

# CANDEO SCHOOLS

*Accrescens Fulgore*

# REOPENING PLAN

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SUMMER 2020

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**DEAR FAMILIES,**

It's wonderful to welcome you back to our next school year! For the past two months, our leadership team has been working diligently to craft an informed, thoughtful, and comprehensive plan that preserves our Candeo learning environment and allows us to safely return to campus in August. We are pleased to be able to share this plan with you now.

Our process began with careful consideration of feedback from parents, teachers, and staff. We sought the guidance of outside instructional experts, technologists, health authorities, and other distance learning schools. We paid attention to the landscape, followed the guidance and edicts of the State, and studied the publications of the CDC. The result is something we're proud of.

Grounded in our mission and values, our plan for reopening is crafted upon five key points. These are as follows:

**CHOICE AND FLEXIBILITY**

**WELLNESS AND SAFETY**

**CURRICULUM FIDELITY**

**STUDENT PROGRESS**

**COMMUNITY STRENGTH AND SUPPORT**

Our plan represents the most current information we have surrounding the reopening of schools, and is built to adjust to evolving conditions related to COVID-19. We will update you further as the summer progresses, and a live virtual meeting with parents is forthcoming. Please watch for information on the date and time of the meeting.

I want to thank each of you for partnering with us in patience, support, hard work, and resilience. We look forward to bringing you back again in the near future, and wish you all the best in good health, joy, and clarity now and throughout the year.

**STEPHANIE MUSSER, ED.D.**

*Chief Executive Officer  
Candeo Schools, Inc.*

# 1 CHOICE AND FLEXIBILITY

Candeo will open its doors with two options for students: Integrated On-Campus Learning (IOCL) and Distance Learning (DL) at home. Within each of these programs, there is built-in flexibility, choice, and crossover.

Families will choose either IOCL or DL for the start of the school year. The two programs will run concurrently, with students progressing through the curriculum at the same pace. If circumstances change for a family, they may opt to move to a different program at various checkpoints in the year.

## INTEGRATED ON-CAMPUS LEARNING (IOCL)

Our IOCL program is designed to have students on campus and in classrooms five days per week and during regular school hours. The structure incorporates one week of Distance Learning after three weeks of instruction in the classroom. This “3 weeks on campus, 1 week at a distance” plan allows our campus to operate at 75% capacity each day. “Distance Weeks” are embedded into four Learning Tracks. Each Learning Track follows our regular academic calendar. Families of On-Campus learners will choose one of the tracks. Distance Weeks for Semester 1 are shown below. We will reevaluate the need for integration (partially distanced) at the beginning of the second semester.

TRACK 1	TRACK 2	TRACK 3	TRACK 4
August 17-21	August 24-28	August 31-September 4	September 7-11
September 14-18	September 21-25	September 28-October 2	October 12-16
October 19-23	October 26-30	November 2-6	November 9-13
November 16-20	November 30-December 4	December 7-11	December 14-18

If your student cannot be home during his or her Distance Week on any given day, please contact your Family and Community Relations Specialist. He or she will be able to assist you in securing a seat at our on-site Distance Learning Lab to complete online work for the day.

Our Integrated On-Campus structure affords us several key benefits:

*Even smaller class sizes:* Operating at a maximum capacity of 75%, your child will be in a class of 18 students or fewer - in many cases as low as 15. The academic benefit of this reduction to class size is readily apparent - from increased learning efficiencies, to more frequent face-time with teachers, to fewer distractions.

*The opportunity for families to remain authentically engaged in the academic success of their children:* As demonstrated last Spring during Quarter 4, when parents are informed and engaged in their child's schooling, the child grows in ways we cannot reach in the brick-and-mortar setting. Over and over, we saw impressive results across the board. Now, parents are systematically built into the formula for success.

*The opportunity for students to gain academic independence and have intermittent time away from campus to deepen concepts in a personal way:* As also witnessed in Quarter 4, students overall took personal responsibility for their learning and gained independence. We WANT students to learn the skill of self-direction and to experience personal accountability for success.

*Increased comfortability and safety:* With fewer students on campus, we are able to appropriately and safely distance ourselves physically without feeling crowded or too constrained. There will be plenty of space, fresh air, and movement throughout the school day for everyone, as well as increased peace of mind for our teachers and parents. With ample physical spacing, we can make masks optional, rather than required, unless mandated by government regulations.

## **DISTANCE LEARNING (DL)**

Families may opt for our Distance Learning program as their main school platform for learning at any time in the year. Students in this program will work through the same concepts as On-Campus learners, but will access the content digitally. Daily learning plans, assignments, submissions, two-way communication, and curriculum resources will be accessed through Google Classroom. Lessons are mainly delivered asynchronously through class recordings or other digital lessons. At times, the student may participate in a Zoom meeting with the class. Distance learners will have regular Zoom check-ins with their classroom teachers and daily access

to teacher assistants for support. Assignments will be submitted twice per week and will be graded by the classroom teacher. More information on Distance Learning may be found in our Candeo Distance Learning (DL) FAQs document.

If a student in our Distance Learning program desires to return to our Integrated On-Campus program, he or she may do so at the beginning of any quarter. If a DL student is unable to complete work at home on any given day, you may contact your Family and Community Relations Specialist at the front desk for assistance in finding a replacement location in our Distance Learning Lab to complete online work.

Technology will be provided to students by the school where needed.



# 2 WELLNESS AND SAFETY

Wellness and safety at Candeo centers on prevention, physical distancing, and incident response. It is our top priority to do all we can to sustain and even improve upon our emotional, social, and physical health as we navigate through the year. Our campus life will include plenty of comfortable space, fresh air, ventilation, cleanliness, order, and peaceful learning. Please refer to our Candeo Health and Safety Measures document for a complete outline.

Below you will find highlights of the measures we are taking to address the well being of our school community.

## PREVENTION

***Symptom screenings:*** Screening for common symptoms of ill health begins at home. Our Home Health Checklist will help you become familiar with the symptoms and provide a framework for daily at-home checks. If any of the listed symptoms are present, a family must inform the school and keep the child home. For at least the first semester of school (half year), all students, teachers, staff, and visitors will be visually screened upon arrival. Temperature checks may be deemed necessary. Anyone with a temperature check of 100 degrees or greater will be asked to return home. During the day, symptomatic students will be sent to the health office for further evaluation.

***Enhanced cleaning and sanitization protocols:*** Following CDC guidelines, high touchpoint areas will follow an increased cleaning and sanitation schedule daily. Special protocols for cleaning and disinfecting an area used by a sick person will be put in place.

***Masks and face coverings:*** We will comply with all state and local requirements for mandatory face coverings; beyond requirements, face coverings are optional for any individual. All visitors with a need to move beyond the front desk will be required to wear a face covering. Where adequate spacing is achieved in class and on campus, face masks will not be required.

**Hand washing:** All staff, teachers, and students will wash their hands and/or use sanitizer upon entry to the building, upon entry to a classroom, and before and after lunch.

**Reduced gatherings and visitors:** On-site campus tours, events, and visitations will be suspended in the first semester and replaced with a virtual option where possible.

## **PHYSICAL DISTANCING**

**Classroom layout:** Our IOCL program builds in reduced class sizes for all grade levels. A reduction in class size allows students the ability to move and interact freely and safely. Within the classrooms, students will be distanced to the greatest extent possible and social distancing guidelines will be followed when working with other students or teachers in class.

**Transitions throughout the school day/shared communal areas:** Students will remain with their grade level class/cohort throughout the day. As much as possible, classes/cohorts will remain in the same classroom throughout the day. Large group transitions and shared use of communal areas will be minimized. Students will enjoy outdoor recess and lunch in the cafeteria with an adjusted schedule to accommodate smaller groups of students in shared areas.

**Arrival and dismissal:** Staggered arrival and dismissal times allows students to be appropriately distanced when arriving and leaving campus. Dismissal procedures will be adjusted so that large congregations of students are not waiting together to be picked up. The front office will communicate specific dismissal instructions prior to students returning to campus. Parents are asked to remain in their vehicles during drop-off and pick-up, unless parking to walk their child to a designated gate.

## **INCIDENT RESPONSE**

**Guidance and reporting:** We have crafted a detailed response to incidents following the guidance and direction from the CDC and Maricopa County Health Department. In accordance with state and local laws and regulations, school administrators will notify local health officials,

staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).

***School closure:*** In the event of a school closure, we have prepared a full emergency contingency plan to be able to resume school at a distance within 12 hours.





# 3 CURRICULUM FIDELITY

We desire that all children receive a full academic year of our Core Knowledge Curriculum and Candeo instructional practices. Our teachers will continue to receive targeted, top-tier training that increases their level of knowledge and skill in order to execute our program with excellence. Our entire staff is well aligned to our classical philosophy and committed to the joyful learning environment that makes us Candeo. Whether at home or on campus, each child will receive a Candeo education as it was meant to be. Candeo teachers track progress in the curriculum to ensure all concepts and learning objectives are presented and taught in a regularly planned and orderly fashion, with high expectations for all.



# 4 STUDENT PROGRESS

As with any year, every student is expected to achieve full curriculum mastery and at least one year's academic growth. All students will be assessed at the beginning of the year to determine achievement levels upon entry. Throughout the year and at regular checkpoints, progress toward mastery will be assessed and monitored by the classroom teacher. Student work will be graded and recorded according to normal practice, and attendance reporting is a daily requirement. While parents will play an integral part in the success of students all year, especially when students are home, all students will continue to receive regular support from classroom teachers and teacher assistants. Grade reporting and student progress will be communicated to parents through our new student information system and communication portal, Tyler SIS. The portal also provides easy access to school information, attendance, payment of fees, and timely announcements. Assignment completion and progress will be tracked through Google Classroom.



# COMMUNITY STRENGTH AND SUPPORT

We are strong in our Candeo community and believe it is our shared and deliberate culture that allows us to be successful. Together we can face what comes our way - we've shown that in the past, and we will show it now as we partner to educate students in the Candeo model. Each in the community - teachers, administrators, staff, students, parents - is an essential part of the equation for success. Each is accountable to ensure needs are met, people are cared for, and learning continues. With fluid two-way communication, including enhanced mechanisms to be in touch regularly and in the moment, we will be able to remain informed and equipped to do our work. Our Family and Community Relations Specialist at our front desk is accessible through multiple communication channels and will be able to answer questions and be a resource for all of us. You may reach our Specialist via website chat, email ([info@candeoschools.com](mailto:info@candeoschools.com)), social media, or by phone. As well, our website will become an even stronger resource for up-to-date information and contain readily accessible parent functions.

