



**FUNDAMENTALLY CLASSICAL.**  
**DECIDEDLY INNOVATIVE.**

Family Handbook  
2017-2018 School Year

*Revised May 2017*

## **Contact Information**

Candeo Peoria  
9965 W. Calle Lejos  
Peoria, AZ 85383

(623) 979-6500 Main  
Press 1 for Attendance  
Press 2 for Enrollment  
Press 3 for Fax and Address  
Press 5 for Front Office

(623)979-6510 Fax

candeoschools.com

Governing Board: [Board@candeoschools.com](mailto:Board@candeoschools.com)

### **Administrative Team**

Dr. Stephanie Musser, Head of School  
Dr. Michele Hudak, Dean of Academics  
Becky Palisuri, Director of Middle School  
Dan Davenport, Dean of Students, Middle School  
Gina Butchin, Manager of Communications and Development  
Doug Alf, Accounts Manager  
Kerry Cain, Assistant to the Director  
Jenn Shoop, Office Manager

### **Instructional Staff**

We maintain a compilation of qualifications of all instructional staff on our website for public review.

# CANDEO SCHOOLS

*A c c r e s c e n s F u l g o r e*

Dear Parents,

It is with great pleasure we welcome you to Candeo Schools! Whether you are a returning family or joining us for the first time, we are glad you have chosen us and look forward to a wonderful year together. Through mutual respect, work, and commitment, your child will have a truly rewarding academic experience at our school.

We exist to provide a world-class education for students in the formative years of formal schooling and are committed to Candeo's mission, vision, and philosophy. It is important to understand these guiding tenets as a family to navigate our program of instruction and understand the purpose of what we do.

This handbook is designed to provide you with essential information about our policies, procedures, and expectations that govern our interactions and decisions and lead us to fulfill our mutual goals. Please take the time to read and discuss it with your family, as agreement and adherence to its contents is necessary for not only entry but also a successful year.

A signature page verifying your commitment to the information contained herein is required prior to the first day of school. Occasionally, changes to the handbook are deemed necessary, if this should occur, you will be notified of any such changes, and an updated copy will always be available on our website at [candeoschools.com](http://candeoschools.com). Please discuss any questions you have with one of our Candeo staff members.

We look forward to working with you in growing brilliance!

My best,

Stephanie Musser, Ed.D  
Head of School, Candeo Schools

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## PHILOSOPHY OF THE SCHOOL

We believe college preparation begins in elementary school. We fully adhere to the tenets of classical education, which is built from western tradition, centers on the core liberal arts, and consistently points to truth, goodness, and beauty. We utilize a content-specific, grade-by-grade curriculum that stresses the knowledge most useful for comprehension, school learning, and communication within the civic life of society. We believe learning is maximized in a healthy environment that upholds uncompromisingly rigorous academic and behavioral standards for every student, leading each to his or her highest and best self.

## OUR MISSION: TO GROW BRILLIANCE

We nurture:	We provide:	We develop:
<ul style="list-style-type: none"> <li>● Natural curiosity</li> <li>● Gifts and talents</li> <li>● The power to learn</li> </ul>	<ul style="list-style-type: none"> <li>● Academic rigor</li> <li>● A healthy environment</li> <li>● A strong belief in potential</li> </ul>	<ul style="list-style-type: none"> <li>● Confident learners</li> <li>● Creative and critical thinkers</li> <li>● Contributing members of communities</li> </ul>

## OUR CORPORATE RESOLVE

We, the entire staff at Candeo Schools,  
will accomplish our mission with **competence** and **character**,  
establishing **trust** internally and externally.

We will emerge a leader in education  
as we consistently demonstrate **excellence**  
in our academic and fiscal responsibilities.

Through **shared leadership**,  
we will create and nurture a collegial environment  
in which professional practice is made public,  
risk-taking and innovation are supported, and  
**consistent, high-quality instruction is paramount.**

Together, we will understand the needs and assets  
which students, parents, and the community bring to schools  
and build **strong** relationships with all constituents.

Our staff, students, parents, and community  
will be able to **feel, hear, and see**

our commitment to this standard  
at every level.

## WHY WE EXIST

Charter schools exist to be different. In our contract with the state, we detail our program of instruction and identify our target market (those students who will be best served by our school). Our program is designed to meet the needs of children who *require greater academic intensity and challenge* than what is offered in other programs of study. Gifted education methodology is found in every classroom. The complexity and rigor of our curriculum naturally increases each year and concludes with high school level coursework in 6<sup>th</sup> - 8<sup>th</sup> grades. Our students exit well educated in the core classical liberal arts, having learned from great thinkers of the past and an increased understanding of the human condition.

## EQUAL EDUCATIONAL OPPORTUNITY

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. Candeo Peoria provides a nondiscriminatory learning and work environment, ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events.

In the event a student experiences discrimination, the student or parent should report the incident to the Head of School within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Stephanie Musser, Head of School  
9965 W. Calle Lejos  
Peoria, AZ 85383  
623-979-6500 or [smusser@candeoschools.com](mailto:smusser@candeoschools.com)

### ***Procedures for Filing Complaints***

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the Head of School. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the Head of School of the report or complaint and complete a Statement of Facts form available at the front office].

### ***Procedures for Investigation of the Report/Complaint***

The Head of School will investigate the incident personally, or designate another school employee to conduct the investigation at the discretion of the Head of School. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The Head of School shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the Head of School.

### ***Investigative Findings***

In all cases, regardless of whether a violation of School policy is found or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

## **SCHOOL HOURS**

Office Hours Daily 7:30 a.m.-3:45 p.m. (12:45 p.m. on Wednesdays)

School gates open at 7:45 a.m. Arrival times are as follows:

- 7:45 a.m. – 7:55 a.m. – Middle School students (6<sup>th</sup> – 8<sup>th</sup>) and their siblings
- 7:56 a.m. – 8:10 a.m. - K-5 students (with no Middle School siblings)

Instructional Hours:

- Full-day K – 5                      Daily 8:15 a.m.-3 p.m. (11:45 a.m. on Wednesdays)
- Grades 6-8                         Daily 8 a.m.-3:15 p.m (noon on Wednesdays)
- Half-day Kindergarten:
  - a.m.     Daily 8:15 a.m.- noon (8:15 a.m. – 9:50 a.m. on Wednesdays)
  - p.m.     Daily 11:15 a.m.-3 p.m. (10:10 a.m. – 11:45 a.m. on Wednesdays)

**School releases early every Wednesday at 11:45 a.m. (K-5) and noon (6-8).**

**Parents are considered late for student pick up when students are not picked up within their allotted release/pick-up time.** Please note that students are not permitted to call parents for late pick-up.

Parents will be charged \$1 per minute for late pick-up, with payment due upon student release. If payment is not received on arrival, a \$5 processing fee will be charged for generating an invoice. Payments are due 14 days before late fee accrual.

If a student is not picked up on time, they will be sent to our Aftercare provider; fees will be assessed and collected by the Aftercare provider.

- Aftercare services are available through a third party company. These are fee based services available from dismissal to 6 p.m. daily.

## **ENROLLMENT**

Candeo Peoria is a non-profit, non-sectarian, public charter school, and does not discriminate in any of its practices on the basis of gender, race, religion, national origin, sexual orientation, athletic ability, proficiency of English language, or disability. Candeo Peoria is an open-enrollment school we do not use the content of applications to make enrollment decisions.

Furthermore, acts of discrimination, retaliation, or harassment based upon gender, race, religion, national origin, sexual orientation, athletic ability, proficiency of English language or disability are strictly forbidden by the policies of Candeo Peoria. Discipline, up to expulsion of a student or dismissal of an employee, may be applied for any violation of this policy.

### ***Enrollment Preferences***

Per A.R.S. § 15-184, enrollment preferences are as follows:

1. Students returning to Candeo Peoria for a subsequent school year
2. Students whose siblings are already enrolled at Candeo Peoria
3. Students who are children, grandchildren or legal wards of any of the following:
  - (a) Employees of the school
  - (b) Employees of the Charter Holder
  - (c) Members of the Governing Board of the school
  - (d) Directors, officers, partners or board members of the Charter Holder

If remaining capacity is insufficient to enroll all students who submit a timely application, the school will select students through a lottery, except that preference shall be given to siblings of a student selected through the lottery.

### ***Enrollment Procedures***

Currently enrolled students receive continuous enrollment every year without reapplication. For siblings of current students, all applications are accepted online through the enrollment portal during the Open Enrollment Window (November 1<sup>st</sup> – 10<sup>th</sup> of each year). In the event there are no available spaces for a sibling, he or she will be placed on a sibling priority wait list according to lottery order, and ahead of non-priority, open enrollment applicants.

A full registration packet is necessary for enrollment to be complete. The completed packet must be submitted to the school office along with the following documents, upon receiving an offer of enrollment:

- Withdrawal form from previous school
- A copy of the student's birth certificate
- Proof of AZ residency (utility bill, driver's license, etc.)
- An up-to-date record of immunizations (this is usually a 4x6 blue booklet)
- Last report card (unless registering for Kindergarten)
- Custody papers (if applicable)
- IEP, psychological reports, and/or other documentation of special education (if applicable)
- Gifted testing scores (if applicable)
- Immigrant and/or refugee information (if applicable)

### ***Transfers/Withdrawals***

If you plan to move or withdraw for any reason, please let the front office staff know at your earliest opportunity. This will allow us to prepare transfer materials that will help the student transition smoothly into his or her new school. When a student withdraws from school, the parent/guardian must come to the office and sign a withdrawal form. Parents/Guardians may also request that the student's records be sent to the new school at this time. Students are only withdrawn when an official withdrawal form is submitted with parent signature. Withdrawals that occur during the year are processed on the student's last day of school.

### ***Kindergarten (full-day tuition)***

At the end of the 2009/2010 school year, the state cut funding to full-day Kindergarten programs. To continue this program, Candeo charges tuition to subsidize the additional expense of offering a full-day program.

- Kindergarten tuition is \$337 per month, per child. A \$337 deposit is required on July 1<sup>st</sup> to confirm your child's spot. Your deposit will be credited to your account as your last month's payment. If you pay "in full" for the year, this deposit is not required.
- Auto payment is strongly encouraged; however, it is not mandatory.
- Credit cards will be charged on the 1<sup>st</sup> Friday of each month in the amount of \$337. There are 10 monthly payments beginning in July with the last payment being in April.
- If you choose to pay monthly in person, your payment must be received in the front office by the 1<sup>st</sup> Friday of each month. After the 1<sup>st</sup> Friday a \$25 late fee will be issued. A \$25 late fee will also be issued for all returned payments.
- ***All balances over 10 days will surrender your child's position in full-day***

*kindergarten.*

- There is a 5% discount for two yearly payments. \$1600.75 each payment (1<sup>st</sup> payment in July and 2<sup>nd</sup> payment in December).
- There is a 10% discount for a one time yearly payment. \$3033 due in July.
- Tuition paid in advance may be refunded if a family withdraws from Candeo. Two weeks written notice must be submitted to the front office. All refunds will take up to two weeks to process and will be mailed to the family's address.

## **ENGLISH LANGUAGE LEARNERS**

Arizona law requires that children with a home language other than English be assessed using the Arizona English Language Learner Assessment (AZELLA) for proficiency in oral language, reading comprehension, and written communication. Following parent/guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition. Candeo Peoria offers an English Language Learning Program to serve students who need assistance in learning English. Full inclusion of English Language Learners is practiced.

## **HOMELESS EDUCATION POLICY**

This policy is intended to be in direct compliance with the Arizona Revised Statutes, Arizona Administrative Code and McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (the Act) and should be read as consistent with those documents.

### ***Definitions***

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory students who qualify as homeless because the children are living in circumstances described above.
- The term "unaccompanied youth" includes a youth who is not in the physical custody of a parent or legal guardian.

### ***Liaison for Homeless Students***

The Head of School will serve as the liaison for homeless students and will carry out pertinent duties. Such duties include:

- Identifying homeless children and youths as identified by school personnel and through coordination activities with other entities and agencies.
- Ensuring homeless children and youths are enrolled in school and have a full and equal opportunity to succeed.
- Ensuring homeless families, children, and youths receive educational services for which they are eligible including referrals to health care services, dental services, and mental health services; referral to the Arizona Early Intervention Program (AZEIP); and referral to Head Start and preschool programs.
- Ensuring the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Disseminating public notice of the educational rights of homeless children and youths.
- Mediating enrollment disputes.
- Informing the parent or guardian of a homeless child or youth of all transportation services to the school and assisting with providing these services.
- Reporting to the State Coordinator for Homeless Education necessary information to assess the educational needs of homeless children and youths at Candeo Peoria.

### ***Enrollment***

Before enrollment, it shall be determined that the student first meets the definition of a homeless student under the Act. The Act guarantees a child qualified as homeless the right to attend one of two schools: the school of origin or the school of residency. As a charter school, Candeo Peoria has the obligation to enroll homeless students as a “school of origin.” The school of origin is defined as the school that the child last attended before experiencing homelessness or the school where the student was last enrolled. The school of residency is defined as the neighborhood school identified by the attendance area in which the student is currently residing. Therefore, only homeless students for whom the last school of attendance or enrollment was Candeo Peoria will be immediately enrolled. All other homeless students will be referred to their school of residency or their last school of origin for enrollment.

When Candeo Peoria is the school of origin, the School will keep students in homeless situations to the extent feasible, unless it is against the parent/guardian wishes. Students will be allowed to stay in the school the entire time they are homeless and until the end of the academic year in which they move into permanent housing.

## **ATTENDANCE**

Consistent attendance is important to keep learning on track, especially at Candeo, where our program is designed to focus on intensive classroom study and dialogue. We are not a

“worksheet-driven” school. If a student misses a day at Candeo, he or she misses critical classroom learning experiences necessary for success and advancement in our program.

Arizona Revised Statutes (A.R.S.) require the parent or legal guardian of the student shall “enroll the child in and ensure the child attends a public, private, or charter school for the full time of the school.” Candeo Peoria aligns with these requirements.

If your child is going to be absent, please call our attendance line at 623.979.6500 prior to 7:30 a.m. on the day of the absence. If you experience a medical situation overnight you know is going to result in your student missing school, you are welcome to call at any hour and leave a message on our attendance line. Please call each day of an extended absence, unless prior arrangements have been made. You may also report an absence through the website at <http://candeoschools.com/parents/>

If your student must miss part of a day, it is required that you sign in and out at the front office. Only authorized adults may pick up your student. Please keep your pickup authorization form updated. Students may not go home with a friend or anyone else without prior written authorization.

### ***Excused and Unexcused Absences***

Pursuant to A.R.S. §15-901(A)(1), “...excused absences shall be identified by the Department of Education...”. The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year.

For absences relating to illness, doctor appointment, bereavement, or family emergencies, the school must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901(A)(1). Additionally, if a student accumulates **ten (10) or more absences** during the entire year, the parent/guardian may be required to meet with the administration to create an attendance plan.

After 5 unexcused absences in a quarter or 10 unexcused absences throughout the year:

- The family will be mailed a habitual truant letter, stating the truancy laws and a day and time to meet with the Head of School. This meeting will be scheduled approximately 5 business days from the date the letter is sent. Parents/Guardians must call if they would like the meeting time changed and can reschedule for no more than 5 business days after the initial meeting time.

- The school official will stress the seriousness of consistent attendance and give parents/guardians an opportunity to express why their child has been absent. The school official will discuss the legal nature of attendance and how open communication with the school about attendance issues or concerns is the law.
- **If more than 9 days are missed in a semester (two quarters), the child may not be considered eligible for promotion to the next grade level.**

### ***Truancy and Truancy Protocol***

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to State law. Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absences of at least five (5) school days within a school year constitutes habitual truancy and may result in a truancy citation being issued to the student, parent, or both.

### ***Tardy Policy***

Tardiness is taken very seriously by Candeo, as it is considered a disruption to the learning environment for both your child and his or her classmates. For us to properly perform our job of educating your child, we need to make use of every available instructional minute with minimum disruptions to the schedule. We expect students to arrive at least 5 minutes before their start time to be comfortably ready for the morning greeting. Classes begin promptly at 8 a.m. for middle school students and 8:15 a.m. for elementary students. The gates close at 8:15 a.m. If the gate is closed, parents must escort their child to the front office to sign in and receive a tardy pass. A tardy pass must be in hand for entry into the classroom, and **no pass will be issued without parent signature**. If you have questions about the number of tardies your child may have, please contact the office.

Candeo handles student tardiness under the following guidelines:

- 6<sup>th</sup> tardy in a quarter - parent letter sent home
- 9<sup>th</sup> tardy in a quarter - parent conference and remediation plan
- All tardies are documented and recorded by the front office staff and reflected on quarterly report cards.

### ***Student Illnesses***

If your child is ill or has had a fever in the previous 24 hours prior to the start of the school day, we ask that you keep him or her at home. This helps prevent illness from spreading and resulting in more absences in the classroom. Please keep children home if any of the following symptoms are present:

- Fever – when 99 degrees or higher within the previous 24 hours.

- Vomiting.
- Respiratory symptoms – difficult or rapid breathing, severe coughing or a high-pitched, croupy, or whooping sound after coughing.
- Diarrhea – two or more abnormally loose stools.
- Sore throat – any sore throat, especially when accompanied by redness, fever, or swollen glands in the neck.
- Skin problems – skin rashes that are undiagnosed or contagious, infected sores, or sores with crusty, yellow, or green drainage.
- Pinkeye – watering, irritation, and redness of the white part of the eye and/or the eyelids with or without pus-like discharge. Pinkeye (conjunctivitis) is *extremely contagious*. This condition must be treated with medication prescribed by a physician. Signs and symptoms must be absent for at least 24 hours before returning to school.
- Head lice – head must be free and clear of all lice and nits before student can return to school. A school health professional or authorized staff member *must* examine the student before he or she returns to class. This condition is *extremely contagious*.

Parents are required to notify the office if their child is diagnosed with any of the following conditions *within 24 hours*. We will then notify other students of the presence of a communicable disease at school (with anonymity):

Chicken pox	Measles	German Measles	Infectious Hepatitis
Mumps	Tuberculosis	Whooping Cough	Fifth's Disease
Strep throat	Scarlet fever	Diphtheria	Meningitis
Pinkeye	Polio Myelitis	Impetigo	Scabies
Head lice	Ringworm	Poison oak	Athlete's foot

### ***Sick-at-School Policy***

If your child becomes sick at school or has any of the above-listed symptoms, we will contact authorized emergency contacts in the order you designate. **Someone must always be reachable during school hours.** Please keep your emergency pickup form up-to-date at all times. Always notify our office if contact information changes. We will keep your child comfortable until someone arrives, and expect someone to arrive within 30 minutes.

### ***Chronic Health Problems***

Students with chronic health problems, who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications or accident as certified by a health professional or registered nurse practitioner, may be excused from school. All exceptions must be certified by an appropriate health professional and will be reviewed on an individual basis. (A.R.S. §15-346). Please ask the school office for the appropriate forms.

## STUDENT ABSENCE AND MISSED WORK

In the event of an absence, a student will receive missed work and materials (as much as possible) upon returning to school. The student will have the number of school days equal to those missed to complete missing work and assignments. Work that receives a grade must be completed immediately upon return. All other work will be made up at home. Assessments (tests or quizzes) will be taken upon the morning of return unless the student is missing content necessary to complete the assessment successfully. Additionally, any assessment that is missed prior to the end of the quarter cannot be made up at the beginning of the following quarter, including Middle School Final Exams. Any missing work will be counted as incomplete and will affect the student's grade. In an emergency situation, an appeal can be made to the administration regarding missed final exams.

### *AFTER SCHOOL CARE*

Candeo offers after school care through a third party company. Information on these fee-based services may be obtained in the front office.

## RETENTION AND PROMOTION

Students are promoted or retained based upon the recommendation of the classroom teacher and Dean of Academics, per Arizona State Law (A.R.S. §15-521). The Head of School, in conjunction with the classroom teacher and Dean of Academics, makes the final decision. Students must demonstrate mastery of Candeo curriculum targets in order to be considered for promotion to the next grade level. Teachers use the following criteria to make their decision:

- Achievement on class assignments
- Projects, tests
- Attendance
- Achievement on state assessments

A student is considered to have met the standard for promotion at 70% proficiency of grade-level standards. In the spring, parents will be informed of progress regarding promotion and/or retention.

### *Third Grade Promotion*

Per state law (A.R.S. §15-701), any third grade student who scores far below on the English Language Arts portion of the AzMerit state assessment shall not be promoted from the third grade. The Governing Board may decide to promote a student who scored far below on the English Language Arts state assessment only when the student:

- is an English learner and has had fewer than two years of English language instruction.

- is in the process of a special education referral, has been diagnosed as having a significant reading impairment (including dyslexia), or has a disability and the IEP team and parents/guardians agree that promotion is appropriate.
- has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the third grade reading standards as evidenced through a collection of approved reading assessments.
- receives intervention and remedial services and demonstrates adequate progress in reading skills.

## HOMEWORK

The purpose of homework is to reinforce concepts taught in the classroom, extend or enrich knowledge, encourage excitement about learning, and help secure lifelong study habits. Our homework policy comports with our commitment the academic rigor required to be successful in our program, high school, college, and beyond. We begin with careful use of instructional time during the day, every day of the school year. We strive to be good stewards of the time we are allotted with our students while they are on campus and expect them to give time, care, and attention to the work that is designed for home. Our most successful students are those who take homework seriously and come prepared each day having thoughtfully extended and intervened at home with family members.

Homework time guidelines are set for the **typically performing student** at Candeo. A student may take longer depending on his or her level of understanding of a skill or concept. For the daily math, reading, and history or science review components of our program, you can expect at least 10 minutes of solid, productive homework time per grade level (e.g., 3rd grade = 30 minutes) in addition to the following **daily core skills practice**:

- independent or parent-led reading time as assigned by the teacher
- math facts practice
- keyboarding practice (beginning in 3<sup>rd</sup> grade until proficiency requirements are met)

Special projects will be included throughout the year that may be worked on at home and shared in the classroom. For special projects, time is typically added to the workload.

Research shows that the most effective way to promote academic learning and build skills is through simple family time and authentic activities - thoughtful discussions, academic discourse (talk about the learning of the day), playing board games (such as Monopoly, Yahtzee, Racko, Blokus), or even quiet days spent with family.

It is important to know that teachers use homework to make instructional decisions; therefore, it is designed to be completed independently by the student with minimal support of the parent. Students require a quiet, distraction-free space and a regular schedule for work to be completed. Parents may serve as facilitators of thought by asking clarifying questions, providing encouragement, and assisting with organization of time and materials, but should never do the

homework for the child.

Your teacher will communicate and clarify specific roles and expectations regarding homework assignments.

## PERSONAL BELONGINGS

While we make every effort to help your child be mindful of personal belongings, we ultimately cannot be responsible for lost or damaged personal effects. Labeling items such as coats, hats, backpacks, and lunchboxes with the student's name helps us return lost items to the owner. Valuable items such as toys, electronics, cash, and anything else a student does not want to misplace should be left at home. Items will be placed in our Lost and Found for your perusal. Due to the large number of items that are collected, Lost and Found items are donated periodically.

Students are not permitted to bring personal electronic devices, including smart watches, "fidgets," games, or toys on campus unless expressly approved by the teacher or Head of School for a specific instructional purpose.

## PARENT INVOLVEMENT AND ENGAGEMENT

The Charter of Candeo Peoria includes principles of parent involvement and school community. We expect parents to be engaged in the academic success of our students. We believe students achieve optimal results when they are supported by their family and a community of involved adults toward student and school goals.

We provide multiple opportunities to connect, to be involved, and to have a voice in your child's school. These opportunities include the following:

- **Candeo Connect** (first Wednesday of every month, September – May, at 8 a.m.). Candeo Connects gives you the opportunity to get to know Administration, other parents and volunteers, and various other stakeholders. In this informal environment, you have the opportunity to engage in conversation about your experiences, learn of our program, ask questions, and to offer ideas and feedback. Light refreshments are provided.
- **School and community-wide events** designed to bring families together on our campus. Watch for these fun and highly anticipated events throughout the year!
- **Volunteering.** *Candeo Peoria expects parents to volunteer.* A minimum of one hour per week on average (36 hours per school year) is customary. Many parents choose to participate on a regular basis and according to a schedule; others place a bulk of their hours at various times in the year. If parents are unable to donate time, they are expected to donate a financial equivalent of the hours in lieu of time. Younger siblings are typically not able to accompany parents during their volunteer work at the school.

There are many ways to volunteer at Candeo, including the following:

- Assist in a classroom.
- Serve on a school event committee, including book fair, science fair, Bingo Night,

Read-a-Thon, etc.

- Assist during lunch or recess.
- Assist at arrival and dismissal times.
- Serve as Room Parent (organization of events, communication to parents, etc.).
- Serve as “copy parent,” “library parent,” or “Wednesday Folder parent” for the teacher.
- Assist with various administrative tasks in the front office or the workroom.
- Complete various projects at home, such as cutting out classroom materials or creating a flyer for an event.
- Assist with sports teams, including coaching, serving as “team parent,” or helping with equipment setup and takedown.

Candeo approaches volunteer work in an organized, purposeful fashion in order to create the best possible experience for all. Parents new to Candeo are asked to attend a brief training session at the beginning of the year. Some volunteer commitments may require a fingerprint clearance card or food handler’s permit. It is always a good idea to obtain a card, regardless.

## **SCHOOL AND HOME COMMUNICATION**

### ***School Communication***

Candeo communicates with parents regularly through a variety of methods. We work diligently to engage parents and our community in our pursuit of excellence and invite each to take advantage of every opportunity to know our school and lend positive support toward our goals.

### **Candeo Chronicle**

A weekly email message titled Candeo Chronicle includes updates and information families need to stay informed and connected. Additional emails are sent on an as-needed basis. Please take the time to read these important communications.

### **Need to reach us?**

Email is our main source of receiving and sending information and is the most efficient way for you to communicate with us. You are welcome to call the school, however, due to classroom instruction and daily activities, phone calls during school hours will most likely go to voicemail. We value your communication and try to respond to all messages as quickly as possible.

### **Candeo Connect**

As mentioned in the Parent Involvement section, Candeo Connect is a chance to meet with our administration and talk about what is working, suggest improvements, or just get to know one another better.

### ***Teacher Communication***

Teachers communicate with parents mainly through weekly or bi-weekly emails, daily student agendas, and weekly (Wednesday) folders. Please check with your teacher regarding his or her communication procedures. In general, email is the best way to communicate with your teacher. Teachers check their voicemail after 3:15 p.m. daily. Please allow 24 hours (1 business day) for a response.

### ***Messages and Classroom Deliveries***

Messages will be delivered to a classroom via email. Direct calls will not be made, as we make every effort not to disrupt instruction. Please make sure all important information is communicated to your child(ren) prior to the start of school. Notes to the teacher in a backpack upon arrival are helpful.

Classroom deliveries will be placed in teacher mailboxes for pickup. Lunches will be delivered to the cafeteria or picked up by the student in the office before the scheduled lunch time.

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

Each year, we hold Parent-Teacher-Student Conferences, which allow the parent, child, and teacher to meet. For Grades K-8, we hold fall and conferences. The goals of the fall conference are to demonstrate learning and progress and set academic and behavioral goals. In the spring, one conference day is dedicated to a celebration of classroom learning in an open-house format. Should a parent or teacher desire an individual conference at any time, appointments may be made with the teacher. .

School hours during conference weeks are typically shortened to accommodate the added time with parents. Special hours will be communicated at the beginning of the year. School uniforms are required for students at conferences.

## **UNIFORM REQUIREMENTS**

Candeo Peoria has purposely chosen to require school uniforms for many reasons. School uniforms contribute to a safe and orderly environment and reduce competitive tendencies in students. Uniforms relieve pressure to dress in expensive or trendy clothing. One of the best ways parents can help us provide a safe and orderly environment in our school is to *fully* abide by the uniform policy. Consistency is important to make this policy work. Strict adherence to the policy is expected and enforced. **Please do not allow your student to modify the intended appearance of the uniform.**

### ***Where to Buy Uniform Items***

All uniform apparel is available through Lands' End, our official school uniform provider. ALL uniform shirts must be purchased through Lands' End with the required Candeo Schools embroidered logo. While it is encouraged that you purchase pants, shorts, skirts, outerwear, and

various other items through Lands' End, it is not a requirement. Please note that items purchased through outside vendors must match the styles and colors of the Lands' End items.

### ***Dress Code Violations***

If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Good judgment exercised at home will be a learning experience for the child and will help to avoid embarrassment or wasted time at school. Uniform violations will be written and communicated via email through our Jupiter portal. Any school-issued uniform articles (in the event of a change-out) must be returned to the school freshly laundered the following school day.

### ***General Uniform Guidelines***

- Every uniform item must match style specifications from Lands' End if purchased from another vendor. Please verify with approved Candeo styles on Lands' End
- Any clothing item above the waist requires a visible logo.
- No non-Candeo logos/emblems/insignia are allowable on any uniform clothing.
- Baggy or tightly-fitting clothing is not acceptable. This includes “skinny” jeans, leggings, “jeggings” and the like.
- Cargo style pants are not acceptable.
- Shorts, skorts, jumpers and skirts must be knee length (at, below, or top of the knee)
- No undergarments may show at any time.
- No midribs may show at any time.
- No modifications of the uniform are accepted.
- Clothing must be clean and in good condition.
- PE shirts may be worn on PE days.
- Uniforms should be worn for Meet the Teacher, Orientation, Conferences and other formal school sponsored events. Uniforms are not required for family-fun activities or events.

### ***Uniform Specifications***

#### *Elementary – Grades K-5*

- Shirts (polos, oxfords, blouses) - **Logo required, through Lands' End only**
  - Colors: navy, light blue, white, maize
  - P.E.: Candeo PE shirt is specifically worn on PE days
- Undershirts (long or short sleeved tees, turtlenecks)
  - Colors: solid white, navy, or gray
  - Permitted under polo shirts, vests and sweaters, and PE Shirts
  - Thermals or Under Armor styles are not allowed

- Jumpers and dresses (Lands' End only)
  - Colors: navy, khaki, gray ponte, classic navy plaid (plaid available through Lands' End only)
  - Logo required on all plain jumpers and dresses. Logo is not an option on plaid jumper.
- Skirts and skorts
  - Colors: navy, khaki, classic navy plaid (plaid available through Lands' End only)
- Leggings (for girls only)
  - Colors: navy, white, gray
  - May be worn under jumpers, skirts or skorts only, and not on their own
  - Plain, solid in color, no lace or embellishments
- Shorts and Pants
  - Colors: navy, khaki
  - Cargo styles are not allowed.
- Sweatpants/Athletic Pants
  - Color: navy
  - Plain – solid in color, no insignia or slogans (simple, small company logo allowed)
  - A small white stripe (or two) down the side leg is acceptable
- Sweaters (pullovers, cardigans, vests)
  - Colors: navy, light blue, white, maize, gray
  - Logo preferred (not required) on all items
- Outerwear: coats, jackets (outdoor wear ONLY – must be removed inside the building)
  - Uniform colors required (navy, light blue, white, maize, gray)
  - No insignia or slogans
- Sweatshirts: (inside wear allowed)
  - Colors: navy or gray
  - Zip up, crew neck only
  - Logo required
  - Plain, solid in color
  - Pullover hoodies: NOT ALLOWED
- Socks/Tights
  - Socks: (boys and girls)
    - Colors: navy, white, gray, or tan
    - Solid in color
    - Plain: No insignia or embellishments

- Tights: (girls only)
  - Colors: navy, white, or gray
  - Solid in color
  - Plain: no insignia or embellishments
  - May be worn with jumpers or skirts only
- Shoes
  - Colors: white, black, grey, brown, navy, or tan
  - Accent colors: Standard Candeo uniform colors only, no neon
  - Shoe style: athletic, deck, loafers, Vans, Toms, or flats
  - Must be **closed toe with flexible, non-slip sole**
  - Not allowed: Bulky "skater" shoes, boots, heels
  - No embellishments (beyond simple company logo) are allowed, including pictures/images, sayings, sparkles, glitter, lights, roller wheels, rhinestones, "bling," etc.
  - Shoelaces must be solid in color in white, black, grey, brown, navy (classic only - no neon or bright colors)
  - Shoes must be firmly laced
  - ALL shoes must be worn with socks
- Accessories
  - Belts are not required, but suggested in Grades 3 and above.
  - Neckties (boys and girls) – solid uniform color only (plaid must be classic navy available only through Lands' End)

### *Middle School-Grades 6-8*

- Shirts (polos, oxfords, blouses) – **Logo required, through Lands' End only**
  - Polo colors: navy, red, white
  - Oxfords, blouses, button-up shirts: light blue, white
  - Candeo PE shirts and Candeo shorts with logo required for PE course
  - Undershirts, if worn, must be white and not extend beyond uniform shirt
  - Shirts tucked in
- Shorts and Pants
  - Colors: navy, khaki
  - Shorts length must be at the knee
  - No corduroy
  - No denim
  - No tight fitting shorts or pants allowed (such as “skinny jean” or “jeggings” style)
  - No cargo-style allowed for either shorts or pants
- Skirts
  - Colors: navy, khaki, “red plaid” (plaid through Lands' End only)
  - Skirt length must be at or just above the knee

- Sweatpants/Athletic Pants (for PE course only)
  - Color: navy
  - Plain – solid in color, no insignia or slogans (simple, small company logo allowed)
  - A small white stripe (or two) down the side leg is acceptable
- Sweaters (pullovers, cardigans, vests)
  - Colors: navy, red, light blue, white, gray
  - Logo required on all items
- Outerwear: coats, jackets (outdoor wear ONLY – must be removed inside the building)
  - Uniform colors required (navy, red, light blue, white, gray)
  - Plain, with no insignia or slogans
- Sweatshirts: (outside wear only)
  - Colors: navy or gray
  - Zip up or crew neck only
  - Logo required
  - Plain, solid in color
  - Pullover hoodies: Not Allowed
- Socks/Tights (leggings not allowed)
  - Socks: (boys and girls)
    - Colors: navy, white, black or gray
    - Solid in color
    - Plain: No insignia or embellishments
  - Tights: (girls only)
    - Colors: navy, white or gray
    - Solid in color
    - Plain: no insignia, or embellishments
    - May be worn with skirts only
- Shoes
  - Colors: white, black, grey, brown, navy, or tan
  - Accent colors: Any Candeo uniform colors (classic only - no neon or bright colors)
  - Shoe style: deck, loafers, Vans, Toms, or flats (athletic shoes for PE elective only)
  - Must be **closed toe, with flexible, non-slip sole**
  - Not allowed: Bulky "skater" shoes, boots, heels
  - No embellishments (beyond simple company logo) are allowed, including pictures/images, sayings, sparkles, glitter, lights, roller wheels, Rhinestones, "bling"
  - Shoelaces must be a solid color in white, black, grey, brown, navy (classic only - no neon or bright colors)

- Shoes must be tightly laced
- All shoes must be worn with socks
- Accessories
  - Belts are required in middle school. Colors: solid brown or black.
  - Neckties (boys and girls) – solid uniform color only (Plaid must be Red Plaid available only through Lands’ End)

*All Grades*

- Hair accessories (girls only - headbands, barrettes, bows, ribbons):
  - Solid or plaid uniform color only (plaid may only be from Lands’ End)
  - Any embellishment (such as a flower) may be no larger than a quarter and close to the head
  - Clip-on bows and barrettes must be close to the head and no larger than 1”x 3”
  - No sparkles, glitter, rhinestones, “bling”
  - No hair extensions
  - Any item that detracts from the uniform or causes a distraction to the learning environment will be removed.
- Jewelry (boys and girls)
  - Not preferred.
  - Any item that detracts from the uniform or causes a distraction to the learning environment will be removed.
  - Stud earrings are allowed for girls only. No hoops or dangling earrings that leave the lobe are allowed.
  - Any item, if worn, must be worn singularly (i.e., no multiple bracelets, necklaces, earrings, etc.)
  - No “fad” items, such as rubber bracelets or bands, etc. are allowed.
  - No pop culture items, pictures, or designs are allowed.
  - Plain watches are allowed in school uniform color, gold, or silver.
- Backpacks
  - No pop culture (Pokemon, StarWars, BRATZ, Barbie, Batman, etc.)
  - No insignia, slogans, or sayings promoting violence or inappropriate behavior
  - Monograms and small insignias (such as company logo) are permitted
  - Wheeled backpacks are permitted, but discouraged
- Lunch Boxes
  - No pop-culture (Pokemon, StarWars, BRATZ, Barbie, Batman, etc.)
  - No insignia, slogans, or sayings promoting violence or inappropriate behavior
- Appearance
  - **No makeup allowed.**
  - No tattoos, temporary or permanent (including Henna) are permitted. This

- includes pen and ink drawings on the skin.
- Proper hygiene is expected. Children must come to school clean and bathed. Perfume or cologne is not allowed. Deodorant is encouraged in grades 4 and up. Nails must be groomed and hands clean.
  - Hair must be clean, neat, and out of the face. For boys, hair must not be long enough to be able to pull into a ponytail. No extreme hairstyles (ex: Mohawk/faux-hawk styles) or unnatural colors. Fingernail polish is discouraged. If chosen, only clear nail polish allowed (girls only).

## WELLNESS (FOOD AND NUTRITION)

The impact of good nutrition and healthful behaviors on learning is widely documented. To promote wellness, we both model and expect positive behaviors throughout the day.

Our policies reflect the understanding that the best food choices are those that are whole, all-natural, fiber-rich, and nutritionally dense. We discourage foods that are processed or contain artificial colors, flavors, additives, and sweeteners. “Diet” foods often contain many of these ingredients and should **not** be considered healthful under our guidelines. A good rule of thumb is to choose foods which contain one to five ingredients. It’s easy to ask, “Does it grow that way?” The closer you get to that standard, the better.

We adhere to our policies throughout the instructional day. Food items for classroom Core Knowledge celebrations or other events must abide by the same nutritional standards set forth by our wellness guidelines.

### *Lunches*

**From Home:** Lunches sent from home should be healthful, well-balanced, and in accordance with our wellness guidelines. Please include items from a variety of food groups, including whole grains, fruits and vegetables. This ensures each child has a good start to his or her afternoon with optimal readiness for learning. Please ensure packed lunches include ALL necessary utensils and implements. The school does not provide these items unless school lunch is purchased.

**From School:** Candeo Schools partners with My Hot Lunchbox to provide healthful lunch options through a secure, fast, and easy-to-use online ordering system that allows parents to view the lunch menu, order, prepay, and manage student lunches on the web. The **Please note that this lunch service will begin the first Monday of school (the beginning of Week 2).**

To register and order, please do the following:

1. Go to [myhotlunchbox.com](http://myhotlunchbox.com)
2. Click on “Order Now” at the top
3. Click “Create a New Account” for Schools
4. School Code is CS69
5. Complete the steps to create your family account
6. Order and be sure to Check Out.

For questions or technical problems, please email [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com) or call 888.894.8295.

**If you forget a lunch**, the school will provide a peanut butter and jelly sandwich lunch (includes fruit snack, pretzels, and bottled water), for which you will receive a charge of \$4.00. That payment must be made the next school day in the office. A late fee of \$1 will be assessed weekly until repayment is made.

Parents will be notified of any violations of our wellness policy via email and corrections will be expected. At times, we may send an item home with your child for consumption after school. We will be happy to assist you in creating healthful choices for your child. There are unlimited ideas for packing lunches that meet our guidelines. Search “healthy school lunch ideas” on the internet as a resource for not only lunches, but snacks as well.

### *Snacks*

We ask that parents send a mid-morning snack from home to keep students’ energy levels up. These snacks must also be healthful, following the guidelines of our wellness approach. A list of recommended, as well as prohibited, snacks is provided in Appendix A.

### *Classroom Celebrations and Birthdays*

All classroom celebrations and events are governed by our wellness policy, which means junk food-laden celebrations are not permitted. Food items brought for curriculum celebrations may be purchased or homemade; however, parents should check with the teacher regarding any students in the class who may have food allergies. If students do indeed have food allergies, prior approval of the treats must be obtained from the Head of School.

Birthdays are recognized in a way that does not disrupt the regular schedule. As well, school personnel may not distribute party invitations or treats in the classroom. Please refer to your teacher’s classroom procedures for specific information on birthday recognitions.

## **LOCKER POLICIES & PROCEDURES**

Lockers will be assigned to **6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students only**. Each student is assigned one locker through Administration. The locker is used solely for storage of outerwear and school related materials. **The locker is NOT student property**, and students do not have a legitimate privacy interest in the locker or items kept inside it. School officials have the right to open and inspect the locker any time they have reasonable suspicion to suspect that prohibited items may be inside; and the Administration may conduct periodic inspections at any time, without notice, without student consent, and without a search warrant.

Students are expected to keep lockers clean and free from damage. Stickers or other bondable items are not permitted. Fines may be assigned for any damage. The school is not responsible for any valuables left inside the locker.

Students will be able to use their locker between each of their classes; however, they must adhere to the passing period timeframe and be seated in their classes on time. If a student is chronically late due to locker usage, it may result in having his or her locker privileges revoked.

### **CELL PHONES AND PERSONAL TECHNOLOGY**

To promote an uninterrupted academic environment, the use of cell phones/smartphones, and smartwatches during the school day is prohibited. The school has a compelling interest in keeping students not just physically present on campus, but mentally and emotionally present as well. The ways in which technology can aid and abet academic dishonesty are a growing concern for college and high school educators nationwide, and while a great many schools, districts, and institutions of higher education have entirely given up on restricting personal tech use in any venue, Candeo holds that it is essential to the proper formation of the young to place limitations on it. While the ubiquitousness of personal technology is a given, the following restrictions and allowances apply at our school:

1. A student may keep a cell phone turned off (not merely silenced, but off) and stored in his or her backpack during the school day.
2. Personal phone use is prohibited on the campus except for the following reason and only when all three conditions are met: students may use their phone only after dismissal times, only in the designated pick-up areas or front office, and only for the sole purpose of contacting their transportation.
3. If a student needs to phone a parent at any time during the school day, the student must come to the front office and request staff permission to use one of the school's land lines. In rare cases in which parents need to get an emergency message to a student before the end of the school day, they should call the school's main telephone line and ask for a message to be delivered. Parents should be mindful that texts or other messages they may send directly to their children during the school day will be picked up only after school dismissal.
4. Violation of the above restrictions will result in confiscation of the cell phone or other device and disciplinary action. Devices will be turned in to the office and released only to parents/guardians after confiscation. Repetition of this offense will require the student to check his/her cell phone in and out of the office daily if brought to school.

Candeo is not responsible for lost or stolen phones and discourages students from bringing cell phones/smart phones to school. To avoid misuse or theft, students who opt to bring cell phones may choose to check their phones in at the front office and retrieve them at dismissal time.

## **ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS**

I-Pods or other portable music players, iPads, Tablets, e-readers, cameras, electronic games, and toys (including “fidgets”) that are not part of the academic or extracurricular program are prohibited on campus unless expressly approved by the teacher or Administration for a specific instructional purpose.

The use of electronic devices for educational/instructional purposes during the course of a day or class will only be allowed at the discretion of the teacher/instructor. Students will not be permitted or allowed to utilize such devices outside the scope of the pre-established and designated hours of usage at School. Students may be disciplined, and such items will be confiscated and returned only to a parent. The school is not responsible for any lost, stolen or damaged devices.

## **TECHNOLOGY USAGE**

### ***Misuse of Technology***

Misuse is defined as the disruptive and inappropriate exposure/use of cell phones, text messaging, web access, mp3 players, digital cameras, and like communication devices during the instructional day. The use of a computer or other electronic device to do the following is unauthorized and prohibited:

- Hacking into or accessing or breaking into restricted accounts or networks;
- Modifying, or destroying files without permission;
- Illegally copying software; and
- Entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, video games, or sites advocating hate or violence.
- Failure to adhere to the school-wide Acceptable Use Policy.

## **EXTRACURRICULAR ACTIVITIES**

Students will be provided opportunities to participate in extracurricular clubs and activities designed to enrich the academic experience outside of the regular school day. A list of clubs and activities, as well as registration information, will be available at the beginning of the school year. Students participating in the enrichment program are expected to follow the same behavioral guidelines that apply during the day. School wellness and uniform policies are in effect during enrichment. Extracurricular activities have a fee assigned that covers the cost of the

instructor(s), materials, and facilities. Eligibility for participation in extracurricular activities is subject to established guidelines for academic and behavioral conduct. Details will be communicated by the club sponsor.

## **PARTICIPATION**

Participation in school extracurricular activities, both athletic and non-athletic, is a privilege and not a right. Students can be suspended from extracurricular activities for academic and behavioral reasons at any time by the decision of the supervising staff member, the athletic director, or school administration.

## **MIDDLE SCHOOL ELIGIBILITY GRADING PRACTICES**

Bi-weekly grade checks will be completed every month. If a student has two “Ds” or an “F” in *any* class, he or she will be ineligible to participate in extracurricular activities *until* the next grading period (two weeks later). During the period of ineligibility, students may not participate in any activity in order to focus additional time in the academic area of struggle. Eligibility will be restored when grade requirements are met. Some clubs, such as NJHS, have strict eligibility guidelines to remain a member. In these cases, club rules prevail.

## **MEDICATION AT SCHOOL**

School officials administer prescription medication in the school setting in accordance with specific regulations under Arizona state law. All medications must be brought to the school office by an adult and picked up from the school office by an adult. Only medications, which are needed to treat an existing ailment, are stored in a secured (locked) medicine cabinet in the school office. All medications not picked up by the end of the school year or by the date of expiration will be disposed of by school officials.

Medication to be given two (2) and/or three (3) times daily are to be given at home, unless specifically ordered by the doctor to be given at school.

For prescription medication, there must be a written order from the physician stating the name of the medication, the dosage and the time it is to be administered and that it must be administered during school hours. There must be written permission from the parent/guardian for the medication to be administered at school. The medication must be in the original prescription container labeled by the pharmacist. Pharmacies will typically provide a duplicate container for school use upon request. No medications in envelopes, foil, or baggies will be accepted.

Pursuant to A.R.S. §§ 15-341(A)(35),(36), students who have been diagnosed with anaphylaxis and/or breathing disorders may carry and self-administer emergency medications while at school and at school-sponsored activities. The student’s name must be on the medication container and annually written documentation, which authorizes the possession and self-administration of the

medication from the student's parent, is required

Violation of this policy may result in disciplinary action. Parents may sign an authorization for the office to administer acetaminophen or ibuprofen in case the need arises during the school day.

## **FIELD TRIPS**

Field trips, when taken, are intended to expand upon the concepts covered in the classroom and are tied to state and school learning objectives. We will provide advanced notice to parents of the activity and schedule. Participation typically involves a fee for transportation and admission that is covered by parents. Field trips do not qualify under tax credit donations. It is our policy that students travel to and from events with their class as a whole. There is no refund for missed field trips. All fees are paid in advance to the provider.

Prior written permission is required for each field trip. Permission forms will be provided in advance, and you will be given adequate time to return the signed form and fee. Students who do not have the signed form or required fee will be supervised on campus during the field trip.

Field trips are not a curricular requirement for any grade level.

## **SCHOOLWIDE DISCIPLINE PROGRAM**

Candeo is committed to a culture that sustains learning. We hold high, clear, and consistent expectations for behavior for all students to that end. Our philosophy toward discipline is that policies and procedures should provide guidance and direction of acceptable behavior in order to develop a child's own sense of self-discipline.

In *The Schools We Need and Why We Don't Have Them*, E.D. Hirsch, Jr. says, "Reduction of truancy and misbehavior is just one advantage that accrues when all students are made ready to learn. More positively, giving young children enabling knowledge is inherently motivational; it liberates their natural eagerness to learn."

Creating positive relationships and a respectful environment are at the heart of great learning at Candeo. We believe that a student's emotional and physical well-being enhances or diminishes learning, and expect all interactions among members of the Candeo community to be respectful. To this end, we will enforce *and model* standards that promote order, respect, and kindness.

Students are expected to demonstrate appropriate conduct in the classroom, on campus, and at off-campus, school-sponsored events. Accordingly, students are prohibited from engaging in behavior that (1) obstructs, disrupts, or interferes with any educational, administrative, disciplinary or other activity sponsored or approved by the School; (2) endangers or threatens the safety of any person; or (3) inflicts or threatens to inflict damage on property of the School,

school employees, students, or others.

School rules apply, and students are subject to discipline, during: (1) any school activity/event, home or away, day or night; (2) coming to and going from school or school activity; (3) in classrooms, on campus or on any school property; or (4) in any other situation in which the School may lawfully exercise jurisdiction over a student, such as students who have committed or who are believed to have committed a crime. For any imposition of discipline, due process procedures will be closely followed.

### ***Principle-Based Approach to Discipline***

Our discipline policy is based on the principles of Love and Logic ([www.loveandlogic.com](http://www.loveandlogic.com)) This school-wide program treats children with dignity, fosters responsibility, increases accountability, develops constructive problem-solving skills, and considers the uniqueness of the child and the discipline situation.

In a principle-based system, staff members agree upon a common set of principles, which serve as the basis for all decisions regarding the treatment of discipline problems. Consistency is achieved when discipline situations are handled in a manner true to an agreed set of principles. The following list of our core beliefs outlines the professional actions and attitudes of all staff members in this school:

- We believe students should see a reasonable connection between their actions and the consequences that follow.
- We believe we should make every attempt to maintain the dignity of both the student and the adult during disciplinary situations. At no time will a student's misbehavior be used to "teach" the class a lesson.
- We believe misbehavior should be handled with natural or logical consequences instead of punishment, whenever possible.
- We believe the adult's emphasis should be placed on helping students learn to problem-solve and to adopt new behaviors instead of making students "pay" for misdeeds.
- We believe students should be guided and expected to solve the problems they create without creating problems for anyone else.

### ***Categories of Prohibited Misconduct***

For issues that go beyond classroom intervention, students are referred to the Head of School and incidents are classified according to following categories of prohibited misconduct:

<b>Academic Cheating</b>
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Lying	To make an untrue statement with the intent to deceive, to create a false or misleading impression.
Cheating	Wrongfully securing and/or using information or assisting others to do so.
Forgery	Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person.
Plagiarism	To steal and pass off the ideas or words of another as one's own.
<b>Aggression</b>	
Verbal Provocation	Use of language or gestures that may incite.
Minor Aggressive Acts	Non-serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing, running in the building, hallways, pulling a chair from underneath another person, or other behaviors that demonstrate low level hostile behaviors.
Disorderly Conduct	Intent to disturb the peace or quiet of others.
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.
Endangerment*	Recklessly endangering another person with a substantial risk of imminent physical injury.
Fighting*	Mutual participation in an incident involving physical violence, where there is not major injury.
Assault*	Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person.
Aggravated Assault**	An assault in which a person causes serious physical injury to another or an assault on a peace officer, teacher or other employee of the charter.
<b>Alcohol, Tobacco, and Other Drugs</b>	
Alcohol** Distribution, Share	Distribution and share means the act of giving alcohol, including passing of alcohol from one person to another.
Alcohol** Possession, Use	Possession, use of or being under the influence of alcohol.
Alcohol** Sale	Sale or intent to sell alcoholic substances or substances represented as alcohol.
Tobacco* Distribution, Share	Distribution and share means the act of giving tobacco from one person to another.
Tobacco* Possession, Use	Possession or use of tobacco substances, products, or substances represented as tobacco.
Tobacco* Sale	Sale of tobacco substances, products, or substances represented as tobacco.
Drug Paraphernalia**	All equipment, products, and materials of any kind which are used, intended for use, or designed for use in growing, manufacturing, producing, packaging, concealing, injecting, inhaling, or otherwise introducing into the human body a drug.
Drug	To include over-the-counter medications, prescribed drugs and

	non-prescribed drugs.
Drug** Distribution, Share	Distribution and share means the act of giving drugs, including passing of drugs from one person to another.
Drug** Possession, Use	Possession, use, or purchase of drugs.
Drug** Sale	Sale, intent to sell, or manufacture of drugs.
Arson**	Attempting to or intentionally burning of a building, structure, or property.
<b>Attendance Policy Violation</b>	
Tardy	Unexcused lateness to class.
Leaving School Grounds Without Permission	Leaving school grounds or being in an “out of bounds” area during the regular school hours without permission.
<b>Harassment Threat or Intimidation</b>	
Harassment* Nonsexual	Communication with another person anonymously or by verbal, electronic, mechanical, telegraphic or written means with the intent to harass based on and/or motivated by race, ethnicity, religion, national origin, or disability.
Bullying*	Use of language or conduct that is threatening and/or intimidating that involves an imbalance of power or strength, and that is repeated over time.
Intimidation*	Use of language or conduct to frighten, attempt to frighten or coerce another person into submission or obedience.
Threatening*	Use of language or conduct to make or attempt to make another person fearful of physical injury.
Hazing*	Any activities that can be considered any type of initiation of another student.
<b>School Policy Violations</b>	
Defiance, Disrespect Towards Authority and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.
Combustibles	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.
Contraband	Items that may disrupt the learning environment.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.
Gambling	To play games of chance for money or to bet a sum of money.
Inappropriate Language	Student delivers verbal or written messages that include swearing, name calling, or use of words in an inappropriate way.
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection.
Gang Activity/Involvement	To include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on

	books or material.
<b>Sexual Offenses</b>	
Pornography	Possession, distribution, or sale of any pornographic materials.
Indecent Exposure* or Public Sexual Indecency	The intentional exposure of one's body's privates in a manner that gives offense against accepted or prescribed behavior.
Sexual Harassment*	Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Does not include legitimate nonsexual touching or other nonsexual conduct.
<b>Technology</b>	
Computers, Network, or Electronic Devices	Any violation of the Electronic Device or Technology Usage Agreement or the School Wide Acceptable Use Policy.
<b>Theft</b>	
Theft	Taking or attempting to take money or property belonging to another person or the school.
Petty Theft	Thefts under \$100.
Extortion*	Knowingly obtaining or seeking to obtain property or services by means of a threat.
<b>Trespassing</b>	
Trespassing	To enter or remain on a school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave by the administrator or designee of the facility.
<b>Vandalism</b>	
Graffiti or Tagging	Writing on walls, drawings, or words that are scratched, painted, or sprayed on walls or other surfaces in public places.
Vandalism of Personal Property*	Willful destruction or defacement of personal property.
Vandalism of School Property*	Willful destruction or defacement of school property.
<b>Weapons and Dangerous Instruments</b>	
Firearms (including destructive devices)**	Possession or use of loaded or unloaded, operable or inoperable: <ul style="list-style-type: none"> <li>● Handgun or pistol</li> <li>● Shotgun or rifle</li> <li>● Starter gun</li> <li>● Destructive device( bomb or grenade)</li> <li>● BB/pellet/airsoft gun</li> <li>● Other firearm or destructive device</li> </ul>
Other Weapons**	Possession or use of: <ul style="list-style-type: none"> <li>● Billy club</li> <li>● Brass knuckles</li> <li>● Knife with blade</li> <li>● Numchuks</li> </ul>

	<ul style="list-style-type: none"> <li>● School items (e.g., chairs, pencils, rulers, etc.)</li> </ul>
Dangerous Items	Possession or use of: <ul style="list-style-type: none"> <li>● Laser pointer</li> <li>● Mace</li> <li>● Paintball gun</li> <li>● Razor blade or box cutter</li> <li>● Simulated knife</li> <li>● Taser or stun gun</li> <li>● Tear gas</li> <li>● Other dangerous item</li> </ul>
Simulated Firearm	Any simulated firearm made of plastic, wood, or any other material that is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.

*\*For these categories, school officials are required to report them to Arizona Department of Education.*

*\*\*These problem areas also violate state law. For these categories, school officials are required to report them to the Arizona Department of Education and to local law enforcement.*

### ***Office Referrals***

Students who require an office referral report to the office and meet with the Head of School for a behavior conference, where facts are gathered, and incidents are discussed thoroughly. The behavior conference is always safe, respectful, and consistent. It is an opportunity for the student to learn, grow, and problem-solve through careful guidance.

Consequences are determined and agreed upon by the Head of School and/or another administrator and the classroom teacher. In determining consequences, the team considers whether the act is a first-time or repeated event. Each incident is evaluated using the principles of *Love and Logic*; therefore, consequences will vary depending on the situation and the circumstances surrounding it. Consequences for violations depend on the severity of the action and can result in a suspension or expulsion as determined by the team. The parent/legal guardian will be notified of the behavior and consequences via email.

At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth and gather information.

### ***Detention***

A disciplined and respectful learning environment is fundamental to our success. Our disciplinary policy in middle school includes the use of detention as a consequence for any of the following actions:

1. The accumulation of 3 tardies
2. The accumulation of 3 uniform violations

3. Any behaviors listed in the table above, including problems of defiance, disrespect towards authority, non-compliance, or disruption to the classroom.

Detentions are issued at the discretion of the teacher, the Head of School, or both. Detention is considered an available tool for discipline and not a requirement or prerequisite to other disciplinary actions. Egregious or repeated behaviors that have been previously addressed by the teacher may be subject to suspension. If a pattern of behavior continues, meaning the student does not respond to the interventions of the teacher and/or Head of School, the teacher or Head of School will schedule a meeting with both the student and parent to resolve the matter.

Detentions are held once a week after school. Attendance is mandatory for any referred student. Any student who fails to report to detention at the scheduled time will receive additional penalties (typically an additional detention). Students should not ordinarily ask to have a detention rescheduled; detentions are by their very nature inconvenient, and students should view the inconvenience that detention causes to be a direct result of the misbehavior that incurred the punishment in the first place. Exceptions may be made in the event of a family emergency or serious scheduling conflict. All matters pertaining to the scheduling and serving of detentions should be directed to the referring teacher.

### ***Short and Long-Term Suspension***

#### ***Short-Term Suspension***

A short-term suspension is any suspension for ten (10) days or less. There is no appeal available for short-term suspensions. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

A letter to the parent/guardian will be written within a reasonable time after the incident to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended, if applicable) and reasons for the suspension and to request a meeting to solicit their help.

The following procedures will be followed for all short term suspensions:

**Step 1:** The student will receive notice, written or oral, of the reason for possible disciplinary action and the evidence the school authorities have of the alleged misconduct. After having received notice, the student will be asked for an explanation of the situation. The Head of School, or other designated staff member, shall make reasonable efforts to verify facts and statements prior to making a judgment.

**Step 2:** A written record of the action taken is kept on file. The Head of School or other administrator may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.

- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension, expulsion or both.

A parent will be given notice of the disciplinary incident and decisions regarding the incident through the online communication portal (Jupiter).

### Long Term Suspension

A long term suspension is any suspension for more than ten (10) days. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents. In all cases of long term suspension, it shall be for good cause and shall be reported within five (5) days of the infraction to the Governing Board by the Head of School or Administrator imposing the suspension.

The long term suspension or expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA, as well as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

The following procedures will be followed for all long term suspensions (and in addition to Steps 1 and 2 outlined above for a short term suspensions):

**Step 3:** A formal hearing will be arranged and conducted by a hearing officer designated by the Governing Board.

**Step 4:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will also be sent to you via email, and will remain on file. The letter should contain the following information:

- The charges and the rule(s) violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the School's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel, at his/her own expense.
- The name of the hearing officer or Administrator assigned to act as a hearing officer.
- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.

- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses, and may be represented by an attorney.

Upon the conclusion of the hearing, in which a decision of long-term suspension is made by the hearing officer, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student must deliver to the Head of School and the president of the governing board a letter directed to the Governing Body within five (5) working days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or to the decision rendered.

The appeal to the Governing Board will be considered part of the record of the hearing. The decision of the individual serving in the capacity of the hearing officer will be deemed final, unless the Governing Board determines, by majority vote within five (5) working days of the appeal, that the student was not afforded his/her due process rights or that this policy was not followed in all substantive respects.

### ***Expulsion***

Expulsion is the permanent exclusion of a student from school and all school activities, unless the Governing Board reinstates the student's privileges to attend the School. A recommendation for expulsion shall be made by the Head of School and forwarded to the Governing Board. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held. The authority to expel rests solely with the Governing Board and the Board's decision is final.

The long-term suspension or expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA, as well as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

Under current Arizona law (A.R.S. § 15-841(B)), students may be expelled for the following reasons:

1. Continued open defiance of authority, continued disruptive or disorderly behavior.
2. Violent behavior that includes use or display of a dangerous instrument or deadly weapon.
3. Use or possession of a gun.
4. Excessive absenteeism.
5. Actions other than those listed . . . as the school deems appropriate.

In cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified.

In each case in which a recommendation for expulsion has been presented to the Governing Board, the following steps shall be followed:

**Step 1:** The student and parent/guardian will receive notice, written or oral, of the reason for the recommendation and the evidence the school authorities have of the alleged misconduct.

**Step 2:** The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

**Step 3:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. An email copy of the letter will also be sent. A copy of this letter will remain on file, and the letter should contain:

- A statement of the charges and the rule violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the School's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel, at his/her own cost.
- The name of the hearing officer.
- Copies of this policy and (A.R.S. §§ 15-840) and (15-843) unless previously provided in connection with the same infraction.
- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.
- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses, and may be represented by an attorney.
- The hearing will be conducted in a private session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s)/guardian(s) request in writing that the hearing be in an open session.

**Step 4:** A formal hearing will be held within 5 (five) working days and the recommendation of

the hearing officer will be sent to the Governing Board for the final decision. The decision of the Governing Board is final. Per Arizona State law, there is no appeal of an expulsion decision. If the Governing Board decides to expel the student, the expulsion becomes effective the next business day.

## **SEARCH AND SEIZURE**

School officials may conduct searches of student's person when there is reasonable suspicion that the search will yield evidence of the student's wrongdoing or when there is evidence that students and/or staff are in imminent danger of injury on school grounds. Items provided by the School for storage (e.g., cubbies, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no legitimate expectation of privacy in their cubbies, desks, storage areas, etc., and these areas may be inspected at any time with or without reason, or with or without notice, by school personnel.

School officials conducting a search or seizure will follow these guidelines:

1. The search will be restricted to the information that justified the search in the first place.
2. General searches of school property (including personal items found in and on school property) may be conducted at any time when there is reasonable suspicion for school officials to believe that something violates the law or school rules is on school property. This search of school property may be made without the student being present.
3. Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes shall be seized by school officials.
4. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
5. A student's person may be searched by school employees when there is reasonable suspicion to believe that the student has on his/her person illegal items or other items that may interfere with any school purpose.

### ***Student Interviews***

School officials may question and/or interview students regarding matters related to the health, safety and welfare of students and staff without limitation. The parent will be contacted if a student interviewed is then subject to discipline for violation of the School's behavioral standards and expectations.

## **BULLYING/HARASSMENT/INTIMIDATION**

Candeo is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying.

### ***Confidential Reporting***

Students and parents/guardians have the right to confidential reporting in writing to school administrators, teachers, or other staff members instances of bullying, harassment, and intimidation, under A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

### ***Definitions***

**Bullying:** Bullying of an individual or group can occur through written, verbal, physical, emotional, or psychological methods. Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time;
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law.

**Harassment:** Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment

is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other district-owned property, and by means of an individual's personal electronic media and equipment.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### ***Reporting Incidents of Bullying or Harassment***

Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to the Head of School. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident.

The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student make a report. An adult may assist the student in making the report, if necessary.
- At a minimum, the report shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- At a minimum, the school employee shall put the report in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under the Behavior Standards and Expectations section of this student handbook and A.R.S. § 15-341(37). Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

### ***Procedures for Investigation of the Report/Complaint***

A school administrator shall investigate the incident or the activity with a threat assessment team of at least three staff members within ten (10) instructional school days upon receipt of the report. Extension of the timeline may only be by necessity as determined by the Head of School. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form (via Jupiter) if the student is found to have violated the bullying policy.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others.

A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the original incident. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.

## **WEAPONS AND VIOLENCE POLICY**

### ***Weapons Prohibited***

All students are prohibited from possession of any weapon at any time on school property or during any school activity and/or event on or off campus. A weapon may be an item a student may use to physically threaten, assault, attack or harm another person such as, guns, knives, razors, explosive devices, and/or any other item a student may bring to school and use to defend him/herself or harm another person. Misuse of school items such as chairs, pencils, rulers, etc. to assault and/or harm another person will also be considered as use of a weapon.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with disabilities shall be applied on a case-by-case basis in accordance with School policies and state and federal special education laws.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the School principal. The Head of School shall immediately take appropriate safety and disciplinary actions in accordance with school

policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. § 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

### ***Violence Prohibited***

All students are prohibited from displaying violent acts that result in injury to another person and/or destroy or damage school property. Further students cannot, through verbal or written expression, threaten to destroy or damage school property and/or cause injury or death to students, staff or visitors. In the event of such an action, law enforcement authorities will be contacted. Any student who commits an act of violence will be immediately suspended and may be recommended for expulsion.

Consequences for acts of violence depend upon the student's intent to cause personal injury, the behavior resulting in personal injury, the behavior resulting in destruction or damage of school property, student's verbal or written threat to destroy school property, and student's verbal or written threat to injure and/or kill students, staff and/or visitors.

### ***Gang Activity/Involvement Prohibited***

All students are prohibited from involvement in gang activities at any time on school ground or during any school activity and/or event on or off campus. Gang activity includes but is not limited to inappropriate verbal comments, physical gestures, behavior, and possession of gang paraphernalia or clothing used to promote or advertise gangs. Any student that displays gang activity/involvement will be immediately suspended and may be recommended for expulsion.

Gang activity or involvement may include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or materials.

## **DRUG AND TOBACCO FREE CAMPUS**

Candeo is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. ***No parent/guardian, student, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.***

All students are prohibited from possession, use and distribution of any and all drugs (prescribed, non-prescribed, over-the-counter), alcohol, and tobacco (any type) on school grounds or during any school sponsored event or activity on or off campus. In the event of such an action, law enforcement authorities will be contacted. ***Any student who possesses uses or distributes any drugs, alcohol or tobacco will be immediately suspended and may be recommended for expulsion.***

## GENERAL SCHOOL POLICIES

### *Visitors/Public Conduct on Campus*

All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.

No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without prior approval by the Head of School or her authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Head of School or her authorized representative.

Any member of the general public considered by the Head of School or her authorized representative, to be in violation of these rules shall be instructed to leave school property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.

Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the school. No person shall possess or engage in the use of medical marijuana on school property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation, or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
  - Threatening to cause physical injury to any employee or student of the school or any person on the property of the school.
  - Threatening to cause damage to the school, the property of the school, or the property of any student or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the

purpose of interfering with or denying lawful use of the property to others.

- Intentionally or knowingly refusing to obey a lawful order given by the Head of School, Dean of Academics, or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution may be subject to misdemeanor or felony charges as provided in (A.R.S. § 13-2911).

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions, or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on school property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of school officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

### ***Parking Lot***

For safety reasons, children of any age may not be left in a vehicle in the parking lot. If you are picking up a student or leaving your car for *any length of time*, you must bring other children with you. Parents and staff are encouraged to report any vehicle on campus that has unattended children inside, and the front office will act immediately. Action may include calling police. If you are experiencing a situation where you need assistance (such as a sick or contagious sibling in your car) please call the front office from your car. We encourage parents to program our main number, (623) 979-6500, into their cell phone. We will assist you if at all possible.

Please observe a safe speed in our parking lot (below 5 mph) at all times, observe all signage and follow the directions of any parking attendant present. Children can be unpredictable and safety is our first priority. Given the high volume of traffic at certain times of the day, your continued patience is appreciated. We will provide as much assistance as possible to ensure a smooth drop off and pick up for your child.

A diagram showing traffic flow for drop off, pick up, and parking will be provided to you prior to the start of the school year.

### ***Pickup Authorization and Child Custody***

As part of the registration process, you will be asked to provide the name of any adult authorized to pick up your child. You are *highly encouraged* to indicate as many adults as possible. We ONLY release to adults expressly specified by you.

Please note that we will always allow a parent to pick up their own child, unless there is a court order in place that is signed by a judge. If you have sole custody papers or an order of protection that is signed by a judge, please provide copies of that document to our office staff, so that we may comply. It is the policy of Candeo Schools not to get involved in custody disputes. If you have a question about our custody policy, please feel free to contact us.

### ***Injuries at School***

Minor injuries will be treated by school personnel. This applies to any injury requiring, at most, cleanser and a bandage. We will contact you if your child requires medical treatment. You will be required to pick up your child within 30 minutes. If the accident is serious, a staff member will call 911 to transport your child by ambulance to the nearest hospital. A staff member will accompany your child in the ambulance. We will contact you immediately if this occurs.

### ***Fire Drills and Lock Downs***

Fire drill procedures are conducted monthly at various times throughout the school year. We practice this drill to familiarize students and staff with the proper fire safety procedures. Other emergency preparedness drills, including lockdown, will be conducted during the year. We will contact you via email (Jupiter) following a lockdown, whether real or practiced, as well as via a

brief text. A text will state either “lock down DRILL in progress” or “lock down in progress.” Check your email for details. Refrain from entering school grounds or contacting the school during these times.

### ***Emergency School Closing***

In general, Candeo will close if neighboring schools close due to any condition warranting such. If you question the status of the opening of the school, please call our office at (623) 979-6500. We will record a message on the voice mail system notifying you of the closure. We will also attempt to reach families by email, text, or telephone before 7:45 a.m..

If conditions arise that require the school to close early, we will notify you by email (Jupiter) and a brief text (“Early closure. See email.”) Please arrive to pick up your child as soon as possible.

## **MANDATORY REPORTING**

**Child abuse is something that will not be ignored at Candeo Peoria.** According to Arizona State law (A.R.S. § 13-3620), school employees are mandated to report suspected child abuse and/or neglect to the Department of Child Safety (DCS) in the Department of Economic Services or to law enforcement authorities. This generally includes suspected non-accidental physical injuries, sexual abuse, emotional abuse, or neglect.

## **RESTRAINT AND SECLUSION POLICY**

We strive to create positive relationships and a respectful environment. We believe a student’s emotional and physical well-being enhances or diminishes learning, and expect all interactions among members of the Candeo Peoria community to be respectful. If necessary, to protect persons from imminent, serious physical harm to self or others, behavior management techniques such as restraint, seclusion, temporary removal from the classroom and confinement shall be utilized in accordance with the following standards:

### ***Temporary Removal***

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student and send him or her to the Head of School, or to another administrator, as long as the removal is done in accordance with:

- The rules established for the referral of students, as outlined in the school’s behavior management and expectations policy as described herein; or
- The conditions of (A.R.S. § 15-841), when applicable.

### ***Confinement***

Under (A.R.S. § 15-843), the Head of School shall ensure that disciplinary practices involving

the confinement of students left alone in an enclosed space shall include the following:

- Prior written parental notification that confinement may be used for disciplinary purposes is included in the family handbook.
- Written parental consent (handbook signature page) has been obtained before confinement is allowed for any student in the school.
- An exemption to prior written parental consent exists if a school principal or teacher determines that the student poses imminent physical harm to self or others. In this instance, the school principal or teacher shall make reasonable attempts to notify the student's parent or guardian in writing by the end of the same day that confinement was used.

A parent will be notified via email (Jupiter) of a restraint or seclusion incident involving the child within 24 hours of the incident.

### ***Definitions and Requirements for Use***

The use of restraint or seclusion is not to be limited, by policy or practice, to students with disabilities. Restraint and Seclusion are defined in (A.R.S. § 15-105) as follows:

"Restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. The following are *not* considered to be a restraint:

- a) Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- b) The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- c) The brief holding of a student by one adult for the purpose of calming or comforting the student.
- d) Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

"Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a

larger group for purposes of calming.

Restraint or seclusion techniques may be used on any student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- The use of restraint or seclusion is to be used only in an emergency to protect persons from imminent, serious physical harm to self or others.
- The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use. If seclusion is utilized, school staff must reassess the child every thirty (30) minutes and if the need for seclusion extends beyond one hour, an administrator's approval is required for continued seclusion.
- Any area used for seclusion must be free of objects that could cause harm, must provide for adequate visual and audio supervision of the student, must provide adequate lighting and ventilation, and must not be locked.
- The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed may not impede the student's ability to breathe.
- The restraint technique may not be out of proportion to the student's age or physical condition.
- A debriefing with affected staff and parents and, if appropriate, the student must be conducted within forty-eight (48) hours. During the debriefing a determination should be made regarding the need for a Functional Behavioral Assessment (FBA).
- A student who has required crisis management on the part of the school staff more than three (3) times in a semester must have an FBA and, if appropriate, a behavior intervention plan (BIP) developed within a reasonable time following the third (3<sup>rd</sup>) restraint or seclusion incident.

Candeo Peoria requires the following procedures to be adhered to when a restraint or seclusion

technique has been used on a student:

1. School personnel shall provide the student's parent or guardian with written or verbal notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident.
2. Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
3. Schools shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.
4. If the need to contact and request support from law enforcement instead of using a restraint or seclusion technique on a student is determined necessary, the school shall comply with the reporting, documentation and review procedures established under the paragraphs above.

### ***Corporal Punishment***

For the purposes of this Policy, corporal punishment is defined as the deliberate infliction of pain intended to discipline or reform a person's bad attitude and/or behavior. Candeo Peoria prohibits the use of corporal punishment.

## **CLASSROOM CONCERNS**

It is our policy to ensure that students or parents with a concern use the following procedure which can help to resolve the issue as quickly and as fairly as possible:

**Stage 1 (direct communication):** If you or your child has a grievance, you must first discuss it directly with the teacher via email. Your teacher will probably ask to meet with you in person to support the problem solving process. We find that the majority of parent concerns are resolved at this stage. A teacher is expected to address your concern within 3 working days of being notified in writing of the grievance.

**Stage 2 (administrative support):** If you feel that the matter has not been resolved through direct, open communication with the teacher, or you feel you *cannot* go to the teacher (due to the nature of the grievance), place your grievance in writing to the Head

of School, preferably by email. The Head of School will give you a response via email within 3 working days. You may be asked to meet with the Head of School and possibly the involved party.

**Stage 3 (governing board support):** If the matter is not resolved to your satisfaction in Stage 2, you may put your grievances in writing to the president of the governing board. The board will formally respond within seven (7) working days of the grievance received. If the board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the parent to request an open meeting or an executive session for the hearing. The board's decision is final.

Allow all parties involved time to address and resolve situations through these processes. Please respect the private nature of handling disputes.

### **CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**

Candeo Peoria has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at (602) 542-3111.

These rights are as follows:

1. Right to Inspect and Review

Parents have the right to inspect and review a student's education records within 45 days from the day the school receives a request for access. Requests should be submitted in writing to the Head of School and clarify the records to be inspected and/or reviewed.

2. Right to Amend Education Records

Parent may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the Head of School, clearly identifying the part of the record the parent(s) want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing with the governing board regarding the request for amendment.

Additional information regarding the hearing procedure will be provided to the parent(s) when notified of the right to a hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view regarding the contested information.

3. Right to Consent to Disclosure

Parent(s) or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student(s), except to the extent that FERPA authorizes disclosure without consent.

4. Right to File a Complaint

A parent or eligible student has the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if they believe that the district has violated the provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the Principal. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

***Directory Information***

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless the parent/guardian notifies the School of their decision to "opt-out." The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. ***If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School, in writing at the time of your Student's enrollment.***

Candeo Peoria has designated the following information as directory information:

Student's name	Date and place of birth
Participation in officially recognized activities/sports	Degrees, honors, and awards
Telephone listing	Dates of attendance

Electronic mail address  
Photograph

Grade level  
Student ID number (not SSN)

## **SECTION 504 SERVICES**

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in Candeo Peoria.

The law also requires that facilities be readily accessible for use by individuals with disabilities. Candeo Peoria complies with the requirement of this law. Questions concerning the law may be addressed to the Assistant Head of School, Mrs. Becky Palisuri, by calling (623) 979-6500. The Assistant Head of School serves as the Section 504/ADA Coordinator for the School.

### ***Grievance Procedure***

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

Candeo Peoria prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

- Grievances must be submitted to the Section 504/ADA Coordinator within sixty (60) calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. If the Complainant is unable to put the complaint in writing, the School shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. (Note: Please contact the School office for a Complaint form which may be used to file a complaint in conformance with these procedures).
- The Section 504/ADA Coordinator (or her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the School relating to such grievances.

- The Section 504/ADA Coordinator will issue a written decision on the grievance no later than thirty (30) school days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the Governing Board of Candeo Peoria within fifteen (15) calendar days of receiving the Section 504/ADA Coordinator's decision. The Governing Board shall issue a written decision in response to the appeal no later than thirty (30) school days after its filing.
- The School shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Section 504/ADA Coordinator will be responsible for making such arrangements.

### **SERVICE ANIMALS/PETS ON CAMPUS**

Per Candeo policy, only service animals are allowed on campus at any time. At times, pets may be brought in for instructional purposes, with prior approval from the Head of School.

Service animals are any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

Candeo Peoria does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping

individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be under the handler's control.

The School shall not be responsible for the training, feeding, grooming. The School must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the Principal at least three (3) days prior to bringing the service animal to school or to a school function. Forms are available by contacting the School Office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordatella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

## **SPECIAL EDUCATION SERVICES**

Candeo Peoria makes available special education and related services to all eligible students. For more information about our special education programs, please contact the Director of Special Education.

### ***Child Find***

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of

the Rehabilitation Act, the School is required to provide a free and appropriate public education (FAPE) for all students who enroll in the School.

All new students will be screened within 45 days of their initial enrollment. The classroom teacher will complete the screening after reviewing the student's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, the student will be referred for additional screenings and/or Response to Intervention (RTI).

### ***RTI***

Candeo utilizes Response to Intervention (RTI), a tiered process set forth by the State used to address academic or behavioral concerns or challenges that may be present in students. The team (teacher, parent, admin coordinator) will write a goal and intervention plan to address the area(s) of concern. Progress monitoring will be ongoing as interventions are implemented. If the interventions are unsuccessful and sufficient progress is not made, the team will meet to determine the success of the intervention plan and make appropriate recommendations for next steps. **The RTI process is enacted prior to referrals for Special Education assessment.**

### ***Referral & Evaluation***

A special education evaluation will be considered after the team has made a referral and suspects that the student may have a disability. Before any testing is scheduled, written parental consent will be obtained. Candeo Peoria contracts with private specialists to conduct formal assessments and to provide services for students requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the student's parents, school administration, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a student's eligibility for special education services, but do not automatically qualify a student for these services. The federal IDEA sets out the rules and regulations regarding eligibility and the determination of whether a student qualifies for special education services. By law, Candeo Peoria must follow these rules and regulations.

### ***Procedural Safeguards***

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents ce annually and in specific instances; however, copies are always available by contacting the School Office.

### ***Individualized Education Plan (IEP)***

If it is determined by the MET that the student qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for

the student, setting out specific goals, accommodations, services, and placement. The IEP is reviewed at least annually or at the request of an IEP team member.

## APPENDIX A – SUGGESTED SNACKS

**The best foods for lunches and snacks are those with the fewest ingredients (five or less, with one being ideal!) All-natural or 100% are words to look for. Avoid food items which have artificial ingredients (colors, flavors, sweeteners), are high in sugar, salt, or fat, or are highly processed, as they are discouraged and sometimes not allowed on campus.**

RECOMMENDED		
Raw fruit	All natural nuts/soybeans/seeds	All natural yogurts (no artificial ingredients)
Raw vegetables (example: carrots, red/green peppers, celery, grape tomatoes)		String cheese, cheese sticks, cheese cubes
Baggie of whole grain, unsweetened cereal		All-natural cereal bar (Trader Joe's sells all-natural bars with different fruit fillings)
ALLOWABLE		
Pretzels	Granola bars without chocolate chips (look for ones made with whole grain and low in sugar)	Crackers (Trader Joe's sells several varieties of crackers made without hydrogenated oils)
All natural fruit leather (100% fruit is best)	Fig newtons (Paul Newman makes an organic version, available at Fry's.)	Chex Mix (unsweetened)
Trail mix without candy	100% fruit juice (no added sugar, colors, or flavors)	
NOT ALLOWED		
Candy	Chips (Doritos, Cheetos, etc.)	Snack cakes (Twinkies, Ding Dongs, etc)
Cookies/cakes	Rice Krispy treats	Artificial "fruit" snacks, including gummy fruits, or "fruit" roll up (100% fruit or all-natural is acceptable)
Soda, Gatorade, chocolate milk	"Cheese-N-Crackers" packaged cheese kits	"Diet" foods



## PARENT/STUDENT ACKNOWLEDGEMENT FORM

- I have read the **2017-2018 Family Handbook**.
- I agree to comply with these policies and all of the policies mandated by Candeo Peoria.
- I have reviewed the mission and philosophy of Candeo Peoria with the understanding that these values are rooted in the identity and philosophy of our school.
- I understand that attendance at Candeo Peoria requires compliance with school mission and policies.
- I agree to abide by the policies and procedures in the Family Handbook and understand that should I commit any violations, my access to privileges may be revoked and school disciplinary and/or appropriate legal action may be taken when necessary.

***DISCLAIMER: The Family Handbook provides you with important information about Candeo Peoria's school community. It also serves as a reference for looking up critical policies and procedures that will affect you and your child during your time at Candeo Peoria. These policies, procedures, and benefits as described in the Family Handbook do not constitute a contract or implied contract with students or personnel. Candeo Peoria administration reserves the right to interpret, revise, amend, or withdraw the policies and procedures described in the Family Handbook at its discretion.***

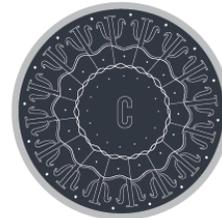
Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



**FUNDAMENTALLY CLASSICAL.  
DECIDEDLY INNOVATIVE.**