

Glendale Preparatory Academy At-A-Glance 25-26



Contact Us

23276 N 83rd Ave Peoria,
AZ 85383
623-889-0822
www.GlendalePrep.org



School Hours

6th-12th Full Day: 8:05am - 3:05pm
Campus Hours: 7:05am – 3:30pm
Half Days: 8:05am – 12:15pm
Campus Hours: 7:05am – 12:45pm



Office Hours

School Year: 7:30am – 3:30pm
Half Days: 7:30am – 12:45pm



Drop-off & Pick-up

Drop off begins 7:05am
Pick-up begins: 3:05pm



Important Dates to Know

Tentative
Bookstore: 7/28-7/29
New Student Orientation: 7/30/25
First Day of 2025-26 School Year: 7/31/25



Attendance Line

Email: attendance@glendaleprep.org
Call: 623-889-0822 x4



After-School Program

Homework Club: until 5:30pm every
school day.
Register: GP Payment Portal



Lunch Program

<https://greathearts.boonli.com>
Password: griffins4



Uniforms

www.landsend.com See
handbook on website for
uniform policy.



Extra-Curricular Enrichment Courses

See website for updates.
Register on GP Payment Portal.



Nurse's Note

623-889-0822 x1605
All students must be 100%
compliant with AZ immunization
requirements.



Athletics

Athletic Director: Mr. Kontak at
jkontak@glendaleprep.org
[glendaleprep.greatheartsamerica.org/
athletics/](http://glendaleprep.greatheartsamerica.org/athletics/)



Get Involved

We love our parent volunteers!
Opportunities are posted in the PSO
Weekly Wednesday Newsletter.
(Raptor background check must be
completed.)



Community Investment

We receive \$1,500 less per student than
district schools. To close this gap, we
invite families to give \$125/month to our
CI Campaign. Contact Tammy at
TKempton@glendaleprep.org.



Communication

Be sure to check your email inbox every Friday
evening to stay informed about important GP
information and keep up with the latest news and
events.
Follow us on Facebook!



Glendale Preparatory Academy

School Hours: 8:05am-3:05pm
Half Day Hours: 8:05am-12:15pm
Campus opens to students at 7:05am

Office Hours: 7:30am-3:30pm
Half Day Office Hours: 7:30am-12:45pm
Homework Club: school days until 5:30pm

School Website: <https://glendaleprep.greatheartsamerica.org/>

- School Calendar & Events
- Weekly Blasts
- Book and Supply Lists
- Tutoring Schedule
- Extra-Curricular Schedule
- Family Handbook
- Uniform Information
- Payment Portal: payments & permission slips (i.e: plays, extra-curriculars, sports etc.)
- College Counseling Updates
- Lunch Program
- PSO Spirit Store
- PSO/Volunteer Information
- Teacher Email Addresses & Extensions
- GH Transparency & Teacher Pay
- Athletics

In addition to information that can be found on the school website, you will receive a weekly email every Friday with important updates. Please check the GP Weekly Blast to ensure you are aware of upcoming events.

Attendance

Reporting an Absence:

- Email attendance@glendaleprep.org or call 623-889-0822 option 4
- When leaving a message, please include your student's name and **reason for absence**.

Attendance & Tardy Policy:

- Regular attendance is 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, and family emergencies." All other cases of absence, whether reported by the parent or not, shall be considered unexcused.
- Students will be automatically withdrawn after 10 days of consecutive unexcused absences unless medical documentation is provided.
- Vacations should be scheduled during summer, fall, winter, and spring breaks.
- Attendance Letters are sent home as a courtesy reminder when a student reaches 5, 7, and 9 days of absence per semester.
- **Tardies:** Students who arrive after 8:05 am must report directly to the front office *and be signed in by a parent upon arrival*. Persistent tardiness is highly disruptive of instruction and undermines student morale. On the third occasion of an unexcused tardy in a quarter, a detention will be issued. Additional detentions may be issued for additional unexcused tardies.
- **Make-Up Work/Homework Buddies:** 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 or their teachers via email, not the school office. It is wise to coordinate with a friend early in the school year.

Family Handbook

Please take the time to read through our entire handbook. We encourage you to read pertinent portions with your students, such as the mission statement, dress code, and honor code. Please note that we revise the handbook annually, so reviewing it is important for returning families, as well as new. The provided handbook clarifies many details essential to being a part of the Glendale Prep community.

Uniforms

The uniform serves to unify our students as one community of learners, irrespective of our diverse backgrounds. The uniform also signifies to the larger community our common purpose and identity as schools in pursuit of the true, the good, and the beautiful. Finally, the uniform frees our students to pursue their intellectual and moral development as individuals, without the distractions of fad and fashion. True individuality is formed in the heart and mind, not in appearances.

- Vendor: Lands End
- PSO Used Uniform Exchange (occurs seasonally in partnership with Archway Glendale)
- Family Handbook

Books & Supplies

- **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** is required upon enrollment to the school and is refunded when the student exits the school as long as all textbooks have been returned in good condition each year. All textbooks must be covered preferably with paper bags or thick butcher paper (stretchable cloth material does not support the book binding.) Adhesive book covers are not permitted as it harms the cover upon removal. Covering textbooks significantly extends the life of the textbooks and helps maintain the school budget.
- **Classics to Keep**: Your child's class will utilize classic works of literature during the upcoming school year. At Glendale Prep, it has always been the tradition for students to develop a personal library of books they annotate, keep, and return to for years to come. We call these books "Classics to Keep". Parents and students are strongly encouraged to purchase these books for their own personal collections, so they can mark them and keep them. Families may purchase books from whichever vendor they choose (i.e., Amazon). We only ask that all books match the ISBNs that are provided over the summer months. This ensures that students can all follow along on the same page when reading and discussing in class.
- **Consumables**: In addition, there will be some books that are published and/or purchased by Glendale Prep and provided to students at the beginning of the school year. The cost of these books will be included in the overall Bookstore contribution.
- **General & Grade Level Supply Lists**: General and Grade Level Supply Lists are recommended items your student will need for the first day of school. You can purchase these items on your own from your favorite vendor.

Book and Supply Lists are updated each school year. Please do not purchase until the updated lists have been shared with parents over the summer. **The GP Bookstore is tentatively scheduled for Monday, July 28th and Tuesday, July 29th: All families should plan on attending to receive textbooks, consumables, schedules, lockers assignments, etc.**

Lunches

- Glendale Prep's Parent Service Organization partners with Boonli.com to provide a "hot lunch" option for our students from various vendors. (This is a separate account than Archway's hot lunch.)
- To create a Boonli.com account:
 - Visit <https://greathearts.boonli.com/>
 - Click on Register and use the password **griffins4**

Drop-Off & Pick-Up Procedures

- An email prior to the first day of school will be sent reviewing traffic procedures.

Medication

- Prescription Medication: 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 nurse and complete an additional permission form with signed instructions for administration. Please contact NursingTeam@ArchwayGlendale.org with questions.
- The nurse's office will maintain a limited supply of non-prescription medications for dispensation to students in acute need (not chronic). This includes cough drops, ibuprofen, antacids, and acetaminophen. Written permission to take specific non-prescription medications must be on file before medication will be administered. Students are not permitted to keep prescription or non-prescription medications on their person or in their lockers on campus.

Forgotten Items/Messages

- In an effort to decrease classroom interruptions, students will not be left notes or called out of class for forgotten items such as lunch, homework, sports equipment, etc. Students should check the bookshelf in the front office for the occasional forgotten item. **Please instruct your students to come to school prepared for the school day, including pick-up arrangements, homework, lunch, etc.**
- In case of an emergency and a message needs to be relayed to a student, parents should call the front office.

Lost and Found

- Glendale Prep maintains a lost and found cart in the lower hall. Unclaimed items will be discarded periodically. **It is strongly recommended that all personal items be marked with the student's name. All unidentified clothing, lunch boxes, water bottles, etc. not claimed within one week will be donated.**

Athletics

- On occasion athletes are released early from school for games. **Coaches will notify parents and teachers of the release time. Student athletes will be released through the gym lobby and, therefore, parents will not need to sign their child out from the front office.**
- Physicals, payment, as well as a signed consent form must be submitted to [Big Teams \(on the Athletics website\)](#) **prior** to the first practice.
- Physical forms can be found on aiaonline.org.

Tutoring & Enrichment Courses

Our teachers provide tutoring for each class as least once a week before and after school as well as during Lyceum. Students are encouraged to attend. Teachers also may offer Extra-Curricular Enrichment Course programs such as Art, Choir, Drama, Robotics, French, Spanish, and much more during that time, as well.

Other Student Special Events

Assemblies	Dances	Choir/Music Concerts	Homecoming
Senior Perks	Night of the Griffin	Drama Productions	Study Skills Workshop
Prom	Epic Cycles	Academic/Athletic Field Days	Senior Dinner
Senior Trip	Athletics	Spirit Week	Thesis Defense
House Days	Senior Retreat	Grade Level Field Trips	Prom Dance Lessons

