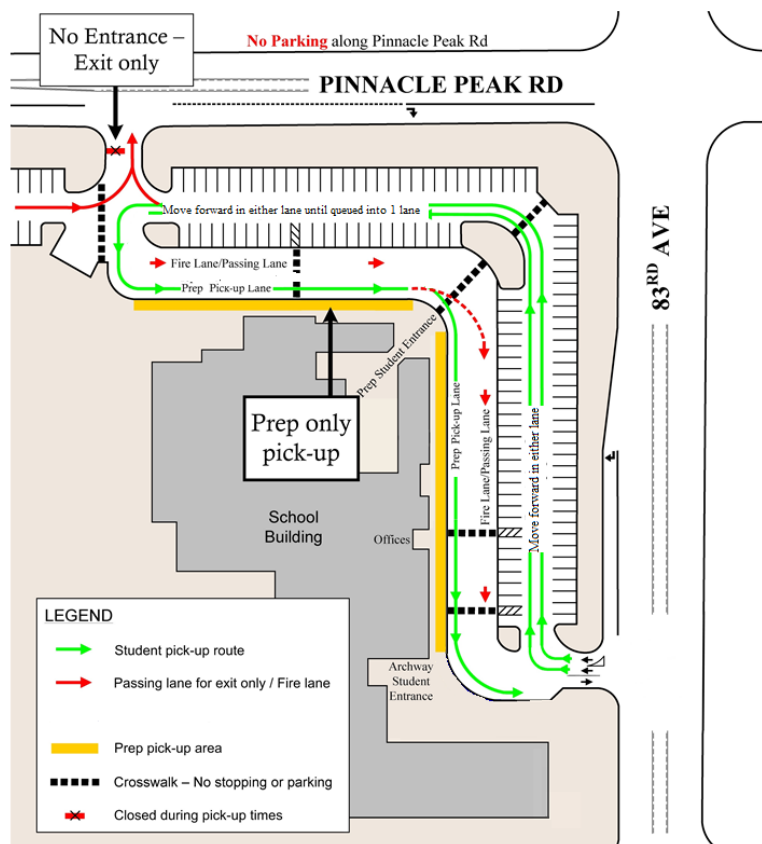
The Fire Lane, on the far left of the pick-up area is to be for passing **only** to exit.

- a. **Pickup Locations:** The North and East curbs are the only location for pickup up students on campus.
  - i. No pick-up from the parking lot, 83<sup>rd</sup> Avenue, Pinnacle Peak Road, Planada Lane, or at the intersection of 83<sup>rd</sup> Ave. and Pinnacle Peak Rd.
  - ii. The southern crosswalk adjacent to the Archway multipurpose room is closed during pick-up and will be blocked by vehicles stopping to pick-up students.
- b. **Timeliness of Students:** It is the full responsibility of 6<sup>th</sup>-12<sup>th</sup> students to be ready for pick-up when parents arrive at the pick-up location. Please continue to move your vehicle forward along the curb while waiting for your son or daughter.

#### 4. Afternoon Exit:

- a. **For those picking up:** All vehicles that picked up through the Queue must exit right onto 83<sup>rd</sup> Ave.
- b. **Student Driver Exit:** All student drivers must exit onto Pinnacle Peak from their designated parking area. No parent pick-up, drop-off, or parking is allowed in the student parking lot.

**Campus Close Time:** Students who are not enrolled in clubs or athletic teams will not be permitted to stay on campus after 3:45 P.M.



# SUPPORT YOUR SCHOOL'S ANNUAL CAMPAIGN



**GLENDALE**  
PREPARATORY ACADEMY  
A Great Hearts Academy

## SUPPORT YOUR SCHOOL THROUGH OUR ANNUAL CAMPAIGNS!

We are honored to partner with our families through our two annual campaigns, the Community Investment campaign and the Arizona Public School Tax Credit drive. Thanks to your support, we offer our students the education they deserve to become great-hearted leaders prepared for the 21st century. (Please note that participation in our annual campaigns is not required to enroll your children at Glendale Prep.)

### COMMUNITY INVESTMENT CAMPAIGN

The Community Investment Campaign provides our faculty and students with the resources they need to learn and thrive.



Covers the gap between what we need to deliver the top-tier education that our children deserve and what we receive from public funding



Helps us support our excellent and dedicated faculty



Keeps our class sizes smaller for more individualized attention



Enables us to offer programs like art, music, and foreign language on a daily basis

We ask each family to contribute \$1,500 per student per year to help cover the gap between what we receive from public funding and what it actually costs to provide our educational model.

Every family's participation, at any level, is vital to supporting our teachers and educational priorities of our academy. 100% of your gift stays at your school.

### TAX CREDIT DRIVE

The Arizona Public School Tax Credit allows Arizona taxpayers to contribute to the public school of their choice and receive a dollar-for-dollar credit on their state taxes.



Support our qualified extra-curricular and athletic programs, field trips, and character-building programs



Receive the full credit from your state tax liability



Married couples may contribute up to \$400; single filers may contribute up to \$200

Every Arizona taxpayer can take advantage of the Arizona Public School Tax Credit and support our academy.

We ask every family to contribute their Tax Credit and invite their extended network of friends and family to do the same. 100% of each gift stays at your school.

## 2018-2019 GLENDALE PREPARATORY ACADEMY SIGNATURE PAGE

Thank you for taking the time to read the Academy Family Handbook. If you have any questions or comments about this Handbook, please contact the school office. Please sign and return this Signature Page to the front office.

We understand and agree to abide by the rules, guidelines, and procedures outlined in the Academy Family Handbook.

Family Name \_\_\_\_\_

Student Name : \_\_\_\_\_

Student Name : \_\_\_\_\_

Student Name : \_\_\_\_\_

Student Name : \_\_\_\_\_

Parent's Signature\_\_\_\_\_ Date:

Parent's Signature\_\_\_\_\_ Date:

Student's Signature\_\_\_\_\_ Date:

Student's Signature\_\_\_\_\_ Date:

Student's Signature\_\_\_\_\_ Date:

Student's Signature\_\_\_\_\_ Date:

(if more than one Academy student in family).