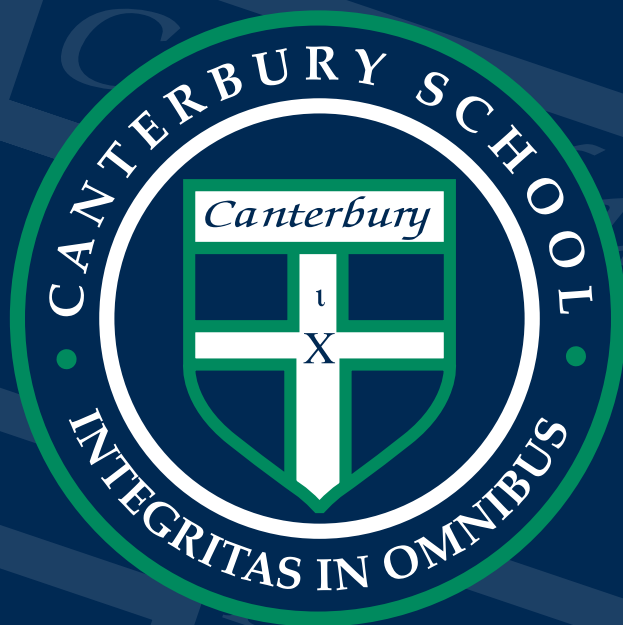


# CANTERBURY MIDDLE SCHOOL



**Parent and Student Handbook  
2023-24**

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

## CONTACTING CANTERBURY

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Head of School	David Jackson	3018
Assistant to the Head of School	Kathy Todoran	3002
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### 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

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Lower School Enrichment	Wendy Wilson	2001

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

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Major Gifts/Planned Giving	Melinda Perry	2012
Canterbury Fund	Ashli Wharton	2034
Laughing Cavalier	Matt Cloud	2055
Database   Address Change	April Lass	2032
Enrollment Management		
Admissions (Grades 1-12)	Krista Lohmar	2007
Admissions (EC, K)	Tish Teel	1001
Marketing and Communications		
Website/Media	Natalie Trout	2033
Social Media	Jessica Sharpe	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	Technology	Jeff Phillips	3024
School Counselor, EC-8	Ashley Bunn	1006	Indoor Maintenance	Bob Brothers	3015
School Nurse	Kelli Sordelet	2005	Outdoor Maintenance	Tim Otis	3016
Auxiliary Programs	Deric Adams	3401	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 to 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 Suttle
Grade 5	Nicole Langel
Grade 6	Michaela Baldwin
Grade 7	Annie Henry, April Clute
Grade 8	Alison Rhinehart, Dana Minnick, Joey Kelley,
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 Diamente, 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
Cav 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  
Ashli Wharton  
April Lass  
Krista Lohmar

Elly Maconochie  
Tish Teel  
Natalie Trout

Jessica Sharpe

Mike Landgraf

Sharon Linn  
Susan Wolfe

Wendy Wilson

Ashley Bunn  
Deric Adams  
Elly Maconochie  
Tish Teel

Tara Parshley  
Lincoln Gray  
June Rambo  
Wendy Wilson  
Rob Westfall  
Ashley Bunn  
Nicole Justice  
Delphia Watts  
Brian Estrada  
Katie Mower  
Ken Harkenrider  
Kendra O'Connor

Jerry Belcher  
Angie Sands  
Audrey McAbee  
Tammy Gunn  
Kelli Sordelet  
Jeff Phillips  
Bob Brothers  
Tim Otis  
Quest

Director of Development  
Canterbury Fund Director  
Director of Development Services  
Director of Enrollment Management  
(Grades 1-12)  
Director of Admissions (EC, K)  
Admissions Assistant (EC, K)  
Director of Marketing &  
Communications  
Assistant Director of Marketing &  
Communications  
Lower School Director  
& Assistant Head of School  
Lower School Office Assistant  
Lower School Extended Day Care  
Coordinator  
Lower School Enrichment  
Coordinator  
School Counselor, Grades EC-8  
Director of Auxiliary Programs  
Early Childhood Director  
Early Childhood Office Assistant  
Director, Early Childhood Enrichment  
Middle School Director  
Middle School Executive Assistant  
Middle School Office Assistant  
Assistant MS Director & Dean  
LS/MS Counselor  
High School Director  
High School Office Assistant  
Director of College Counseling  
Director of Learning Resources  
Director of High School Athletics  
High School Counselor  
Business Manager  
Accounting Manager  
Billing & Accounts Payable Specialist  
Office & Project Assistant  
School Nurse  
Director of Technology  
Director of Maintenance Operations  
Director of Outdoor Maintenance  
Food Service Provider



## Section II • General Information

### School Operations

#### School Hours

To begin the day promptly, all students should arrive no later than 8:00 a.m. Students are to go to their lockers to put away their belongings and proceed to their first-period class for attendance by the 8:05 a.m. bell; attendance is taken promptly at 8:05 a.m. Chapel begins promptly at 8:08 a.m.

After-school activities should be scheduled to allow for school dismissal and work crew. Students must be picked up immediately after school starting at 3:25 p.m. unless they are staying for a school-sponsored activity or taking part in the After-School Program.

#### Attendance Policy

It is essential that there be clear and consistent attendance policies to ensure a strong academic climate at the Middle School. The importance of daily classroom work for a student's academic achievement must be kept in mind in formulating such policies. We believe that prompt and regular attendance is vital to successful learning and the development of sound school attitudes and work habits. For these reasons, only inclement weather, emergencies and illnesses are considered excused absences. Recognizing that there are times when a student must miss school and that the parents ultimately make that decision, we have attendance policies and procedures to minimize all nonessential absences. Also, timely and effective communication between family and school alleviates academic problems that arise from school absences.

In the event of a child's illness, parents are asked to call the School by 8:30 a.m. Verbal messages from siblings are not sufficient notice of student absence. If a student does not feel well enough to go to school at 8:05 a.m., he/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 are absent for more than five consecutive days due to a medical condition or injury may be required to provide documentation from their physician to verify the absence. The School contacts the parent of a child who has a fever or is otherwise ill at school.

If a student must leave school during school hours, parents are asked to notify the School directly, either in writing, by email, or by phone in advance of the absence. Students are to bring the note to the Middle School office in advance of the required absence. Any student who leaves the School before the end of the school day must be signed out in the school office by a parent or authorized adult and signed back in upon return. Early dismissal or leaving during the school day should be rare.

To be eligible to participate in after-school activities, a student must be present at school by 10:00 a.m. and not miss more than two (2) hours of a school day. For half days, students must

be present by 9:00 a.m. and not miss more than one (1) hour. Any special circumstances must be discussed with the Middle School Director in advance of the day of absence. Students who leave campus for non-medical appointments on the day of a social event are not allowed to participate in that social event without prior permission of the Middle School Director.

Children are not permitted to leave campus during the school day (from parent/bus drop off to parent/bus pick up) without a parent's permission. Canterbury takes its supervisory responsibilities seriously and asks parents to comply with its procedures.

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.

Major assignments or tests frequently occur right before or after vacations, and leaving early or returning late from vacations is strongly discouraged. Finally, parents are urged not to take their children out of school for personal vacations. There is no way classes missed can be made up, and the absent child suffers most. Families whose special needs make such absences imperative must contact the Middle School Director for permission at least one week in advance. A completed Canterbury Middle School Absence Form must be turned in to the Middle School office at least two days before the intended absence.

Students are expected to attend classes each day school is in session. The School retains the right to deny credit if a student sustains a prolonged absence. Generally, a student must be in class a minimum of 80% each quarter in order to demonstrate sufficient progress for the year.

#### Medical and Dental Appointments

Medical and dental appointments should be made for students outside of school hours. If students must leave during the school day, written notice must be sent to the Middle School office in advance. Students must be signed out by a parent or authorized adult before they leave and signed back in upon their return. We ask that non-medical appointments be scheduled outside school hours.

#### Leaving Campus

In spite of the School's proximity to fast-food restaurants and stores, students are not allowed off campus during the school day unless accompanied by a faculty member, and students are not allowed off campus after school unless accompanied by a parent or faculty member. Students may not leave with siblings or friends without a written note or personal phone call from a parent.

#### Arrival and Departure Information

The school day begins at 8:00 a.m. and ends at 3:20 p.m. All students are expected to be at school early enough to begin

school activities on time. Students arriving late must sign in at the Middle School office. Middle School students are to enter through the main Middle School entrance during morning carpool (7:30 - 8:00 a.m.). Afternoon dismissal (3:20 - 3:45 p.m.) takes place from the auditorium.

Students should arrive at school no earlier than 7:30 a.m. and leave by 3:30 p.m., unless they are involved in supervised extracurricular activities or attending the After-School Program. There is a fee for attending our After-School Program. Canterbury is unable to supervise students after school who are not in an organized program. Parents should pick their child up promptly at the end of his or her organized school day. Students may not be in the building after 6:00 p.m. (5:30 p.m. on Fridays). Parents of students in Grades 5 and 6 must park their cars and come into the building to pick up students from the After School Program. Parents of students in Grades 7 and 8 may text students when parents are in the parking lot, and students may show that text to the after-school faculty to be dismissed.

### **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. During carpool, parents must walk their child to the sidewalk (and are welcome to walk them in or out of school) if they have parked in the parking lot to drop off or pick up their child.

Students arriving to school from 7:00-7:30 a.m. prior to the start of carpool should be dropped off at Door 1. School is not open prior to 7:00 a.m.

### **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 parents 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 LS entrance. Parents must not stop on the crosswalk exiting from the LS 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. Please note: while carpool begins at 3:00 p.m. due to Lower School dismissal, Middle School students are not dismissed until 3:20 p.m. The School advises Middle School parents to not enter carpool prior to 3:20.

All Middle School students who depart by car are dismissed from Door #19 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 displayed visibly on the passenger side of the front 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 After-School Care in the cafeteria.

### **Bus**

Bus service is available for a fee to children in Grades K-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.

## **After-School Program**

The Middle School offers a supervised After-School Program for all students in Grades 5-8. The service is available 3:30 – 6:00 p.m., Monday through Thursday, and 3:30 - 5:30 p.m. on Fridays for a fee. The After-School Program is an extension of a child's academic day that enhances his/her social and emotional development. Students are not permitted to stay in the building unsupervised outside of school hours.

Students are permitted to go to Middle School home athletic events during the After-School Program. Parents should contact the After-School Program Director through the Middle School office if they do not want their child to attend home games.

The After-School Program hours must be strictly observed; Canterbury School cannot guarantee responsibility for students left after 6:00 p.m.

## **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. 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 and 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-emergent 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 100.4°F, 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. The Food Allergy Action Plan is located in Magnus or contact the School Nurse. 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.

### **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 member know of any necessary restrictions or limitations for your student. We make every effort to keep all personal medical information confidential.

### **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, 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 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/her intellectual, physical, social, and spiritual growth. Effective communication and cooperation promotes 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.

### **Parent Meetings and Conferences**

The School strongly encourages parents to attend orientation meetings for students new to the 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.

Communication between parents and teachers is essential to the education and development of each student. On a formal basis, parent-teacher conferences are held after first, second, and third quarters on designated parent conference days. Parents are notified via email to sign up online to schedule conferences. A conference with the child's advisor is strongly recommended after every quarter.

To discuss a student's performance, concerns, and progress at other times, parents may arrange a conference or request a call from a teacher. A teacher usually can schedule a phone call during the school day to answer any questions. A conference, however, is a better option when a longer discussion is needed. Parents should 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.

If a parent needs to give something to a child (lunch box, book, etc.), it should be given to the office assistant in the Middle School office. The office assistant delivers the item at an appropriate time. However, the School strongly encourages parents and students to assume the responsibility of remembering to bring instruments, 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 talk about volunteer opportunities at orientations and Back-to-School nights, providing 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.

### **School Visits**

Canterbury welcomes scheduled visits of prospective students and their families. Parents should call the Admissions office to plan such a visit. Parents and others who visit Canterbury School are asked to use the Door 19 entrance to the Middle School off the South Bend Drive parking lot, where they are buzzed in and then sign in at the Middle School office. In our ongoing commitment to provide students and faculty with a safe and secure environment, all other doors remain locked at all times.

### **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. In these instances, we suggest a limit of \$20 per family. 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.

## Section III • Educational Program

### Academics

#### Class and Advisory Groupings

The Middle School Director and teachers place students in classes and advisories after careful consideration of factors that affect the educational development of the individual student. Class and advisory groupings are redistributed every year, with care taken to balance classes and advisories so there is as broad a distribution of students in each class and advisory as possible. Class and advisory groupings consider individual learning styles, academic and social balances, math and foreign language placement, previous groupings, and teacher recommendations. Parents are asked not to request specific teachers, class groupings, or advisories, but to trust the School's professional judgment. When such requests are made, we cannot guarantee that they can be accommodated, given the factors above.

#### Assessment

A variety of assessment opportunities, carefully defined and closely tied to the material and skills being taught, permits students to understand and demonstrate their progress toward specific curriculum goals. Assessments are a frequent part of the instructional process: students are expected to prepare for and complete assessments carefully and thoroughly, and faculty grades and comments are provided promptly to enhance the learning experience. Assessments provide a variety of learning opportunities and experiences, including the following:

- objective questioning (quizzes and tests)
- written work (short answers, essays, research papers)
- projects, demonstrations, performances, and labs
- classroom discussions and debates
- group and cooperative learning opportunities
- oral presentations and conversations
- graded practice work both at home and in class
- observed student-learning activities

Formal learning after school hours may take many forms. In a narrow sense, assignments are designed to be completed before the next class so that students may participate fully. Parents can be of special help to their children by providing a quiet place to study without interruption and by ensuring time for study on a daily basis. Some children need more parental guidance than others in planning work periods, organizing their time, and establishing good study habits at home. While a certain amount of parental advice is valuable, it should not take the place of the student's own work.

#### Homework

Teachers make homework assignments and tests available online through the student's CANVAS page. Parents may also set up an account to view the CANVAS page of their child.

### Homework Policy

Canterbury Middle School teachers set their own homework policies to ensure that all students prepare their homework regularly and thoroughly. Homework is designed to expand and improve student learning. Disregard for assignments may result in the loss of privilege to participate in activities and, finally, in suspension or dismissal.

#### Final Form

Certain assignments in all areas of the curriculum are to be completed in final form. Although specific guidelines are available from teachers, in general, final form papers are to be neatly typed, computer generated or handwritten in black or blue ink, labeled according to standard form and checked for grammatical and spelling errors.

#### Binder

Each Middle School student is required to have a three-ring binder with a two-inch spine, pockets inside the front and back covers, and a clear, plastic, full-sized cover pocket on the outside. Refer to the supply list for purchasing materials to go inside the binder. Binders are assembled the first week of school.

#### Progress Reports and Grades

Student progress reports are issued four times each year, at the middle of each semester and at the end of each semester. Middle School students are graded A to F on achievement and 5 to 1 on effort. These grades may be awarded with + or - marks, with the exception of an A+ grade, which Canterbury does not award. A grade of Incomplete (I) is used only when a student has not completed the course work because of illness or some other unavoidable circumstance. All incomplete work must be made up within 10 school days, or the grade is calculated using zero (0) for incomplete work.

#### Grading Scale

Grades of A- and above are considered High Honors; grades of B- and above are considered Honors.

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	Below 60%



## Effort Grades

5 – Excellent: Consistently completes homework and assignments thoroughly, carefully, and according to directions; has needed materials, is prompt to class, and makes good use of the Daily Planner; is engaged in discussions and activities, remains focused and on task, and follows directions; exhibits a positive attitude towards learning, the teacher, and other students, and does not distract or disrupt others.

4 – Good: Generally completes all homework thoroughly, carefully, and according to directions; usually has needed materials, is prompt to class, and uses the Daily Planner; normally is engaged in discussions and activities, remains focused and on task, and follows directions; typically exhibits a positive attitude and does not distract or disrupt others.

3 – Fair: Inconsistently completes homework and assignments; struggles to have needed materials, be on time, or use the Daily Planner; frequently is non-participatory in discussions and activities, lacks focus, and does not follow directions; often displays a negative attitude or is distracting or disruptive.

2 – Poor: Assignment completion and daily preparation are extremely erratic; classroom attitude is inattentive or student is non-participatory; behavior is distracting and disruptive.

1 – Unsatisfactory: Makes no effort to meet minimum requirements of the course.

## Academic Honors

- Students in the Middle School receiving no grade below B- are granted honors, and students receiving no effort mark below 4- are granted distinction.
- Fifth-grade students are eligible for distinction but are not eligible for honors.
- Students who receive a suspension are not eligible to receive honors or distinction in that quarter, nor are they eligible to receive end-of-year awards, presented at closing ceremonies.
- High honors are awarded at the end of the year to students in Grades 6-8 who have earned no grade below A- during the academic year.
- All graded classes are considered when determining honors status.

## Awards

The Middle School faculty recognizes student achievement, effort and positive contributions to the Canterbury community through the presentation of end-of-year awards. In order to be eligible for an end-of-year award, students must be in good academic and disciplinary standing.

- The Faculty Prize is awarded to students in each of Grades 5-8 who, in the opinion of the faculty, have maximized their efforts in various areas of school life. Commendations may also be awarded.

- The Integrity Award is presented to two students in Grades 5-7 who, in the opinion of the faculty, have positively influenced their classmates by modeling the School's motto of Integrity in All Things. These students have demonstrated good behavior, respect for others, and honorable conduct. A student may receive this award only one time in Grades 5-7; no commendations are awarded.
- The Distinguished Progress Award is awarded to students in Grades 5-8 who, in the opinion of the faculty, have distinguished themselves through significant progress, not only in class work but in overall school life.
- The Head Student Award is presented to the students in each of Grades 6-8 who have led their class academically throughout the school year by earning the highest grade point average in their grade.
- The Integritas Cup is presented to two students in the Middle School who, in the opinion of the faculty, have led their classmates as examples of the School's motto, Integrity in All Things.
- The Cavalier Cup is awarded to two students in the Middle School who, in the opinion of the faculty, have demonstrated unusual and consistent courtesy, charity, and a willingness to give of themselves readily.
- The Canterbury Cup is awarded to two students in the Middle School who, in the opinion of the faculty, have contributed the most to Canterbury School through influence and leadership in utilizing the opportunities provided them.

## 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 who is experiencing academic concerns.

Steps in the plan to provide academic support are listed below:

- Midterm Reports: Midterm reports are an effective way to let parents know about a student's progress halfway through a quarter and well ahead of the issuance of grade cards. Midterms are issued only if a student is earning a grade below B-, effort below 4, or is having some special difficulty in a class. Midterm reports are reviewed by advisors and sent to the parents. Parents are encouraged to review midterm reports with their child and, if the student is having trouble, with the appropriate teacher, advisor, or the Middle School Director.



- **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. A plan to help the student is arranged at the meeting. Notes from the meeting are shared with the Middle School Director.
- **Help Sessions:** Students may be required to attend a mandatory help session during tutorial. It is vital that the student attend help sessions.
- **Group Meeting of Students, Parents, Advisor, Middle School Director, and Faculty:** If a student continues to experience academic difficulty, those involved arrange a joint meeting. Each person is asked to contribute observations to define the problem. Plans for help are drawn up and recorded.
- **School Counselor:** The student is asked to consult with the School Counselor if that is thought to be helpful. In certain circumstances, accommodations may be provided for individual students with supporting psychoeducational testing and recommendations.
- **Outside Tutoring:** If the student continues to struggle, the family is encouraged to hire a tutor to work outside the regular class day. The cost for tutoring is the responsibility of the student's parents.

### **Academic Probation**

If a student receives a mark of F in any course or D+ or below in two or more courses in a quarter, he/she may be placed on academic probation for the succeeding term. A meeting is held with the student, the parents, the advisor, and the Middle School Director to plan further support. Depending on the progress made during the remainder of the year, the student is either removed from academic probation or, if insufficient progress is made, may not be issued an enrollment contract for the next school year. The School also reserves the right, in specific circumstances, to determine that a student has not demonstrated the progress necessary to complete the school year.

### **Enrichment and Co-Curricular Activities**

#### **Co-curricular Events**

Students, parents, and faculty are strongly encouraged to attend, support, and enjoy athletic, academic, and fine arts events in all divisions of the School.

The School supports a number of co-curricular and community programs for its students and families, 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's literature), a faculty member or school representative is designated as supervisor, school facilities are 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.

### **Contests and Competitions**

Academic contests and competitions are enjoyable and

rewarding ways for students to learn. Canterbury participates in a variety of individual and team events in all areas of the curriculum, including Canterbury Writers' Conference, We the People, MATHCOUNTS, Indiana State Math Contests, spelling bee, science fair, speech meets, ISSMA, creative writing contests, and more.

### **Field Studies**

Field studies are an important part of a student's educational experience at Canterbury. Trips vary considerably in their duration, destination, and design. In all instances Canterbury Expectations apply to student conduct and responsibilities:

- In representing Canterbury, students' behavior should be a credit to the School at all times: courteous, respectful, and considerate.
- Chaperones are responsible for students' physical and educational well-being. Student cooperation is essential.
- Students abide by the expectations and regulations of all establishments patronized.
- Canterbury provides these field studies and extended trips so that students may have a first-rate off campus educational experience. Students should take full advantage of the educational opportunities provided.
- Students should remain in assigned groups at all designated times.
- Bringing, using, or purchasing tobacco, e-cigarette or vape products, alcohol, or illegal drugs is prohibited. No over-the-counter or prescription medication may be purchased by the student. Medications must be arranged through the parents and School Nurse prior to the trip.
- Students violating any of the expectations may be required to leave the trip. Parents bring the child home at their own expense.

Parents may be asked to help chaperone trips and provide transportation. The School officials responsible for the trip 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:

- In case of an accident, a parent's insurance provides primary coverage, the school insurance secondary coverage.
- The School requires all riders in parents' vehicles to wear seat belts.
- Upon returning to school, parents should remain with a student they transport until a parent or supervising teacher takes responsibility for the student.
- Parent drivers must not use cell phones or text while driving.

### **Performances and Programs**

Student performances and programs during the school day or in the evening are an important part of the Canterbury experience. Parents and other guests are welcomed and encouraged to enjoy student presentations. Students who are participating in performance groups are required to attend presentations unless excused by the Director or teacher in charge in advance of the performance. Significant grade reduction occurs if a performance is missed.

### **Athletics**

Athletics are an integral part of the educational program in Middle School. The interscholastic sports program encourages participation and provides students an opportunity to learn and play sports at a level of competition appropriate to their skills and levels of interest. In the Middle School, any student who joins a team and attends practices has the opportunity to play in games. It is the goal of athletics at Canterbury to teach not only the skills needed to compete in sports activities, but also certain qualities necessary in all facets of life. These include discipline, teamwork, sportsmanship, and competitiveness.

Athletics practices are after school, usually 3:30 - 5:00 p.m., except during the winter season when an early/late rotation is set up for the many teams requiring the gyms. Practice and game schedules are issued at the beginning of each season. Home games are played at the Middle or High School gyms and facilities.

### **Student Council**

Student Council reviews appropriate areas of school life with the guidance of a faculty advisor and sponsors many activities. The council makes proposals to the faculty and Director for their consideration. The Student Council is elected in the spring and fall with representatives from Grades 5-8. Students may run for president, committee chair, and/or representative.

### **Library**

The Middle School library is to be used for choosing books for class assignments, independent reading, research, and quiet study. No food or drink is to be brought in, and books and materials are to be checked out in accordance with the guidelines posted. The Librarian can help in checking out books, doing research, or using the materials. In the rare case that a library book is lost, parents are billed for the replacement cost of the book.

### **Social Events**

The School sponsors social and recreational events on weekends and after school. As a rule, parental permission to attend is assumed; there may be occasions when the School requires specific parental permission slips.

On occasion, parents may sponsor activities for students. If invitations are given out at school, it is requested that student feelings be considered. Invitations for a whole class or all of

the girls or boys in a class may be handed out at school, but invitations for smaller groups should be given privately. The School does not sponsor dances for students in Grades 5 and 6. Instead, there are other fun social activities for these grades throughout the year.

Students attending social functions sponsored by the School are expected to comply with school guidelines.

## Section IV • Student Life

### Character Development

#### Honorable Conduct

Canterbury considers integrity to be the most important quality in a person's character. While a genuine sense of integrity 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. For a student to attain maximum growth, it takes the combined commitment and ongoing effort of the student, parents and faculty. Canterbury students have the support of a united community of students, parents, and teachers as they grow toward an essential common goal of moral character – respect and responsibility for themselves, others, and their world.

The Middle School supports the development of moral character by upholding a commitment to honesty and personal responsibility in word and deed. Our school's motto of *Integritas in Omnibus*, "Integrity in All Things," serves as a daily reminder to students to guide their actions and words by asking, "Is this right, is this true, is this mine?" True personal integrity is demonstrated when an individual recognizes what is right and true and consistently acts to uphold these ideals.

The Middle School endeavors to teach students that their integrity is their most valued possession and that they should face with courage and wisdom those issues that threaten the academic and social life of our 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.

The importance of *Integritas in Omnibus* is reinforced through the School's expectations and within programs that promote honesty and personal responsibility. These include Chapel, advisory, recognition programs, athletics and arts, community service, field studies, and religion classes, among others.

#### Cheating

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

- giving aid to or receiving aid from another student without the consent of the teacher
- using crib sheets or other study aids without consent of the teacher
- copying, altering or falsifying data in 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. Forms of plagiarism include:

- copying someone else's words exactly, without proper citation
- paraphrasing another's work so that the essential meaning is the same, without proper citation
- representing as one's own an idea or concept created by another, without proper citation

In addition to disciplinary consequences, cheating or plagiarism generally warrants an academic penalty: the student receives a grade of "F" for the pieces of work concerned. This "F" is counted as a 0 in computing grades except in minor cases, when the teacher has the discretion to record a 59.

### Lying

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

### Stealing

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

### Community Service

Students participate in several service learning activities in the Fort Wayne community. Included are sixth-grade assistance at area senior centers, a collection of items for children and adults in need, and a donation of food to the Associated Churches Food Network.

### Chapel

Chapel is a daily opportunity for the Middle School community to meet and share in a common experience. Chapel is presented by faculty, students, and guest speakers and ranges from "words of wisdom" to musical performances.

### Work Crew

All students have a responsibility to help maintain the school building and grounds as part of work crew at the end of each school day. Student assignments are made at the beginning of each school year. Work crew is a required part of the school day, and participation is required of all students.

### Student Support

#### Advisory Program

The Canterbury Middle School advisory program has been developed to ensure each student receives the individual attention necessary to successfully complete the Middle School program and to promote the shared values of the Canterbury community. Advisors serve as a resource for students, parents, and faculty; their primary goal is to serve as facilitators in the total development of each student in his/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.

A faculty advisor is assigned to each student in Middle School. Students and advisors meet daily for study time or to review and discuss topics of interest. The advisor may offer guidance and insights helpful to the student and is available to discuss the student's academic progress, behavior, social experience, and other topics as both parties wish.

Advisors contact parents informally throughout the year, and write formal advisor comments at the end of the first and third quarters. Parents are encouraged to contact the student's advisor with questions and special concerns. Parents should schedule a meeting with an advisor on parent-teacher conference days. An advisor, with the help of the Middle School director or grade-level team leader, arranges for parents and advisee to meet with a group of teachers, if needed.

### **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.

### **Learning Specialist**

The Learning Specialist offers support services to all students to maximize their academic potential. These services include behavioral observation and intervention recommendations, psychoeducational screening referrals and recommendations regarding modified testing and classroom accommodations. The Learning Specialist works as a liaison between students, faculty and parents regarding accommodations and empowers students to advocate for themselves. The specialist provides one-on-one support to students who need out of classroom accommodations for assessments, class work, and executive functioning skills. The Learning Specialist handles student applications for ACT and College Board testing accommodations. For those Canterbury students who have IEPs via FWCS, the Learning Specialists serves as the liaison between FWCS, students, parents and Canterbury to ensure those student's IEPs are implemented. Students may be referred to the Learning Specialist by themselves, by faculty and administration, or by parents.

### **Student Resource Officer**

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

## **Student Conduct**

### **Canterbury Expectations**

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 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' 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 Parent and Student Handbook.
- Students actively contribute to the educational and spiritual goals of the School.
- Students adhere to the Technology Acceptable Use Policy
- Students will follow and encourage others to follow the Safety and Security Policy
- Students do not engage in physical or verbal harassment or profanity.
- Students should not engage in public displays of affection, nor in any type of sexual activity on campus.
- Students should not engage in any inappropriate or unwelcome verbal or physical sexual advances, nor should they possess or distribute any sexually explicit messages, photos, or videos.
- Students have a responsibility to be good ambassadors of Canterbury School in the greater Fort Wayne community. Note that being a "good ambassador" includes behavior on field trips, athletic events, as well as the content of public postings on social media. Acting as a "good ambassador" includes but is not limited to speaking and behaving in a manner that reflects positively on the School.
- Dishonesty – Complete integrity is expected from all students at all times. Cheating, plagiarism, stealing, lying, and other acts of dishonesty constitute serious breaches of the School's rules.
- Alcohol, Tobacco, E-Cigarettes, or Illegal Drugs – The use or possession of alcohol or illegal drugs or being under their influence is prohibited on campus and during any school function and is a serious breach of the School's rules. The use or possession of any form of tobacco, an e-cigarette device such as a vape or juul, or other substance deemed to be an unauthorized prescription or over-the-counter drug is prohibited on campus and during any school function.
- Possession of a Weapon – Possession of a weapon, such as a firearm, knife, or other intentionally dangerous

instruments, at school or at a school-related activity, is prohibited.

- Violation of this rule is grounds for expulsion. As well, toy weapons are not to be brought to school or school-related activities.
- Truancy – Students are expected to be in school and in the appropriate class at all scheduled times unless they are ill or have an excused absence approved by the School. Acts of truancy sometimes also involve dishonesty. Truancy coupled with dishonesty is considered a serious breach of School rules.

### **Bullying/ Harassment:**

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, sexual orientation, genetic information, disabilities, and any other characteristic.

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.

Canterbury and the State of Indiana define 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:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has substantial detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance;
- 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.

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

- unwanted physical or verbal sexual advances, either in person or through texting or social media contact
- possession or distribution of sexually explicit messages, photos, or video

It shall be a violation of this Policy for any student to bully or threaten another student through the use of data or computer software that is accessed through a computer, computer system, or computer network.

It shall be a violation of this Policy for any student to bully or threatened another student, regardless of the physical location in which the bullying or threat occurred, whenever:

1. The individual committing the bullying or threatening behavior and any of the intended target of the bullying behavior are students attending a school within the school corporation; and
2. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent the unreasonable threat to the rights of others to a safe and peaceful learning environment.

It shall be a violation of this Policy for any student to bully or threaten another student through the use of data or computer software that is accessed through a computer, computer system, or computer network if the two above criteria are satisfied.

- Technology Acceptable Use Policy – Students are expected to follow the guidelines for acceptable use at all times while using the School's Internet access or technology.

The School has established a procedure for students who feel they have been harassed. The concern and response is treated with appropriate confidentiality and as determined by the totality of the circumstances. When a student feels harassed in a manner described in this section, the student should:

- Tell the offending person or people you want the behavior to stop. Say, "No," firmly! Use direct eye contact to send a clear message. Do not apologize.
- Promptly contact someone at school about the situation: an advisor, faculty member, office staff, Division Director, or the Head of School. The response includes 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 responds 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.

### **Discipline and Behavior**

Self-discipline, respect for others, and cheerful cooperation are considered basic tenets of daily life at Canterbury. Students are expected to be honorable, charitable, and responsible.



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. Disciplinary actions are corrective measures taken by a faculty member or administrator as responses to misbehavior. They are intended to provide an appropriate reaction based on the seriousness of the offense and to help the student realize his/her mistake and understand the School's concern. Responses to disciplinary situations typically recognize the differences in age, maturity, and developmental needs of the students involved.

### **Disciplinary Responses**

In the event that students do not demonstrate the behavioral expectations of the Middle School and Canterbury, the following graduated set of responses are enacted. If behavior persists after interventions, a student will move to the next level of formal responses. Major instances of significant misbehavior move immediately to administrative intervention resulting in more significant disciplinary response, up to and including dismissal from the School. The administrative intervention will consist of a team of Canterbury faculty including but not limited to the Middle School Director, Middle School Dean, classroom teacher and school counselor. This team will be referred to as the Student Conduct Committee.

#### **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. Lunch detentions may also be issued for minor violations of the handbook: attendance, tardiness, repeated dress code issues, profanity, campus defacement, poor conduct in Chapel or classrooms, improper use of technology, and missed work crew.

#### **Level 2**

Student Conduct Team Intervention:

Examples of interventions:

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

Consequences at this level may include those noted in Level 1 as well as after school detentions or possibly School Suspensions. Consequences are determined by the Dean of Students and/or the Middle School Director.

#### **Level 3**

Head of School Intervention

At this level, the Head of School will become a part of the Student Conduct 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 could be 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.**

### **Disciplinary Probation**

If a student is struggling to comply with Canterbury Middle School behavioral expectations, he/she is assigned to Disciplinary Probation. A meeting among the Middle School Director, advisor, and parents initiates the probation period. At that meeting, strategies to improve behavior are discussed and co-curricular participation is carefully weighed. Students on probation meet with an appropriate Middle School representative regularly and are placed on a report sent to parents. Each student's file is reviewed at the end of the semester to determine if probation continues, or if the student is removed from probation.

- Electronic Equipment, Cell Phones and Digital Devices – Whether using School-provided or personal electronic equipment, cell phones, or digital devices, students should be aware that the Technology Acceptable Use Policy governs usage at school or in school-related activities. Recognizing the ever-changing capabilities and functions of electronic equipment, cell phones, and digital devices, the School reserves the right to restrict their usage on a case-by-case basis.
- While technology may often enhance the learning environment, it can also be distracting and run counter to the educational process. Students are not permitted to access inappropriate digital media, including violent or otherwise inappropriate games or videos, at school or school-related activities. Students also are not permitted to take photographs, make or view videos at school or school-related activities without specific permission from a teacher. Cell phones, texting devices, and music players (MP3, Ipod/Itouch, etc.) must be off and invisible between the first school bell at 8:00 a.m. to 3:18 p.m. or during other specified school-related activities without prior permission from school personnel. Video games not approved by a teacher may not be played during regular school hours. E-reader devices may only be used for the purpose of reading during school hours. Apple watches may only be used for the purposes of checking the time



during school hours. Individual teachers may ultimately decide if these devices may be used in classes and school-related activities. Misuse of these devices may result in a disciplinary response detailed below. Students are reminded that improper use of electronic equipment, cell phones, or digital media, including viewing, distributing, or interacting with inappropriate digital media, may be considered a violation of a major school rule.

- All devices brought to school are brought at the owner's risk, and Canterbury School assumes no responsibility for their safety or use. We strongly encourage families to make the decision for students to leave personal devices at home. To help in this regard, parents are asked to contact students through the school office during school hours, not through cell phones or other electronic devices.

### **Drug and Alcohol Policy**

Because alcohol and other drug use is illegal and interferes with effective learning and the development of children, the School has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free environment. Although parents have the ultimate, primary responsibility for their children, differences in parental standards regarding children's behavior in non-school settings must not compromise the School's philosophy and commitment to a drug-free environment. The School does not tolerate drug or alcohol use in any school-sponsored situation. The School actively discourages drug and alcohol use outside of school through education, counseling, parent contact, and intervention.

### **Lunchroom Expectations**

- Politeness, courtesy, and cooperation toward faculty, lunch parents, and fellow students is expected at all times.
- Students are responsible for cleaning their own places.
- Students are expected to exhibit good table manners.
- Students are to stay in the commons until dismissed by the faculty member in charge.
- Students take turns cleaning the lunch tables and commons throughout the year.

### **Courtyard Use**

The outdoor courtyard is available for student dining when weather permits. Students are not to leave the courtyard to go to the playground before the bell rings. Students are responsible for cleaning their tables and picking up any trash left in the courtyard. If they fail to keep the courtyard clean, outdoor dining privileges may be taken away.

### **Dress Code Guidelines**

Canterbury Middle 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 3:20pm). The Dress Code is supported and enforced at the discretion of the Faculty and Administration. Parent and student cooperation in adhering to uniform guidelines is expected. Parents will be notified if students are not following Middle School uniform

guidelines. If violations continue, parents will be contacted to bring appropriate clothing to school for their child.

### **Acceptable Attire**

- Collared shirt with pants (navy or khaki/tan 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, yoga pants, leggings worn as pants or activewear pants
- Collared shirt with skirt or jumper (navy or khaki/tan 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 or khaki/tan 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 or khaki/tan 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 or Quarter Zip (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**

Students may wear jeans (any color) and Canterbury spirit wear. Spirit wear consists of t-shirts or sweatshirts with the Canterbury logo or name. This also includes "House" t-shirts. Students may also wear dress shorts, skirts, or pants of any color on Spirit Wear days.

Students may opt to wear normal school dress code pants, shorts, or skirts in lieu of jeans.

### **The following attire is prohibited during normal dress days**

- 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 Middle School office)
- Additional items as determined by the Middle School office, as needed.

### **Dress-Down Days**

As announced by the Middle School Office

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.).

### **Uniform for Physical Education**

Every student must have a PE uniform consisting of a Canterbury T-shirt, athletics shorts, athletics socks, and non-marking gym shoes (no platform sneakers). Students may wear leggings or yoga pants, provided athletic shorts are worn over them. Students may choose to have sweatshirts and sweatpants, especially in colder months. Team issued Canterbury jerseys should not be used for PE classes.

### **Cavalier Clothing Company**

The Canterbury Parent Association operates a store as a service to the Canterbury community. Clothing bearing the Canterbury logo is available for sale. The bookstore hours are announced in the Morning Update. Items may be ordered at any time through the Middle School office. Please note: not all items for sale through the clothing company fit the guidelines of school dress. Anything purchased at the store must still meet the guidelines above in order to be worn at school.

### **Other Information**

#### **Phone Use and Messages**

The School does not call students or teachers to the phone except in emergencies. Messages may be left for students or teachers by writing or calling the Middle School office. Parents must not call or text students on their cell phones as they are not permitted to use them 8:00 a.m. - 3:18 p.m. Students may make outgoing phone calls from the office phone during their free time (such as break, lunch/recess, a passing period, or a prep), though they may only use the phone for urgent matters. They may only make phone calls during class time if they are ill, there is an emergency, or the School has initiated a change of plans or schedule.

#### **Lunch**

Lunch is eaten in the cafeteria at 12:30 p.m. for Grades 5-6, and at 12:50 p.m. for Grades 7-8. Students may bring a brown bag lunch, purchase a hot lunch at school, or purchase items to supplement a brown bag lunch. The lunch program is run by an external food provider.

### **Lockers**

A school locker is assigned to each student for the storage of books and belongings. Valuables and money should be turned in to the school office. All books and belongings should be stored inside the locker or, in the case of bookbags and winter coats, put into cubbies or hung on the locker. Books and personal belongings may not be left on the floor. A student may not access another student's locker. Students are not to change lockers without permission. To ensure discipline, order and safety at school, Canterbury maintains the right to have access to students' lockers or belongings, as circumstances warrant.

### **Search Policy**

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

### **Lost and Found**

There is a lost and found area maintained in the division office.

### **Book Fines**

Enthusiastic young readers sometimes lose books. For this reason, a systematic check for Canterbury books is necessary as a part of seasonal cleaning. Books not turned in are charged to parents for a replacement copy. Because the reordering process is time-consuming and costly, The School would rather receive the book than collect the charge.

## 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 harmful 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, teachers, and administrators of the School in all online activity. Posting information that uses names, images, or recordings of these individuals without their permission violates the intent of this policy.

### 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. 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 of 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 web sites 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.

#### Financial Assistance

Applications for Financial Assistance are accepted beginning in Kindergarten Prep through Grade 12. Families, current and new, who wish to apply for financial assistance are encouraged to contact the Admissions or Business Office. Canterbury follows the School and Student Service for Financial Assistance guidelines. A completed financial assistance form along with completion of the Admissions process initiates the review for a financial assistance award. Financial assistance awards are based on financial need and are confidential. All awards must be applied for annually.

#### Re-enrollment Process

Each current family is automatically re-enrolled for the next school year via Continuous Enrollment. A tuition deposit is deducted from FACTS in March. Families may opt out for the following year prior to May 1. After that date, tuition for the following school year is binding.

For Early Childhood, preferences for a child's a.m./p.m. time slot for the next school year may be requested beginning on October 1. Families will be notified of the October 1 re-enrollment date and are encouraged to complete the form immediately to ensure placement. Additional applications from current families, alumni, and faculty are also accepted on October 1. After November 1, admission is open to children from new families to Canterbury for a current, mid-year, or next year academic start. All children are placed in classes according to the date of registration.

### 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 continuously, and payment is due in full with each subsequent year via ACH payment. The School offers two payment options via FACTS payment system: 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 Kindergarten Prep through High School may also elect to purchase tuition refund insurance from Dewar Inc. The Insurance premium cost is a small percentage of tuition and fees. Tuition insurance is opt-in only. Please note that for the tuition refund plan to be fully activated, the student must start the school year at Canterbury and be in attendance for the first ten academic days of 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 is conducted and any insurance carriers covering the School are notified, as appropriate.

#### 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, a gala event held each winter; 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.