

PREPARING FOR THE 2010 – 2011 SCHOOL YEAR

To Read...

1. **2010-2011 Family Handbook** – Our updated Family Handbook is available on our website, www.glendaleprep.org, under the “About Glendale Prep” tab.
 - Please read through it in its entirety with your children. In addition to laying out the policies and procedures for the coming year, this handbook articulates the distinctive aspects of Glendale Prep’s mission and curriculum.
2. **Academic Overview** – Please read the “*Academic Overview*” attached to this email for information regarding our educational approach, homework, parent communication, and student evaluation.
3. **School Calendar** – Please see the “*2010-2011 School Calendar*” attached to this email. Throughout the summer, we have made a few adjustments to next year’s calendar. Please ensure you are referring to this latest version, noted as “Revised 07/12/10,” when making your plans for the upcoming year.
4. **Visitor Policies** – Please review and adhere to the following policies while on campus to help us ensure the safety of our students.
 - **Visiting Campus**

Glendale Preparatory Academy maintains a closed campus. Therefore, anyone wishing to enter the school property between the hours of 8:00 a.m. and 3:15 p.m. must come directly to the school office and receive a Visitor’s Badge. This is particularly important given the open layout of the campus, and our responsibility to monitor the students and account for all adults on campus.
 - **Cell Phone Use**

Cell phone use is restricted to the area directly in front of the main office and in the secondary drop-off & pick-up area (at the fountain). Thus, we ask that all visitors turn off and put away their cell phones during their visit. This is essential to the cultivation of a small academy culture in which learning, discussion, and personal interaction take place without interruption.
 - **Meeting with Teachers**

In order to ensure faculty and administrators are able to carry out their monitoring duties and assist students, we ask that any substantive parent meetings be scheduled ahead of time, rather than taking place without appointment directly before or after school. Before and after school, faculty and administrative attention must be focused on monitoring the students in the locker area, courtyard, campus, and classrooms.

To Purchase...

1. **Uniforms** – Student uniforms need to be purchased this summer and worn to our first day of school. Please make these purchases as soon as possible to allow adequate time for shipping.
 - The Family Handbook outlines our dress code in detail, including which items must be bought by one of our two uniform providers, Collettes Uniforms or Dennis Uniforms. Links to these providers' websites can be found under the "About Glendale Prep" tab on our website, www.glendaleprep.org.
2. **Classics to Keep** – Students need to acquire a set of Classics to Keep, i.e. novels & workbooks, by the first day of school.
 - These books will remain the students' property and can be purchased at our online bookstore at glendaleprepbooks.com.
 - If you would like to purchase the books at another location, you **MUST** buy the exact version of each book that will be used in class.
 - We have provided a list of the ISBNs for all the books on our webpage to facilitate this process. To view the list, click on the "Classics to Keep" link on the "Textbooks and Fees" page under the "About Glendale Prep" tab.
3. **Student Supplies** – Please see the "*Student Supply List*" attached to this email. This list includes general supplies that all students will need for this school year as well as specific items by grade level. Please ensure that your children bring these items with them to school on the first day of school, Thursday, August 5.

To Attend...

1. **Summer Parent Organization Meeting** – Our Parent Organization (PO) will be holding a summer meeting, this Thursday, July 15, to set the plans for many of their programs and services for the year. The meeting will begin at 7:00 p.m. in room 17 on campus. Attendance at this meeting is optional, but we encourage all families to join us!
2. **Bookstore** – In addition to the Classics to Keep, students will also utilize hardbound textbooks for various classes this year. We will be issuing these textbooks at our Glendale Prep "Bookstore."
 - **All families need to visit the GP Bookstore once during its two days of operation:**
 1. **Saturday, July 31 – 8:30 a.m. to 12:30 p.m.**
 2. **Wednesday, August 4 – 11:00 a.m. to 6:00 p.m.**
 - Parents should first visit the main office when coming to the Bookstore. After paying your deposit for the books, you will be directed to the additional Bookstore "stations" from there.

- Parents will be required to pay a deposit for the books issued at the Bookstore. We will collect the class fee and music supply fee at the same time as well.
 - Fee payment can be made by credit card, check or cash and **must be made in full before books will be distributed.**
 - The textbook deposit is fully refundable at the end of the year if the books are returned in the permitted condition.
 - Please see the “Textbook & Fees” page on our website for more information regarding the purpose for our class and music supply fees.

The following chart outlines the **total fees** you will be responsible for at the Bookstore:

Grade	Textbook Deposit	Class Fee	Music Supply Fee	Total Fees
6	\$150.00	\$70.00	\$0	\$220.00
7	\$160.00	\$70.00	\$20.00	\$250.00
8	\$160.00	\$70.00	\$20.00	\$250.00
9	\$70-105.00	\$85.00	\$20.00	\$175-210.00
10	\$105-140.00	\$70.00	\$20.00	\$195-230.00
11	\$70.00	\$100.00	\$0.00	\$170.00

- **Students need to cover all books issued at the bookstore and bring them to school the first day of school, Thursday, August 5.**
- Families that are facing financial hardship may be eligible for a price reduction. In order to qualify, families need to fill out an application through F.A.I.R by Monday, July 19. If you are in need of such assistance, please call the main office (623-889-0822) for more information on this process.
- The Parent Organization will also be selling booster items, such as t-shirts, lunch coolers, and book covers at the Bookstore.

3. The First Week of School

- **New Student Orientation: Wednesday, August 4:** – We will be conducting a New Student Orientation from 9:30 a.m. – 12:00 p.m. on August 4 for all students who are attending Glendale Prep for the first time. We will walk students through the key aspects of Glendale Preparatory Academy, such as our academic honor code, behavioral expectations, and the campus layout.
 - Students need to:
 - Arrive to school by 9:15 a.m.
 - Check in outside the Sanctuary by 9:20 a.m.

- **First Day of School: Thursday, August 5** – August 5 is the first day of school for all students. This will be a half day of school (8:30 a.m. – 12:30 p.m.).
 - Students need to be in **full uniform** and bring:
 - Backpack or book bag
 - Textbooks & Classics to Keep
 - School Supplies
 - Combination Lock (for their locker)
 - Students need to:
 - Arrive to school by 8:10 a.m.
 - Check in outside the Sanctuary by 8:15 a.m.
 - Students will receive their class schedule and locker number at this time.
 - Students will be given time to quickly store their books & supplies in their locker and then will be seated according to their class section in the Sanctuary
 - After attending an Opening Assembly, students will be excused to their first period class and will attend all of their courses for an abbreviated period of time.
 - Students will be excused at 12:30 p.m.

- **The Griffin Greet: Thursday, August 5** – Our Parent Organization would like to cordially invite all of our new and returning students to this year's first student social, the annual Griffin Greet. This is an excellent opportunity for all our students to meet and mingle. The Griffin Greet will take place on campus Thursday, August 5, from 12:30 p.m. – 2:00 p.m. The PO will have reservation forms at the bookstore for students to pre-order lunch for the social at a cost of \$5.00. Also, if parents would like to help with the lunch that day, please contact, Kendra Gould at president@glendalepreppo.org .

- **The First PO Meeting of the School Year** – With the school year being only one week in at this point, there will be many programs and services to plan, coordinate, and execute! Connect with your fellow Griffin families Thursday, August 12 at 7:00 p.m. in room 17.

If you have any questions as you work toward accomplishing these tasks, please contact Mrs. Asuncion or Mrs. Lund in the main office.

Office Phone Number: 623-889-0823

Email Address:

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