



CANTERBURY SCHOOL

2024-2025 ACADEMIC POLICIES

GRADUATION REQUIREMENTS

English	4 credits
History and Social Sciences	3 credits (including United States History)
Mathematics	3 credits
Science	2 credits (in laboratory science)
Studio and Performing Arts	1 credit
World Language	3 credits (attaining level three in at least one World Language)
Additional courses	4 credits

Canterbury students enroll in a half-credit theology course each year.

Total credits required for graduation: 20

Note: To be eligible for a diploma, Sixth Formers must be enrolled in classes on campus in the fall and spring semesters. Sixth Formers who fail a one-credit course or two half-credit courses will not receive a diploma. Sixth Formers who fail two half-credit courses in the fall semester may not return to campus for the spring semester. Sixth Formers must choose an English course each semester.

GRADING

Canterbury uses a standard percentage-based system as a basis for grading. The School reports percentages for each course on semester progress reports, report cards, and transcripts. The percentage grades and the GPA equivalents are as follows:

GPA	Grade Range
4.3	97-100
4.0	93-96
3.7	90-92
3.3	87-89
3.0	83-86
2.7	80-82
2.3	77-79
2.0	73-76
1.7	70-72
1.3	67-69
1.0	60-66
0	< 60



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HONORS CRITERIA

The following criteria determine a student's eligibility for the Honor Roll:

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|--------------|--|
| High Honors: | GPA of 4.0-4.3, with no individual grade below 90 |
| Honors: | GPA of 3.7 or above, with no individual grade below 80 |

To qualify for Honor Roll status, students must carry at least five credits and pass all courses. Exceptions to the five-credit requirement may be made for students with documented learning differences, with approval from the Director of Studies for a non-standard course load.

CANTERBURY HONOR SOCIETY

The Canterbury Honor Society was founded during the 1989-1990 academic year to advance scholarship and to foster the love of learning at Canterbury School. The Canterbury Honor Society Selection Committee reviews eligible candidates for induction each semester of Sixth Form year, using the following criteria:

1. A weighted cumulative GPA of 4.0 or above before the 2024-2025 academic year.
2. An unweighted cumulative GPA of 3.7 or above since fall 2024, with no grades lower than B- throughout their high school career.
3. Enrollment in a highly rigorous academic program, including honors, AP, and SUPA classes, covering a diverse range of subjects.
4. Enrollment in at least 5.5 credits for the full Sixth Form year, including AP/SUPA courses in at least three different academic disciplines.

The overall academic rigor and progression during the Third, Fourth, and Fifth Form years are also considered. Candidates must demonstrate academic integrity and contribute positively to the school's academic culture. Students who have violated the Canterbury Honor Code or have not completed three semesters at Canterbury by January of their Sixth Form year are not eligible.

Eligibility Timeline:

- | | |
|---|----------------------------|
| Students enrolled as a Third/Fourth Form Student: | October of Sixth Form year |
| Students enrolled as a Fifth Form Student: | January of Sixth Form year |

Note: Honors Multivariable Calculus and Honors Linear Algebra satisfy the AP/SUPA requirement.

VALEDICTORIAN

The Canterbury Valedictorian is the student in the graduating class who has the highest GPA while enrolled at Canterbury. In order to be eligible to be the Canterbury Valedictorian, students must be enrolled at Canterbury for at least three years and be inducted into the Canterbury Honor Society.



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ADVANCED PLACEMENT (AP) EXAM POLICIES

Students enrolled in an Advanced Placement course at Canterbury School are required to take the corresponding AP exam. Registration for an “exam only” option is not permitted if the AP course is offered at Canterbury. For AP courses not offered at the school, students may submit a formal, written proposal to the AP Coordinator to request permission to register for the exam without enrolling in a course. Approval of such requests is not guaranteed, and if granted, the student is responsible for covering the cost of the Canterbury approved proctor.

Late testing is permitted only in cases of a scheduling conflict with another AP exam. If a student is unable to attend the exam due to illness, they must receive approval for late testing through the Health Center.

DEPARTMENT TESTING DAYS

Faculty uses the following schedule to assign any period test, project, or in-class assignment that takes longer than 20 minutes:

Monday:	English and Math
Tuesday:	History/Social Science and Science
Wednesday:	Math and Language
Thursday:	Science and Language
Friday:	History/Social Science and English

A student who has multiple period tests scheduled for the same day may be excused from the last test assigned if he/she brings this to the attention of the teacher as soon as the test is announced. Tests assigned on the designated testing days have priority. The third test will be made up on another day.

ACADEMIC INTEGRITY

Because true education is based on the spirit of honest inquiry, Canterbury School expects its students to adhere to a high standard of academic integrity.

Students are expected to submit only their own work, which must at all times represent their individual thoughts and efforts. Any use of additional sources—such as editors, tutors, materials/aids, AI-generative tools (including ChatGPT), shared documents, or extra help—is considered a violation of Canterbury’s Honor Code unless explicitly permitted by the teacher. Forms of academic dishonesty include, but are not limited to:

- Submitting someone else’s work as one’s own.
- Copying someone else’s homework or allowing someone to copy one’s homework.
- Using notes or receiving answers during a test or quiz.
- Plagiarism, which is the use of another person’s words, ideas, images, organization, thoughts, facts, or content generated by AI tools without proper citation or teacher approval.



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ACADEMIC INTEGRITY *(continued)*

A student could violate standards of academic honesty in exercises such as quizzes, homework, tests, projects, papers, speeches, and semester exams. Violations of the Honor Code carry grade and disciplinary consequences. Dismissal is a possibility for blatant or repeated academic dishonesty.

All students receive and sign a copy of Canterbury's Honor Code, which defines forms of academic dishonesty and delineates the consequences of such actions. Students are encouraged to ask their teachers, advisors, or other members of the faculty if they are unsure whether or how to properly attribute the work of others.

GENERATIVE AI ACCEPTABLE USE

Canterbury's approach to generative AI usage in academics is guided by clear expectations that emphasize integrity, skill development, and transparency. Faculty specify the level of AI involvement permissible for each assignment, ranging from no use to AI-supported collaboration. Students are responsible for adhering to these guidelines and properly disclosing AI usage where required.

The framework includes the following levels of acceptable use:

- **No Use:** Students complete assignments entirely independently, without AI assistance.
- **AI as a Thought Partner:** AI may be used for brainstorming, inquiry, and idea generation, but the student is responsible for completing and solving the assignment. Disclosure and submission of AI interactions are required.
- **AI as an Editor:** Students can use AI for editing and feedback on their original work but must retain ownership of their content and ideas. Disclosure of AI usage and submission of chats are required.
- **AI as an Analyst:** AI tools may assist with analyzing patterns or identifying themes in data or readings but cannot complete the student's work. Proper citation and chat submission are required.
- **AI as a Co-Creator:** AI can contribute to assignments, such as generating summaries or solving problems, with students verifying and ensuring the accuracy of the AI's contributions. Proper citation and chat submission are mandatory.

This approach reflects Canterbury's commitment to fostering academic integrity, critical thinking, and responsible use of technology. (Adapted from The Kincaid School Generative AI Acceptable Usage Menu.)

50% MAJOR ASSESSMENT POLICY

Philosophy: At Canterbury, we believe that learning is a process where setbacks are inevitable, but not insurmountable. The Major Assessment Policy is put in place to show that learning is not determined by one performance, but is a continual process of improvement. By allowing paths for grade recovery we hope to foster student resilience, build the foundation on which they will have future success, and allow all students the opportunity to reach their full potential.



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50% MAJOR ASSESSMENT POLICY *(continued)*

Overview: Any student who receives a grade of less than 50% on a major assessment will have the opportunity to recover their grade to 50% if they can demonstrate a sufficient understanding of the material.

Demonstration of Understanding: The teacher will define the parameters and methods by which a student can demonstrate their understanding of the material. This may include but is not limited to:

1. Meeting for conference blocks to discuss the assignment and address areas of misunderstanding.
2. Completing assessment corrections to show mastery of previously missed concepts.
3. Retaking the assignment or completing alternative assessments as determined by the teacher.

Teacher Discretion: The teacher reserves the right to determine the specific requirements and procedures for the 50% Major Assessment Policy, taking into account the nature of the assignment and the individual needs of the student. The procedure will be outlined in an academic notice by the teacher.

Timeline: Students must initiate the grade recovery process within a reasonable timeframe specified by the teacher, typically within one week of receiving the original assignment grade. Failure to do so may result in forfeiture of the opportunity for grade recovery.

Final Grade: Upon successful completion of the grade recovery process and demonstration of understanding, the student's grade for the assignment will be adjusted to 50%, regardless of the original score.

GRADE REDUCTION FOR UNEXCUSED ABSENCES

Definition of Unexcused Absence: Canterbury values in-person education. All absences need to be communicated and have a plan set in place prior to departure for completion of any missed work. An unexcused absence is defined as any absence from a scheduled academic day without prior approval from the Student Life Office. Class absences that occur as a result of early departures, late returns, or family vacations will be recorded as unexcused - vacation on a student's record. Absences that occur due to college visits and/or recruiting trips must be pre-approved by the College Counseling Office and will be recorded as unexcused - college pursuits on a student's attendance record.

Consequences: Unexcused class absences will result in an academic penalty on any graded assignment due or assessment given the day the absence occurs. If a student has an unexcused absence on the day the graded assignment or assessment is due, the highest grade they will be able to receive is 80%. In the case of an unexcused absence, regardless of the reason, students should not expect faculty to provide any academic help to learn the material missed.



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GRADE REDUCTION FOR UNEXCUSED ABSENCES *(continued)*

Unexcused:	Any graded assignments or assessments start at 80%.
Unexcused - College Pursuits:	Any graded assignments or assessments start at 80% if no prior communication is made.
Unexcused - Vacation:	All academic work missed is due on the date of return to campus. Prior to departure, students may petition the Student Life and Academic Offices to appeal the relevant coursework expectations.
Excused:	No penalty on assignments or assessments.
Excused - Medical:	No penalty on assignments or assessments.

Communication: If day students are not attending school or are arriving late for any reason, parents of day students are asked to notify the Student Life Office. Boarding students (and day students once they have arrived on campus) who are too ill to honor school commitments must be excused in advance by the Health Center.

Any students who will be missing class for any reason, are expected to submit a Reach request and communicate with their teachers in person at least 48 hours in advance of departure. Students should not depart campus until their Reach request has been approved by the Student Life Office.

10% ATTENDANCE POLICY

Attendance Requirement: Students who have missed more than 10 percent of the classes in a course at any point of the year jeopardize gaining credit in the course. This attendance requirement applies to all absences, regardless of the reason (unexcused, unexcused - college pursuits, unexcused - vacation, excused, excused medical).

Calculation of Attendance: Attendance will be calculated based on the total number of scheduled classes for the semester (for half-year courses) or the year (for full-year courses). Any absence, regardless of the reason, will be counted towards the student's total absences.

Consequences: Persistent attendance issues are considered a failure to thrive, and students should expect the School to take measures to help them succeed. Students who accumulate ten (10) unexcused absences in a single semester are also in danger of Attendance Probation. The final decision regarding course credit will be at the discretion of the School.



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ACADEMIC PROBATION

Academic Probation is an official warning from Canterbury notifying students that their performance falls below the School's requirements for "good academic standing" and that they are at risk of not making satisfactory progress toward graduation. While academic probation is not meant to be punitive, this warning should be taken seriously by students as it is an official acknowledgment that the student is in jeopardy of being dismissed if academic issues persist.