



**CANTERBURY**  
**CLASSICAL SCHOOL**

**2023-2024**

**Student-Parent Handbook**

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# I

## CANTERBURY VALUES & DISTINCTIVES

### CANTERBURY VALUES

#### **We are Classical**

##### An Integrated Curriculum

We acknowledge Christ as creator, therefore, all things make sense and are bound together in Him.

1 Corinthians 8:6, Colossians 1:15-17

##### The Pursuit of Virtue

We recognize the goal of education as the cultivation of wisdom and character. - Matthew

6:33

##### Cultivation of Affections

We desire for education to order 'loves,' developing taste for that which is truly beautiful. - Matthew

22:34-40

#### **We are Christian**

We believe the aim of education to be the formation of the whole person. Students should come to know what is true—to love and walk in it. Rather than simply acquiring knowledge, the goal of education has traditionally been to obtain virtue and wisdom. Understanding is received from the Spirit of God (1 Cor 2:13, Col 2:1-4) and scripture tells us that all things are bound together in Christ, therefore, we cannot come to know what is true apart from Him (Jn 14:6). For this reason biblical education should not be taught in isolation, but in relation to all subjects, implementing methods designed to form students based on the way God has uniquely shaped them at the various stages of life.

#### **The Goal of Classical Christian Education**

The Aim of Education is Wisdom, Virtue and Eloquence.

- How we teach should instill a love for learning, authority and virtue.
- What we teach provides the tools for *how* to think, rather than simply information, or *what* to think.

##### The Method (Pedagogy)

The classical model is derived from the Liberal Arts tradition. In our context, we apply the Trivium: Grammar, Logic, Rhetoric—acknowledging the various stages of growth. These three stages focus on understanding language, learning to think well, and communicate truth with eloquence.

### The Content (Curriculum)

Classical education revolves around what are often referred to as the Great Books. These books are written by authors such as Homer, Dante, Aristotle, and St. Augustine. These books embody an enduring wisdom that shapes both the heart and mind. Furthermore, we study Latin, write in cursive, and appreciate the arts.

Goodness and truth are often communicated by means that are beautiful. We believe that taste is cultivated, therefore, we take every opportunity to demonstrate beauty inside and outside of the classroom.

### The Goal

Our method of teaching, and the content that is used, is all aimed at achieving our goal—that students would come, not just to *know*, but to *love* what is good, true and beautiful.

*“Whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things.”*  
Philippians 4:8

### **We are Formed in Community**

Canterbury functions:

- In partnership with the family (Eph 6:4)
- Alongside the Church (Eph 4:11-4)
- In our Neighborhoods, for the Sake of the Kingdom of God (1 Cor 9:19-23)

## **TRIVIUM LEARNING CHART**

### **GRAMMAR (Poll-Parrot)**

Elementary School

Approx. ages 5-11

#### **Student Characteristics:**

1. Excited about new, interesting facts
2. Likes to explain, figure out, talk
3. Wants to relate own experience to topic or just to tell a story
4. Likes collections, organizing items
5. Likes chants and clever, repetitious word sounds (e.g. Dr. Seuss)
6. Easily memorizes
7. Can assimilate another language well

#### **Teaching Methods:**

1. A lot of hands-on work, projects
2. Field trips, drama
3. Make collections, displays, models
4. Integrate subjects through above means
5. Teach and assign research projects
6. Recitation, memorization
7. Drills, games
8. Oral/written presentations

### **LOGIC (Pert)**

Middle School

Approx. ages 12-14

#### **Student Characteristics:**

1. Still excitable but needs challenges
2. Judges, critiques, debates, critical
3. Likes to organize items
4. Shows off knowledge
5. Wants to know “behind the scenes” facts
6. Curious about “Why” for most things
7. Thinks and acts as though more knowledgeable than adults

#### **Teaching Methods:**

1. Time lines, charts, maps (visual materials)
2. Debates, persuasive reports
3. Dramas, re-enactments, role playing
4. Evaluate, critique (with guidelines)
5. Formal logic
6. Research projects
7. Oral/written presentations
8. Guest speakers, trips
9. Oral assessments

### **RHETORIC (Poetic)**

High School

Approx. ages 15-18

#### **Student Characteristics:**

1. Concerned with present events, especially in own life
2. Interested in justice, fairness
3. Moving towards special interests, topics
4. Can take on responsibility, independent work
5. Can do synthesis
6. Desires to express feelings and own ideas
7. Generally idealistic

#### **Teaching Methods:**

1. Drama, oral presentations
2. Guide research in major areas with goal of synthesis of ideas
3. Many papers, speeches, debates
4. Give responsibilities, e.g. working with younger students, organize activities
5. In-depth field trips, even overnight
6. World view discussion/written papers
7. Oral assessments

## CANTERBURY DISTINCTIVES

1. We are committed to classical education.
2. We seek to make disciples.
3. We desire to be a grace-filled culture, freely offering forgiveness and never keeping record of wrongs.
4. We are liturgical, believing God has ordained rhythms to order our habits and affections.
5. We value the cultivation of relationships between older and younger students.
6. We intend to foster a love for learning in our students.
7. We love to celebrate—rejoicing/feasting is a central aspect of the Church, therefore, as an extension of it, we seek to instill this spirit in our students—reinforcing anticipation and joy.
8. We educate in partnership with parents.
9. We value our central location as an expression of our desire to prepare students as ambassadors of Christ *in culture*, rather than to see themselves as isolated *from* culture.
10. We intend to keep Christian Classical education affordable for all families.
11. We limit the use of technology because it has not proven to benefit students, compromises our commitment to learning ‘how to think,’ and reinforces our culture’s addiction to screens.
12. We value small class sizes, believing that we educate best in relationships with students.
13. We will maintain a focus on the arts as a means of cultivating taste and forming expression.
14. We see uniforms as beneficial—dressing for the occasion; taking learning seriously.
15. We respect homework limitations—as students begin to age, it will have a role, but overall, our desire is for kids to enjoy being kids, and that families not be fastened to homework for hours a day.

## STATEMENT OF FAITH

Canterbury Classical School holds to the ancient creeds of the church (Nicene, Apostles, Athanasian) as a guide for faith and doctrine. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

### The Nicene Creed

We believe in one God,  
the Father, the Almighty,  
maker of heaven and earth,  
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,  
the only Son of God,  
eternally begotten of the Father,  
God from God, Light from Light,  
true God from true God,  
begotten, not made,  
of one Being with the Father.  
Through him all things were made.  
For us and for our salvation  
he came down from heaven:  
by the power of the Holy Spirit  
he became incarnate from the Virgin Mary,  
and was made man.

For our sake he was crucified under Pontius Pilate;  
he suffered death and was buried.  
On the third day he rose again  
in accordance with the Scriptures;  
he ascended into heaven  
and is seated at the right hand of the Father.  
He will come again in glory to judge the living and the dead,  
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,  
who proceeds from the Father and the Son.  
With the Father and the Son he is worshiped and glorified.  
He has spoken through the Prophets.  
We believe in one holy catholic and apostolic Church.  
We acknowledge one baptism for the forgiveness of sins.  
We look for the resurrection of the dead,  
and the life of the world to come. Amen

## **HELPFUL READING**

**Classical:** <https://www.memoriapress.com/about/classical-education/>

**Cursive:** <https://www.memoriapress.com/articles/real-hands-learning/>

**Latin:** <https://www.memoriapress.com/articles/top-10-reasons-studying-latin/>

**Technology:**

<https://www.memoriapress.com/articles/siren-song-education-technology/>

<https://classicallatin.org/exordium/if-the-electricity-went-out-would-still-be-able-to-have-school/>

<https://www.memoriapress.com/articles/the-judgment-of-thamus-education-technology-and-the-outsourcing-of-knowledge/>

# II

## SCHOOL CALENDAR

### **PHILOSOPHY OF THE SCHOOL CALENDAR**

The setting of the calendar is an act of world-defining. What kind of world do we live in? What is significant in our history? At Canterbury Classical School, we have set a calendar for our educational year. Our driving principle is to have as concentrated a school year as we can. This has meant that we have had to make certain decisions regarding which holidays we would celebrate by resting from school, which holidays to celebrate at school, and which holidays to leave aside because of time constraints.

Our driving principle was to begin with the shortest school year that we could have while still honoring the Christian Church calendar's five feast days. We take every Saturday and Sunday off in order to worship God and rest weekly. Four of the feast days fall during the school year: Christmas, Epiphany, Good Friday, and Easter.

When it comes to other holidays, we have decided to aim for a shorter year with a longer, concentrated vacation rather than lots of three-day weekends throughout the year.

As a Christian School, being purposeful, even in things that seem as trivial as setting the calendar, is an attempt to submit all that we do to Christ. We want to remember that discipleship is our first duty and teach discipleship as the first duty of all of our students.

# III

## ADMISSIONS PROCEDURES

### **APPLICATION & ADMISSIONS PROCESS**

The admissions procedure will allow the school to accurately identify and admit students from families who have clearly expressed convictions that are similar to the school's regarding the education of children. A student's academic achievements will be considered in the application process, but only for grade placement, not as the primary determinant for acceptance. We are seeking to enroll those students who, because of their own families' priorities, will most benefit from what Canterbury Classical School can offer them. We admit students of any race, color, and national or ethnic origin and do not discriminate against job applicants and students on the basis of race, color, national or ethnic origin. Students with special learning needs will be handled on a case by case basis as we were not required by law to follow prescribed accommodations.

Please note, Kindergarten students must be five years old by the start of the school year.

### Application Process

1. Applications are available through the school year based on availability of space in each classroom. Schedule a campus tour by calling the school at 828-515-4015 or e-mail [info@canterburyclassicalschool.com](mailto:info@canterburyclassicalschool.com). We would be honored to share our story with you and answer any questions as you seek to determine the best school for your child.
2. Fill out an application for admission and mail it with a \$75 non-refundable application fee, per child (\$150 maximum per family). You will receive an application during the tour or you can download it in the forms section of the website. Upon final acceptance, your application fee is credited towards the enrollment fee.
3. You will receive a letter of acceptance via USPS which will include the tuition agreement. This agreement and non-refundable full enrollment fee must be returned to finalize your classroom spot.
4. Your family will receive a welcome packet with all the information you need to have a successful start at Canterbury Classical School.
5. Canterbury will require the completion of teacher recommendation forms as well as a pastor recommendation form.

### Requirements for the Students

1. Prospective students may be required to submit specific testing as required by Canterbury Classical School, taken within the last 12 months. Testing fees are at the expense of the family. Testing results may determine grade placement.



2. In addition to an evaluation administered by Canterbury, students may also be asked to participate in a shadow day to allow our teachers to gauge their academic and social abilities.
3. If there is evidence to show that the child may not be adequately prepared for the next grade level, with the parents' approval, he/she may be required to repeat the previous grade.
4. Students may also be asked to complete academic work prior to entering the classroom.

#### Requirements for the Parents

1. Parents should have a clear understanding of the philosophy and purpose of Canterbury.
2. The parents should be willing to cooperate with all the written policies of Canterbury. This is most important in the area of discipline and standards.
3. Parents are encouraged to take an active role in their child's education and create a positive relationship between school and family. Parents are encouraged to attend informational workshops provided by the school.
4. Since Canterbury seeks to teach and discipline in a manner consistent with the Bible and a godly home environment, we require at least one parent (or guardian) to have a professing Christian faith and be active members and in good standing with a local, Bible believing church.

### **FINANCIAL INFORMATION**

Tuition is on a 10-month pay schedule, August - May. For a monthly pay schedule tuition is due no later than the 5th day of each month.

A \$15.00 late fee will be charged for any tuition payments received after the 10<sup>th</sup> of each month. Tuition is non-refundable.

- Kindergarten: \$4,900/year
- Kindergarten Interludit: \$1,700/year
- Grammar School (1st-6th): \$5,100/year
- Logic School (7th-8th): \$5,300/year
- Rhetoric School (9th-12th): \$5,900/year

Tuition does not include personal school supplies, uniforms, school pictures, and field trips. A supply list will be provided at the beginning of the school year. Students are asked to bring a lunch, snack, and water bottle daily.

#### **Yearly Enrollment Fees:**

- K-1st \$220
- 2nd-6th \$325
- 7th-8th \$375
- 9th-12th \$425

\*Families with more than one student enrolled at Canterbury may choose to participate in our optional 20% sibling discount program. Only one form of tuition assistance may be used.

#### **Deposit & Enrollment Fee**

A \$75 non-refundable deposit is due with the student's application. This deposit is applied towards the enrollment fee. The deposit will guarantee your student's spot in the classroom and cannot be refunded once the school year begins. The enrollment fee is required to be paid in full by June 5th. Please refer to your tuition agreement.

## **FINANCIAL EXPECTATIONS POLICY**

Objective: To ensure communication between parents and the school regarding the conditions under which they are making payments on application, tuition and curriculum fees. This is to assist the parents and the school in having a clear understanding of financial expectations.

Tuition: Families and Canterbury Classical School are entering into an agreement whereby the school will provide an education as stated in the Vision, Purpose, Philosophy, and Objectives. Families are agreeing to pay tuition in order that the school may fulfill its obligations in educating students. The board establishes a budget for the school year based upon the commitment of parents to meet their financial obligation to the school. Without this commitment on the part of the parents, the school would not be able to fulfill their commitment. It is, therefore, important that parents understand their financial role in this process.

1. The annual tuition, enrollment, and application fees for all grades will be set by the board each year.
2. Any applicable family discounts will be set by the board each year.
3. Tuition shall be paid in 10 equal monthly installments due on the first of the month from August through May or can be paid in full in July. If a student withdraws there is no refund of tuition, enrollment, or application fees and those funds would become a donation to the school.

## **DELINQUENT TUITION POLICY**

Objective: To ensure that tuition is collected in a timely manner and to establish a policy whereby unpaid tuition is collected as quickly as possible.

The following process shall be followed in the collection of late fees (i.e., fees not paid in full by the tenth day of the month due) due to the school, unless other circumstances justify a different process be followed as determined by the Board:

1. All families and/or responsible parties that have students enrolled in Canterbury Classical School shall be notified of this tuition policy.
2. Good faith will be presumed on the part of all families that have their children enrolled in Canterbury, unless subsequent circumstances indicate otherwise.
3. The obligation of families and/or other responsible parties to pay tuition for the enrollment of their child in Canterbury Classical School is a contractual obligation enforceable under and in accordance with the laws of the State of North Carolina.
4. In the event tuition is not paid within the first ten working days of the month due, a reminder e-mail shall be sent to the applicable parents or responsible party (Delinquent Party). This reminder notice shall be sent by e-mail no later than the tenth of the month in which the tuition is due, and will indicate the assessment of late payment fees.
5. If tuition remains unpaid, or other arrangements (e.g., negotiated payment plans with the School Administrator/Head of School and approved by the Board of Directors of Canterbury Classical School to cure delinquent tuition) have not been made within 20 days after date the reminder e-mail was sent, the School Administrator/Head of School or their delegate shall personally contact the Delinquent Party to make payment arrangements.
6. If 60 days have elapsed since the date the delinquent tuition was due and the delinquent tuition remains unpaid, or other arrangements have not been made, the School Administrator/Head of School or their delegate shall send an expulsion notice, by certified mail, to the Delinquent Party. The expulsion notice

shall contain language that Canterbury Classical School reserves all remedies available under law to enforce the payment of delinquent tuition.

7. If after all of the foregoing efforts noted above have been exercised and a period of 90 days has elapsed from the due date, without payment of the delinquent tuition or other arrangements having been made, the School Administrator/Head of School shall inform the Delinquent Party that their student(s) are hereby expelled from Canterbury Classical School for failure to pay tuition.
8. Upon the payment of delinquent tuition, the Board, in its discretion, may permit the expelled student to be readmitted to Canterbury Classical School on such terms and conditions the Board deems necessary and advisable. No student will be permitted to start a new school year with an outstanding balance of tuition owed from the previous school year. Graduate diplomas, report cards for any grade level, and all standardized test scores shall not be issued until all tuition has been paid in full.
9. If circumstances warrant, the Delinquent Party and Canterbury Classical School may enter into an agreement for the payment of such delinquent tuition; provided that, such agreement is reduced to writing and signed by the Delinquent Party and School Administrator/Head of School, and approved by the Board. Such agreement shall be on file in the office of the School Administrator/Head of School.
10. No family/student shall be permitted to re-enroll in Canterbury Classical School for a future school year if such family/student is delinquent in tuition, unless such other arrangements have been made with the School Administrator/Head of School and approved by the Board.
11. The Board shall approve all expulsions and write-offs of uncollected tuition.
12. The School Administrator/Head of School shall include in the quarterly report to the Board all delinquent tuition accounts of more than 30 days.
13. To further the best interests of Canterbury, the Board, in its discretion, may waive or modify any portion or all of the foregoing policy by unanimous consent of the members of the Board then in office.

# IV

## STUDENT REQUIREMENTS

### **BASIC SCHOOL RULES**

The following list of school rules are those essential policies that we require all our students to be aware of and adhere to:

1. Dress/Appearance: All students are required to wear the school uniform of Canterbury Classical School. A student's appearance must be neat and clean. Hair should also be neat and clean. Please see the uniform section of the handbook for the specific uniform policy.
2. Students are expected to cooperate with basic Christian standards of behavior and conversation.
3. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
4. Respectful classroom behavior is expected. Students should keep good posture during lectures and receive permission before walking around the room. Logic and Rhetoric students are not permitted to eat in class.
5. No chewing gum, cell phones, electronic music devices or any type of electronic device are allowed on school grounds.
6. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
7. Students are expected to treat all of the school's materials or facilities with respect and care.
8. Public displays of affection are not permitted at school or school activities.
9. No threatening or bullying behavior and/or use of a weapon in a threatening manner. No weapons are allowed on school grounds.
10. No drugs, alcohol, tobacco or vaping products allowed on campus or school events held on or off campus.

### **DISCIPLINE POLICY**

The kind and amount of discipline will be determined by the teachers and, if necessary, the Head of School. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level, and teachers may opt to utilize our detention program. In order to maintain consistency, teachers and administrators regularly meet together to discuss biblical standards and school policy concerning discipline.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at Canterbury Classical School, love and forgiveness will be an integral part of the discipline of a student.

1. Office Visits:
  - a. Certain behaviors will automatically necessitate discipline from the Head of School (versus the teacher):
    - i. Drug, alcohol, tobacco or vaping products on campus
    - ii. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
    - iii. Dishonesty in any situation while at school, including lying, cheating, and stealing.
    - iv. Fighting, i.e. striking in anger with the intention to harm another student.
    - v. Obscene language.
    - vi. Harassment or bullying of any type.
  - b. During the visit with the Head of School, the Head of School will determine the nature of the discipline. The Head of School will require restitution.
  - c. If for any of the above, or other reasons, a student receives discipline from the Head of School, the following accounting will be observed within the school year.
    - i. The first and every time a student is sent to the Head of School for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
    - ii. The second office visit will be followed by a meeting with the student's parents and the Head of School.
    - iii. Should the student require a third office visit, a two-day suspension may be imposed on the student.
    - iv. If a fourth office visit is required, the student may be expelled from the school.
2. Detentions: For Logic and Rhetoric School students, detentions will be issued for misconduct not requiring a visit to the Head of School's Office. Detention will be served either during lunch or directly after school in a designated room. All detentions are recorded. Students who receive more than three detentions per semester are subject to a conference with parents, school administration, and/or teachers. Students will also be subject to off-campus suspension.
3. Disciplinary Committee: For certain situations the school may choose to form a disciplinary committee for review of incidents in question. Disciplinary Committee decisions are final.
4. Note on expulsion: Canterbury Classical School realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fourth office visit, the student may be expelled.
5. Serious Misconduct: If a student commits an act with such serious consequences that the Head of School deems it necessary, the office-visit process may be bypassed and suspension or expulsion may be imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.
6. Readmittance: Should the expelled student desire to be readmitted to Canterbury Classical School at a later date, the Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **GRIEVANCE POLICY**

**Objective:** To establish Biblical guidelines for the resolution of disputes and grievances in the operation of Canterbury.

**Scope:** These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Canterbury's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

### **Guidelines:**

1. It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

### **Students/parents to teachers:**

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrative staff member. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the Head of School.
4. If there is still no resolution, they should request a hearing from Canterbury's School Board.

### **Parents/patrons to administrator:**

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
2. If the situation is not resolved, they should request a hearing from Canterbury's School Board.

## **CELL PHONE/ELECTRONICS POLICY**

No electronic devices (i.e., cell phones, computer, iPad, iPod, MP3, Kindle, etc.) are allowed to be brought to school by students. Special, temporary permission may be granted upon the Head of School's approval. Unapproved electronic devices brought to school will be confiscated and returned to the parent(s) at the end of the school day during pick-up. **A note about smartwatches:** should these watches be used inappropriately during class, become a distraction, or the administration discover that texting is occurring during the school day, the student will lose the privilege of wearing one at school.

## **LOCKERS**

Logic and Rhetoric School students will be assigned lockers. Students may use a lock but must provide the combination to the school. Canterbury has the right to search lockers should the faculty member deem it necessary.

## **STUDENT HEALTH REQUIREMENTS**

1. All students attending Canterbury Classical School in Kindergarten or 1st grade must have on record with the school office, either a current immunization record for diphtheria, tetanus, polio, measles, rubella,

and hepatitis B or an exemption statement, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office. This is a state requirement. If you decide to opt out of vaccination, you must provide a letter to be on file.

2. Before the school will issue any medication to a student, we must receive written parental permission. In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol and Tums), we have a form available for parents to grant a year's general permission to the school to issue non-prescription medicines to their student(s). This form will be kept in the student's file. No prescription medicines will be dispensed without written parental permission each time.
3. Other forms necessary for student health records, obtained from the school office:
  - a. Health Assessment: Describes the basic health/illness history of each student, or appropriate exemption form for Kindergarten or 1st grade.
  - b. Copy of current immunization record or exemption statement
  - c. Student Information Sheet: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency. Includes a signed waiver in order to facilitate necessary emergency action.
  - d. Completed Medication Authorization Form

## **SICK STUDENTS**

**Colds:** Please keep your child at home if he has a fever over 100 degrees or is experiencing discomfort that would interfere with his ability to perform in school (i.e. uncontrollable coughing, severe lack of energy).

**Conjunctivitis (pink-eye):** Follow your doctor's advice for returning to school.

**Diarrhea/Vomiting:** A child with diarrhea and / or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

**Fever:** The child should remain at home with a fever greater than 100 degrees. The child can return to school after he has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

## **MENTAL HEALTH**

At Canterbury Classical School, we do our best to engage every student with the heart of understanding and grace. We strive to provide a safe and rigorous Christian education in a culturally stable learning environment all at a reasonable tuition rate. Our model is a beautiful one, but we all must recognize our ability to address serious behavior and/or mental health issues is limited due to our model and resulting staffing situation. Additionally, we strive to be mindful of the positive health of the overall classroom learning environment. We have created procedures and protocols that we hope ensure students are safe to reenter the classroom. Additionally, we want to be sure we communicate expectations of the student moving forward as well as clearly defining our school's limitations in regards to handling any continuing or future mental and behavioral health issues.

### **Discovery of Self-Harm Behaviors and Suicidality Protocol**

Canterbury Classical School is dedicated to the overall well-being of each student. We will take the discovery of self-harm behaviors or suicidality seriously and do our best to support families through the process of seeking treatment. Should the faculty of Canterbury become aware of self-harm behaviors or suicidality, the following protocols will be followed.

1. The parents will be contacted by our Behavioral and Mental Health Advisor who will be a point of contact throughout the course of treatment.
2. Canterbury will require confirmation from healthcare providers of the student's stability. As a result the student may be asked to remain off campus while initial assessments are being conducted. Additionally, the school may require information on standing appointments and treatment plans.

3. Canterbury will need access to information regarding any medical diagnosis or medications pertaining to the behaviors, as well as a release to communicate with the student's counselors directly.
4. Once necessary documentation is received and reviewed, the school will schedule a meeting to discuss requirements and protocol for the student's safe return to campus.
5. The school will work with the student to complete school work at home as necessary.
6. Should the conclusion be reached that Canterbury is not equipped or able to provide the proper classroom environment for the student, the school will work with the family to make the transition to another educational option as smooth as possible.

Our goal is to ensure that we are equipped to meet the student's needs and are able to support them through their treatment. We are committed to working with the family to ensure healthy integration back into the classroom setting.

## **ATTENDANCE REQUIREMENTS**

**A student enrolled in Canterbury Classical School is expected to be present and on time in school every day school is in session.** The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the students are kept by the classroom teacher and reported on the student's report card each quarter.

**Tardy:** When a student arrives at school after the start of school (8:15 logic and rhetoric/8:30 grammar).

**Tardy Policy:** If the child is tardy due to a doctor's appointment a written note is required from the medical office for the tardy to be waived. Students are expected to arrive on time and remain in school for the entire school day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. At the 6th unexcused tardy or early dismissal in one semester, the school will notify the parent/guardian and a meeting with school administration regarding tardiness and attendance may be required. At the 10th unexcused tardy or early dismissal in one semester, a parent/guardian will be contacted by a member of the school administration to arrange a meeting with school administration including a representative of the school board.

**Absence:** When a student who is absent from school for 3.5 hours or more

**Excused Absence:** Will be defined as an absence due to sickness with a note from a parent or a doctor.

**Unexcused Absence:** Will be defined as any missed day of school not related to an illness.

1. **Illness Absence:** If a student is sick and will not be present at school it is the responsibility of the parent to notify the student's teacher by 8:30 a.m. with a phone call, text message or e-mail. This notification must take place each day the child is sick. If no notification is received from the parent the child will be marked absent as unexcused.
2. **Short-Term Absences:** If a student needs to be absent from school for one to two days, for any reason outside of an illness, the parents should notify the appropriate teachers three days in advance.
3. **Long-Term Absences:** If a student needs to be absent for three or more consecutive days, the parents should notify the school by explaining the circumstances, as well as contacting the appropriate teachers and the Head of School. **Long-term absences require approval from the school.** This will permit the teacher(s) to compile the necessary schoolwork which the student would otherwise miss. Notification should be made at least three days in advance.
4. **Extended Absences:** If a long-term absence from school (family death, family emergency, etc.) is necessary the Head of School must be notified and approval must be given to the family. **It is expected families will**



**utilize the school breaks to travel and will not take away from educational time with travel during days when school is in session.** If an extended absence is required it is expected the student(s) will work ahead as much as possible under the direction of the teacher and any additional work must be completed as make-up work upon the return to school.

5. Maximum Absences: In the event a student is absent from a class, or from school, **for more than ten unexcused days during the school year**, the student's parents will meet with the Head of School (and teacher(s) if necessary) to determine whether the student will receive a letter grade, or a grade of P (pass) or F (fail) on his report card.
6. Scheduled Appointments: we strongly encourage parents to schedule any appointments after school hours. It is expected that students will be in class during educational hours and any personal appointments will occur after dismissal.
7. Excessive absences of any kind may result in a meeting with the parents and school administration to discuss any resulting implications of excessive missed classroom time. Note: two types of attendance records are kept at the logic and rhetoric school level for each student: 1) class attendance and 2) daily attendance. Class attendance is defined as a student's presence in class for at least two-thirds of the class period. The teacher's grade book is the official record of class attendance. Daily attendance is defined as the student being present in school for at least one-half of the school day. The computer printout generated by the Student Information System in the school attendance office is the official record of daily attendance at school.
8. To receive high school credit for a course, a student must not have more than five unexcused class absences per semester. Both class attendance and daily attendance are counted when calculating this figure. Out-of-school suspensions do not count as absences for course credit.
9. If a student exceeds five (5) unlawful absences, but earns a passing average for the course:
  - a. The student may earn credit through an approved program or district summer school or another approved program.
10. If a student is absent from a class due to an unlawful absence, logic and rhetoric students are responsible for the material missed. Parents of grammar school students should communicate with the teacher for makeup work.
11. Students who are not in school for at least one-half of the day cannot participate in any activities after school that day/evening

# V

## SOCIAL MEDIA

### SOCIAL MEDIA POLICY

Our school community members use social media platforms to connect with prospective families, current families, students and alumni. This may include promotional materials, educational content, and school activities, amongst others. The tools we use to do this are Facebook and Instagram. Canterbury takes social media seriously. Faculty, staff, and students are all expected to show respect and to take the privacy of others into careful consideration. Canterbury Classical School advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access social media. Students are not permitted to be online while on the school campus.

**Privacy Protection:** To ensure the safety of our community, the school will never post or release information that is considered private and confidential. This includes posting conversations, names, personal schedules, addresses, phone numbers, etc. without noted consent. Photos of students will not be posted on social media accounts if a parent specifically opts their child(ren) out of such communications. Unless otherwise opted out, students automatically opt-in.

#### **Expectations for Faculty and Staff**

1. Employees may not initiate friend requests to students.
2. Employees may not accept friend requests from students in any grades.
3. Employees may not initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional.

**Expectations for Students:** All students of Canterbury Classical School are a representation of the school community as well as the Body of Christ. Students are expected to employ responsible behavior in social media interactions. Should social media interactions between students begin to impact school culture and performance, the administration may require a meeting to discuss.

# VI

## UNIFORMS

### PHILOSOPHY OF UNIFORMS

*But to take a costume of which the only conceivable cause or advantage is that it is a sort of uniform, and then not wear it in the uniform way - this is to be neither a Bohemian nor a gentleman. It is a foolish affectation, I think, in an English officer of the Life Guards never to wear his uniform if he can help it. –G. K. Chesterton.*

*Rich, not gaudy; for the apparel oft proclaims the man. – Shakespeare*

Essay, Devin O'Donnell, Headmaster, St. Abraham's Classical Christian Academy:

There is an odd and rather insidious idea floating around in culture today. In truth there are many such bad ideas, but one of them in particular concerns your children here at St. Abraham's. We live in a culture today that encourages and lauds the distinguishing of oneself from the crowd. The fallout of Sartre's Existentialism has drifted on the prevailing winds of secular humanism and has filtered down into popular consciousness. Each one of us has been repeatedly told to "be unique." You mustn't try to imitate anyone; you must always "be yourself" or "be an individual." Here I will not dwell further on the insipid and damaging consequences of such ideas as it relates to one's ontology, nor will I enter into an extensive Biblical critique. Suffice it to say, I wish only to point out the fact that wearing a uniform consisting of ties for boys or jumpers for girls is very unpopular thing these days. It should not surprise you that ties for boys and jumpers for girls are, sadly enough, against the fashionable norm. What might come as a surprise, however, is that the practice of wearing uniforms is not against the fashionable norm. The truth is that we can never escape wearing uniforms, and in spite of all our attempts to be different from one another, we as humans cannot help from settling into pools of uniformity.

The punk-rocker from the 80s, with his spiked hair, fitted plaid pants, his leather jacket and creepers, has a uniform. The rockabilly, with his pompadour and cuffed jeans, has his. The Seattle-based or Portland-based look as seen in the skinny coffee-shop barista, with fitted clothes and a neatly visible tattoo or piercing. I could go on. And it is even true that certain brands of clothes—Gap, J Crew, Urban Outfitters, Sean Jean—cater to certain uniforms, even setting the trend in most cases.

The point, therefore, is not whether we wish to wear uniforms but what kind of uniforms to wear. This leads to a very important theme, one that our amnesiac culture has forgotten, that is, the relationship between form and content. The look of a thing has everything to do with what that thing means. Although we have been told never to judge a book by its cover, the reality is that we cannot help from judging things by their appearance because, as Flannery O'Connor says, "every time you open your eyes you are judging the world." When a man gets a tattoo on his face, it is not because he wants other people to look at him, completely impartial to his physical appearance, assuming that the content of his soul is one of beneficence and that the flames tattooed on his face have nothing whatever to do with his beliefs in the world. No. It is the opposite. People who decorate themselves in such ways do

it precisely because they want you to judge them by their appearance. They wish to communicate some vision of beauty (or ugliness) in the form of the person. It is the same reason, as Chesterton points out, that a police officer wears his uniform; nobody wants to be rescued or pulled over by a guy in his pajamas; nobody would take him seriously.

And this leads us to our final point: taking education seriously. The question, again, is what one intends to communicate through the chosen form of dress. It is our belief here that children should not determine this for themselves. We do not let children dress however they wish for the same reason we do not let children speak whatever language they invent; we impose a dress code for the same reason we impose speaking English. God cares about the form as well as the content; and so should we. One might ask, "What hath Khakis, sweater vests, and ties to do with Athens?" The answer is much. Khakis, sweater vests, and ties communicate a seriousness about education. As parents we ought to be serious about the education of our children; we ought to approach the entire experience of school with a serious joy and a happy gravitas. This includes even the clothes we wear.

### **STUDENT UNIFORM REQUIREMENTS**

Students attending Canterbury are expected to adhere to the dress code as outlined in the following uniform policy. Please contact the administration if you have any questions regarding dress code.

All students will dress neatly, shoes tied, no holes/tears in clothes and clothing appropriately sized for the wearer. All male students are required to tuck in their shirts. In addition, all uniforms must be clean in appearance and the students must have groomed hair.

Cheerful, consistent compliance is expected; grumbling or challenging attitudes will be subject to disciplinary action.

### **Girls**

#### ***Girls Regular Uniform– to be worn every day but Wednesday.***

- White button-down, collared uniform shirt (short or long-sleeved). No polos. *Girls shirts with an even hem line do not need to be tucked in. Any shirt with tails or tunic style is required to be tucked in.*
- Khaki or black dress pants (without cargo pockets, no leggings or sweatpants). Any type of stretch pants or yoga pants are not permissible. No black or khaki colored denim pants.
- Khaki or black uniform shorts (without cargo pockets). No shorter than 2-2 ½ inches above the knee. Skirt or jumper (khaki, charcoal gray, black, or uniform plaid). No shorter than 2-2 ½ inches above the knee.
- Black blazer; red, black or gray/charcoal sweater (sweater vest or cardigan), or Canterbury sweatshirt. Sweatshirts may be purchased through our Merch Sale. No other "hoodie" sweatshirts/sweaters are permitted. Coats are allowed outdoors and do not have to comply with dress code standards.
- Cross-tie (black, red or uniform plaid). Rhetoric School girls only may wear a long tie but ONLY with a skirt. Rhetoric School girls may not wear a long tie with pants or shorts. Girls have the privilege of wearing a cross-tie each day.
- Socks, tights, leggings, or stockings (solid red, black, gray/charcoal, or white). Patterns of any kind are not permitted.

#### ***Girls Dress Uniform***

Please note the Updated requirements for Dress Uniform as described below. These specifications only apply to Dress Uniform Days (Wednesdays and other special occasions). The standard uniform specifications apply to all other days. All skirts and jumpers must be no shorter than 2-2 ½ inches above the knee.

**Kindergarten - Second Grade:**

- White button down with peter-pan (curved) collar; long or short sleeved
- Drop waist Canterbury plaid jumper
- Canterbury plaid cross tie
- Solid black knee-socks, leggings or tights
- Black dress shoes; closed-toe; only ankle boots permitted
- Optional: red cardigan sweater, sweater vest, or cardigan -- no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards

**Third - Fifth Grades:**

- White button down with peter-pan (curved) collar; long or short sleeved
- V-top Canterbury plaid jumper
- Canterbury plaid cross tie
- Solid black knee-socks, leggings or tights
- Black dress shoes; closed-toe; only ankle boots permitted
- Optional: charcoal gray sweater, sweater vest, or cardigan -- no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards

**Sixth - Eighth Grades:**

- White button down with pointed tip collar; long or short sleeved
- Canterbury plaid pleated skirt; no shorter than 2-2 ½ inches above the knee
- Canterbury plaid cross tie
- Solid black socks, knee-socks, leggings or tights
- Black dress shoes; closed-toe; only ankle boots permitted
- Optional: black sweater, sweater vest, or cardigan -- no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards

**Ninth - Twelfth Grades:**

- White button down with pointed tip collar; long or short sleeved
- Canterbury plaid pleated skirt; no shorter than 2-2 ½ inches above the knee
- Canterbury plaid tie (long tie/not cross tie)
- Solid black socks, knee-socks, leggings or tights
- Black dress shoes; closed-toe; only ankle boots permitted
- Required: Black Blazer (no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards)

**Boys**

***Boys Regular Uniform – to be worn every day but Wednesdays:***

- White button-down, collared uniform shirt (short or long-sleeved) All shirts must be tucked in. No polos.
- Khaki or black uniform dress pants; no cargo pockets or sweatpants; no black or khaki colored denim pants
- Khaki or black dress shorts (no cargo pockets); no shorter than 2-2 ½ inches above the knee

- Black blazer; red, black or gray/charcoal sweater (sweater vest or cardigan), or Canterbury sweatshirt. Sweatshirts may be purchased through our Merch Sale. No other “hoodie” sweatshirts/sweaters are permitted. Coats are allowed outdoors and do not have to comply with dress code standards.
- Necktie or bow tie in uniform plaid, black or red. Boys have the privilege of wearing a black or brown belt and necktie each day.
- Black or brown belt (Consider investing in a reversible belt that can display either a black or brown side.)

***Boys Dress Uniform***

Please note the Updated requirements for Dress Uniform as described below. These specifications only apply to Dress Uniform Days (Wednesdays and other special occasions). The standard uniform specifications apply to all other days.

**Kindergarten - Second Grade:**

- White button down dress shirt; long or short sleeved
- Black dress pants (no shorts)
- Canterbury plaid tie (no bow ties on Dress Uniform Days)
- Black dress shoes (closed-toe) and black belt
- Optional: red sweater, sweater vest, or cardigan -- no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards

**Third - Fifth Grades:**

- White button down dress shirt; long or short sleeved
- Black dress pants (no shorts)
- Canterbury plaid tie (no bow ties on Dress Uniform Days)
- Black dress shoes (close-toe) and black belt
- Optional: charcoal gray sweater, sweater vest, or cardigan -- no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards

**Sixth - Eighth Grades:**

- White button down dress shirt; long or short sleeved
- Khaki dress pants (no shorts)
- Canterbury plaid tie (no bow ties on Dress Uniform Days)
- Brown dress shoes (closed-toe) and brown belt
- Optional: black sweater, sweater vest, or cardigan -- no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards

**Ninth - Twelfth Grades:**

- White button down dress shirt; long or short sleeved
- Khaki dress pants (no shorts)
- Canterbury plaid tie (no bow ties on Dress Uniform Days)
- Brown dress shoes (closed-toe) and brown belt
- Required: Black Blazer (no other sweatshirts permitted in class on Dress Uniform Days; coats are allowed outdoors and do not have to comply with dress code standards)

**General Uniform Information**

- **Outerwear** - For inclement weather, jackets and raincoats are permissible but may not be worn in the classroom.
- **Underclothes/shirts** - All undershirts/bras under the white uniform shirts must be solid white or neutral toned.

- **Pants** - Pants should be dress pants. Any type of athletic pants or yoga pants are not permissible. No cargo pants. No black or khaki colored denim pants. Any tights or leggings should complement the uniform and be matching, solid colors only - red, gray/charcoal or white. Patterns of any kind are not permitted.
- **Makeup** - All makeup worn to school must be natural in appearance. No heavy eye make-up or bright colored lipstick.
- **Jewelry** - All jewelry must be conservative, simple and tasteful in style. It may not detract from the uniform in any way. Students may be asked to remove piercings.
- **Hair Accessories** - All hair bows and headbands must compliment the uniform. They must be red, black, gray/charcoal or white. They may not detract from the uniform in any way.
- **Shoes** - Colors only in brown, black, red, white, or gray/charcoal. Boots can be solid brown, black or gray and may not go above the knee. No military/combat style boots. Shoes may not have excess features or adornments and should not detract from the uniform. In warm weather sandals are permissible. Flip flops are not permitted.
- **PE** - Students grades 5 and up will receive gym shorts at registration for PE class. These students are required to wear these shorts or black gym pants with a Canterbury t-shirt for PE. Students are not allowed to crop-off their Canterbury t-shirts for PE. Appropriate shoes are required for PE.
- **Hats** - Hats or head-scarves are not permitted. Exceptions include recess and hat passes.
- **Dress Down Days** - On occasion, students will be given the privilege of a dress down day. Dress down days must include a Canterbury T-shirt. Bottoms may not have holes/tears. Full Dress down days may only be issued by the Head of School.
- **Chemistry** - Students taking chemistry must wear closed-toe shoes on lab days.

**Plaid Guidelines** - Canterbury students are to wear a specific plaid called “Plaid 63”. Availability for our school plaid varies each year.

- **Cookie's Kids:** In the search bar, enter “plaid 63” and all of the items they sell in our plaid will pop up. When you find a skirt or jumper that you like, just choose the color Black/Red/Gold Plaid #63.  
<https://www.cookieskids.com/Search.aspx?k=plaid%2063>
- **Family School Uniforms:** Enter “plaid 63” in the search bar. [www.familyschooluniforms.com](http://www.familyschooluniforms.com) -
- **Ideal Uniform:** You can find Canterbury in their “Shop Your School” section. Our zip code for the search is 28806. [www.idealuniform.com](http://www.idealuniform.com)
- **Shaheens:** Enter “plaid 63” in the search bar. [www.shaheens.com](http://www.shaheens.com)

**Violations** - Violations of the dress code will be addressed according to the following procedures. Tabulation begins at the beginning of school in August and again in January.

- **First and second offenses** will result in a written warning given to the student or parent.
- **The third violation** will result in a missed recess or a detention.
- **The fourth and all further violations as well as any egregious violations** will result in a phone call to the parent(s) to pick-up the student or bring the appropriate clothing to school for the student to be in compliance with the uniform policy.

# VII

## GRADING

## PROMOTION

## RETENTION

### **HOMEWORK PHILOSOPHY AND GUIDELINES**

We want to encourage our students to use their time away from school to read, play, rest, and be involved in their churches and communities. Canterbury Classical School is committed to a full and rigorous school day, and as such strives to keep the students' homework load to a minimum in grades K-6th. Students in the Logic and Rhetoric schools should expect to receive some homework on a more regular basis. Below are the primary reasons or causes homework would be assigned in grades K-6th:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (math, languages, sciences, etc), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since Canterbury Classical School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The necessity for doing homework will vary from grade to grade and even from student to student.

### **GRAMMAR AND LOGIC SCHOOL PROMOTION**

For students struggling academically, the school will work with families for solutions. If promotion is questionable, the school and family will work together to make a decision about what is best for the student taking into consideration the limitations of the resources the school is able to provide. Final decision will be made by head of school.



## ACADEMIC PROBATION POLICY

Objective: To provide additional motivation to students whose academic achievements are not up to their capability. This applies only to secondary students, grades 9 and up.

1. Secondary students are required to maintain at least a 2.0 grade point average during any two consecutive quarters. Exceptions will be made for students who have a grade point average of less than 2.0 but have not failed any courses during the quarter in question.
2. Grade point averages (G.P.A.) for each secondary student will be calculated at the end of each quarter.
3. If a student's G.P.A. is at or below 2.2 (i.e., a "C" average), that student will be placed on academic probation during the following quarter. A parent/teacher conference will be arranged at this time.
4. If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, that student will continue to be on academic probation, which could result in not being permitted to re enroll.
5. Students who are on academic probation are ineligible to participate in extracurricular activities.
6. Grade point equivalents:

A = 4.0                  B = 3.0                  C = 2.0                  D = 1.0                  F = 0.0

Grade point equivalents for weighted Honors Classes:

A = 4.5                  B = 3.5                  C = 2.5                  D = 1.5                  F = 0.0

# VIII

## MISCELLANEOUS INFORMATION

### PARENT INVOLVEMENT

*“Train the child in the way he should go and when he is old he will not turn from it...”*  
Proverbs 22:6

1. The family unit is of first importance to Canterbury Classical School since the family (unlike the school) is a primary human institution ordained by God. No other institution is given the high calling of bringing forth and raising up children. Therefore, Canterbury Classical School is continually seeking ways to constructively involve the parents, grandparents, and siblings of our students in the school's regular and special programs.
  - a. Parents are encouraged to volunteer in the classrooms and/or other school sponsored activities and events.
  - b. Parents are requested to arrange a time with their child's teacher before visiting the classrooms.
2. Communications with the school's parents, in terms of critical parental involvement, are only second to having the parents actually in the classroom. The parents should never have to be in a position of wondering what is happening in their child's class or wonder how their child is progressing
  - a. Grammar School teachers are required to communicate with all the class parents on a regular basis. This may be done in a written or verbal form.
  - b. At the end of the first, **mandatory formal parent-teacher conferences** will be arranged. (Informal conferences may and should be arranged as needed.)
3. If a parent has a concern or observation to make about a classroom, please make that directly to the teacher, and not to another parent. If it is necessary to take the observation or concern further, please take it to the Head of School. God will honor this commitment by all (parents, teachers, administrators) and provide a healthy school environment that will bring glory to Christ.

### CLASSROOM CELEBRATIONS

As a school there will be times we have celebrations. Out of respect for the different dietary needs of our students, please be mindful of the special snacks you bring to school. Please consider bringing in fun snacks that are low in sugar and free of food dyes. This helps to accommodate all of our students and allows for a better learning environment throughout the day. In addition, please consider bringing in items that do not contain nuts. Classroom celebrations are under the direction of the teacher and the individual classrooms. Please consult with the student's teacher or the room parent prior to any celebration for more specific details.

## ENTERING THE SCHOOL BUILDING

Parents and volunteers throughout the day should ring the doorbell located at the entrance of the building. No parents should receive keys or codes for entrance.

## RELEASE OF STUDENTS POLICY

Teachers are not to release a student during regular school hours to anyone before first checking with the school administration and/or parents. The administration should be made aware of any instance of the legal parent or guardian removing the child during regular school hours. A child will never be released to a stranger without written consent by the parent or legal guardian, and the person picking up the student must present identification, such as a driver's license.

Class schedules are not conducive to early dismissals; therefore, early dismissals on a regular basis in these grades are discouraged. Students leaving early are a disruption to the class, a burden on the teachers, and a hindrance to the student's academic endeavors. We ask parents to limit taking students from school before dismissal. Any classwork missed by a student due to leaving campus early will be required to be completed. Students missing a disproportionate amount of time due to leaving early will be called in for a meeting with their parents and the school administration.

### *Early release procedures*

To pick up your child early from school, please communicate with school administration as well as your child's homeroom teacher. A staff member will meet you at the entrance when you arrive.

## PICK-UP PROCEDURES

*There are two options for pickup* . Children **must** remain with school staff until walked to the parent's car, or directly to a parent walking up, and **always** the parent/guardian picking up **must present the appropriate pass to do so** .

**OPTION 1 - Car Line:** Parents will receive several window signs with your child's last name to display on your dash/windshield for pickup (You can clip it to the visor of your car for optimal visibility for teachers). For the safety and security of our students, **any person picking up your child must have this sign clearly displayed**. When school is released, children will be loaded into vehicles by a faculty member or parent volunteer. The side door will be used for students to exit to the car line. Parents **should not get out of vehicles to talk with the teacher or other parents**.

**OPTION 2 - Parent Walk-Up:** Parents may park and walk-up to sign out students. Please park in the school parking lot and walk over to the main entry and sign your child out directly with the on-duty staff member. **In addition to the window signs for vehicles, each student will receive laminated pick up passes to distribute to friends and family who are authorized to pick up your child from school**. Students **will not be released to anyone unless they have the appropriate pick up pass**.

**Logic and Rhetoric School Release:** The release of our Logic and Rhetoric School students will remain the same as our Grammar School campus with the exception of written permission for release without an adult present to pickup. Parents will have access to an online form where all special release requests must be submitted. Additionally, parents may opt to sign a waiver permitting the school to release students each day at dismissal without written permission.

### **Late Pick-up**

If, for any reason, a ride has not arrived for a student by the time the car line is completed, the teacher will attempt to call the parent (or ride), and the student will accompany the teacher back to his/her classroom. **Late fees are \$10**

**per child for a late pick-up of 10 minutes. A late pick-up of 10-15 minutes will be \$15 per child and a child picked up later than 15 minutes will be \$20 per child.**

## **ASSOCIATION MEMBERSHIP**

Canterbury Classical School is a member of the Classical Latin School Association.

<http://classicallatin.org>

The Classical Latin School Association (CLSA) is an association of elementary and secondary schools working to promote the transmission of the culture of the Christian West through the Classical Core Curriculum™. The Classical Core Curriculum™ was developed at Highlands Latin School in Louisville, Kentucky. After teaching the mastery of basic skills and classical children's literature in the primary grades, its dual focus is on the intellectual skills of the liberal arts and the cultural content of the great books from 3rd through 12th grade.

## **HOUSE SYSTEM**

The house system is a traditional English feature of schools, but has spread around the world. Essentially, each student is assigned to a subgroup of students for their tenure at the school. Houses gather together for events, compete against each other and provide a smaller cross section of the student body. Houses are typically named after animals, creatures, and historical or religious figures. Additionally, houses are usually identified by their own symbol, logo, and/or color.

### **Canterbury House Functions and Structure**

All students first grade and up will be thoughtfully assigned a house. This will be the students' houses throughout their time at Canterbury.

- **Identity:** The house system provides a framework for the nurturing of community and camaraderie, allowing for deeper relationships and a sense of belonging.
- **Collaboration:** The house system offers many opportunities for students from different grade levels to work together for common goals.
- **Leadership:** Each house will elect representatives comprising the legislative branch of Canterbury's Student Government. These representatives will serve the school by proposing and approving student extra-curricular ideas as well as assisting with service and fundraising projects. Each house is supported by a faculty sponsor who serves as the executive branch supervising government endeavors. The judicial branch (Head of School) reviews plans and ensures they align with the student handbook.
- **Competition and Incentive:** Students can earn points for their house (never lose them) for a variety of reasons. The point system will be carefully calibrated to award virtue (ie participation, effort, kindness, charity) just as much as achievement.
- **Enriched Educational Content:** Each house name is derived from a character or creature in Greek Mythology (\*a hallmark subject of classical education\*), serving as a house mascot. Additionally, the houses each have three assigned patrons from history that represent the Transcendentals: goodness, beauty, and truth. Houses offer opportunities to study these characters and people, adding additional richness and depth to Canterbury's curriculum content. \*To learn more about why we study Greek Mythology, check out [this article](#).

### **Points**

Canterbury faculty and staff will be able to award house points for a variety of reasons to the discretion of the teacher. Point slips should be filled out and may be placed in the black box outside of Mrs. Sanford's office by teachers or students themselves. The winning house will receive a reward at the end of the year.

### Canterbury House Names and Patrons

- **Chiron (kai-ruhn):** In Greek mythology and one of the Centaurs, Chiron lived at the foot of Mount Pelion in Thessaly. Unlike other Centaurs, who were crude and savage, Chiron is famous for his wisdom and knowledge of medicine.
  - Virtue: wisdom and knowledge
  - Patrons: Augustine (Truth), Esther (Goodness), Homer (Beauty)
- **Orpheus (or-fee-uhs):** Orpheus was a musician, poet and prophet in Greek mythology. His parents were the king of Thrace Oeagrus and the muse Calliope. It was the god Apollo who taught Orpheus how to play the lyre when he was an adolescent. His music had the ability to charm the animals and make the trees dance.
  - Virtue: creativity and the arts
  - Patrons: John (Truth), Teresa (Goodness), Tolkien (Beauty)
- **Arion (uh-ree-uhn):** In Greek mythology, Arion is a divinely-bred, fabulously fast, black-maned horse. He saved the life of Adrastus, king of Argos, during the war of the Seven against Thebes.
  - Virtue: athleticism and endurance
  - Patrons:- Peter (Truth), Catherine (Goodness) Dante (Beauty)
- **Phoenix (fee-nux):** The phoenix is a long-lived, immortal bird associated with Greek mythology (with analogs in many cultures) that is cyclically regenerated/born again. Some scholars have asserted that the mythological phoenix has been presented in literature as a motif and symbol of Christ's resurrection.
  - Virtue: renewal and redemption
  - Patrons: Macrina (Truth), Stephen (Goodness), Lewis (Beauty)