



# ***New Family Packet***

## **2022-2023**

Welcome to Arete Prep! In anticipation of your arrival, we have summarized information pertaining to the lead up and first week of classes within this packet. We know a lot goes into starting at a new school, so we hope this packet can help you keep it all organized. Most of this information is available in our Family Handbook, review the following information and reach out to us if you have any questions.

## Introduction to Admin Staff

**Office Manager, Nancy Harris:** 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 manages front desk staff, who are the first contact for parents.

The front office answers parent questions concerning day to day activities (i.e., attendance, uniform policy, etc.) as well as special events (i.e., field trips, field days, concerts, etc.), student records, and school business, but does not discuss matters of student discipline, curriculum, or the classroom. The front office will direct such inquiries to the appropriate teacher or administrator.

**Athletic Director, Todd Conklin:** He oversees all coaches and athletic activities at the school. A parent with questions about sports, especially those pertinent to practice and game schedules and locations, should check the athletic section of the school website for information. If questions remain, they should be directed to Coach Conklin.

**Deans of Students** Rick Alvarez and Vina Lerner: Both Deans are responsible for working particularly to infuse the school culture with joy, self-discipline, and independence. Their duties include building student culture on campus and handling elevated disciplinary issues. Ms. Lerner is responsible for the Mentor Program and both Deans will be your primary contact for discipline and questions on the Family Handbook or student culture.

**College Counselors,** Becky Arguello and Cheryl Parsons: They primarily work 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 SAT. The counselors also works closely with the Office Manager and Assistant Headmaster to maintain official transcripts for students.

**Assistant Headmaster, Jason Stokes:** He assists the headmaster with various administrative duties including oversight of operations and the implementation of curriculum. He is primarily responsible for being the contact for parents and students regarding school curriculum, student discipline, and daily operation of the school.

**Headmaster, Melanie Attridge:** The Headmaster works with the Academy Board of Directors under the authority of Great Hearts Academies and 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.

## ***New Student Orientations***

Students new to the Arete community will be invited to attend a New Student Orientation August 4, with more information coming out at the end of June. These orientations will be led by student mentors, members of the leadership team, and a few of the teachers your students will have in the upcoming school year. There will be food, activities, and a tour of the campus, so students can get to know each other before the first day of school, hopefully putting at ease some of those new-school tensions.

## ***School Supplies and Essentials***

1. ***Uniforms:*** The student uniform is an essential part of who we are at Great Hearts schools and what we do. 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 truth, goodness, and the beauty. 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.

Our uniform vendor is [Anton Uniforms](#). We encourage you to visit Dennis online or their store front. If you do visit them online, search Lincoln Prep in the school search bar, where you will find all available uniform items for your student(s) based on grade level. The uniform policy can be found on the Lincoln Prep website. Alternatively, throughout the school year, our PSO will host used-uniform sales, so you can purchase uniform pieces at a discounted price.

### ***[Anton Uniforms](#)***

905 N. Scottsdale Rd, Tempe, AZ 85281

480-968-6636

2. ***Supplies and Books:*** The ***General Supply List*** applies to all students. While not comprehensive, the list does include the majority of supplies necessary for the year. Students will be given directions from teachers regarding supplies specific to their individual classes, if applicable. Optional items should be free from pop culture references, otherwise can be any color or Arete Prep approved design. The ***Grade Specific Supply List*** includes items your student will need based on their grade level. This is in addition to the general supplies.

- White 1" – 2" binders
- Loose leaf college ruled paper
- Pens & pencils
- 6<sup>th</sup> Grade Lab Notebook: [Click here to purchase](#)
- 7<sup>th</sup> – 12<sup>th</sup> Grade Lab Notebook (8<sup>th</sup> -12<sup>th</sup> grade, use the same book until it's full, then purchase a new one): [Click here to purchase](#)
- Art supplies – list coming soon
- High school – calculator – more info to come regarding specifics

The consumables list, or ***Classics to Keep*** list, is a list of books that should be purchased for your student for their classes during the 22-23 school year. These books will be read, marked up, and annotated by your student. Book Fairs are scheduled with Barnes and Noble at the San Tan mall, B&N will have all books for every grade level available. Supply and book lists for the 22-23 school year will be posted online -> [Book & Supply Lists](#).

**3. Planners:** At the beginning of the school year, your student will receive a student planner, which is to be used throughout the school year to keep track of assignments, homework, tests, and quizzes.

**4. Lockers:** All Prep students will be assigned a locker, the assignment of which they will receive when they pick up their schedule at **New Family Orientation/Open House on August 3 at 4:30 pm**. Due to the limited number of lockers, we are unable to change your student's locker. If you have a medical need to change the locker, please speak to one of Deans. **Locks are supplied by Arete Prep.**

### ***School and Office Hours***

The Prep office is open from 7:30 am-4 pm Monday through Friday, except Wednesdays, we close at 2 pm. The east entrance where students are dropped off in the morning will close at 8:18 am as classes start at 8:20 am. If your student arrives after 8:18 am, please sign them in at the front office to enter the school. Dismissal is at 3:20 pm and campus closes at 4 pm. Each Wednesday, school dismisses at 12:30 pm and campus closes at 2 pm. On days there is no school, the office is also closed.

- May 30-June 23: The Prep office is open for summer hours from 9 am-1 pm, Monday through Thursday
- Jun 24 – July 8: The Prep office is closed for summer break
- July 11: The Prep office re-opens with summer office hours

### ***Class Schedules***

Students and parents will receive schedules, textbooks and locker assignments at the **New Family Orientation/Open House** on Wednesday, August 3 from 4:30 – 6:30 pm. They will also be assigned a section, which is the group of students they will have classes with all year. When they receive their schedule, you are welcome to go meet the teachers in the academic building. Students may put items in their lockers during the Open House hours. Textbooks are to go home with the student and stay home. The textbooks are used for homework, there are textbooks at school if a student needs to use one during class.

## Traffic Flow, Pick Up, and Drop Off



ARETE  
PREPARATORY ACADEMY  
A Great Hearts Academy



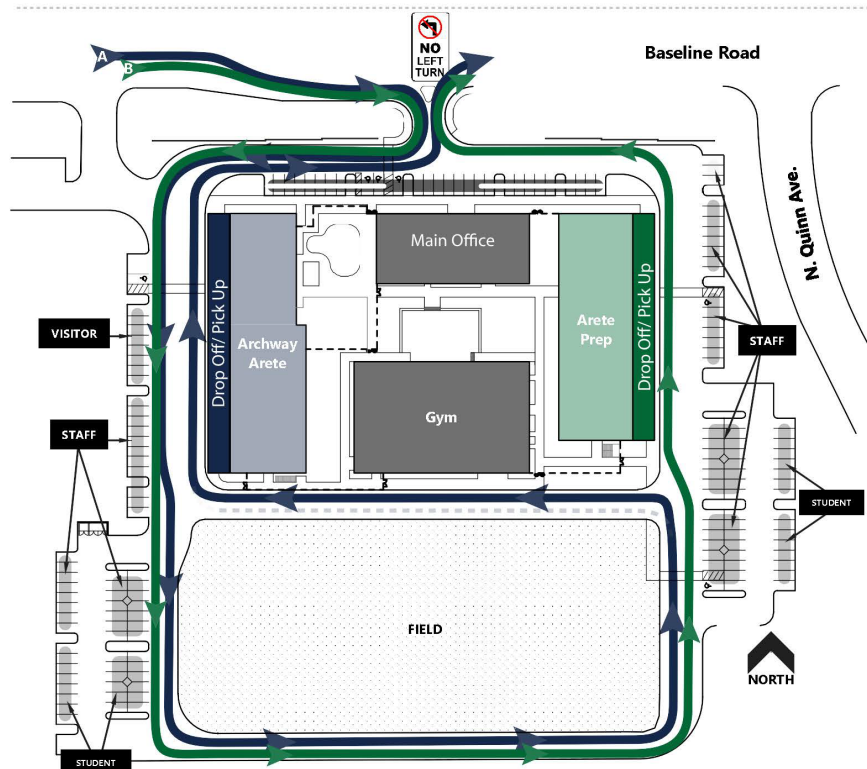
ARCHWAY CLASSICAL ACADEMY  
ARETE  
A Great Hearts Academy

4525 East Baseline Road, Gilbert, AZ 85234 | (480) 222-4233

### 3:25 Pickup

Archway/Prep Sibling and Prep

LANE A → ARCHWAY  
LANE B → PREP



All students must be dropped off at the drop off doors of campus located on the east side of campus. **NO PARKING IS ALLOWED AT CARLIFE, INSPIRE, WEDGEWOOD WEDDINGS, SAN TAN BIBLE CHURCH, ACROSS BASELINE IN THE MEDICAL BUILDING PARKING LOTS OR IN THE NEIGHBORHOODS.** If you park to drop off students, park in the parking lot across Baseline next to Auto Zone. Students/parents can use the crosswalk and obey traffic laws to cross Baseline safely and walk to campus.

All students must be picked up in the same manner as drop off. **NO PARKING IS ALLOWED AT CARLIFE, INSPIRE, WEDGEWOOD WEDDINGS, SAN TAN BIBLE CHURCH, ACROSS BASELINE IN THE MEDICAL BUILDING PARKING LOTS OR IN THE NEIGHBORHOODS.** If you park to pick up students, park in the parking lot across Baseline next to Auto Zone. Parents/students can use the crosswalk and obey traffic laws to cross Baseline safely and walk to parking lot.

All numbered parking spaces on campus are purchased by students; parents, faculty, and staff do not park in those spaces. Students with parking passes, park in your designated parking space only.

- 1. Archway Siblings:** For parents who have an archway and a prep student, they will both be dropped off at the archway entrance in the morning. Prep students then proceed to the drop off doors on the prep side to be admitted into school. When school is over, prep student proceed to the archway side for pick up.

## **Lunch**

Middle School students eat lunch between 11:25 am - 12:10 pm. High School students eat lunch between 12:25- 1:15 pm on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays middle school lunch is 10:55 am – 11:25 am and high school lunch is 11:45 am – 12:15 pm.

If a student forgets their lunch, parents may drop one off at the school. We do NOT call students out of class to pick up lunch. They need to check the lunch cart in the courtyard during their lunch periods.

The hot lunch program is managed and distributed by our Parent Service Organization (PSO) volunteers with profits going to the PSO. They have partnered local restaurants who will deliver pre-ordered hot lunches. More information on lunch options, ordering, and registration will be added to the website.

Snack Sales are also sold (cash only) during lunch. The snack cart is hosted by the Arete Prep PSO.

## **Parent Services Organization (PSO)**

The transformative education offered at Arete Prep would not be possible without the generous and passionate commitment of our [Parent Service Organization](#) (PSO). As a parent and/or guardian you have joined a community of like-minded families dedicated to the success of Arete Prep and our students. We invite you to explore the many ways you can be involved in shaping the educational experience at Arete Prep. Watch newsletters for more information.

## **Volunteering on Campus**

**Starting on July 1, 2022**, please use this link to [fill out and complete the volunteer application](#) for volunteering on campus. The cost is minimal. Once completed, the Raptor system will respond within 48 hours to let you know if you have been cleared to volunteer. **All volunteers must be approved through this process, no exceptions.**

Please note, when selecting the school, it will not separate Arete Prep and Archway Arete; it will clear you for both schools. You can choose multiple campuses if that applies to your family.

The enrollment is good from July through the following June every year. Each July, you will re-register for the following school year. If you have any questions or concerns you can reach out to John Lund, Great Hearts Safety Manager at [jlund@greatheartsaz.org](mailto:jlund@greatheartsaz.org).

## **Student-Parent-Teacher Conferences**

Student-Parent-Teacher Conferences take place in October (each student will have only one conference per school year) to discuss the next steps in each student's academic growth. An individual conference always includes parents, the assembled teachers of the student, and the student. Student participation in evaluative conferences in all grades has been found to be very fruitful. Please know, that even without a scheduled conference, you are always welcome to reach out to your students' teachers at any point in the school year. Regular communication is key to the success of your student, and we encourage you to email your child's teacher and schedule meetings as necessary throughout the school year.

## ***Parent Communication***

To partner with you as parents and guardians, we will use several methods through which we will communicate with you. We encourage you to always reach out to us directly at the school.

Other methods of communication include:

- [Arete Prep Weekly Newsletter](#)
- [Website](#)
- [Athletic website](#)
- [Calendar](#)
- [Teacher Emails](#)

## ***Payment Portal***

The [Payment Portal](#) is utilized to make payments for book deposits, field trips, social events, and to register students for extracurricular activities and sports, along with various student activities throughout the school year and the summer months. To make payments, you will need to create a login, giving you access to Prep listings. By paying online for your book deposit, you already have an account.

## ***Athletics***

Arete Prep offers sports in the Fall, Winter, and Spring seasons for student-athletes in 5<sup>th</sup>-12<sup>th</sup> grades. Arete competes in the Great Hearts Middle School League and the Arizona Interscholastic Association. Teachers and parents make up our dedicated coaching staff who work with Todd Conklin, Arete's Athletic Director.

Our student-athletes benefit from the development of habits and virtue as part of the athletic experience. We strive for excellence on and off the field, providing an experience that shapes our athletes to be better people. The best measure of success of a Great Hearts athletic program is found in the character of the athlete it produces. All our students can find opportunities to be successful while also being challenged at the highest levels of athletic competition.

## ***Enrichment Courses***

Enrichment Courses will start toward the end of August or early September and last for the entirety of the school year. Extra-Curricular programs at Arete Prep continue to be driven by members of our faculty and reflect the curriculum offered on campus. Once activities are determined, information about what is being offered will be posted in the Newsletter and online, usually in late August. You will register through the [Payment Portal](#).

## ***College Counseling***

Arete Preparatory Academy is a member of the National Association for College Admission Counseling and complies with the NACAC Statement of Principles of Good Practice. Great Hearts is committed to an individualized approach to college counseling that focuses on finding the right fit for each student. The emphasis of the program is on helping students discover who they are as learners and emerging adults. Throughout their years at Arete Prep, our students learn to be comfortable in the world of both ideas and practicality, understanding the relationship between the two. This serves our students particularly well when selecting a college experience. News, updates, and announcements from the College Counseling Office are posted in the *Arete Prep Weekly Newsletter* and direct communication from the College Counseling office. [Click here for the College Counseling webpage.](#)

## ***Field Trips and Events***

Throughout the school year, grade level's will participate in a field trip that is academically related and intellectually enriching.

A variety of social and academic related events will be held throughout the year including dances, student life night, fine arts nights, special engagements with guest speakers, and more. Flyers and email alerts will be sent out as these events approach in the school year.

## ***Family Handbook***

The Arete Prep Family Handbook can be found on the Arete Prep website and is available electronically throughout the school year. 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 it is important for returning families as well as new. The 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. [Click here for the 22-23 Family Handbook.](#)

## ***Who to Contact/Where to Look***

- *How do I find out about upcoming events or key dates?* The *Arete Prep Weekly Newsletter* will provide you with a list of upcoming events and dates and there are two calendars on the website: the [2022-2023 Academic Calendar](#), which lists key dates and then the *Upcoming Events* calendar at the [bottom of the home page](#).
- *There are some low-level disciplinary issues OR I have questions about my student's grades; who should I reach out to?* Please email your students teacher directly. Email addresses are available on the website under Parent Resources > [Teachers and Staff](#).
- *I have an elevated disciplinary issue or question on school policy; who should I reach out to?* Please email Deans of Students. You may also reference the [Family Handbook](#) which is available on the website on how specific situations may be directed.
- *My student is absent, and I need to report that.* Please call the main line at 480.222.4233. To obtain any homework or assignments, you need reach out to your students' teachers directly. The front office cannot ask for or collect homework for you.
- *My student is struggling in a class, and I would like to talk to someone.* Please reach out to the teacher first as they know best what is going on in the classroom.