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## STATEMENT OF PURPOSE

The purpose of the Parent-Student Handbook is to provide all parents, students, and members of the faculty and staff a concise presentation of the philosophy, policies, and practices of Canterbury Christian School. The Handbook provides students and their parents a set of guidelines for citizenship and behavior in and around the school so that questions and problems may be anticipated, answered, and kept to a minimum. An ounce of prevention is worth a pound of cure.

## STATEMENT OF FAITH

Following are the foundational beliefs upon which Canterbury Christian School rests. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. We believe:

- The Bible to be inspired, the only infallible, authoritative Word of God;
- There is one God, eternally existent in three Persons: the Father, the Son, and the Holy Spirit;
- in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His resurrection from the dead, and His ascension to the right hand of the Father, and in His personal return in power and glory;
- God created man and all things by a direct immediate act;
- in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith we are saved;
- in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of damnation;
- in the spiritual unity of believers in Christ.

## EDUCATIONAL PHILOSOPHY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they might enroll their children. It is the purpose of Canterbury Christian School to teach students to view all of life and learning in its true, God-related perspective. We thus desire to maintain an educational institution of high academic quality as a truly Christian extension of the parents' education of their children.

Accordingly, we present the following as the most important elements which distinguish Canterbury's approach to education:

1. We believe that the Bible clearly instructs parents, not the Church or State, to *bring children up in the discipline and instruction of the Lord*. The Church's commission is essentially to spread the Gospel and train believers (Matthew 28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Ephesians 6: 1-4). We thus seek to teach and discipline children in a manner consistent with the Bible and a godly home environment.

2. We desire that our students be led to receive Christ as Savior and Lord, lead the Christian life, and be prepared to take whatever place God has for them – whether at Home, Church, Business, or State. We desire to lead young lives through a sequence of learning which develops their skills and guides them to recognize and develop their talents so they can use them to glorify God and enrich the world.

3. We believe that God's character is revealed not only in His Word, but also through every facet of His creation. We therefore teach that all knowledge is interrelated and can instruct us about God Himself.

4. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). We therefore seek to challenge children individually at all levels and teach them how to learn.

5. We want to help parents teach their children that all they do should be done *heartily, as unto the Lord* (Colossians 3:23). We therefore seek to encourage quality academic work and maintain high standards of conduct. This includes Biblical discipline principles.
6. Along with our K-6 program we believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained Biblically (Deuteronomy 6:6-7; Proverbs 22:6).
7. The children of Christians do not automatically become faithful believers, of course. Christian parents are aware of the responsibility God has given them to lead their children to a full knowledge of God and a life of service. Though this commitment begins in the home and is reinforced in the Christian Church, it can be nurtured in the Christian School as in none other. The purpose of a Christian School is not to shelter a child from those around him, but to *train up a child in the way he should go* (Proverbs 22.6). The way, the truth, and the life is, of course, Jesus Christ. There is no dichotomy of knowledge – that which is secular versus that which is sacred. Truth belongs to God and is universal in its scope. Education must bring the student into submission to God's truth. The Christian School thus prepares the child for success in this life and for life everlasting through faith in Jesus Christ. Christian Schooling therefore has a mandatory role in the continuing commitment of Christian parents.
8. We desire to lead students to a positive attitude toward school, teachers, peers, and self. Students are urged to look upon themselves as the image-bearers of God.
9. We desire to complement the spiritual climate of the Christian Home and Church and to be a witness to the reality of the Christian faith.
10. We desire to provide leadership in promoting Christian citizenship and justice.

## **HISTORY**

Canterbury Christian School is a ministry of St. Paul's Anglican Church. The school is its own entity (incorporated separately) and is non-denominational

and Christ-centered. The school was established on the belief that though the education of children is the God-given responsibility of Parents, the Church also has an important role in feeding Christ's sheep (John 21:15). Canterbury therefore exists to provide children with a strong academic foundation and a Christian worldview. The school was founded in 1974 and has remained in continuous existence at this location.

## **CURRICULUM**

In keeping with the philosophy of the school, all subjects are taught in the light of God's Holy Word. The curriculum is a traditional, grammar, fact-based curriculum including reading, intensive phonics, arithmetic, penmanship, science, history, and spelling. Adjunct teachers are added to the faculty to teach Music, Art, Latin, P.E., and Handbells. Each school day opens with pledges to the National and Christian flags and the Bible, a patriotic song, and a chapel service. As the child progresses through the grades he also progresses in the knowledge of Biblical truths. The school maintains curricula standards above State requirements, but is not influenced nor dictated to by the State or Federal Government. All textbooks interrelate God's Word with the subject matter. This provides the foundation for sound educational training and quality character building. The school does not employ humanistic State text books. Consistently, Canterbury Christian School classes score in the top 15% (or better) of national norms through national standardized testing administered annually to all Canterbury students in the spring.

## **ADMISSION PROCEDURE**

Admission is by application, the presentation of educational records, and interview. It is open to all applicants regardless of sex, race, ethnic background or denominational preference. All students (except for kindergarten) will be tested for placement. Canterbury reserves the right to place students at the appropriate instructional level as determined by test results and developmental maturity. Children must be five years old by

September 30<sup>th</sup> to be eligible for kindergarten, and six years of age by September 30<sup>th</sup> to be eligible for first grade.

Parents will be notified of acceptance by the administration. The child should understand that his parents have delegated their authority to the school. He is therefore subject to the instruction and discipline of the teachers and administration in their designated roles. Though they are not required to be Christians, parents should have a clear understanding of the Biblical philosophy and purpose of Canterbury. This includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith within the school's program. Parents must agree with the purpose and practice of the school's discipline policies.

Enrollment will not be finalized until all forms are complete and the appropriate fees paid. Attendance at Parents' Orientation Night (scheduled for the evening before school commences) is required.

## **EDUCATIONAL GOALS**

1. To give God the glory in all things, with a demonstration of acceptance of Christ as personal Savior.
2. To develop an understanding of one's unique responsibility to God. The student will manifest the moral and ethical teaching of God's Word in his conduct. He will learn to think for himself and stand up for his personal convictions in the face of pressure, while at the same time respecting the rights of others. He will communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
3. To teach the fundamentals of Language Arts, Math, Social Studies, Science and The Bible.
4. To teach the fundamentals of physical fitness, nutrition, and hygiene.
5. The student will acquire the knowledge, skills, and attitudes necessary to function in society and contribute to (and transmit) Christian culture.

## **HEALTH**

### Immunization requirements:

All students entering, attending, and/or transferring into Canterbury are required by the State to provide immunization records or submit a waiver. Incoming first graders are required to have a physical exam form on file. The necessary forms will be provided by the Canterbury Office and are available through the Canterbury website.

### Illness:

It is the responsibility of parents to inform the school if their child is out with a contagious disease or has been exposed to one. A student with fever, vomiting, diarrhea, earache, persistent cough, red or itchy eyes, or yellow nasal discharge is not to attend school. If your child becomes ill at school, he will be isolated and you will be called to have him picked up as soon as possible. A child with a fever is contagious and should not be returned to school until (1) he has been off medication and (2) the fever gone for 24-hours. This is at heart an act of courtesy toward others – preventing the spread of illness among the families of other healthy students and teachers. Thank you for following this time-proven and Biblical guideline.

### Medication:

Students should take medications at home, if possible. All medications to be administered at school must be sent to the school office. No medication of any kind is administered in the Office without parents' consent. School personnel will administer over the counter medicines only when supplied by parents and accompanied by a signed note or by telephone confirmation detailing the method, amount, and time schedule indicated. Prescription medications must be accompanied by a signed note (or oral instruction) from the parent indicating the doctor's instructions.

## **ACCIDENTS**

In the event a student should suffer an accident requiring medical attention, parents will be notified immediately. If a parent cannot be reached, persons listed as the emergency contact will be notified. Please be sure we have an

emergency number on file. If we are unable to contact anyone in the event of a severe problem, the student will be taken to the closest emergency room. Minor scratches and bruises will be treated with cold packs or band aids and antiseptics. Canterbury does not carry medical insurance for students.

## **FINANCIAL POLICIES**

Canterbury is a non-profit organization. It does not desire nor receive any federal funds or endowments from any other organization, and is thereby free from control and coercion. Private gifts and contributions large or small, however, are deeply appreciated and are tax-deductible. Fund raising is limited primarily to help our 6<sup>th</sup> grade students travel to our national capital in Washington, D.C. each spring. We do not believe we should burden the community to underwrite the school.

We have several on-going fund raisers, including the Get-Acquainted Picnic in the fall, Scrip gift cards, Sally Foster, a Christmas used items Candy Cane Corner, and a spring walkathon. We urge the Canterbury community to participate in these. No items, including food, may be sold at school without authorization from the Administration.

### Tuition Payment Schedule:

1. The first tuition payment is due August 10<sup>th</sup> each year, and then on the 1<sup>st</sup> of each following month for 10 payments.
2. After the 5<sup>th</sup> of the month a \$10.00 late fee will be charged.
3. There will be a \$10.00 charge on any returned check.
4. If an account is in arrears 60 days, a student is subject to dismissal.

### Discounts:

1. For parents making two semester payments or one annual payment, there is a 5% discount.
2. For families with more than one child enrolled, the oldest child is charged 100% tuition, the second child 80%, the third child 70%.
3. Members of St. Paul's Anglican Church are extended a 15% discount.

### Annual School Fees Payment Schedule:

1. The annual payment of school fees (books, buildings and grounds, *God's World*, journal, handbells, and Iowa test of Basic Skills) is due August 3<sup>rd</sup>.
2. There will be a \$10.00 charge on any returned check.

### Trips/Festivals:

Throughout the year there will be various field trips and academic festivals for which a nominal fee may be charged.

## **FIELD TRIPS AND ACTIVITIES**

A minimum number of appropriate field trips are scheduled, contingent upon volunteers for chaperoning and transportation. Established activities include: 4<sup>th</sup> grade train trip to Sacramento in conjunction with their study of California history; 5<sup>th</sup> grade to Outdoor Science Camp; 6<sup>th</sup> grade to Washington, D.C. Field trips are a privilege -- not a "right" -- and students may forfeit field trip privileges through misbehavior or underperformance in the classroom.

Sometimes parents organize non-school sponsored outings for their children and their classmates. In such situations, please do not request the office to communicate details of the outings; parents should hand out invitations personally, by e-mail, by USPS, or by phone.

## **ATTENDANCE POLICY**

Regular attendance is vitally important for success in school. Learning takes place each day and cannot be simply recaptured by making up the work. All children are expected to be in attendance each day unless they are ill or a family emergency arises. If a student leaves before noon for illness or emergency, he is counted absent for the day.

### Excused Absence:

An excused absence is defined as follows:

1. Due to illness
2. Due to imposed quarantine
3. For the purpose of having medical, dental, or optometrical service
4. To attend the funeral service for a member of an immediate family

The school should be called the day an absence occurs. Arrangements for make-up work for excused absences will be made with the student's teacher. A maximum of two days for each day absent will be allowed to complete all make-up work.

#### Planned Absence:

We have attempted to provide ample holidays within the school calendar and request that parents make every effort to reinforce good attendance habits with your children. However, should it become necessary for a student to miss school for planned family activities, a written request for absence should be submitted to the principal at least one week in advance. Arrangements for make-up work will be made with the student's teacher. All work is due upon the student's return to school.

#### Unexcused Absence:

An absence from any class without the express authorization from the parent or school is an unexcused absence. The student will receive no credit for the classes missed. Work missed must be completed before returning to class.

### **TARDIES**

The school day begins promptly at 8:20 A.M. A student is considered tardy when he arrives after that time. A variety of circumstances may cause occasional tardiness. Parents need to allow time for possible traffic delays which are not excused unless there has been a major accident. A pattern of continual lateness indicates a deeper time management problem, a lack of accountability, a disrespect of school rules and policies, and demonstrates a disregard for other people's time. If a student arrives during or after the pledge to the flag he is to report to the office until after chapel.

A tardy note will always be sent home to be signed by the parent and returned the following day. After the 4<sup>th</sup> tardy each quarter, a student forfeits his opportunity to receive his citizenship ribbon. Tardiness is a serious problem inasmuch as it not only penalizes the student involved but is disruptive to the entire classroom.

### Helpful Hints:

- Enforce early bed times and early wake up times
- Prepare lunch before going to bed
- Lay out complete uniform before going to bed
- Have steno checked and signed before bedtime
- Have the student's backpack ready to go the night before

### **EARLY DISMISSAL**

It is preferable that medical appointments be arranged for times other than regular school hours. When this is not possible, the parent or authorized person picking up their student must notify the office. For the safety of our students, and so the school can fulfill its responsibility to parents, students are required to report to the office where they will remain until they are picked up. They should check back to the office upon their return.

### **STUDENT RELEASE**

Students will be released only to parents and authorized individuals. Please call or send written confirmation when your child is to be released to someone else. Regarding divorced parents and custody relationships, the school must have legal documentation to prevent a non-custodial parent from picking up his/her child or visiting his/her child on the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases. All materials from the school will be delivered only to the custodial parent. Duplicate materials may be delivered to the non-custodial parent upon receipt of written instructions signed by both parents. Legal documentation (held confidential) will help us meet your needs and the needs of your child.

### **DISCIPLINE**

Attendance at Canterbury is not a right but a privilege, which may be forfeited by any student who does not conform to its Bible-based standards and regulations. Training children in the way they should go requires encouraging students to seek to do right. Behavioral expectations are enforced through a combination of rewards and corrective actions with the primary goal of

teaching the students self-responsibility in monitoring their behavior. Students are expected to co-operate with basic Christian standards of behavior and conversation. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from teachers should not have to be repeated.

### Discipline Procedures:

We try to follow a scriptural system - meaning God's system - for God has established rules for our happiness and well-being. Obedience brings blessings. Our classroom rules are based on an OBEY chart:

- O - Obey them that have the rule over you.
- B - Be like Christ in thought, word and deed.
- E - Every student shall not talk or get up without permission.
- Y - You shall not run except on the playground.

Our goal, and we assume your goal, is to disciple for self-control and responsibility. Learning cannot occur in an atmosphere of chaos. We do not tolerate any student keeping others from teaching or learning. There is no perfect discipline system, but we have found the use of tallies works fairly well and provides the parent with a weekly progress report. The tally should not be a threat. It is not something we do to the student, but simply a record of what the child does, and the child controls it for good or for evil. Most children will have no problem obeying the rules. Beginning the 1<sup>st</sup> Friday of school, each student will have a tally sheet taped to the upper right corner of his desk. For infractions a number is checked and the letter referring to the rule broken on the OBEY chart is noted. Tallies are sent home on Thursday to be signed and returned on Friday. Checks are given for disobeying the OBEY chart. Other (not so weighty) possible infractions meriting a tally check include:

- Homework not completed
- Uniform not in regulation
- Tally sheet not returned
- Steno not signed by parents

Actions do have consequences: All students are given one warning. Additional checks result in appropriate disciplinary measures such as time “on the line,” loss of recess, or removal from the classroom. You will be contacted by the teacher either through a written note or by a phone call if deemed necessary. If further action is required, you will be called by the administration. May the Lord bless our mutual efforts in directing the lives of our children along the path that leads ultimately back to Him.

## **EXTENDED CARE**

Extended care hours (grades 1-6) are from 3:20 P.M. to 5:30 P.M. This \$7 per hour program is supervised and structured under the guidelines of the administration. Any student not retrieved by 3:20 P.M. will be automatically placed in extended care and fees accrued. Extended care is provided on minimum days.

Extended care hours (kindergarten) are from 11:45 A.M. to 5:30 P.M. This \$6 per hour program is also supervised and structured under the guidelines of the administration. Any student not retrieved by 11:45 A.M. will be automatically placed in extended care and fees accrued. A 5% discount is available for kindergarten extended care prepayments (of \$1,000).

## **HOMEWORK**

Homework is essential for the full scholastic development of a child. It is a strengthening device to extend the learning experience that takes place in school. Students should expect a daily homework assignment and parents should see to it that it is completed and signed off in the student's steno (which is always due the following morning). The time required to complete homework will vary from grade to grade and even from student to student. The approximate time spent on homework, however, should be:

Grade 1:	30 minutes
Grades 2 & 3:	45 minutes
Grades 4 & 5:	1 hour
Grade 6:	2 hours

Tally checks will be given for incomplete homework assignments. Make-up assignment sheets will be sent home with the student's books in the event of an absence, and may be picked up in the office after school or sent home with a designated person.

## **HOT LUNCH**

Hot lunches will be served on Friday of each week, except for minimum days, dependent on sufficient volunteer help from parents. A menu will be sent home for each student covering the quarter's lunches. This needs to be filled out, signed by the parent, and returned by the specified due date (with the exact cash or check payment).

## **ITEMS NOT ALLOWED OR FORGOTTEN OR LOST**

- Toys are not to be brought to school without the teacher's permission.
- Playground balls may be brought to share at recess.
- All personal property should be clearly marked.
- Students may not chew gum at school.
- Students may make phone calls for forgotten lunches or glasses. These may be brought to the office.
- Students may not make phone calls, however, for forgotten P.E. clothes, books, projects, stenos, etc. Children must learn responsibility.
- Girls who forget their ties must rent one from the office for 25 cents a day.
- Items may be retrieved from the Lost & Found in the office for 25 cents. Students should be encouraged to work off this fine at home.
- If a student forgets his steno or homework after school, he may retrieve it if the teacher is still present, but a tally check will be given.

## **LIBRARY GUIDELINES**

Your enthusiastic support of the Library is appreciated! How exciting it is to pass on the love of good books, and to have such good books to share!

Library Hours      The library will be open every Monday during first recess and every Wednesday during third recess.

Checking Out Books	Books may be checked out for two weeks and renewed for another two weeks. A maximum of three books may be checked out at any one time.
Returning Books	Books may be returned to the library during normal hours. If the Library is closed, they may be returned to the "BOOK RETURN" basket located in the office.
Lost Books	Books that are lost must be replaced.
Reference Materials	Reference books are available for use in the Library. We have great materials for research reports, pictures for presentations, and background material on almost any subject. Information from these resources may be copied in the office (at ten cents per sheet).
Donating Books	We are always thrilled to receive gifts of Christian fiction, Classics, Early Readers, Chapter Books, Science for children, and History for children. We also purchase books using funds donated to the library.

If you would like to see what we have or would like to contribute, please feel free to stop by the Library to explore. Also, please feel free to ask a librarian to give you a tour, anytime. We hope to see you there!

## **PARENT ORIENTATION**

Parent orientation for Kindergarten parents and children is scheduled at 10:00 A.M. the day after Labor Day. The orientation for parents of grade 1-6 students is scheduled that evening at 7:00 P.M. It is required that at least one parent attend this important session of introduction to the teacher and the school year. Any new policies and procedures will be explained at that time and questions will be addressed. (*Ye know not because ye attend not.* There is no make-up session).

## PARENT COMMUNICATION

The oldest (or only) child in a family attending Canterbury will be responsible for all information sent to parents in the Communiqué Envelope. Parents are asked to remove the contents, sign and date the Communiqué Envelope, and return it the following day.

### Stenos:

Each student in grades 1-6 will maintain a steno or assignment booklet for homework reference. The parent is to sign the steno only after assignments are completed and checked. We need to work together to teach the students accountability. The steno is due back the following day with the parent's signature indicating that the work assigned was completed. This is also a communication vehicle to be used by both the teacher and parent to exchange any necessary messages or pertinent information either one needs to know. It may be wise to staple or tape any loose items sent in the steno.

### Report Cards:

Report cards are issued at the close of each quarterly grading period. At least one parent must sign the report card and return it as quickly as possible to the teacher. If the report card is lost and must be replaced the student must pay \$5.00 for a duplicate. No report cards will be given to students whose families have overdue finances. No academic information will be forwarded to any school or agency for a family which is in arrears.

### Conferences with the Administration:

Parents are always encouraged to bring any concern or question to the attention of the Administration. However, it is the policy of the school for parents first to discuss any problem with the teacher (Matthew 18:15). Whenever an apparent problem or misunderstanding develops, it is a good practice for both parent and teacher to refrain from making hasty judgments or forming conclusions until after a conference has been held. Parents should not hold "kangaroo courts" in the parking lot or over the phone. This is divisive and is not the Christian way. *Thy tongue deviseth mischiefs* (Psalm 52:2).

## **PARENT-TEACHER CONFERENCES**

Mandatory parent-teacher conferences are scheduled following the first quarterly grading period. Additional conferences may be requested by either the parent or teacher if the need arises. Conference days will be minimum days and students should not be brought to school for unsupervised play. Extended care will be available, if needed.

## **CLASSROOM VISITS**

Parents and parents of prospective students are welcome to visit the classroom after the first six weeks of school. Visits should be arranged through the office in advance and limited to 30 minutes. Pre-school children are not allowed to roam about or be disruptive.

## **PARTIES**

There may be classroom observances for special occasions such as birthdays and holidays if the teacher is notified in advance. Parents may bring refreshments on a student's birthday. Students may bring coins celebrating each year of their birth to go into the birthday book gift jar for the class to gift a book to the library. Invitations to birthday parties may not be distributed at school unless every student in the class is invited.

## **PLEDGES**

A pledge is an agreement or commitment. The following three pledges are employed by students, teachers, and staff alike at the start of each new day.

### The Pledge to the American Flag:

I pledge allegiance to the flag of the United States of America,  
and to the Republic for which it stands -- one nation under  
God, indivisible, with liberty and justice for all.

### The Pledge to the Christian Flag:

I pledge allegiance to the Christian flag and to the Savior for  
Whose Kingdom it stands -- one Savior, crucified, risen, and  
coming again, with life and liberty to all who believe.

## The Pledge to the Bible:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

## **PRAYERS**

Several prayers are included as a standard feature of Canterbury's Chapel services, including the following two age-specific prayers:

### Upper Grades:

Vouchsafe, O Lord, to keep me this day from all sin and danger, either of body or soul. Grant unto me such an abiding sense of Thy Presence, that I may think, speak, and act as in Thy sight, and do all things heartily as to Thy glory. Strengthen my weakness, that I may be strong to subdue my sins, to master my temptations, and steadfastly to resist all evil. Take me, O Lord, into Thy holy keeping this day. Grant me purity of soul and body, love and humility, control of temper, simplicity, and perfect truthfulness. Endue me with grace in doing my work, in speaking, and in giving up myself and my own way. Grant this and all else that is good for me and mine, and be Thou with us this day and ever more; for Jesus Christ's sake. Amen.

### Lower Grades:

I thank Thee, O heavenly Father, for the rest of the past night, and for the blessings of friends, food, health, and strength which Thou givest me; and most of all for the gift of Thy dear Son who died for me. Help me to remember that THOU GOD SEEST ME. Take away my sinful temper, make me truthful and honest, and help me to grow day by day more like Thy Holy Child Jesus. Bless, watch over, and keep me and all my dear friends - especially my family - and may we all be gathered some time into Thy heavenly rest; for Jesus Christ's sake. Amen.

## **PRAYER MOMS**

*In everything by prayer and supplication with thanksgiving let your requests be made known unto God (Philippians 4:6).* Moms have been meeting for prayer in the Library on Friday mornings during the Chapel service. Prayer is vital for our guidance and protection. We invite you all to undergird Canterbury in unceasing prayer.

## **TELEPHONE**

We request that teachers not be called at home. Teachers and students will not be asked to leave the classroom to receive telephone calls except for emergencies. Parents may call the office and leave a message to be returned as soon as convenient.

## **RE-ENROLLMENT**

Re-enrollment is not automatic. An application form for each student will be sent home in the spring and must be filled out for re-enrollment, accompanied by the prescribed registration fee. At the end of the designated re-enrollment period, any spaces remaining will be filled from our waiting list. It is imperative that siblings be enrolled early for Kindergarten to reserve a space.

## **STAFF MEETINGS**

Staff meetings are held every Friday morning from 7:30 A.M. until 8:10 A.M. This is a time when the Staff prays together for the school and its families, shares answers to prayer, and coordinates schedules. Study Hall supervision is still furnished on Staff Meeting mornings.

## **STUDY HALL**

A supervised Study Hall is open each morning from 7:30 A.M. to accommodate students arriving before classrooms open at 8:05 A.M. Students who routinely arrive early should be prepared to do homework, have a library book, suitable reading, or study material with them (including paper and

pencils). Parents and students should not report to classrooms before 8:05 A.M.

## **TRANSPORTATION AND TRAFFIC SAFETY**

The doors of the Study Hall will open at 7:30 A.M. for early arrivals. No supervision is available before that time. It is necessary that parents make all arrangements for after school pick-up, rides home with friends, etc., before school opens. Parents should be on hand to pick up their children promptly when school dismisses. Students will be released to parents at the “release area” by their teachers. Dismissal times are as follows:

Kindergarten:	11:45 A.M.
Grades 1-2:	3:00 P.M.
Grades 3-4:	3:10 P.M.
Grades 5-6:	3:15 P.M.

For safety considerations, it is expected that parents will enter and exit the property at a safe speed being alert for any students in the parking lot area. Parents should park their cars only in designated parking spaces. Parked cars should not be left running. Siblings should wait in the car if a parent needs to speak to someone. At no time should students or siblings be unsupervised in the parking lot area. Please do not park in the recess play area during school use.

## **UNIFORMS**

The wearing of uniforms accomplishes a number of valuable objectives. Uniforms instill in students a sense of belonging and loyalty to the school. Student behavior and productivity are generally improved with uniforms. Wearing a prescribed uniform helps de-emphasize fashion consciousness and diminishes tendencies to form socioeconomic cliques. Most families find that uniforms cost less than buying the typical student wardrobe and uniforms help reduce family conflicts over what to buy and what to wear. Uniforms serve a practical purpose of safety since students are easily identifiable on field trips and persons not in uniform are easily spotted on our campus. Finally,

uniforms look nice and help create a positive impression of our students and our school.

The Canterbury uniform is worn by every student, including those in kindergarten, and should be worn with a sense of dignity and pride. The complete uniform must be worn every day. It is expected that parents will purchase regulation items or they will be asked to replace them. "Frowny Face" notes will be sent home for uniform deficiencies. Complying with the uniform requirements is part of school policy. Uniforms should be clean, neat, and mended. Girls' uniforms should be neither too long nor too short; at or just below the knee is a good length. No watches or jewelry are to be worn other than small earrings for pierced ears (girls). No make-up is to be worn including nail polish. Uniform information is available in the office or through Canterbury's website. Pre-worn uniform items are available at the school for purchase (reduced prices). A uniform round-up is held at the end of each school year.

### Canterbury's Student Uniform Code:

#### GIRLS (K-5th)

- White, short sleeve blouse with Peter Pan collar
- Red tie
- Plaid jumper (length no shorter than mid-knee)
- Red knee socks or red tights
- Navy blue cardigan with school logo
- Saddle shoes (black/white or blue/white)
- Optional wear for cooler weather: white, long sleeve turtleneck shirt with school initials on collar
- May wear biker shorts or regular shorts underneath jumpers (provided they are not visible), but leggings and capris are not acceptable
- No jewelry, except simple stud earrings for pierced ears
- Watches are not acceptable

## GIRLS (6<sup>th</sup>)

- White, short sleeve blouse with Peter Pan collar
- Red tie
- Plaid skirt (length no shorter than mid-knee)
- Red knee socks or red tights
- Red vest with school logo
- Red pullover sweater with school logo
- Saddle shoes (black/white or blue/white)
- Optional wear for cooler weather: white, long sleeve turtleneck shirt with school initials on collar
- May wear biker shorts or regular shorts underneath jumpers (provided they are not visible), but leggings and capris are not acceptable
- No jewelry, except simple stud earrings for pierced ears
- Watches are not acceptable

## BOYS (K-5<sup>th</sup>)

- Red, short sleeve polo shirt with school logo
- Navy blue twill pants
- Optional wear for warmer weather: Navy blue shorts (1<sup>st</sup> and 4<sup>th</sup> quarters only)
- Navy blue cardigan with school logo
- All-black shoes (preferably genuine or simulation leather). Velcro straps or shoe laces are acceptable. No tennis shoes are allowed.
- Black belt
- Black or navy blue socks (above ankle)
- For cooler weather: red, long sleeve turtleneck shirt with school initials on collar
- Only white T-shirts are allowed, worn under school shirt

## BOYS (6<sup>th</sup>)

- Red, short sleeve polo shirt with school logo
- Navy blue twill pants

- Optional wear for warmer weather: Navy blue shorts (1<sup>st</sup> and 4<sup>th</sup> quarters only)
- Navy blue vest with school logo
- All-black shoes (preferably genuine or simulation leather). Velcro straps or shoe laces are acceptable. No tennis shoes are allowed.
- Black belt
- Black or navy blue socks (above ankle)
- Navy blue cardigan with school logo
- For cooler weather: red, long sleeve turtleneck shirt with school initials on collar
- Only white T-shirts are allowed, worn under school shirt

## P.E. UNIFORM

- White T-shirt with school logo
- Canterbury P.E. shorts or P.E. sweat pants
- White socks with blue stripes at the top
- Family's choice of tennis shoes
- For cooler weather: long sleeve sweatshirt with school logo

## GROOMING

Parents should use daily preparations for school as a teaching opportunity to develop and instill good hygiene and grooming. Children should be prepared for school each day through regular bathing, washing of hair, and wearing clean uniforms. Boys' haircuts need to be above the ears and above the shirt collar. Tattoos are not permitted on anyone (Leviticus 19:28, II Corinthians 6:14-17). Body piercing is not permitted except for the wearing of small earrings (girls).

## VOLUNTEERS

There are wonderful opportunities to volunteer at Canterbury. Moms are needed to assist as room mothers, hot lunch helpers, lunch and recess monitors, librarians, etc. Dads are needed to help with maintenance and repair, and in addition, addressing classes as resource speakers. There will be

three work days scheduled during the month of August to help keep the property in godly order. Some of our programs are absolutely dependent upon volunteers, so we appreciate you more than you can imagine!

## DAILY SCHEDULE

7:30-8:05	Study Hall
8:05	Classroom doors open
8:20	Classes begin
8:30	Pledge and patriotic song at the flagpole
8:35-9:00	Chapel
9:50-10:10	Recess for kindergarten (1 <sup>st</sup> quarter)
10:10-10:30	Morning recess for grades 1-2 (and kindergarten 2 <sup>nd</sup> quarter)
10:30-10:45	Morning recess for grades 3-4
10:45-11:00	Morning recess for grades 5-6
11:45	Dismissal for kindergarten
11:45-12:05	Lunch for grades 1-6
12:05-12:25	Noon recess for grades 1-6
1:45-2:00	Afternoon recess for grades 1-6
3:00	Dismissal for grades 1-2
3:10	Dismissal for grades 3-4
3:15	Dismissal for grades 5-6
3:20-5:30	Extended Care

## AWARDS

Awards are given to Canterbury Christian School students only if they are earned. Their intent is to recognize outstanding accomplishments and reinforce high standards. The following guidelines are furnished so that parents may help their children “run the race” that is set before them (I Corinthians 9:24-27).

### GUIDELINES FOR AWARDS

ACADEMIC (3<sup>rd</sup> through 6<sup>th</sup> grades)

Rector’s List: 4.0

Honor Roll: 3.5

These averages are calculated by adding all grades and dividing by the number of grades. An "A" is worth four points. A "B" is worth three points. A "C" is worth two points. A "D" is worth one point.

A student receiving seven "A" grades and one "C" grade would have a grade point average of 3.75, calculated as follows:

$$4 \times 7 = 28$$

$$1 \times 2 = \underline{2}$$

$$30$$

$$30 \text{ divided by } 8 = 3.75$$

These academic honors are to be given only to those with acceptable behavior and attitude. They do not have to also receive a Citizenship Award, but they usually will. Awards may be withheld but given later upon improvement.

### CITIZENSHIP

This award is given to those with no discipline checks (including cooperation and obedience) on their report cards. The expectations for citizenship are high. This includes behavior in adjunct classes, extended care, and the playground. Students are not disqualified from this award by having a responsibility check on their report cards. If a child is tardy more than three times during a quarter, he will not receive the citizenship award.

### GOLDEN RULE

This award is given to the one student each quarter who exemplifies kindness and thoughtfulness toward others on the playground and in class. Kindergarten is included in the fourth quarter.

### REPORT CARDS

Administration policy is to hand out report cards prior to parent-teacher conferences the first quarter, then as scheduled each succeeding quarter - not before, unless cleared with the administration. A final report card

may be withheld by the administration. The first quarter is critical so remind your children they must get off to a good start.

### QUARTERLY AWARDS

Citizenship: A student who has no checks on his report card should qualify for a citizenship award. It is not necessary to have 100% perfect tallies the entire quarter, but there should be no discipline tallies.

Gold Star Citizenship: No tallies receives a gold star on the ribbon.

#### Scholarship:

Honor Roll: Requires a 3.5 average to qualify

Rector's List: Requires a 4.0 average to qualify

Golden Rule: The student who best exemplifies the "Golden Rule" will have his name exhibited on the plaque in the classroom the following quarter.

Punctuality and Perfect Attendance: A doctor's appointment will not disqualify a student from receiving either of these awards. Students who have no tardies and/or perfect attendance for the quarter will have a star placed on their report card.

### ANNUAL AWARDS

Punctuality and Perfect Attendance: Punctuality receives a certificate. Perfect attendance receives a certificate and a ribbon.

Citizenship: A student who qualifies all four quarters will receive the appropriate first year pin and then an added bar each subsequent year.

#### Scholarship:

Honor Roll: Requires a 3.5 overall yearly average

Rector's List: Requires a 4.0 overall yearly average

Golden Rule: Students will be given their name plaque.

Jus Anuli Award: The sixth grade graduate who best demonstrates the Canterbury spirit will have his name engraved on the Honor Plaque in the Parish Hall and receive a gift Bible. The teacher and administration will select the winner with recommendations requested from the staff.

Miscellaneous Honors: as indicated below:

President's Academic Fitness  
Presidential Physical Fitness  
Prodigious Reader  
Music

## **SITE DEPARTURE**

It is in the interest of student safety that parents are asked to depart the site promptly once they have picked up their children after school (or checked them out from Extended Care). The practice of prompt departure eliminates site confusion and rapidly returns the property back to its default mode of "established routine." Canterbury's safety program is built upon clear lines of authority and accountability between teachers and students. Please understand the importance of Canterbury's teachers staying on task, and do not interpret their focus as being an intentional "cold shoulder."