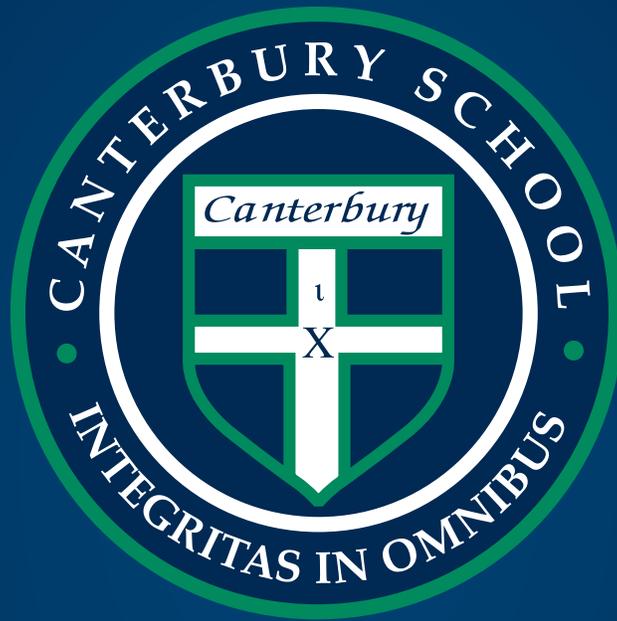


# CANTERBURY LOWER SCHOOL



Parent and Student Handbook  
2020-21

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

## Contacting Canterbury

### All School

Title	Contact	Ext.
Head of School	David Jackson	3018
Assistant HOS	Ben Ottenweller	3004
Executive Assist.	Kathy Todoran	3002

### Early Childhood

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

For Questions about	Contact	Ext.
Early Childhood	Elly Maconochie	1004
Student Absences	Tish Teel	1001
Enrichment/Extended Day	Tara Parshley	1001

### Lower School

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

For Questions about	Contact	Ext.
Lower School	Mike Landgraf	1004
Student Absences	April Lass	1002
Lower School EDC	Susan Wolff	1002
Lower School Enrichment	Missie Madsen	1002

### Middle School

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

For Questions about	Contact	Ext.
Middle School	Fraser Coffeen	2004
Student Absences	Ruth Hadland	2001
Middle School Athletics	Connie Oberlin	2051

### High School

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

For Questions about	Contact	Ext.
High School	Ben Ottenweller	3004
Student Progress	Lincoln Gray	3007
Student Absences	Delphia Watts	3001
Asst Dir of College Counseling	Marie Elena Lyon	3003
College Counselor	Bob Schantz	3007
High School Athletics	Ken Harkenrider	3051

### Enrollment Management Office

5601 Covington Road

For Questions about	Contact	Ext.
Admissions (Grades 1-12)	Krista Lohmar	2007
Admissions (EC, K)	Tish Teel	3011
Digital Comm / Website	Natalie Trout	2033

### Development Office

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

For Questions about	Contact	Ext.
Major Gifts/Planned Giving	Jessica Morales	2011
Canterbury Fund	Melinda Perry	2012
Alumni / Laughing Cavalier	Jessica Sharpe	2013
Database /Address Change	Suzanne McKinnon	2032

### Business Office

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

For Questions about	Contact	Ext.
Transportation/Financial Aid	Jerry Belcher	3046
Billing	Audrey McAbee	3045

### Additional Services

For Questions about	Contact	Ext.
School Counselor, 9-12	Tamara Lombard	3005
School Counselor, EC-8	Ashley Bunn	1006
School Nurse	Tammy Eilers	2005
Food Service	AVI Fresh	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:
  - o Mastery of a strong college preparatory curriculum
  - o A lifelong habit of intellectual curiosity and creativity
  - o Highly-developed critical thinking and problem-solving skills
- A Canterbury graduate will experience significant personal growth as exhibited by:
  - o The appropriate and effective use of leadership skills
  - o The self-awareness and self-confidence to pursue his or her passions and interests
  - o A personal commitment to acting with integrity in all things
  - o A sense of responsibility to others and his or her community

## Diversity Statement

The School has adopted the following Philosophy of Diversity:

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

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

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



## 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:

- Matthew C. Wojewuczki, Chair
- Charles J. Surack, Vice Chair
- Laurence M. Weigand, Vice Chair
- Tom T. Teel, Secretary
- Todd M. Jacobs, Treasurer
- Kathryn D. Callen, Foundation Representative (*ex-officio*)
- Sara Ayres Craig
- Glen H. Dixon
- Matthew J. Elliott
- Mohammed S. Ghazali
- Victoria J. Grabowski
- Shannon H. Hardiek
- Andrew S. Hobbs
- W. David Jackson, Head of School (*ex-officio*)
- Byron S. Lamm
- Henry P. Najdeski
- Molly M. Sigler
- Lisa A. Smits
- Alisa D. Stovall
- Richard R. Waterfield
- Steven K. 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.

- Robert W. Godley, President
- Kathryn D. Callen, Vice President & Board Liaison
- Jeanette D. Schouweiler, Secretary
- Richard D. Waterfield, Treasurer
- Hollis T. Bierman
- William R. Cast
- Carl J. Gehres
- W. David Jackson, Head of School
- Todd M. Jacobs, Board of Trustees Treasurer
- Anne M. Karr
- Michael E. McCollum
- Janet W. Pafas
- Michael V. Parrott
- Frances M. Pasalich
- Michelle M. Rousseff-Kemp
- Rev. Paul Smith
- Todd R. Stephenson
- David A. Stewart
- Kathleen M. Summers
- Nancy A. Westfall, Nominating Committee Chair
- William W. Wilson, Development Committee Chair
- Peter C. Wilson
- Matthew C. Wojewuczki, Board of Trustees Chair



## Parent Association Leadership

### Steering Committee

- President .....Lindsay Chaille
- Vice President ..... Kristine Valcarcel
- Treasurer.....Carissa Mitchell
- Secretary .....Jill Schlabach
- Advisor .....Beth Behrendt

### Division and Grade Representatives

- EC Rep AM .....Chelcey Glassley
- EC Rep PM.....Sarah Budd
- LS Rep.....Flo Bear, Nicole Langel, Brooke Stewart
- MS Rep ..... Nicole Lawson and Dima Mourad
- Grade 5 ..... Tim Monnier
- Grade 6 .....Dave Coble
- Grade 7 ..... Nicole Lawson and Amy Hoover
- Grade 8 .....Niki Carver and Carry DePold
- 8th Grade Events ..... TBD
- HS Rep ..... Marsha Bormann
- Grade 9 ..... Beth Gray
- Grade 10.....Libby Herenden
- Grade 11 ..... Monica Weigand
- Grade 12.....Kristin Dixon, Apexa Patel and Kristin Terrell

### Service and Event Coordinators

- FoF for EC .....Katie Leonard-Drabenstot
- FoF for LS.....Dima Mourad and Carol Rolland
- FoF for MS ..... Reshma Khatri and Neerja Meyan
- FoF for HS..... Anita Coker and Diana Diep
- Cavalier Clothing ..... Natalie Chenoweth
- Lunchroom..... Jennifer Runyan and Wendy Wilson
- Boxtops..... Andrea Ogubi
- SCRIP..... Carrie Gould and Tish Teel
- Plant Show.....Michelle Daniels
- Poinsettia Sales .....Patrick Gillan
- Jingle Bell Boutique .....Carrie Gould and Sharon Linn



## **Administration and Staff**

### **David Jackson**

Kathy Todoran

### **Ben Ottenweller**

- Tamara Lombard
- Ashley Bunn

### **Elly Maconochie**

- Tish Teel
- Jennie Crandal
- Tara Parshley

### **Mike Landgraf**

- April Lass
- Susan Wolfe
- Missie Madsen

### **Fraser Coffeen**

- Ruth Hadland
- June Rambo
- Connie Oberlin
- Deric Adams

### **Ben Ottenweller**

- Lincoln Gray
- Delphia Watts
- Marie Elena Lyon
- Bob Schantz
- Ken Harkenrider
- Kevin Vanden Akker

### **Jessica Morales**

- Krista Lohmar
- Elly Maconochie
- Tish Teel
- Melinda Perry
- Jessica Sharpe
- Suzanne McKinnon
- Natalie Trout
- Meg Miller
- Nakao Mauch

### **Jerry Belcher**

- Tammy Gunn
- Audrey McAbee
- Julie Walda
- CJ Micklitsch
- Gary Otis
- AVI
- Tammy Eilers

### **Head of School**

Executive Assistant to the Head of School

### **Assistant Head of School, High School Director**

School Counselor, Grades 9-12  
School Counselor, Grades EC-8

### **Early Childhood Director**

EC Office Assistant  
Co-Director, EC Enrichment/Extended Day  
Co-Director, EC Enrichment/Extended Day

### **Lower School Director**

LS Office Assistant  
LS Extended Day Care Coordinator  
LS Enrichment Coordinator

### **Middle School Director**

MS Office Assistant  
MS Office Assistant  
Director of MS Athletics  
Director of MS After-School Program

### **High School Director**

HS Dean of Students  
HS Office Assistant  
Assistant Director of College Counseling  
College Counselor  
Director of HS Athletics  
Asst. Athletics Director/Sports Information

### **Director of Advancement**

Director of Admissions (Grades 1-12)  
Director of Admissions (EC, K)  
Admissions Assistant (EC, K)  
Director of Development  
Director of Alumni/Parent of Alumni Relations/ Laughing Cavalier Coordinator  
Director of Development Services  
Marketing/Communications Specialist  
Communications Coordinator  
Advancement Assistant

### **Business Manager**

Business Office Assistant  
Business Office Assistant  
Accounting Manager  
Director of Technology  
Director of Maintenance  
Director of Food Service  
School Nurse



## Section II - General Information

### School Operations

#### **School Hours**

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

#### **Attendance Policy**

Students are expected to attend class each day school is in session. Students who are absent for more than three consecutive days due to a medical condition or injury are required to provide documentation from their physician to verify the absence. Generally, a student must be in class a minimum of 80% each quarter in order to demonstrate sufficient progress for the year. Failure to meet attendance expectations may have an impact on future enrollment. If a pattern of tardiness and absenteeism is established, parents are required to meet with the Division Director. Parents are urged to avoid taking their children out of school early before vacation periods or returning them late. All extracurricular activities should be scheduled outside of school hours.

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

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

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

### Arrival and Departure Information

#### **Carpool**

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

Students arriving to school from 7:00-7:30 a.m. prior to the start of carpool should be dropped off at Door 1. Extended Day Care services begin at 7:00 a.m. and are available for a fee. (Students arriving between 7:45 a.m. and 8:00 a.m. are not charged a fee through EDC). 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 you to stop outside of the drop-off area even if it is only partially full. Safety is always considered above convenience. When instructed to do so, drivers should pull forward to the top crosswalk and shift their vehicles into park before students exit their cars. Parents must not stop on top of crosswalks. Students exiting



cars in the sidewalk lane should exit from the passenger side and go immediately to the sidewalk. Students exiting cars in the outside lane should walk on the double yellow lines until they reach the nearest crosswalk; they should then cross to the sidewalk and walk on the sidewalk to their entrance. Students should not cross between cars to reach the sidewalk. Drivers should remain stopped until instructed to exit the parking lot by carpool workers.

### **Afternoon Carpool**

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

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

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

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

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

### **Bus**

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

#### *Bus Rules and Regulations*

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

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



## **Extended Day Care (EDC)**

Students in Kindergarten through Grade 4 who arrive early or remain after school hours must be with a member of the faculty or in the Extended Day program. This service is available for a fee from 7:00-7:45 a.m. and 3:00-6:00 p.m. in the EDC room M-Th (3:00-5:30 p.m. on Fridays). There is no charge for EDC from 7:45-8:00 a.m. Students are not permitted to roam freely through the building before or after normal hours. The program offers supervised recreation and quiet study as well as a nutritious afternoon snack. Students are not allowed to wait in the lobby for parents after school. They must be in the NOG for carpool, at bus dismissal or in EDC.

## **School Departure Changes**

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

## **School Closing and Delay, Snow Days**

Occasionally, weather forces the cancellation or the delay of school. All information concerning this is carried on WOWO radio (1190 AM) and on Channel 21, WPTA television (Cable Channel 7). 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/Medical Information**

### **HIPAA Privacy Notice**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires, among other things, that individually identifiable health information be kept private and confidential. The school 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.

### **Student Emergency+ Form**

All parents are required to annually submit the Online Student Emergency+ Form for each child attending Canterbury at [www.canterburyschool.org/forms](http://www.canterburyschool.org/forms). This form must be submitted one week prior to the start of school. This form also includes field trip permission and travel and trip authorization.

### **Immunizations**

All Lower School students must have an immunization record turned in to the appropriate division office one week before school starts. All Kindergarten students and students new to Canterbury must have a Student Health and Physical form on file. Both 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 at [www.canterburyschool.org/forms](http://www.canterburyschool.org/forms).

### **In-School Medication**

If a child needs to take medication during the school day, parents or guardians are required to bring the medicine in its prescription bottle to the School Nurse. An "In-School Medication Permission Form" must also be completed, and can be found on the Canterbury website. Students with a chronic or acute disease or medical condition are, however, permitted to possess and self-administer medication designed for emergencies while the student is on school grounds or off grounds at a school activity or event. The school must have written authorization from the student's physician for self-administration of those medications. Students may not self-carry medications (either prescriptions or over-the-counter) unless written authorization has been submitted to the School.

### **Illness**

Parents are contacted to take home any student who vomits at school, has a fever above 100.1, or shows other symptoms that warrant attention. Children must be fever-free (without medication), as well as vomit- and diarrhea-free for 24 hours before returning to school.

### **Injuries**

Should a serious accident occur during school hours, parents are immediately contacted via the emergency number on the emergency medical release on file in the divisional office. 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.

For any injuries that occur outside of normal school hours (at home, during sports, etc.), which require additional care during the school day, 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. The School works together with the physician for a "Return to Learn" process that benefits students' 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 insure that the environment is completely risk-free at all times. Canterbury 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.
- 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 athletics 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 faculty of what foods their child may eat and what foods are to be avoided. The Food Allergy Action Plan is located on the school website under "Forms and Information." 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 the Division Director.

### Nut Reduced-Risk Environment Policy

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

- The school food service prepares food that excludes tree nuts or peanuts in the ingredient list.
- A separate table is provided in the lunchroom for students with a tree nut or peanut allergy and no peanuts or tree nuts are allowed to be consumed at that table. A specific cleaning protocol has been developed for this table.
- To avoid contamination, foods containing tree nuts or peanuts are not to be consumed outside of the lunchroom and students are discouraged from sharing food.
- Parents should provide a lunch and/or snack 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 the School making every effort to fairly balance the individual's interest with the interests of the School and its constituents.

### **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 confidentially 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.



## **Parent Partnership**

### **Canterbury-Parent Partnership**

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

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

### **Communication**

Canterbury School is committed to open, clear, frequent and friendly communication with parents. Only with the active support and involvement of school and parents does Canterbury succeed in its mission – to promote the total development of each child in his or her intellectual, physical, social and spiritual growth. Effective communication and cooperation promote a rich and consistent learning environment for each student. Families can expect teachers and administrators to respond to phone calls and emails within 24 hours, or if on a Friday, by the end of the day on Monday.

### **General Classroom Information and Newsletter**

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

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

### **Communication with Faculty**

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

### **Messages**

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

If a parent needs to give something to a child (lunch box, book, etc.), it should be given to the office assistant in the Lower School office. The office assistant delivers the item at an appropriate time. However, the School strongly encourages parents and students to assume the responsibility for remembering to bring money, lunch, and books in the morning.



## Canterbury Parent Association and Volunteers

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

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

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

### Parent Involvement and School Visits

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

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

- Parents and others who visit Canterbury School must use the Lower School entrance Door 1 to enter the building. Beginning at 8:05 a.m. Door 1 is locked and visitors are buzzed in and sign in at the office. All other school doors are locked throughout the day.
- When involved in programming, please be respectful of the rules, procedures and expectations put in place by the school and teacher in charge. If a parent's presence is determined to be a disruption to learning, or otherwise unhelpful, the school may ask the parent to limit visits to school. In extreme situations, the School reserves the right to ask parents to leave the premises.
- Please refrain from using an informal school visit as an opportunity to initiate a conversation about a specific concern with a teacher during instruction and programming.
- When parents visit the classroom, they may see or hear information pertaining to other students. It is each parent's responsibility to hold that information in strict confidence.
- A parent may not post pictures taken at school that include students other than their own onto a social media site without express parental permission.
- Lunch time can be a fun way to visit your child, but we ask that parents only visit their child during lunch for very special occasions. Lunch time is an important time for children to socialize with their peers and gain independence.

### 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 \$10 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 Groupings**

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

#### **Homework**

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

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

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

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

#### **Daily Planners**

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

#### **Field Studies**

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

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

#### **Formal Assessment**

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



## **Progress Reports**

Narrative progress reports and skills check lists from classroom teachers are issued at the end of each quarter. Semester reports are issued for the areas of art, music, physical education, religion, French, Spanish, drama and science.

Skills check lists are rated using:

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

No letter grades are given in the Lower School.

## **Parent-Teacher Conferences**

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

## **After School Enrichment and Clubs**

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



## Section IV - Student Life

### **Character Development**

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

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

#### **Chapel**

Chapel is a daily opportunity for the Lower School community to meet and share in a common experience. Chapel is presented by faculty, groups of students or guest speakers. Content ranges from skits, stories or words of wisdom and often includes singing and prayer. Messages delivered are morally, spiritually or ethically edifying.

#### **Service Learning**

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

### **Student Support Services**

#### **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.

#### **Reading Specialist**

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

#### **Behavioral Expectations**

Lower School promotes a culture of kindness and empathy, in which all students are expected to be respectful and considerate of, and cooperative with their fellow students, teachers, and other school community members at all times, and to accept the consequences of their actions. Respect for others and their property, honor, integrity, charity, and cheerful cooperation are considered basic tenets of life at Canterbury School. All students deserve to learn in a safe and welcoming environment, and those students who do not meet these behavioral expectations, who are repeatedly disruptive or disrespectful, cause purposeful physical/emotional harm to others, or for whom other methods of discipline have been unsuccessful, are removed from certain activities or even sent home at the discretion of the Lower School Director. The developmental age and maturity of the student are recognized in determining appropriate responses to behavior. In extreme situations, a student may be dismissed from the School.



## Discipline Policy

When a student's behavior, demeanor, or attitude is not consistent with the school's expectations and disrupts the learning environment, teachers and parents must partner together to address what is considered to be a disciplinary situation. Responses to such situations recognize the differences in age, maturity, and developmental needs of the students involved, as well as the individual circumstances surrounding the issue.

The following are examples of behaviors that are not permitted:

- violation of classroom and school rules
- inappropriate or demeaning language
- disrespectful comments to adults or peers
- repetitive non-compliance or disruption of the learning of others
- lies or deliberate misrepresentations of the truth
- physical aggression
- destruction or misuse of property
- inappropriate touching
- theft
- cheating
- harassment or bullying (Note: the school defines bullying as a chronic, aggressive pattern of behavior that involves unwanted, negative action that creates an imbalance of power or strength. It is intentional, repeated, and targeted.)
- any other behavior that is deemed unkind or disrespectful, or that lacks basic integrity, as deemed by the administration

In the event that such behaviors occur, the following graduated set of responses generally are enacted. If behavior persists after each type of intervention, a student moves to the next tier of formal response. Major instances of significant misbehavior move immediately to administrative intervention and more significant disciplinary response, up to and including dismissal from the School.

- **Tier 1:** The student is reminded of the rule or expected behavior and redirected to an alternate activity.
- **Tier 2:** 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 an apology letter, to loss of privileges.
- **Tier 3:** The teacher and/or child contact the parent to report persistent or severe behavior. The Division Director is also notified. A system for daily communication between home and school may be initiated. Consequences noted in Tier 2 are continued.
- **Tier 4:** The Division Director meets with the teacher and parents to develop a formal plan for correcting the behavior. The School Counselor may also be involved at this time.
- **Tier 5:** 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 Division Director 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.
- **Tier 6:** If adverse behavior continues, the student is dismissed from the School.



## **Additional Lower School Expectations**

### **Cell Phones and Watch Phones**

Lower School students may not use cell phones in any Canterbury setting. They may not wear watches that also function as phones. If a student brings a cell phone or watch phone to school, the teacher takes the phone and keeps it until it can be returned to a parent or guardian.

### **Toys, Electronics, and Trading Cards**

Students must leave all toys and electronics, including trading cards, at home, unless invited to bring them in by a teacher.

### **Dress Code and School Uniform Guidelines**

Canterbury Lower School has a daily school uniform. All clothing worn to school must be in good repair. Student uniform requirements apply throughout the school day (8 a.m. to 3 p.m.). Parent and student cooperation in adhering to the letter and the spirit of uniform rules is expected and appreciated. Parents are sent a note if students are not following Lower School uniform guidelines. If violations continue, parents may be called to bring appropriate clothing to school for their child.

#### **Boys' Uniform Dress Code (Kindergarten through Grade 4)**

- Navy slacks (no denim, cargo style or athletic pants)
- Navy shorts (no denim, cargo style or athletic shorts)
- Solid color shirts with full fold-over collars, dress or knit, in navy, white, evergreen, light blue, yellow, pink or gray (shirts must be tucked in, no chambray fabric)
- Navy, white, evergreen, light blue, yellow, pink or gray sweaters (V-neck, crew neck or cardigan) with a collared shirt worn underneath.
- Canterbury School sweatshirts in approved school colors (navy, white, evergreen, light blue, yellow, pink or gray) with a collared shirt worn underneath. Sweatshirts must not have hoods.
- Closed-toed shoes or sneakers (no sandals, flip flops or backless shoes)

#### **Girls' Uniform Dress Code (Kindergarten through Grade 4)**

- Navy jumper or dress (jumpers and dresses in any other color are not permitted)
- Navy skirt or skort
- Navy pants or capris (no denim, cargo or athletic pants)
- Navy shorts (no denim, cargo or athletic style shorts)
- All navy bottoms must be at least mid-thigh length
- Solid color shirts with full fold-over collars, dress or knit, in navy, white, evergreen, light blue, yellow, pink or gray (shirts must be tucked in, no chambray fabric)
- Navy, white, evergreen, light blue, yellow, pink or gray sweaters (V-neck, crew neck or cardigan) with a collared shirt worn underneath.
- Canterbury School sweatshirts in approved school colors (navy, white, evergreen, light blue, yellow, pink or gray) with a collared shirt worn underneath. Sweatshirts must not have hoods.
- Closed-toed shoes or sneakers (no sandals, flip flops, platform or backless shoes)



## **School Dress: Wednesdays and Field Studies**

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

## **Dress Down Days**

On several days throughout the year, students are allowed to not wear uniform. However, the following items of clothing are never appropriate, even on dress down days: open toed shoes, spaghetti straps or halter tops, and tops that show the midriff.

## **Uniform for Physical Education**

Every student in grades 2-4 must have a physical education uniform consisting of a Canterbury T-shirt, athletics shorts, white athletics socks and gym shoes. Students are expected to have sweatshirts, sweatpants and socks at school at all times. Kindergarten and first grade students do not change clothes for P.E. but must have gym shoes and socks to be left at school for physical education classes.

## **Winter Clothing**

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

## **Lost Articles**

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

The school keeps unclaimed items until the end of each quarter. After that time, they are donated to charitable organizations.

## **Cavalier Clothing Company**

The Canterbury Parent Association operates a bookstore 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 Lower School office.



## Food and Parties

### Lunch

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

Seating in the cafeteria is by assigned across grade levels and two peanut-free tables are reserved.

Lunch guidelines:

- Stay in your seat until you have asked permission to get up.
- Engage in quiet conversation.
- Do not share food or money.
- Clean your table, chair and floor area before dismissal.

### Snack

Students in grades 1-4 may bring a snack from home to eat at break time. We ask parents to supervise the packing of lunch boxes to ensure that each child receives food with high nutritional value. Please observe the school's food allergy policy outlined in this handbook. For all snacks, observe the Nut Reduced Risk Policy.

### Birthdays

Families are permitted to bring in a small snack or treat to share with the class in celebration of a child's birthday. Please contact your child's teacher to schedule a mutually agreeable time for the celebration and keep in mind the Nut-Reduced Policy when planning. Extras such as balloons, gifts and party favors are not appropriate for classroom celebrations.

For Valentine's Day, birthdays or other special days, please have any balloons, flowers and the like sent to your child at home, not delivered to school.



## Section V - Technology Acceptable Use Policy

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

### General Policies

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

- Students should be mindful that they are representatives of Canterbury School at all times, and may be held responsible for any hurtful or damaging online behavior or content.
- Students must use all authorized systems, digital devices, software, applications, and email accounts in a manner that is productive for student learning, and consistent with the school's disciplinary guidelines.
- Students must use respectful language and appropriate judgement in public or private posts at all times and in all interactions in the digital world, and must be mindful of the consequences – for others and for themselves – of not doing so.
- Students must respect the privacy of other students, teaching and non-teaching faculty, and administrators of the school in all online 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. Teaching and non-teaching faculty, and administrators are required not to engage with students in this way – it is not appropriate to place them in the position of declining a student's request.
  - Canterbury may establish from time to time a school-run social networking site for a school-sponsored activity or group that is intended for educational purposes only. In these instances, students may link with school employees because of the educational intent of the site.
- Possessing, posting, or distributing 1) sexually explicit messages, photos, or videos, or 2) any harassing or disparaging content electronically via cell phones, email, or other devices is a very serious offense. Such material can be distributed rapidly across the Internet. Not only can such activity result in profound emotional damage, but, at the extreme, it can



be prosecuted as a felony under federal law.

### **Ownership Disclosure**

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

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

#### **Financial Aid**

Applications for Financial Aid are accepting beginning in Kindergarten through Grade 12. Families, current and new, who wish to apply for financial aid are encouraged to contact the admissions or business office. Canterbury follows the School and Student Service for Financial Aid guidelines. A contract and a completed financial aid form, accompanied by a current tax return, initiate the process. Financial aid awards are based on financial need and are confidential. All awards must be applied for annually.

#### **Re-enrollment Process**

Each current family (Early Childhood through Grade 12) is notified electronically when to re-enroll your student for the next school year. For Early Childhood, preferences for a child's a.m./p.m. time slot for the next school year may be requested at this time. After October 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 for the entire year, and payment is due in full. The School offers two payment options: a single payment plan and installment plans. For more information about billing and payment options, please contact the business office.

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

Parents of students in K-Prep through High School, may also elect to purchase tuition refund insurance from Dewar Inc. Information is mailed to all parents with student contracts. The insurance premium cost is a small percentage of tuition and fees. Any change to the insurance coverage election made through the student contract must be done in writing and received by the business office before the school year begins.



## **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.

