

2020-2021

PARENT STUDENT HANDBOOK



**CANTERBURY CHRISTIAN SCHOOL
101 NORTH EL MONTE AVENUE
LOS ALTOS, CA 94022**

Office: (650) 949-0909

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Email: office@canterburycs.org

Website: www.canterburycs.org

Office Hours: 7:30 am to 3:30 pm

Canterbury Christian School operates as an educational non-profit tax exempt 501(c)3 organization and does not receive any federal or state funding nor does it participate in any federal or state sponsored program.

VISION STATEMENT

Canterbury Christian School prepares students to confidently respond to Christ's call on their lives. (Matthew 6:33)

MISSION STATEMENT

Canterbury Christian School, commissioned by Jesus Christ (Matthew 28:18-20), provides parents with an excellent Classical Christian education for their children. By maintaining a structured environment, built upon Biblical foundations, our dedicated staff supports the spiritual and character growth of each student. Our culture honors our heritage and advances a Godly legacy for the future.

THE CANTERBURY TEAM

Fr. Steve Macias, Headmaster
(650) 204-5690
headmaster@canterburycs.org

Miss Kathy Goodell, Executive Assistant/Office Administrator
(650) 949-0909
kgoodell@canterburycs.org

Miss Lynora Hart, Director of Financial Development
(650) 689-3362
lhart@canterburycs.org

Mrs. Andrea Schwartz, Online Family Academy
aschwartz@canterburycs.org

Mr. Paul Materum, 4th grade teacher
pmaterum@canterburycs.org

Fr. James Gadowski, 3rd grade teacher
jgadowski@canterburycs.org

Mrs. Rhoda Moulden, 2nd grade teacher
rmoulden@canterburycs.org

Miss Amy Lien, 1st grade teacher
alien@canterburycs.org

Mrs. Susie Ju Kruger, Kindergarten (K5) teacher
sju@canterburycs.org

Mrs. Aruna Vijay, Kindergarten teacher (K4) teacher
avijay@canterburycs.org

Fr. Christopher Parrish, Latin Teacher
cparrish@canterburycs.org

2020-2021 CALENDAR

Sept 23, 2020 - First day of school

October 25 - Minimum Day – End of Second Quarter

October 26 - Open House for Canterbury Parents

October 30 - All Saints Day Parade/Grandparents Day

October 30 - Minimum Day -- End of First Quarter

Nov 25-27, 2020 - Thanksgiving vacation (no school)

Dec. 6, 2020 - Canterbury Christmas Choir Concert (10:30 AM)

Dec 18, 2020 - Last day of school before Christmas break

January 4, 2021 - School Resumes

January 15, 2021 - Minimum Day -- End of Second Quarter

Feb. 9, 2021 - Talent Show

Feb 15-19, 2021 - Washington's Birthday Week (no school)

March 26, 2021 - Minimum Day – End of Third Quarter

March 28, 2021 Canterbury Easter Concert (10:30 AM)

April 5-9, 2021 - Easter vacation (no school)

April 24, 2021 – “Best of the Brits” Festival

May 28, 2021 - Minimum Day – End of Fourth Quarter

May 31, 2021 - Memorial Day (no school)

June 2, 2021 - Last Day of School

June 3, 2021 - End-of-School Picnic

Summer 2021 - Enrichment Camps and Vacation Bible School

DAILY SCHEDULE

7:45	Classroom doors open
8:15	Tardy Bell - Classes begin
8:30	Chapel (3,4 - M,W) (1,2 - T,TH)
9:50 - 10:10	Morning Recess for K4 & K5
10:10-10:30	Morning Recess for 1st & 2nd
10:30 -10:50	Morning Recess for 3rd & 4th
11:30 - 11:50	Lunch for K4 & K5
11:50-12:10	Lunch for 1st & 2nd
12:10 -12:30	Lunch for 3rd & 4th
11:50 - 12:10	Lunch Recess for K4 & K5
12:10-12:30	Lunch Recess for 1st & 2nd
12:30 -12:50	Lunch Recess for 3rd & 4th
1:30 - 1:45	Afternoon Recess for K4 &K5
1:45-2:00	Afternoon Recess for 1st & 2nd
2:00 -2:15	Afternoon Recess for 3rd & 4th
3:00-3:20	Dismissal

DROP-OFF AND PICK-UP PROCEDURES

Upon entering the premises, parents will drive their car up to the *CHAPEL* drop-off point and then drive out the exit (right turn only).

During pick-up parents will drive onto the campus and display a placard with their child's name and grade. Each family will receive two placards. Canterbury staff will assist children into their vehicles.

Students and visitors are subject to a health screen using thermometers and symptom questionnaires.

AFTERSCHOOL ENRICHMENT

Afterschool enrichment is available for students at the additional rate of \$15 per hour. Parents interested in the afterschool enrichment programs should enroll at orientation. A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in after school enrichment.

FINANCIAL POLICIES

In order to secure your child's space for the upcoming school year, the school must receive a non-refundable and non-transferable enrollment deposit along with the signed (by both parents) enrollment agreement. The enrollment deposit is applied towards the total tuition due. At the end of the enrollment period, remaining spaces will be filled by applicants on our wait list.

Tuition payments are due on the 1st of the month and are considered late if received after the 5th of the month. If the 5th falls on a weekend or holiday then the due date is extended to the next business day. A late fee of \$50.00 will be charged for payments received after 3:30 pm on the due date.

Canterbury offers two payment plan options: either a two-installment plan or a 10-installment plan. For parents who elect to pay in two installments, the first payment is due June 1st and the second is due December 1st. Parents who wish to pay in 10 installments will make payments from June 1st through March 1st of the subsequent year.

Please note that the withdrawal deadline is June 1st. After that date no refund of tuition will be paid, and parents are obligated for the full year's tuition. (See sections 1,4 and 6 of the enrollment agreement.)

Canterbury's Director of Financial Development, Lynora Hart, oversees fundraising and alumni relations. We rely on a partnership with the Canterbury community-our current and former

parents, alumni, staff, board members and friends. Your generous tax-deductible gifts enable us to provide excellent academics, competitive compensation packages and necessary facility upgrades.

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

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.

Beginning the 1st 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

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.

GENERAL INFORMATION

Absences

All children are expected to be in attendance each day unless they are ill, or a family emergency arises. In case of absence, please notify the office via phone or voicemail by 8 am and include the reason for the absence. Also indicate whether you will be picking up any make up work. Make up work will be available in the office between 3 and 3:30. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences.

Should it become necessary for a student to miss school for planned family activities, a written request for absence should be submitted to the Headmaster for approval at least one week in advance. Arrangements for a make-up work contract will be made with the student's teacher and a \$10 fee is assessed per day. All work is due upon the student's return to school.

Tardies

The school day begins promptly at 8:15 A.M. A student is considered tardy when he arrives after that time. If a student arrives during or after the pledge to the flag, he is to report to the office.

A tardy note will always be sent home to be signed by the parent and returned the following day. A student's third tardy is disciplined with a tally.

Early Dismissal

A parent must notify the office if their child is being picked up early. Students must report to the office where they will remain until they are picked up by their parent(s) or authorized person. They should check back to the office upon their return.

HEALTH AND IMMUNIZATION

California law requires all students attending K–5th Grade in California for the *first time* to have a physical examination **within the 12-month period prior to entering school**. Immunization can be taken care of through your physician or local health department authorities. See the California Immunization Handbook at ShotsForSchool.org.

Accidents

In the case of a medical emergency or accident, depending on the severity, an ambulance may be called at the expense of the parent. 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. Minor scratches and bruises will be treated with cold packs or band aids and antiseptics. Canterbury does not carry medical insurance for students.

Communicable Diseases

Canterbury will notify parents when students have been exposed to a communicable disease within the school. It is also important that parents notify the school office of any contagious illnesses or conditions, such as:

- Chicken pox • Rubella • Mumps • Strep throat • Measles
- Head lice • Fifth disease • Whooping cough • Pink eye

Illness

If a child becomes ill at school, the child will be isolated from other students, and a call will be placed to the child's parent. Canterbury will contact the parent first, and if they are not available, a call will be placed to other emergency contacts as listed on the child's emergency form. Students are not permitted to re-enter school until they are symptom free for 24 hours. Staff will check students daily. If the following symptoms are exhibited, the

parent will be notified to pick up the child. Please make every effort to pick up your child within thirty minutes of notification.

- Green discharge from the eyes or nose • Watery, inflamed eyes
 - Crusty eyelids • Deep cough • Vomiting • Diarrhea
- Heavy nasal discharge • Unusual irritability • Rash or open sores
 - Flushed appearance, clamminess • Fever

Medications

Canterbury office staff are only permitted to dispense medications/products (prescription and/or over-the-counter) to students who have a fully completed Prescription and Over-the-Counter Medication Consent and Instruction Record, a fully completed Physician's Official Statement or Food Allergy Action Plan (if the medication is for a food allergy), and a fully completed Nebulizer Care Consent and Inhaler/Nebulizer Physician's Instructions (if the medication is an inhaler or nebulizer) on file with the school.

New forms must be completed and submitted at the beginning of each school year. The medication/over-the-counter product will be maintained in the school office, unless requested otherwise in writing by the physician, and it must be in the original container with an unaltered label bearing the student's name. Students are at no time permitted to have any form of medication/lotion in their possession, including, but not limited to, vitamins, cough drops, and sunscreen. Please notify the school office of any changes to your child's emergency information, and make sure your contact numbers are current and operable.

PARENT COMMUNICATION

Each student is responsible for information sent home to his parents in the red Communiqué Envelope. Communiqués are sent home on Thursday. Parents are asked to remove the contents and return it Friday.

Homework Journals

Each student in grades 1-5 will maintain a homework journal. The parent is to sign the homework journal only after assignments are completed and checked. The homework journal 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.

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. No report cards will be given to students whose families have overdue finances

Parent-Teacher Conferences

Mandatory parent-teacher conferences are scheduled following the first quarterly grading period.

Classroom Visits

Parents and parents of prospective students are welcome to visit the classroom. Visits should be arranged, in advance, through the office and limited to 30 minutes.

The Canterbury Tales Newsletter

A weekly mailing called "Canterbury Tales" is edited by the office and sent to the families of Canterbury students All submissions should be submitted through the office.

UNIFORMS

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 and may be purchased from Appletree Uniforms of Sunnyvale. 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.

GIRLS (PreK-5th) <ul style="list-style-type: none">• 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 cardigan sweater with school logo• Saddle shoes or all-black or all-white shoes with laces or velcro• 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).	BOYS (PreK-5th) <ul style="list-style-type: none">• Red, short-sleeve polo shirt with school logo• Navy blue pants• Optional wear for warmer weather: Navy blue shorts (1st and 4th quarters only)• Navy cardigan sweater with school logo• All-black shoes with laces or velcro.• A black belt• Black or navy socks, crew length• Optional wear 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 (PreK-5th) <ul style="list-style-type: none">• White T-shirt with school logo• Canterbury P.E. shorts• White socks with blue stripes at the top• Family's choice of tennis shoes• Optional wear for cooler weather: long-sleeve sweatshirt or P.E. sweat pants with school logo	



Buy uniforms online: <https://appletreeuniforms.com/>

Or in person at Appletree Uniforms, 1366 South Mary Ave. Sunnyvale, CA 94087

Phone No: 408-900-8951 Email: appletreeuniforms@gmail.com

STATEMENT OF FAITH

Canterbury Christian School is the parish school of Saint Paul's Anglican Church. Our Statement of Faith sets forth the foundational beliefs upon which Canterbury Christian School rests.

These beliefs are the key elements of Christianity that we will unapologetically teach and abide by throughout all aspects of our ministerial work, both academic and administrative.

We believe:

- The Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice, and that this divine Word of God has been most clearly and consistently interpreted in the Apostles' and Nicene Creeds.
- The Universe and all living things (including man), were made by the direct creative acts of God within the 6 (six) literal 24-hour days as described in the book of Genesis. Any biological changes that have occurred since the Creation week have done so within the original created kinds. The special Creation of Adam and Eve in the image of God, and their subsequent fall into sin is the basis for our belief in the necessity of a Savior for all mankind.
- All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33).

- We believe that God intends sexual intimacy to occur only between one man and one woman who are married to each other (1 Cor. 6:18 & 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- God wonderfully and immutably created each person as male or female. These two distinct, complementary sexes together reflect the image of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God in that person. We believe that any form of sexual immorality (including, but not limited to, adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

Our Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Canterbury Christian School's faith, doctrine, practice, policy, and discipline, our Headmaster is Canterbury Christian School's final interpretive authority on the Bible's application.

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.

Lower Grade Chapel Prayer

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.

Upper Grade Chapel Prayer

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.

For Religious Education

ALMIGHTY God, our heavenly Father, who hast committed to thy holy Church the care and nurture of thy children; Enlighten with thy wisdom those who teach and those who learn, that, rejoicing in the knowledge of thy truth, they may worship thee and serve thee from generation to generation; through Jesus Christ our Lord. Amen.