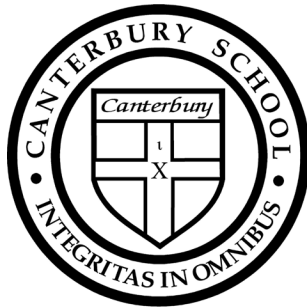


# Canterbury School

## High School

### Parent & Student Handbook 2009-2010



**Canterbury High School**  
3210 Smith Road  
Fort Wayne, IN 46804

**260-436-0746**  
**FAX 260-436-5137**

[www.canterburyschool.org](http://www.canterburyschool.org)

#### Early Childhood / Lower School

5601 Covington Road • 260-432-7776 • Fax 260-436-9069

<i>For Questions About</i>	<i>Contact</i>	<i>Ext.</i>
Early Childhood .....	Paula Pritchard	1005
Lower School .....	Judy Anderson	1004

#### Middle School

5601 Covington Road • 260-436-7721 • Fax 260-436-6665

Middle School .....	Lars Kuelling	2004
Middle School Athletics.....	Connie Oberlin (432-0424)	2051

#### High School

3210 Smith Road • 260-436-0746 • Fax 260-436-5137

Academic Concerns.....	Your student's advisor or Robert Schantz	3004
School Absences/Discipline .....	Robert Schantz	3004
To Report a Student Absence.....		3001
Admissions .....	Susan Johnson	2011
All-School Issues.....	Jonathan Hancock	3018
Alumni Relations .....	Emily Kimbrough Roussel	3013
College Counseling .....	Dennis Eller	3005
Community Service.....	Scott Zvers	
High School Athletics.....	Ken Harkenrider (432-2226)	3051

#### Admissions Offices

5601 Covington Road

Admissions (EC).....	Paula Pritchard (432-7776)	1005
Admissions (KPrep-8).....	Krista Lohmar (407-3553)	2007
Admissions (9-12).....	Susan Johnson (407-3553)	2011

#### Development and Publications Offices

5601 Covington Road • 260-436-8786 • Fax 260-407-3551

Development/Planned Giving.....	Melinda Perry	2012
Development/Major Gifts.....	Nancy Westfall	2034
Buzz Book.....	Barbara Armstrong	2032
Publications/Newsletter .....	Karen Belcher	2033

#### Business Office

3210 Smith Road • 260-432-4728 • Fax 260-407-3558

Billing.....	Lynn Neher	3045
Financial Aid .....	Jerry Belcher	3046

#### Other Offices

Food Service.....	Judy King (436-7721)	2010
School Counselor .....	Tamara Lombard (432-7776)	1006
Transportation (Buses) .....	Mary Hess (432-2226)	3052
School Nurse .....	Jan Antalis (407-3553)	2036
External Relations .....	Susan Johnson (407-3553)	2011

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## INTRODUCTION

We at Canterbury are pleased to have you as a part of our school community. Successful education is based on an effective partnership of parent, school and student, and is predicated upon the sharing of information. Several publications are available to share information about the school, including the general Canterbury viewbook, curriculum guides for each division of the school, the quarterly publication *Canterbury Today*, our weekly newsletter and a *Parent and Student Handbook* for each division.

### Mission, Philosophy and Goals

#### Canterbury School Mission

Canterbury School is an independent, co-educational day school offering a college preparatory education to students in Early Childhood through Grade 12. The school seeks to enroll students of diverse talents and backgrounds. Canterbury promotes the total development of each child in his or her intellectual, physical, social and spiritual growth.

#### Philosophy

We believe that students should develop a strong and broad base of knowledge, a genuine love for and appreciation of the challenges of learning and an understanding of the implications of Christian principles in their daily lives.

#### Goals

The goals of Canterbury School are:

- to provide a challenging educational program based on a strong college preparatory curriculum
- to promote intellectual curiosity and creativity
- to develop critical thinking and problem-solving skills
- to encourage students to develop their potential through participation in a full range of school programs and activities
- to nurture in each student self-confidence, self-worth and integrity
- to instill a sense of community responsibility and service
- to create an awareness of the standards, obligations and enduring values of life

#### Objectives

In the Early Childhood and Lower School programs, children are confronted with the challenge of new ideas and guided in the mastery of basic skills. A child's personal development is considered as important as his or her academic progress. Foreign language and religious education foster an understanding of others and the world around us. A broad fine arts program provides students with classroom work in music, drama and art, and offers opportunities to develop these skills in school performances.

The Middle School offers a transitional program between the Lower School and the High School. Students gain greater independence and responsibility in each grade. Although the students change periods, classes are scheduled to facilitate interdepartmental projects and activities. Teachers work together to discuss student progress and help establish learning programs. In addition to the core curriculum of language arts, social studies, mathematics and science, students continue a broad program of foreign language, fine arts and physical education.

The primary emphasis of the High School is preparation for college, recognizing this as the next important step in the lifelong process of education. While the major themes of the earlier years are continued, students are encouraged to develop a greater sense of responsibility and independence in confronting both academic challenges and moral decisions.

A rigorous curriculum offers students the opportunity to receive college credit through Advanced Placement examinations. The focus of the athletics and extra-curricular program remains on participation, enabling all students to pursue and develop special interests and talents for lifelong enjoyment. Important ethical questions are raised in an environment that is both committed to and supported by the principles of the Christian faith.

Throughout, small classes allow maximum personal attention from the teachers and facilitate careful forming of good attitudes, manners and interpersonal relationships. Faculty members draw on numerous resources to help each student achieve in the upper range of his or her ability. In short, each student is provided an equal opportunity to develop his or her potential to the fullest.

## Canterbury Board of Trustees 2009-2010

Gregg C. Sengstack, *Chairman*

Todd R. Stephenson, *Vice Chairman*

Constance C. Godley, *Secretary*

Carl J. Gehres, *Treasurer*

Kathy S. Gates, *Foundation Representative*

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Makëdonka Najdeski, *Alumni Association President*

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Jonathan M. Hancock

Ronda L. Hanning

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N. Shepard Moyle

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Joanna C. Rutledge

Jeanette D. Schouweiler

Nancy P. Stewart

Thomas T. Teel

Gregory C. Walbridge

Laurence M. Weigand

## Canterbury Foundation Board of Directors 2009-2010

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Jeanette S. Quilhot

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Gregg C. Sengstack

David A. Stewart

Kathleen M. Summers

Richard D. Waterfield

Peter C. Wilson

## Parent Association Steering Committee

President.....Marsha Bormann

Vice President ..... Mary Yurkanin

Secretary.....Apexa Patel

Treasurer..... Ronda Hanning

Advisor ..... Laura Rao

Early Childhood Representatives ..... Calhoun Jensen (AM)

Tracy Hughes (PM)

Lower School Representative .....Jennifer Haines

Middle School Representatives ..... Lanessa Parker/Laurie Stroup

High School Representatives.....Brenda Willis/Patricia Ocken

Friends of the Faculty..... Corey Laffkas (EC/LS)

Val Patel (MS)

Lee Ann Bixler (HS)

Cavalier Clothing Company..... Beth Jewett, Susan Stouder/Carolyn Fredrick

Lunchroom..... Tish Teel

Canterbury Plant and Flower Show..... Nancy Ruoff

Canterbury Fall Cleanup..... Jennifer Ward

Thanksgiving Feast ..... Kelly Kolar, Melissa Apple

Grandparent Liaison.....Fran Pasalich

Grandparents' Day..... Lisa Giesler/Cathy Diamente(LS)

Samantha Alvarez (MS)

Kim McMahon (HS)

Poinsettia/Geranium Sales ..... Debra Durnell

Jingle Bell Boutique.....Amy Gilbert/Kris Peters

Sue Wojewuczki/Jennifer McCauley

Sock Hop ..... Carolyn Stumph/Sarah Najdeski

Canterbury's Big Dig Garage Sale.....Beth Noe

Spring Book Fair.....Shelby Lamm

Headmaster ..... Jonathan Hancock

Marketing Committee Liaison..... Seema Reddy

## Administration and Staff

Jonathan Hancock .....	Headmaster
Deric Adams .....	Director of MS After-School Program
Jerry Anderson.....	Director of Facilities
Judy Anderson.....	Director of Lower School
Jan Antalis.....	Admissions Office Assistant/School Nurse
Barbara Armstrong.....	School Development Assistant
Tammy Baumgartner.....	EC and Lower School Office Assistant
Jerry Belcher.....	Business Manager
Karen Belcher.....	Director of Publications
Cheryl Berger .....	Middle School Office Assistant
Vern Ceder .....	Director of Technology
Sherry Cole.....	Director of Extended Day Programs
Dennis Eller .....	College Counselor
Tammy Gunn.....	Business Office Assistant
Ken Harkenrider .....	Director of High School Athletics
Mary Hess.....	Athletics Office Assistant/Transportation Coordinator
Gloria Holle.....	LS Extended Day Care Program Coordinator
Susan Johnson.....	Director of Admissions (9-12)/External Relations
Judy King.....	Director of Food Service
Lars Kuelling.....	Director of Middle School
Terri Lewis.....	Lower School Enrichment Program Coordinator
Krista Lohmar.....	Director of Admissions (Kindergarten Prep-8)
Tamara Lombard.....	School Counselor
Marie Elena Lyon .....	College Counseling Office Assistant
Suzanne McKinnon .....	High School Office Assistant
Melinda Perry.....	Director of School Development
Lynn Neher .....	Business Office Assistant
Connie Oberlin.....	Director of Middle School Athletics
Gary Otis .....	Director of Maintenance
Tara Parshley .....	Lunch Bunch Director
Paula Pritchard.....	Director of Early Childhood and EC Admissions
Emily Kimbrough Roussel.....	Director of Alumni Relations
Simón Ruiz.....	Technology Support Specialist
Robert Schantz.....	Director of High School
Majella Scheer.....	EC and Lower School Office Assistant
Mary Ann Stokoe.....	High School Office Assistant
Cheryl Szink.....	Middle School Office Assistant
Nancy Westfall .....	Director of Major Gifts

## ACADEMIC PROGRAM

### Daily Schedule

PERIOD	TIME
Check in with advisors	8:00-8:05 a.m.
Warning bell	8:03 a.m.
1	8:08-8:50 a.m.
2	8:53-9:35 a.m.
Chapel	9:38-10:02 a.m.
3	10:05-10:47 a.m.
4 A Lunch	10:50-11:32 a.m.
5 B Lunch	11:35 a.m.-12:17 p.m.
6 C Lunch	12:20-1:02 p.m.
7	1:05-1:47 p.m.
8	1:50-2:32 p.m.
9	2:35-3:17 p.m.
Work crew	3:17-3:23 p.m.
Extra help	3:23 - 3:45 p.m.

### Curriculum

The High School curriculum consists of regular academic courses that meet five times a week for a full year or one semester, and Advanced Placement (AP) courses that have extra academic demands, carry an increased class-period equivalency and sometimes require additional class time.

Students earn grades in all courses, and progress reports are sent home after each quarter. On the school's official transcript, grades in physical education, health, religion and May Term are converted to pass/fail and are not included in computing grade point average (GPA) or in determining academic honors.

Every student must take a minimum of 30 class periods per week, based on a schedule of 40 periods per week (eight periods per day plus lunch period). For the purpose of this requirement, each AP course counts as seven periods; however, every student still must take a minimum of five courses. Students must pass all required courses to graduate. A student is considered to have passed a required course if the semester grade for that course is D- or better.

### Advanced Placement Courses

Advanced Placement courses offered at Canterbury are designed to prepare students for the Advanced Placement Examinations administered each spring by the College Board. The exams are scored on a scale of 1 to 5, with 5 representing the highest grade. Most colleges will award college credit for scores of 4 or 5; many for scores of 3.

Advanced Placement courses are rigorous and require a strong background in the subject area. Consequently, enrollment is by permission of the teacher and is limited to those who have achieved honors work within the department. Students are not encouraged to take more than three AP courses in a given year.

In almost all cases students who enroll in an AP course are required to take the AP exam. Students who take the AP exam will be required to pay for the exam registration, a fee of approximately \$85 per exam.

### Course Drops and Adds

A student may drop and/or add a course within the first 10 meetings of the course. After the 10th day, drops/adds will be at the discretion of the teacher in consultation with the student's advisor, the High School director and the college counselor. After the drop/add period, student-initiated changes are discouraged. Students are asked to finish a quarter; then, if the situation is untenable, a drop will be considered with the input of the teacher, parent, director and college counselor. The course will be listed on the transcript as a W (withdrawal).

If the teacher initiates the drop after determining the student is placed incorrectly at the end of the first quarter, the course may be dropped without grade or notation of W on the transcript. If the student continues into the second quarter, a semester grade is required, barring extended illness.

Students who drop a yearlong course after the first semester will be given a grade for the first semester and a W for the second semester. Students who drop down a level in a course at the teacher's request will be given a semester grade in the most appropriate course; that is, in the course in which most time was spent and according to grades earned in the courses.

The school reserves the right to record a WF (withdrawal with failure) in rare cases when a student drops a failing course and is assessed to be failing as a result of poor effort and motivation.

### Repeated Courses

Students may repeat a course to earn an improved grade. Grades from both courses are recorded on the student's transcript and figured into the student's GPA.

### Graduation Requirements

For graduation, students are required to pass:

English	four years
Mathematics	three years
Science	three years
Social Studies	three years
Foreign Language	three years of one language or two years each of two languages
Senior Seminar	one semester
Performing and Fine Arts	two semesters
Physical Education	two quarters
Computer Science	one quarter
Religion	two quarters
Community Service	20 hours in Grade 10 40 hours in Grade 11
Diversity and Ethics	one semester
Health	one semester
College Bound	one semester

## HS Curriculum (by department)

### English

#### Required Courses

- 9 English 9, Introductory to Literary Genres
- 10 English 10, American Literature
- 11 English 11, British Literature
- 12 AP English or Senior English

#### Electives

Creative Writing  
Shakespeare  
Artistic Statement

### Math

Three years are required from the following:

- 9 Algebra I, Geometry, Advanced Geometry, Algebra II
- 10 Geometry, Advanced Geometry, Algebra II, Advanced Algebra II
- 11 Algebra II, Advanced Algebra II, Pre-Calculus, AP Calculus AB, Functions/Stats/Trig, Statistics, AP Statistics
- 12 Functions/Stats/Trig, Pre-Calculus, AP Calculus AB, AP Calculus BC, Statistics, AP Statistics, Multi-Variable Calculus

### Science

#### Required Courses

- 9 Advanced Biology or Biology
- 10 Advanced Chemistry or Chemistry
- 11/12 One year of the following electives is required:

#### Electives

Physics  
AP Biology  
AP Chemistry  
AP Physics B  
Meteorology (one semester)  
Astronomy (one semester)  
Marine Biology (one semester)  
Organic Chemistry (one semester)  
Human Physiology (one semester)  
Physical Geology (one semester)  
Environmental Science (one semester)

### Social Studies/History

#### Required Courses

- 9 World History
- 10 American History
- 11 American Government (one semester), Economics (one semester)

**Electives**

AP European History  
 AP United States History  
 Japanese History (one semester)  
 Third World Problems (one semester)  
 The Cold War (one semester)  
 The Middle East and the Islamic World (one semester)  
 Globalization (one semester)  
 Psychology  
 Post Modernism  
 Theory of Self

**Foreign Languages**

Students must pass three consecutive levels of one language or two consecutive levels in each of two languages. Placement upon entering the High School foreign language program is the decision of the foreign language department.

French 1	Spanish 1	Latin 1	Japanese 1
French 2	Spanish 2	Latin 2	Japanese 2
French 3	Spanish 3	Latin 3	Japanese 3
French 4	Spanish 4	Latin 4 –AP	
AP French Language	AP Spanish Language		

**Performing and Fine Arts**

Two semesters of the following one-semester electives are required. It is strongly recommended that students who take band, choir or orchestra commit to a year.

Foundations in Visual Art  
 Studio Art  
 Visual Art Portfolio  
 Computer Art  
 Photography  
 Advanced Photography  
 Band  
 Women's Choir  
 Men's a Cappella  
 Orchestra  
 Theater  
 Advanced Theater  
 Speech  
 Advanced Speech  
 Music Technology

**Physical Education and Health**

Physical education is required in Grades 9 and 10.  
 Health is required for Grade 9.

**Computer Science****Required Course**

9 Introduction to Computer Science (one quarter)

**Electives (one semester each)**

C Programming  
 Java Programming  
 Python Programming  
 AP Computer Science

**Religion and Community Service****Required**

9 Introduction to Ethics (one quarter)  
 10 World Religions (one quarter)  
 Community Service – 20 hours  
 11 Community Service – 40 hours  
 12 Senior Seminar (one semester)  
 Humanities Course (one semester)  
 Diversity and Ethics (one semester)

**Grading Policies and Procedures****Achievement Grades (Quarter and Semester Reporting)**

A	93-100	4.0	High Honors
A-	90-92	3.7	High Honors
B+	87-89	3.3	Honors
B	83-86	3.0	Honors
B-	80-82	2.7	Average
C+	77-79	2.3	Average
C	73-76	2.0	Average
C-	70-72	1.7	Below Average
D+	67-69	1.3	Below Average
D	63-66	1.0	Below Average
D-	60-62	0.7	Below Average
F	Below 60	0.0	Failure

**Preparation and Participation Grade Guidelines**

**1. Unsatisfactory:** Makes little or no effort to meet the minimum requirements of the course; classroom attitude is inattentive, and behavior is distracting and disruptive at times.

**2. Poor:** Effort in homework and preparation for class is clearly erratic; at times, behavior is inattentive and distracting.

**3. Fair:** Effort solid at times, but not consistently so; generally prepared for class,

quizzes and tests; attentive and well-behaved, yet minor involvement in class discussion; rarely responsible for seeking extra help when needed.

**4. Good:** Solid effort; all work completed as required; almost always prepared for class and for quizzes and tests; always attentive and well-behaved, with a positive attitude; participates in class discussions; generally responsible for seeking extra help when needed.

**5. Excellent:** All work completed thoroughly and on time; prepared for class; active in class discussion; fully prepared for tests and quizzes; enthusiastic and intellectually curious; consistently positive; responsible for seeking help when needed.

### Grade Reports

Four times a year, at the conclusion of each term, letter grades, participation and preparation grades and written comments will be sent home for each subject. Semester grades will be the result of the two quarter grades and the final exam, and will be recorded on the student's transcript.

### Courses Taken Off Campus

Canterbury recognizes the desire of some students to take off-campus coursework, especially university-sponsored courses during the summer months. Canterbury will list such courses on the student's transcript along with the grade earned. Grades from courses taken off-campus will not be factored into the student's GPA. Courses taken off-campus may not be substituted for required Canterbury courses. In some cases, off-campus courses may be substituted for an elective course, provided that the student obtains the approval of the High School director before the course is taken.

### Concurrent Courses

The Indiana Academic Honors Diploma requires that students take two AP courses or two college-level courses. Canterbury has proposed several upper-level, non-AP courses that may be taken as concurrent courses with IPFW. To receive concurrent credit students pay a per-credit fee to IPFW.

### Incomplete Grades

A grade of Incomplete (I) is used only when a student has been unable to complete the coursework because of illness or other unavoidable circumstances. A grade of "I" is recorded on grade sheets and transcripts temporarily. All incomplete grades must be completed within the 15 school days following the end of the given marking period. Failure to do so will result in a grade based on assignments completed and with all missing assignments counted as 0.

### Assessments and Homework

Homework will be assigned regularly to reinforce, supplement, and complement material covered or to be covered at school. In addition to being an impor-

tant part of the learning process, diligent preparation of homework helps students to develop strong study habits.

Canterbury School believes that assessments of student learning are an integral part of the instructional process and student learning. As a result, assessments (quizzes, tests, essays, projects, labs, debates, group activities, oral presentations, etc.) are a frequent part of the instructional process; students are expected to prepare for and complete assessments carefully and thoroughly. Students should expect approximately two graded activities each week. While we understand that on occasion an illness may prevent a student from meeting an obligation, it is of the first importance that students strive to do all of their graded work at the times that the teachers have scheduled it.

## Testing Policies and Procedures

### Testing Days and Multiple Conflicts

To reduce an overload of tests given on the same day, there is a testing-day schedule by department. Each day of the week is a testing day for two departments. Nevertheless, conflicts can occur, and students who have more than two tests scheduled on a given day may request that the additional tests be scheduled for the following day. Tests will be defined as any type of examination allotted a majority of the period to complete. Tests that were last to be announced will be the ones rescheduled. Students must notify the appropriate teacher one day before the scheduled test that rescheduling is needed.

### Final Exams

Final exams are given at the end of each semester in most classes. Fine arts, health, physical education, religion and Senior Seminar do not have final exams.

Final exam grades count for as much as 10 percent of the semester grade. Final exams are usually cumulative, designed to test students over material covered in the entire semester. Teachers may also test students over material covered during the entire year in some cases. Teachers will notify students at the beginning of the year if they will be tested over the full year's work at the end of the year.

Final exams are scheduled to last two hours, and students are required to stay in the exam room for at least 90 minutes.

### Modified Testing Arrangements

Because of diagnosed learning and attention problems, some students may require modified testing arrangements. Such modifications will be made by the High School director only in consultation with Canterbury School counselors and other qualified mental-health professionals who have diagnosed the particular learning or attention problem, and only when reasonable accommodation is possible. Canterbury reserves the right to require a traditional testing environment in cases where school administrators believe modifications are not required.

## Policies and Rules During Final Exam Period

It is critical that families make sure there are no planned absences during final exams. For issues of fairness and test security, all exams will be taken when scheduled. If a conflict exists between two exams, then the conflicting exam must be taken during the prescribed conflict exam period. Students are not required to arrive at school until their first exam is scheduled and may leave after a morning exam if they have no further obligations that day. However, students may not leave campus between a scheduled morning and afternoon exam. Regular school dress is required during the exam period.

## Seniors-Spring Semester

Seniors who maintain a B average or better in the fourth term will not be required to take the second semester final exam in that course, provided they have not had an unexcused absence after May 1. AP classes do not normally have final exams, but if a senior has an unexcused absence in an AP class after May 1, then he or she may be required to take a final exam.

## Honorable Conduct

Canterbury considers integrity to be the most important quality in a person's character. While a genuine sense of integrity cannot be imposed from without but develops from within, it is important that the school do all it can to create an environment in which integrity is expected, and that the faculty encourage integrity in all aspects of a student's life.

The motto of Canterbury is *Integritas in Omnibus*, "Integrity in All Things." Integrity is good for the individual, and it is good for the community. As individuals, we develop a sense of self-worth and pride in our work only through honesty with ourselves and with others. As a community, we develop a sense of trust and credibility through the support of values that promote lives of integrity. In turn, for our community to develop trusting relationships, each individual must be responsible for upholding his or her words and deeds with integrity.

## Honor Code

In agreement with the school's commitment to the principles of honor and integrity, each High School student will be expected to sign the Honor Code:

"As a member of the Canterbury School community, I commit myself to the principles of honor and integrity. I understand that honorable conduct extends to all areas of school life: academic, athletic, extracurricular and social."

## Academic Honesty

**Cheating** is defined as the giving or receiving of unauthorized information in schoolwork. Examples include the following:

- Giving aid to, or receiving aid from, another student without the consent of the teacher.

- The use of crib sheets or other study aids without the consent of the teacher.
- The deliberate presentation of altered, falsified or nonexistent data as the outcome of a lab or research assignment.

**Plagiarism** may be defined as any attempt – deliberate or inadvertent – to take something that someone else has thought, said or written and present it as one's own. Common forms of plagiarism:

- Copying exactly someone else's words, from a single descriptive word or phrase to longer passages, without proper citation.
- Paraphrasing another's work so that, although the words are different, the essential meaning is the same, without proper citation.
- Representing as one's own an idea or concept created by another.

Plagiarism is usually deliberate but may be unintentional. In either case, it represents a serious violation of good scholarship and a violation of the Honor Code.

The punishment may range from internal suspension to expulsion, depending on the seriousness of the offense and the student's previous discipline record. In addition, cheating or plagiarism will warrant an academic penalty. The student shall receive a grade of "F" for the pieces of work concerned. This "F" will be counted as a 0 in computing grades; except in minor cases, when the teacher has the discretion to record a 55. Further, a student found to be guilty of an academic honesty violation will be eliminated from consideration for the Highest Achievement Award for the year of the violation.

## Other Honor Issues

**Lying** is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.

**Stealing** is the taking of anything without the permission of the owner.

**Harassment** is the verbal or physical abuse of one person by another or others.

To focus attention on the importance of the Honor Code to the Canterbury community, advisors and students will read and discuss the Honor Code before students sign it. This will include clarifications and examples of what constitute honor violations.

The Honor Code, along with student signatures, will be publicly displayed in the building. This document will be viewed as a public covenant between student and school. Faculty will also participate in pledging their honor, being mindful of their particular responsibility to discourage dishonorable acts around them. Class deans and faculty members also will sign the public document.

## The Honor Committee

The Honor Committee will regularly review the school's Honor Code and its

implementation with the goal of promoting integrity in school life.

The Honor Committee will meet regularly (minimally once a quarter) to share ideas and to discuss possible ways to promote and develop honesty among our students. On occasions the Honor Committee may be asked by the administration to provide input in situations involving a possible violation of the Honor Code.

The Honor Committee will comprise the Honor Committee advisor, three seniors, two juniors, two sophomores and one other faculty member. The High School director or designated faculty will act as a facilitator for the Honor Committee.

Honor Committee members will be nominated by student vote and approved by faculty. Elections of one new senior, two new juniors and two sophomores will be held during the preceding spring for the upcoming academic year. With approval of the faculty, the two junior members will be encouraged to continue as seniors to assure continuity in the work of the Honor Committee.

Except in cases when the administration seeks a broader hearing on an issue concerning the violation of the Honor Code, violations of school rules will be handled by the administration. The final decision for disciplinary action will always be determined by the administration.

### Academic Concerns

Having admitted a student, Canterbury is strongly committed to helping that student achieve academic success. Accordingly, the school has outlined a plan that combines the faculty, the student's advisor, the student's parents, the school counselor and school administrators to work together to provide an environment in which the student is most likely to succeed. Cooperation is vital to help a student experiencing academic concerns.

Steps in the plan to provide academic support are listed.

**1. Midterm reports:** All new students will receive a midterm report during the first quarter. Other students who are earning a grade of C- or lower, or a preparation and participation grade below a 3, will receive a midterm report. Midterm reports are reviewed by the High School director, referred to advisors and sent to parents. Parents are encouraged to review midterm reports with their student and, if the student is having trouble, with the appropriate teacher and the advisor.

**2. Supervised prep:** All new students will be assigned to supervised prep or study for the first quarter. Thereafter, any student with a grade of C- or lower or an effort grade lower than a 3 will be assigned to a supervised prep. A student may be assigned to supervised prep if a teacher feels he or she is not using time wisely.

**3. Parent-advisor-teacher meetings:** Parents may arrange or be asked to attend a meeting with the advisor or teacher(s) of a student who is experiencing academic difficulty. Arrangements can be made by parents and/or advisors for

meeting a teacher or teachers in classes in which the student is struggling. A plan to help the student will be arranged at the meeting. Notes from the meeting will be shared with the High School director.

**4. Help sessions:** Students may be assigned to a mandatory group or individual help session with a teacher. It is vital that the student attend help sessions.

**5. Group meeting of student, parents, advisor, college counselor, high school director and faculty members:** If a student continues to experience academic difficulty, a joint meeting of concerned people will be arranged. Each person will be asked to contribute observations to define the problem. Plans for further help will be drawn up and recorded.

**6. Thursday report:** This is a weekly report from teachers to parents and administrators describing the student's ongoing effort and grades. Parents are asked to review the report, supervise the student to complete assignments or study over the weekend, and respond to the teacher, if asked. Students will receive Thursday reports for the rest of the quarter; then the situation will be reviewed. Parents of students on Thursday reports are expected to attend Parent Teacher Conferences and to attend a meeting with the advisor and High School director to review academic progress.

**7. School counselor:** The student will be asked to consult with the school counselor if that is thought to be helpful.

**8. Outside tutoring:** If the student continues to struggle, the family will be asked to hire a tutor to work outside the regular class day. The cost for tutoring will be the responsibility of the student's family.

### Academic Probation

If a student fails two or more courses in a quarter, he or she will be placed on academic probation for the succeeding term. A meeting will be held with the parents of the student, the High School director, the advisor and the student to plan further support. Depending on the progress made during the remainder of the year, the student will either be removed from academic probation or, if insufficient progress is made, will not receive a contract for the next school year.

### Academic Honors and Awards Headmaster's List and Honor Roll

Students who earn an "A-" or better or who earn a cumulative, grade-weighted GPA of 4.0 or above in all semester grades will be placed on the Headmaster's List. Students who earn a "B" or better or a cumulative, weighted GPA of 3.70 to 4.0 in all semester grades will be placed on the Honor Roll.

### Class Rank and GPA

Class rank is not supplied with college application materials unless required by

the college concerned. However, when such a rank is required, either for colleges or for determining the winners of various awards, Canterbury uses this system to compute grade point averages:

### Courses with 1.05 Multiplying Factors

English 9  
 English 10  
 English 11  
 Non-AP English 12  
 English Electives  
 World History  
 American History  
 Government  
 Economics  
 Social Studies Electives  
 Biology  
 Chemistry  
 Science Electives  
 Algebra 1  
 Geometry  
 Algebra 2  
 Functions/Statistics/Trigonometry  
 All foreign language classes except those taken on an accelerated schedule  
 Senior Seminar  
 Computer Programming

### Courses with 1.1 Multiplying Factor

Advanced Geometry  
 Advanced Algebra 2  
 Precalculus  
 Statistics  
 Advanced Biology  
 Advanced Chemistry  
 Physics  
 Foreign language taken on an accelerated schedule beginning with Level 2 in Grade 9

### Courses with 1.2 Multiplying Factor

All AP classes

### Courses with a 1.0 Multiplying Factor

All other classes

Grades from ninth- and 10th-grade block classes do not figure into the GPA.

A maximum of two semesters of fine arts classes are included when figuring the GPA for internal academic awards, including Highest Achievement Award, Valedictorian, Salutatorian and Cum Laude Society.

## Awards

**Highest Achievement Awards** are given each year to the students in Grades 9, 10, 11, and 12 who have earned A's in all classes both semesters as well as the three students with the highest averages for that year as determined on the previous scale..

The **Valedictorian** and **Salutatorian** are the graduating seniors with the highest cumulative grade point averages for their Canterbury careers based on the previous formula, both semesters of the senior year and the minimum graduation requirement for fine arts. Grade point averages are rounded to the nearest hundredth. Because grade point averages among our top students are always extremely close, the school reserves the right to select one or more students for Valedictorian and/or Salutatorian. Selected students must have attended Canterbury for at least the last four semesters to be eligible, and only grades earned at Canterbury will be considered. If a student has not been at Canterbury for his or her entire high school career, that student will be compared with other students over the same time period. For example, if a student came to Canterbury as a junior, then that student's average would be compared with the average of other students only for his junior and senior years.

The **Faculty Prize** is awarded to two to three students in each of grades 9 through 12 who, in the opinion of the faculty, have maximized their efforts in various areas of school life.

**Most Improved Student** is given to one or more students in each grade level. This student is selected on the basis of improvement at Canterbury in various areas of school life.

The **Canterbury Cup** is awarded by the faculty in recognition of outstanding contributions in leadership, citizenship and service. It is awarded to a senior and recognizes a student's entire career at Canterbury.

The **Headmaster's Cup** is awarded by the headmaster to a student who has contributed greatly to the overall Canterbury School program.

The **Deans' Award** is presented to two students at each grade level who have maximized their efforts in their academic classes. Students who win the Faculty Prize or the Highest Achievement Award are not eligible for a Deans' Award.

## Cum Laude Society

The **Cum Laude Society** accepted Canterbury in 1992. Founded in 1906, the Cum Laude Society was modeled on Phi Beta Kappa in its encouragement and recognition of true scholarship. With 324 chapters, Cum Laude is now the most widely used national academic honor program among independent college preparatory schools. Faculty members are responsible for selecting each year no more than 20 percent of the senior class and 10 percent of the junior class who have demonstrated academic excellence. In addition to academic excellence, only students who have demonstrated good character, honor and integrity in all aspects of their school life will be eligible for the Cum Laude Society.

## May Term

May Term provides an innovative educational opportunity for students during the final weeks of the year. The program consists of an off-campus component for seniors and an on-campus component for freshmen, sophomores and juniors.

The off-campus portion is designed for senior internships with area professionals, artists, business people and community leaders. The seniors receive written evaluations from their assigned mentors, maintain daily journals and give final reports to their supervising faculty members. Interns have shadowed area doctors, nurses, lawyers and engineers; worked as congressional aides in Washington, D.C.; and traveled with a local businessman to his plant in South America. Several seniors have procured summer jobs as a direct result of their internships.

## STUDENT LIFE

### Advisor Program

#### Philosophy of the Advisor Program

The Canterbury High School advisor program was developed to ensure each student receives the individualized attention necessary to become a successful college preparatory student and to promote the shared values of the Canterbury community. Advisors serve as a resource for student, parents and faculty; their primary goal is to serve as a facilitator in the total development of each student in his or her intellectual, physical, social and spiritual growth. It is the advisor's responsibility to monitor, guide and support the advisee in the entire educational process: academics, student life and student conduct.

#### Selection

Ninth-grade students are assigned to an advisor by the director and the freshman dean. Upperclassmen indicate their first, second and third choice of advisor in the spring for the following school year. The director and deans assign each student an advisor based on his or her choices and availability.

#### Parent Contact

Advisors will contact the parents of their advisees at the beginning of each semester. Parents are encouraged to contact advisors with questions or concerns regarding their student as well. Parents may schedule a meeting with an advisor on parent-teacher conference days. An advisor, with the High School director, will arrange for parents and advisee to meet with a group of teachers if needed.

## Athletics

### Philosophy of Athletics

As an integral part of the educational program at Canterbury High School, it is the goal of athletics to teach the skills needed to compete in sports activities, as well as to teach important life skills including discipline, teamwork, sportsmanship and competitiveness. The interscholastic sports program at the High School is designed to encourage individual achievement for a range of athletes, providing an opportunity to learn and play sports at a level of competition appropriate to each person's skill and level of interest.

### Athletics Program

Athletics at Canterbury has evolved into a comprehensive program, with nearly four-fifths of the student body playing sports competitively. Canterbury High School is a member of the Indiana High School Athletic Association (IHSAA).

Boys' Athletics		Girls' Athletics	
Season	Sport	Season	Sport
Fall	Soccer	Fall	Volleyball
	Cross Country		Cross Country
	Tennis		Soccer
Winter	Basketball	Winter	Golf
	Swimming		Basketball
Spring	Baseball	Spring	Cheerleading
	Track		Swimming
			Tennis
			Softball
			Track

### Academic Expectations of the Student-Athlete

Because the school considers it a privilege to participate in interscholastic athletics at Canterbury, a student-athlete must perform up to expectations in the classroom or lose eligibility to play sports. A preparation and participation grade average of at least 3 is required. Also, Canterbury's athletes follow the eligibility guidelines of the IHSAA, which requires passing grades in five subjects.

### School Expectations of the Student-Athlete

It is expected that student-athletes and spectators exhibit good sportsmanship during all activities. One who practices good sportsmanship adheres to fair play and channels competitive energy to fall within the rules of the game. Good sportsmanship also includes showing respect through behavior and language toward coaches, teammates, opponents, officials and spectators. On the day of any athletic contest or practice, a student-athlete must be present at school by 10 a.m. to be eligible to participate in the activity.

The Indiana High School Athletic Association has considered prohibiting students from attending out of season athletics activities that require a student to miss classes. However, they have concluded that regulation of such activities is best left in the hands of member schools. Canterbury believes that each opportunity should be evaluated on an individual basis. Parents should work closely with the school in determining the value of such an experience to the student's overall academic and athletic success. Students who are planning to be gone for an athletic-related activity such as an out-of season basketball or soccer tournament are required to complete an Absence Request form at least one week in advance of the absence. Failure to do so will result in the trip's being considered an unexcused absence.

### **Athletes Code of Conduct**

It is the philosophy of Canterbury School that while participation on an athletics team is an experience to which all students should have access, it is one that brings with it responsibilities in addition to those expected of other Canterbury students. With that in mind, the school has developed a policy regarding drug and alcohol use.

### **Drug/Alcohol Policy**

As members of the student body, student-athletes acknowledge the importance of a healthy lifestyle free of drugs and alcohol. Representing Canterbury on a team brings added responsibility to live up to high expectations in this area. Any incident involving a violation of drug and alcohol policies as outlined by the school while a student is under school jurisdiction will be dealt with by the High School administration according to guidelines in this Parent and Student Handbook. In addition to those penalties, a violation at any time during an athletics season (whether under school jurisdiction or not) also will bear consequences in athletics participation. To this end, every member of a High School athletics team will sign "The Athlete's Pledge" before each season, confirming a commitment not to use drugs, alcohol or controlled substances at any time during that season, including when not under the direct jurisdiction of the school.

### **Drug/Alcohol Violation-Consequences**

When the school, in its best judgment, believes there is strong evidence of a violation of the athlete's code of conduct involving drugs, alcohol or a controlled substance, the following actions will take place:

A student-athlete who uses or has possession of a drug, alcohol or controlled substance shall be suspended from participation on a team for 30 percent of the total competitions for that season. Should the occurrence happen with fewer than 30 percent of competitions remaining in a season, the portion left shall carry into the next sports season in which the student participates (provided the student-athlete has a history of participation in that sport). During the suspension, the student shall participate in all required practices and shall attend but may not participate in games under the direct supervision of the coaching staff.

This suspension shall include referral of the student-athlete to the appropriate

school personnel for counseling. A student-athlete will not be cleared for future competitions of any kind until the recommendations of the counselor have been satisfied and the High School director has been notified.

Should a student-athlete initiate a program with an outside, non-school counselor to seek help with a drug or alcohol problem, the school will recognize this positive step. Upon receiving documentation that a program has begun, the athletics suspension outlined above may be reduced by 50 percent. A penalty reduction will occur no more than one time during a student's career.

A violation of the athlete's code of conduct during a specific sport season will render an athlete ineligible for all team awards for that season. In addition, a violation may affect a student's opportunities for recognition and awards from outside organizations as well as end-of-year school awards.

### **Mandatory Meeting**

A mandatory meeting will be held at the beginning of each sport season (fall, winter, spring). It will be the responsibility of the student-athlete and a parent/guardian to be present for this meeting before participation for that season. Expectations regarding behavior, attitude and overall representation of the team and school will be covered at this meeting. It is understood that the first responsibility for guiding students in making good choices regarding behavior and attitude rests with parents. The school aims to support the role of parents in supervising the growth and development of student-athletes. At the mandatory meeting and as a part of the expectation of being a participant on a team, students and a parent will be asked to confirm their support of specific athletics department goals for student conduct by signing "The Athlete's Pledge."

### **Travel Procedures for the Student-Athlete**

Student-athletes are representatives of Canterbury School during all athletics activities, and it is expected that their behavior reflect positively on the school community. Behavior expectations and dress code are to be outlined by the head coach. Any discipline problems will be handled by the head coach, with a full report given to the athletics director within 24 hours. Teams will travel to and from the games via school-managed transportation. Any other arrangements must be made by parents of the student after consulting with the athletics director.

### **Early Dismissal**

In general, athletes are not released early from school for athletics participation. If a scheduling conflict necessitates an early dismissal, the head coach should submit a request to the athletic director for permission to dismiss students early. The request should include a list of all students for whom permission is needed. Upon approval, the athletics director will submit a request form to the High School director and notify all faculty members. Each student is responsible for any work missed during an absence.

## Athletics Physicals

Each student-athlete must have an athletics physical before participation in any athletics practice or game. The physical forms will be distributed by the athletics department before the end of the school year for the following year. Traditionally, a “physical day” is offered for Canterbury athletes. Otherwise, physicals may be scheduled with family physicians or at an urgent-care facility.

## Chapel

Chapel provides a daily opportunity for the High School community to meet and share in a common experience. Chapels are most often presented by faculty, on occasion they are student led, and every Wednesday they are presented by guest speakers from the Fort Wayne community. Chapel programs may range from “words of wisdom” to musical performances to observations of contemporary American society. On special occasions, such as Christmas, all-school Chapels bring the entire Canterbury community together.

## College Counseling

The college counseling office offers personalized help to students in selecting the colleges that best meet their needs. By working closely with a small number of students, the counselor is well-acquainted with each student’s strengths. The counselor, together with students and parents, can then identify appropriate schools and support each student’s candidacy for the application and selection process. An important part of the application process lies in helping students to know the right questions to ask and how to use the resources available to them as they approach their college choices. As a part of the college selection process, the junior class goes on a weeklong college trip during the fall.

## Standardized Testing

As part of the college preparation process, all students will take part in standardized tests such as those of the College Board (PSAT, SAT I and SAT II) on the following schedule:

Grade 9: Standardized achievement test (May, required)

Grade 10: PSAT (October, required), SAT II (June, recommended for students with appropriate prerequisites), ISTEP (fall, required by state of Indiana)

Grade 11: PSAT/NMSQT (October, required), SAT (March, required), AP (May, optional), SAT II (June, recommended), ACT (June, recommended)

Grade 12: ACT (October, recommended), SAT (November, optional), SAT II (December and selected spring dates if necessary), AP (May, optional)

High school students will receive individual notification of the specific dates, tests and test sites that are applicable to them.

PSAT	Preliminary SAT
SAT I	College Entrance Exam
SAT II	College Board Achievement Tests
ACT	American College Testing Program
NMSQT	National Merit Scholarship Qualifying Test
AP	Advanced Placement Exam

Canterbury’s College Board number, which must be used to register for most standardized tests including the SAT, PSAT and ACT, is 151087.

## Waivers and Alternate Testing Procedures

Students who need waivers and alternate testing procedures for nationally administered standardized tests should contact the college counseling office in the fall. The college counselor will provide guidance for obtaining permission for special testing arrangements. Canterbury School does not provide the psychometric or academic testing necessary to support a student’s request for alternate testing, but it will direct families to the appropriate resources.

## Extracurricular Activities

Extracurricular activities offer further opportunities for students to develop their individual potential in physical, intellectual and social enterprises. Through such activities, students develop long-lasting friendships with peers and faculty members and contribute to the healthy atmosphere and environment of the school. Most students at Canterbury are involved in some extracurricular activity. Eighty percent participate in a sport, and more contribute through the school’s many clubs and activities.

Students and parents are encouraged to attend, support and enjoy fine arts, athletics and academic events throughout the year. School-sponsored activities include groups such as Mock Trial, Amnesty International, debate, Model UN, school newspaper and yearbook, peer tutoring, drama, Key Club, speech, and literary magazines *Mimesis and Sententia*. Students also are involved in preparing for a number of academic competitions, including National Mathematics Exam, Junior Engineering Technical Society National Exam, Indiana History Day, Indiana Teachers of Writing State Contest and Northeast Indiana Scholastic Art Competition.

Because the school considers it a privilege to participate in extracurricular activities at Canterbury and academics to be a priority, a participation and preparation grade average of 3 is required for students to be involved in after-school extracurricular activities.

On the day of any extracurricular activity, including a performance or a practice, a student must be in school by 10 a.m. to be eligible to participate in the activity. Canterbury students are not to use drugs or alcohol. Each student involved in an extracurricular activity will be expected to live up to the school rules and will be ineligible to participate for the moratorium period if he or she violates any of the major school rules.

The school supports a number of extracurricular and community programs for its students and families on two levels, serving either as sponsor or as host for the activity. For those events the school sponsors (such as school athletics or academic teams, fine arts productions, and student clubs promoted in the school literature), a faculty member or school representative will be designated as supervisor, school facilities will be made available on a priority basis, school resources

may be provided as appropriate, and the school assumes full responsibility for the intended purpose of the program. For those activities the school hosts, a liaison with the school is required, school facilities will be made available whenever possible, no school resources will be provided, and the school cannot accept full responsibility for the conduct of the program.

## Community Service

The High School's commitment to service is multifaceted and serves to promote the spiritual and social development of students. The sophomore- and junior-year community-service requirements encourage growth and connection to others in the community. Key Club, a service-based student group, is the largest club at the High School and is very active in serving the community. Furthermore, students serve in the school through daily work crew, participate in assorted class projects throughout the year and, in many cases, assist teachers and organizations in other divisions.

In Grade 10, all students are required to complete 20 hours of community service in a program approved by the school. Sophomores may serve either within the school community as Lower School teachers' aides, Middle School coaches, etc., or in service projects in the greater community. Eleventh graders are required to complete 40 hours of community service. Juniors are expected to perform their community service in a program outside of the school community. All projects must be pre-approved in writing by the community service coordinator and the on-site supervisor.

Students beginning their junior or senior years who have not completely fulfilled their community-service commitment will not be allowed to participate in extracurricular activities. This stipulation includes not only the project itself, but any paperwork associated with the project.

Students who fail to complete their community service will have an "F" on their transcript for that requirement, will not have met graduation requirements and will not be awarded a diploma.

## Work Crew

All students have a responsibility to help maintain the school building and grounds as part of the daily work crew program. Assignments are determined over the summer. Individual faculty members will oversee work crew.

## Extra Help

Teachers are available for extra help during their free periods. Additionally, following work crew, teachers are available for extra help from 3:23-3:45. Students may seek clarification of their homework, seek further understanding of the material or help honing their skills. If a teacher warrants it helpful, he or she may ask a student to come in for extra help during this time.

## Student Council

Student Council promotes the life of the community by examining appropri-

ate student privileges, responsibilities and programs. A faculty advisor will work with the Student Council to provide guidance and assistance; to encourage effective leadership within the Student Council, leadership training will be a component of that guidance. Topics for exploration will include leadership as social service, goal setting, role modeling, communication skills, delegating responsibility and problem solving. Representation on Student Council is guaranteed to each advisory group, who will elect one representative.

Student Council proposals involving school governance will be forwarded to the faculty and administration for their consideration.

Elections of Student Council officers and class officers will take place within the first month of the school year.

## Lunchroom Expectations

- Politeness, courtesy and cooperation toward faculty, lunch workers and fellow students are expected at all times. Cutting in line is prohibited.
- Students are responsible for cleaning their own places, the table at which they are seated and the area around it.
- Those students who are assigned lunch duty should report to the faculty member in charge by 10 minutes before the end of the period and leave only when the faculty member has dismissed the crew.
- Students are expected to exhibit good table manners and courtesy at all times in the lunchroom.
- Except under direct supervision of a faculty member, students are not allowed to have food or drink outside the commons during lunch or at any other time during the day.

## Senior Privileges and Responsibilities

In addition to the Student Council, the administration looks to the senior class for leadership in developing a positive and productive tone for the school community. By being good role models, maintaining enthusiasm for school activities and promoting school spirit, the senior class significantly determines the success of a school year. Consequently, seniors are accorded certain privileges and responsibilities that promote class unity and effective leadership.

### Senior Responsibilities

- Fundraising for charity
- Active participation in Chapel program, including senior Chapels
- Modeling good behavior and upholding the school motto: "Integrity in All Things."

### Senior Privileges

- Seniors may report to school in time for their first scheduled class or commitment instead of 8:03 a.m.
- Seniors with a "B" average in a class and no unexcused absences after May 1 are excused from the final exam in that class in spring semester.

## Special Programs

While we recognize the academic importance of a daily routine, special events give a class or the student body an opportunity to come together as a community and learn from each other. The enthusiastic support for these events by faculty and parents as well as students enhances the distinctive quality of Canterbury and promotes pride in our school.

### Trips

Field trips are an important part of a student's educational experience at Canterbury. Trips vary considerably in their duration, destination and design; consequently, expectations for students are typically outlined by the appropriate teachers or the school. In all instances, however, Canterbury Expectations apply to student conduct and responsibilities.

Parents may be asked to help chaperone trips and provide transportation. Volunteer driver forms are required and are available in the business office. The school officials responsible for the trip will communicate any special needs or directions to the chaperones in preparation for the trip, but a few general guidelines apply for parents driving their own vehicles:

1. In case of accident, a parent's insurance provides primary coverage, and the school insurance secondary coverage.
2. The school requires all riders in parents' vehicles to wear seat belts in accordance with state law.
3. Unless otherwise requested by parent drivers, the school assumes parents are covering the cost of gasoline for the trip.
4. The school requires volunteer drivers to register with the school by filling out a Volunteer Vehicle Driving Form, available in the High School office.
5. Parents should remain with a student they transport until a parent or supervising adult can take responsibility for the student.
6. Parent drivers should not use cell phones or text while driving.

### Special Events

Event	Sponsoring Group	Coordinator
Christmas Social	Junior Class	Junior Class Dean
Sock Hop Diner	Freshman Class	Freshman Class Dean
Bingo Night	Seniors	Senior Class Deans
Junior/Senior Prom	Seniors	Senior Class Deans
Grade 10 Social	Sophomore Class	Sophomore Class Dean

The coordinator of each special event is responsible for obtaining chaperones for the event and securing the building. Students must abide by major school rules; in addition, they are not allowed to come and go, but must remain at the event until they are ready to leave for the evening.

### Fundraising

The following are the basis for a school policy regarding student fundraising:

1. Whatever the official status of the fundraising group, their attempts to raise money are de facto school activities. Such fundraising either directly or indirectly

uses the school's name and authority, and the school is the base from which such activities are organized and supported.

2. Student fundraising may well damage the image of the school with parents and the community at large if the product, methods or purposes are seen as inappropriate.

3. Given the significant contributions of Canterbury parents to the school, and the fact that these same people are often the first ones approached by student fundraisers, student fundraising projects must be sensitive to the school's overall fundraising plans.

4. Notwithstanding certain risks, student fundraising projects can be extremely worthwhile, promoting class unity, student life and school spirit.

### Guidelines

Given the above, the school requires adherence to these guidelines in developing student fundraising plans:

1. Those activities designed to raise money in which one or more students use the school name (in any manner, including nickname, emblem or initials), organize the activity at school or approach other Canterbury students and/or parents for support, will constitute a school-related activity and be subject to fundraising guidelines.

2. Funds will be raised only by officially recognized groups within the school (e.g., Student Council, sports teams, classes) and will be under the direct supervision of that group's faculty advisor. Individual students may not engage in fundraising for their own personal profit.

3. All fundraising plans must be submitted in writing to the High School director by the faculty advisor in charge.

## STUDENT CONDUCT

### School Expectations/Rules

#### Canterbury Student Expectations

This list of Canterbury Expectations is designed to emphasize the positive nature of a student's commitment to the school and to sustain the environment that reflects the school's educational, moral and spiritual goals. Students are expected to adhere to the following principles:

- Students treat others as they expect to be treated.
- Students demonstrate respect for peers, faculty and staff, as well as responsiveness to faculty and staff direction.
- Students contribute to the basic upkeep and cleanliness of the buildings and grounds.
- Students do not smoke or use alcohol or drugs on the school campus or on school trips. (Medication must be accompanied by a physician's directive.)

- Students do not enter restricted portions of a school building – faculty rooms, custodial storage areas, school supply closets, school lockers and teachers’ desks – without specific permission.
- Students do not engage in physical or verbal harassment and profanity.
- Students’ behavior inside and outside the classroom should be consistent with the general educational goals of the school community.
- Students follow the dress code as outlined in the Student Handbook.
- Students actively contribute to the educational and spiritual goals of the school.
- Students have a responsibility to be good ambassadors of Canterbury School in the Fort Wayne community and on all school trips.

### Core Values

Canterbury School believes that it is important to educate students for character as well as intellect, that virtue and knowledge are two goals of education for young people, and that a deliberate plan for character education is an important part of the school program.

High School students, faculty and administration have adopted the following core values to guide the school community as it works together: Respect, Responsibility, Honesty, Justice and Morality. Along with our motto, “Integrity in All Things,” Canterbury students are encouraged to live according to the core values in their daily lives, in the classroom and in outside class activities.

### Faculty Responsibilities and Expectations

Maintaining a positive academic environment and a community that promotes the enduring values of life requires a clear and consistent conduct system. It is the responsibility of each teacher to encourage, through word and example, the moral development of Canterbury students. When infractions of rules occur, teachers will address the situation with an effort to relate the misconduct to the ethical principle involved. In cases of minor misbehavior, teachers are encouraged to work out their own solution at the time of the infraction. More serious offenses or repeated infractions will result in a detention, at which point the teacher will notify the student and parent that a detention has been given.

### Major School Rules and Violations

Major school rules include the following:

**A. Standards of Conduct** – Students need to be conscious of their behavior at school, at social and athletics events and on school trips. In situations where specific rules do not seem to apply, politeness, courtesy, kindness, sportsmanship and respect for all people and their property are required. Good judgment and common sense are essential criteria for all behavior. Conduct inconsistent with the school’s expected standard of good judgment and common sense, including insubordination, disruptive classroom conduct, poor sportsmanship and disre-

spectful behavior, may be considered a violation of a major school rule.

**B. Dishonesty** – Complete integrity is expected from all students at all times. Cheating, plagiarism, stealing, lying and other acts of dishonesty violate the Honor Code and constitute serious breaches of the school’s rules.

*\*Dishonesty about an Honor Code violation will be deemed a violation in addition to another offense and the penalty outlined in the Handbook.*

**C. Alcohol** – Because student alcohol use is illegal and interferes with both effective learning and the healthy development of adolescents, Canterbury has a fundamental legal and ethical obligation to maintain an alcohol-free school environment; therefore, drinking or possession of alcoholic beverages is not permitted. This rule is in effect when a student is on campus, when attending school-sponsored events off campus, and when a student is off campus but returns to campus for a school-sponsored event. The possession or use of alcohol will result in suspension or expulsion as described below. If a question exists as to whether a student has consumed or is under the influence of alcohol at school or at a school-related activity, a Breathalyzer or other means of analysis may be used.

**D. Drugs** – The possession or use of illegal drugs, the possession of drug paraphernalia on campus or at any school-sponsored event, or being under the influence of an illegal drug will result in suspension or expulsion as described below. Full information regarding any drugs prescribed by a physician for a student to take during school must be on file with the school office.

**E. Tobacco** – The use or possession of any form of tobacco is prohibited on campus and during any school-sponsored function. Violation of this rule is considered an infraction of a major school rule.

**F. Truancy** – Students are expected to be in school at all times unless they are ill or have an excused absence approved by the school. Acts of truancy sometimes involve dishonesty (lying). Students should be aware that an act of truancy coupled with dishonesty will be dealt with severely.

**G. Possession of a Weapon** – Possession of a weapon, such as a firearm, knife or other intentionally dangerous instrument, at school or at school-related activity is prohibited. Violation of this rule is grounds for expulsion.

**H. Victimization of Others** – Cruelty or harassment of others through word or deed is a violation subject to suspension.

**I. Repeated Infractions** – Continued violations of school rules can be accumulated to the point of being dealt with as an infraction of a major school rule. Four detentions in a semester warrant a work detail, while seven detentions in a semester will require an internal suspension. Being absent or late for detention will result in more severe penalties.

Major school rule violations will be addressed by the High School director. Responses to disciplinary situations recognize differences in the age, maturity and developmental needs of the student. In cases of dispute, the High School Honor Committee will help resolve the conflict and recommend action based upon their understanding of the facts of the case.

In extreme cases, the administration reserves the right to expel any student, regardless of the number of offenses, who demonstrates a blatant disrespect for the school's property or personnel or exhibits aberrant behavior.

### Responses to Major Disciplinary Violations

Violation of major school rules will elicit the responses listed below:

#### One-Day School Suspension

- Honor Code violation – cheating with academic penalty
- Honor Code violation – dishonesty
- Victimization or hazing (harassment in word or deed)
- Vandalism
- Significant defacement or damage of school/personal property
- Truancy
- Unexcused academic absence (one full class period or more)
- Off campus without permission
- Any involvement with over-the-counter drugs or obscene materials

#### Two-Day School Suspension

- Honor Code violation – stealing, first offense
- Honor Code violation – cheating, dishonesty, second offense
- Tobacco use, possession
- Any repeat of other violations liable for one-day suspensions

#### Three-Day School Suspension

- Alcohol or drug use/in presence of/under the influence of/possession – first offense
- Honor Code violation – stealing, second offense
- Honor Code violation – cheating, dishonesty, third offense
- After a three-day suspension, a student who commits another offense listed as a major disciplinary violation is liable for immediate expulsion.
- Possession of a weapon (such as a firearm, knife or other intentionally dangerous instrument) is grounds for immediate expulsion.

### Specific Responses to Violations of Major School Rules

The consequences of each type of suspension are as follows:

#### One-Day In-School Suspension

- Treated as an internal matter; will not become part of student's permanent record
- A work detail from 8:08 a.m. to 3:17 p.m., followed by a two-hour study hall in which all academic material, including tests and quizzes, must be made up that day
- One day of work crew to be arranged by the High School director
- Five-day moratorium on extracurricular activities
- Five-day moratorium on all school-sponsored social activities

#### Two-Day In-School Suspension

- Officially treated as a school suspension and becomes part of student's permanent record; the school will inform colleges of the violation, if asked to describe general citizenship
- A two-day work detail from 8:08 a.m. to 3:17 p.m. on each day, followed by a two-hour study hall in which all academic material, including tests and quizzes, must be made up that day
- Two-day work crew to be arranged by the High School director
- Ten-day moratorium on extracurricular activities
- Ten-day moratorium on all school-sponsored social activities
- Loss of leadership positions for remainder of school year

#### Three-Day In-School Suspension

- Officially treated as a school suspension and becomes a part of student's permanent file; the school will notify colleges if asked to describe general citizenship and discipline standing
- A three-day work detail from 8:10 a.m. to 3:10 p.m., followed by a two-hour study hall in which all academic material, including tests and quizzes, must be made up that day
- Three days of work assignments assigned by the High School director
- Fifteen-day moratorium on extracurricular activities
- Fifteen-day moratorium on school-sponsored social activities
- Loss of leadership positions for remainder of school year

### Minor Disciplinary Responses

#### Detention Process

A detention may be given to students for violation of a school rule such as those mentioned below. The teacher who gives the detention will inform the student of the violation if possible and turn in a copy of the detention notice to the office. A copy of the detention notice that outlines the offense, the punishment required, the date the punishment is to be served and the student's discipline record to date will be sent home.

Detentions will be served 7-8 a.m. Thursday morning. Students late to detention or missing a detention will be given a more significant penalty.

The faculty or administrator will assign a morning detention for the following:

- Attendance violations or tardiness for school commitments
- Dress code violations (see Dress Code)
- Use of profanity within school or in any school-sponsored activity
- Food or drink outside the commons, unless authorized by a faculty member
- Defacement of school property, including lockers, textbooks and posted notices
- Playing ball games or being involved in horseplay in the halls, Chapel, locker area or courtyard
- Poor conduct and decorum in Chapel or in school functions
- Use of cell phones, personal listening devices such as I-pods or Mp3 players or electronic games during school hours except with express faculty

permission.

- Removal from any academic class for disciplinary reasons
- Missed work crew

### Saturday Work Details

Students who receive four detentions in a semester will be required to attend an 8-11 a.m. Saturday work detail. Athletics or academic competitions, speech meets, SATs or other standardized tests are the only allowances made for postponing a Saturday work detail. Those students who miss a Saturday work detail without good reason will be subject to an internal suspension.

## Dress Code and Appearance

The aim of the dress code is to create an appropriate academic climate. The school believes that standards of neatness and appropriateness in clothing encourage an atmosphere conducive to learning, work and discipline. Furthermore, it is felt that pride in one's school and oneself is, in part, influenced by appearance. All clothing worn to school must be in good repair.

Recognizing the ever-changing nature of fashion, the school reserves the right to make decisions about the appropriateness of specific clothing and appearance not covered below. The school will not deem appropriate any expressions such as unconventional use of hair coloring, adornments or immodest attire. The cooperation of parents and students in adhering to the letter and the spirit of the code is both expected and appreciated. Students not in dress code will be asked to change into appropriate clothing kept in the office before returning to class.

Students are expected to be in dress code from the time they enter the school building in the morning until the end of work crew in the afternoon.

### Appropriate Dress — Boys

- Casual dress pants (no cargo-style pants)
- Dress shorts (after spring break to November 1; no more than four inches above the knee)
- Dress shirts with collar; knit shirts (polo/golf style) with collar; or turtlenecks with full fold-over collars (shirts of all kinds must be tucked in)
- V-neck, crew-neck or cardigan sweaters (no hoods) over a collared shirt
- Sweatshirts (no hoods) over a collared shirt
- Shirt collars must be visible with sweatshirts and sweaters
- Shoes, sneakers or dress sandals (no flip-flops or athletics sandals)

### Appropriate Dress — Girls

- Slacks or capris
- Skirts, dresses or jumpers (no more than four inches above the knee); collars on dresses are not required)
- Dress shorts (after spring break to November 1; no more than four inches above the knee, front and back)

- Dress shirts with collar; knit shirts (polo/golf style) with collar; or turtlenecks with full fold-over collars (shirts of all kinds must be tucked in)
- V-neck, crew-neck or cardigan sweaters (no hoods) over a collared shirt
- Sweatshirts over a collared shirt (no hoods)
- Shirt collars must be visible under sweatshirts and sweaters
- Shoes, sneakers or dress sandals (no flip-flops or athletics sandals)

### Inappropriate Dress

The following are considered inappropriate dress: sundresses or spaghetti-strap dresses; shorts, dresses, jumpers or skirts shorter than four inches above the knee; frayed or fringed skirts; athletics shorts; jeans of any kind or denim skirts; sweat-pants or warm-up suits; tank tops; any shirts without fold-over collars; T-shirts or athletics jerseys, including over collared shirts; hooded sweatshirts or sweaters; apparel that does not cover the midriff or undergarments; jean jackets; hats or headwear of any type; no jackets may be worn during the school day; cargo-style pants or shorts; athletic sandals or any flip-flop style of sandals.

### PE Clothing

Students should wear modest clothing to PE. In particular, PE shorts must be no shorter than 4" above the knee.

### Wednesday Dress

Wednesday dress consists of a plain white, collared knit shirt (polo/golf style) and khaki pants or skirts. In cooler weather students may wear a navy blue v-neck sweater. To ensure consistency, the sweater must be purchased from the school. Until November 1 and after Spring Break students may wear khaki shorts. All students must wear belts.

### Student Council Dress-Down Days

On the first Friday of each month, students may be granted a dress-down day. On these days, students may wear T-shirts or sweatshirts and jeans so long as they are appropriate and in good repair. The granting of dress-down days will be dependent upon compliance with the dress code on days when regular dress code and Wednesday dress are required.

### Jewelry and Piercings

Students may only wear jewelry in piercings of the ears. Jewelry worn in piercings of the nose or other parts of the face is not allowed.

### Facial Hair

Boys are expected to come to school clean shaven – no mustaches, goatees or beards.

## GENERAL INFORMATION

### Attendance

Clear and consistent attendance policies are essential to ensure a strong academic climate at the High School. The importance of daily classroom work for a student's academic achievement must be kept in mind in formulating such policies. Recognizing that there will be times when a student must miss school and that the parents will ultimately make that decision, we have attendance policies and procedures that will minimize all nonessential absences. Also, timely and effective communication between family and school will alleviate academic problems that arise from school absences.

### Responsibility of Parents and Students Regarding Absences

It is the school's responsibility to know where every student is every day. If a student is not in school, administrators need to know where the student is and to be certain that the parent is aware that the student is not in school.

If a student is ill or unable to attend school for some family reason, a parent must telephone the school office before 8:30 a.m. With a call, there will be no need for an absence note. It is the responsibility of the student to see that a parent telephones the school to report an absence. This must be done on time. Late excuses will not be accepted, and such absences will be treated as unexcused.

When parents are out of town for an extended period of time, they are asked to let the school know who is assuming responsibility in their absence.

If students come to school late, they must check in at the office. Similarly, those leaving early must sign out.

### Prolonged Absence from School (Three Days or More)

If it is apparent that a student will be out of school for three days or more, the parents should inform the High School director. Canterbury will make every effort to send assignments home promptly and help minimize the academic effect of the absence.

### Partial-Day Absences

It is important that the school maintain a solid academic tone throughout the school day. Therefore, parents are asked to refrain from the following absence requests:

**Appointments** – Any medical appointment that must be made during the school day should take place during the student's free period, if possible. Such appointments must have written parental permission indicating time of departure and return, as well as the reason. Nonmedical appointments are strongly discouraged.

**Partial-day illness** – If a student does not feel well enough to go to school at 8 a.m., he or she should generally remain at home for the day. Students should not be allowed to sleep in or in any other manner decide which classes they are well enough to attend. Students who become sick during the school day must

report to the office. With parental notification, the student may be sent home. Students not in school by 10 a.m. because of illness or another absence will not be allowed to participate in any after-school activities (see School Expectations of the Student-Athlete).

### Extended Medical Absences

Students who are absent for more than five consecutive days due to a medical condition or injury are required to provide documentation from their physician to verify the absence. The school retains the right to deny credit for a course if a student sustains a prolonged absence. Generally, a student must be in class a minimum of 80 percent of the days in a quarter in order to receive credit for a course.

### Planned Absences

Leaving early or returning late from vacations is strongly discouraged. Major assignments or tests frequently are scheduled right before vacation. Families whose special needs make such absences imperative must contact the High School director for permission at least one week in advance.

### Tardiness

Tardiness to class not only compromises a student's academic standing, but also interferes with the learning of others because of class disruption. It is the student's responsibility to arrive on time for school every day. Oversleeping is not an acceptable excuse for tardiness.

A student who is consistently tardy to class, Chapel or other obligations may be given a Thursday morning detention or, in chronic cases, an in-school suspension. Students who are more than 15 minutes late to first period or more than 10 minutes late to the remaining periods will also be given a detention.

### Leaving Campus

All students are to remain on campus at all times during the school day, with the following exceptions

- Students with notes from their parents may be excused for medical appointments.
- Sophomores and juniors may leave at designated times for community-service projects.

Students may leave campus only with permission from parents. In unexpected situations, or in case of illness, students must contact the parent, who may verbally release a student from school. A student leaving school during the school day must sign out in the office.

### School Closing and Delay, Snow Days

Occasionally, weather forces the cancellation or the delay of school. All information concerning this is carried on WOWO radio (1190 AM) and on Channel 21, WPTA television (Cable Channel 7), a link to which can be found at [www.canterburyschool.org/news](http://www.canterburyschool.org/news). Criteria used in delaying or canceling school include

weather reports, other area school closings, specific local conditions and the desire to hold school whenever possible. The school recognizes that individual family situations and geography vary considerably and respects the right of parents to keep their children home in inclement weather.

### Early/Alternative Dismissal Procedures

In case of the need to dismiss students from school before the regularly scheduled times, notice will be communicated using the same procedures as for school delays or closings, namely through WOWO radio (1190 AM) and WPTA-TV (Channel 21, or Cable Channel 7). Students will be dismissed only to the care of their parents, or by verbal or written notice on the date of early dismissal to the care of other designated adults. Exceptions may be made for students who drive to school; they will be permitted to drive to their own homes unless parents notify the school to the contrary on the date of early dismissal.

### Student drop off and pick up

Parents should drop off their students at entrance # 5 (the athletic entrance) by 8 a.m. After dropping off their students, parents should circle left around the parking lot. Please take special care in watching for students who are using the pedestrian walkway in front of the building. *No one should drop off or pick up a student in front of the building.*

*Reminder: For the safety of everyone please do not use a cell phone while your vehicle is in motion in the parking lot or the High School drive.*

### Transportation

Students arrive and depart from school by bus or by car. Bus service is available to children in Kindergarten through Grade 12 for a fee. The business office oversees this service and determines routes based on the locations of those who request the service. It is the school's desire to keep all bus routes shorter than one hour.

#### Bus Rules and Regulations

Students are expected to follow these rules on and around buses to promote the safety and well-being of all riders.

1. Approach the bus only after it stops completely and the door is opened.
2. Board single file and promptly sit in a seat.
3. Stay seated, facing forward, and maintain order while riding the bus.
4. Do not eat or drink on the bus unless granted permission by the bus driver. NO GUM ALLOWED.
5. Open windows only with permission of the bus driver. Do not throw objects out the window.
6. Do not place any part of your body out of the window.
7. Use the emergency door only as necessary or as directed by the driver.
8. Keep aisles clear. Large, bulky items should not be transported on the bus without permission of the driver.

9. Stand to leave only when the bus has come to a complete stop.
10. Keep the bus clean; be responsible for your belongings; dispose of litter in the proper place.
11. Walk away from the bus quickly. Use caution when walking directly in front of the bus and never walk behind the bus.
12. Respect the bus driver and maintain good manners.
13. School rules and Canterbury Expectations apply while students are riding the bus.
14. Bus drivers may assign seats.
15. A complete copy of all bus rules and regulations is contained in the Transportation Handbook in the Transportation Office.

Students who do not follow bus rules will not be allowed to ride on the bus.

### Student Parking

The parking lot on the west side of the building is reserved for student leaders (Class Officers and Student Council officers), seniors, and a designated number of students who car pool.

The parking lot near the maintenance building is for the use of underclassmen. Students should enter this parking lot from Glendale Blvd. (and not from the main Canterbury driveway). Students may exit using the Canterbury driveway.

All students should register their cars and display their parking permits.

### Driving Safety

Students are expected to drive carefully and respectfully at all times, and to exercise special caution where safety is an issue. In particular, drivers should give way to students who are using the walkway in front of the building. Students who drive recklessly will lose their driving privileges. Do not use cell phones or text while driving.

### In-School Medication

If your child needs to take medication during the school day, please bring the medicine and its prescription to the High School office. Students with a chronic or acute disease or medical condition are, however, permitted to possess and self-administer medication designed for emergencies while the student is on school grounds or off grounds at a school activity or event. The school must have written authorization from the student's physician for emergency self-administration. Medications are taken on field trips.

### Injuries

Should a serious accident occur during school hours, we immediately contact parents and, if they are not available, the emergency number on the emergency medical release on file in the office. If there is no answer, the child will be taken to Lutheran Hospital's emergency room, RediMed or the nearest medical emergency facility. The child's doctor will be contacted.

## Food Allergy Policy

In an effort to maintain a safe environment for all students, Canterbury School has developed the following guidelines for students with severe food allergies. Parents of children with severe food allergies must provide a Food Allergy Action Plan before the first day of school and are asked to provide two EpiPens for their child. These EpiPens will be kept in the lunchroom and the division office. As well, student allergy profiles are posted in the kitchen area of the lunchroom and shared with relevant faculty, with parental permission. Any child with a designated food allergy is allowed to provide his or her own alternative snack or lunch. An EpiPen and a copy of the student's emergency plan should accompany the student on field trips. During after-school activities, an EpiPen may be kept in the possession of the student when applicable. A permission form signed by the parent and the physician is required.

Canterbury strives to maintain a nut reduced-risk environment. Nut free is defined as avoiding food that may contain tree nuts or peanut products. In the lunchroom, a nut free table is provided for students with a tree nut or peanut allergy. The school food service attempts to exclude prepared foods that include tree nuts or peanuts in the ingredient list. To avoid contamination, food containing tree nuts or peanuts is not to be taken from the lunchroom, and students are discouraged from sharing food. Classrooms are designated as nut free areas, and class parties, holiday parties and snacks are to be nut free. On field trips where bag lunches and snacks are necessary, we ask that parents of all students provide a nut free lunch and snack.

## Chronic, Severely Acute and Contagious Disease Policy

The school's policy on chronic, severely acute and highly contagious diseases, non-casual contact communicable diseases, and/or other chronic or acute medical conditions is as follows: It is the responsibility of the headmaster of Canterbury School to deal with incidents of any of the above conditions on a case-by-case basis. In dealing with an individual case, the school (acting through the headmaster) will make every effort to fairly balance the individual's interest with the interests of the school and its constituents.

In reviewing individual cases, the headmaster will inform the chairman of the board to assist in determining the appropriate action. The headmaster and the chairman of the board may call upon a task force of those with professional experience for further assistance. The rights of the affected student, as well as those of any affected staff member, shall be protected in accordance with federal and state laws on privacy, confidentiality and due process.

## HIPAA Privacy Notice

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires, among other things, that individually identifiable health information be kept private and confidential. The school will make every reasonable effort to maintain the privacy of the personal health information of its students. The school will use and disclose health information only as allowed by federal law.

## School Counselor

The school counselor provides school related services. These services may include short term school related counseling or crisis consultation and referral, behavioral observation and intervention recommendations, psychoeducational screening, recommendations regarding modified testing/classroom accommodations, parenting education, establishing student support groups, and faculty consultations. Students may be referred to the school counselor by themselves, by faculty and administration, or by parents through consultation with the division director.

## Harassment Policy

Canterbury School is enriched by the diversity of its members. The school recognizes and respects individual differences in background in regard to culture, race, ethnic origin, religion, gender and sexual orientation.

To provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments and can occur between any two individuals or groups of individuals.

Listed are some examples of inappropriate behavior:

- obscene or suggestive remarks or jokes, verbal abuse, insults
- display of explicit, offensive or demeaning materials
- hazing, threats
- comments that are demeaning with respect to race, religion, ethnic origin, gender or sexual orientation
- pressure to use alcohol or drugs

A procedure has been established for students who feel they have been harassed. The concern and response will be treated with appropriate confidentiality.

1. Tell the offending person or people you want the behavior to stop. Say NO firmly! Look directly at them with a straight face to give a clear message about how you feel. Do not apologize.

2. Promptly contact someone at school about the situation: an advisor, faculty member, administrator or the headmaster. The response will include an investigation into the concern and the facts of the situation, as well as appropriate formal remedial action if harassment is found to have occurred.

The school will respond to the situation in consultation with the person making the complaint. Each person at Canterbury School has the right to participate fully in the life of the school without harassment.

## Victimization of Others

Cruelty or harassment of others through word or deed may leave a student liable for suspension. While normal social interaction at times may include disagreement or conflict (such as name-calling, teasing or horseplay), bullying is a form of victimization which is repeated, targeted and intentional; involves the abuse of social power and/or physical strength; and is one-sided.

### Messages

The school will not call students or teachers to the phone except in emergencies. Messages from parents to the school should be written, not transmitted verbally via the student. Messages to students during school will be posted on the student bulletin board, which students are encouraged to check two or three times a day. Students may make calls from the pay phone during their free time and are permitted to use the school phone in an emergency or when the school initiates a change of plans. Parcels for students may be left with the High School office assistant.

### Cell Phones

Student cell phones are to remain off during classes. Students may make cell phone calls outside the building during a free period. Inappropriate use of cell phones will result in a five-day confiscation. Parents are asked to avoid calling or texting students during the school day on student cell phones. In an emergency, students may come to the office to make a call. They should ask permission from one of the administrative assistants in the office.

### Electronics

Unless students have permission from a teacher, they are not allowed to have electronic products such as I-pods, MP3 players, portable dvd players, laptops or other comparable devices with them in classes or during chapel.

### Lockers

A school locker is assigned to each student. Canterbury lockers are not equipped with locks, but students are allowed to supply a lock provided the office has the combination. Valuables may be safely stored in a locked athletics locker or the main office. To ensure safety, order and discipline at school, Canterbury maintains the right to have access to students' lockers and belongings.

### Search Policy

To maintain the safety and security of the school, Canterbury maintains the right to search a student's clothing and personal belongings.

### Lost and Found

Belongings are turned in to the library and may be claimed there.

## PARENTS

### Communication with Parents

Canterbury is committed to open, clear, frequent and friendly communication with parents. Only with the active support and involvement of school and parents together will Canterbury succeed in its mission – to promote the total development of each child in his or her intellectual, physical, social and spiritual growth. Effective communication and cooperation will promote a rich and consistent learning environment for each student.

### Communications

Formal or informal communication with faculty is encouraged at any time. Parents should always feel comfortable in communicating thoughts, concerns or ideas to a teacher, advisor or administrator. Advisors will contact parents of each advisee early in the school year to initiate a process for ongoing dialogue. Written notes, e-mail and phone calls are common ways for parents and teachers to communicate. Formal, written communication from the school will occur in these situations:

#### Academic

- Grades, effort grades and comments are sent at the end of each quarter.
- Midterm reports are sent to all new students during their first quarter.
- Midterm reports are also sent to any student earning lower than a "C" or a 3 effort grade midway through a quarter.
- Course registration materials for the coming year are sent to parents in the spring.

#### Advisor

- Contact will be made at the beginning of each semester.

#### Discipline

- Written notices will be sent out weekly as warranted.

#### Permission Slips

- Parents will be asked to sign a release form for trips outside the Fort Wayne area.
- The athletics department requires one release for the entire year.

### Parent Meetings

We strongly encourage parents to attend orientation meetings for students new to the High School, back-to-school meetings, grade-level meetings and parent-teacher conferences.

Grade-level meetings cover a variety of topics designed to inform parents of programs, policies, procedures and goals. They provide an opportunity for the school and parents to address topics of mutual interest and to work together for the benefit of the students.

Parent-teacher conferences, held at the end of the first three quarters, present an opportunity for parents to talk individually with their students' teachers and advisor. For any students having academic problems as a result of difficult adjustment to expectations, poor study habits, lack of background, test anxiety, motivation, etc., it is essential that teacher and parents talk together to develop strategies that will promote effective learning at school and home.

### **Weekly Newsletter and Web site**

All parents are encouraged to keep abreast of school activities by reading the school newsletter published on Wednesdays. The newsletter is also available online at [www.canterburyschool.org](http://www.canterburyschool.org). The password is canterbury, and the user name is integritas. Also located on the Web site are the school lunch menu, useful forms, a monthly calendar and other information for parents.

### **Visitors**

Canterbury welcomes scheduled visits of parents, friends and prospective students. Parents and others who visit Canterbury School are asked to use the front entrance to the school. In our ongoing commitment to provide our students and faculty a safe and secure environment, all other doors are equipped with keypad locks and remain locked during the school day. Students may bring visitors to school provided they follow the procedures outlined by the admissions office and the High School director. These include the following:

1. Students bringing a visitor must request permission of the High School director or High School admissions director before the planned visitation day.
2. All visitors must register in the High School office.
3. Visitors must meet with an admissions director during the visit.
4. Canterbury alumni are welcome to visit providing they register in the office.
5. Visits are not for the purpose of socializing or eating lunch with friends from other schools.

### **Canterbury Parent Association and Volunteers**

Membership in the Canterbury Parent Association is automatic with the enrollment of a student in Canterbury. The association supports the administration and faculty by providing personnel and expertise for numerous projects. Regularly scheduled meetings will be held and listed on the school calendar.

Parents are needed to volunteer for a variety of activities, and they are strongly encouraged to offer whatever assistance or service they feel able to provide. The school is always in need of parent volunteers to chaperone school trips and events, judge speech and debate meets, drive to athletic contests, speak at Chapel, assist drama productions, and much more. A volunteer form is sent to parents each year in the August mailing and should be sent back to the school. A

parent may call a member of the Parent Association Steering Committee listed in the front of this book to volunteer at any time. All parents are welcome.

To facilitate the active parent support of class and school activities at Canterbury, Parent Association representatives are selected each year. These parents serve in a variety of capacities, such as helping each grade level with projects, helping plan class trips, encouraging students as they plan service and social activities, and setting up phone trees. Parent representatives' names are listed in this handbook and in the Buzz Book. Please contact the High School director or a Parent Association representative to volunteer your help.

### **Admissions and Withdrawals**

Canterbury School welcomes and encourages students and faculty of ethnic, cultural and religious diversity. The school admits students without regard to race, color, religion, national origin or sex. It does not discriminate in administration of its educational policies, financial aid programs, athletics programs and other school-administered programs.

The school reserves the right to require the withdrawal of a child for whom the placement evolves as disadvantageous for his or her own development and progress or one who may be found to be out of alignment with the school's goals and philosophy. Those students whose account payments are not kept current also will be withdrawn from the school.

### **Insurance**

The student's/parent's personal insurance policy remains the primary insurance coverage. A written accident report must be filed with the business office immediately after any incident or as soon as practical afterward. Please contact the business manager if you have any individual questions.

In the unfortunate event of a serious injury to a student at school or a school-sponsored event, the student's parents should immediately notify the school's business office, whereupon an investigation will be conducted and any insurance carriers covering the school will be notified, as appropriate.

### **Billing and Business Office**

The school has many expenses of a continuing nature, such as faculty salaries and plant maintenance. To plan and provide school services for the entire year, it is essential that the annual income from tuition be assured. For this reason, it is understood that students are enrolled for the entire year, and payment is due in full.

The school offers three payment options: a single payment plan, a two-payment plan and a bank loan program. For more information about billing and payment options, please contact the business office.

Students whose accounts fall delinquent may be asked not to attend school until their accounts are current. A student's bill must be paid in full and/or

student loan payments must be current before grade reports and transcripts will be released.

Parents may also elect to purchase tuition refund insurance from Dewar Inc. Information is mailed to all parents with student contracts. The insurance premium cost is a small percentage of tuition and fees. Please note: Tuition refund insurance automatically will be included in your student billing if you choose the bank loan program payment option, or if you do NOT opt out of the program by marking the appropriate box on the student contract. Any change to the insurance coverage election made through the student contract must be done in writing and received by the business office before the school year begins.

### **Financial Aid**

Families who wish to apply for financial aid are encouraged to contact the admissions or business office. Canterbury follows the School and Student Service for Financial Aid guidelines. A contract and a completed financial aid form, accompanied by a current tax return, initiate the process. Scholarships are based on financial need and are confidential. Scholarships must be applied for annually.

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## **CANTERBURY SCHOOL SONG**

Sing with us, now, everyone,  
We sing of challenges and fun,  
Where friendships, lessons, games are one  
at Canterbury School.  
Trips and tours and exploration,  
All part of our education,  
Help us find our destination,  
Canterbury School.  
Challenges to meet me;  
There are friends to greet me.  
To white and blue  
We're always true,  
to you we give our loyalty completely.  
In our song, now, you can hear it  
Canterbury's mighty spirit.  
In our hearts we're always near it  
Canterbury School.