

Canterbury Technical Academy
Canterbury Academy, LLC

www.CanterburyTech.org

Parent & Student
Information Handbook
2016-2017

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Message from the Chancellor

August 15, 2016

Greetings Parents and Students:

I would like to take a moment to welcome you to the Canterbury Technical Academy 2016-2017 school year. Canterbury is committed to providing a quality educational experience for our students and fostering an environment of continual improvement in our program. It is my personal belief that in order to achieve the maximum effectiveness of our educational endeavors parents, teachers, and administration must work closely together to address student needs. Our staff is very enthusiastic about the upcoming school year, and we look forward to hearing from you with any questions or concerns.

Canterbury Technical Academy recognizes that every student is unique, and must be approached individually to ensure a positive and effective learning experience. To help ensure a productive school year, parents and students should review the content in this handbook, and contact the school if there are any questions and comments concerning the school's basic procedures, expectations, or rules.

The first two weeks of this school year will be an important transition for both new and returning students. Several improvements have been made to our procedures to help parents, student, and staff collaborate more effectively. Please be patient, as it will take our staff some time to train all parents and students in the new programs. We are confident that once this phase is complete, the benefits of effective communication will be worth the wait.

Again, I welcome you and look forward to working with you during this school year.

Best Regards,

Michael Youngblood - Chancellor
Canterbury Technical Academy
Office: [\(334\) 834-2273](tel:3348342273)



3701 Atlanta Highway ~Montgomery, AL 36109

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About Canterbury Technical Academy

About Us

Canterbury Technical Academy is an AdvancED® SACST™ (Southern Association of Colleges and Schools) accredited learning institution. CTA is committed to providing an environment in which all our students are able to succeed. Originally founded as Canterbury High School our focus was providing an alternative education for at risk youth. With forward progression CTA has now recognized its significant role in providing individually paced plans that allow a more diverse group of students to learn at their own rate. Whether students want to accelerate their graduation date or extend their high school career CTA can accommodate their goals and needs.

Mission

Canterbury Technical Academy's mission, as an institute for quality learning, is to provide a people-focused, supportive, and challenging environment within which every learner (meaning both staff and students) joyously pursues quality in both behavior and learning, becoming a lifelong self-evaluating, productive, caring, and responsible member of the diverse and constantly changing world.

Vision

The ultimate vision of Canterbury Technical Academy is both simple and profound: to have taught our students to accept personal responsibility for their actions, respect others, and combine their very best efforts to tackle the complex problems they are certain to face in the 21st century.

Canterbury Technical Academy

2016-2017 School Schedule

** (School Out – On these Days)

Progress Reports are issued on the first Thursday of each month.

First Day for Students	Monday, August 15, 2016
Parent Orientation Meeting	Thursday September 1, 2016
Labor Day **	Monday, September 5, 2016
Columbus Day **	Monday, October 10, 2016
Thanksgiving**	Monday, November 21, 2016 through Thursday, November 24, 2016
Winter Holidays**	Monday, December 19, 2016 through Tuesday, January 3, 2017 (Return Wednesday)
King/Lee Day**	Monday, January 16, 2017
Mid-Term Report Cards	Thursday, February 16, 2017
President's Day**	Monday, February 20, 2017
Spring Break**	Monday March 20, 2017 through Thursday March 30, 2017 (Two Weeks)
Teacher Service Day**	Monday, April 17, 2017
ACT Scores Due (for SAT exemption)	April 24, 2017
Memorial Day **	Monday, May 29, 2017
First Day of Summer School	Tuesday, May 30, 2017
Summer Break**	Monday June 26, 2017 through Thursday July 6, 2017 (Two Weeks)
Makeup Week	Monday, July 24, 2017 through Thursday July 27, 2017
Last Day for Students	July 27, 2017
Year End Parent Meeting (Mandatory) **	July 27, 2017
Staff In-Service**	July 31, 2017 – August 3, 2017
Class of 2017 Graduation	August 5, 2017 Venue TBA
(Graduation date and venue subject to change based on 2016 Graduating Class size)	

Canterbury Technical Academy

Public Contacts

(For general information: Call 334-834-2273)

Canterbury Main Office Line

info@CanterburyTech.org

Phone: (334) 834-3373

Fax: (334) 832-5782

Michael Youngblood – Chancellor

MYoungblood@CanterburyTech.org

Office: (334) 834-2273

Direct: (334) 233-5834

Genesis Smith – Office Manager

GSmith@CanterburyTech.org

(Request Additional Contact Information via Email)

Diann Causey – Head of History and English

DCausey@CanterburyTech.org

(Request Additional Contact Information via Email)

Gloria Williams – Head of Math and Sciences

GWilliams@CanterburyTech.org

(Request Additional Contact Information via Email)

EQUAL OPPORTUNITY

Canterbury Technical Academy adheres to the following policy: “No person shall be denied employment, be excluded from participation in, be denied benefits of, or be subjected to discrimination, to include harassment, in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status.”

HARASSMENT POLICY

Canterbury Technical Academy strictly prohibits discrimination and maintains a learning environment free from harassment because of an individual’s race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status.

It shall be a violation of Academy policy for any student, teacher, administrator, or other school personnel to harass a student, teacher, administrator, or other school personnel through conduct of a sexual nature or regarding race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status defined by this policy.

It shall also be a violation of Academy policy for any teacher, administrator, or other Academy employee to tolerate sexual harassment or harassment because of a student’s race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities sponsored or sanctioned by the Academy.

Any student who believes he or she has been the victim of harassment because of his or her actual or perceived race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status, by a student, teacher, administrator or other school personnel, should immediately report the alleged acts to the Chancellor or the CTA board of Advisors.

Additionally, any person who has personal knowledge of any unlawful harassment of any student, teacher, administrator, or other Academy Personnel may file a report of such harassment. For information on filing complaints because of harassment based upon race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status, please contact the Chancellor.

Michael Youngblood - Chancellor

Office: (334) 834-2273

Direct: (334) 233-5834

Student Attendance Policy

The CTA Standard Attendance policy is as follows:

At Canterbury Technical Academy, it is very important for students to attend his/her scheduled classes regularly, and arrive on time. An excessive amount of absences or tardies is detrimental to the structure of any program, and will negatively impact the student and classroom organizational ability. In order to insure a productive learning environment, the following guidelines will be enforced for standard designation students.

- PARENTS/GUARDIANS MUST NOTIFY THE OFFICE (334-834-2273 or 233-5834) BEFORE 9:00 A.M. IF THEIR STUDENT WILL BE LATE OR ABSENT.
 - Failure to do so will result in an automatic unexcused absence.
 - A tardy is excused if tardies have not exceeded the permitted limit of 12 per year
 - After 12 tardies, the tardy may be excused only if a doctor's excuse is provided and the office is called by 9 a.m.)
 - Students arriving late must go to the office to sign in and receive a late pass.
- Five unexcused tardies will be counted as an absence.
- Three unexcused absences will result in an end of year Makeup Day
- The Student WILL BE REMOVED from the Standard Program if he/she incurs more than 12 UNEXCUSED ABSENCES

The CTA Blended Attendance policy is as follows:

Understanding that traditional school hours are not for everyone, Canterbury Academy offers a blended Standard/Distance program for students who will complete assignments from home and may be homebound for more than the limited amount of school days per year. Students may qualify for the Blended course if they meet the following:

- A student was enrolled on the Canterbury High School or Canterbury Academy prior to 2016.
- Or, The student has demonstrated the ability to effectively complete their coursework from home, and schedules to take tests in a timely manner.

In order to ensure student learning and productivity, the following guidelines will be enforced.

- Students must attend school as often as needed to complete the required course load.
- If a student is making steady progress in his/her courses, as determined by a completion rate of six credit per one year, work may be completed at home.
- Students must follow all course requirements, including but not limited to note taking, presentations, and individual instructor requirements.
- Testing must be scheduled in advance and taken at school, under the supervision of a teacher of proctor.

To ensure that the Blended Students do not interrupt classroom productivity or organizational ability

- Parents/Students must call the Front Office to verify that seats are available prior to attending.
 - Seats may be scheduled for one day, or the entire week.
 - Scheduled seats may be cancelled a day in advance.
 - If a set is scheduled and missed, it will be noted as an unexcused absence.
 - Two unexcused absences will result in an end of year Makeup Day.
 - If no seat is available, a next available date will be given.

Excused Absences

Written documentation must be submitted **no later than three (3) days** after the student's return to school. **After three (3) days an excuse will not be accepted and the absence will be regarded as truancy.**

1. Illness
2. Legal quarantine
3. Court-required appearance
4. Death in the immediate family
5. Inclement weather which could be dangerous to the life and health of the child as determined by the principal
6. Emergency conditions as determined by the superintendent or principal
7. Prior permission of the Chancellor with consent of the parent/guardian

Unexcused Absences

1. Failure to register or start to school on time
2. Truancy
3. Missing a bus or ride
4. Suspension – remote work unlocked for first suspension only
5. Unauthorized trips, such as family vacations without prior permission, shopping, hunting, fishing, ball games, etc.
6. Birthdays or other celebrations
7. Updating an expired immunization form
8. Any absence for which a written excuse was not provided within three (3) days

By law, all absences that are not explained by a written excuse within three school days, are considered truant.

Failure to attend the school conference for five (5) or more unexcused absences may result in a referral to the Early Warning Truancy Prevention Program.

SCHOOL ARRIVAL AND PICK-UP TIME

No student should be present on school property more than thirty minutes prior to the official school day or remain on school property more than thirty minutes after the close of the official school day. Exceptions are students who are enrolled in an on-site school extended day program, participating in an authorized extracurricular school activity or program, or authorized by the Chancellor.

Canterbury Academy will offer extended hour service to parents or students in need of additional class time. Please contact the main office after September 1, 2016 for more information.

Students left at the Academy past the 30 minute pickup period will be considered as participating in the extended hour service and will be billed at standard rates.

No guarantee is made that Staff will be made available to monitor any students left on campus after 2:30pm. Parents may call to check on the availability of Extended Hours seating, but if no hours are scheduled, students will be locked out after 2:30.

Check-Out/Check-In/Leaving Campus

1. Students who leave school for any reason must sign-out through the front office.
2. Parents may elect to have students sign themselves out to drive or be signed out by designated persons only. These options are available on the dismissal designation form.
3. Students who have not been given permission to drive or ride with another student will remain in the designated pickup room during dismissal.
4. Students who leave campus during the course of the school day, without first checking themselves out in the front office, will be suspended for an appropriate time as deemed reasonable by the front office staff, or the Chancellor.

LICE POLICY

If a student is identified as having an active head lice infestation, he/she will be sent home immediately for treatment. The student may return to school as soon as the parent/guardian provides the school with proof of appropriate treatment and no evidence of **live lice or nits within ¼ inch of the scalp**. Excused absences for lice control will be limited to two consecutive (2) days per occurrence. Two days is a reasonable length of time to correct the lice problem. Any length of time after two (2) days will be considered **UNEXCUSED**.

The parent/guardian must accompany the student to school for the reexamination by authorized school personnel before the student may return to the classroom.

Persons who need additional information on lice control may contact the Academy.

VISITORS

Parents are both welcome and encouraged to visit classes and to attend Academy-sponsored activities.

- For the safety of all, visitors including parents must obtain a visitor's badge and sign-in in the Academy's office.
- Visitors are to wear the visitor's badge at all times. The badge must be visible.
- Permission cannot be granted for students to invite school age or younger friends or relatives to spend the day at the Academy.

ACADEMIC GUIDELINES

GRADING SCALE

A - 100-90
 B - 89 - 80
 C - 79 - 70
 D - 69 - 60
 F - 59 - AND BELOW

Graduation Requirements Beginning With 9th Grade Class of 2013-2014

At Canterbury Technical Academy, we aim to provide our students with a well-rounded education. Canterbury follows the "4X4" State of Alabama requirements for graduation, which includes the following:

Four years of Mathematics, Science, Social Studies and English

Standard Diploma 24 Credits

Advanced Diploma 26 Credits

Two years of Foreign Language

At least one honors course in Math, Science, English, and Social Studies

Additional courses are also required by Canterbury Technical Academy.

A nominal fee is charged to cover filing costs, cap and gown, and the graduation ceremony.

Diplomas, report cards, and transcripts (official or unofficial) are considered to be incomplete, and will not be released until your balance is paid in full.

Seniors who are working toward but do not meet the requirements for a Diploma will NOT participate in graduation ceremonies, without a written exemption letter from the Chancellor. This exemption may only be made for students who have a combined total of less than 1 credit progress remaining to graduate

PROGRESS REPORTS

A student progress report will be issued in on the first thursday of each month. In addition, parents may request in writing a bi-weekly progress report. Parents may track student progress via the parent login on their parent information form.

REPORT CARDS

Report cards will be issued following the end of each grading period via email to the parent's school email. In addition, parents may request in writing a printed copy of report cards. **Report cards will not be released until your balance is paid in full.**

CONFERENCES

Parents are encouraged to schedule conferences with teachers concerning the progress of their child. Conferences are scheduled after school hours and during teacher planning periods.

Teachers are not available for conferences during the time that they are teaching. Please call the school to set up an appointment for a conference.

HONOR ROLL

Honor Roll certificates will only be handed out to students who have either:

- A. Hold an A average in all classes, and an average of 13% or more weekly combined progress.
- B. Hold an A/B average, with an average of 13% or more weekly combined progress.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian will be determined by the student(s) with the highest overall grade point average (GPA) using all credit and half-credit courses except for those with an “aide” descriptor. Honors/advanced, Advanced Placement (AP), and dual enrollment courses will be weighted. Grade point average will be computed through the fourth nine weeks of the 12th grade. The Chancellor makes the final determination in the event of a tie and/or other extraordinary circumstances.

DISCIPLINE

See the Canterbury Academy Student Code of Conduct in the second section of this handbook.

DRESS CODE

See the Canterbury Academy Student Code of Conduct in the second section of this handbook.

PARENT/SCHOOL/COMMUNITY GRIEVANCE RESOLUTION POLICY

The Canterbury Technical Academy Staff believes parents/guardians and community members have both the right and responsibility to express school-related concerns and grievances to school faculty and administration. Parents/guardians are always welcome to make appointments to discuss any concerns they may have. The faculty and administration will strive to resolve concerns at the staff level. Contact the Chancellor directly if any concerns are not resolved by the Canterbury Staff.

EMERGENCY PROCEDURES

EMERGENCY CLOSING PROCEDURES

Occasionally, a circumstance arises which makes it necessary to close school before the usual time. Such a circumstance might be snow, storms, floods, or other unforeseen emergencies. When this occurs, the following procedure will be followed:

1. Office Staff will notify all parents.
2. Parents who pick up their children must come to school immediately after the announcement.

SEVERE WEATHER

In case of a tornado watch or warning or any natural disaster, your child will be taken to a place of safety. Drills are held at least once every month during the year so that children will know how to conduct themselves in the event they are faced with an actual tornado or threatening weather conditions.

The children will go to a pre-assigned area, kneel on the floor, and cover their heads. As our building is small, you may pick up your child during severe weather, please come to the office and sign out your child so that we will have a record that he or she has been checked out should a disaster occur.

FIRE DRILLS

Fire drills will be held at least once each month during the school year. When the signal sounds, students will file out quietly, orderly, and quickly in the direction indicated by the teacher. An evacuation plan is posted in each classroom.

SCHOOL PROPERTY

SCHOOL PROPERTY DAMAGE

Students and their parents will be held responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all types, as well as equipment, buildings, and grounds.

TOBACCO FREE CAMPUS

Smoking/tobacco is not permitted by any person on school properties (inside or outside buildings) that are operated Canterbury Technical Academy. Smoking is also not allowed by parents, chaperones or school personnel while attending field trips or participating in any school sponsored activity.

TEXTBOOKS

All textbooks are furnished. Effective August 24, 2015, each student must have a signed textbook permission slip before textbooks can be issued. If a book becomes damaged or lost, **it must be billed and paid for before another book will be issued.**

VEHICLE TRANSPORTATION

Canterbury Academy allows students to drive to school if they meet certain criteria. This includes but is not limited to mopeds and motorcycles.

PERSONAL ISSUES

PERSONAL PROPERTY

The responsibility for a student's personal property belongs to the student. Teachers are not responsible for keeping up with any items, including money, which belong to the students. Each parent is requested to mark his/her child's name in or on personal items to reduce the number of disagreements over ownership. Students should bring only the amount of money that is needed for juice, snack, lunch, and school supplies.

SELLING OF ITEMS AT SCHOOL

Students will not be allowed to sell non-school related items at any time. This does not include items sold by students operating through Canterbury Student Clubs/Organizations.

PERSONAL PARTIES AND GIFTS

Invitations to any non-school related event must not be given out at school, without the written permission of the Chancellor or Administrative Assistant. Deliveries (balloons, flowers, etc.) to schools will not be accepted.

PHOTOS AND VIDEO

Photos and video may be taken of students for public relations (i.e., press release) or educational activities unless a parent/guardian notifies the school Chancellor in writing that he/she objects to use of any photos and video of his/her child. **Students are not allowed to take photos or video with cell phone cameras or any other type of electronic device (camera, Blackberry, etc.) during the school day unless they have the permission of the Chancellor.**

FIELD TRIPS

Educational field trips will be taken by various classes during the school year. All parents must sign permission slips if they wish for their child to go on these trips. A student will not be permitted to go on a field trip if his/her permission slip is not signed by the parent/guardian and returned. The permission slip will be sent home with the student a few days before the trip. If for any reason parents do not wish for their child to go on a field trip, the child will be supervised at the school or required to complete a minimum number of assignments during the school day if no supervisor is available.

EXTRACURRICULAR ACTIVITIES

It is the policy of the Canterbury Technical Academy to encourage participation in extracurricular activities and clubs by students. The sponsor, coach, or director of each extracurricular activity will be available, upon request, to fully inform any student about his or her program.

USE OF DIGITAL DEVICE DURING ADMINISTRATION OF A SECURE TEST

The use of a digital device (including but not limited to cell phones, cameras, or other telecommunication devices capable of capturing or relaying information) is **strictly prohibited during the administration of a secure test.**

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

ELECTRONIC DEVICE USE

Effective January 1, 2016, Canterbury Academy students are no longer allowed to use their cell phones inside the CTA building, without the express permission of a teacher or administrator.

Students are allowed to have their phones on campus, as long as they are kept stored on their persons, and not taken out for usage during school hours.

- If a cell phone is seen out without permission by any faculty or staff, said phone will be turned in to the office.
 - The student in question will receive a disciplinary write-up, which will be placed in his/her personal file.
 - To retrieve the confiscated device, a parent/guardian will have to come to the front office to pay a \$25.00 fine.
- Any student who refuses to turn in his/her cell phone will be fined an additional \$15 for noncompliance, for a total of \$40.
 - The student would also be suspended each day the phone was not turned into the front office.
 - The student will no longer be allowed to carry a cell phone on school property.
- No expectation of privacy is assumed if the electronic device is used in an unauthorized manner.

STUDENT RESPONSIBLE USE PROCEDURES

Canterbury Technical Academy provides ongoing student instruction that develops digital citizenship over time. Technology is one of the tools that students will use to develop the competencies they will need to be successful in life and work in the 21st Century. These competencies include, but are not limited to: creativity and innovation; critical thinking, problem solving and inquiry; communication and collaboration; self-directed learning and 21st Century literacy. Information and Communication Technology is an integral part of the curriculum across subjects and grades to varying degrees.

Each student is assigned a curriculum login and Google account. Canterbury Technical Academy reserves the right to review any material on user accounts. Inappropriate use could result in cancellation of network privileges and may result in additional disciplinary or legal actions.

Media Release - From time to time, your child's school or the district may wish to publish examples of student projects, quotes, photographs, student recognitions and/or videos that include your child. Your signature also provides us your permission to publish these items on web pages, in publications authorized by school officials, or on school level digital displays.

Limitation on Liability – Canterbury Technical Academy makes no warranties of any kind that the function or the services provided by or through Canterbury's technology resources will be error free or without defect. Canterbury Technical Academy will not be responsible for any damage users may suffer, including limited loss of data, failure to block or filter, or interruption of service. Although Canterbury Technical Academy claims ownership of its various technology resources, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. Students and their parents must be aware that Canterbury Technical Academy cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

This **Responsible Use Agreement** is required for student use of any digital device in Canterbury Technical Academy.

By Signing this agreement, you agree to the following:

- **I will use digital devices in school for learning.**
- **I will use technology/Internet only with permission.**
- **I will use only my own personal login and keep my password private.**
- **I will use all technology resources in school responsibly, respecting the learning environment.**
- **I will keep my personal information, such as home phone number and address, private.**
- **I will demonstrate digital citizenship in all online communication, including social networking.**
- **I will show respect for myself and for others when communicating through technology.**

I understand Canterbury Technical Academy has access to information about every web page I visit, electronic communication I send, and file I create using the school network. I am aware that this information may be monitored and viewed by my teachers or other system personnel. I understand that this limits privacy as it pertains to the use of the technology that is assigned to me and the information that is stored on school-provided (local and web-based) file storage spaces. Signatures on the agreement will be binding for the student's career Canterbury Technical Academy with the understanding that the Student Handbook/Code of Conduct may be revised quarterly and it will be their responsibility to stay up to date on those changes.

Student Name (please print):

Signature (may be printed)

Date:

As a **parent or guardian of this student**, I will read the Responsible Use Agreement and I understand that digital devices at school and the Internet are for educational purposes only. I understand that student access to the Internet is supervised and that the staff and students will do their utmost to ensure students arrive at appropriate sites. The Chancellor is authorized to develop additional or more specific rules and regulations regarding access to and use of the technology resources and to require adherence to such rules and regulations through such means as the Student Handbook/Code of Conduct, Policy Manual and/or Responsible Use Agreement and the application of appropriate disciplinary policies and procedures.

I have reviewed this Responsible Use Policy with my child. I agree to support the school in ensuring that my child uses technology responsibly as outlined above.

Parent/Guardian Name (Printed):

Signature:

Date:

PARENT SIGNATURE PAGE

After carefully reading the contents of the 2016/2017 Canterbury Technical Academy Parent and Student Handbook, please sign the verification statement below. Return the signed Parent's Signature Page to your child's teacher within 10 school days of the beginning of school.

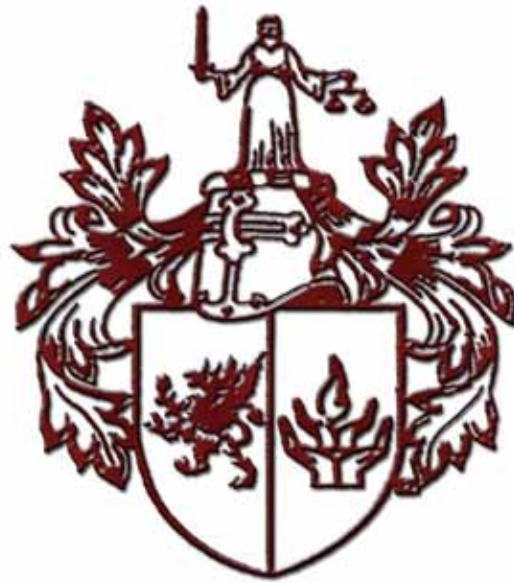
I have read and understand all of the contents of Canterbury Technical Academy Parent & Student Handbook and Code of Conduct, including the pickup policy and media release policy. I have covered this handbook with my child. By signing this signature page I am acknowledging that my child is subject to all pertinent discipline for violations of the code of conduct. My child is aware that he/she is responsible for his/her conduct at all times.

Student Name (please print):

Signature:**Date:**

Parent/Guardian Name (Printed):

Signature:**Date:**



Canterbury Technical Academy
Canterbury Academy, LLC

www.CanterburyTech.org

Student
Code of Conduct
2016-2017

Canterbury Technical Academy Student Code of Conduct

At Canterbury Technical Academy, we feel that instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students, parents, and school personnel work cooperatively toward mutually recognized and accepted goals.

As our students progress, they will be expected to assume greater responsibility for their actions as they increase in age and maturity. This Student Code of Conduct will be made available for parents, students, and teachers to ensure that procedures are followed until necessary revisions are approved by the Chancellor. The procedures described in this Code of Conduct shall apply to all students, parents, and school employees.

In an effort to assist students, parents, and school personnel in developing and maintaining an environment conducive to learning, these procedures will serve as a basis for increasing communication between home and school and for providing a framework for educational progress by all members of our schools.

Any student enrolled in schools in Canterbury Technical Academy who accumulates more than the maximum number of excused or unexcused absences in a class/homeroom during a semester/school year will be acted on in accordance with the policy in the Student Handbook.

Students enrolled at Canterbury Technical Academy should:

- a. Arrive at their designated school program at the appropriate time.
- b. Report to all classes promptly.
- c. Complete assigned work and participate in all learning activities as directed by teachers.
- d. Respect individuals and their property.
- e. Refrain from the use of profanity.
- f. Abide by rules of good citizenship.
- g. Obey the laws of the City/County, State, and Federal governments.
- h. Obey all reasonable or proper orders, directives, or instructions of school personnel.
- i. Dress appropriately for school (See Dress Code).

ACADEMIC HONESTY

It is expected that all academic work completed by any student at Canterbury Technical Academy will be their own work. Canterbury Technical Academy will not tolerate cheating in any form. Students will not engage in any act of deception or falsification of work product. This includes, but is not limited to:

- Cheating by receiving unauthorized aid or assistance.
- Giving or receiving of unfair advantage on any form of academic work to include use of electronic device(s) to text/take pictures of/convey exams and/or answer sheets.
- Possessing materials that invalidate any academic course work either during or prior to the work being assigned (test or course work).

Any student completing any academic work dishonestly will not receive credit for the assignment, and be issued an alternative assignment and additional penance work to earn credit.

Plagiarism

Plagiarism is a form of cheating. According to the *Merriam-Webster Online Dictionary*, to “plagiarize” means:

- To steal and pass off (the ideas or words of another) as one’s own
- To use (another’s production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

All of the following are considered plagiarism:

- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Parent(s)/Guardians(s) of students that provide information and/or commit plagiarism will be contacted the parents/guardians of the student and inform them of the student’s actions. Students will be punished in accordance with active Student Handbook or Operating Procedure documents.

DRESS CODE

All students at Canterbury Technical Academy are required to wear a uniform maroon polo daily. Students are allowed to wear khaki pants, shorts, or jeans with their uniforms.

Students at Canterbury Technical Academy shall wear their uniforms in a manner that conforms to the following standards.

1. Clothing conducive to learning, and respectful of the learning environment
2. Clothing which covers the shoulders, cleavage, abdomen, and back
3. Clothing that is appropriate to student’s size

4. Pants/slacks at the natural waistline
5. Shoes appropriate for the activity and safety: class, lab, shop, etc.
6. Shorts, skirts, and skorts no more than two inches above the knee

Students are prohibited from wearing the following:

1. Sunglasses in the building except with a doctor's prescription
2. See-through, skintight, spandex, jeggings, yoga pants, and/or revealing clothing
3. Open or chain belts, belt buckles not buckled, electronic belts or buckles, or cap "fish hooks"
4. Unfastened overalls
5. Pants/slacks with the appearance of sagging
6. Hats, caps, headgear, and any other head cover in the buildings on campus
7. Curlers, picks, combs, or chop sticks
8. Bandannas or sashes anywhere as a part of dress
9. Clothing with holes more than two inches above the knee that expose skin or undergarments
10. House shoes/slippers are inappropriate unless approved by the school administration.
11. Clothing depicting unacceptable and/or inappropriate decals, slogans, or pictures; profanity; language containing or referring to suggestive or immoral behavior; gang activity; alcohol, drugs, or tobacco
12. Any clothing and/or headgear which directly or by innuendo disrespects (or is perceived to disrespect) a student's race, color, religion, gender, national origin, or disability and/or creates, supports, or promotes a hostile learning environment contrary to the anti-harassment policies of the Board of Education (including negative feelings, disharmony, racial or religious discord, intimidation, embarrassment and/or fear)
13. Trench coats or Matrix coats, pajamas, blankets or stuffed animals shall not be worn at school or brought to school

Exceptions may be made to any of the above when physical or other circumstances warrant or for certain groups during performances or special activities as authorized by the administration.

SEARCHES BY SCHOOL OFFICIALS

Individuals

School officials (Chancellor or approved designees only) may make searches of a student and/or personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger individuals in the school or that such articles possessed are contrary to law or the regulations of the Academy. School officials may collect such articles. If a student is searched, it shall be in private by a school official of the same sex or a professional staff member of the same sex. Searches will be conducted on camera, whenever possible, for documentation. In all cases, the Chancellor or his/her designated representative shall make an attempt (if circumstances allow) to notify the student's parent or legal guardian prior to the search.

Automobiles

Canterbury Technical Academy officials may search selected vehicles while on school property when there is reasonable cause to believe that the vehicle contains articles that may endanger individuals or that are contrary to law or regulations of the Academy.

By Law Enforcement Officials

Canterbury Technical Academy respects the rights of all persons in the schools and will uphold those rights. School officials will, when required, cooperate with law enforcement officials in their effort to enforce the law; however, School officials must not permit warrantless searches by law officials on school property.

OFF-CAMPUS BEHAVIOR

It is the policy of Canterbury Technical Academy that student conduct, both on and off campus, is important in reflecting the community's perception of the school's education mission. Conduct and off-campus behavior negative to that perception may result in disciplinary action that limits or prohibits participation in extracurricular activities, or results in the removal of the student from the Canterbury program.

DETENTION

The Chancellor shall determine the time, day of the week, and length of detention on his/her campus. Students who miss an assigned detention may, at the Academy's discretion, be rescheduled for detention, with or without added days, or given suspension as a consequence.

SUSPENSION

Students who are suspended from Canterbury Technical Academy will not have access to their course work while suspended except for the first suspension during a school year.

Re-admission

When a student returns to school after any suspension in an academic year, the re-admission must be preceded by a conference with the Chancellor or designee. The conference must include the parents or guardians, unless otherwise approved by the Chancellor.

The student is readmitted on approval of the Chancellor or designee and is given an admission slip to return to class.

A student suspended from school for disciplinary reasons will not be allowed to attend or to participate in any school related activity during their suspension.

CLASSIFICATION OF VIOLATIONS

Pupils involved in school-sponsored on or off-campus programs or events shall be governed by school system rules and regulations, in addition to state and federal laws.

Violations of the Code of Conduct are grouped into the four classifications: Academic, Minor, Major, and Criminal. A listing of offenses and the possible disciplinary actions to be implemented by the principals and/or the designees are presented for each classification.

Procedures for the Administration of Formal Disciplinary Actions

In each class of violations, the Chancellor/designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. Due process involving student rights shall be followed. No student shall be punished for any **suspected violation** until the person responsible for implementing the disciplinary action has considered evidence, including hearsay, and has given the student an opportunity to be heard and to present witnesses.

Classroom Discipline Procedures

Teachers are not to leave the classroom during instructional time unless absolutely necessary. Each classroom teacher will deal with general classroom disruption, listed as Minor Violations, by taking in-class disciplinary action, by telephoning the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. The Daily Class Roster will be used to record these disciplinary actions. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the Chancellor or his/her designee. The teacher will bring an Office Referral Form when students are referred to administration for intervention. The Office Referral Form must be completed by the teacher or appropriate school official and brought to the office with the student before disciplinary action will take place.

***Administrators have the right to assign an alternate punishment after considering the nature and extent of the violation.**

Procedures for Minor Offenses

Step 1. A teacher-student conference initiated by the teacher

Step 2. Teacher-initiated notification of discipline problems to parent/guardian along with teacher designated consequence

Step 3. The Chancellor or his/her designee may assign the student to one day of detention or suspension, whichever he or she deems appropriate.

Step 4. Referral to administration as a Moderate Offense

Note: Under no circumstances should academic grades be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating academic grades. All academic grades should reflect the teacher's most objective assessment of the student's academic achievement.

Minor Violations

Excessive distraction of other students - any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or to any other students. Examples: talking excessively, interrupting class functions, provoking other students, etc.

Minor intimidation of a student - the intentional threat by word or act to do harm to another student.

Participation in gambling or games of chance for money and/or other things of a value less than \$10.00 - unauthorized playing cards, dice, or other gambling devices, as well as the money involved will be confiscated.

Non-directed use of profane or obscene language

Unauthorized selling – selling of goods or services not connected directly with educational projects.

Failure to follow instructions –Examples: Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.

Unauthorized use on school property of electronic devices such as CD players, game boys, etc. Administration will not be expected to spend time searching for personal items that are lost and or stolen. The school will not be responsible for lost or stolen items.

Bodily contact – minor incidents of intentionally touching, e.g. intentionally touching, pinching, pushing, tripping, slapping, or “horseplay”.

Littering of school property

Petty theft – the intentional, unlawful taking or carrying away of public, real or personal property, with a value less than \$5.00. Second offense moves to BF.

Cheating – the act of providing or receiving information to fraud or swindle or to gain an advantage by dishonest means (to include plagiarism).

Inappropriate public display of affection – Including, but not limited to, embracing and kissing.

Any other violation, which the Chancellor may deem reasonable to fall within this category after consideration of extenuating circumstances.

Major Offenses

Reasonable efforts will be made to notify parents of offending students and/or victims of Moderate incidents. Failure to attend assigned detention may result in, at the school's discretion, re-scheduling of detention, with or without additional days, or out of school suspension.

BA	Habitual Minor Offenses	First Offense	--Out of school suspension (1 Day) or Detention (3 Days)
		Second Offense	--Out of school suspension (2 Days) or Detention (5 Days)
		Third Offense	--Out of school suspension (3 Days) or Night School Placement (2 Weeks)
BB	Defiance of authority - any verbal or non-verbal refusal to comply with reasonable directions or orders of school personnel.	First Offense	--Out of school suspension (1 Day) or Detention (3 Days)
		Second Offense	--Out of school suspension (2 Day) or Detention (5 Days)
		Third Offense	--Out of school suspension (3 Days)
		Fourth Offense	Out of school suspension (4 Days) or Night School Placement (2 Weeks)
BC	Possession and/or use of tobacco products, matches, lighter, E-cigarettes – having or using tobacco products on the school premises or at any school-sponsored activity. Unauthorized possession of tobacco paraphernalia or non-controlled substances that are represented to be tobacco.	First Offense	--Out of school suspension (1 Day) or Detention (3 Days)
		Second Offense	--Out of school suspension (3 Days) or Detention (5 Days)
		Third Offense	Out of school suspension (6 Days) or Night School Placement (2 Weeks)
BD	Battery upon students – deliberate or intentionally hitting, striking, or any forceful blow to cause bodily harm and includes any other action that may create a health issue.	First Offense	--Out of school suspension (4 Days)
		Second Offense	--Out of school suspension (8 Days) or Expulsion

BE	<p>Property damage – intentional and deliberate action resulting in injury or damages up to \$100.00 to Canterbury property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it.</p>	<p>First Offense</p> <p>Second Offense</p> <p>Law enforcement may be notified.</p>	<p>--Out of school suspension (1 Day)</p> <p>--Out of school suspension (2-4 Days) or Expulsion</p>
BF	<p>Stealing - Larceny - Petty Theft – Possession of Stolen Property The intentional, unlawful taking, carrying away, or possession of public, real, or personal property valued at less than \$100.00.</p>	<p>First Offense</p> <p>Second Offense</p> <p>Law enforcement may be notified.</p>	<p>--Out of School Suspension (2 Day)</p> <p>--Out of school suspension (4-8 Days) or Expulsion</p> <p>Restitution is required.</p>
BG	<p>Threats – verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Major offence.</p>	<p>First Offense</p> <p>Second Offense</p> <p>Third Offense</p>	<p>--Out of school suspension (1 Day) or Detention (3 Days)</p> <p>--Out of school suspension (3 Days)</p> <p>--Out of school suspension (5 Days)</p>
BH	<p>Extortion - verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.</p>	<p>First Offense</p> <p>Second Offense</p>	<p>--Out of school suspension (3 Days)</p> <p>--Out of school suspension (5 Days) or Expulsion</p>

	<p>Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Major offense.</p>		
BI	<p>Possession of an explosive or incendiary charge—having an explosive or incendiary charge of less than one-quarter ounce, including fireworks and stink bombs. (More than this constitutes a Criminal Weapons Offense.)</p>	<p>First Offense</p> <p>Second Offense</p> <p>Third Offense</p>	<p>--Out of school suspension (1 Day) or Detention (3 Days)</p> <p>--Out of school suspension (3 Days)</p> <p>--Out of school suspension (5 Days)</p>
BJ	<p>Offensive touching another person, written or verbal propositions to promote sexual acts. Use of obscene manifestations (verbal, written, gesture).</p>	<p>First Offense</p> <p>Second Offense</p> <p>Third Offense</p>	<p>--Out of school suspension (2 Day) or Expulsion</p> <p>--Out of school suspension (4 Days) or Expulsion</p> <p>--Out of school suspension (8 Days) or Expulsion</p>
BK	<p>Directing obscene or profane language or gesture to a student</p>	<p>First Offense</p> <p>Second Offense</p> <p>Third Offense</p>	<p>--Out of school suspension (1 Day) or Detention (3 Days)</p> <p>--Out of school suspension (2 Day) or Detention (3 Days)</p> <p>--Out of school suspension (3 Day) or Night School Placement (2 Weeks)</p>
BL	<p>Leaving premises without permission and/or unauthorized transportation of students off premises.</p>	<p>First Offense</p> <p>Second Offense</p> <p>Third Offense</p> <p>Fourth Offense</p>	<p>--Parent Contact and Detention (1 day)</p> <p>--Parent Contact and Detention (1 day) & Loss of Privileges</p> <p>--Out of school suspension (1 Day) and driving privileges revoked 30 Days for driver(s)</p> <p>--Out of school suspension (3 Day) and driving privileges revoked 60 Days for driver(s)</p>

BM	Unauthorized absences (cutting or skipping) from classes or school (but not leaving campus). Including leaving class without permission.	First Offense	--Parent Contact and In-school suspension (1 Day),
		Second Offense	--Out of school suspension (1 Day)
		Third Offense	--Out of school suspension (3 Day)
BN	Participation in gambling or games of chance for money and/or other things of value from \$10.00 to \$50.00. Gambling devices and money will be confiscated.	First Offense	-- In-school suspension (1 Day), or Detention (3 Days),
		Second Offense	--Out of school suspension (1 Day)
		Third Offense	--Out of school suspension (3 Days)
BO	Directed disrespectful language or gestures , either stated or implied, to or about a school board employee or guest.	First Offense	--Out of School suspension (1-3 Day)
		Second Offense	--Out of school suspension (3-5 Days)
		Third Offense	--Out of school suspension (5 Days) or Expulsion
BP	Intentionally providing false information to school personnel; forgery of parent's name; intentionally providing false information to parents.	First Offense	--Parent Contact --In-school suspension (1 Day), or Detention (3 Days)
		Second Offense	--Out of School suspension (1-3 Day)
	Situations that involve the forging of an official document (i.e. Dr. note) will move to the Second Offense for punishment.	Third Offense	--Out of school suspension (3-5 Days)

BQ	Electronic Devices – Electronic devices of any student who does not adhere to the electronic device use policy will be confiscated and returned only to a parent or guardian.	First Offense	--Parent Contact
		Second Offense	Parent may retrieve the phone after 1 Day.
		Third Offense	--Detention (3 days) or Suspension (1 day) Parent may retrieve the phone after 2 complete school days. Parent must sign original referral.
		Fourth Offense and all subsequent offenses	Suspension (1 day) Parent may retrieve the phone after 5 school days. Parent must retrieve the phone. Parent must sign original referral.
BR	Inciting student disorder and/or refusing to disperse.	Refusal To Give Up Phone	Suspension (3-8 day) --Parent contacted, Parent must sign original referral.
		First Offense	--Parent Contact and --Out of school suspension (3 Days)
		Second Offense	--Parent Contact and --Out of school suspension (5 Days) or Expulsion
		Third Offense	--Out of school suspension (5 Days) or Night School Placement (4 Weeks) or Expulsion
BS	Computer Misuse – <i>Minor Incidents of computer fraud and tampering.</i> (This includes but is not limited to playing games, downloading games or music, attempting to access inappropriate material, plagiarism, use of another student's password with permission, and emailing or surfing the internet without permission) <i>A charge of \$15.00 per hour will be charged for time spent correcting damage.</i> <i>Restitution and/or payment of</i>	First Offense	--Parent Contact and
		Second Offense	Student not allowed on computer or designated device for 2 days
		Third Offense	--Student not allowed on computer or designated device for 1 week
		Fourth Offense	--Out of school suspension (1 Days) and student required to bring their own computer for classwork weeks

fine must be paid prior to student's returning to classes. Also, computer access may be denied. Additional discipline action may be taken depending upon the severity of misuse

BT	<p>Computer Misuse - Major Incidents (This includes but is not limited to accessing pornographic, violent, or racist sites, sexting, <i>or misuse.</i></p>	First Offense	--Parent Contact and Out of school suspension (2 Days)
		Second Offense	--Parent Contact and Out of school suspension (2 Days) and student required to bring their own computer for classwork weeks
		Third Offense	--Out of school suspension (4-8 Days) or Expulsion
BU	<p>Unlawful Harassment (Racial & Sexual) Verbal, written, or physical conduct based on actual or perceived race, color, national origin, sex, disability, age, or religion conducted to intimidate or create a hostile environment, interfering with an individual's academic performance otherwise adversely affecting academic opportunities.</p>	First Offense	--Out of school suspension (2 Day)
		Second Offense	--Out of school suspension (4 Days)
		Third Offense	--Out of school suspension (5 Days) or Expulsion
BV	<p>Sexually Explicit Material Pornographic Material – Includes but not limited to any pictures, magazines drawings, etc., which expresses sexual content.</p>	First Offense	--Out of school suspension (3 Days)
		Second Offense	--Out of school suspension (5 Days) or Expulsion

BW	<p>Possession of Knife- Possession and/or use of a knife without intent to be armed. <i>If the knife is used, attempted to be used, or threatened to be used, as a weapon, it will be treated as a Class III weapons offense. A knife blade on a folding knife greater than 2 ½ inches or a knife with a fixed or lock blade, regardless of length, constitutes intent to be armed with a weapon and will be treated as a Class III (CJ) offense. (See definition of knives in Class III Weapons list.)</i></p>	First Offense	--Out of school suspension (4 Days)
		Second Offense	--Treated as Criminal Weapons (CJ)
BX	<p>Disruptive Behavior, actions by a student or students that cause the learning process to be interrupted for a considerable amount of time.</p>	First Offense	--In-school suspension (1 Day) or Detention (3 Days)
		Second Offense	-- Out of school suspension (3 Days) or Detention (5 Days)
		Third Offense	--Out of school suspension (4-8 Days) Night School Placement (4 Weeks) or Expulsion
BY	<p>Any violation which the Chancellor may deem reasonable to fall within this category</p>	Chancellor or his/her designee's discretion	Chancellor's Designated Detention, Suspension, or Board of Advisors Designated Expulsion
BZ	<p>Alcohol – Unauthorized possession, transfer, use of, and sale of alcohol. Law enforcement may be notified.</p>	First Offense	--Out of school suspension (4-8 Days) -- Recommend expulsion
		Second Offense	--Out of school suspension (4-8 Days) -- Recommend expulsion

Criminal Offences

Offences that are without question unacceptable in a school environment, or against the law, are deemed criminal offences. These offences, for the safety of the student body, will not be accepted in any capacity at Canterbury Technical Academy. Any student found at fault in any such incident will be subject to immediate expulsion.

PARENT SIGNATURE PAGE

After carefully reading the contents of the 2015/2016 Canterbury Technical Academy Parent and Student Handbook, please sign the verification statement below. Return the signed Parent's Signature Page to your child's teacher within 10 school days of the beginning of school.

I have read and understand all of the contents of Canterbury Technical Academy Parent & Student Handbook and Code of Conduct. I have covered this handbook with my child. By signing this signature page I am acknowledging that my child is subject to all pertinent discipline for violations of the code of conduct. My child is aware that he/she is responsible for his/her conduct at all times.

Student Name (please print):

Signature:

Date:

Parent/Guardian Name (Printed):

Signature:

Date: