GreatHearts®
Arlington

Arlington Archers: New Family Orientation

Module 1: Academy Operations

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Breakfast and Lunch

Great Hearts Arlington partners with **SLA Management** for the Breakfast and Lunch program. All meals are paid for through **LINQConnect**. Funds must be loaded onto the student's account for him or her to receive a meal. Students are always welcome to bring their own lunches in leak-proof lunch boxes or containers. Lunches are stored in the classroom; students will not have access to refrigeration or microwaves.

Families in need of assistance for payment will fill out the annual Free & Reduced Lunch Application when it becomes available in early August.

Breakfast: $2.00 (7:25 a.m. – 7:50 a.m.) **Lunch:** $4.00
Note: Meal prices reflect projected costs.

Morning Drop-Off

Great Hearts does not provide transportation to families. As such, we implement a carefully coordinated drop-off and pick-up system. Each morning families will follow the official traffic plan to arrive at the front of the school. Parents are asked to remain in their vehicles while staff assist with unloading students and walking them into the school building. In order to ensure a safe and efficient drop-off, parents are not permitted to park unless they have a scheduled meeting.

Late Arrival: Families are expected to arrive and unload their students BEFORE 7:55am. Families who arrive after 8:00 AM will be required to park and sign in their students in the main lobby. Students who are not in their seats at 8:00am will be marked as tardy.

Afternoon Pick-Up

During afternoon pick-up, parents will follow the official traffic plan and will remain in their vehicles as staff assist with loading their student(s). Parents will be provided a placard which MUST be displayed on the visor during pick-up. Failure to bring this placard in the afternoon may result in being asked to wait until the end of pick-up so we may verify your identification. Families will be provided with multiple placards in order to facilitate carpooling.

Carpooling is enthusiastically encouraged! If carpooling with another family, please make sure the pick-up vehicle has the appropriate placards.

After School Care, Grades K-4

Our K-4 after-school program, called Athenaeum, is focused on the liberal arts and promotes learning by providing students dedicated homework time in addition to a diverse array of culturally enriching, academically oriented activities. Our activities are aimed at improving students' scholastic performance by reinforcing the lessons, virtues and curriculum of the classroom.

But it's not all academics! Athenaeum scholars also enjoy time for recreation, games, socializing, and just plain fun. Athenaeum runs daily from the dismissal bell (including Early Release days) until 6:00 p.m.

After School Care, Grades 5-12

Homework Club, for grades 5-12, is a place for your student to complete homework, receive peer tutoring, and socialize with friends in a structured, supervised environment. The program begins immediately after school and runs until 6:00 p.m. each school day, including early release days.

After School Care Contact Information

If you'd like more information, or want to begin enrolling your child in Athenaeum (K-4) or Homework Club (5-12), please contact our Co-Curricular Campus Coordinator, Ms. Amber Couch, at Programs.Arlington@GreatHeartsTXSchools.org. Should you have any issues reaching Ms. Couch, please email our Director of Campus Operations, Charlotte Garthune, at Charlotte.Garthune@GreatHeartsTXSchools.org.

Flexible and affordable options are available to fit any family's after-school needs, and tuition assistance is offered for families who qualify.

The Academic Calendar

[Link to Academic Calendar]

Fall Break/Teacher Conferences: Oct. 13-14 during this time parents sign up for 1-1 conferences with their child's teacher.

Early Release: Most Fridays are early release days with dismissal at 1:35 PM. Note that there are only 5 full-day Fridays this calendar year.

Early release afternoons are used to conduct professional development and training for our staff.

The Daily Schedule

The daily bell schedule is listed below. Dismissal times reflect when the instructional day ends; however, dismissal takes 45 minutes to complete. Also note that students will not be released early from school (e.g., for a scheduled doctor's appointment) any later than 45 minutes before dismissal. Please account for this time when planning your appointments and after school activities.

School Day Start/End Times

8:00am-3:35pm Monday-Thursday
8:00am-1:35pm Early-Release Fridays

Attendance

Regular attendance and prompt arrival at school are vital to a student's attitude and subsequent success as a scholar. The first few minutes of every school day are especially important in establishing the conditions for a successful and joyful day of learning. Students who are not in their seats by 8:00 A.M. will be counted as tardy.

Communicating student absences is vital to effective parent-academy partnership. Parents are expected to email the attendance clerk by 8:30 am when their student will be absent or significantly late (due to a doctor's appointment, emergency, or other reason.)

GHAattendance@greatheartstxschools.org

Student Records & Documents

Keeping accurate student records is vital to your student's success and safety at Great Hearts Arlington. If any of the following changes, please contact our registrar immediately and provide any necessary documents:

- Guardian contact information—e.g., phone, email, address
- Custody arrangements—e.g., divorce, adoption, new custody orders
- Emergency contact information—e.g., names, phone
- Authorized pick up—e.g., names, phone
- Protection issues—e.g., restraining order, prohibited visit/pick up
- Changes to the media authorization

Safety and Security

Student safety is always the top priority at Great Hearts. Our team takes a variety of measures to ensure that our students are safe on campus. These measures include having locked exterior doors on the campus at all times, ensuring all staff and volunteers have passed a criminal background check, and requiring all persons signing out students to be on that student's approved list of contacts. Only those family members and emergency contacts listed on your student's PowerSchool file will be permitted to pick them up or sign them out. Anyone signing a student out before dismissal will be required to show I.D.

School Supplies

We know you can't wait to start preparing for the first day of school. Grade level **school supply lists** are now ready for families!

Families can purchase these items through a partnered vendor, EduKit, OR may purchase comparable items at a store of their choosing. EduKit will make purchasing the supply list easier for you (one stop shopping) and it is encouraged, but not required.

Note: Personal storage such as backpacks and lunch boxes are not included in the supply list. These and other personal items should be free of any themes or references of popular culture.

Classics to Keep

At Great Hearts Academies, it has been the tradition for students to develop a personal library of books that they mark in 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. When purchasing Classics to Keep, families may choose whichever vendor they wish; however, it is imperative that the ISBN number exactly matches that on our list. This promotes effective instruction and high level engagement by ensuring that all students are literally "on the same page."

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 will not mark these books and will be asked to return the books in good condition once their class has finished working with the book. Financial assistance is available in certain circumstances; please contact the Director of Campus Operations for information.

You can find our complete list of Classic to Keep here.

Nurse’s Office

Our campus nurse team is on campus daily to care for our students and to administer medications. Parents and guardians will be able to drop off medications to the nurse team during summer office hours starting in August. Medications (prescribed or over-the-counter) are never to be sent with your student to campus and should never be in their possession.

Medication Administration Forms (for both prescription and over-the-counter medication) will need to be completed at the time of medication drop off. All prescription medication must have a doctor’s order attached. You can review our medication policy here.

If your student has asthma, epilepsy, or food allergies requiring EpiPen administration, further documentation will need to be provided by the primary physician
(FARE Action Plan, Asthma Action Place and Seizure Action Plan).

Contact The Nurse Team at GHAnurse@GreatHeartsTXSchools.org.

Questions?

Thank you for taking the time to learn more about Great Hearts Arlington! While we have endeavored to provide meaningful information about **basic school operations**, we recognize that there may be unanswered questions. If there is something you would like us to address, please submit your question to ArlingtonInfo@GreatHeartsTXSchools.org. Go Archers!

In partnership,

The Great Hearts Arlington Upper School Team