



THE
CANTERBURY
EPISCOPAL SCHOOL

Student - Parent Handbook

2011-2012

1708 N. Westmoreland Road • DeSoto, TX 75115
972-572-7200 • 972-572-7400 fax
www.TheCanterburySchool.org

Mission Statement

*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.*

Non-Discrimination Statement

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

Parent/School Covenant

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 conform 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 The Canterbury Episcopal School, parents agree to read, understand, and endorse the School’s 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.

The Canterbury Episcopal School Community Rights and Responsibilities

The Canterbury Episcopal School provides a challenging college preparatory education to its students in a nurturing environment maintained to assist students achieve their goals. 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 that for all students the following rights and responsibilities must be observed if they are to sustain their commitment to excellence in all programs.

Rights	Responsibilities	Outcomes
<p>I have the right:</p> <p>To learn and be given assistance to do so</p> <p>To be and act as a child of God</p> <p>To be safe</p> <p>To spiritual growth and social maturity</p>	<p>In recognition of my rights and those of others, I accept the following responsibilities:</p> <ul style="list-style-type: none"> To be on time and prepared To be attentive and follow directions when given To express myself respectfully in ways that allow others to hear and do the same To learn about myself through constructive feedback To respect the rights and property of others To contribute to a safe environment by acting thoughtfully and not bullying or threatening others To honor individual differences by treating others with respect regardless of looks, ability, belief, or gender To treat others with kindness by not teasing, demeaning, or insulting them 	<p>Some natural results of my fulfilled responsibilities are:</p> <ul style="list-style-type: none"> Participation in a community where I enjoy and pursue personal and spiritual growth Having a voice in the school community Creating an environment conducive to learning by others and me A safe and secure school in which to pursue knowledge and other interests Becoming an active member of the Canterbury community and enjoying the success which that community makes possible Belonging to a learning community that is Christian in creed and practice

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Principles of Honor

The Principles of Honor at Canterbury are rooted in the belief that all students intend to act honorable and can successfully assume responsibility for living according to accepted standards of integrity and kindness. The Principles exist to aid students in realizing their good intentions by serving as the framework within which their lives are led – at school, with their family, and in society. The Principles serve to guide students to incorporate in their daily lives the connection between individual honor and responsibility, on the one hand, and the well-being and success of the school, their family and society, on the other.

In the academic realm, the Principles articulate the responsibility students have to present only their own work for assessment by the teacher. On papers and projects all works used must be properly cited and acknowledged and quotations properly presented. On tests, other in-class graded material, and on graded homework, the Principles remind students that the work they submit for grading must be only their own and not that of fellow students, and that they should not share information from those assessments with fellow students.

In the social arena, the Principles empower students to set the highest personal standard for themselves, to show care and concern for others, to be supportive and not demeaning of fellow students, and to seek to solve problems, which may arise among peers, in a spirit of mutual respect.

The Principles of Honor all Canterbury students will agree to include:

- All work I submit to teachers for grading will be my own work. The work of others in my work will be properly quoted and cited.
- I will neither give nor receive information about tests, quizzes, other in-class exercises, or homework.
- I will not dishonor myself, my family, or my school by lying, stealing, cheating, or bullying others.
- I will strive in all personal relationships to conduct myself with honor, with respect for others and myself, and with a kind and helpful spirit.
- At all times, my behavior will model the values of the Principles of Honor so that my actions and attitudes reflect positively on my school and my family.
- In the beginning of each year students in Grades 7 – 12 are required to sign the **Honor Contract**, committing themselves to the Principles of Honor and to conduct that reflects this commitment.

The Honor Council

The Honor Council is comprised of two representatives from each of the Upper School classes. A faculty representative is responsible for the oversight of the work of the Council.

The Honor Council interprets the spirit of The Principles of Honor in cases where the Principles have not been upheld. All deliberations of the Council are confidential, and the Head of Upper School must approve all recommended courses of action. Because the deliberations are confidential, they are closed to teachers, parents, and other students.

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

The Honor Contract

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

"I, _____, have read and understood the Principles of Honor of The Canterbury Episcopal School. I hereby accept the Principles of Honor of The Canterbury Episcopal School and my responsibility to live within those Principles. I pledge to conduct myself in such ways that reflect my commitment to the philosophy of personal and collective honor at its core."

There will be a formal signing ceremony of the Honor Contract at the beginning of the school year during which each student in Grades 7 – 12 will sign his/her name in the **Book of Honor**. This signature acknowledges the student's acceptance of The Principles of Honor.

ACADEMIC PROGRAMS

Academic Policy/Test Calendar

It is expected that students will maintain passing 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 his/her average in a subject falls below **70% or drops a letter grade from his/her previous grade**. *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% in a class or an overall average below 70% at the end of any trimester/semester period will be placed on academic probation. The parents are formally notified through a letter from the Division Head. If a student brings the grade up to a 70% or better by the next marking period, academic probation will be lifted.
4. Students in Grades 7 - 12 must pass all required Canterbury subjects with an end-of-the-year average of at least 65%. **Summer remedial work will be required in courses in which the student has earned between 69% and 65%.** Student and parents will be recommended to receive tutorial assistance during the school year when 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.

A calendar will be maintained by each Division Head to ensure that there will be no more than two major tests due on the same day.

Advisory/Homeroom System

Lower Elementary School (Grades K – 3)

In the Lower Elementary School, each student 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. 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. Conferences will be scheduled as needed to discuss a student's progress. Teachers in Grades K - 3 will remain in close contact with their students' parents through the use of the Friday folder.

Upper Elementary School (Grades 4 -6)

In the Upper Elementary School, the homeroom teacher is the student's advisor. The principle 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. 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. Conferences will be scheduled as needed to discuss a student's progress. Teachers in Grades 4 - 6 will remain in close contact with their students' parents through the use of the Friday Folder.

Middle School & Upper School (Grades 7 – 12)

The function of a homeroom changes into advisory as a student grows from the Upper Elementary School setting to that of Middle School and then to Upper School. 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.

The Advisor may assist in course selections, study skills, and even discipline discussions.

Athletics and Physical Education

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.

- The School's athletic program embodies the mission, philosophy, and objectives of the School.
- The School ensures that coaches have appropriate training and knowledge of the School's mission, philosophy, and objectives.
- The School promotes equity in all aspects of its athletic programs.
- The School's athletic program is considered to be an integral part of the School's curriculum.
- The School is committed to the safety and physical and emotional health of participants in the athletic program.
- The School's athletic program values the dignity and worth of the individual in a context of common purpose and collective achievement.
- Coaching is teaching; coaches are teachers.
- The School ensures that coaches have an understanding of the developmental needs of the children with whom they work.
- Coaches design and implement activities that improve the knowledge and skills of all participants.
- Coaches have a strong collegial relationship with other educators and contribute to the School's understanding of the whole child.
- The School educates parents about the philosophy, policies, and appropriate expectations of the athletic program.
- The School defines and clearly communicates standards of conduct to players, spectators, coaches, and other teams.
- 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.

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 coach. Frequent or long-term non-participation days may warrant a physician's note.

Students in Grades 6 - 8 are required to dress out in a physical education 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.

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, Education Provost, or 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 at St. Anne Episcopal Church. 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.

The Education Provost and the priest in residence have the oversight for religious and spiritual education and direction for school members. The Chaplain is the coordinator for the school service projects.

Any questions about religion, the Episcopal Church, and other related matters that directly impact the School, should be directed to the priest in residence and the Education Provost.

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, and/or fines 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.

Community Service

In the Upper School, students are expected to complete fifteen (15) hours of community service. While some service at school may be counted, service in the wider community is expected.

Conferences

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. The homeroom/advisory teacher will schedule a parent conference Fall and Spring to inform parents of their student's progress in all areas. Additionally, midterm reports will be issued at other scheduled times during the school year should the student's academic or social progress call for parent notification.

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

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 Education Provost. 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.

Dismissal

Lower Elementary School (Grades K – 3)

Dismissal time is 3:00 pm for Lower Elementary School students. Extended care is provided from 3:15 pm until 6:00 pm Canterbury students.

Students are supervised at all times during dismissal. Students in Grades K - 3 will be released individually and helped into cars by teachers as parents arrive for pickup. Each class will have a designated area to sit while they wait to be picked up.

Upper Elementary School (Grades 4 – 6)

Upper Elementary School dismissal is at 3:15 pm. Students are supervised at all times during dismissal. The Upper Elementary School students will exit the school with their homeroom teacher and classmates. They are to be seated in their designated area, avoiding playing, running, and horseplay for safety and attention purposes.

Students in Grade 6 participating in sports on Tuesdays and Thursdays will be dismissed from Bishops Hall at 3:15 pm.

In inclement weather, Upper Elementary School students will be released from inside the Chafin Learning Center.

Middle School and Upper School (Grades 7 – 12)

Students in Grades 7 - 12 are dismissed from school at 3:30 pm. Middle School students not picked up by 3:45 pm will be directed to After School Care in the Chafin Learning Center.

Eligibility requirements for participating in extracurricular activities (i.e. sports, clubs, drama, etc.)

End of a grading period

Students in Grade 7 – 12 who fails one (1) course at the end of a grading period will be evaluated. If the reason for failing is due to a result of incomplete or missing assignments or due to any lack of effort, the student will be ineligible to participate in any games, productions, or competitions for the School until all work is current, the effort in that class is satisfactory, and improvement from the student is acceptable. Any student failing two (2) courses at the end of a grading period will be ineligible to participate in games, productions, and competitions for two (2) weeks. After two (2) weeks, the student's progress will be evaluated by the Division Head, teacher, and Dean of Students to determine if and when the student's eligibility will be re-instated.

End of mid-grading period

Students in Grade 7 – 12 who are failing one (1) course at the end of a mid-grading period will be evaluated. If the reason for failing is due to a result incomplete or missing assignments or due to any lack of effort the student may be assigned to a tutorial during athletic period and may be ineligible to participate in any games, productions, or competitions for the School until all work is current and the student's effort in that class is satisfactory according to the teacher or Dean of Students. Any student failing two (2) courses at the end of a mid-grading period may be assigned to a tutorial during athletic period and will be ineligible to participate in any games, productions, or competitions for the School until all work is current and the student's effort in that class is satisfactory according to the teacher or Dean of Students.

Examinations

Upper School students will take trimester/semester examinations at the end of the grading period in all of their subjects. Students in Grade 8 will take Math and Spanish examinations at the end of each trimester/semester. All students will take their exams at times designated by the School administration. Trimester/semester examinations count as part of the student's grade. All final and trimester/semester examinations will count for 15% for Grades 7 – 8; 20% for Grade 9 - 10; and 25% for Grades 9 - 12.

If a student in Grades 11 - 12 maintains a 90% or better average through the final grading period in a course, he/she may be exempt from the final exam in that course in the Spring.

Interscholastic contests will not be scheduled during trimester/semester exams.

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.

Field Trip Dress

The student field trip dress code is the Formal Dress uniform, unless there is a valid reason for doing otherwise. Notification of any change from the standard dress uniform will be provided to student and their parents in advance.

Field Trip Drivers

Parents provide transportation for most of the field trips. Vehicles will travel with a “buddy” system, and cell phone numbers will be exchanged. All drivers will follow the route outlined on the map given prior to departure. Each vehicle must have one seatbelt per person. A driver information form must be completed at the beginning of the year for **any** field trip driver. In addition, the following information is required from drivers of personal vehicles:

- A copy of a current driver’s license
- Permission to request a Motor Vehicle Record (MVR) for each driver
- A copy of the MVR check from a screening service
- A copy of current insurance coverage
- Number of seats with seatbelts in the car, excluding the passenger front seat. (Students under the age of 13 will not ride in the front passenger seat of a car due to the potential danger of the passenger-side air bag.)

Parent Chaperones

- The teachers are in charge of all field trips. They will establish or approve the itineraries and agendas for all trips. Chaperones will follow these plans and remain with the group at all times. All chaperones will provide leadership and cooperation with the teachers to ensure a safe and enjoyable time for all students.
- The chaperone is responsible for supervising the behavior of their assigned students in his/her care at all times.
- All school rules and guidelines appropriate for school are also appropriate for field trips.
- The consumption of alcoholic beverages, the use of tobacco products, and the use of improper and/or profane language is strictly forbidden.
- No younger siblings are permitted to accompany chaperones on field trips.
- No adult guests are permitted without the prior approval of the Division Head and all appropriate documentation must be submitted to the Division Head at least one week prior to the field trip.
- Chaperones must be appropriately dressed and punctual.
- Chaperones are not permitted to provide extra snacks, treats, or souvenirs. The classroom teacher is responsible for ensuring all students receive similar field trip benefits.
- Attitude on the field trip is important. Few field trips go exactly as planned. If chaperones have concerns or comments, meet with the teacher(s) after the trip and to discuss them. Teachers appreciate and encourage any and all constructive criticism.
- The School considers athletic games away to be a type of field trip. Accordingly, all field trip rules and regulations apply to such travel.

Grade Reports

The basic instrument for communication between students, parents, and teachers is the Progress Report. The Progress Report is used to keep parents informed regarding their child’s academic and social progress and is mailed to each parent the end of each grading period. Students whose grade average drops below a 75% in any course will receive a report at mid-term.

For students in Grades K - 3, 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.

For students in Grades 4 – 12, parents will be able to monitor their student’s academic progress on-line through the School’s database. Grades will be updated each week on Monday at 5:00 pm. Parents will be provided with log-in information at the beginning of the school year.

Grades and Grade Point Average (GPA) Calculation

Families will receive their student’s final course grades in early June. If remedial work is required over the summer or if courses must be repeated due to failure, families and students will be informed soon thereafter.

In the July mailing, each Upper School student (Grades 9 – 12) will receive a transcript indicating the number of credits earned for that year and cumulatively, as well as an annual and a cumulative GPA calculation. The GPA is

one of the factors colleges and universities look at carefully when considering a student for admissions, so it is important that a student pays attention to this number and strives to make it as high as possible.

Canterbury calculates a student's GPA on a 4-point scale using the following model:

A+	4.3	B+	3.4	C+	2.4	D	1.0
A	4.0	B	3.0	C	2.0	F	0.0
A-	3.7	B-	2.7	C-	1.7		

Furthermore, any course taken designated Honors (H) will received a 0.5 increment and those courses designated Advanced Placement (AP) will receive a 1.0 increment, e.g. an A+ in AP U.S. History would be counted as 5.3 for the purpose of calculating GPA. All Junior and Senior level classes receive the 0.5 incremental GPA boost. A grade of A in an AP course can improve a student's GPA quite significantly!

A common question is: Which would colleges rather see, a B in an AP course or an A in a regular course? College admissions officers unfailingly reply, "An A in an AP course." They do not elucidate further.

Grades and Grading

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 Lower Elementary School uses letter grades for Grades K - 3 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	B+	87 - 89	C+	77 - 79	D	65 - 69
A	94 - 98	B	83 - 86	C	73 - 76	F	Below 65
A-	90 - 93	B-	80 - 82	C-	70 - 72		

Please note that a grade between 69% and 65% is considered passing but will require remediation.

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

Grades 4 - 6	20% Homework 40% Daily Class Work 40% Assessments
Grades 7 - 12	Each teacher will outline his/her formula for grading at the beginning of the course.

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 are encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. In keeping with the School's philosophy that each student becomes a responsible citizen, it is important that the student learn to be organized so no homework or books are left at home.

Lower Elementary School (Grades K – 3)

Lower Elementary School students will be assigned homework Monday through Thursday. 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” Lower Elementary student:

Grades K - 1:	30 minutes (includes reading w/parents)
Grade 2:	30 - 45 minutes
Grade 3:	45 - 60 minutes

Upper Elementary School (Grades 4 – 6)

Upper Elementary School students regularly receive homework assignments which are designed for reinforcement of material, preparation for classroom activities, and the development of study skills. Monday through Thursday evenings, students can expect to have between one to two hours of homework. This may vary according to the study skills and level of each student. Reading assignments may be given over the weekend. Projects will be assigned at least ten (10) days in advance of the due dates. Every effort will be made to avoid tests on Mondays. Teachers will post weekly homework by Monday afternoon.

Middle School (Grades 7 – 8)

Middle School students may have approved projects, research reports, etc. (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.

Upper School (Grades 9 – 12)

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. Written guidelines and a timeline of due dates will be made available to students and parents.

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

Homework Site

The homework site 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.

Late Work Policy

Returning from an absence

- Upon returning from an absence of one (1) or more days, students are permitted one (1) day for each excused day to complete all missed assignments and tests.
- Students are to take missed quizzes/tests on the first appropriate day after returning from absence. Middle School and Upper School students are allowed one (1) instructional block per period missed.

Late work

- All student work in Grades 6 - 12 is due at the BEGINNING of the class period for which it was assigned.
- Students in Grades 6 - 12 who fail to turn in an assignment on time (day and period due) will receive a reduced grade based on the following scale:
 - No more than 80% credit will be given if work is not turned in on the day assigned. If turned in promptly, work receives a maximum grade of 100%
 - No more than 70% credit will be given if the work is turned on the second day of that instructional block
 - No more than 60% credit will be given on the third day of that instructional block
 - No more than 50% credit will be given on the fourth day of that instructional block

At the teacher’s discretion, work submitted after the fourth day that an assignment was due will be given no credit. **Under no circumstances** will late work be accepted at the close of a trimester/semester grading period.

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

National Honor Society (Upper School)

Membership in the National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. The Canterbury chapter of NHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. The Canterbury chapter strives to give practical meaning to the Society's standards of scholarship, leadership, service, and character. These four ideals are the basis for selection. No student is inducted simply because of his or her academic average. The NHS strives to recognize the total student—one who is exemplary in all of these areas.

The standards used for selection are:

- Scholarship: 85% cumulative average
- Leadership, service, and character—as demonstrated by activities outlined by the student in the Student Activity Form and by teacher evaluations.

The Student Activity Form is available in Bishops Hall office and must be submitted in the office or to the NHS adviser, by Friday, September 23, 2011. The form must be signed by a parent and by the student.

Membership, however, is more than an honor. It is an ongoing responsibility and an obligation to continue to demonstrate the outstanding qualities mentioned above. Membership also carries a responsibility to the chapter. If the Canterbury chapter to the NHS is to be effective and meaningful, each member must become involved.

Members are obligated to continue to demonstrate the qualities of scholarship, leadership, service, and character by maintaining a minimum of 85% cumulative average, perform 25 community service hours per year (10 hours more than the 15 required of every CES student), uphold the Canterbury Honor Code, attend all meetings (except for excused absences), and participate in NHS service projects of the CES chapter. If a member's cumulative GPA falls below the standard in effect when he or she was selected (85%), he or she will be given a written warning and a time period for improvement. Violation of the law or school regulations can result in dismissal of a member. Violations of the Canterbury Honor Code (such as cheating, plagiarism, use of profanity, failure to comply, unexcused absence, excessive tardiness, and any other offenses as outlined in the Student Handbook) will result in a written warning notification. If the member is involved in another violation of the School Code of Conduct, the member may be considered for dismissal.

Re-test Policy

Middle School students (Grades 7 – 8) are allowed the opportunity to re-test twice per trimester in each class. Upper School students (Grades 9 – 12) are allowed the opportunity to re-test once per grading period in each class. The proctoring instructor in conjunction with the Division Head will determine the appropriate reason for re-test opportunity.

Student Government

The Associated Students of Canterbury (TASC) is a student governing body whose scope and structure serves the needs of the Upper School student body. TASC is mindful of the School's mission statement and serves as stewards of that mission. TASC serves its constituents in two primary areas – social activities and communication.

Textbooks and Class Preparedness

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

Canterbury issues textbooks to students in Grades K - 3, but they remain the property of the School. The students in Grades K - 3 are to keep the books 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. Lists will be updated through MBS Direct by mid-July 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.

Transcript Requests

Transcript requests must be made at least one (1) 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 available for their students before and/or after school at set times 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-on-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 progress.

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 (Grades 9 - 12)

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

Requirements for graduation

To qualify for The Canterbury Episcopal School diploma, students must complete a minimum of **25 academic credits** and have successful participation in all of the school’s programs. For the Class of 2015 and all future classes, the minimum of **26 academic credits** must be completed.

Academic Diploma Requirements (Class of 2012 - 2014)

English:	4 credits
Math:	4 credits (through Algebra II)
History:	4 credits (World History, European History, U. S. History, Government and Economics)
Science:	4 credits (including Biology, Chemistry, and Physics)
Foreign Language:	3 credits
Religion:	2.5 credits (including Comparative Religion, Theology, and Ethics)
Fine Arts:	1.5 credits (including music, art, art history) (0.5 unit of Speech is required)
PE	1 credit (0.5 in Grade 9 minimum) (participation in a varsity sport fulfills the remainder of the credit)
Health	0.5 credit
Technology	0.5 credit

Program Participation Requirements

Regular attendance
Participation in Chapel
Completion of Community Service requirements
Participation in Advisory Program

Advanced Placement (AP) Requirements

Students must have at least a B in a related subject and the approval of both the instructor and the Division Head. Students have until the October drop/add deadline to confirm their intention to take the AP test in May. Any student who decides to opt out of the exam any time after the exams have been ordered will be charged the \$87 fee, and the decision to drop will be reported to any college to which you have been accepted.

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 expected 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 expected to attend all classes, chapel services, assemblies, and other meetings.

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 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.

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 is absent for more than ten (10) days for a semester or twenty (20) days 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 (1) 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. Middle/Upper School (Grades 7 – 12) students are allowed one (1) instructional block for period missed.

Absence from Extra-Curricular Activities

A student who is absent from all or a significant part (more than half) 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 student is considered TARDY at 8:00 am. A student is considered ABSENT at 10:00 am.

Pre-Planned Absences

To request an excused absence for a reason that is not listed, a parent must submit a written request explaining the reason and dates to the Division Head at least five (5) 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.

Tardiness

Tardiness is a disruption to the learning atmosphere. Prompt arrival is a priority. For Middle and Upper School (Grades 7 – 12) students, tardiness results in monetary fines. Fines for detention will begin at \$1.00 and increase by \$1.00 for each successive tardy. Student's account will be billed.

If a Middle or 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.*

STUDENT BEHAVIOR AND DISCIPLINE

Lower Elementary School (Grades K – 3)

Lower Elementary School uses a system of student management which encourages a positive learning environment by rewarding good behavior. In line with our established Rights, Responsibilities, and Outcomes policy, each student is to enjoy a safe, secure, and nurturing environment. Lower School students who do not behave responsibly, could experience a loss or restriction of class, personal, or social time or various opportunities provided by the Canterbury community. Students who behave responsibly, could experience an increase in privileges from time to time, as determined by the classroom teacher or Division Head.

Upper Elementary School (Grades 4 – 6)

The Upper Elementary School uses a system of student management which encourages a positive learning environment and the fulfillment of Canterbury's mission statement. Students have the right to develop academically, spiritually, and socially in a safe environment. The following guidelines will ensure that each child enjoys the daily experiences provided by the Canterbury community.

- Demonstrate respect for the learning environment
- Demonstrate respect for teachers and classmates
- Promote a safe environment for all students
- Demonstrate respect for school property and the property of others
- Follow classroom and chapel procedures, including uniform guidelines

When a student is unable to behave according to these principles, they can expect verbal warnings, parent notification, loss of privileges, and/ or a conference with the Division Head. Severe or excessive incidents will result in detention, suspension, and/ or expulsion as warranted by the Division Head. A behavior management contract is provided to and signed by each Upper Elementary family at the beginning of the school year.

Electronic Devices

Electronic communication and entertainment devices, such as iPods, cell phones, radios, televisions, 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.

Fines

For the 2011-2012 school year, detentions will not be assigned for minor but correction-worthy behaviors at school. Fines will be levied, parents will be informed, and student accounts will be billed if fine is not paid in cash in the Upper School Office.

Students will be given a list of correctable behaviors and fines associated with them on the first day of school.

Gum

Chewing gum during school hours is strictly forbidden. Infractions will result in a fine of \$5.

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 and parents 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, or his/her parent or guardian, who feels that he or she has been the victim of harassment, should notify the Division Head or Education Provost who will investigate the complaint immediately. If cause is found, the disciplinary process will be initiated.

Major Infractions

Any violation of the following prohibitions will have the consequence of either suspension or expulsion:

- The presence of illegal drugs, legal drugs without a valid prescription, or alcohol on campus or at school-sponsored events is strictly forbidden
- The presence of any weapon including, but not limited to, guns of any kind, knives, bludgeons, incendiary devices (including matches and lighters), martial arts weapons, or projectiles on campus or school-sponsored events is strictly forbidden
- No student is permitted to leave campus without signing out in the school office and/or the permission of the School Office or the Division Head. Students who drive will lose parking privileges on campus for two weeks. 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.

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, or 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 Education Provost 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.

Separation from School

The School reserves the unconditional right to suspend or expel any student at any time 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 on the Canterbury campus or at school-sponsored events.

Student Contraband

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 on campus or at school-sponsored events or trips. Such articles will be confiscated and not returned and an appropriate disciplinary action taken.

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.

SCHOOL POLICIES

Acceptable Use Policy

The Canterbury Episcopal School computer network is provided for students, faculty, and other School employees to conduct research, store data, and communicate with others on campus and throughout the world. Access to network services is given to the Canterbury community members who agree to use it in a considerate and responsible manner. Parent/guardian permission is required for student use. **Access is a privilege – not a right.**

Canterbury computers and network resources are provided by the school and faculty use for academic purposes. Each user is responsible for content and conduct in connection with his or her user account. It is expected that users will comply with stated standards and will honor the agreements they have signed. The School will make every effort to communicate these standards and to supervise the activities of its users; to accomplish this, all students and parents must sign and return an Acceptable Use Policy, printed at the end of this handbook. **Network administrators may review files and communications to maintain system integrity** and to ensure that users are using the system responsibly. Users should not expect that files stored on the School's servers would always be private.

Individual users are expected to abide by the generally accepted rules of network etiquette, the School's rules as stipulated in its handbooks, and all relevant state and federal laws in the use of Canterbury networks. Because the Canterbury computers and network are for educational as opposed to recreational use, unless under the direction of a faculty member, the following types of activities **will not be permitted**:

- Game playing
- Altering the appearance of the desktop, cursors, or other icons
- Downloading or streaming music and video files
- Using flash drives to run programs or circumvent the Acceptable Use Policy
- Sending, displaying, or storing offensive messages, pictures, or sound files (i.e., music)
- Using obscene language or harassing, insulting, or attacking others
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Downloading or copying software to or from School computers
- Using anyone else's identity, user ID, or password or otherwise gaining unauthorized access to computing or network resources
- Using the School's computers or network for commercial purposes

Violations may result in the loss of computer privileges as well as other disciplinary or legal action. They may also be viewed as violations of the Canterbury Honor Code.

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 lockers.

Birthday Celebrations

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

Parents and families may donate a hardbound, quality book to the School Library in honor of a student's birthday. The book will have a special bookplate recognizing the student and their birthday.

Driver Etiquette / Courtesy

Speed limit on the Canterbury campus is 15 mph. All drivers are expected to observe all signage. Handheld cell phones are prohibited 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 – 3:45 pm. Your courtesy as a driver is modeling behavior for Canterbury's students.

Parents of students in Grades K - 6 are to clearly show their assigned carpool number while in the pickup line, as this allows dismissal time to be more orderly and efficient. If you need additional carpool numbers, please contact the school office.

Change of Address

Change 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.

Communications

Canterbury makes every effort to communicate with families. E-mail is the preferred method of communication with classroom teachers. Teachers will make every effort to respond to messages within 24 hours. Students in Grades K – 6 will bring home a folder containing student work and other communications from the School.

The School's website is www.TheCanterburySchool.org. This site provides basic information, Weekly Updates, current news, lunch menus, necessary forms, etc.

Extended Care Program

Canterbury offers an Extended Day Program from 7:15 to 7:45 am and from dismissal time to 6:30 pm to students in Grades K – 8. Students can come five (5) days a week or on a drop-in basis upon proper notification. Any student not picked up within 15 minutes of their scheduled dismissal time 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 on the school website.

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.

Gift Exchange/Invitations

Exchange of gifts between children, whether for birthday, Christmas, or any other celebration, is not allowed on campus. Invitations to private parties are not to be distributed on School grounds.

Handbills, Flyers, and other Advertisements

Canterbury will only distribute notices approved by the Education Provost. 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 Education Provost.

Health Policies

If a teacher believes a student is ill, the student will be sent to the School Office with a Health Referral. Students should never make calls to parents due from cell phones if they are feeling ill.

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 student is to be fever-free without the aid of a fever reducing drug 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. All medications will be dispensed in the Divisional Offices. 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" form and instructions for dispensing it.

Medical Forms/State Requirements

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

Inclement Weather Policy

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

- A decision will be made by the Education Provost to open on time, delay opening, or close for the day.
- The decision to close or delayed opening is posted on the school website.
- The following television stations will carry information on early morning news should there be a closing or delayed opening.

TV Channels: 5 and 8

Lockers

Each student in Grades 4 - 12 is 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 are in violation of the Honor Code and are subject to severe disciplinary actions. All lockers are unsecured. Students are encouraged to leave valuables at home.

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.

No picture or materials may be permanently glued or taped to the outside or inside of the lockers. No food should be left in the lockers with the exception of the current day's lunch.

Lost and Found

A lost and found is located in the Primary building for Grades K - 3; in The Chafin Learning Center for Grades 4 - 6; and in Bishops Hall for Grades 7 - 12. To prevent the loss of a student's possessions, properly label all student books and clothing. Periodically, unclaimed items are given to a charitable organization.

Lunchroom Procedures

Lower Elementary School

The following guidelines promote a pleasant lunchroom environment:

- Students are escorted to lunch by a teacher.
- 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.
- 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 healthy food choices by the student and their parents. Parents are discouraged from bringing fast-food lunches for a student.

Upper Elementary School

The following guidelines are followed in the Upper Elementary School to promote a pleasant lunchroom environment:

- Students enter the lunch room silently.
- Students remain silent for 10 minutes to ensure they eat their lunch.
- After 10 minutes, the students recite a prayer and then may visit with classmates for the remainder of lunch.
- Once seated, the student is to stay seated unless given permission to get up by a teacher on duty.
- When prompted by the supervising teacher, students will clean their places at the table and the area under their seat, and will discard 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.
- Lunches forgotten at home should be marked clearly and brought to the office.
- Students should check in the office before going to lunch if they are expecting a lunch from home.
- Parents are welcome to visit campus and have lunch with their child. Please sign-in at the front desk in the office and obtain a name tag before proceeding to the lunchroom.

Middle School and Upper School

The following guidelines promote a pleasant lunchroom environment:

- Once seated, within reason, stay seated.
- Students should observe proper table 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.
- At the end of lunch, students will be dismissed by the supervising staff. Students should clean their places at the table and the area under the chairs and discard trash.
- Plastic and aluminum should be recycled. Please empty all liquid and food stuffs from the bottles and plates before recycling.
- If a student forgets his/her lunch, parents may bring a lunch to the School office. All lunches should be clearly marked with the student's name.
- Students should check in the School office before going to the lunchroom if they are expecting a lunch from home.

Parent Conduct

The safety and security of all students, faculty, and staff are of primary importance. Threats, threatening, and abusive behavior including shouting and screaming, or acts of violence against students, faculty, staff, parents, visitors, or other individuals by anyone on School property or at School events will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination of employment (faculty and staff), 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 students, faculty, and staff.

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 a 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.

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 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 make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purpose.

The School requires the written acknowledgement of School rules, values, and regulations by the parents and student. Failure to sign such an acknowledgement is considered a breach of contract and may result in dismissal of the student from the School.

Parking

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 Education Provost.

Students are required to register their vehicles in the Bishops Hall office to receive a parking permit. Students may park only in designated areas, and are permitted to park on Canterbury premises as a matter of privilege, not of right.

School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student vehicles 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. Special celebrations require prior coordination and approval of the Education Provost.

Playground

The Canterbury Episcopal School playground 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 in Grades K - 6 have some form of physical activity daily, whether it is recess or 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.

School Pictures

Individual pictures are taken in the Fall. Class pictures are taken in the Spring. These pictures may be purchased by the family. Other school pictures (athletic, extra-curricular, yearbook, etc.) are done as scheduled.

Sign In/Out

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

Solicitation by Students

Students 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.

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 Bishops Hall Office. Completion of this form is required of 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 office staff. 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 “Electronic Devices” for cell phone use.)

Toys

Students need to leave their toys at home. Show and tell offers students the 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 students. Any toys confiscated by a teacher will be turned over to the Division Head and be returned at the discretion of the Division Head.

Canterbury philosophy does not support play with toy guns, weapons, or other “hurting” devices.

Visitors at Lunch

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

Visitors to the Classroom

Canterbury regularly has visitors to campus. 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, they will be re-directed to the School Office.

DRESS CODE

Canterbury uniforms are available from the following preferred vendors:

Absolute Uniform Company, Inc.
1126 S. Cedar Ridge, Suite 102
Duncanville, TX 75137
972-572-9191
972-572-9126 (fax)
www.AbsoluteUniform.com

Lands' End
Lands' End Lane
Dodgeville, WI 53595
800-469-2222
800-332-0103 (fax)
www.LandsEnd.com/School
School ID #900027681

General Uniform Information

- Mondays are Formal Dress days.
- All hair accessories should coordinate with school uniform. Hair accessories are to be solid white, green, navy, the School plaid, or a combination of these colors. No other colors may be worn.
- Hats, caps, bandanas, and scarves are not permitted.
- If a student chooses to wear the Formal Dress Uniform, they must wear the complete Formal Dress Uniform.
- Undergarments (such as camisoles and undershirts) that are visible above or through uniform shirts must be solid white or beige and free of any design .
- White turtlenecks may be worn in combination with uniform shirts, but not alone.
- Students' hair will be of a natural color and well-groomed.
- Boys will be clean shaven
- Facial jewelry is not to be worn at any time. Facial piercings of any kind are not allowed.
- Boys are not permitted to wear earrings.
- Modesty shorts must be worn with any skirt

Approved Outerwear in school buildings 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

Approved Outerwear for Bishops Hall (Grades 7 – 12)

- Canterbury or Cougar sweatshirts and hoodies (**NOT** on Formal Dress Days/Mondays)
- Canterbury logo, cotton, or acrylic cardigans, vests, or pullover sweaters
- Canterbury letter jackets

Lower Elementary School (Grades K – 3)

Girls

Formal Dress: Plaid jumper (length no shorter than 1 inch above the top of the knee)
Peter Pan collar, white blouse (short or long sleeve)
Solid white ankle, crew, or knee socks or opaque white tights
Navy & white or black & white saddle oxford shoes (the *Keds* brand are acceptable)

Everyday Dress: Khaki pants, shorts, or skort
Navy, white, or green polo shirt with logo (short or long sleeve)
or – white shirt sleeve blouse with gathered front
or – white oxford shirt with button-down collar (short or long sleeve) - no logo
or – green sweatshirt with logo over white turtleneck, blouse, oxford shirt, or polo
Solid white ankle, crew socks, or knee socks or opaque white tights
Solid white low top athletic shoes with no logos or designs

T-Shirt Dress: Purple logo t-shirt
Hemmed blue denim walking shorts or jeans
Solid white ankle or crew socks
Solid white low top athletic shoes with no logos or designs

Boys

- Formal Dress: Navy pants
 White oxford shirt with button-down collar (short or long sleeve) – no logo
 Navy socks
 Black leather dress shoes
 or - black nubuck dress shoes
 or – solid black leather athletic shoes with no logos
 Black leather belt (optional)
 Evergreen pullover sweater with logo (optional for cold weather)
- Everyday Dress: Khaki shorts or pants
 Navy, white, or green polo shirt with logo (short or long sleeve)
 or – white oxford shirt with button-down collar (short or long sleeve) - no logo
 or – green sweatshirt with logo over white turtleneck, blouse, oxford shirt, or polo
 Solid white anklet, crew socks, or knee socks
 Solid white low top athletic shoes with no logos or designs
- T-Shirt Dress: Purple logo t-shirt
 Hemmed blue denim walking shorts or jeans
 Solid white anklet or crew socks
 Solid white low top athletic shoes with no logos or designs

Upper Elementary School (Grades 4 – 6)

PE/Athletic Uniform is required for all students in Grade 6. Students must wear green mesh athletic shorts and any Canterbury t-shirt.

Girls

- Formal Dress: Plaid skirt (length no shorter than 1 inch above the top of the knee)
 Modesty shorts
 White oxford shirt with button-down collar (short or long sleeve) – no logo
 Solid white anklet, crew, or knee socks or opaque white tights
 Navy & white or black & white saddle oxford shoes (the *Keds* brand is acceptable)
 Evergreen cardigan sweater with logo (optional for cold weather)
- Everyday Dress: Khaki pants, shorts, or skirt
 or - plaid skirt
 Navy, white, or green polo shirt with logo (short or long sleeve)
 or – white shirt sleeve blouse with gathered front
 or – white oxford shirt with button-down collar (short or long sleeve) - no logo
 or – green sweatshirt with logo over white turtleneck, blouse, oxford shirt, or polo
 Solid white, navy, or black anklet, crew socks, or knee socks or opaque white, navy, or black tights
 Solid white low top athletic shoes with no logos or designs
 or - Navy & white or black & white saddle oxford shoes

Boys

- Formal Dress: Navy pants
 White oxford shirt with button-down collar (short or long sleeve) – no logo
 Navy or black socks
 Black leather dress shoes
 or - black nubuck dress shoes
 Black leather belt
 Evergreen cardigan sweater with logo (optional for cold weather)

Everyday Dress: Khaki shorts or pants
Navy, white, or green polo shirt with logo (short or long sleeve)
or – white oxford shirt with button-down collar (short or long sleeve) - no logo
or – green sweatshirt with logo over white turtleneck, blouse, oxford shirt or polo
Solid white anklet, crew socks, or knee socks
Solid white low top athletic shoes with no logos or designs

Middle School (Grades 7 – 8)

Middle School dress code has been changed for the 2012-2013 school year. Students are permitted to wear the 2011-2012 uniform or the 2012-2013 uniform.

2011-2012 Uniform

Girls

Formal Dress: Plaid skirt (must be at least finger-tip length)
Modesty shorts
White oxford shirt with button-down collar (short or long sleeve) – no logo
Solid white, navy, or black socks
or – white, navy, or black tights or full length leggings
Navy & white or black & white saddle oxford shoes

Everyday Dress: Khaki shirt or skirt (must be at least finger-tip length)
Modesty shorts must be worn with skirt
Navy polo shirt with logo (short or long sleeve)
Solid white, navy, or black anklet, crew, or knee socks
or – white, navy, or black tights or full length leggings
Solid white low top athletic shoes with no logos or designs
or – navy & white or black & white saddle oxford shoes
or – black dress flats

PE/Athletic Dress: Gray Canterbury t-shirt
Green mesh athletic shorts

Boys

Formal Dress: Navy dress pants
White oxford shirt with button-down collar (short or long sleeve) – no logo
Blue tie from Absolute Uniform
Black leather belt
Navy or black socks
Black leather dress shoes
or – black nubuck dress shoes

Everyday Dress: Khaki shorts or pants (baggy shorts or pants and cargo shorts or pants are not permitted)
Navy polo shirt with logo (short or long sleeve)
Black leather belt
White socks
Solid white low top athletic shoes with no logos or designs
or - black leather dress shoes
or - black nubuck dress shoes

PE/Athletic Dress: Gray Canterbury t-shirt
Green mesh athletic shorts

2012-2013 Uniform

Girls

Formal Dress: Plaid skirt (must be at least finger-tip length)
Modesty shorts
White oxford shirt with button-down collar (short or long sleeve) – no logo
Plaid tie from Absolute Uniform
Solid white or black socks
or – white, navy, or black tights or full length leggings
Black dress flats

- Everyday Dress: Plaid skirt (must be at least finger-tip length)
Modesty shorts
White oxford shirt with button-down collar (short or long sleeve) – no logo
Solid white, navy, or black socks
or – white, navy, or black tights or full length leggings
Black dress flats
or - solid white athletic shoes with no logo or design
- Friday Dress (optional): Khaki skirt or skort (must be at least finger-tip length)
Modesty shorts must be worn with skirt
Navy, green, or black polo with logo
Solid white, navy, or black socks
or – white, navy, or black tights or full length leggings
Solid white athletic shoes with no logo or design
or - Black dress flats

2012-2013 Uniform

Boys

- Formal Dress: Grey dress pants
White oxford shirt with button-down collar (short or long sleeve) – no logo
Plaid tie from Absolute Uniform
Black leather belt
Black socks
Black leather dress shoes
or – black nubuck dress shoes
- Everyday Dress: Grey dress pants or shorts
White oxford shirt with button-down collar (short or long sleeve) – no logo
Black leather belt
White, navy, or black socks
Black leather dress shoes
or – black nubuck dress shoes
or - solid white athletic shoes with no logo or design
- Friday Dress (optional): Khaki pants or shorts (baggy shorts or pants and cargo shorts or pants are not permitted)
Navy, green, or black polo with logo
Solid white, navy, or black socks
Black leather dress shoes
or – black nubuck dress shoes
or - solid white athletic shoes with no logo or design

Upper School (Grades 9 – 12)

Upper School dress code has been changed for the 2012-2013 school year. Students are permitted to wear the 2011-2012 uniform or the 2012-2013 uniform.

2011-2012 Uniform

Girls

- Formal Dress: Gray skirt (must be at least finger-tip length)
Modesty shorts
Blue oxford shirt with button-down collar (short or long sleeve) – no logo
Solid white, navy, or black socks
or – white, navy, or black tights or full length leggings
Black dress flats
- Everyday Dress: Khaki shirt or skort (must be at least finger-tip length)
Modesty shorts must be worn with skirt
Green polo shirt with logo (short or long sleeve)
Solid white, navy, or black anklet, crew, or knee socks
or – white, navy, or black tights or full length leggings
Black dress flats
or - solid white low top athletic shoes with no logos or designs

Boys

- Formal Dress: Grey dress pants
 Blue oxford shirt with button-down collar (short or long sleeve) – no logo
 Blue tie from Absolute Uniform
 Black leather belt
 Navy or black socks
 Black leather dress shoes
 or – black nubuck dress shoes
- Everyday Dress: Khaki shorts or pants (baggy shorts or pants and cargo shorts or pants are not permitted)
 Green polo shirt with logo (short or long sleeve)
 Black leather belt
 Solid white, navy, or black socks
 Black leather dress shoes
 or – black nubuck dress shoes
 or - solid white low top athletic shoes with no logos or designs

2012-2013 Uniform**Girls**

- Formal Dress: Plaid skirt (must be at least finger-tip length)
 Modesty shorts
 White oxford shirt with button-down collar (short or long sleeve) – no logo
 Plaid tie from Absolute Uniform
 Solid white, navy, or black socks
 or – white, navy, or black tights or full length leggings
 Black dress flats
- Everyday Dress: Plaid skirt (must be at least finger-tip length)
 Modesty shorts
 White oxford shirt with button-down collar (short or long sleeve) – no logo
 Solid white, navy, or black socks
 or – white, navy, or black tights or full length leggings
 Black dress flats
 or - solid white athletic shoes with no logo or design
- Friday Dress (optional): Khaki skirt or skort (must be at least finger-tip length)
 or – plaid skirt (must be at least finger-tip length)
 Modesty shorts must be worn with skirt
 Navy, green, or black polo with logo
 Solid white, navy, or black socks
 or – white, navy, or black tights or full length leggings
 Black dress flats
 or - solid white athletic shoes with no logo or design

2012-2013 Uniform**Boys**

- Formal Dress: Grey pants
 White oxford shirt with button-down collar (short or long sleeve) – no logo
 Plaid tie from Absolute Uniform
 Navy cardigan or V-neck sweater with logo (optional for cold weather)
 Black leather belt
 Navy or black socks
 Black leather dress shoes
 or – black nubuck dress shoes

Everyday Dress:

Grey pants or shorts

White oxford shirt with button-down collar (short or long sleeve) – no logo

Black leather belt

Solid white, navy, or black socks

Black leather dress shoes

or – black nubuck dress shoes

Friday Dress (optional): Khaki pants or shorts (baggy shorts or pants and cargo shorts or pants are not permitted)

Navy, green, or black polo with logo

Solid white, navy, or black socks

Black leather dress shoes

or – black nubuck dress shoes

or - solid white athletic shoes with no logo or design

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; and
- raise funds in conjunction with school-wide development policies and programs.

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 faculty and staff 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.

EMERGENCY PREPAREDNESS

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.

Tornadoes

In the event of a tornado warning, all students in are directed to an interior space there is structural support above and no flying glass.

TRANSPORTATION AND CARPOOLS

The safe and orderly arrival and pick-up of all students is important. Cooperation and understanding is required for everyone's safety.

Reminders for Student Safety

- Please do not park in front of the buildings during carpool times.
- Students will only be allowed to enter the vehicle on the passenger side.
- The use of handheld cell phones by drivers during student drop-off /pickup is prohibited.

Carpools

Carpools are formed by the parents and not the responsibility of the School. A list of family addresses will be available at the Back-To-School Party and in the school office.

Carpool Changes

Please send all carpool changes in writing to the School with your child. If a situation arises during the day that makes a carpool change necessary, call 972-572-7200 and report the emergency change.

FINANCIAL POLICIES

All questions regarding financial matters should be directed to the Business Manager at 972-572-7200, ext. 107 or BridgesM@TheCanterburySchool.org

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, extended care, and other miscellaneous expenses. If a parent, grandparent, or other relative besides the signee would like to make purchases for the student, these purchases must be made with a check or cash. Report cards and transcripts will not be released until all accounts are paid in full.

Tuition

The Tuition/Fee Schedule is available in the Business Office at The Chafin Learning Center and on the School website.

Extended Care Program

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.

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 FAST Grant and Assessment, Lincoln, Nebraska, to objectively review the parents' application. FAST 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 FAST recommendation.

The deadline for all financial assistance applications will be the first week of April. The financial assistance application form must be sent to FAST 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 be accepted for admissions.

ACCEPTABLE USE POLICY

The Canterbury Episcopal School computer network is provided for students, faculty, and other School employees to conduct research, store data, and communicate with others on campus and throughout the world. Access to network services is given to the Canterbury community members who agree to use it in a considerate and responsible manner. Parent/guardian permission is required for student use. **Access is a privilege – not a right.**

Canterbury computers and network resources are provided by the school and faculty use for academic purposes. Each user is responsible for content and conduct in connection with his or her user account. It is expected that users will comply with stated standards and will honor the agreements they have signed. The School will make every effort to communicate these standards and to supervise the activities of its users. In this like, **network administrators may review files and communications to maintain system integrity** and to ensure that users are using the system responsibly. Users should not expect that files stored on the School’s servers would always be private.

Individual users are expected to abide by the generally accepted rules of network etiquette, the School’s rules as stipulated in its handbooks, and all relevant state and federal laws in the use of Canterbury networks. Because the Canterbury computers and network are for educational as opposed to recreational use, unless under the direction of a faculty member, the following types of activities **will not be permitted**:

- Game playing
- Altering the appearance of the desktop, cursors, or other icons
- Downloading or streaming music and video files
- Using flash drives to run programs or circumvent the Acceptable Use Policy
- Sending, displaying, or storing offensive messages, pictures, or sound files (i.e., music)
- Using obscene language or harassing, insulting, or attacking others
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Downloading or copying software to or from School computers
- Using anyone else’s identity, user ID, or password or otherwise gaining unauthorized access to computing or network resources
- Using the School’s computers or network for commercial purposes

Violations may result in the loss of computer privileges as well as other disciplinary or legal action. They may also be viewed as violations of the Canterbury Honor Code.

As a user of the Canterbury computer networks, I hereby agree to comply with all current and future rules.

Student Signature _____ **Printed Name** _____

As the parent or legal guardian of the minor student signing above, I grant permission for this student to access networked computer services, such as electronic mail and the Internet, on the Canterbury Episcopal School campus. I understand that some materials on the Internet may be objectionable, and I accept responsibility for reinforcing School policy with respect to Internet use and all other computer policies set forth in this Agreement.

Parent/Legal Guardian Signature _____ **Date** _____

**The Canterbury Episcopal School
Student – Family Handbook Acknowledgement Form**

I understand and consent to the responsibilities outlined in The Canterbury Episcopal School 2011-2012 Student – Parent Handbook. I understand and agree that my child will be held accountable for his or her behavior and consequences outlined in this document by the School and at any school-sponsored and school-related activities, including school-sponsored travel.

Failure to sign this form does not release a student’s or parent’s responsibility to abide by the stated policies.

Date: _____

Grade: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Print Student Name: _____

Student Signature: _____