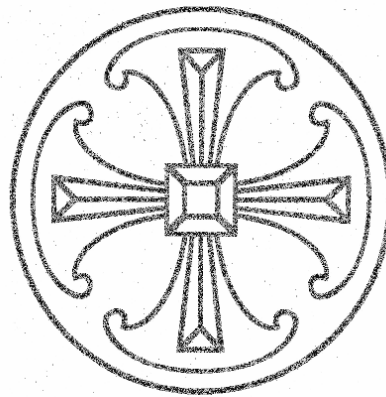


The Canterbury Episcopal School



Parent-Student Handbook

2009-2010

Kindergarten – Twelfth Grade

Canterbury is accredited by
The Southwestern Association of Episcopal Schools
(an organization approved by TEPSAC and recognized by the Texas
Commissioner of Education)
and is a member of the
National Association of Independent Schools
and the
National Association of Episcopal Schools.

1708 N. Westmoreland ▪ DeSoto, TX 75115
972.572.7200 ▪ 972.972.7400 (Fax)
www.thecanterburyschool.org

August 2009

Dear Students and Parents,

Welcome to the New School Year!

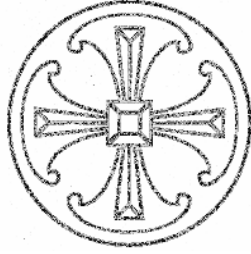
The Handbook contains a mountain of information. Keep it handy in the event you have questions regarding various aspects of school life. If you have questions, or concerns regarding any aspect of school take the following steps:

- **Consult the Handbook;**
- **Speak to the teacher/coach directly related to your concerns;**
- **If necessary, then speak to your Homeroom teacher (K-6), or Advisor (7-12);**
- **If necessary, then speak to the Division Head, (Lower School, K-3; Upper Elementary, 4-6; Middle School, 7-8; Upper School, 9-12);**
- **If you still have not discovered how to deal with the concern, then please speak with me.**

Each school year is unique and a special time in the life of each student, teacher, administrator and family. All of us working together will assure the best for all involved.

Sincerely,

**Lyn Baker
Head of School**



The Canterbury Episcopal School admits students of any race, creed, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to students at the School. The School does not discriminate on the basis of race, creed, color, or national and ethnic origin in its administrative, educational, or admission policies, scholarship and loan programs, and athletic or other school-administered programs.

The Canterbury Episcopal School is accredited by The Southwestern Association of Episcopal Schools. The School has been selected for membership with the National Association of Independent Schools and also holds membership with the National Association of Episcopal Schools, the Council of Spiritual and Ethical Education, the Texas Association of Non-Public Schools, The National Association of Secondary School Principals, the College Board, The National Association of College Admission Counselors, and the Texas Association of College Admission Counselors.

Founded in 1992, The Canterbury Episcopal School is a coeducational day school within the Episcopal Diocese of Dallas. The School community is faith-centered and provides instruction to college-bound students with a wide range of abilities. The strong academic program is complemented by extensive offerings in religion, fine arts, and athletics.

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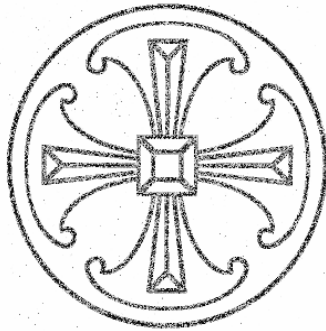
PARENT/SCHOOL COVENANT

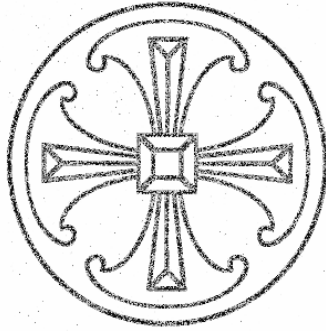
The Canterbury Episcopal School and our Parents: Establishing and Maintaining the Partnership

It is the philosophy of The Canterbury Episcopal School that we enroll families, not just students. Parents, legal guardians, grandparents, and all other family members play an integral role in their child's education. In addition to requiring parents to sign a legal contract each year for a student's enrollment in the School, it is important for the School and parents to enter into a "covenant." This is an agreement by which we articulate the reasonable expectations we have of each other and to confirm and clarify a partnership between the School and the parents of its students.

The staff members of Canterbury Episcopal School agree to provide high quality education for students, in full accordance with our mission. In addition to an academic environment, we strive to provide for each student's intellectual, emotional, social, aesthetic and physical growth accompanied by spiritual and moral growth. Our teachers and staff are professionals trained in their disciplines.

By enrolling your child at Canterbury, parents agree to read, understand, and endorse the School mission and policies. Please read the *Student/Parent Handbook* and discuss with your child the philosophy and policies contained in it. Maintain regular contact with your child's teachers, coaches, and advisor. Show your support and encouragement by participation in school activities and attendance at school events, especially those in which your child has a role to play.





Policies and Procedures

POLICIES and PROCEDURES

Academic Markings and Reports

The philosophy of the School is that “comprehensive and specific feedback is provided to parents and students concerning areas in which skills have been mastered and areas that need improvement.”

The School uses letter grades through the third grade as follows:

E	Excellent	90 and above
G	Good	80 through 89
S	Satisfactory	70 through 79
U	Unsatisfactory	69 and below: improvement needed

In grades 4-12 the following grading system is used:

A+	99 - 100	C+	77 - 79
A	94 - 98	C	73 - 76
A-	90 - 93	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
		F	Below 60

Please note that a grade below 70 is not considered passing and will require remediation.

The major goal is to have a sufficient number of grades and a balance of tone and type of grades to determine a nine weeks report card grade for each class/subject (grades 4-12).

The following weight for the semester grade calculation reflects a specific ratio (it is automatically figured through the Achieve Data System) according to grade level.

Grades 4-6	40% Daily Work
	40% Evaluations
	20% Other Academic Work

In the Upper School (7-12) each teacher will outline his/her formula for grading at the beginning of the course.

Academic Policy/Test Calendar

It is expected that students will maintain acceptable grades in all subjects. To aid in the accomplishment of this goal, the following guidelines have been set:

1. A student will be notified if their average in a subject falls below **70 or drops a letter grade from his/her previous grade**, *the parents are sent a notice of concern by email with a copy immediately sent to the Division Head*. The teacher may need to make a follow-up telephone conference with the parent to insure that the notice was received.
2. The teacher may choose to have a parent-teacher conference to discuss the grade and possible plan of action. This should be reviewed briefly in a PARENT CONFERENCE form and sent to the Division Head.
3. A student with an average below 70 or an overall average below 70 at the end of any grading period will be placed on academic probation. The parents are formally notified through a letter from the Head of School. If a student brings the grade up to a 70 or better by the next marking period, academic probation will be lifted.
4. Students must pass all required Canterbury subjects with an end-of-the-year average of at least 70. A student and parents will be recommended for tutorial assistance or other action deemed appropriate by the School. The School Administration reserves the right to promote or retain a student at any grade level, as it deems necessary.
5. A calendar will be maintained by each school Division Head to ensure that there will be no more than two major tests due on the same day.

Advisory / Homeroom System

Lower School

In the Lower School, kindergarten through third grade, each child is under the guidance and direction of a homeroom teacher, who will be responsible for the major academic instruction and daily routine of the student.

Upper Elementary School

In the Upper Elementary School, fourth grade through sixth grade, the homeroom teacher is the child's advisor. The principal function is to serve as a resource for any help or advice the student may need in the academic or extracurricular program and to act as a liaison between the student and the rest of the School.

Middle & Upper School:

The primary contact between the School and the home for the Middle School (grades 7-8) and the Upper School (grades 9-12) family is the Advisor.

As a student grows from the Upper Elementary School setting to that of Middle School and then to Upper School, the function of a homeroom changes into advisory. Each middle and upper school student will have a faculty advisor who will have the responsibility of supporting and guiding the student in his/her academic and social life at Canterbury. An advisory group will consist of a small group of students who will meet once weekly.

The Advisor will help a student establish realistic goals and develop the skills needed to attain success at the School. As well, the advisor is available to listen to student concerns and needs and to advise when a student encounters academic or social problems. The advisory group will be a group that will provide the student support and encouragement.

In addition, the advisor may assist in course selections, study skills, and even discipline discussions.

Assignment Notebooks

Canterbury affirms and facilitates the use of Assignment Notebooks in the Upper Elementary and Middle Schools.

Associations

Canterbury is a member of numerous associations, which provide both direct and indirect benefits to the School and the faculty.

NAES (National Association of Episcopal Schools) convenes once every two years. During the intervening years, the NAES provides a Regional Annual Conference. The School uses many materials and resources from NAES.

SAES (Southwest Association of Episcopal Schools) includes Episcopal schools in the states of Texas, New Mexico, Oklahoma, Arkansas, Arizona, and Louisiana. This is Canterbury's Accreditation organization. The school's most recent accreditation occurred in June, 2007, following a full year of self-study and Accreditation visitation in February 2007.

NAIS (National Association of Independent Schools) provides a variety of leadership and other collective efforts for approximately 1100 independent schools worldwide.

TEPSAC (Texas Private School Accrediting Commission). ISAS and SAES are both members of TEPSAC, and as a consequence, both of these organizations represent a vehicle for accreditation for The Canterbury Episcopal School.

TANS (Texas Association of Non-Public Schools) is a sectarian state association of private schools. One of its main functions is to monitor the activities of the State Legislature and other law-making bodies that affect our operation.

The College Board is a national nonprofit association whose mission is to prepare, inspire and connect students to college and opportunity. College Board programs include SAT, PSAT, NMSQT and Advanced Placement.

National Association of College Admissions Counselors The mission of the association is to support and advance the work of college admission counseling professionals as they help students realize their full educational potential, with particular emphasis on the transition from secondary schools to higher education and with attention to access and equity for all students.

Texas Association of College Admissions Counselors The mission of the association is to support and advance the work of college admission counseling professionals as they help students realize their full educational potential, with particular emphasis on the post-secondary opportunities available in Texas.

Association for Supervision and Curriculum Development The Association for Supervision and Curriculum Development is a unique international, nonprofit, nonpartisan association of professional educators whose jobs cross all grade levels and subject areas. In their diversity, our members share a profound commitment to excellence in education. Founded in 1943, ASCD's mission is to forge covenants in teaching and learning for the success of all learners.

Athletics

Interscholastic athletics can play an important role in the lives of children. Canterbury's athletic program can be an essential part of the education of students, fostering the development of character, life skills, sportsmanship, and teamwork.

1. Canterbury's athletic program embodies the mission, philosophy, and objectives of the school.
2. The school ensures that coaches have appropriate training and knowledge of the school's mission, philosophy, and objectives.
3. The school promotes equity in all aspects of its athletic programs.
4. The school's athletic program is considered to be an integral part of the school's curriculum.
5. The school is committed to the safety and physical and emotional health of participants in the athletic program.
6. The school's athletic program values the dignity and worth of the individual in a context of common purpose and collective achievement.
7. Coaching is teaching; coaches are teachers.
8. The school ensures that coaches have an understanding of the developmental needs of the children with whom they work.
9. Coaches design and implement activities that improve the knowledge and skills of all participants.
10. Coaches have a strong collegial relationship with other educators and contribute to the school's understanding of the whole child.
11. The school educates parents about the philosophy, policies, and appropriate expectations of the athletic program.
12. The school defines and clearly communicates standards of conduct to players, spectators, coaches, and other teams.
13. The school works directly and candidly with other schools to prevent abuses in the following areas: recruitments, eligibility, transfer of student athletes, financial aid, and admission.

Attendance

The Canterbury Episcopal School attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning may take place. Parents are to cooperate in teaching their child respect for school hours by bringing him/her on time and not requesting to have him/her dismissed early except for an emergency. Students are to attend all classes, chapel services, assemblies, and other meetings.

Sign In/Out: Students arriving late or leaving campus during school hours must submit a note from their parent/guardian and sign in/sign out in the School Office. Failure to follow this procedure may result in unexcused absence/tardy, or other consequences such as loss of privileges.

Early Dismissal: Appointments for students should be made after school hours. If it is necessary for a student to leave school during school hours for a medical appointment, a written request from a parent/guardian needs to be submitted to the School Office at the beginning of the school day. Upon returning to school the student must have appointment verification from the doctor for the absence to be excused.

Written Explanation For Absence: A student who has missed any part of a school day must submit to the School Office a written explanation for the absence, signed by the student's parent/guardian.



The Canterbury Episcopal School
Athletic Department Rights and Responsibilities

The athletic program will promote the attributes of fair play, teamwork, and leadership. Being a middle school or upper school athlete requires more than ability alone. An effective athlete must develop important life skills with desire, dedication, and hard work. Teamwork, attitude, sportsmanship, cooperation, and the ability to cope with adversity and the emotions associated with committed athletic competition transcend any athletic endeavor. The mission and desire of the Athletic Department is to work with parents and students to help guide the students through the acquisition of skills that prepare one for life as a positive, well-balanced individual capable of initiative, commitment, character and leadership. Our objective is to facilitate individual growth and ensure that Canterbury athletes develop and exhibit a growing standard of excellence in the classroom with peers, in athletic endeavors with other institutions, and in the community. To this end, the Athletic Department believes the following rights, responsibilities, and outcomes to be instrumental in sustaining its commitment to student-athletes and their families.

Rights	Responsibilities	Outcomes
<ul style="list-style-type: none"> • To learn and be given assistance to do so • To be myself • To be safe • To spiritual and social development • To expect that all rights will be mine in all circumstances so long as I am exercising my full responsibilities 	<ul style="list-style-type: none"> • To be on time and prepared with materials • To follow directions the first time they are given • To accept and give assistance when it is given in the spirit of increasing the opportunity to learn • To maintain a 70 in all classes • To attend all classes on the day of a game or practice • To respectfully express myself in ways others can hear and allow others to do the same • To learn about myself through constructive feedback • To keep my hands, feet, and other objects to myself • To respect the rights and property of others • To help make the environment safe by not acting dangerously, securing property, and by not bullying or threatening others • To remain alcohol, drug, and/or tobacco free • To honor individual differences by treating others fairly regardless of looks, abilities, beliefs, or gender. • To treat others with kindness and respect by not teasing, demeaning, or insulting them • To protect my rights and the rights of others by exercising my full responsibilities at all times and by helping others to do the same 	<ul style="list-style-type: none"> • An increase in playing time • A decrease in playing time • Earning a starting position • Loss of a starting position • Assuming the position of Team Captain • Loss of the position of Team Captain • An opportunity to travel/play with the next level of competition (i.e. travel with the "A" or varsity team) • An opportunity to help instruct a drill or team (peer coaching) • Reduction of time spent in conditioning tasks • Increase in time spent in conditioning tasks • Suspension/loss of eligibility • Recognition at the conclusion of the season of sport • "Lettering" in the season of sport • "Coaches Choice" recognition • Conference, District, and/or State honors

Enjoying a right requires everyone to accept certain responsibilities

Attendance (continued)

Excused Absence: The following are considered excused absences when accompanied by the proper note:

- Illness of the student
- Verified medical appointment
- Emergency situations verified by the Division Head
- Death, severe injury or illness in the family
- Participation in authorized school activities
- Observance of a religious holiday
- Court appearances

Unexcused Absence: The unexcused absence may or may not have the approval of the home, but is without the approval of the School. *An unexcused absence may result in no credit for tests and/or classroom assignments for that day.* The absence is reviewed and classified by the Division Head.

Excessive Absences: If a student accumulates more than 10 absences for a semester or 20 absences in any class for a year, the student may jeopardize credit for class/grade and be placed on conditional re-enrollment. Excessive absences will require a parent conference. The Division Head may take the necessary action if excessive absences continue or inhibit a performance or school activity.

Return From Absence: Upon returning from full day absences, students are permitted one day for each excused day of absence to complete all missed assignments and tests. Students are to take a missed quiz/test on the first appropriate day upon returning. For the Middle/Upper School students are allowed one instructional block for period missed.

Absence From Extra-Curricular Activities: A student who is absent from all or a significant part of a school day is not permitted to represent Canterbury in any extra-curricular activity or school program on that day, unless approval is given by the Division Head.

Arriving At School: If the child arrives to school late, the parent must accompany the student to the School Office. The parent is not to walk the child to the classroom at this time for it may be disruptive to the classroom environment. Students arriving late will be held in the School Office until Chapel is completed. A child is considered TARDY at 8:00. A child is considered ABSENT at 10:00 am.

Pre-Planned Absences: To request an excused absence for a reason that is not listed, a student's parent must submit a written request explaining the reason and dates to the Division Head at least five school days prior to the absence. The Division Head will confer with all instructors for their evaluation of the impact of the absence. The Division Head will determine whether the absence will be excused/unexcused. Failure to follow this procedure will result in an unexcused absence.

Attendance Timeline: Daily attendance is taken each morning. A student is tardy at 8:00 a.m. and absent at 10:00 am.

Tardiness: Tardiness is a disruption to the learning atmosphere. Prompt arrival is a priority. For Middle/Upper School students, tardiness results in detention. Detention is held on Thursday from 3:15 to 4:15.

Students receiving more than 2 detentions in one month will serve a Saturday detention from 8 am to 12 noon.

If a Middle/Upper School student misses more than 30 minutes of a class period, the student is considered absent from class. *Students arriving after the school day has begun must take any scheduled test or quiz missed on that day.*

Backpacks

Students are urged to use a backpack or bag in transporting their books and school materials back and forth from school to home. Backpacks must collapse to fit in the locker in Bishops Hall. Students in grades four through six are not permitted to use wheeled carts/bags in their class areas – The Madelyn H. Chafin Learning Center.

Books for a Birthday

Students are encouraged to share their birthday celebration at the School Eucharist (nearest to their birthday). A student will receive a special birthday blessing from the priest and, as well, the student may give a hardbound, quality book to the School Library. The book will have a special bookplate recognizing the student and particular birthday.

Calendar

The Master Calendar is maintained by the Division Head's office. All activities and school events must be scheduled through these offices.

Car Driver Etiquette / Courtesy

Please drive your car on the campus at 15 mph, observe all signage, and do not use handheld cell phones while driving on campus. Avoid "rushing" and cutting in/out of lines. Do not leave cars parked (unattended) in drop-off/pickup areas between 7:15 – 8:15 am and 2:30 – 3:30 pm. Your courtesy as a driver is modeling behavior for Canterbury's students.

Change of Address

MOST IMPORTANT: Changes of address or telephone numbers should be reported immediately to the school office. This is extremely important in case we need to contact the parent in an emergency.

Chapel

Chapel services form the basis of the school community's worship life. Services are based on the Morning Prayer liturgy from **The Book of Common Prayer**, the Episcopal prayer book. These services are conducted by the priest in residence, Head of School and faculty members. Students often assist in leading worship by serving as readers and leading prayers.

Attendance and participation at chapel service is required of all students and faculty without exception.

Eucharist services are held weekly. These services are celebrated by ordained clergy of the Episcopal Diocese of Dallas. All baptized persons are invited to receive communion. Those not receiving communion will receive a blessing from the clergy.

Parents, friends, and relatives are invited to worship at any of the services. Dates and times are published regularly in the monthly calendar.

The Head of School and the priest in residence have the oversight for religious and spiritual education and direction for school members. They are responsible for daily chapel along with the Director of Student Affairs, coordinating Eucharist services with other clergy and facilitating religious education for grades K-12.

The Director of Student Affairs is the coordinator for the school service projects. Additionally, the Director of Student Affairs is the School Counselor. All related matters need to be directed through this office.

Any questions about religion, the Episcopal Church and other related matters that directly impact the School, need to be directed to the priest in residence and the Head of School.

Child Abuse and Neglect

The Canterbury Episcopal School, in accordance with the Texas Family Code, must report any suspected cases of physical, sexual, and emotional abuse and/or neglect of children under the age of 18. The definitions of such abuse are as follows:

Physical Abuse - Any physical, non-accidental injury or injuries sustained by a child as a result of malicious acts by a parent or guardian who has permanent or temporary custody or responsibility for supervision of the child.

Child Neglect - Any act or acts by any parent or other person who has the permanent or temporary custody, care, or responsibility for supervision of the child who fails to take action necessary to provide adequate nutrition, clothing, shelter, or medical care.

Sexual Abuse - Any act or acts by any parent or other person who has permanent or temporary care, custody, or responsibility for supervision of the child involving sexual molestation or exploitation.

Emotional Abuse - Any act or acts by any parent or other person who has the permanent or temporary care, custody, or

responsibility for the supervision of the child that is excessive, aggressive, or places unreasonable demands on the child. These include, but are not limited to, constant teasing, belittling, verbal attacks, or insufficient support or guidance.

All cases of suspected child abuse or neglect will be reported by any school employee to the Head of School, who will then ascertain the validity of the facts. According to the law, the Head of School must then report the case to the Department of Human Services, the 24-Hour Child Abuse Hotline (1-800-252-5400), or the DeSoto Police Department. A written report must then be filed with the Department of Human Services that contains the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

In cases of reported suspicions of physical abuse, the School may determine the necessity to remove any or part of the student's clothing to render a primary health assessment. The Head of School and one other person shall make this assessment.

Failure to report suspected physical or mental abuse or neglect of a child is a Class B misdemeanor in Texas punishable by a fine of not more than \$1,000 or by imprisonment of not more than six months, or both.

Classroom Health Policies

The School reserves the right to send a student home when it considers it necessary for the health of that student and/or other students. If a student is absent because of a contagious disease, parents are requested to notify the School Office as soon as a diagnosis is made. A child is to be free of fever for at least 24 hours before returning to School.

College Counseling

The Head of Upper School will work closely with students and their families in the college admission process. The program is primarily designed to provide information and advice for selection, application and matriculation. There will be several programs and activities throughout the year to promote college awareness and selection.

College Disclosure Policy

The Canterbury Episcopal School notifies all colleges and universities of serious disciplinary and/or honor offenses committed by a student applicant. This notification includes any probation, suspension, or expulsion incurred by the student prior to and/or after submission of college applications. While the School will report all offenses, we strongly recommend students self-report and include a brief description of the incident.

The School believes that loss of privileges, detention, isolation are internal sanctions and will not be reported to colleges and universities. Therefore, the student need not report such sanctions.

Students uncertain of whether to report a disciplinary and/or honors offense should meet with the Head of the Upper School.

Conferences with Parents

- **Lower School**

In the Lower School, kindergarten through third grade, each child is under the guidance and direction of a homeroom teacher. The homeroom teacher will prepare progress reports four times per year. Additionally, midterm reports will be issued should the student's academic or social progress call for parent notification.

Teachers in grades K-3 will remain in close contact with their students' parents through the use of the daily folder. Questions or concerns may be addressed through this daily exchange of homework, class work and information.

The homeroom teacher will schedule a parent conference at the end of the first nine-week reporting period to inform parents of their student's progress in all areas. Suggestions, observations and recommendations will be shared between teacher and parent to encourage and support a student's academic and social development.

As well, additional conferences may be scheduled as is necessary or as requested by the parent to discuss a student's progress in academic and social areas.

- **Upper Elementary School**

In the Upper Elementary School, fourth grade through sixth grade, the homeroom teacher is the child's advisor.

The homeroom teacher will schedule a parent conference at the end of the first nine-week reporting period to inform parents of their student's progress in all areas. Additionally, midterm reports will be issued should the student's academic or social progress call for parent notification. Additional conferences may be scheduled as is necessary or as requested by the parent to discuss a student's progress in academic and social areas.

- **Middle & Upper School:**

As a student grows from the upper elementary school setting to that of middle school, the function of a homeroom changes into advisory.

The student's Advisor will schedule a parent conference at the end of the first nine-week reporting period to inform parents of their student's progress in all areas. Additionally, midterm reports will be issued should the student's academic or social progress call for parent notification.

The purpose of a conference is to enable the parent and the School to cooperate for the benefit and welfare of the individual student. There are two types of parent-teacher conferences: scheduled and special. There is one regularly scheduled conference at the end of the first nine week grading period to discuss student progress.

In addition to the scheduled conferences, there are special conferences, which may be initiated by the parent or the School. These may be at any time mutually agreeable to parents and teachers.

For information about the normal academic work or general conduct of a student, a conference may be scheduled before or after school hours. Parents may not interrupt any teaching situation or expect teachers to interrupt their normal class routines for such conferences. This includes athletic and extra-curricular activities.

Whenever there is an important change in the routine at home, such as a serious illness, an emergency trip, a new baby, a contemplated separation or divorce of parents, or a death in the family, families are encouraged to notify a teacher, Division Head or the Head of School. A major change at home affects the student at school. It is important to know when these changes occur so that faculty may respond appropriately with understanding and consideration.

The teacher may schedule a conference any time a student is failing a subject or any time there is a negative change in a student's progress and/or behavior.

Discipline

The Canterbury Episcopal School uses a system of student management which encourages a positive learning environment by rewarding and reinforcing behavior and academic achievement. Each school level has a set of "Rights, Responsibilities and Outcomes" for its students.

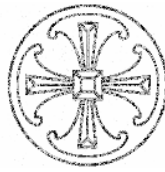
1. Violation for gum chewing, uniform and tardiness will result in detention.
2. Detention takes place every Thursday from 3:15-4:15 pm.
3. Students accumulating more than 2 detentions in one month will serve a Saturday detention from 8am to 12 noon.
4. Detentions may not be postponed.

Dismissal Time (Student)

Students are to be supervised at all times during dismissal. K-3 students will be released individually and helped into cars by teachers as parents arrive for pickup. All 4-6 students in a class will exit the School together unless directed otherwise by the teachers or administrators. Each class will have a designated area to stand/sit while they wait to be picked up. Playing, running, and general gaming is discouraged for safety and attention reasons. Students who have been formally dismissed from School or other family children are not to use the playground or fields unless there is direct parent supervision in the area.

Sixth graders participating in sports on Tuesdays and Thursdays will be dismissed from Bishops Hall at 3:15

Students in grades 7-12 are dismissed from school at 3:15 pm. Middle School students not picked up by 3:30 will be directed to after-school care in Chafin Center.



The Canterbury Episcopal School
Lower School Standards of Good Practice

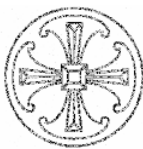
The Canterbury Episcopal School inspires in each student a love of learning in preparation for college with an emphasis on academic excellence, spiritual development, appreciation of diversity, and social responsibility.

My Rights

Responsibilities

Outcomes

<ul style="list-style-type: none"> • To learn and to be given the assistance to do so • To be myself • To be safe • To spiritual and social development • To expect that all rights will be mine in all circumstances as long as I am exercising my full responsibilities 	<ul style="list-style-type: none"> • To listen and follow directions • To do my own work and my share of class/group work • To help keep the work area clean • To learn about myself through school activities • To express myself appropriately and allow others to do the same • To keep my hands, arms, feet, and all objects to self • To keep the school safe and not act dangerously or bully others • To demonstrate respect for individual differences among people • To treat others with respect and kindness by not teasing, demeaning, or insulting them • To participate in chapel and Christian Education classes • To participate in school service projects • Too be responsible at all times and help others to do the same 	<ul style="list-style-type: none"> • Enjoy the daily experience provided by the Canterbury community • A safe and secure learning environment • Spiritual and social development • To be proud of my actions, choices, and progress • Verbal or written praise • Verbal or written warning • Classroom and school recognition • Enjoy all the rights enjoyed by others • An increase in privileges • The loss or restriction of class, personal, or social time or various opportunities provided by the Canterbury community • Positive student conference • Parent notification of behavior • Meet with the Head of Lower School • The respect that I enjoy and earn as a result of my responsible actions
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The Canterbury Episcopal School
Middle and Upper School
Community Rights and Responsibilities

The Canterbury Episcopal School inspires in each student a love of learning in preparation for college with an emphasis on academic excellence, spiritual development, appreciation of diversity and social responsibility.

Rights	Responsibilities	Outcomes
<p style="text-align: center;">I have the right</p> <ul style="list-style-type: none"> • To learn and be given assistance to do so • To be myself • To be safe • To spiritual and social development • To expect that all rights will be mine in all circumstances so long as I am exercising my full responsibilities 	<p style="text-align: center;">In securing my rights and the rights of others, I agree</p> <ul style="list-style-type: none"> • To be on time and prepared with materials • To follow directions the first time they are given • To accept and give assistance when it is given in the spirit of increasing the opportunity to learn • To respectfully express myself in ways others can hear and allow others to do the same • To learn about myself through constructive feedback • To keep my hands, feet, and other objects to myself • To respect the rights and property of others • To help make the environment safe by not acting dangerously, securing property, and by not bullying or threatening others • To honor individual differences by treating others fairly regardless of looks, abilities, beliefs, or gender • To treat others with kindness and respect by not teasing, demeaning, or insulting them • To participate in Chapel and Advisory • To actively participate in all school service projects • To protect my rights and the rights of others by exercising my full responsibilities at all times and by helping others to do the same 	<p style="text-align: center;">The natural outcomes of my responsibilities are</p> <ul style="list-style-type: none"> • Participation in a community where I may enjoy and pursue personal and spiritual growth • The loss or restriction of personal and/or social time within the school day and perhaps beyond • The loss or restriction of various opportunities provided by the Canterbury community • The enjoyment of expanded time to pursue personal and group interests • The ability to participate in a program of expanded opportunities • Participation in a classroom action • Having a voice within the school community • An environment conducive to learning • A safe and secure environment • Participation in an administrative action • Participation in a student conference • The freedom to be an active member of the Canterbury community and enjoy all of the rights enjoyed by others • The respect that I enjoy and earn from my participation in the Canterbury community • The satisfaction of college choice at the conclusion of my Canterbury career • The peace of mind in knowing that I enjoy and secure my rights and the rights of others

Enjoying a right requires everyone to accept certain responsibilities

Early Dismissal of a Student

No student is permitted to leave a class or the campus without the permission of the School Office or the Division Head. A student who leaves a class or school without permission is subject to a Saturday detention. Students who drive will lose parking privileges on campus for two weeks. Detention schedules are at the discretion of the Division Head. When it is necessary for a parent to take the child from class, a written note must be submitted to the School Office. If a student leaves school during school hours, the student must have the adult with whom he/she leaves sign out at the School's Office. If the student returns, the adult must sign him/her back in.

Email

Staff members may be contacted through their school email address. The format for a staff member's email address is last name first initial @ thecanterburyschool.org. (Staff member Mary Jones' email address would be jonesm@thecanterburyschool.org.) Teachers will make every effort to return emailed messages within 24 hours.

Emergency Evacuation

Emergency evacuation routes are posted in every classroom on campus. The School periodically holds drills for the safety of the students. Appropriate signal and evacuation plans are conveyed in Homeroom and Advisory. During any evacuation, students are to move to the assigned area in a quiet, orderly manner, then await further instruction.

Equity and Justice

Canterbury is built upon the process of creating and sustaining an equitable and just community. The Mission Statement, School Philosophy and the School's "Rights, Responsibilities and Outcomes" provide the foundation for this community by ensuring the inclusion of a diversity of individuals and groups in the many aspects of school life.

Evaluation Forms (Student)

Parents may ask a teacher to complete an evaluation of a child for possible admission to another school or for outside testing. Teachers are to complete these forms carefully, provide a stamped addressed envelope and give the form to the Division Head, who will, in turn, sign it, copy it, and mail it directly to the requesting school. A copy of all correspondence relating to a child is kept at the School. If there is any question about the content of the form, ask the Division Head.

Examinations

Upper School students will take semester examinations at the end of each semester in all of their subjects. Eighth grade students will take Math and Spanish tests at the end of the semester. All students will take their exams at times designated by the school administration. Semester examinations count as part of the students' semester grade. All final and semester examinations will count for 15% for grades 7 – 8; 20% for grade 9; and 25% for grades 10-12.

Interscholastic contests will not be scheduled Monday through Thursday during Finals Week.

Extended Day Program

Canterbury offers an Extended Day Program to 6:00 p.m. Students can come five days a week or on a drop-in basis upon proper notification. Any student not picked up by 3:15 (K-3), 3:30 (4-8) will be taken to the Extended Day Program. Students in the Extended Day Program are not to leave until they are picked up by their parent or guardian. This includes moving between the Chafin Center and Bishops Hall. Parents will be billed accordingly. A registration form and fee is necessary to register a student. Forms are sent out in the summer and are available in school offices.

Extra-Curricular

The School will schedule and sponsor a wide range and number of grade level appropriate extra-curricular activities for students. Given the nature of particular activities, some Middle/Upper School programs may warrant after-school or weekend participation.

Field Trips

Field trips are an important extension of classroom learning. The Metroplex offers many opportunities to enrich the

educational experiences of the Canterbury students. Every student participating in a school-approved field trip must have a signed parental permission form before departure from the School. The School expects exemplary behavior of each student on the field trips. A class trip is a privilege and not a right for students. Parents will be contacted to pick up a student who misbehaves.

Parents provide transportation for most of the field trips. The following guidelines are for parents assuming the responsibilities of chaperoning: the primary responsibility of chaperones is to stay with the students in their care during the field trip; no younger siblings may go with the parent chaperone; no smoking or alcoholic beverages; the chaperone has full responsibility for the behavior of the assigned children in his/her care at all times; chaperones must be appropriately dressed and, the chaperones must be punctual. Remember, the teacher is responsible for everyone and everything.

A. Field Trip Dress

The Student Dress Code will be the standard dress uniform, unless there is a valid reason for doing otherwise. Notification will be provided to students and parents in advance by a note approved by the Division Head.

B. Information necessary from drivers of personal vehicles:

1. A copy of a current driver's license
2. Permission to request a Motor Vehicle Record (MVR) for each driver
3. A copy of the MVR check from a screening service
4. A copy of current insurance coverage
5. Number of seats with seatbelts in the car, excluding the passenger front seat (Students should not ride in the passenger seat of a car because of the potential danger of the passenger-side air bag).

C. Field Trip Driver Information Form

1. To be completed at the beginning of the year
2. Copies will be maintained by the teacher, Division Head and Main School Office

D. Parent Chaperones

1. The teachers are in charge of all field trips. They will establish or approve the itineraries and agendas for all trips. Parents are expected to follow these plans and remain with the group at all times. Vehicles should travel with a "buddy" system and car phone numbers should be exchanged. All drivers should follow the route outlined on the map given to them prior to departure. Each vehicle must have one seat and seatbelt per child. Field trips are designed for the education and enrichment of the students. Any parent chaperone is expected to provide leadership and cooperation with the teachers in ensuring a safe and enjoyable time for all students.
2. All school field trips are considered an extension activity of the School. Therefore, all rules and guidelines that are appropriate for school will also be deemed applicable and appropriate for the field trip. **Consequently, the consumption of alcoholic beverages, the use of any tobacco product (in the vicinity of students), and the use of improper and/or profane language is strictly forbidden.**

As with athletics and the classroom environment, extra curricular activities also have a set of Rights and Responsibilities.



***The Canterbury Episcopal School
Extra-Curricular Rights and Responsibilities***

The Canterbury Episcopal School provides a wide range of grade appropriate extra-curricular activities for all students. Our objective is to facilitate individual growth and ensure that Canterbury students develop and exhibit a growing standard of excellence in the classroom with peers, with other institutions, and in the community. To this end, The Canterbury Episcopal School believes the following rights, responsibilities, and outcomes to be instrumental in sustaining its commitment to excellence in all programs.

Rights	Responsibilities	Outcomes
<ul style="list-style-type: none"> • To learn and be given assistance to do so • To be myself • To be safe • To spiritual and social development • To expect that all rights will be mine in all circumstances so long as I am exercising my full responsibilities 	<ul style="list-style-type: none"> • To be on time and prepared with materials • To follow directions the first time they are given • To accept and give assistance when it is given in the spirit of increasing the opportunity to learn • To maintain a 70 in all classes • To attend all classes on the day of activities • To respectfully express myself in ways others can hear and allow others to do the same • To learn about myself through constructive feedback • To keep my hands, feet, and other objects to myself • To respect the rights and property of others • To help make the environment safe by not acting dangerously, securing property, and by not bullying or threatening others • To remain alcohol, drug, and/or tobacco free • To honor individual differences by treating others fairly regardless of looks, abilities, beliefs, or gender. • To treat others with kindness and respect by not teasing, demeaning, or insulting them • To protect my rights and the rights of others by exercising my full responsibilities at all times and by helping others to do the same 	<ul style="list-style-type: none"> • Election to office • Removal from office • Earning a “Chair” position • Loss of a “Chair” position • An opportunity to travel to local, regional, and national conferences. • An opportunity to serve as a peer mentor of the organization • An opportunity to organize school events on behalf of the organization • An opportunity to represent Canterbury in the larger community • An opportunity to compete and/or perform on behalf of Canterbury • Suspension/loss of eligibility • An opportunity to speak on behalf of the organization’s constituency • Institutional recognition • Conference, District, and/or State honors

Enjoying a right requires everyone to accept certain responsibilities

Field Trips (continued)

3. Parents are discouraged from providing student extra snacks, treats or souvenirs. The classroom teacher is responsible for ensuring all students receive similar field trip benefits.
4. Attitude on the field trip is important. Few field trips go exactly as planned. If you have concerns or comments, meet with the teacher(s) after the trip and discuss them. Teachers appreciate and encourage any and all constructive criticism.
5. The School considers athletic games away to be a type of field trip. Accordingly, all field trip rules and regulations apply to such travel.

Files

While Canterbury is not specifically subject to the Buckley Act at the federal level, the School has had to deal seriously with its moral implications. Thus, Canterbury has established the following filing system:

A cumulative file for each student K-6 is housed in the general administrative area of The Chafin Learning Center and for students 7-12 in Bishops Hall administration office. This **official file** consists only of material that can be shared with the student or family, including: transcripts, testing scores, admission data and correspondence, reports that have gone home.

Fire Drills

Fire drills are conducted in accordance with state and local regulations. Student traffic patterns are posted in each room. The School will have several fire drills yearly, some announced, others unannounced. When hearing the alarm, a teacher is to take the attendance book and line the students up quickly at the door. One teacher should check the bathrooms, turn out the lights, and assist the children outside. Once outside, attendance should be taken.

Food

All food activities need to be coordinated with the Division Head in advance of implementing the class project. Generally, it is discouraged to have students bring food to the classroom for party purposes. There should be no red or purple drinks used in the building at any time.

Formal Dress Day

This day is always Thursday, beginning the second Thursday of the School Year.

Friday Folders

Each Friday, the homeroom teacher sends home a folder containing notes from the office and other notices.

Middle and Upper School Students are provided all School notes and calendars on Fridays.

Gift Exchange/Invitations

Exchange of gifts between children, whether for birthday, Christmas, or any other celebration, is not allowed on campus. Gifts should not be encouraged by staff members as well.

All invitations to private parties are not to be distributed on school grounds.

Gum

Chewing gum during school hours is strictly forbidden. Infractions will result in monetary fines of \$5 and cleaning duties after school as prescribed by the Division Head.

Hall Pass

Students (4-12) going from classroom to restroom, classroom to office or classroom to another instructional building (or athletic field) must have a newly issued student hall pass. If the student has the teacher's permission to use the phone, a phone pass must be issued as well.

Handbills, Flyers and other Advertisements

Canterbury will only distribute Head of School approved notices from recognized organizations. Due to increased demand and child safety issues, the School reserves the right to limit to these specific circulars. Such may not be posted or displayed without the consent of the Division Head or the Head of the School.

Harassment

Any form of harassment, including repeated teasing, hazing, and sexual harassment is unacceptable and absolutely prohibited. This includes using any electronic media to attack, embarrass or harass others. The Canterbury Episcopal School will take prompt disciplinary action, which may include suspension or expulsion, whenever it becomes aware of an issue of harassment.

All students are expected to refrain from any behavior or conduct, which could be interpreted as harassment toward any other student or member of the Canterbury community.

Any student, who feels that he or she has been the victim of harassment, or his/her parent, or guardian, should notify the Head of School who will investigate the complaint immediately. If cause is found, the disciplinary process will be initiated, and the student or parent making the complaint will be informed of the outcome.

Health Policies

If a teacher believes a child is ill, the child is to be sent to the School Office with a Health Referral.

The School reserves the right to send a student home when it considers it necessary for the health of that student and/or other students. If a student is absent because of a contagious disease, parents are requested to notify the School Office or the student's teacher as soon as a diagnosis is made. A child is to be free of fever for at least 24 hours before returning to school.

In addition to being fever free as stated above, a student is to be without the symptoms of vomiting or diarrhea for 24 hours. Additionally, many antibiotic regimes require 24 hours before a disease is no longer considered contagious. A student should not be returned to school until these 24 hours have passed as well.

Please note that teachers are **not** permitted to dispense aspirin or other medication to a student. Medicine must be marked with the student's name and dosage. All medication should be turned in to the School Office along with a signed "Release of Liability for Dispensing Medicine" and instructions for dispensing it. The Health Administrator oversees the health issues of the School.

Homework

Students regularly receive assignments, which normally must be finished outside the classroom. The purpose of this homework is to prepare the students for activities, which will happen in class, and to strengthen or enrich those, which already have begun. Students should be encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. In keeping with the School philosophy that each student become a responsible citizen, it is important that the student learn to be organized so no homework or books are left at home.

Lower School students will be assigned homework Monday through Thursday. Sixth Grade and Middle School students may have approved projects, research reports (usually needing days of preparation) to be completed over the weekend. Teachers that share grade-level responsibilities will coordinate assignments with the Assignment calendar and assignment notebook.

The following is a list of the amount of time it can be expected to take on an "average" night when done by an "average" student:

Kindergarten through First:	30 minutes (includes reading w/parents)
Second:	30-45 minutes
Third through Fourth:	45 minutes to one hour
Fifth:	One to one and one half hours
Sixth:	One and a half to two hours
Seventh and Eighth:	Two to two and one half hours
Ninth and Twelfth:	Two and a half to three hours.

Special projects, such as research papers and science projects, may require additional time and attention in order for quality work to be presented, particularly those students enrolled in Honors or AP courses. The student (and parent) will be provided written guidelines and a timeline of due dates.

Homework should be completed by the student. Shared completion of homework is considered a violation of the Honor System unless the assignment is expressly designated as a team assignment.

Homework Site – Achieve Data Systems

Achieve Data Systems will provide a list of daily assignments and special projects and tests for each class. Parents and students may access the site to track assignments and projects. There may be additional work given to the student by the teacher that may not necessarily be reflected on the site. The Division Head may increase the frequency updating the site depending on special circumstances.

Honor System

The Honor System at Canterbury is based upon the belief that students can successfully assume responsibility for establishing and maintaining standards of integrity in academic and social life. It is founded upon the principle of collective responsibility whereby each individual shares in a mutual concern for the community. In the academic realm, the honor system stipulates the responsibility of students to distinguish clearly between original work and material from any other source. This includes passing information concerning the content of homework assignments, tests and quizzes. In the social realm, students are expected to show concern for others and problems, when they arise, will be dealt with in a spirit of mutual respect.

Two representatives from each of the upper school classes make up the Honor Council. A faculty representative is responsible for the oversight of the council.

The Honor Council's purpose is to interpret the spirit of the Honor System and execute an appropriate course of action. All deliberations are confidential and the Head of Upper School must approve any final decision. All Honor Council interviews and deliberations are confidential and closed to teachers, parents and students.

The Head of School reserves the right to expel any student for any honor offense. Honor offenses include, but are not limited to: dishonesty, theft, vandalism, cheating, plagiarism and passing information concerning the content of homework assignments, tests and quizzes.

Students in grades 7-12 must affirm and sign an Honor Contract prior to the start of the school year.

Illness

If a student becomes ill during the school day, he or she should notify a teacher or advisor who will provide the student with a health referral pass. Students should present the referral to the appropriate office. Office staff will evaluate the student's status and make a determination for the need to contact a parent. Calls should be made from office phones only.

Students should never make calls to parents due to illness from cell phones.

Inclement Weather Policy

The following has been established to deal with the possibility of a closing or late opening due to inclement weather.

1. A decision will be made by the Head of School to open on time, open late, or close for the day.
2. The following television and radio stations will carry information on early morning news should there be a closing or late opening.

TV Channels: 4, 5, and 8

Radio Stations: KRLD 1080 AM, KLTY 94.9 FM

Late Work Policy

All student work in grades 7-12 is due at the BEGINNING of the class period. Students in grades 6-12 who fail to turn in an assignment on time (day and period due) will receive an 80% if turned in any time other than the assigned instructional day and specific teaching block; only 70% credit will be given if work is turned in on the next day of that instructional block, and only 60% credit will be honored on the third day. All work turned in after this point, will receive a maximum of 50 points. All work must be turned in to be assessed or no credit will be given. All assignments are due

within the grading period assigned. Any student submitting late work must **HAND DELIVER** the assignment to the assigning teacher. Homework, projects, essays, etc., that are placed in teacher boxes, mailboxes, folders, left with office staff, etc., may incur late penalties.

Students who are absent due to illness or other reasons have one class period to submit work before late policies take effect. Students missing class due to sports or other school sponsored activities must submit class or homework prior to leaving campus for that activity.

Students in grades K-6 have a structure that is based upon the “Rights and Responsibilities” and uses punctuality as a teaching lesson. All procedures are worked in coordination with the Head of Lower School.

Library / Media Center

Both the Lower and Upper School are provided special Media Centers to support and enhance the instructional programs and promote recreational reading.

This area is important to the School program — but not staffed by a school employee full time. Therefore, it is imperative that there is staff supervision when students are to be in these areas. (This area is considered like any other instructional area.) A teacher may bring his/her class to this area for reading, checking out books and research.

There are several key reminders:

1. The staff person is responsible for students checking out the materials properly.
2. All computers and related technology are used appropriately.
3. The area is left clean and orderly at the end of use.
4. Book checkout suggestions:
 - Grades K-3: Two books for one week
 - Grades 4-6: Two books for two weeks
 - Grades 7-8: Three books for two weeks
 - Grades 9-12: Four books for two weeks

Books on Reserve (Grades 6-12): Books placed on temporary reserve will be due the following morning before chapel.

Overdue Books: If a student has not returned books by the due date, he/she may not check out another book until the last book is returned.

Lost Books: The replacement price will be charged for lost books.

Lower School Center closes at 3:00 pm and Upper School closes at 3:45 pm, unless prior arrangements have been made.

Lockers

Each student in grades 4-12 will be assigned a locker. The purpose of the locker is to store a student’s materials. A locker is always under the jurisdiction of the School administration. The assigned student is the only student sanctioned to use that particular locker. No other student (or parent) may inspect another student’s locker. Because Canterbury respects students’ personal space, students entering another locker other than their own will be in violation of the Honor Code and will subject to severe disciplinary actions. All lockers are unsecured. Grades 7-12 are encouraged to leave valuables at home due to the frequent use of the Middle/Upper School building.

A student’s locker or desk is the property of The Canterbury Episcopal School and is at all times under the control of The School. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker.

There will be no decorations on the outside of the locker. No picture or materials may be permanently glued or taped to the outside or inside of the lockers. Items that are in poor taste will be removed. No food should be left in the lockers with the exception of the current day’s sack lunch.

Lost and Found

A lost and found will be located in the Primary building for K-3; in the Chafin Center (4-6); and in Bishops Hall (7-12).

Students can eliminate a lot of problems by making sure that their clothing and books have proper identification.

Periodically, unclaimed clothing will be given to a worthy cause.

Lunchroom Procedures

Teachers are to escort their students to lunch and release them to the teachers on duty.

The following guidelines promote a pleasant lunchroom environment:

- Lunch times begin with prayer.
- Once seated, the student is to stay seated.
- Students leave the table when dismissed by the supervising staff. The students will clean their places at the table and the area under the chairs and discard the trash.
- Students observe proper table manners and conduct.
- A student who displays inappropriate behavior during lunch may be seated at a specific table in silence for the remainder of that lunch period and the lunch period for the following day. If a student continues this behavior, the parent will be notified and alternative lunch supervision arrangements will be made.
- Lunches forgotten at home should be marked clearly and brought to the School Office.
- Students should check in the School Office before going to the lunchroom if they are expecting a lunch from home.
- The School encourages health-wise food choices by the student and their parents. Parents will be discouraged from bringing fast-food lunches for a student rather than the traditional lunch.

If a child forgets a lunch or lunch money, he/she will be provided a “basic lunch”. Notice will be sent to the parent.

In the Lower School and Upper Elementary School, if a teacher becomes aware that a student does not have a lunch, the teacher should direct or accompany the child (in the case of younger students) to the service line for a “basic lunch”. Teachers aware that a child is forgetting his/her lunch on a regular basis, should notify the child’s parent.

Medical Forms / State Requirements

The State of Texas requires specific medical data from each family. If a family does not submit the required information before the opening of school, **then the student may not attend until the data is received.** These information/forms are mailed to each family. Forms are also available in the main school office in The Chafin Learning Center.

Medication

School personnel will administer all medication if **written permission** is on file in the office.

Messages (Student)

Students receive emergency messages through a teacher.

National Honor Society (Upper School)

An honor organization with a strong emphasis on school and service, the NHS is open only to tenth grade and above. Qualifications that must be met include:

- Demonstrates outstanding scholarship (a track record of academic success);
- Demonstrates outstanding citizenship (civic involvement, participation and responsible leadership in school and community activities, and high regard for freedom, justice, and the American form of government, etc.);
- Exercises leadership (problem-solving, promoting school activities, upholding school ideals, positive attitudes, positive behavior with others, leader in classroom and school, and upholds positive school attitude, etc.);
- Is a student of good character (high standards of honesty and reliability, observes rules and regulations, positive influence with others, cooperates with authority, upholds principles of morality and ethics, etc.);
- Serves (volunteers in school and community activities, represents the School in various methods, participated in multiple activities, shows courtesy, and does committee work).

Students meeting these criteria are not guaranteed membership. They are then considered according to the following methods: teacher evaluations, completion of student activity form, approval of the Faculty Council and review of the student’s cumulative record.

Parent Conduct

The safety and security of all students and employees is of primary importance. Threats, threatening and abusive behavior including shouting and screaming, or acts of violence against students, employees, parents, visitors, or other individuals by anyone on school property or at school functions will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination of employment (employees), suspension or dismissal (students and parents) and/or referral to appropriate law enforcement agencies for arrest and prosecution. The school reserves the right to take any necessary legal action to protect its employees and students.

Additionally, parents are bound, as part of this policy, and by the student contract, not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the school or to the administrative, educational or extracurricular environment of the school. The school, in its sole discretion, shall determine when the conduct of the parent, student or any party is not in the best interests of the school and thereby may unilaterally terminate any contract it has in force with the offending party.

Parents' Organization

The purpose of the Parents' Organization is to serve Canterbury's best interest by supporting the School's mission, programs, and activities. The Parents' Organization shall:

- build positive school spirit;
- nurture parent-to-parent and parent-to-school communication;
- assist parents in improving their "parenting" skills;
- help with special classroom and administrative needs on a voluntary basis;
- raise funds in conjunction with school-wide development policies and programs.

Parent Relations

The Canterbury Episcopal School shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

The Canterbury Episcopal School reserves the right to decline enrollment or reenrollment of any student or to suspend or dismiss any student at its discretion, for any cause deemed sufficient by the School. A positive and constructive working relationship between the School and a student's parent/guardian is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of reenrollment to a student if the School concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purpose.

The school may from time to time require the written acknowledgement of School rules, values and regulations by the family and student. Failure to sign such an acknowledgement would be considered a breach of contract and may result in dismissal of the student from the school.

Parking

Parking is available for faculty and staff in the area between St. Anne's and the Primary School building, in the middle and back sections of the lot, next to the Madelyn H. Chafin Learning Center and the rear of Bishops Hall.

Students may park only in designated areas, and are permitted to park on Canterbury premises as a matter of privilege, not of right.

Students like all other drivers should obey posted speeds and traffic flow signs and must exhibit responsible and courteous driving at all times. Failure to do so could result in a loss of driving privileges for a prescribed time designated by the Division Head or the Head of the School.

School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

Parties

Official school parties are celebrated in coordination with the Parents' Organization.

Student birthday celebrations during school time are not allowed. These include birthday cakes, cookies, and party platters during lunch.

Special celebrations require prior coordination and approval of the Head of School's Office.

Personal Grooming

Personal appearance is essential to a healthy learning environment. Personal appearance is not a purely "personal matter".

Girl's hair should be a natural color and well groomed.

Boys should be clean shaven with no facial hair, and hair must be above the eyes, above the ear lobes, and above the collar.

Facial jewelry may not be worn at any time. Piercings of any kind are not allowed.

Boys may not wear earrings. Girl's earrings must be studs or small (no larger than 1/2 inch) hoops; no dangling earrings.

Personal Searches

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a school administrator to determine whether the student is in possession of contraband. Searches may be performed without notice, consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

Physical Education

Physical Education is an important part of a child's instructional day as well as an instrumental component of a child's physical and social development. If a child is unable to participate in physical education, a note should be provided to the instructor. Frequent or long-term non-participation days may warrant a physician's note.

Grades six and above will be required to dress out in the required uniform. Canterbury recommends that families purchase two physical education uniforms. In addition to dressing out daily, Middle and Upper School students will be provided with an opportunity to shower at the conclusion of each physical education class. While showering is not a requirement of the course, it is highly recommended.

Playground (after school use)

The Canterbury School is closed at 3:00 pm daily. Students are not allowed on the playground unsupervised. The school is not liable for any accident or injury.

Recess

All students (K-6) have some form of physical activity daily, whether it is recess or the physical education class. Students have recess under the supervision and guidance of their homeroom teacher. When a student has a physical education class, the homeroom teacher may waive the recess time for that day.

Report Cards

The basic instrument for communication between students, parents, and teachers is the Classroom Progress Report Card,

which is distributed four times a year. The report card is used to keep parents informed regarding their child's academic and social progress.

For the kindergarten through third grade, the non-graded format charts objectives mastered as well as those in progress and allows each student the opportunity to learn in a risk-free, non-competitive environment.

Report cards are mailed to each parent quarterly. Students whose average is below a 79 will receive a report at the mid-term.

Retest Policy

Middle School students are provided an opportunity to retest once per quarter in each class. Upper School students may retest once per semester in each class. The proctoring instructor in conjunction with the Head of Upper School will determine the appropriate reason for retest opportunity.

School Pictures

Individual and class pictures are taken in the fall and spring respectively. These pictures may be purchased by the family. Other school pictures (athletic, extra-curricular, yearbook, etc.) are done as scheduled.

School Supplies - Materials for Classroom

The school tuition supports the funds for the majority of school materials. Parents are not to be solicited, approached or "volunteered" for supplies and materials needed for classroom projects, studies or events, unless otherwise noted or with prior approval by the Head of School.

The student is to supply the following items:

1. Writing Instruments
 - a. All Canterbury students in grades 4 through 12 will supply their own writing utensils. Pencils may be traditional or mechanical. Pens must be blue or black ink and must be of roller ball or ballpoint design.
2. Project Supplies
 - a. All students in grades 4 – 12 will be responsible for project supplies (poster board, science fair presentation boards, etc.). If a student is expected to work on a project exclusively during class time, then the school will provide the necessary materials. Otherwise, project materials are the responsibility of the student.
3. Paper
 - a. Students in grades 4 – 6 will be provided loose-leaf paper for in-class assignments. Students must provide their own loose-leaf paper for all homework assignments.
 - b. Students in grades 7-8 will be provided one color coded folder and spiral notebook per subject. Students must provide their own replacements in the required color for the subject.
 - c. Students in grades 7 – 12 must provide their own paper for all in-class assignments, lectures, and homework; spiral notebooks for 9-12.
4. Index cards
 - a. All students in grades 4 – 12 must provide their own index cards for research, flash card construction, etc. The School recommends all students utilize "3X5" cards.
5. Math Supplies
 - a. All students in grades 7 – 12 must provide their own graphing paper for math class.
 - b. All students in grades 8 – 12 must obtain a graphing calculator for the duration of their Middle and Upper School math courses. A Texas Instruments TI-83 will accommodate all levels of math.
 - c. All students in grades 7 – 12 must provide their own support materials as necessary from time to time – ruler, compass, protractor, etc.
6. Notebooks
 - a. Students in grades 4 – 12 need to supply their own binder/notebooks to keep materials and notes.

Secret Santa

It is a Canterbury custom for parents to give voluntary, monetary donations to the Secret Santa Fund overseen by the Parents' Organization in December. The total of the "anonymous gifts" is divided equally among all employees according to their full/part-time employment just prior to the Christmas Break. This custom eliminates the need for parents to buy

individual gifts for each teacher. It also eliminates some teachers receiving a ton of gifts, others ¼ of a ton.

Separation from School

The School reserves the unconditional right to suspend or expel at any time any student for academic, behavioral, or attitudinal reasons if it concludes that Canterbury is not an appropriate school for the student or if the parents' relationship with the School becomes uncooperative.

Smoking

Smoking is not permitted anywhere at any time.

Solicitation of Parents

The reward of teaching is in the achievement of the student. Parents are not to be solicited or approached by the teacher for payment / favors or special favors in return for working with their child.

Solicitation by Students

Children should not solicit teachers and staff in their many "fund-raising" ventures such as Girl Scout cookies and Boy Scout sales. The teachers are put in an awkward position of being unable to sponsor all children and being unfair if they sponsor just a few.

Stage

The performance stage in Bishops Hall is for the performances and enjoyment of the entire school community. The Master calendar for practices, rehearsals, performance and other presentations is kept in the Division Head's office.

Student Contraband / Cell Phones

Dangerous and/or disruptive articles, such as firearms, knives, fireworks, mace, water guns, etc., are not reflective of the mission and the philosophy of Canterbury and are not permitted. Such articles will be confiscated and not returned and the appropriate disciplinary action taken. Electric communication and entertainment devices, such as iPods, cell phones, radios, televisions, tape recorders, telephones, pagers, beepers and other similar devices, may not be displayed or used during the school day. Such articles will be confiscated and returned only to a parent or legal guardian. Monetary fines of up to \$25 will be levied for second and subsequent infractions.

Student Dress Code / Uniform Statement

Uniforms are required for students in kindergarten through the twelfth grade.

The uniform is a required purchase. Please review the uniform requirements for each grade level on the following pages. Only uniforms purchased through our approved uniform supplier will be acceptable.

Occasionally there will be free-choice days when students will be permitted to wear non-uniform clothing. Advance notices of such days will be sent home with the student.

The dress uniform is to be worn on all field trips unless specified differently in advance written communication to the parents.

Student Government

The Associated Students of Canterbury (T.A.S.C.) is a student governing body whose scope and structure serves the needs of the Upper School population. T.A.S.C. must be mindful of the School's mission statement and serve as stewards of that mission.

T.A.S.C. serves its constituents in two primary areas – social activities and communication.

Student Vehicle Registration

Students who have parental permission to drive to school are required to complete a Student Vehicle Registration form,

which is available in the Head of Upper School Office. Completion of this form is required from any student who drives to school or to school-sponsored events.

Telephone (Student)

Students are allowed to use the office phone for emergency purposes only and with permission from the school office.

When a student forgets a book, assignment or other materials, he or she may not use the telephone except by written permission of the teacher. (See Student Contraband for cell phone use.)

Textbooks and Class Preparedness

Each student is to have all the necessary classroom tools for school every day.

Canterbury issues textbooks to students in K-3 but they remain the property of the School. The students in Grades K-3 are to keep the books covered and well maintained at all times. Students may not write in books or abuse them in any way. Parents will be charged the current replacement price for lost or defaced books.

Parents are responsible for the purchase of textbooks in Grades 4-12 and will purchase their books through MBS Direct. The books that are purchased for students in grades 4-12 are books that will lend themselves to personal ownership and annotations (literature books, selected anthologies, various texts, etc.) This practice will allow students, particularly in Upper School to accumulate a personal library suitable for college level research and inquiry.

Canterbury will hold a text book exchange each summer.

Text book lists will be updated through MBS Direct by July 1st of the upcoming school year. MBS Direct will offer both used and new text books for sale online at that time. Contact www.mbsDirect.net or call 1-800-325-3252 with any questions that you may have.

Each student is to have all the necessary classroom tools for school every day. Supplies for Grades K-3 will be supplied by the school for the entire year. Most classroom supplies for grades 4-6 will also be supplied by the school. Students in grades 7-12 please reference the School Supplies section on page 28 of this handbook.)

There will be no additional charge for classroom materials that are supplied by the school at the start of the school year.

Threatening Statements

The Canterbury Episcopal School promotes a safe and secure atmosphere where all students may learn. The School considers threatening statements (to school, others and self) as a major interruption to the Canterbury environment. Students who make threatening statements about their intent to bring a weapon to school to physically harm others, or harm themselves will face immediate attention that is age and situation appropriate and may include immediate expulsion. In addition, the student may be required to undergo an evaluation (at parent's expense) that the student is safe to return to school. The student may be referred for further evaluation and counseling.

Statements like "I didn't mean it," "I was just playing," "It was a joke," etc. are not acceptable excuses, and all actions will be taken seriously.

Tornadoes

In the event of a tornado warning, all students in the Primary School Building will be instructed to congregate in the hallway outside the classroom close to the center of the building where there is structural support above and no flying glass. Students in The Chafin Learning Center and the Upper School Building will respond appropriately to the safest location nearest them.

Toys

Students need to leave their toys at home. Show and tell should offer the child a chance to share original art, photos, shells, found flowers, etc. Toys from home become issues of conflict, may be lost or broken, or may become sources of distraction for the children. The School provides adequately for class and recess time, and parents are encouraged to cooperate with this.

Any toys confiscated by a teacher will be turned over to the Division Head and may not be returned until the end of the year.

CES' philosophy does not support play with toy guns, weapons, or other "hurting" devices.

Transcript Requests

Transcript requests must be made at least one week in advance and in writing. Official transcripts will not be given to the student but sent directly to the receiving institution.

Tutoring

Students having academic difficulties may, in certain situations, be advised by a teacher to stay for "tutorials" for a short period of time. These arrangements may be made by the teacher who should contact the student's parents and advisor (if appropriate). After school tutoring is an extension of the classroom and the responsibility of all teachers. There is no monetary reimbursement. Private tutoring sessions on a regular basis are beyond the scope of the teacher's responsibility.

Tutors

All teachers are to be available for their students before and/or after school for additional help and tutoring. Such situations will occur when a student has been ill, failed to understand a particular concept introduced in class, or just needs occasional one-to-one attention. The teacher is responsible for determining when a need for an outside tutor exists and when the need for tutorial assistance has passed.

Before the School recommends tutoring, certain procedures need to be followed. Faculty members will have made recommendations and suggestions in consultation with the Division Head. Conferences should have been conducted to properly inform the parents on the student's academic profile.

It is acceptable for tutors to come on campus and work with students during the school day. For some students it is much more advantageous to work individually with a specialized tutor at an appropriate pace. All arrangements must be coordinated with the Division Head.

Upper School Program (9-12)

The Upper School Curriculum, with a listing of requirements for graduation and a general description of the program and course offerings for the year, is distributed to students. Advisors meet with their advisees throughout the year to provide academic counsel and support. Issues of course selection and/or placement should be forwarded to the Upper School Division Head.

The requirements for graduation are listed here. Consult with the Upper School Division Head for more specific information.

Requirements for Graduation:

To qualify for The Canterbury Episcopal School diploma, a student must meet specific requirements: complete 20 two-semester units and have successful participation in all of the school programs.

AP Requirements:

Students must have at least a B in a related subject, and the approval of both the instructor and the Upper School Head. Students have until the October drop/add deadline to confirm their intention to take the AP test. Any student who decides to opt out of the exam anytime after the exams have been ordered will be charged the \$85 fee, and the decision to drop can be reported to the college to which you have been accepted.

Academic Program and Diploma Requirements

English:	Required 4 units
Math:	Required 3 units (through Pre-Calculus)
History:	Required 3 units (World History-9, U.S. U.S.History-11, European History-10)

Foreign Language:	Required 3 units in the same language
Science:	Required 3 units (Biology-9, Chemistry-10, Physics-11)
Theology:	Required 1 unit (Theology-10)
Ethics:	Required ½ unit (Ethics-11)
Fine Arts:	Required 1 unit (Selection of Music, Applied Arts, Art and Art History)
PE:	Required 1 unit (½ unit in 9 th Grade, ½ unit Athletics)
Health:	Required ½ unit

School Program Participation

Daily attendance and participation in Chapel
 Participation in the Community Service Program
 Participation in the Advisory Program

Visitors at Lunch

In order to have a visitor for lunch, MS and US students must notify and receive permission from the Upper School office at least 24 hours in advance. Visitors must check in the office and a name tag must be displayed at all times. Visitors must leave the campus at the conclusion of lunch.

Visitors to the Classroom

Canterbury occasionally has visitors to its campus and to the classrooms.

If a parent (or a prospective parent) wishes to observe a classroom, the visit must be scheduled in advance through the Division Head after consultation with the teacher. Classroom observations are limited to 20 minutes.

Parents may not simply appear at a classroom and expect a teacher conference. If any person comes to the classroom unannounced, without a proper school nametag, or without a school official, it is imperative that the staff member directs that person to the School Office and/or sends notification immediately to the School Office.

Voice Mail

Staff members have voice mail to receive messages on a daily basis from parents. Teachers will make every effort to return messages within 24 hours.

Weapons

Visitors, parents, faculty and staff are strictly forbidden to bring any device considered to be a weapon or firearm on campus, or carry them, concealed or visible, on excursions away from school with students.

Website

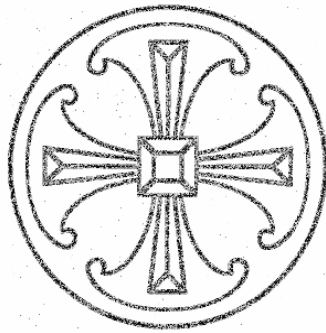
The School's website is www.thecanterburyschool.org. This site provides a fund of basic information, copies of all Updates, current news, lunch menus, etc.

Whom to Contact

If a problem arises that requires contact with the School, the following guidelines are provided:

1. **Academic Difficulty** – teacher, Division Head
2. **Achievement Testing** – teacher, Division Head
3. **Admissions** – School Business Manager, Division Head, or Head of School
4. **Behavioral Concerns** – Director of Student Affairs
5. **Chapel** – Priest in Residence
6. **College** – Division Head of Upper School
7. **Counseling** – Director of Student Affairs
8. **Curriculum** – teacher, Division Head, or Head of School
9. **Discipline** – teacher or Division Head

10. **Donations to the School** – Development Officer or Head of School
11. **Excused Absences** – appropriate teacher or Division Head
12. **Extra-curricular Activities** – Division Head (Upper School)
13. **Family Concerns** – Director of Student Affairs
14. **Financial Aid** – Head of School
15. **Financial Problem** – Head of School or Business Manager
16. **Health Issues** – Division Head or Head of School
17. **Homework assignments** – teacher or Division Head
18. **Parents' Organization** - Parents' Organization President or Head of School
19. **School policy** – Division Head or Head of School



Financial Policies

FINANCIAL POLICIES

PLEASE NOTE: All monies/payments, whether for lunches, tuition, annual giving, capital campaign, or shirt orders, etc. must be turned in at the office in The Madelyn H. Chafin Learning Center to the Business Manager.

New Student Testing and Application

There is a \$125.00 Application Fee for entering students, kindergarten through grade twelve. This does include any testing that may be required.

Enrollment Fee

Both new and returning students must pay a non-refundable \$1000.00 Enrollment Fee. This deposit reserves the student's place and must accompany the signed contract each year.

Student Account Charges

When a student is enrolled at Canterbury, a contract is signed that obligates the signee with financial responsibility for the student's account. This account consists of charges for tuition, special lunches, pre-school care, after-school care and other miscellaneous expenses. If a parent, grandparent, or other relative besides the signee would like to make purchases for the child, these purchases must be made with a check or cash. If we put these charges on the child's account, we are unfairly obligating the signee to pay for someone else's purchases. We do hold report cards and transcripts at the end of the year if accounts are not paid in full.

Admission Contract

Parents/guardians are reminded that this is a contract and should be given careful review.

The student will be enrolled for the entire year, and the parents are responsible for the tuition for the entire year.

Tuition

The Tuition/Fee Schedule is available at the Main School Office in The Chafin Learning Center and on the website at www.thecanterburyschool.org.

Monthly Tuition Payments

In order for monthly payments to be made, it is necessary to make arrangements with FACTS Management. Payments may be either by bank draft or credit card. More information is available from the Business Manager.

Cancellation of the Contract

Cancellation of the contract must be made in writing to the Head of School by May 1st prior to the new school year. Any payments of tuition will be refunded with the exception of the Application and Enrollment Fees.

The Signee is responsible for the full year's tuition if cancellation of the contract occurs after May 1.

Extended Care Programs

The Extended Care Program is open to students enrolled in The Canterbury Episcopal School during the regular school year, and application for admission to the program is for the entire school year.

Extended Care operates only on days when school is in regular session.

Enrollment for the Extended Care Program is subject to the same contractual agreements and limitations as the Enrollment Agreement signed for the academic session.

Late Pick Up Fee

Parents will be notified after two tardies in picking up children. After the second tardy, a fee of \$10.00 will be charged for the first five (5) minutes and \$1.00 for every minute thereafter. After 6:30 p.m., there will be an additional fee of \$100.00.

Extended Day charges will be billed monthly. **Your account must be paid within ten (10) days after receipt of the statement of account, or your child will not be allowed to continue in the program.** (You will be notified by the Head of Upper or Lower School.)

Failure to Meet FACTS Payment Plan Schedule

If a family misses two consecutive FACTS Payment Plan Payments, then the student will not be permitted to continue attending Canterbury until the account is current. If a family encounters a severe financial dilemma, contact the Business Manager to see if special accommodations can be arranged.

Financial Assistance

Each year the Financial Assistance Committee awards grants to families to help defray the cost of independent education. All awards are made on the basis of need.

Canterbury School uses FACTS Grant and Assessment, Lincoln, Nebraska, to objectively review the parents' application. FACTS recommends an amount it feels the family can provide towards their child's education.

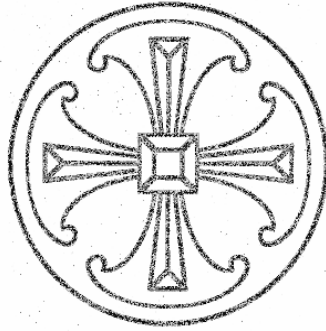
The Financial Assistance Program is funded both through gifts and tuition. However, because our funds are limited, the School is not in a position to award full tuition grants from the operating budget.

A family must complete the financial assistance process and be fully evaluated every year. Current income, discretionary money and family expenses are fully considered during the application process and FACTS recommendation.

It is necessary that there be a deadline of the first week of April for the review of all applications. It is assumed that the financial Assistance Application form will be sent to FACTS no later than the first of March. In order for a financial assistance application to be considered by the Financial Assistance Committee, the student must have submitted an application for admission to Canterbury.

Late Enrollment

For those who enroll after September 30, tuition will be prorated, according to the date of enrollment. The Business Manager will compute your tuition payments for you.



Student Uniforms

Student Dress Code/Uniform Statement

The Canterbury Episcopal School has a uniform dress code. Uniforms are required for students in kindergarten through the twelfth grade.

The dress uniform is a required purchase. Occasionally, there will be free-choice days when students will be permitted to wear non-uniform clothing. Notices of such days will be sent home from the Division Head.

Canterbury's Preferred Uniform Sources are:

Absolute Uniform Co. Inc.

1126 S. Cedar Ridge, Suite 102 ▪ Duncanville, TX 75137
972-572-9191 ▪ Fax 972-572-9126 or order online at absoluteuniform.com

Lands End Online Store

Lands End Lane
Dodgeville, WI 53595
1-800-469-2222 Fax 1-800-332-0103 www.landsend.com/school school # 900027681

Girls Uniforms

Primary - K-3 Girls:

Dress: Plaid jumper (**Length - no higher than 1" above the top of the knee**)
Peter Pan collared, white blouse with short or long sleeves
Solid white ankle, crew or knee socks or opaque white tights
Navy & white or black & white saddle oxford shoes (the "Keds" brand saddle shoes are acceptable)

Everyday: Khaki pants, shorts, scooter skirt w/shorts - OR - plaid jumper w/white blouse
Polo shirt with logo in white, navy or green (short sleeve or long sleeve)
or - White short sleeve blouse with gathered front (no logo)
or - White oxford shirt with button-down collar, short or long sleeves (no logo)
or - Green sweatshirt with logo over WHITE turtleneck, blouse, oxford shirt
or polo (white, green, navy)
or - Green sweatshirt with "CES" over WHITE turtleneck, blouse, oxford shirt
or polo (white, green, navy)
Solid white ankle, crew socks or knee socks or opaque white tights
SOLID WHITE low top tennis shoes with no logos or designs

T-Shirt Day: **Purple** logo T-shirt
Hemmed regular blue denim walking shorts or jeans
Solid white ankle or crew socks
SOLID WHITE low top tennis shoes with no logos or designs

Elementary - 4-6 Girls:

Dress: Plaid skirt (**Length - no higher than 1" above the top of the knee**)
White oxford shirt with button-down collar, short or long sleeves (no logo)
Evergreen acrylic cardigan sweater with logo
Solid white ankle, crew or knee socks or opaque white tights
Navy & white or black & white saddle oxford shoes (the "Keds" brand saddle shoes are acceptable)

Everyday: Khaki pants, shorts or scooter skirt w/shorts
Polo shirt with logo in white, navy or green (short sleeve or long sleeve)
or - White short sleeve blouse with gathered front (no logo)
or - White oxford shirt with button-down collar, short or long sleeves (no logo)
or - Green sweatshirt with logo over WHITE turtleneck, blouse, oxford shirt

or polo (white, green, navy)
or - Green sweatshirt with "CES" over WHITE turtleneck, blouse, oxford shirt
or polo (white, green, navy)
Solid white ankle, crew socks or knee socks or opaque white tights
SOLID WHITE low top tennis shoes with no logos or designs
Black leather Belt

T-Shirt Day: **Purple** logo T-shirt
Hemmed regular blue denim walking shorts or jeans
Solid white ankle or crew socks
SOLID WHITE low top tennis shoes with no logos or designs

PE / Athletics*: Any Canterbury T-shirt
Green mesh shorts
***Athletic uniforms are required for all students in grades 6-8.**

Middle School - 7-8 Girls:

Dress: Plaid skirt (**Fingertip Length**)
White oxford shirt (no logo) with button-down collar, short or long sleeves
or - ¾ sleeve white blouse
Evergreen acrylic cardigan sweater with logo (optional)
Solid white ankle, crew or knee socks
Navy & white or black & white saddle shoes

Everyday: Khaki – pants or skirt
Polo shirt with logo in **navy** only (short sleeve or long sleeve)
Solid white ankle, crew or knee socks or opaque white tights
SOLID WHITE low top tennis shoes with no logos or designs
Black leather belt worn with slacks

T-Shirt Day: **Green** logo T-shirt
Hemmed regular blue denim walking shorts or jeans
Solid white ankle or crew socks
SOLID WHITE low top tennis shoes with no logos or designs

PE / Athletics*: Gray "Canterbury" T-shirt
Green mesh shorts
***Athletic uniforms are required for all students in grades 6-8.**

Note: Visible undergarments such as camisoles and t-shirts showing above or below uniforms, or colored camisoles showing through blouses are not permitted.

Upper School - 9-12 Girls:

Dress: Gray skirt (**Fingertip Length**)
Long sleeve, blue oxford shirt (no logo) with button-down collar worn tucked in
or - ¾ sleeve blue blouse
Green acrylic sweater vest (optional)
Solid white ankle, crew or knee socks
Black dress flats

Everyday: Khaki pants or skirt
Polo shirt with logo in **green** (short sleeve or long sleeve)
Solid white ankle, crew or knee socks or opaque white tights
SOLID WHITE low top tennis shoes with no logos or designs

Black leather belt with slacks

T-Shirt Day: **Gray** logo T-shirt
Hemmed regular blue denim walking shorts or jeans
Solid white anklet or crew socks
SOLID WHITE low top tennis shoes with no logos or designs

PE / Athletics*: Gray “Canterbury” T-shirt
Black mesh shorts
***Athletic uniforms are required for all team sport / PE students in grades 9 - 12.**

Note: Visible undergarments such as camisoles and t-shirts showing above or below uniforms, or colored camisoles showing through blouses are not permitted.

Boys Uniforms

Primary - K-3 Boys:

Dress: Navy pants
White oxford shirt with button-down collar, short or long sleeves (no logo)
Evergreen acrylic pullover V-neck sweater with logo
Navy socks
Black leather belt (optional)
Black leather or black nubuck dress shoes
- or - **SOLID** black leather athletic shoes with no logos

Everyday: Khaki shorts or pants
Polo shirt with logo in white, navy or green (short sleeve or long sleeve)
or - White oxford shirt with button-down collar, short or long sleeves (no logo)
or - Green sweatshirt with logo over **WHITE** turtleneck, oxford shirt
or polo (white, green, navy)
or - Green sweatshirt with “CES” over **WHITE** turtleneck, oxford shirt
or polo (white, green, navy)
White socks
SOLID WHITE low top tennis shoes with no logos or designs
Black leather belt (optional)

T-Shirt Day: **Purple** logo T-shirt
Hemmed regular blue denim walking shorts or jeans
Solid white anklet or crew socks
SOLID WHITE low top tennis shoes with no logos or designs

Elementary - 4-6 Boys:

Dress: Navy pants
White oxford shirt (no logo) with button-down collar, short or long sleeves
Evergreen acrylic pullover V-neck sweater with logo
Navy socks
Black leather belt
Black leather or black nubuck dress shoes

Everyday: Khaki shorts or pants
Polo shirt with logo in white, navy or green (short sleeve or long sleeve)
or - White oxford shirt with button-down collar, short or long sleeves (no logo)
or - Green sweatshirt with logo over **WHITE** turtleneck, oxford shirt

or polo (white, green, navy)
or - Green sweatshirt with "CES" over WHITE turtleneck, oxford shirt or
polo (white, green, navy)

White socks

SOLID WHITE low top tennis shoes with no logos or designs

Black leather belt

T-Shirt Day:

Purple logo T-shirts

Hemmed regular blue denim walking shorts or jeans

Solid white anklet or crew socks

SOLID WHITE low top tennis shoes with no logos or designs

PE / Athletics*:

Any Canterbury T-shirt

Green mesh shorts

***Athletic uniforms are required for all students in grades 6-8.**

Middle School - Boys 7-8:

Dress:

Navy pants

White oxford shirt (no logo) with button-down collar, short or long sleeves

Blue tie from Absolute uniform

Evergreen acrylic pullover V-neck sweater with logo (optional)

Black leather belt, Navy socks

Black leather or black nubuck dress shoes

Everyday:

Khaki shorts or pants (**no baggy shorts or pants, no cargo pants**)

Polo shirt with logo in navy (short sleeve or long sleeve)

Black leather belt, White socks

SOLID WHITE low top tennis shoes with no logos or designs

T-Shirt Day:

Green logo T-shirt

Hemmed regular blue denim walking shorts or jeans

Solid white anklet or crew socks

SOLID WHITE low top tennis shoes with no logos or designs

PE / Athletics*:

Gray "Canterbury" T-shirt

Green mesh shorts

***Athletic uniforms are required for all students in grades 6-8.**

Upper School - Boys 9-12:

Dress:

Gray dress slacks

Long sleeve, blue oxford shirt (no logo) with button-down collar

Blue tie from Absolute uniform

Black leather belt, dark socks

Black leather or black nubuck dress shoes

Everyday:

Khaki shorts or pants (**no baggy shorts or pants, no cargo pants**)

(Shorts and pants may not be baggy or have oversized pockets. Pants must be worn snugly around the waist.)

Polo shirt with logo in green (short sleeve or long sleeve)

Black leather belt, White socks

SOLID WHITE low top tennis shoes with no logos or designs

T-Shirt Day: **Gray** logo T-shirt
Hemmed regular blue denim walking shorts or jeans
Solid white anklet or crew socks
SOLID WHITE low top tennis shoes with no logos or designs

PE / Athletics*: Gray “Canterbury” T-shirt
Black mesh shorts

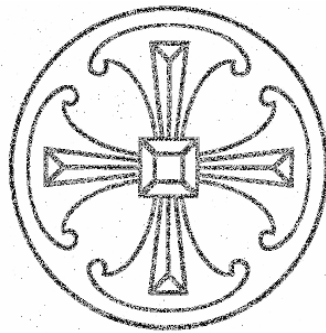
***Athletic uniforms are required for all team sport / PE students in grades 9 - 12.**

Additional Notes & Reminders

Required Outerwear Options for all students (Grades K-12)

Navy or green nylon fleece lined jacket with school logo or
Navy or green full zip fleece jacket with logo or
Navy Insulated jacket with logo or
Upper School (9-12 only): Canterbury letter jacket

- Thursdays are required Dress Uniform day.
- Earrings should be studs or small (no larger than 1/2 inch) hoops. No dangling earrings. Boys may not wear earrings.
- All hair accessories should coordinate with the school uniform. Hair accessories should be solid white, green, navy, the school plaid or a combination of these colors. Purple hair accessories may be worn on purple t-shirt day. No other colors should be worn.
- Hats, bandannas and scarves may not be worn.
- Young girls (K-3) have the option of the evergreen cardigan sweater (with logo) on cooler weather days.
- If girls wish to wear their skirt or jumper on a casual dress day they must wear the **complete** dress uniform that day.
- White and blue oxford button-down shirts may be purchased at any location as long as there is no logo on the shirt or pocket.
- White turtlenecks are to be worn in combination with the green sweatshirt and not alone.

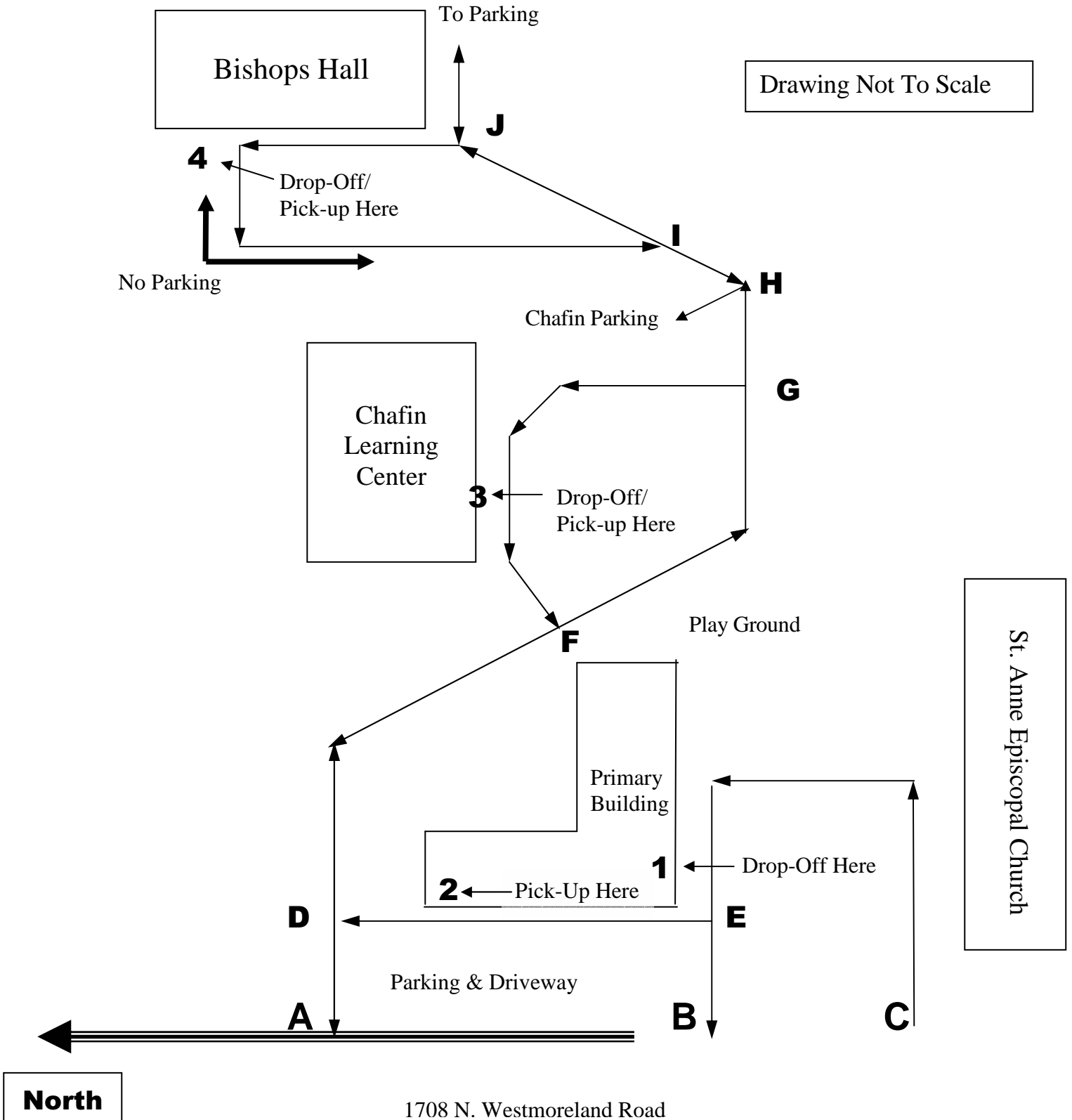


Transportation and Carpools

TRANSPORTATION AND CARPOOLS

Student Arrival / Dismissal Pickup

The safe and orderly arrival and pick-up of all students is important. Canterbury has three main building areas. Everyone's cooperation and understanding is expected for everyone's safety. **NOTE WELL:** The use of handheld cell phones by drivers during student drop-off /pickup is prohibited. The following are guidelines for the school year:



Arrival of Students in the Morning (Classes begin at 8:00 am)

Grades K-3

1. Enter at south-most school entrance “**C**”. Proceed straight ahead and around parking area.
2. Drop off K-2 student(s) at side door of Primary Building, marked “**1**”.
3. Continue straight past location “**E**” and exit right onto N. Westmoreland Road from location “**B**”.
4. Location “**D**” will be blocked to traffic in the morning.

Grades 4-6

1. Enter at School Entrance “**A**” (north-most entrance). Proceed straight ahead towards The Chafin Learning Center passing locations “**D**” and “**F**”.
2. To drop 3-5 student(s) off: Turn left at “**G**”. Proceed around drive.
Drop off 3-5 student(s) at the front door of The Chafin Learning Center, marked “**3**”.
3. To park: Proceed to point “**H**” and turn left into The Chafin Center parking lot.
4. To exit: Merge left at location “**F**”. Proceed down drive, passing location “**D**” exiting to the right onto N. Westmoreland Rd. at exit/entrance “**A**”.

Grades 7-12

1. Enter at school entrance/exit “**A**” (north-most entrance). Proceed straight ahead towards The Chafin Learning Center.
2. Continue around drive passing locations “**D**”, “**F**”, “**G**” and “**H**”. Keep right at location “**I**”.
3. To drop off 6-12 student(s): Turn left at location “**J**” at the front door of Bishops Hall, marked “**4**”.

To park: Keep straight at location “**J**”. Parking is available on the side and back of Bishops Hall.
4. To exit, proceed around drive keeping left at location “**I**”.
5. At location “**G**” turn right and drive past The Chafin Center. Keep to the left as you merge onto the driveway at location “**F**”.
6. Proceed down drive, passing location “**D**” exiting to the right onto N. Westmoreland Rd. at exit/entrance “**A**”.

Dismissal of Students in the Afternoon

3:00pm Dismissal of Grades K-3

1. Enter at south-most school entrance “**C**”. Proceed straight ahead and around parking area.
2. Turn right at location “**E**”. K-2 students will be picked up from the porch area of the Primary Building, location “**2**”.
3. To exit, turn left at location “**D**” and then turn right at exit/entrance “**A**” onto N. Westmoreland Road.

To pick older students, turn right at location “**D**” and proceed into campus.

4. At 3:15, K-2 students are signed-in to the Afterschool program. It will be necessary to enter the Primary Building to sign your K-2 student(s) out.

3:15 Dismissal of Students Grades 4-6

1. Enter at School Entrance “**A**” (north-most entrance). Proceed straight ahead towards The Chafin Learning Center passing locations “**D**” and “**F**”.
2. To pick 3-5 student(s) up: Turn left at “**G**”. Proceed around drive.
Pick up 3-5 student(s) along the curb of The Chafin Learning Center, marked “**3**”.
3. To park: Proceed to point “**H**” and turn left into The Chafin Center parking lot.
4. To exit: Merge left at location “**F**”. Proceed down drive, passing location “**D**” exiting right, onto N. Westmoreland Rd. at exit/entrance “**A**”.
5. At 3:45, 3-5 students are signed-in to the Afterschool program. It will be necessary to enter The Chafin Learning Center to sign your 3-5 student(s) out.

3:15 Dismissal of Students in Grades 7-12

1. Enter at school entrance/exit “**A**” (north-most entrance). Proceed straight ahead towards The Chafin Learning Center.
2. Continue around drive passing locations “**D**”, “**F**”, “**G**” and “**H**”. Keep right at location “**I**”.
3. To pick up 6-12 student(s): Turn left at location “**J**” at the front door of Bishops Hall, marked “**4**”.
4. To exit, proceed around drive keeping left at location “**I**”.
5. At location “**G**” turn right and drive past The Chafin Center. Keep to the left as you merge onto the driveway at location “**F**”.
6. Proceed down drive, passing location “**D**” turning right onto N. Westmoreland Rd. at exit/entrance “**A**”.

Some Reminders for Student Safety

Students will only be boarded at the curb and cannot run across driveways to meet the car.

If a parent needs to park and come into the School during dismissal times, use the parking areas in the parking lot closest to the respective school building and not in front of the School for that would block traffic flow at peak dismissal times.

Carpools

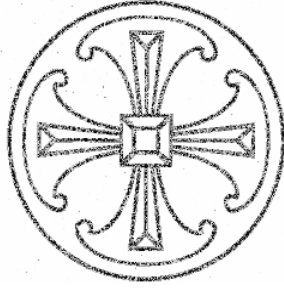
Carpools are formed by the parents; their formation is not the responsibility of the School. Lists of family addresses will be available in the school office at the beginning of the school year. Students must be dropped off and picked in the parking lot, entering and exiting as directed. This procedure has been instituted so that the passenger door faces the school's entrance and children do not have to walk between cars.

Carpool Changes

Please send all carpool changes in writing to the School with your child. The School is not equipped to make carpool calls or last minute changes or messages. Therefore, without a note, the school will send your child home in the regular car pool. If a situation arises during the day that makes a carpool change necessary, call 972-572-7200 and report the emergency change.

Parking

Please park only in designated areas for the safety and welfare of all children.



*The Canterbury Episcopal School
inspires in each student
a love of learning in preparation for college
with an emphasis on
academic excellence,
spiritual development,
appreciation of diversity
and
social responsibility.*