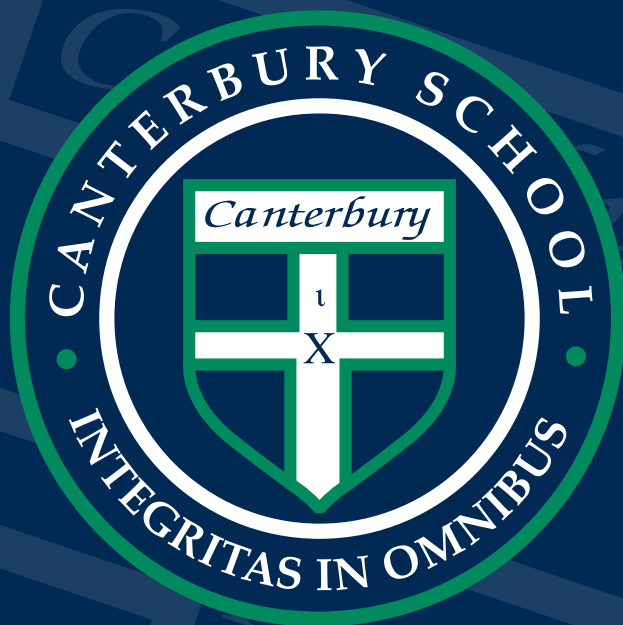


# CANTERBURY LOWER SCHOOL



**Parent and Student Handbook  
2023-24**

[canterburyschool.org](https://canterburyschool.org)

## Contacting Canterbury

### All School | 3210 Smith Road • 260-436-0736 • Fax 260-407-3558

|                                 |               |      |
|---------------------------------|---------------|------|
| Head of School                  | David Jackson | 3018 |
| Assistant to the Head of School | Kathy Todoran | 3002 |
| Business Manager                | Jerry Belcher | 3046 |

### Early Childhood Division | 5601 Covington Road • 260-432-7776 • Fax 260-436-9069

|                                 |                 |      |
|---------------------------------|-----------------|------|
| Early Childhood                 | Elly Maconochie | 1005 |
| To Report an EC Student Absence | Tish Teel       | 1001 |
| EC Enrichment/Extended Day      | Tara Parshley   | 1001 |

### Lower School Division | 5601 Covington Road • 260-432-7776 • Fax 260-436-9069

|                                |               |      |
|--------------------------------|---------------|------|
| Lower School                   | Mike Landgraf | 1004 |
| To Report a LS Student Absence | Sharon Linn   | 1002 |
| Lower School EDC               | Susan Wolff   | 1002 |
| Lower School Enrichment        | Wendy Wilson  | 2001 |

### Middle School Division | 5601 Covington Road • 260-436-7721 • Fax 260-436-6665

|                                |              |      |
|--------------------------------|--------------|------|
| Middle School                  | Lincoln Gray | 2004 |
| To Report a MS Student Absence | Wendy Wilson | 2001 |
| Middle School Athletics        | Rob Westfall | 2072 |

### High School Division | 3210 Smith Road • 260-436-0746 • Fax 260-407-3558

|                                |                 |      |
|--------------------------------|-----------------|------|
| High School                    | Nicole Justice  | 3004 |
| To Report a HS Student Absence | Delphia Watts   | 3001 |
| College Counseling             | Brian Estrada   | 3006 |
| High School Athletics          | Ken Harkenrider | 3051 |
| Learning Specialist            | Katina Mower    | 3004 |

### Advancement Office | 5601 Covington Road • 260-436-8786 • Fax 260-407-3551

|   |               |      |
|---|---------------|------|
| Assistant Head of School<br>for Advancement | Matt Cloud    | 2055 |
| Administrative Assistant                    | Claire LeSar  | 2036 |
| • <b>Development</b>                        |               |      |
| Major Gifts/Planned Giving                  | Melinda Perry | 2012 |
| Canterbury Fund                             | Ashli Wharton | 2034 |
| Laughing Cavalier                           | Matt Cloud    | 2055 |
| Database   Address Change                   | April Lass    | 2032 |
| • <b>Enrollment Management</b>              |               |      |
| Admissions (Grades 1-12)                    | Krista Lohmar | 2007 |
| Admissions (EC, K)                          | Tish Teel     | 3011 |
| • <b>Marketing and Communications</b>       |               |      |
| Website/Publications/Media                  | Natalie Trout | 2033 |

**Business Office | 3210 Smith Road • 260-432-4728 • Fax 260-407-3558**

|                                |               |      |
|--------------------------------|---------------|------|
| Transportation   Financial Aid | Jerry Belcher | 3046 |
| Billing & Accounts Payable     | Audrey McAbee | 3045 |

**Additional Services**

|                             |                 |      |
|-----------------------------|-----------------|------|
| School Counselor, 9-12      | Kendra O'Connor | 3005 |
| School Counselor, EC-8      | Ashley Bunn     | 1006 |
| School Nurse                | Kelli Sordelet  | 2005 |
| Auxiliary & Summer Programs | Deric Adams     | 3401 |
| Technology                  | Jeff Phillips   | 3024 |
| Indoor Maintenance          | Bob Brothers    | 3015 |
| Outdoor Maintenance         | Tim Otis        | 3016 |
| Food Service                | Quest           | 2010 |

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## **Section I • Introduction**

### **Our Mission**

The mission of Canterbury School is to maximize the potential of young people by providing a challenging, enriching, and supportive learning environment in which students build the foundation for a life of purpose, passion, and meaning.

- As an independent school, we are able to place the personal, social, and spiritual well being of each student at the center of all we do.
- As a college preparatory school, we strive to balance our treasured traditions with the needs and expectations of the students and families we serve.

### **Our Story**

Canterbury was founded in 1977 by a group of parents seeking to create an educational program that would better serve their children. The founders envisioned a school that would inspire and motivate students, cultivate an understanding and appreciation of the fine arts, develop an understanding of the world especially by the study of foreign language, and instill an understanding of Christian principles in their students' lives.

Canterbury opened September 8, 1977, with 89 students, grades Kindergarten through 6. Today, Canterbury is a coeducational day school offering a college preparatory education to students in Early Childhood through grade 12. Canterbury strives every day to live by the words in its crest: "Integrity In All Things."

### **Our Beliefs**

While the structure of Canterbury has changed since 1977, the school remains committed to the four founding pillars of intellectual, physical, social, and spiritual development. To that end, Canterbury has created an educational experience founded on the following set of core beliefs:

- A strong and broad base of knowledge and a genuine love for and appreciation of learning are best accomplished through a challenging college preparatory curriculum.
- Student learning is built on relationships – student to student, student to teacher, parent to teacher, and school to community.
- Character development is grounded in the Christian principles of compassion, forgiveness, love and kindness in support of the faith of each family.
- Participation in the arts and athletics is essential in the development of the well-rounded individual.

## **Our Students**

Canterbury actively seeks to enroll students who will take advantage of all that our unique educational community offers. Our experience tells us that students who succeed at Canterbury have the following characteristics:

- They are motivated by a strong internal desire to learn.
- They have the ability to meet high expectations for academic performance.
- They and their families are willing to invest themselves fully in the Canterbury experience.

To these students, we commit to providing:

- A challenging curriculum that features the best of traditional and contemporary educational practices.
- Opportunities to discover and develop their potential through a full range of academic, artistic, athletic, and co-curricular experiences.
- A commitment from the faculty, students, and administration of Canterbury School to become partners in their growth and development.

## **Our Results**

Our commitment to a transformative educational experience is reflected in the vision we hold for our graduates.

- A Canterbury graduate will achieve the highest level of academic preparation as exhibited by:
  - Mastery of a strong college preparatory curriculum
  - A lifelong habit of intellectual curiosity and creativity
  - Highly-developed critical thinking and problem-solving skills
- A Canterbury graduate will experience significant personal growth as exhibited by:
  - The appropriate and effective use of leadership skills
  - The self-awareness and self-confidence to pursue his or her passions and interests
  - A personal commitment to acting with integrity in all things
  - A sense of responsibility to others and his or her community



## **Diversity Statement**

The School has adopted the following Philosophy of Diversity:

*We believe that our school community and its members are enriched by understanding and respecting the uniqueness in all people. We actively seek to create an inclusive environment that emphasizes the importance of embracing our differences. We believe all voices in our community should be valued, appreciated and respected. We are committed to embracing differences in race, religion, ethnicity, national origin, gender, sexual orientation, and socio-economic status, and to affirming the dignity and worth of every individual. We will support policies, programs and practices that promote the diversity of the world in which we live, that create an inclusive and evolving environment in which to teach and accept these differences, and that are consistent with our school's mission.*

From this philosophy, an Administrative Action Plan has been created which is reviewed and updated every few years. The plan includes direction for the School in the areas of curriculum, faculty life, leadership, student life, community celebrations, admissions, publications and visual environment. The review is undertaken by a joint committee of board, administration and faculty members.

This statement of philosophy on diversity applies to and supports the School's published nondiscrimination statement, "Canterbury School admits students without regard to race, color, religion, national origin, gender, sexual orientation, or any other characteristic. It does not discriminate in the administration of its educational policies, financial aid programs, hiring practices and other school administered programs."

### **Canterbury School Board of Trustees**

Canterbury School is a non-profit educational corporation with a self-electing Board of Trustees. The three primary roles of the Board of Trustees are to establish policies and plans in support of the adopted school mission, to focus on long-range and strategic goals, and to ensure responsible stewardship of the School's fiscal and physical resources.

#### **Members:**

- Todd Jacobs, Chair
- Charles Surack, Co-Vice Chair
- Laurence Weigand, Co-Vice Chair
- Matt Bierbaum, Secretary
- Shannon Hardiek, Treasurer
- Kevan Biggs
- Kelci Burnham
- Kathryn Callen, Foundation Representative (*ex-officio*)
- Nikole Carver
- Lindsay Chaille
- Sara Ayres Craig
- Mohammed Ghazali
- David Jackson, Head of School (*ex-officio*)
- Molly Jorgensen
- Beth Laipple
- Greg Sherman
- Dara Spearman-Wardlow
- Rachel Steinhofer
- Brooke Stewart
- Arvind Surendran
- Richard R. Waterfield
- Matthew Wojewuczki
- Steven Zacher

### **Canterbury Foundation**

The Canterbury Foundation is a non-profit corporation that was founded in 1985. The Foundation was established to operate exclusively for the benefit of Canterbury School and currently fulfills that role through the stewardship of the endowment. The Foundation is governed by a Board of Directors. Membership is open to all persons recommended by the Foundation's Nominating Committee.

Members:

- Robert W. Godley, President
- Kathryn D. Callen, Vice President and School Board Liaison
- Jeanette D. Schouweiler, Secretary
- Richard D. Waterfield, Treasurer
- Hollis T. Bierman
- William R. Cast
- Jonathan M. Hancock
- Shannon Hardiek, Board of Trustees Treasurer
- David Jackson, Head of School
- Todd M. Jacobs, Board of Trustees Chair
- Anne M. Karr
- Susan M. Johnson
- Janet W. Paflas
- Michael V. Parrott
- Frances M. Pasalich
- Michelle M. Rousseff-Kemp
- Rev. Paul Smith
- Todd R. Stephenson
- David A. Stewart
- Kathleen M. Summers
- Thomas T. Teel
- Nancy A. Westfall, Nominating Committee Chair
- William W. Wilson, Development Committee Chair
- Matthew C. Wojewuczki

## **Parent Association Leadership**

### **Steering Committee**

- |                  |                   |
|------------------|-------------------|
| ● President      | Danielle Karr     |
| ● Vice President | Courtney Sloan    |
| ● Treasurer      | Natalie Chenoweth |
| ● Secretary      | Jill Surendran    |

### **Division and Grade Representatives**

- |                    |  |
|--------------------|--|
| ● EC Rep AM        | Polly Teevan, Maké Karagule  |
| ● EC Rep PM        | Cassandra Straessle  |
| ● LS Rep           | Nicole Langel, Annie Fisher  |
| ● MS Rep           | Flo Bear, Tracy Ryland, Angel Sutton   |
| ● Grade 5          | Nicole Langel  |
| ● Grade 6          | Michaela Baldwin   |
| ● Grade 7          | Annie Henry, April Clute   |
| ● Grade 8          | Allison Rhinehart, Dana Minnich, Joey Kelly, Heather Backs, Erin Erb, Kristin Pine |
| ● HS Rep           | Martha Ellis   |
| ● Grade 9          | Dima Mourad  |
| ● Grade 10         | Drew Swift   |
| ● Grade 11         | Angela Maloblocki  |
| ● Grade 12         | Lindsay Chaille  |
| ● Senior Committee | Courtney Dressler, Cathy Diamanté, Cyndie Mitchell, Glenda Starks, Lindsay Chaille |

### **Service and Event Coordinators**

- |                          |  |
|--------------------------|--|
| ● FoF for EC             | Karen Eller                                |
| ● FoF for LS             | Carmen Brough, Nimra Khan                  |
| ● FoF for MS             | Courtney Sloan, Danielle Karr              |
| ● FoF for HS             | Kristin Rahn, Erin Heck, Allison Van Zandt |
| ● Cavalier Clothing      | Natalie Chenoweth                          |
| ● Lunchroom Coordinators | Catherine Chan-Moy, Dima Mourad            |
| ● Plant Show Coordinator | Lisa Starkey                               |
| ● SCRIP Coordinator      | Carrie Gould                               |
| ● Poinsettia Sales       | Patrick Gillan                             |
| ● Jingle Bell Boutique   | Carrie Gould, Maké Karagule                |
| ● Sock Hop Coordinator   | Carole Kinne                               |
| ● New Family Ambassador  | Misha Boone                                |

## Administration and Staff

- David Jackson                      Head of School
- Kathy Todoran                    Assistant to the Head of School & Board of Trustees
- Matt Cloud                        Assistant Head of School for Advancement
  - Claire LeSar                      Advancement Administrative Assistant
  - Melinda Perry                    Director of Development
  - Ashli Wharton                    Canterbury Fund Director
  - April Lass                        Director of Development Services
  - Krista Lohmar                    Director of Enrollment Management (Grades 1-12)
  - Elly Maconochie                Director of Admissions (EC, K)
  - Tish Teel                         Admissions Assistant (EC, K)
  - Natalie Trout                    Director of Marketing & Communications
  - Jessica Sharpe                  Assistant Director of Marketing & Communications
- Mike Landgraf                    Lower School Director & Assistant Head of School
  - Sharon Linn                      Lower School Office Assistant
  - Susan Wolfe                      Lower School Extended Day Care Coordinator
  - Wendy Wilson                    Lower School Enrichment Coordinator
  - Ashley Bunn                    School Counselor, Grades EC-8
  - Deric Adams                     Director of Auxiliary Programs
- Elly Maconochie                  Early Childhood Director
  - Tish Teel                         Early Childhood Office Assistant
  - Tara Parshley                    Director, Early Childhood Enrichment/Extended Day
- Lincoln Gray                      Middle School Director
  - June Rambo                      Middle School Executive Assistant
  - Wendy Wilson                    Middle School Office Assistant
  - Rob Westfall                    Assistant MS Director & Dean
  - Ashley Bunn                    LS/MS Counselor
- Nicole Justice                    High School Director
  - Delphia Watts                    High School Office Assistant
  - Brian Estrada                    Director of College Counseling
  - Katie Mower                    Director of Learning Resources
  - Ken Harkenrider                Director of High School Athletics
  - Kendra O'Connor               High School Counselor
- Jerry Belcher                      Business Manager
  - Angie Sands                      Accounting Manager
  - Audrey McAbee                  Billing & Accounts Payable Specialist
  - Tammy Gunn                      Office & Project Assistant
  - Kelli Sordelet                    School Nurse
  - Jeff Phillips                      Director of Technology
  - Bob Brothers                    Director of Maintenance Operations
  - Tim Otis                         Director of Outdoor Maintenance
  - Quest                              Food Service Provider

## **Section II • General Information**

### **School Operations**

#### **School Hours**

All students need to be in their classrooms by 8:05 a.m. Chapel begins promptly at 8:15 a.m. and all students are expected to be present at the beginning of each daily Chapel. Students who arrive before 8:00 a.m. are directed to the Extended Day Care (EDC) room for supervision until the 8 a.m. bell. Students are not permitted in the classrooms or hallways without adult supervision. Students arriving after 8:10 a.m. are considered tardy.

#### **Attendance Policy**

Students are expected to attend class each day school is in session. Students who are absent for more than three consecutive days due to a medical condition or injury are required to provide documentation from their physician to verify the absence. Generally, a student must be in class a minimum of 90% each quarter in order to demonstrate sufficient progress for the year. Failure to meet attendance expectations may have an impact on future enrollment. If a pattern of tardiness and absenteeism is established, parents are required to meet with the Division Director. Parents are urged to avoid taking their children out of school early before vacation periods or returning them late. All extracurricular activities should be scheduled outside of school hours.

If a family vacation is scheduled while school is in session, families should give the classroom teacher prior notification.

Parents should telephone the office between 7:45 and 8:15 a.m. to report absences or tardiness. If a child is absent and no parent has called the Lower School office by 8:30 a.m., the school contacts the parents regarding the absence. Homework and other missed work may be picked up at the Lower School office after 3:30 p.m. or may be sent home with another student.

#### **Reporting Student Absences**

When notifying the school of a student absence, please notify the LS Administrative Assistant and the classroom teacher. If the absence is unexpected and occurs the day of school, please email [slinn@canterburyschool.org](mailto:slinn@canterburyschool.org) or call the office at (260) 432-7776 by 8:30 a.m. If the office is not contacted by 8:30 a.m., the absence will be considered unexcused. If a student reaches 5 unexcused absences, a referral will be made to the Division Director.

Please note that teachers have limited availability to check email/text messages during the day, as they are with students. Therefore, please contact the office so that we may communicate information expeditiously.

#### **Reporting Student Absence Due to Illness**

If you are reporting your student absent due to illness, please also inform the School Nurse by emailing [nurse@canterburyschool.org](mailto:nurse@canterburyschool.org) in addition to the Lower School Administrative Assistant at [slinn@canterburyschool.org](mailto:slinn@canterburyschool.org) and the classroom teacher. This helps our School Nurse keep track of illness across all divisions of the school.

Medical and dental appointments should be made for after-school hours when possible. Any student who leaves school before the end of the day must be signed out by a parent or guardian in the school office.

#### **Arrival and Departure Information**

## **Carpool**

The carpool line is a no cell phone/texting zone. Vehicles should always follow the pavement arrows in a counter-clockwise pattern around the Lower School/Middle School parking lot. Traffic lanes, especially at the school entrances, must never be used for parking. These are fire lanes and must be kept clear to allow fire or rescue vehicle access. Both outbound lanes are right turn only at the exit on to South Bend Drive. Parents must walk their child in or out of school if they have parked in the parking lot to drop off or pick up their child.

There is no before school care prior to 7:30 a.m. The only way a student will be allowed into the building before 7:30 a.m. is if a specific event/rehearsal/practice/tutoring requires it.

## **Morning Carpool**

Morning carpool takes place from 7:30-8:05 a.m. Morning carpool begins when the carpool teacher or volunteers have placed the carpool signs out and have started to use the stop signs.

During morning carpool, drivers should form a double line in the carpool lanes. Students may only exit their cars when they are inside of the drop-off zone – the area marked by a double yellow line between the top Lower School crosswalk and the Middle School crosswalk. Parents must pay careful attention to the stop signs and carpool worker directions. For student safety, carpool workers may ask you to stop outside of the drop-off area even if it is only partially full. Safety is always considered above convenience. When instructed to do so, drivers should pull forward to the top crosswalk and shift their vehicles into park before students exit their cars. Parents must not stop on top of crosswalks. Students exiting cars in the sidewalk lane should exit from the passenger side and go immediately to the sidewalk. Students exiting cars in the outside lane should walk on the double yellow lines until they reach the nearest crosswalk; they should then cross to the sidewalk and walk on the sidewalk to their entrance. Students should not cross between cars to reach the sidewalk. Drivers should remain stopped until instructed to exit the parking lot by carpool workers.

## **Afternoon Carpool**

Afternoon carpool occurs from 3:00 - 3:45 p.m. During afternoon carpool, drivers should form a double line in the carpool lanes, following the arrows on the pavement and stopping at the top crosswalk by the Lower School entrance. Parents must not stop on the crosswalk exiting from the Lower School doors; students use it to reach the double yellow line walk area.

Cars should not line up for Carpool prior to 2:50 p.m. At 2:50 p.m., cars should form a single line closest to the sidewalk so faculty and visitors are not blocked in. At 3:00 p.m. drivers may form a double line.

All K-8 students who depart by car are dismissed from the Lower School entrance only (Door 1), and they are required to walk between the cars on the double yellow line in order to reach their cars. Circle Drive is for Early Childhood dismissal only. Parents are to remain in their cars. Drivers should remain stopped until instructed to exit the parking lot by carpool workers. Parents who need to pick up their children early must park and then enter the building to retrieve their child.

Carpool numbers should be clearly posted on the windshield of the car.

If a child is not picked up in carpool by 3:45 p.m., he/she is directed to go to Extended Day Care (EDC) and a fee will be incurred.

## Bus

Bus service is available for a fee to children in Kindergarten through Grade 12. Bus service may be available to Prep and Junior Kindergarten students if a responsible older sibling can ride the bus with them. The Business Office oversees this service and determines routes based on the locations of those requesting the service. It is the school's desire to keep all bus routes to less than an hour. Procedures are established to ensure the safety of each child and must be followed consistently. Students who repeatedly misbehave on the bus are not allowed to ride for a length of time determined by the administration.

### *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:

- Approach the bus only after it stops completely and the door is opened.
- Board single file and sit in a seat promptly. Drivers may assign seats.
- Stay seated, facing forward, and maintain order while riding the bus.
- Do not eat or drink on the bus unless granted permission by the bus driver. Gum is not permitted.
- Open windows only with permission of the bus driver. Do not throw objects out the window.
- Do not place any part of your body out of the window.
- Use the emergency door only as necessary or as directed by the driver.
- Keep aisles clear. Large, bulky items should not be transported on the bus without permission of the driver.
- Stand to leave only when the bus has come to a complete stop.
- Keep the bus clean; be responsible for belongings; dispose of litter in the proper place.
- Walk away from the bus quickly. Use caution when walking directly in front of the bus and never walk behind the bus.
- Respect the bus driver and maintain good manners.
- School rules and Canterbury expectations for behavior apply while students are riding the bus.

## Extended Day Care (EDC)

Students in Kindergarten through Grade 4 who arrive early or remain after school hours must be with a member of the faculty or in the Extended Day program. This service is available for a fee from 3:00-5:30 p.m. in the EDC room Monday-Friday. Students are not permitted to roam freely through the building before or after normal hours. Students are not allowed to wait in the lobby for parents after school. They must be in the NOG for carpool, at bus dismissal or in EDC.



**School Departure Changes**

If a child has plans to go to a place other than home or with a person other than the parent or appointed adult, send a note explaining the change to his or her teacher in the morning. Otherwise, the teacher and school assume the child goes home as usual. Unless an emergency arises, please do not call the office between 2:30 and 3:15 p.m. Arrangements should be made and understood by the child in the morning. No “play dates” may be made by a child during the school day. Parents should not depend on emailing teachers to make dismissal changes. Changes should be made by 12 pm by calling the office and communicating to the teacher. If notice is not received then the student will be sent home based on their typical dismissal.

**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). Both stations allow you to sign up for school closing and delay alerts on their websites. Additionally, closings and delays are posted on the school’s homepage. Criteria used in delaying or canceling school include weather reports, specific local conditions and the desire to hold school whenever possible. If there is a 2 hour delay, school opens at 9:30am and the bell rings at 10am. *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 is communicated using the same procedures as for school delays or closings if appropriate, through WOWO radio (1190 AM) and WPTA-TV (Channel 21, or Cable Channel 7), information posted on the school website and emails to parents (if possible). Students are 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.

## Health/Medical Information

### **HIPPA Privacy Notice**

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

### **Required Health & Enrollment Forms**

All parents are required to fill out medical and enrollment forms online as specified in Magnus Health System via Blackbaud. In the students Vital Health Record section there is a location for parents to list emergency contacts. Parent/Guardians' names and contact information should be listed as well as at least two or more *local* emergency contacts who would be available to pick up your student if the school cannot reach parents. These emergency contacts may be contacted in non-emergency situations, if parents cannot be reached, and the child is ill with fever, vomiting, severe injury and needs to be taken home. Any emergency contacts listed should be available to pick up a student within 30 minutes. **All online required forms must be completed one week prior to the first day of school otherwise your student will not be able to start or participate in school until completed.**

### **Immunizations**

All Lower School students must have an immunization record turned into the School Nurse and uploaded into Magnus one week before school starts. All Kindergarten students and students new to Canterbury School must have a Student Health & Physical form on file. All incoming kindergarten students must submit a Vision Form. All documents are due one week before school starts. Students may not attend school without proper documentation of their necessary vaccines or a completed medical/religious exemption form which must be submitted each year. Medical forms and instructions are available in Magnus via Blackbaud or contact the School Nurse at [nurse@canterburyschool.org](mailto:nurse@canterburyschool.org).

### **In-School Medication**

If a child requires necessary daily medication during the school day, parents or guardians are required to bring the medication in its prescription bottle to the School Nurse. An "In School Medication Permission Form" must also be completed. Students with a chronic or acute disease or medical condition are sometimes permitted to possess and self-administer medication designed for emergencies (i.e. EpiPens & Inhalers) 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 self-administration of those medications. Students may not self-carry medications (either prescriptions or over-the-counter) unless written authorization has been submitted to Canterbury School. Emergency and *necessary* daily in-school Medications are taken on field studies and trips by the faculty.

### **Illness**

Parents are contacted to take home any student who vomits at school, has an episode of diarrhea at school, has a fever above 100.4F, has an unidentified rash, or shows other symptoms that warrant attention. If your child is sent home from the school clinic with fever, vomiting or diarrhea they must remain at home

for the remainder of that day and should not return the following day. A student can return to school once they have been fever-free and/or free of any episodes of vomiting or diarrhea for greater than 24 hours *without the use of any medications*. A full, up-to-date list of Canterbury Illness Policies will be in Magnus and must be read and acknowledged by a parent/guardian.

### **Injuries**

Should a serious accident occur during normal school hours, parents and/or emergency contacts are immediately contacted via the emergency numbers listed on file in Blackbaud & Magnus. If there is no answer, the child is taken to Lutheran Hospital's Emergency Room, RediMed or the nearest medical emergency facility. The child's doctor is also contacted. If a child is unstable or unresponsive EMS will be called instead of transporting the child to the emergency facility.

For any injuries that occur on school grounds but outside of normal school hours, staff in charge (aftercare, athletics, enrichments, etc) will immediately contact parents. If necessary, staff will file an incident report and if severe or life threatening injury, EMS will be called.

For any injuries that occurred outside of normal school hours but then require additional care during the following school day(s), parents should contact the School Nurse. Head injuries, where a concussion has either been diagnosed or suspected, must be reported to the School Nurse and a doctor's note (which includes restrictions and dates) must be brought into school clearing the student to return to the classroom. Canterbury School works together with the physician for a "Return to Learn" process that benefits student's returns to the classroom. The concussion guidelines, as established by the CDC, are followed according to the division's standards.

### **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, recognizing that it is impossible for the school to ensure that the environment is completely risk-free at all times. Canterbury School has adopted a "Nut Reduced Risk Environment Policy." Parents should work with their child to educate him/her as to what foods should be avoided and what to do in case of suspected or known ingestion of an allergen.

- Parents of children with severe food allergies must provide a Food Allergy Action Plan and the In-School Medication Permission Form before the first day of school. This should all be documented and uploaded in Magnus.
- Parents must provide two EpiPens and any necessary antihistamines for their child, where appropriate.
- EpiPens are kept in designated locations, according to each division, for easy access should they be required.
- Student allergy profiles are kept in the lunchroom and classrooms, as needed.
- Emergency medications and a copy of the student's Food Allergy Action Plan should accompany the student on all field trips and athletic events.
- 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.

Parents of students with severe food allergies should clearly inform the faculty of what foods their child may eat and what foods are to be avoided. Students with severe food allergies must have a completed Food Allergy Action Plan uploaded into Magnus prior to the school year. Parents should provide an

alternative snack or meal for the lunchroom, parties, trips or classroom activities if they are concerned about their child's consumption of an allergen. Barring specific parent directions, faculty members withhold foods suspected of containing ingredients to which the child is allergic and make reasonable efforts to not allow the student to share food with others. Parents of students with severe food allergies are also encouraged to share relevant information with other parents as appropriate (i.e. room parents). Parents with additional concerns should contact the School Nurse and Division Director.

### **Nut Reduced Risk Environment Policy**

Canterbury School strives to maintain a nut-reduced-risk environment. Nut reduced-risk is defined as reducing exposure to food that may contain tree nuts or peanut products in the ingredient list.

- The school food service prepares food that excludes tree nuts or peanuts in the ingredient list.
- A separate table is provided in the lunchroom for students with a tree nut or peanut allergy and no peanuts or tree nuts are allowed to be consumed at that table. A specific cleaning protocol has been developed for this table.
- To avoid contamination, foods containing tree nuts or peanuts are not to be consumed outside of the lunchroom and students are discouraged from sharing food. All snacks and treats brought into classrooms should be nut-free. All students' mid morning snacks, which are consumed in classrooms, should be nut-free.
- Parents should provide lunch and/or snacks from home if they are concerned about the suitability of food at school for their child.
- Parents of students with severe allergies are encouraged to contact the appropriate Division Director or the School Nurse with additional concerns.
- Canterbury School strongly encourages parents and students to avoid bringing in foods that contain nuts in the ingredient list.

### **Chronic Conditions**

It is the responsibility of the parent/guardian to document in Magnus any necessary or significant health history including severe allergies, asthma, seizure disorders or other chronic conditions that might require immediate action or medication. It is in the best interest of the student if parents/guardians let any necessary faculty/staff members know of any necessary restrictions or limitations for your student. We make every effort to keep all personal medical information confidential.

### **Chronic, Severely Acute and Contagious Disease Policy**

Incidents of any of the above conditions are dealt with on a case-by-case basis, with Canterbury School making every effort to fairly balance the individual's interest with the interests of the School and its constituents. A full, up-to-date list of Canterbury Illness Policies will be in Magnus and must be read and acknowledged by a parent/guardian.

### **Head Lice Policy**

Parents have the prime responsibility of assisting in the prevention and management of head lice and nit cases through regular checks of their child's hair and by starting immediate and thorough treatment when head lice or nits are detected. While head lice and nits are a nuisance, they do not spread disease and are not a health risk. Faculty members are educated about head lice identification, treatment, prevention and protocol.

A student with nits only (no live lice found) is allowed to remain in school. The Division Director and the student's parents are notified.

A student found to have live lice while at school is sent home for treatment (removal of lice and nits with the use of an appropriate shampoo). Notification of parents of students thought to be at high risk for contact, such as grade-level classmates, is determined by the Division Director in consultation with the Head of School.

If parents find head lice on a child while at home, they are required to notify the School Nurse and administer treatment as directed. The School Nurse checks the child for head lice upon return to school and weekly for up to one month. If a parent suspects head lice, the School Nurse may be asked to confirm an active case. Lice Clinics of America has a location in Fort Wayne and is highly recommended. Parents should contact the School Nurse for further information.

This policy is supported by the American Academy of Pediatrics, the National Association of School Nurses and the CDC.

### **Off Campus Field and Overnight Trips**

The School Nurse will pack emergency red bag(s) which include any necessary rescue medication (inhalers and/or EpiPens) and any daily school-time medications for all school-day trips. First aid kit(s) will also be provided. For regularly scheduled academic overnight trips (including middle school and high school grade level class trips and any overnight trips associated with a class course), the School Nurse will pack any medically necessary prescription medications in addition to any rescue and some over-the-counter (OTC) medications. Over-the-counter Medication Permissions will carry over for all school related off campus trips; although not all OTC items listed in permission form may be available on trips.

If your student is listed as a "self-carry" for any rescue medication it is the parent/guardian responsibility to ensure the student has said rescue medication packed and on their person for the trip. If your student requires necessary prescription medication for overnight trips, the parent/guardian is responsible for submitting both the required Field Trip Medication Permission Form and associated medication(s) prior to the deadline, which is 72 hours prior to trip departure from the school. If a student does not remember to bring their own self-carry rescue medication or if medications and/or forms are not submitted prior to the deadline your student may not be able to attend that trip. It is Canterbury's discretion to refuse students to attend trips if medications and forms are not submitted or carried per proper protocol. If a student does not remember to bring their self-carry medication or submit forms/medication prior to the deadline, the School Nurse and Canterbury School cannot guarantee that the student will receive their medication as directed.

The School Nurse will *not* be responsible for gathering and packing medications for trips associated with athletics, extracurricular club trips, elective overnight or international trips. For these trips, it will be the lead trip organizer's responsibility to contact parents with regards to any necessary medications.

## **Parent Partnership**

### **Canterbury-Parent Partnership**

Canterbury School believes that the quality of education a young person receives is dependent upon the school environment as well as the home environment. If the expectations are consistent in and out of school, the student develops more rapidly and with more self-confidence. With this in mind, we invite, and expect, parental involvement in the school community. The best interest of students should always be the primary concern of parents and educators. In order to avoid conflicts and misunderstandings that result in confused messages to students, we have structured the school community to help ensure open lines of communication among faculty, students, and parents.

The faculty and administration sincerely appreciate the long tradition of parental support. Parent views concerning the welfare of their own children in particular, and the school in general, are always valued. We also ask that parents be willing to trust and support the school's guidance on academic and behavioral concerns.

### **Communication**

Canterbury School is committed to open, clear, frequent and friendly communication with parents. Only with the active support and involvement of school and parents does 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 promote a rich and consistent learning environment for each student. Families can expect teachers and administrators to respond to phone calls and emails within 24 hours, or if on a Friday, by the end of the day on Monday.

### **General Classroom Information and Newsletters**

Teachers send home - via blogs or email - grade-level or class letters on a weekly or bi-weekly basis to keep you abreast of programs and activities. Please take time to read this correspondence as it often includes information about upcoming school events, field studies, assignments or dress-down days.

Please keep your mailing address and email address current with the LS office by calling the office to report any changes so that communication is not interrupted.

### **Communication with Faculty**

To discuss a student's performance, concerns and progress, please arrange a conference or request a call from a teacher. A teacher usually can schedule a phone call to you during the school day to answer any questions. A conference, however, is a better option when a longer discussion is needed. Please schedule a conference as opposed to stopping in, to ensure the appropriate setting and time. Teachers can be reached at home, but it is preferable not to disturb family time unless there are urgent matters that cannot wait until a conference or a phone conversation can be arranged. Teachers may also be reached at school via email. Email addresses are listed in the Buzz Book.

### **Messages**

The School does not call teachers or students to the phone except in emergencies. To ensure proper communication, messages from parents to the school should be written, not transmitted verbally via students. Students are permitted to use school office telephones in cases of emergency or when the school initiates a change of plans or schedule. Students are not allowed to have cellphones in school at any time.

If a parent needs to give something to a child (lunch box, book, etc.), it should be given to the office assistant in the Lower School office. The office assistant delivers the item at an appropriate time.

However, the School strongly encourages parents and students to assume the responsibility for remembering to bring money, lunch, and books in the morning.

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

Every parent automatically becomes a member of the Canterbury Parent Association with the enrollment of a student. The association supports the administration, faculty, and students by providing volunteers and expertise for numerous projects. All parents are invited to the regularly scheduled Parent Association meetings listed on the school calendar and on the website.

Canterbury School was founded with a commitment of parent volunteers and the need for active volunteers today is just as strong.

Volunteer opportunities are listed in the Parents section of the school website, and parents may sign-up to volunteer through the site. Parent Association representatives present volunteer opportunities at orientations and The Welcome Back Fair and provide parents with an opportunity to sign up. Additionally, parents may call a member of the Parent Association Steering Committee listed in the front of this book to volunteer at any time.

### **Parent Involvement and School Visits**

Parent involvement is a vital part of a child's growth and success at school. We encourage parents and other family members to take part in school activities as their schedules permit. You also may wish to volunteer in the lunchroom, library or during morning carpool. The volunteer efforts of all parents are essential to maintaining the high quality of our school programs. We may ask for your assistance on field studies, or in sharing your expertise, cultural or religious celebrations, hobbies or travel experiences in a classroom.

Parents and students must adhere to the following guidelines when taking part in school activities:

- Parents and others who visit Canterbury School must use the Lower School entrance Door 1 to enter the building. Beginning at 8:05 a.m. Door 1 is locked and visitors are buzzed in and sign in at the office and get a name tag. All other school doors are locked throughout the day.
- When involved in programming, please be respectful of the rules, procedures and expectations put in place by the school and teacher in charge. If a parent's presence is determined to be a disruption to learning, or otherwise unhelpful, the school may ask the parent to limit visits to school. In extreme situations, the School reserves the right to ask parents to leave the premises.
- Please refrain from using an informal school visit as an opportunity to initiate a conversation about a specific concern with a teacher during instruction and programming.
- When parents visit the classroom, they may see or hear information pertaining to other students. It is each parent's responsibility to hold that information in strict confidence.
- A parent may not post pictures taken at school that include students other than their own onto a social media site without express parental permission.
- School and student safety is our top priority. All measures put in place are done so not to keep parents/visitors out, but to keep children and faculty safe.

### **Gifts for Faculty**

At times, parents may decide to purchase a group gift for a classroom teacher at the holidays, birthday or the end of the school year. Participation in a group gift is voluntary, but it should be clear to the teacher that the gift is from the entire class, regardless of who contributes to the gift.

### **Specific Guardianship Arrangements**

It is the responsibility of the parent/guardian to let any and all necessary school personnel know if there is a standing legal custodial arrangement that affects who is responsible for and to whom the school is allowed to release a student. You will need to advise in written documentation any restrictions the school should be aware of in regards to custodial arrangements. If there is any contest from another parent/guardian then we will automatically defer to legal court documents which then must be submitted to the school.



## **Section III • Educational Program**

### **Academics**

#### **Class Groupings**

The Lower School Director and teachers place students in classes after careful consideration of all factors that affect the educational development of the individual student. Recommendations of teachers, individual learning styles, class balance and group dynamics are among the many factors evaluated. Parents are asked to trust the school's professional judgment when making placement decisions for students.

#### **Homework**

Homework is a way to help students develop a sense of responsibility for their learning, but is meant to be assigned in moderation during the Lower School years. Assignments may include practicing or reviewing concepts studied in school; gathering information or materials to be used in discussion, reports or special projects; studying for tests; and reading for pleasure. Daily work not completed in school is often sent home. If this happens frequently, a parent-teacher-student conference should be arranged. We ask parents to help by providing a quiet place and time for homework to be completed. It is also important for parents to check and discuss the homework. It is not recommended that parents sit with a child as he or she is doing homework. If at any time the amount of homework becomes difficult for a specific student to manage, the family is asked to contact the classroom teacher to discuss.

Homework is not given over long breaks. However, the expectation that students continually engage in independent reading is always in place. Students may have long-term assignments that periodically require weekend homework.

#### **Forgotten Homework or Assignments**

All teachers discuss responsibility regarding personal belongings and tasks with their students. To assist the school in developing this trait among students, we ask that parents not return to school in the evening, or bring in forgotten items during the day for the child. These are opportunities for children to experience natural consequences that build their capacity for responsibility in the future. Faculty members are never to be called at home in the evening or on the weekends to open the school so that families can retrieve forgotten items.

#### **Daily Planners**

An integral part of our program is to aid the child in developing study strategies, including memory skills and organization of time and materials. Each child in grades 1-4 is required to have a Daily Planner. Assignments are noted daily and materials organized accordingly. Teachers may include a note to parents. Parents are asked to refer to this daily and guide children in completing tasks. Parents are invited to use the planner to communicate with the school.

#### **Field Studies**

Field studies are an important part of a student's educational experience at Canterbury and participation is considered mandatory. 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 for behavior apply to student conduct and responsibilities.

If, for health reasons, a child is not able to participate in the field study, parents must notify the School. There is no supervision at school when all teachers and students in a grade level are off campus, so an alternate plan must be created.

**Formal Assessment**

Students in the Lower School are assessed three times during the year in math and reading using the STAR assessment, a computerized adaptive test. Students may be assessed more frequently to monitor progress as needed. Results are provided to parents following assessments and can be discussed with classroom teachers at any time.

**Progress Reports**

Narrative progress reports and skills checklists are sent home after the 1st and 3rd quarters. Skills checklists are sent home after the 2nd and 4th quarters. Semester reports are issued for the areas of art, music, physical education, religion, French, Spanish, drama and science.

Skills checklists are rated using:

- I (Improvement Needed)
- M (Meets Expectations)
- E (Exceeds Expectations.)

No letter grades are given in the Lower School.

**Parent-Teacher Conferences**

Conferences between parents and teachers are essential for the continued development, understanding and progress of each child. Formal conferences are scheduled on parent conference days in the fall, winter and spring. Conferences are scheduled online and a link is available to parents via the school's Morning Update and the school website a few weeks in advance of conferences. Additional conferences between parents and teachers may be held at any time if needed.

## **Academic Expectations/Conduct**

### **Classwork**

Students will be expected to complete classroom assignments in the timeline given by the classroom teacher. Missing or late assignments will be reflected in their progress report. Students with repeatedly late or missing assignments will make up work during student choice time.

### **Cheating**

Cheating is defined as the giving or taking of an unfair advantage on exams, quizzes, or assignments.

### **Plagiarism**

Plagiarism may be defined as the attempt to take something that someone else has said or written and present it as one's own. For example, copying someone else's work exactly without proper citation or representing as one's own an idea or concept created by another, without proper citation.

### **Attendance/tardies**

Students that are late to school or miss days will be expected to make up work missed in a reasonable amount of time (one day for each day absent).

Students must be present for no fewer than 90% of all school days in a calendar year to receive credit for that school year. Any days missed beyond that limit will be addressed with the family by the Student Conduct Committee, in addition to the Head of School.

### **After School Enrichment and Clubs**

Each quarter, the Lower School offers a menu of after-school Enrichment classes, available for a fee. These include a variety of classes such as chess, dance, gymnastics, piano lessons, STEM activities and crafts. Information on classes, cost and registration are sent home each quarter.

## **Section IV • Student Life**

### **Character Development**

#### **Canterbury 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. For a student to attain maximum growth, it takes the combined commitment and ongoing effort of the student, parents, and faculty.

#### **Lower School Character Program**

Each month, the Lower School focuses on a different virtue, providing an understanding of its meaning and ways for all children to implement that virtue. The virtue is highlighted each month through Chapel and class discussions, projects and books in the classroom, and displays on the bulletin board outside the EDC room. Some of the virtues included in this program are self-control, gratitude, kindness, integrity, perseverance and respect.

#### **Chapels**

Lower School Chapel happens on Monday, Tuesday, and Friday with a K-8 Chapel on Wednesdays. It is an opportunity for the Lower School community to meet and share in a common experience. Chapel is presented by faculty, groups of students or guest speakers. Content ranges from skits, stories or words of wisdom and often includes singing and prayer. Messages delivered are morally, spiritually or ethically edifying.

#### **Service Learning**

At every grade level and as a division, students engage in service learning opportunities throughout the year. In Lower School, students learn through grade level initiatives to give of their time and effort for those who are suffering or in need. Throughout the year, there are also Lower School philanthropic activities that families can participate in to encourage a spirit of service and giving.

#### **Classroom Responsibilities**

All students have a responsibility to help maintain the school building and grounds as part of the Canterbury community.

## **Student Support**

### **Classroom Teachers**

Classroom teachers ensure that each student receives the individualized attention necessary to become a successful Canterbury student and to promote the shared values of the Canterbury community. Teachers contact parents informally throughout the school year. Parents are encouraged to contact their student's teachers with questions and special concerns. Teachers will respond to any emails or phone calls within 24 hours during weekdays and Monday if over the weekend.

### **Reading Specialist**

The Lower School Reading Specialist provides specialized reading intervention for students who struggle in the area of reading development. Students receive services based on testing and teacher recommendation.

### **Division Director**

The Lower School Division Director is responsible for the overall running of the Lower School curriculum and programs. They will be involved in any ongoing behavior or discipline situations happening in the classroom and any decisions regarding operations, admissions and other non-classroom issues.

### **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 and classroom teacher.

### **Student Resource Officer**

The Lower School Student Resource Officer provides safety services and safety education for the Canterbury Community.

## **Behavioral Expectations**

Lower School promotes a culture of kindness and empathy, in which all students are expected to be respectful and considerate of, and cooperative with their fellow students, teachers, and other school community members at all times, and to accept the consequences of their actions. Respect for others and their property, honor, integrity, charity, and cheerful cooperation are considered basic tenets of life at Canterbury School. All students deserve to learn in a safe and welcoming environment. Those students who do not meet behavioral expectations, who are repeatedly disruptive or disrespectful, cause purposeful physical/emotional harm to others, or for whom other methods of discipline have been unsuccessful, will be removed from certain activities or even sent home at the discretion of the Lower School Director after conferencing with those teachers involved in each incident.

The following Canterbury Expectations form the basis for all other rules and guidelines, and may be invoked in response to any situation not specifically covered in this handbook. Violations of Canterbury School Expectations may be deemed violations of major school rules. This list of 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 treat others as they expect to be treated.
- Students demonstrate respect for peers and faculty, as well as responsiveness to faculty direction.
- Students contribute to the basic upkeep and cleanliness of the buildings and grounds.
- Students refrain from engaging in physical or verbal harassment or profanity.
- Students' behavior inside and outside the classroom should be consistent with the general educational and spiritual goals of the school community.
- Students actively contribute to the educational and spiritual goals of the School.
- Students have a responsibility to be positive ambassadors of Canterbury School in the greater Fort Wayne community and on all school trips.
- Students follow the dress code as outlined in the Parent and Student Handbook.
- Students will follow the ***Technology Acceptable Use Policy***
- Students will follow and encourage others to follow the ***Safety and Security Policy***
- Students will not harass or bully others
- Students will not participate in other behavior that is deemed unkind or disrespectful, or that lacks basic integrity, as deemed by the administration.

## **Lunchroom Expectations**

Lunch is eaten in the cafeteria at scheduled times between 11 a.m. and 12:20 p.m. Students have the option of bringing a packed lunch or purchasing lunch at school. They also may purchase individual items to supplement a packed lunch. School lunch and a la carte items may be purchased through the school's POS system by depositing money in the student's account or the student may pay with cash daily. Instructions are emailed to families before the start of school regarding the account and can be found on the school website.

Seating in the cafeteria is assigned across grade levels and peanut-free table(s) are reserved.

**Bullying and Harassment:**

Indiana law defines bullying as overt, unwanted repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for that student an objectively hostile environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has substantial detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance;
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities and privileges provided by the school.

**Response to Bullying:**

Canterbury School's policy is to maintain a positive learning environment that is free from bullying and threatening behavior. Any and all threats of harm made against the safety and security of any Canterbury School stakeholder by any aggressor, whether internal or external, should be handled as though they were in earnest until determined to be otherwise.

Our school has no tolerance for any statements or behaviors of a threatening nature. Any behaviors by individuals that might pose a threat to the well being of students, staff, and weapon possession will be addressed.

Students and/or families should immediately report bullying or threatening behavior to any school staff member, administration, or the School Resource Officer (SRO). Students and/or parents/guardians need to include all available information, such as persons involved, situational context, exact wording, body language and tone of voice. This includes any threat, whether written (tangible or digital) or verbal, whether implied or explicitly stated. Sometimes, practical jokes or offhand comments are made that may be interpreted as threats, and those should be treated as such until they can be safely dismissed. It is the responsibility of everyone on our campus to avoid making ill-considered statements that may be misinterpreted as threats. Employees are required to make a report to an administrator (or designee), verbally or by a completed [Bullying Incident Report Form](#), on the same day when possible (or on the next school day) whenever they observe or become aware of an alleged incident of bullying or threatening behavior.

**Administrator Responsibilities:**

1. Collect all available information as provided by the reporting party.
2. Investigate the threat to determine that the facts are as stated.
3. Assess the level of risk.
4. Determine whether and what intervention may be necessary.
5. Determine whether and what disciplinary action may be necessary.
6. Involve law enforcement or other parties as appropriate.

## **Level 1**

### **Classroom Intervention:**

#### **Examples of interventions:**

- Student is reminded of the rule or expected behavior and redirected to an alternate activity.
- The student is reprimanded, given a consequence appropriate to the infraction, and guided to think through different choices and the impact his or her behavior is having on others.

Consequences at this level range from brief removal from an activity, to a reflection letter, to loss of privileges.

## **Level 2**

### **Student Support Team (Division Director, classroom teacher and/or School Counselor) Intervention:**

#### **Examples of interventions:**

- Teacher and/or child contacts the parent to report consistent or severe behavior.
- The Student Support Team develops a behavior plan.

Consequences noted in Level 1 are continued.

## **Level 3**

### **Head of School Intervention**

At this level, the Head of School will become a part of the Student Support Team. If a formal behavior plan does not prove to be effective and adverse behavior continues, or if a student is believed to be a danger to him/herself or others, the Student Conduct Team may suspend the student from school for a designated period of time. Students are expected to complete any work missed. Contract renewal and school placement for the coming school year are at issue at this stage. If adverse behavior continues, the student is dismissed from the School.

**Canterbury School reserves the right to skip levels depending on the severity of behaviors. For example fighting, intentionally inflicting harm on others.**



## **Dress code (Kindergarten Prep-Fourth Grade)**

Canterbury Lower School has a daily uniform. All clothing worn to school must be in good repair. Student uniform requirements apply throughout the school day (8am to 3pm). Parent and student cooperation in adhering to uniform guidelines is expected. If violations continue, parents will be contacted to bring appropriate clothing to school for their child.

## **Dress code guidelines**

### **Acceptable Attire**

- **Collared shirt with pants** (*navy pants; white, pink, light blue, navy, hunter green, pale yellow or gray shirts*)
  - Shirt length long enough to stay tucked in
  - Shirts can be a fold over collar or turtleneck
  - Pants: no denim, cargo pants, yoga pants, leggings worn as pants or activewear pants
- **Collared shirt with skirt or jumper** (*navy skirt or jumper; white, pink, light blue, navy, hunter green, pale yellow or gray shirts*)
  - Shirt length long enough to stay tucked in
    - Shirts can be a fold over collar or turtleneck
  - No denim skirts
    - Tights/leggings may be worn underneath a dress, but the length requirement still applies. Tights and leggings are to be navy or white only.
- **Collared shirt with shorts** (*navy shorts; white, pink, light blue, navy, hunter green, pale yellow or gray shirts*)
  - Shirt length long enough to stay tucked in
    - Shirts can be a fold over collar or turtleneck
  - No denim, athletic or cargo shorts
- **Dress** (*navy only*)
  - Tights/leggings may be worn underneath a dress. Tights and leggings are to be navy or white only.
- **Footwear**
  - Dress shoes, athletic shoes, boots
  - No pool slides, flip-flops, sandals or slippers

### **Additional layers**

- Sweater (solid only; *white, pink, light blue, navy, hunter green, pale yellow or gray sweaters*)
- Canterbury logo crew-neck sweatshirt
- Canterbury logo hoodie
- Canterbury logo quarter zip

### **Spirit Fridays**

- In the Lower School, students may wear sweatpants, athletic shorts, jeans, and a Canterbury spirit wear top. Spirit wear consists of t-shirts or sweatshirts with the Canterbury logo or name.
  - Students may opt to wear normal school dress code pants, shorts, or skirts in lieu of jeans.
  - No ripped pants or shorts

**The following attire is prohibited, including on dress down days (unless otherwise noted)**

- Tank tops, spaghetti strap tank tops, T-shirts, athletic tops (even when worn over collared shirts)
- Cropped shirts - shirts must be long enough to stay tucked in for the school day
- No hats or headwear of any kind, except in the case of approved exceptions based on religious practices
- Any clothing with an offensive message/graphic (at the discretion of the Lower School office)
- Additional items as determined by the Lower School office, as needed.

**School Dress: Wednesdays and Field Studies**

On Wednesdays and other designated days (such as certain field studies or visits, as well as on special occasions), students wear “school dress.” This consists of a white shirt with navy blue slacks, shorts, capris, skirt or jumper. Navy blue and white clothing should be solid colors (no stripes, polka dots, plaid, etc.).

**Dress-Down Days**

- As announced by the Lower School Office
- Students may observe a dress down day on the celebration of their birthday or half-birthday.

**Uniform for Physical Education**

Students change for PE in 3rd and 4th grade. The PE uniform is any shorts or sweatpants and a Canterbury top.

**Winter Clothing**

During the winter months, students go outside for recess unless the temperature or wind-chill is below zero. Please plan to provide snow boots, snow pants, gloves or mittens and hat to be kept at school.

**Lost Articles**

The school makes every effort to help children keep track of belongings. Names should be printed in full on all physical education clothing, raincoats, coats, hats, jackets, sweaters, scarves, mittens, boots, book bags, etc., worn or used by each child. Despite the best efforts of parents, teachers and children, many lost articles are placed in the Lost and Found bins located in the Lower School commons. Parents should look through the Lost and Found for missing items. All unclaimed items will be donated to charity at the end of each semester.

**Cavalier Clothing Company**

Canterbury clothing is available for purchase from the Cavalier Clothing Company. There are opportunities to buy at school, at times, or online.

## **Food and Parties**

### **Lunch**

Hot lunch can be purchased at school from the school lunch provider, Quest. Children can also choose to pack a lunch to bring to school.

#### ***Lunchroom guidelines:***

- Stay in your seat until you have asked permission to get up from a teacher.
- Engage in quiet conversation.
- Do not share food or money.
- Clean your table, chair and floor area before dismissal.
- Arrive and leave the cafeteria in a quiet and orderly manner.

### **Snack**

Students in grades 1-4 may bring a snack from home to eat at break time. We ask parents to supervise the packing of snacks to ensure that each child receives food with high nutritional value. Snacks should be opened and eaten independently and students should have all necessary supplies to eat the snack (spoons, straws, etc..) Please observe the school's food allergy policy outlined in this handbook. All snacks must be nut-free.

### **Birthdays**

Families are permitted to bring in a small snack or treat (should include all necessary items such as napkins, forks, spoons, plates, etc.) to share with the class in celebration of a child's birthday. Please contact your child's teacher to schedule a mutually agreeable time for the celebration and keep in mind the Nut-Free Policy when planning. Extras such as balloons, gifts and party favors are not acceptable for classroom celebrations. Deliveries for students will not be accepted at school.

Students are allowed to be out of uniform on their birthdays or at a mutually agreed upon time if their birthday does not fall on a school day.

For celebrations outside of school, invitations should be sent from home, not brought to school to be distributed.

## **Section V • Technology Acceptable Use Policy**

As a member of the Canterbury School community, each student must adhere to the school's Technology Acceptable Use Policy at all times. The digital world is one aspect of each student's experience, and conduct in this domain should mirror these same expectations.

### **General Policies**

The primary purpose of the school's technology resources is to enhance teaching and learning and to support the business operations of the school. Technology resources at Canterbury are intended for educational and school-related use.

- Students should be mindful that they are representatives of Canterbury School at all times, and may be held responsible for any hurtful or damaging online behavior or content.
- Students must use all authorized systems, digital devices, software, applications, and email accounts in a manner that is productive for student learning, and consistent with the school's disciplinary guidelines.
- Students must use respectful language and appropriate judgment in public or private posts at all times and in all interactions in the digital world, and must be mindful of the consequences – for others and for themselves – of not doing so.
- Students must respect the privacy of other students, teaching and non-teaching faculty, and administrators of the school in all online activities. Posting information that uses names, images, or recordings of these individuals without their permission violates the intent of this policy.

### **Technology Conduct**

Lower School students may not use cell phones in any Canterbury setting. They may not wear watches that can function as a phone or texting device. If a student brings a cell phone or wearable device to school, the teacher/administrator will take the device until it can be picked up by a parent or guardian.

### **Security, Privacy, and Copyright**

- Email and network passwords are for the use of individual students, and should not be shared with peers at Canterbury, or with anyone outside the school community.
- Students should immediately notify a member of the technology faculty and change their password immediately if they discover their password has been compromised.
- Students must not create, install, or knowingly distribute a virus or other potentially destructive program on any school network system, regardless of whether any negative consequences result.
- If a student unwittingly releases a virus in the school network, he/she should notify a member of the technology faculty immediately.
- Students must not use any device, software, or website that masks their identity as they use school resources.
- Students must not read, alter, or delete any other person's digital files or email without that person's knowledge.
- No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, or any other electronic media via the internet.

## **Social Networking**

- Students may not “friend,” “follow,” or otherwise link to adults employed by the school via the adults’ personal social networking outlets. Teaching and non-teaching faculty, and administrators are required not to engage with students in this way – it is not appropriate to place them in the position of declining a student’s request.
  - Canterbury may establish from time to time a school-run social networking site for a school-sponsored activity or group that is intended for educational purposes only. In these instances, students may link with school employees because of the educational intent of the site.
- Possessing, posting, or distributing 1) sexually explicit messages, photos, or videos, or 2) any harassing or disparaging content electronically via cell phones, email, or other devices is a very serious offense. Such material can be distributed rapidly across the Internet. Not only can such activity result in profound emotional damage, but, at the extreme, it can be prosecuted as a felony under federal law.

## **Ownership Disclosure**

- While Canterbury School strives to create a safe digital environment for students by filtering and monitoring much of the content available on the school’s network, the school cannot control all information that is available on the Internet or through incoming email, as this information is not owned by the school. Students should check the privacy and security policies or internet sites and email carriers carefully before posting or adding content they may not wish to be viewed by others presently or in the future.
- Students should have no expectation of privacy in any communication that uses school systems in whole or in part.
- Canterbury School owns all systems, software, and school email addresses, and reserves the right – in extreme circumstances – to exercise its ownership privileges to investigate any disruptive or damaging behaviors that are reported or discovered. The school reserves the same right regarding the school-owned devices that are issued to students.
- School logos, official documents and images, and the name of the school are the property of the school, and may only be used on non-Canterbury websites with the permission of the school. Students should be mindful that use of such school property in this way may be construed by others as representing the views and policies of the school, which is inappropriate. The school reserves the right to address such issues when it becomes aware of them.

## **Violations of Policy**

Violations of the Technology Acceptable Use Policy are subject to the disciplinary policies of the school, depending on the nature and severity of the infraction.

## **Section VI • School Departments**

### **Enrollment Management**

#### Admissions and Withdrawals

In its admissions and withdrawal processes, as in all other areas of school life, Canterbury is guided by the following non-discrimination policy: “Canterbury School admits students without regard to race, color, religion, national origin, gender, sexual orientation, or any other characteristic. It does not discriminate in the administration of its educational policies, financial aid programs, hiring practices and other school administered programs.”

The School retains the right to suspend or dismiss any student whose progress or conduct is deemed unsatisfactory or whose influence does not serve the best interest of the School; or if the School concludes that the actions of a parent make a positive relationship with the School impossible. Those students whose account payments are not kept current also will be withdrawn from the School.

Admission is contingent upon receipt of official transcript(s), educational records, test data, current health records, and successful completion of the academic semester/year before entering/continuing at Canterbury.

#### Financial Aid

Applications for Financial Aid are accepted beginning in Kindergarten through Grade 12. Families, current and new, 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. Financial aid awards are based on financial need and are confidential. All awards must be applied for annually.

### **Business Office**

#### Billing

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 two payment options: a single payment plan and installment plans. 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 installment payments must be current before grade reports and transcripts are released.

Parents of students in K-Prep through High School, 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. 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.

**Development**

The Development office is responsible for maintaining and further developing relationships with key members of our school community: parents, grandparents, alumni, parents of alumni, and other friends, and for generating revenue for the school above and beyond tuition. The office is on the Covington campus located near the Middle School Office.

Fundraising activities include the Canterbury Fund, an annual giving campaign in which we ask all families to participate at a comfortable level; Laughing Cavalier and the Cavalier Open, an annual golf outing to benefit athletics.

Other fundraising activities include the occasional capital campaign, major gift support for special areas of donor interest, funds and scholarships, and planned gifts through the 1977 Society. The Canterbury School Foundation Board manages the school's endowment.

**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 is conducted and any insurance carriers covering the school are notified, as appropriate.