

New Titan Packet

2023-2024

Welcome to Chandler Prep! In anticipation of your arrival, we have summarized a lot of the 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 are hoping to help you out. Most of this information is available in our Family Handbook, which we encourage you to read, but for now, please review the following information and reach out to us if you have any questions!

Introduction to Key Staff

Headmaster, Mr. John-Paul Poppleton: 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.

Assistant Headmaster of High School, Mrs. Brooke Stephens: She assists the Headmaster with various administrative duties including oversight of operations and the implementation of the curriculum. She is primarily responsible for being the contact for parents and students regarding school curriculum, student discipline, and daily operation of the high school.

Assistant Headmaster of Middle School, Mr. Eli Ferbrache: He assists the Headmaster with various administrative duties including oversight of operations and the implementation of the curriculum. He is primarily responsible for being the contact for parents and students regarding school curriculum, student discipline, and daily operation of the middle school.

Deans of Students, Mr. Jamin Metcalf: He is responsible for working particularly to infuse the school culture with joy, self-discipline, and independence. His duties include building student culture on campus and handling elevated disciplinary issues. He will be your primary contact for discipline and questions on the Family Handbook or student culture.

Dean of Academics, Ms. Michelle Ferrell: She works to help middle school students achieve academic success. Her duties include coaching students on academic strategies, organizing academic testing, and handling elevated student academic issues. She will be your primary contact about student academic performance after you have reached out to the teacher.

Athletic Director, Mr. Anthony Jones: He oversees all coaches and athletic activities at the school. Anyone 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 Mr. Jones.

Director of Operations, Mrs. B Johnson: She is responsible for the overall administration and supervision of the total operation of the school on a day-to-day basis.

Office Manager, Ms. Brynn Schmitt: She manages the front office, works closely with the Headmaster and Director of Operations in communicating information to all families, and assists families with records and school business unrelated to student discipline, curriculum, or the classroom.

The Front Office Assistants 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.), and school business but do not discuss matters of student discipline, curriculum, or the classroom. The front office will direct such inquiries to the appropriate teacher or administrator.

College Counselors, Mrs. Susan Ruby, Mr. John Curley: Both 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.

Academy Giving Manager, Ms. Tatiana Sankey: Parent partnership is an important element to Chandler Prep's success. Ms. Sankey oversees two campaigns you are asked to support: Community Investment and our Tax Credit drive. Each campaign funds a different aspect of our school.

Exceptional Student Services Coordinator, Mrs. Jennifer Haynes oversees our ESS program. Our students with disabilities to the maximum extent possible in the general classroom while supporting their development of strategies and skills through fostering our students. This practice is guided by the mission of the special education program at Chandler Prep, which is dedicated to fostering our students' perseverance through courage and introspection.

504 Coordinator of Middle School, Ms. Michelle Ferrell: She coordinates support for middle school students who have 504 Plans.

504 Coordinator of High School, Mr. Pierre Marcos: He coordinates support for high school students who have 504 Plans.

Getting Started

New Student Orientations

Students new to the Chandler Prep community will be invited to attend a New Student Orientation in late July/early August, with invitations and dates going out at the end of June/early July. 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, 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 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.

Our uniform vendors are Dennis Uniforms and Anton Uniforms. Uniform policy can be found on the Chandler Prep website. Alternatively, throughout the school year, our PSO will host used-uniform sales, so you can purchase uniform pieces at a discounted price.

Dennis Uniforms

3645 E Indian School Rd #1,
Phoenix, AZ 85018

Phone: 602.220.0302 | 800.854.6951

www.dennisuniforms.com



Middle School (6-8)

Red Polo Shirts

Anton Uniforms

905 North Scottsdale Rd
Tempe, 85281

Phone: 480.968.6636

www.antonuniforms.com



High School (9-12)

Black Polo Shirts

- 2. *Supplies and Books: Grade Specific Supply List will be posted in late June/early July.*** It includes items your student will need based on their grade level. This is in addition to the general supplies. If your student already has a recorder, there is no need to purchase an additional recorder, as the same one will be used through the entirety of middle school.

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 23-24 school year. These books will be read, marked up, and annotated by your student. With the ISBN numbers provided in the list, please feel free to purchase through any vendor. Supply and book lists for the 2023-24 school year will be posted online under Academics in late June/early July.

- 3. *Lockers:*** All Prep students will be assigned a locker, when they receive their schedule in early August. Due to the limited number of lockers and the various needs for the empty lockers throughout the year, we are unable to change your student's locker. If you have a medical need to change the locker, please speak to Mr. Ferbrache for middle school, Mrs. Stephens for high school and Ms. Schmitt. **Locks are provided by Chandler Prep. \$10 fee for any lost or damaged locks.**

Daily Routines and Operations

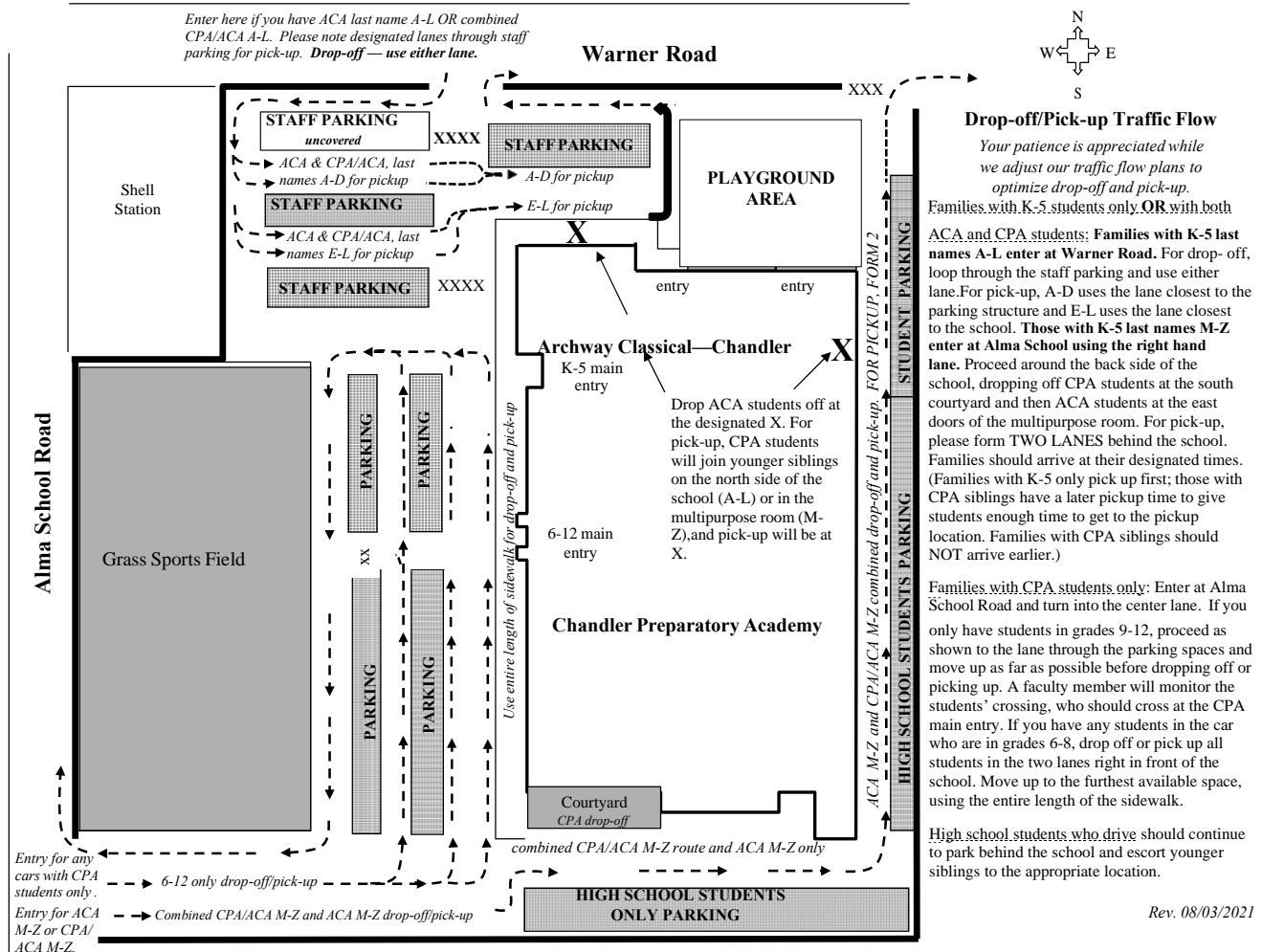
School and Office Hours

The Prep office is open from 7:30am-3:30pm Monday through Friday, except on Wednesdays when we close at 2:30pm. Classes start at 8:15am. Dismissal is at 3:15pm and campus closes at 3:30pm. Each Wednesday, school dismisses at 2:15pm and campus closes at 2:30pm. On days there is no school, the office is also closed.

Class Schedules

Students and parents will receive schedules and locker assignments just prior to the start of school. They will also be assigned a section, which is the group of students they will have classes with all year.

Traffic Flow, Pick up and Drop off



Lunch

Middle School students eat lunch between 11:15-11:45am. High School students eat lunch between 12:15- 12:45pm on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays middle school students eat lunch between 11:00-11:30am and high school students between 12:00-12:30pm.

The hot lunch program is entirely managed and distributed by our Parent Service Organization (PSO) volunteers with any profits going directly back to the PSO. They have partnered with a private company who will supply pre-ordered hot lunches during the day. More information on lunch options, ordering, and registration will be available this summer.

For Parents

Parent Services Organization (PSO)

The transformative education offered at Chandler 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 Chandler Prep and our students. We invite you to explore the many ways you can be involved in shaping the educational experience at Chandler Prep. If you would like to learn more about how you can help, please contact our PSO Board Members and representatives.

Volunteering on Campus

Starting on July 1, 2023, please click on the link to [fill out and complete the volunteer application](#) for volunteering on campus. The cost is \$5. Once completed, the Raptor system will respond 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 Chandler Prep and Archway Chandler; it will clear you for both schools. You can choose multiple campuses if that applies to your family.

If you have any questions or concerns you can reach out to John Lund, Great Hearts Safety Manager at jlund@greatheartsaz.org.

Power School Parent Portal

We use a tool called [PowerSchool](#) to communicate quarterly evaluations and grades with parents. Each quarter and semester, grades will be available for you to view through the system. At the beginning of the school year, you will receive information on how to login. We encourage you to become familiar with this tool. The website you will use is <https://greatheartsaz.powerschool.com/public/home.html>. If you have any questions, or problems logging in please email Ms. Brynn Schmitt.

Student-Parent-Teacher Conferences

Student-Parent-Teacher Conferences take place in October and January (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. Middle school conferences are for teachers/parents only High school students participate in their conferences with their teachers and parents. More information about when your annual conference is scheduled will be available in September or December, depending on which conference you are invited to. 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 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:

- *Chandler Prep Weekly Newsletter and Thursday Briefing*: every Monday and Thursday, please expect a newsletter that will list out upcoming dates and information from various leaders in the school that we believe are important to keeping people engaged
- Grade level bulletins
- Website: our website will host all the latest information and is always a great place to start when you are looking for something
- Athletic website
- PSO blog
- Calendar
- School Messenger
- Individual Teacher Email and Phone Contact

Payment Portal

The [Payment Portal](#) is utilized to make payments for book deposits, field trips, 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.