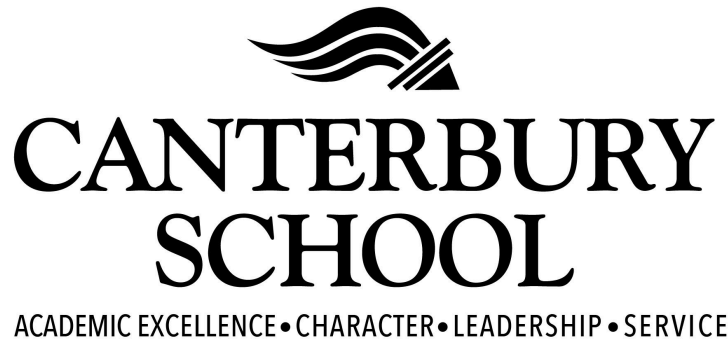




CANTERBURY SCHOOL

ACADEMIC EXCELLENCE • CHARACTER • LEADERSHIP • SERVICE

UPPER SCHOOL STUDENT HANDBOOK 2026-27

MISSION OF CANTERBURY SCHOOL

The Canterbury School is dedicated to academic excellence within a caring and supportive community emphasizing character, leadership, and service.

Vision

We strive to prepare students of ability, promise and diverse backgrounds for success in the art of leading a meaningful life.

NON-DISCRIMINATORY STATEMENT

The Canterbury School admits students without regard to race, sex, color, national and ethnic origin, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, religion, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, hiring and staff, athletic and other school-administered programs.

ACADEMIC INFORMATION

Upper School

Canterbury School, dedicated to the development of its students' minds, bodies, and character, aims to promote academic excellence and a love of learning. It achieves these aims by helping students master knowledge, acquire skills, think critically and creatively, and communicate effectively. Canterbury also strives to instill in students respect for others and a desire to be caring and contributing members of the community.

Canterbury Curriculum

The Canterbury curriculum offers a wide variety of courses designed to prepare our students for the requirements of the most demanding four-year colleges in the nation. The curriculum includes core courses in five major departmental areas, additional required courses, and numerous electives. Honors and Advanced Placement classes will be taught in all core subject areas. Entry into Advanced or AP classes will be by the School's invitation only. Students will be invited to join these classes based on specific criteria. The several criteria include, but are not limited to, standardized test results, previous grade performance, previous AP test scores, and teacher and departmental recommendations. Final decisions regarding enrollment rest with the Upper School Head. Year-long Upper School courses receive one credit; semester-long courses receive one half credit.

THE UPPER SCHOOL ACADEMIC PROGRAM

Requirements for Graduation:

<u>Distribution</u>	<u>Required</u>	<u>Recommended</u>	<u>Includes</u>
English	4 credits	4 credits	Every year; every semester
Mathematics	3 or 4 credits	4 credits	Students who take Algebra I in 9 th grade require a total of 4 credits; those who take Algebra I in M.S. require a minimum of 3 credits in Upper School
Science	3 credits	4 credits	3 lab sciences: Biology, Chemistry, Physics
History & Social Sciences	3 credits	4 credits	Ancient World History or AP Human Geography, Modern World History or AP World History, U.S. History or AP U.S. History
World Languages	2 credits	4 credits	2 years of the same language are required for graduation; however, students applying to four-year colleges should take 3-4 years of the same language
Physical and Health Education	1 credit	1.5 credit	1 credit of HOPE - Health Opportunities through Physical Education (online course through Florida Virtual School) OR .5 credit Healthy Living (online Canterbury course) AND .5 credit PE class (online or on campus)
Arts	1 credit	2 credits	
Success Principles	.5 credit	.5 credit	
Electives	6.5 credits	2 credits	
Total	24 credits	26 credits	

Minimum GPA Requirements

Students must have a grade point average of C- (1.7) or better while passing all courses; if not, the student's record will be reviewed by the Academic Review Committee which will make a recommendation to the Head of School regarding the continued academic status of the student. To ensure promotion and graduation, all students are expected to make timely progress in the school's community service program.

Academic Courses Offered

Canterbury School's academic program is described in the Curriculum Guide, which can be found on Cougar Campus. The guide is designed to help students and their parents with the preparation of a program of studies for the 2026-2027 academic year. The school reserves the right to alter the course content if faculty changes or other factors require such a change. The subsections below include information and policies pertaining to our academic program, many of which can also be found in the Curriculum Guide.

COMMUNITY SERVICE

Mission Statement

In order to help our students become responsible citizens who will lead and serve, Canterbury School seeks to cultivate a habit of volunteerism to help address some of the needs of the Fort Myers community as well as the greater world community. The Community Service Program strives to develop a caring student community, individual and group leadership, and a fundamental sense of human altruism thereby making service to others “A Way of Life.”

How We Define Community Service

In an effort to promote skills and attitudes of responsible citizenship as well as meet real needs in our community, Canterbury School offers the following definition:

“Community Service is a service provided in partnership with a non-profit institution or organization aimed at improving the lives of people in need.”

Fund Raising

All fundraising at Canterbury is under the oversight of the Board of Trustees. Fundraising to outside organizations, unless approved by the Board, is not permitted. Current school sponsored fundraising projects that are Board approved include Sock Drive, Thanksgiving Food Drive, Holiday Stocking Drive and Marathon. In order to not diminish the effectiveness of these projects, we ask that students, parents and staff not initiate other fundraising activities.

Volunteerism

The Community Service Program at Canterbury School places emphasis on the outreach of our students by requiring them to serve the greater Fort Myers community by giving of their time. Volunteer activities are abundant throughout the school year and are listed in x2VOL. Simply refusing payment for work does not constitute volunteerism.

Community Service Hours

All upper school students who attend all four years at Canterbury must have a minimum of 100 community service hours to graduate. The recommended pace is 25 hours each year for students in grades 9, 10, 11, and 12. The class goals are 20 hours for 9th-10th and 30 hours 11th-12th. New students will be expected to fulfill the required hours for the years they attend Canterbury. Please check Cougar Campus for more details on service hours and requirements.

National Honor Society members have an additional requirement of 15 hours of community service during the year of their induction and 30 hours thereafter. Seniors with 400+ volunteer hours are recognized with the traditional silver honor cord worn at graduation. To qualify for the silver honor cord, all of the hours must be volunteer hours that have been submitted, verified and approved in x2VOL before the Upper School Awards assembly.

Students who meet the criteria for the President’s Volunteer Service Award must have their hours submitted, verified and approved in x2VOL by the date provided by the Community Service Coordinator each year in order to receive their certificate of recognition at the Upper School Awards Assembly.

Students are encouraged to speak to the Community Service Coordinator if they have any questions concerning their volunteer hours.

COURSE SCHEDULING

Students are encouraged to request any changes to their academic classes before the beginning of the semester. After the start of the semester, students have two weeks to request any reasonable and appropriate changes to their schedule.

Add/Drop Procedure

All schedule changes are requested through email, according to the following steps:

1. The student meets with their advisor to plan the change request.
2. Advisor sends the request to coursechange@canterburyfortmyers.org, copying the student and their parents. Please use the subject line "Schedule Change for advisee name." Include the course(s) to drop, course(s) to add, and the reason for the change.
3. If approved, the new schedule will take effect when the changes appear on the student's "My Day" schedule in Cougar Campus. The student should continue to follow the previous schedule until the change appears in Cougar Campus.
4. The drop/add period lasts for two weeks after the start of each semester.

No entry will appear on the student's transcript if a course is dropped during the drop/add period. Classes dropped after this period will be entered on the transcript as withdrawn passing (WP) or withdrawn failing (WF). No credit is given for a year-long class that is dropped at the end of one semester. If the student is changing to a different level of the same course, all work done up to the time of the change will be included in grade calculations for the new course. In addition, the student is responsible for all missed work when adding a class if adding a class after the add/drop period. Additional guidelines for Advanced Placement (AP) course changes are described below.

Adding an AP Level Class

Students requesting placement into an AP course for which they were recommended but did not enroll, may add an AP level class in the first two weeks of the school year if space is available. If approved, parent must give final permission. This must occur within the first two weeks of the fall semester.

Students requesting placement into an AP course for which they were *not* recommended must apply for placement using the "Review of Original Course Recommendation for Advanced or AP Level Classes" form. This must occur within the time period beginning with course scheduling in the Spring and the selected cut-off date for Recommendation Review, usually at the end of March the Spring prior to the new school year. The Upper School Administration Team will review the appeals and make a final decision. Final decisions may be contingent on a specific final exam or AP exam score in a previous class. If a student's appeal is denied, the parent can request a Parent Override Form to waive the student into the class, provided space is available.

Dropping an AP Level Class

Students have three opportunities to drop an AP level class:

- Within the first two weeks of school (normal drop/add period)
- Immediately after Marking Period 1 grades are published (first week of October)
- After grades are published for Semester I in January

Dropping an AP class at MP1 (first week of October) will result in no penalty and no record of the class on the student's transcript. If the student falls below the minimum number of credits for the semester after dropping the AP class, they may add a semester-long elective course with the course instructor's permission. The student may need to make up some or all of the assignments for the course.

Dropping an AP class at the end of the semester results in a withdrawn passing (WP) or a withdrawn failing (WF) recorded on the transcript. No credit is given for the course. Students may need to add an elective in order to fulfill either graduation requirements and/or the minimum number of credits for a semester.

Outside Courses / Florida Virtual School

Classes taken through other schools are not included on the Canterbury transcript. All academic credits required for graduation must be met through on-campus course work. The only exception is the Florida Virtual School (FLVS) course Health Opportunities Through Physical Education (HOPE) which fulfills the 1.0 credit Physical and Health Education requirement. This course is included on the Canterbury transcript, but it is not used in GPA calculations.

ASSIGNMENTS AND HOMEWORK

Homework is important for academic success, the development of self-discipline, and the development of good working habits. Teachers will provide extra help to those students who need it and will assist students in budgeting their time and effort, especially with long-term assignments. Ultimately, the responsibility for doing homework rests with the student. Students are responsible for using Cougar Campus for checking on homework assignments and for writing down assignments in a planner or other organizational tool.

Late Work Policy

- Work not turned in at the start of class on the date due is considered late.
- Students are given until the end of the unit of study to complete any late homework for up to 50% credit. No late homework is accepted after the unit test or end of unit.
- A student may contact a teacher with at least 24 hours' notice if they would like to request to move an assessment. This should be reserved for cases where students have 3 or more major assessments on the same day. The rescheduled date should be within one week of the original assessment date. If the makeup is not completed within the week, the assessment may be made up at any time in the quarter for up to 50% credit.

Make-Up Work Policy

- Students may complete make-up work for full credit for **excused absences only**.
- Students are given **1 week** (7 calendar days including weekends) to make up tests, quizzes, or major assessments in missed classes for full credit, provided the absence is excused. If any tests, quizzes, or major assessments are not made up during that 1 week period, they may be made up at any time during the quarter to receive up to 50% credit.
- No missing work may be made up after the end of the quarter (MP1 or MP2), and the gradebook will reflect a grade of zero for these assignments.
- Students are given 1 school day per school day missed to turn in any homework assigned before their absence for full credit. After that, the regular late work guidelines apply.

EXAMS AND TESTING

Course Examinations

Upper School students can expect Mid-Term and Final Exams in all core subjects.

AP Exams

A student must take the AP exam provided by the College Board to complete an AP course. If a student does not take the AP exam, the course will be changed to an honors level class on the transcript, seniors will need to report the changes to colleges, and the student forfeits all testing fees. If no honors course equivalent exists, the course will be recorded as withdrawn passing (WP) or withdrawn failing (WF) on the transcript. Freshmen, sophomores and juniors enrolled in Advanced Placement classes should expect additional graded work after the exam. Families are responsible for payment of AP Exam fees, which will be posted to the student's FACTS account. AP Exam fees are nonrefundable.

Students are not required to submit AP scores to colleges; however, colleges may see the AP course on the student's transcript and assume (whether correctly or incorrectly) that the lack of a score report indicates a low score. AP scores *are* noted on the student's internal record, and may be used by administrators or department heads to make recommendations for or against future AP courses.

GRADING SYSTEM

Canterbury employs an A-F grading system. Grades take the form of letters as follows:

- A** indicates truly outstanding work.
- B** indicates very good work
- C** indicates satisfactory work.
- D** indicates unsatisfactory work although credit is earned.
- F** indicates unsatisfactory work with no credit earned.
- INC** indicates incomplete work with no credit earned.

Based on a 100 percent scale, grades are determined as follows:

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Grade Point</u>
A+	97-100%	4.3
A	93-96%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	59-below	0.0

Grade Point Average

The Grade Point Average (GPA) is calculated by averaging the final grades (A = 4.0) earned in all courses in the core curriculum. This includes courses in the five major subject areas: English, mathematics, science, social science, and world languages. Honors level courses receive a weight of 0.5 and Advanced Placement courses receive a weight of 1.0.

Reporting Grades

Progress reports are available through Cougar Campus at the midpoint of each semester with written comments attached for each course. Report cards with the end-of-semester grades will be available in January and June, also through Cougar Campus. Advisors write a letter about each of their advisees at the end of each academic year.

Promotion

A student will be promoted to the next grade by achieving an average of C- (1.7) or better while passing all subjects. A GPA that is below C- will be reviewed by the Academic Review Counsel that will make its recommendation to the Head of School.

Options include promotion with stipulations such as summer work or private tutoring or beginning the succeeding year on Academic Probation, repeating the same grade, or enrolling at another secondary school. Although a D- is the minimum passing grade, a final grade of C- or better is required to continue at the next level in all major courses. A student who does not earn a C- or better may be required to make up the deficiency through summer work.

Honor Roll

The purpose of the Honor Roll is to recognize students who have achieved academic excellence each semester. Students who earn a weighted GPA of 3.5 or higher, with no grade lower than a B-, are named to the Honor Roll. Students who earn a weighted GPA of 4.0 or higher, with no grade below B-, are named to the High Honor Roll.

HONOR SOCIETIES

National Honor Society (NHS)

The National Honor Society of Canterbury School is a duly chartered and affiliated chapter of the national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected to be members by a Faculty Council consisting of five teachers appointed by the Upper School Head. The honor of membership can be bestowed upon a student as early as the second semester of the sophomore year.

For the scholarship criterion, a student must have an unweighted cumulative GPA of 3.3 or better. An Honor Code Violation within the current school year will automatically disqualify a student for NHS, and other serious disciplinary infractions, or a high number of minor infractions, may also disqualify a student. Students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the student's leadership and service. In addition to Canterbury's annual requirement for community service, a member of the NHS is required to complete a minimum of 15 additional hours of community service during the year of induction and 30 additional hours each year thereafter. To evaluate a candidate's character, the Faculty Council may review school records and ask for professional reflections or recommendations from teachers or administrators.

Students selected for membership will be formally inducted at a ceremony in the spring of the academic year. Once inducted, new members are required to maintain the same high standards that led to their selection. Also expected are regular attendance at chapter meetings and participation in chapter service projects. Students who fall below the GPA requirement or commit an Honor Code Violation may be removed from NHS. Students or parents who have questions regarding the selection process or membership obligations should contact the school's NHS chapter advisor.

National Spanish/Chinese/French/ASL Honor Societies:

- Must have 3.5 minimum unweighted cumulative GPA
- Have completed at least two years of the same language in upper school
- Earn an A- or higher in each semester of the language taken at Canterbury (Seniors currently enrolled in an AP language class can request a waiver of this requirement based on AP grades)
- Junior or senior standing (sophomores may be inducted at the end of the school year)
- Demonstration of leadership, service, and citizenship in the school or community.
- No record of Honor Code violations or instances of plagiarism
- Approval of the Department of World Languages

National English Honor Society:

- Must have taken one AP English Course previously or be currently enrolled in one
- Earned an A- or higher in each semester of English taken at Canterbury
- The achievement of a minimum overall unweighted grade point average of a 3.7
- No record of Honor Code violations or instances of plagiarism
- No record of disciplinary infractions as confirmed by the department head, Dean of Students, and Upper School Head
- Approval by the Department of English

Rho Kappa National Social Studies Honor Society:

- Must have 3.5 minimum unweighted cumulative GPA
- Junior or senior standing
- Must take at least one year-long history or social sciences AP course each year
- A combined minimum of two years of participation in History Fair or Mock Trial or Model United Nations or DECA
- Demonstration of leadership, service, and citizenship in the school or community
- Approval by the Department of History and Social Sciences

Science National Honor Society:

- A course schedule that reflects an interest and aptitude in the sciences
- A 3.7 minimum unweighted GPA for all non-AP science classes
- A 3.5 minimum unweighted GPA for all AP science classes
- An overall unweighted cumulative GPA of 3.5
- No record of Honor Code violations or instances of plagiarism
- Approval by the Department of Science

National Arts Honor Society:

- Students must declare a concentration in visual fine arts, music, theater, or media production.
- Students must complete 3.5 credits in the arts (3 within their declared concentration)
- Maintain a 3.5 unweighted GPA in all art classes
- Maintain a 3.0 unweighted GPA overall
- No record of Honor Code violations or instances of plagiarism
- Approval by the Department of the Arts

Mu Alpha Theta Mathematics Honor Society:

- Completed at least 3 credits of math beyond Algebra I and is enrolled in their 4th (or beyond) class for credit
- The student is enrolled or has taken at least one AP-level math class. If eligible in their senior year, the student should have earned an A during the first semester.
- All but one of the student's math classes must be at the Advanced level.
- The student has earned an A (end-of-year grade) in every math class beyond Algebra I.
- The student has *completed* their Sophomore year.
- The student does not have any record of Honor Code violations or instances of plagiarism
- Approval by the Department of Mathematics

STUDENT ACCOMMODATIONS

Special Accommodations

Canterbury teachers strive to assist each child in reaching his or her potential. Although we do not have staff trained in highly specialized learning styles, we are able to offer those students with **documented** disabilities some accommodations during test situations. Canterbury School does not discriminate on the basis of disability and complies with Title III of the Americans with Disabilities Act by providing reasonable accommodations for students with documented disabilities. Reasonable accommodations are those modifications to policies or procedures which do not fundamentally alter the nature of the program offered. In addition, Canterbury's guidelines for providing accommodations for students with documented needs adhere closely to the standard of other independent schools in order to support what is necessary for standardized testing and students ultimately applying for accommodations in college.

As part of these guidelines, a **psycho-educational or neuropsychological evaluation is required** to provide recommended academic accommodations. Canterbury's Student Support Services team creates a Learning Profile based upon given recommendations to support student learning in the classroom. Teachers may receive a list of suggested accommodations for students, based on current psycho-educational testing. However, some recommendations may not be feasible to provide at Canterbury. In addition, those same students may qualify for accommodations on College Board examinations. Documentation

can be submitted at any point during the school year. However, **the last date for new accommodations to be implemented each semester is the first day of review week** before final exams as our team needs sufficient time to carefully review documentation and notify essential faculty. If you are interested in requesting accommodations for your student, please contact Sandy Nelson, Assistant Head of School for Academics and Support, for additional information regarding the school's guidelines.

Extra Help

Teachers are available for extra help for students who have missed work due to excused absences, who are having difficulty or are in need of enrichment. Students are encouraged to seek extra help and should make appointments to see their teachers.

Academic Monitoring Program

Students may be placed in our Academic Monitoring Program (AMP) if they fail to complete or pass a course, if they show a pattern of low grades or test scores, and/or if they require special and frequent supervision. Students are placed in AMP upon review and recommendation of the Academic Review Council. AMP is a temporary monitoring program and active student participation is required. Failure to make adequate progress or participate during the AMP time period may result in referral back to the Academic Review Council, who will make a recommendation to the Head of School which may include required summer work or private tutoring, repeating the same grade, or enrolling at another secondary school. Additional details are provided to the student and their family from our Learning Support Specialist.

School Counseling

Canterbury's school counselors serve as a resource for students and teachers. The counselors provide resources for the advisory program, parent consultation, and short-term intervention for students experiencing emotional and social difficulties. These professionals also provide referral services to additional professionals that may be able to support your student.

College Counseling

The college counseling program is designed to respond to individual needs and interests, guiding students in areas of college selection and application for admission. Services are available to all Canterbury families with increased intensity in grades 11 and 12. See the College Guidance section of the Canterbury website for details.

MEDICAL POLICIES

Clinic and School Nurse

A nurse is on campus to ensure the safety and well-being of the student body. The nurse administers medications, treats minor injuries, takes temperatures, etc. The nurse also keeps track of health records and communicates to parents any information pertaining to the health of students. You can reach the clinic by calling 239-333-3287 or emailing Clinic@canterburyfortmyers.org

Medication Administration Policy

Canterbury School will adhere to the Florida Department of Health State Guidelines pertaining to medication administration at school. **The clinic does not stock any medications.** If your child has occasional headaches or menstrual cramps, please supply the clinic with over-the-counter and prescribed medications. Prescription medications will be administered only with an order from a physician, physician's assistant or nurse practitioner. A parent will be notified by phone when any medication is

administered. Please bring the authorization form to your next doctor's appointment (faxed forms are acceptable). Be sure to list what prescription and non-prescription medications you want administered during the school year.

Forms and medications will not be carried over from one year to the next. If you do not pick up leftover medications at the end of the school year, they will be thrown away. New permission forms need to be obtained every school year.

The form is available on Canterbury's website under the Resource page in Cougar Campus.

Parents of students with allergies or medical conditions requiring emergency interventions should meet with the school nurse to create an Emergency Plan.

Students **CANNOT** carry or administer their own medication (including over-the-counter medications, vitamins or health supplements/enhancements). The school and its employees assume no responsibility regarding any abuse or misuse of any medication carried by a student. To assure the safety of your child and their peers, please do not allow your child to carry any form of medication on their person. Per Florida Statute 1002.20 (3 h & i) if your physician feels it is medically necessary for your child to carry an inhaler or EpiPen **ON THEIR PERSON** while in school, the approval must be stated on the medication permission slip. It is not permissible to have inhalers or EpiPens kept in lockers.

No medication will be administered without the Authorization Form on file in the nurse's office. Only students with signed permission forms are legally permitted to receive medication from the school nurse. Parents are responsible for providing all medications.

Peanut Policy

- Canterbury does not have peanut free classrooms.
- A parent whose child has a peanut allergy is encouraged to meet with the teacher, division director and school nurse to discuss an action plan for the child each year.
- An allergy action plan for each student with an allergy will be on file in the nurse's office and the child's classroom.

Illness Policy

If a student becomes ill during the school day, he/she should go to the school nurse for assistance. If it is determined that a student is well enough to remain on campus, he/she is responsible for making up any assignment, quiz or test that he/she missed. The student should complete this work or make other arrangements with the teacher by 3:30 pm that day. If it is determined that the student needs to go home because of illness, a call will be placed to a parent by the school nurse to report the illness and to get permission to send the student home. No student will be permitted to go home without parental consent. The clinic is to be used only for that period of time when the student is waiting for the parent to arrive.

In case of an emergency, or if we feel a student needs to be picked up due to an illness or injury, we will try to get in touch with each person listed on the emergency contact form. If we are unable to reach a person on the emergency contact form, we will call an ambulance for that student to be transferred to the hospital, accompanied by a School employee.

Please provide a copy of your child's birth certificate and his/her health and immunization records. The health and immunization forms are provided by your doctor, or they may be obtained at the local Florida Department of Health. Florida law requires a physical examination taken within the last twelve months for all new students. Florida law mandates that the school has on file the Blue Florida Certificate of Immunization (form 680), the Gold School Entry Health Exam (form 3040), and a copy of your child's birth certificate.

Deciding when to keep your student home from school can be difficult. When a student is sick and needs to stay at home, parents should contact the school and describe the illness and symptoms. If a health care provider makes a specific diagnosis (such as strep throat, conjunctivitis, chicken pox etc.), a note from the health care provider with instructions for return to school timeline is easiest.

ADVISORY PROGRAM

The Canterbury School advisory program exists to support the academic and personal development of Upper School students. It is designed to sustain close relationships between faculty members and students, as well as provide good communication with parents. In providing support for students, the advisory program assists the school in building the character, leadership, and service capacities of students. In their advisory role, faculty members serve as guides and mentors to students by doing the following:

- monitoring students' academic growth
- supporting students' goals and accomplishments
- encouraging strong character development and positive leadership qualities
- helping build resilience in dealing with academic and social challenges of school life
- assisting students in achieving optimal personal and academic development
- promoting class and school unity and involvement
- communicating with parents on personal and social issues
- giving students guidance in their course selections from year to year, addressing school guidelines, and answering each advisee's questions and concerns

By striving to achieve these purposes, the advisory program is important in building the strong sense of community that is unique to our school. Advisor responsibilities are part of each faculty member's professional role in the school. Group advisory meetings occur at specifically scheduled times each week. Additionally, faculty advisors at each grade level supervise the activities of the class, guiding and assisting students with social events or other projects.

One Grade Level Dean in each upper school grade level helps to direct, support, suggest, plan, and supervise advisors as well as assist in the organization of student activities and special events appropriate to that particular grade level.

Although the teacher of the individual classes remains the primary contact for academic communication, the advisor has responsibility for monitoring and having a more comprehensive view of a student's overall progress during the academic year. The advisor is the primary liaison between parents and school personnel. In seeking information or advice about a child's academic or social progress, parents should first turn to the advisor as the best informed, most concerned adult dealing with your child in school. Student advisors call parents at the beginning of each year to introduce themselves. Students involved in a disciplinary situation can count on the help and support of an advisor. Although the advisor is in one sense the student's advocate, as a member of the faculty, the advisor also supports the philosophy and policy of the School.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

Technology resources at Canterbury School are provided to support learning, communication, collaboration, creativity, and academic success. Students are expected to use technology responsibly, safely, ethically, and in accordance with Canterbury School expectations. The use of technology is a privilege, not a right, and inappropriate use may result in suspension or loss of technology privileges, disciplinary action, or additional consequences as determined by the School.

Technology Resources Covered

This policy applies to all student-owned and school-provided access to:

- Laptops and tablets
- Mobile devices
- Google Workspace accounts
- Internet and wireless access
- Cloud applications and online services
- Classroom technology
- Personal devices connected to the Canterbury network

Student Responsibilities

Students are required to:

- Be safe users of technology whenever and wherever they use information and communication technology (ICT)
- Use technology for educational purposes and in support of learning
- Follow all teacher and staff instructions regarding the use of devices and technology
- Respect the rights, privacy, and work of others
- Keep passwords secure and private
- Use appropriate, respectful, and school-appropriate language in all digital communications
- Report inappropriate content, suspicious activity, or unsafe online behavior to a teacher, administrator, or the Technology Department
- Follow Canterbury School policies and the Student Handbook while using technology both on and off campus

Students are expected to act as good digital citizens and apply the School's standards of conduct to all online activities.

Digital Citizenship & Online Conduct

Students may not:

- Bully, harass, threaten, or intimidate others online
- Participate in or encourage harmful online behavior
- View, share, forward, or create inappropriate, discriminatory, explicit, or offensive material
- Damage, alter, or delete another person's files or digital work
- Record or photograph others without permission where privacy is expected
- Use another person's device or account, or
- Share account credentials or device with another student

Students should treat others respectfully both online and offline.

Technology & Device Responsibilities

While at school, students are responsible for:

- Bringing charged devices to school each day
- Charging devices during the school day as needed
- Saving and backing up schoolwork
- Safely storing devices when not in use
- Protecting devices with passwords or passcodes

Canterbury School is not responsible for lost data stored in Google Drive or on personal devices.

Students and families are responsible for the care, maintenance, loss, or damage of student-owned devices brought to school.

Lockers may be used to safely store devices during the school day and after-school activities.

Canterbury School accepts no responsibility for personal property brought to school by students.

Internet, Email & Network Use

Internet access is provided for educational purposes. Students understand:

- Internet activity may be filtered, monitored, and logged
- School accounts and network usage are not private
- Teachers, administrators, and technology staff may review activity when necessary
- Students should avoid opening suspicious links, attachments, or messages
- Students may not attempt to bypass security systems, filters, monitoring tools, or network restrictions
- Unauthorized software, VPNs, proxies, games, or browser extensions may not be installed or used on the school network

Artificial Intelligence (AI) Use

Artificial Intelligence (AI) technology must be used ethically, responsibly, and appropriately in alignment with the School's AI Values of privileging Transparency, promoting the Learning Process, ensuring Developmental Appropriateness, protecting Privacy, Security & Stewardship; and maintaining Connection.. These values are outlined in more detail on the [school's website](#).

In addition, students' unauthorized use of AI tools for academic work may be considered a breach of academic integrity and may be handled according to school academic integrity/Honor Code policies.

When AI use is permitted for school assignments:

- Students should not use AI to replace their own critical thinking or original work
- Students must acknowledge and give credit when AI tools are used
- Students should communicate with teachers in advance if unsure when or how AI tools may be used

Teachers may establish additional classroom-specific AI expectations.

Additionally, all members of the Canterbury community, including students, should not use AI tools to replicate or "deep fake" another member of the Canterbury community (voice, image, video, etc.).

Privacy & Online Safety

Students are expected to:

- Keep personal information private online
- Notify an adult if they feel unsafe or uncomfortable online
- Report cyberbullying, harassment, or suspicious online behavior
- Create online accounts linked to any Canterbury School account only when directed by a teacher or member of the Technology Department

Students should understand that online content creates a permanent digital footprint and may be visible to teachers, administrators, parents, colleges, and future employers.

Copyright & Academic Integrity

Students must:

- Follow copyright laws

- Properly attribute sources as directed by their teacher
- Respect intellectual property rights
- Avoid plagiarism in all forms, including misuse of AI tools

Consequences

Failure to follow this policy may result in:

- Loss or restriction of technology privileges
- Disciplinary action (including Honor Code violations)
- Financial responsibility for damages
- Additional consequences determined by school administration

Serious violations may be referred to law enforcement when appropriate.

Agreement

Students and parents/guardians are expected to review and understand this Acceptable Use Policy. Use of Canterbury School technology resources and network access indicates acceptance of this policy.

Cell Phone Policy

Phones are not permitted to be used during school hours (8am - 2:50pm) and must be left at home, in the student's car, in the front office, or in the student's backpack. Any teacher or staff member who sees a student's phone during the school day will take the phone to the Dean of Students or Head of Upper School, and an infraction will be recorded. The student may pick up the phone at 2:50 after school. Other consequences may apply for repeated occurrences.

Social Media Policy

The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning, while irresponsible use will diminish it. A strong respect for the principles of digital citizenship in regard to social media is essential for us to live our mission at Canterbury School. E-mail and Internet use, like all computer resources at our school, are tools for learning and facilitating the operation of the school. This policy outlines key principles with regard to personal use and expectations of privacy when using social media resources.

Social media is also referred to as social networking; it is a form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. The purpose of this policy is to provide guidelines for social media communication between students and associated persons; to prevent unauthorized disclosure of or access to sensitive information, and comply with the Canterbury Honor Code and the School's Technology Responsible Use Agreement.

Canterbury School recognizes that during non-school hours, students may participate in online social media, blogs, and other online tools. **Students should keep in mind that information produced, shared, and retrieved by them may be subject to school policies and is a reflection of the school community.**

1. In the online environment, students should follow the Technology Guidelines and Responsibility policy.
2. Think before you post. Canterbury School asks students to use discretion when posting to the internet.
3. Do not misrepresent yourself by using another student's or faculty member's identity.
4. Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.

5. Avoid posting anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
6. When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, racist, or threatening language.
7. Refrain from accepting invitations from people you don't know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
8. Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites.
9. Users should keep their passwords secure and never share passwords with others, including Cougar Campus passwords. If a password change is needed, students should reach out to their advisor to contact our IT department.
10. Cyberbullying is considered an act of harassment and will be met with appropriate consequences.
11. Use of Canterbury School logos or images on your personal social networking sites is strictly prohibited. If you wish to promote a specific Canterbury School activity or event, you may do so only by means of a link to the official Canterbury School Facebook account, Twitter account, Instagram account, or any other social media platforms sanctioned by Canterbury School. Canterbury School reserves the right to require school-related images or content posted without permission to be removed from the internet, including school logos or school name.
12. Students should be aware that there are a variety of college representatives who inquire about Canterbury students on a yearly basis. Universities have been known to view students' social media as a factor in their admissions process.

School Intellectual Property

It is the policy of Canterbury School that in accordance with applicable law, it has an exclusive ownership right of all items that any student develops, in whole or in part, as a direct or indirect result of his/her attending the school or in the course of his/her attendance with the school or through the use of any of the school's facilities or resources including, but not limited to, all inventions, intellectual property, discoveries, concepts, and ideas and the embodiment thereof, including, without limitations, the nature and results of research and development activities, processes, formulas, techniques, "know-how", designs, drawings, and specifications. Any such items produced by a student shall be considered the exclusive property of Canterbury School.

HONOR CODE

Canterbury School is committed to creating an academically stimulating and supportive learning environment in which the needs and rights of the individual are balanced against those of the community as a whole. Therefore, our rules are based on honesty, common sense, courtesy, respect, and adherence to federal and state laws.

Canterbury School Honor Code

***I will act honorably, respecting myself and others;
I will not lie, cheat, steal, or plagiarize.***

The Canterbury School Honor System has been established to create an environment of proactive students committed to academic responsibility and concern for others. The intention of this Honor System is to promote honorable behavior as well as to allow students to grow in personal integrity and character. The Honor System is based primarily on the Canterbury School Honor Code which extends responsibility to students, faculty, and administrators in the process of establishing an atmosphere of mutual trust and respect.

The Honor Code assumes that members of the community will be responsible for their own actions as well as those of their peers. Students are expected to act honorably in all of their activities: academic, personal, and co-curricular. Likewise students are expected to bring all violations of the Honor Code to the attention of the Honor Council. All matters brought before the Honor Council are held in the strictest confidence.

The Honor Code seeks to promote a community characterized by honesty and trustworthiness in all matters. The areas covered by the Honor Code are:

- **Truthfulness:** Both spoken and written falsifications are forms of lying and are therefore violations of the Honor Code. Allowing a false assumption to be drawn is also a violation of the Honor Code. The School assumes that a student's word may be taken as honorable and truthful.
- **Theft:** Stealing is defined as taking property, either physical or intellectual, without the consent of its owner. Students are expected to turn any lost property they find into the School office. Any incident of theft brought to the Dean of Students will be addressed at that time and may also be passed on to the Honor Council.
- **Academic Integrity:** Students can neither give nor receive any unauthorized information or help that pertains to graded academic work. In each course it is the responsibility of the teacher to make clear to students what constitutes authorized and unauthorized information and help. If a student is unsure about what constitutes plagiarism or the parameters of working together on an assignment, it is the student's responsibility to clarify with the teacher. Both cheating and plagiarism (presenting someone else's work as one's own) are forbidden by the Honor Code.

All students are responsible for knowing and understanding the Canterbury School Honor Code. Violations of the Honor Code may be handled at a variety of levels depending on the severity of the infraction. Major infractions may involve the Dean of Students, the Upper School Head, or the Honor Council. It is the responsibility of the entire Canterbury School community to promote, support, and uphold the Canterbury School Honor Code.

Consequences for Academic Dishonesty

The academic and disciplinary consequences for cheating are significant. In addition to possible suspension, expulsion, or denial of the opportunity to re-enroll, a student whose actions are deemed academically dishonest will receive consequences as deemed appropriate, **including but not limited to parental contact and a grade of zero on the assignment**. Cheating on a test or paper could result in a failing grade for a course. Cheating on a Midterm or Final Examination will generally result in no credit for the Exam and further consequences if deemed appropriate.

Students who have an infraction for Academic Dishonesty will not be eligible for National Honor Society or any departmental Honor Societies during the school year in which the infraction was committed; if the student is already a member of National Honor Society, the student may be removed from membership.

Plagiarism Statement

Any student who presents another's ideas or work as his or her own is guilty of academic dishonesty and/or plagiarism. These behaviors include but are not limited to the following:

- Copying from published materials or from another student's work.
- Unauthorized use of Artificial Intelligence (AI), including but not limited to generation of ideas, written work, data, or mathematical problem solving.
- Preparing an assignment with the help of AI, other students, or parents without the teacher's permission.
- The presentation of someone else's ideas in a paper, lab report, or computer program without the use of citations, footnotes and bibliography.
- The presentation of another writer's exact words without quotation marks and name of author.
- The use of textbooks, class notes, or other information, verbal or written, while taking a test or quiz, without the teacher's permission.

- A student's presentation of another person's homework, essays, papers or computer program as his/her own. A student providing information or materials to another student without the teacher's permission is as liable for disciplinary action as the student who receives the information.

MAJOR SCHOOL RULES

These rules identify those values that the community considers of primary importance. A violation of any of the School's major rules subjects the violator to disciplinary consequences.

Academic Dishonesty

Academic integrity is of the utmost importance to the culture of Canterbury School and is an essential principle in the life of our students. By affixing their name to a piece of work, a student pledges that, unless properly cited, the work is entirely their own. Academic dishonesty is a serious infraction and one that the school takes very seriously.

Honesty and Trust

Dishonesty, in any form, as outlined in the Honor Code is considered a violation of a major school rule. As a community, the school relies upon the honesty and trust of both its students and faculty. A student who compromises those values violates a major school rule. The school will treat lying about one's responsibility for a rule violation as a more serious offense than the original violation. Stealing destroys the trust between members of a community, and as a result we treat it with the utmost severity. Collaborators in an episode of stealing face the same range of consequences as the primary actors. The school reserves the right to initiate legal proceedings if there has been a violation of the law.

Alcohol, Tobacco, Vaping and Other Drugs

The possession or use of alcohol, controlled substances, an illicit drug or any illicit mind-altering substances, possession of drug-related paraphernalia or use of tobacco (Vapes, E-Cigarettes) products during the school day or at any school function on or off campus is strictly forbidden. Students may not chew or smoke tobacco, use e-cigarettes, or vape on school property, in school parking lots, or on property which is adjacent to school buildings or at any school-related function on or off-campus. This prohibition includes the transfer of alcohol, tobacco products, Vapes, E-Cigarettes or any illegal drug to another person or being under the influence of alcohol or any illegal drug while at school or at any school function. Vape / THC detection tools are now used in many areas around school.

If Canterbury School officials suspect that a student is on our campus or at a school-sponsored activity under the influence of drugs or alcohol, the Head of the School will be apprised of the situation and will decide, in consultation with other school administrators, whether the student will need to submit to drug and/or alcohol testing. **If alcohol is suspected, a parent will be notified before a breathalyzer test is given. If the student or parent chooses to forgo breathalyzer testing of the student, it will be assumed that the student is under the influence of alcohol, and disciplinary consequences will be issued.** If drug testing is needed, the school will work with parents to determine an appropriate testing method. A student who tests positive for any illegal substances will be placed on disciplinary probation, and further testing will follow at a time determined by Canterbury officials. If further testing is positive, that student may be expelled. The family of the student being screened for drugs or alcohol assumes all costs of testing.

If a violation of the drug and alcohol policy does take place, and the school chooses to allow a student to remain, substance abuse counseling and/or an in-school cessation course may be required. Consideration will be made for any student seeking help to address a substance abuse problem. Students seeking help should speak to the Dean of Students and/or a School Counselor.

Cellular Device Policy

Cellular phones are not permitted to be used during school hours (8am - 2:50pm) and must be left at home, in the student's car, in the front office, or in the student's backpack. Any teacher or staff member who sees a student's phone during the school day will take the phone to the Dean of Students and an infraction will be recorded. The student may pick up the phone at 2:50pm after school. Other consequences may apply for repeated occurrences.

Fire and Fire Systems

Tampering or playing with the fire alarm or fire extinguishing systems is an offense of a major school rule. The use of matches and lighters is also prohibited.

Respect and Concern for Others

For the well-being of every member of the school community, Canterbury seeks to build a climate of mutual respect, trust, courtesy and fair play. When anyone in the school community is uncivil, disrespectful, disruptive or guilty of harassment, the whole community is diminished, and in severe cases disciplinary action may take place. Patterns of disrespectful behavior, including but not limited to rude, inappropriate, argumentative or defiant behavior (or attitude) toward school personnel will not be tolerated.

Public Displays of Affection

Public displays of affection and sexual intimacy are not permitted on campus or at school-related events at any time, and will result in disciplinary action. Students engaged in a romantic relationship must conduct themselves appropriately at all times.

Harassment, Discrimination, Bullying and Cyber-bullying

Canterbury takes pride in creating a safe and accepting environment for our students at all times. Canterbury School has no tolerance for bullying, harassment/discrimination or hazing of any kind. Students, faculty and staff are entitled to a working environment free from harassment. In this context, respect for diverse viewpoints and sensitivities must go hand-in-hand with the exchange of ideas essential to academic freedom. Harassment and/or bullying, is any behavior which has the intention or effect of harming or intimidating others, of creating a hostile or offensive environment, or of interfering with another's school or work performance. It can take many forms—verbal, written, visual, physical, sexual, psychological—and may be associated with race, ethnicity, religion, gender, sexual orientation or physical characteristics. Though a single incident may constitute harassment, it usually involves repeated actions.

Sexual harassment involves uninvited and unwanted sexual advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature. The school considers harassment by any member of the community a violation of community values. If it is determined that harassment allegations are true, education should be a primary goal, particularly when students are involved, but actions could also include counseling, or in severe cases, suspension or dismissal.

Vulgarity, profanity and, indeed any insensitive or undignified behavior that demeans another person or group will not be tolerated. Students should not use physical force to resolve conflicts. Intentional or egregious physical altercations will not be tolerated and may result in suspension or dismissal.

Any cyber-bullying on or off campus (creating websites, texting/messaging, e-mailing, social networking, using camera phones, or using any other forms of technology to engage in harassment or bullying), anytime it relates to another student or impacts the school in any way, is strictly prohibited and may result in disciplinary action, up to and including suspension or expulsion.

If a student believes that he/she has been subjected to any type of harassment, these steps should be followed.

1. Students who are comfortable doing so should immediately communicate to the offending individual (s) that his/her conduct is unwelcome and that the behavior should be stopped. (This step is not required for an investigation to take place by the Dean of Students.)
2. Students should immediately bring the matter to the attention of the Dean of Students, the School Counselors, or the Upper School Head.
3. If possible, students should document or record the incident. The date, time, location of incident, what took place, and surrounding circumstances should be noted. Screenshots, photos, or other documentation can also be helpful.

All investigations of harassment will be conducted so that the privacy and the rights of the individuals involved are protected.

Respect for Property / Vandalism

Vandalism includes but is not limited to the defacing or destruction of walls, lockers, or other property here at the school, or unauthorized tampering with another's possessions. Students are not allowed to be in classrooms or other areas of the campus without faculty or staff supervision. No student is allowed to use a faculty member's computer. Students may also be held financially responsible for all repairs and replacement.

Theft / Stealing

Stealing, theft, or unauthorized borrowing is strictly forbidden. Unauthorized use of school equipment and possession of an unauthorized key are examples of activities that will be considered stealing. The rule pertaining to stealing also includes the unauthorized use of a credit card, a debit card, a PIN number or any other such business transaction. Violation of this rule will result in disciplinary action, up to and including suspension and/or dismissal.

Fighting or Intimidation

The intentional use of force, or the threat of force, to resolve any conflict is unacceptable. Fighting, intimidating, or threatening others, including abusive, threatening or harassing communications, acts, or gestures will not be tolerated and will result in serious disciplinary action.

Firearms & Weapons

Knives, firearms, mace, pepper spray, and weapons of any kind are prohibited on school property, at any school function, or on any school-sponsored trip. If a student suspects that another student may have a weapon, that student should inform any teacher or staff member immediately. Violation of this policy will result in severe penalties and/or legal action.

Search Policy

Lockers are school property and may be searched at any time by school officials without prior notice. In addition, school officials may choose to search students' persons, belongings, electronic devices or vehicles at any time. Prior to a search of an electronic device, a parent may be contacted. If a student refuses permission for school officials to search a student's person, bag, electronic devices or vehicle, it will be presumed that the student has something he/she does not want to be found, and the student will be required to contact his/her parents and remain on campus until parents have arrived.

Unacceptable Behavior

The following established school rules and policies should be considered guidelines for student life at Canterbury School. The prohibited conduct listed below is merely representative of the types of infractions that will lead to disciplinary action in the Canterbury community.

- Unexcused late arrival to class and/or school (referral after 5th unexcused tardy)
- Leaving class without permission or for more than the allotted time
- Disruptive behavior anywhere on campus
- Use of cellphones, earbuds, headphones or smart watches without teacher permission
- Inappropriate language or cursing
- Horseplay and inappropriate behavior
- Damaging or removing school property, or intentionally leaving a mess
- Reckless or aggressive driving on campus
- Parking in an employee or visitor spot
- Parking in the LS or MS lot without permission, or a sophomore parking in the US lot without permission
- Failure to display a valid parking permit on windshield
- Leaving campus without permission
- Having food or drinks delivered to the school

- Disrespectful behavior towards a faculty or staff member
- Deliberate failure to follow lab safety procedures
- Refusal to adhere to teacher directives
- Being in a classroom or other area of campus without permission
- Public displays of affection (PDA) or inappropriate physical contact
- Dress Code violation
- Failure to show up for detention

Ongoing Breach of Academic and Conduct Expectations

Canterbury School holds all students to high standards of academic engagement, personal responsibility, and respectful behavior. When a student consistently fails to meet these expectations—such as by missing or arriving late to school obligations, neglecting academic responsibilities, or demonstrating conduct that falls short of community norms—a formal review by the faculty may be initiated. This review can lead to a recommendation for disciplinary action to the Head of School or Dean of Students, which may include suspension or dismissal. Despite the collaborative efforts of families and the school, there are occasions when a student’s ongoing failure to fulfill academic and behavioral expectations indicates a fundamental mismatch between the student and Canterbury’s values. In such cases, the student may be required to leave the school.

Jurisdiction

School rules are in effect any time a student is:

- On-campus, whether or not school is in session
- Off-campus during the school day (such as seniors on Senior Sign Out)
- Off-campus while representing the school
- Present at an off-campus event when a school organization is involved
- Going to and from a school activity

Safe Haven Policy

If a student believes they or their classmate is in danger due to the consumption of alcohol, nicotine, or drugs, they have the option to inform a Canterbury faculty member. Neither the student in danger nor the student reporting will face disciplinary action, as the purpose of “safe haven” is to ensure the safety of the student.

DISCIPLINARY PROCESS AND RESPONSES

Students will receive points for violations of school rules, which will remain on their record for the duration of the school year. A full explanation of the points system is available on [page 27-32 of the student handbook](#). When a student violates school policy, the Head of School, Upper School Head, Dean of Students, and/or Grade Level Dean may ask the student and/or the student’s parents to meet so that a review of the incident can take place. The Administration may direct a student to leave the campus or suspend the student during this review period and allow him or her to return only on specific conditions. During the process, all parties are expected to participate reasonably, candidly, and responsibly. The purpose of this review is to produce an accurate account of the situation and deliberate in order to allow the Administration to make an informed recommendation. All meetings will be closed, attended by members of the Administration, the involved student, and a possible student advocate. The student advocate must be a current student, faculty or staff member, or administrator at Canterbury School, and may speak on the student’s behalf. The Head of School or the Upper School Head may be present as an observer, if he or she deems it necessary. The Administration will review the information carefully to determine its reliability and pertinence. Any individuals knowingly making false statements or misrepresentations to the Administration will be in violation of the honor code and be subject to disciplinary action. Any administrator or faculty member may be excused from the process if he or she has a conflict of interest in the case. If necessary, alternates will be assigned by the Upper School Head.

Disciplinary Sanctions

Disciplinary sanctions have been designed to protect the welfare of all students and the integrity of Canterbury School's academic and social programs. The student's candor and past record are considered in determining the appropriate disciplinary action. Such actions may include, but are not limited to: verbal warning, detention, suspension, and/or disciplinary probation.

The School reserves the right to suspend or expel any student at any time if in the judgment of the Head of School immediate action is needed to maintain the good order and/or integrity of the school. The following are descriptions of some of the more common disciplinary actions which may be taken. However, other sanctions will be chosen if deemed appropriate. While disciplinary issues are infrequent and simple communication is sufficient to redirect most students' behaviors, there are times when consequences may become necessary. We firmly believe in the student's involvement in addressing and recognizing the challenges they face, reflecting upon what is causing the problem, and providing a plan to prevent future occurrences.

Documented Warning: A Documented Warning is indicated by written notification, registered on Cougar Campus, that a student's behavior is in violation of school regulations. Any disciplinary warning will become a part of the student's school record for that academic year. 'Documented warning' only applies to Level 1 and 2 violations.

In-School Suspension (ISS): A student who receives an in-school suspension must spend the entire school day isolated from the student body, including athletic events. The student will be placed on a modified schedule that will allow them to interact with various members of the administration and/or faculty to bring resolution to the student's infraction. Students serving in-school suspension may also be restricted from participating in co-curricular or athletic activities for a set period of time.

Out-of-School Suspension (OSS): separates the student from the School for a stated period of time, usually one to five days. Such separation prohibits attendance at any classes, social events, or other functions, or visiting the school grounds or buildings except by written permission of the Dean of Students. Suspensions from school will become a part of the student's permanent school record.

Disciplinary Probation: A student on disciplinary probation indicates that the student has been involved in more serious or frequent violations of school behavioral expectations or rules. Probationary status is issued for a stated period of time, usually a semester or a full year. Any further disciplinary problems may result in suspension or expulsion. With academic or disciplinary probation comes a loss of privileges and closer supervision by teachers and advisors. The School reserves the right to question the student's continuance at Canterbury, if academic and/or behavior expectations do not meet the Canterbury standards. Any disciplinary probation may become a part of the student's permanent school record.

Expulsion from School permanently removes the student from the School. This decision is made by the Head of School under the advice of the Administration.

Consequences for Unacceptable Behavior

Consequences for violations of school rules: Documented warning, required verbal or written apology, other writing assignment, Paws Detention, Saturday morning detention, loss of senior sign-out (SSO) privileges, in-school suspension, out of school suspension, expulsion, required community service (not to be counted towards hours total), or other disciplinary actions as deemed appropriate by the Dean of Students. ***As a reminder, students will receive points for violations of school rules, which will remain on their record for the duration of the school year. A full explanation of the points system is available on page 27-32 of the student handbook.***

ATTENDANCE

If a student is going to be absent, the school requires that a parent or guardian call the Upper School office or email the Upper School administrative assistant before 8:15 AM on the day of the absence. The telephone number is 239-481-4323.

Regular and punctual attention to all academic obligations is an essential element of a Canterbury School student's program. The School requires students to arrive at school on time every day and to attend all their classes, unless they are ill or excused. Students must be in the classroom by the time the class begins, at 9:00 AM on Monday and 8:00 AM Tuesday through Friday.

When a student misses a class or classes due to a late arrival to school, s/he is responsible for turning in any work that was due (homework, project, research paper etc.) to teachers, or making up a missed quiz or test, before leaving the campus that day,

unless alternative arrangements have been made with the teacher. If a student is leaving school early for an off-campus school event (sports, Arts, MUN, Science Fair, etc.), s/he is responsible for turning in any work that is due, or taking a test/quiz before leaving campus, unless alternative arrangements have been made with the teacher. Failure to communicate with teachers when tardy or before early dismissal may result in severe penalties on tests, quizzes or assignments.

Parents play a critical role in their children's school attendance. The school depends on the judgment of parents to determine whether a student is well enough to go to school. Moreover, the school expects parents to help their children get the necessary sleep and nourishment to avoid unnecessary illness or fatigue.

The school has a responsibility to know where every student is every school day, throughout the day. If a student is not on campus, the school needs to know where the student is, and the school needs to be certain that the parent is aware that the student is not on campus.

Planned Absence Procedures

If a family knows in advance that their child will need to be absent from school for one or more days, the following procedure must occur. The parent must call the Upper School office or email the Upper School administrative assistant conferring the reason for the absence. The note or email must be approved by the Upper School Head. Absences without a written note or parent phone call will be regarded as unexcused. **A specific reason must be given by the parent for the absence to be excused.**

Tardy Procedures

- Students who arrive late must immediately report to the Upper School office to sign in.
- If the tardiness is due to an excused reason, the parent must sign in their child, call the Upper School office and/or email the Upper School administrative assistant with the reason for the tardiness. Excused tardies will be granted for doctor, dentist, or therapist appointments (with documentation), a traffic accident or vehicle problem, or personal illness. **Tardiness due to traffic or oversleeping are not excused, and do not require the parent to call the school.**
- Students with 5 or more unexcused tardies, including tardies to classes, will serve detention at the discretion of the Dean of Students. Students with 10 or more unexcused tardies will serve Saturday morning detention.

Student Sign Out

If a student must miss one or more school obligations during the day because of an off-campus appointment, the parent/guardian of the student will be required to sign the student out at the Upper School office. If the student drives, he/she will be permitted to sign out with parental approval in the form of a parent note or phone call. Canterbury will not allow students to leave campus without parent/guardian approval. When the student returns from his or her appointment, he or she must check back in with the Upper School office before returning to class. **Documentation for the appointment must be provided for the absence to be excused.** Appointments should be limited to doctor, dentist, therapist, or legal appointments only and do not include hair appointments, job interviews, or other non-essential appointments.

Policy on Excessive Absence or Tardiness

Any pattern of recurring absences or repeated tardiness will be addressed by the Dean of Students. The student and his or her parents will be required to meet with the Dean of Students so that a satisfactory solution may be put in place. Failure to abide by the terms of that solution could place the student at risk for promotion in either a course or grade, or could result in the student not receiving a contract renewal.

Florida State statutes and the requirements of our accrediting entities (Florida Kindergarten Council, Florida Council of Independent Schools and Southern Association of Colleges and Schools) mandate that students attend school for a specific number of days each year.

Canterbury School reserves the right to withhold all credit when a student is absent for eighteen (18) or more school days in the course of any academic year. Further, students whose absences total more than twenty (20) in any given class in a full year or ten (10) in a semester-long course, risk losing any and all credit for that course, partial-day attendance notwithstanding. All

students are required to attend ninety percent (90%) of all classes in an academic year, **regardless of the nature of any absence, i.e., unexcused, excused, family vacations etc.** Any student whose absences exceed these limits is at risk of being retained in grade or not receiving a contract renewal.

The following are not included in absences totals: school-sponsored/related activities, authorized visits of students with school personnel, recognized religious holidays.

When a student reaches five absences, an email is sent to both student and parents reminding all of our attendance policy. At **ten absences**, the parent will receive an additional email AND a phone call from the Dean of Students to discuss the issue and reiterate our attendance policy. If attendance issues continue, the parents and student must attend a meeting at the school to find a solution to the attendance issue.

Unexcused Absences

If a student is absent from the first period when morning attendance is taken and no call has been made by the parent or guardian to the school giving a reason, the student's absence will be marked as unexcused. An attempt to reach the parents of the unexcused student will be made by the Upper School office by 10:00 A.M to clarify why their child is absent. Once confirmed by the parent, the unexcused absence will be changed to an excused absence, provided a valid reason is provided.

Skipping Class / AWOL

Skipping a class is a serious offense. Unexcused absence from a class, assembly, advisory, study hall, or any other required obligation throughout the day is considered "AWOL" (Absent Without Leave). Skipping class will lead to disciplinary action by the Dean of Students. If a student requests permission to meet with a teacher during study hall, it is the student's responsibility to secure permission in writing from the teacher and bring it to the study hall proctor **before leaving study hall**.

Responsibilities of Faculty Regarding Student Absences

Teachers are required to take attendance for each class of the day. If a student has an excused absence, students can expect faculty to accept and to grade without penalty the work due during their absence, if it is turned in within one school day for each day missed. Tests and quizzes must be made up within one calendar week from the date missed. Students who do not show up at the agreed-upon time for a rescheduled test or quiz risk earning a zero for the test or quiz. Teachers are **not** required to accept work or allow quiz or test make-ups for unexcused absences.

The faculty is not expected to replicate the class discussion or activity that a student missed due to an absence, even when the absence is excused. Teachers can meet with students to go over the most important material, but students have the responsibility for requesting such meetings and indicating the specific areas where they need help. In most instances, faculty members will have posted homework assignments one to two weeks prior to an assignment being due on the school's Cougar Campus. It is not always possible for teachers to provide assignments in advance of a planned absence. It is the student's responsibility to approach the teacher to discuss the options available.

College Visits

The purpose of college trips is to give students an opportunity to visit potential campuses of colleges that they may wish to attend. In order to avoid missing academic responsibilities, seniors are expected and encouraged to visit the colleges and universities that they are interested in during summer and school vacation breaks.

Dismissal Procedures

Upper School students should leave the Upper School Building by 3:30 PM unless they are remaining for extra help or official school activity under faculty supervision. They should plan to leave the school when that activity is finished. Students may not remain on campus without supervision after 3:30, unless specific arrangements have been made with the Dean of Students.

School Closing

In the event of severe weather or another emergency, Canterbury's Senior Administration team will determine whether the school should close, delay opening, or reopen based on campus conditions and the safety of our community.

While Canterbury may take into account decisions made by Lee County Schools and local authorities, our school closure and reopening decisions may differ. All updates will be communicated through Canterbury's regular communication channels.

GENERAL GUIDELINES

Study Hall

- Students are expected to work quietly during study hall.
- The study hall environment must remain free of disruptive behavior.
- Students are expected to be on time for study hall, and may not leave study hall for extended periods.
- If a student needs to see a teacher during study hall time, the student must secure written permission from the teacher and deliver it to the study hall proctor before they may leave study hall.
- Students may not visit the Cougar Cave, other classrooms, the trainer, the gym, the weightroom, etc. during study hall.

Hanno Dining Hall, Courtyards, and Food

Students may eat in the Hanno Dining Hall and in the Rubenstein or LSJ Courtyard only. All students, collectively and individually, are responsible for keeping the courtyards and dining hall in order. Students should pick up after themselves and their friends, and they should leave the tables at which they have been sitting and the floor around them clean and litter-free. Tables should be wiped clean, and empty chairs should be pushed under tables in an orderly fashion. This is to be done both inside the dining hall and out in the courtyard. All plates, cups, and utensils must be returned to the dishwashing area.

Assembly

The purpose of Assembly is to add to the educational and social experiences that students are exposed to at Canterbury. Speakers with varying backgrounds and messages are introduced to the school community throughout the year. Many of the Assemblies held are meant for student presentations and student announcements. In addition, they are a time to recognize outstanding members of our community for the accomplishments they have achieved.

Audience Etiquette

The school offers the following expectations for all assemblies and meetings:

- To call an assembly to order, the person conducting it will walk to the front of the stage. At that point, the audience is expected to give full attention to the speaker.
- Audience members should refrain from studying or reading, speaking to their neighbors, or slumping down in their seats.
- Audience members may not use cell phones or smart watches during an Assembly. All headphones and earbuds must be removed and put away. Students may not have hoods up on a jacket or sweatshirt and may not wear hats.
- Audience members with questions should raise their hands and wait to be recognized. When so recognized, he or she should stand before speaking so the audience can see and hear the speaker.
- Students should not leave their seats until they have been dismissed.

Fragrance Policy

Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy for students and staff. There are many people who experience unpleasant physical effects from scented products and a growing number of people who suffer more severe reactions to these types of products and chemicals. Students and faculty are asked to refrain from using strong

fragrances or spraying fragrances while on campus. If a student is affected by a specific scent, please alert administration. Due to the possibility of triggering vape detectors, students may not spray deodorant, hairspray, or any other chemicals in restrooms or locker rooms. Doing so will result in a search of the student's belongings and confiscation of the product(s). Confiscated products will not be returned.

Student Drivers and Student Parking

Students who are licensed, insured, and have registered their cars with the Upper School Office, may drive to school and must park in designated areas. Parking spaces are available on a first-come basis, and students who arrive late may have difficulty finding parking. Students will be issued parking decals that must be placed on the windshield of the vehicle that the student drives to school. All student drivers are expected to proceed slowly and exercise caution at all times while driving on campus. Students who drive too fast, or in an unsafe manner, who cause damage to another vehicle, or who otherwise abuse their parking privileges will be in violation of school rules and may forfeit the right to drive or park on school property. *No students are allowed in the parking lot during school hours, unless they are given permission by a member of the school administration.*

Facilities and Property

Lockers are provided on a first-come, first-serve basis. The gymnasiums, the weight room, tennis courts, track, and fields are open at various times of the day for recreational use by students. No student should engage in any athletic activity without adult supervision. Any valuable articles of unknown ownership should be turned in to the front office.

Books and Supplies

Classroom textbooks can be purchased through www.mbsdirect.net or with a retailer of choice. These books are the property of the students, who are responsible for their care and upkeep. In the event that a student loses a book, it will be up to the student to order a replacement. Teachers may have classroom copies for temporary use until the student's replacement arrives; however, teachers are not expected to make photocopies or provide textbooks for students who do not have the proper book. Students must also supply their own general classroom items such as binders, paper, pencils, pens, and calculators.

Senior Privileges and Responsibilities

At the discretion of the Upper School Head or the Dean of Students, seniors in good standing may enjoy additional privileges as the year progresses. Seniors must be in good academic standing in all classes throughout each marking period to participate in the senior privilege program. Failure to comply with school rules will result in loss of privileges.

Student Guest Visitation

Permission for any student guest must be approved at least one week in advance by the Dean of Students. Unregistered student guests are not allowed to visit during the academic day at any time. The School reserves the right to refuse any visitor access to the school grounds. Any students visiting campus must get a personal ID from School Pass upon arrival.

DRESS CODE & HONOR EXPECTATIONS

As an **honor code school**, students are expected to present themselves with integrity, respect, and pride. Dressing appropriately is part of that commitment. Students should **look neat, put-together, and school-appropriate at all times**, reflecting positively on themselves and the school community.

Tops

- Must wear **collared shirts** (solid, patterned, or Canterbury logo).
- **Crew-neck sweaters/sweatshirts/jackets** allowed over a collar shirt, and the collar must show
- No hoods or oversized styles, low cut V-neck, scoop neck, and nothing that exposes mid-drift or
- undergarments

Bottoms

- **Pants, shorts, skirts, or dresses** allowed.
- **Shorts, skirts, and dresses** must be **mid-thigh length or longer**.
- Dresses don't need collars, but necklines must be conservative and not expose undergarments, and the shoulder section must be at least 3 inches

Footwear

- Sneakers or sandals allowed.
 - Not allowed: Crocs, slides, flip-flops.

Business Dress Days

- On designated days, students are expected to wear **business dress attire**.
- This may include items such as:
 - Collared dress shirts, blouses
 - Dress pants, skirts, or dresses
 - Optional ties, blazers,
 - Appropriate dress shoes
- Attire should reflect a more formal, professional standard.

Fridays (Spirit Day)

- Can wear **blue jeans + Canterbury shirt**.
- Otherwise, follow the standard dress code.

Not Allowed

- **Ripped or torn** clothing (even if patched).
- **Skorts**
- Clothing with inappropriate language/logos.
- **Blue Jeans (except on designated Spirit Days)**
- **Any article that allows for exposed undergarments**
- **Any article with a hood**
- **No scoop neck or low cut V-neck**
- Athletic wear: **leggings, yoga pants, sweatpants, athletic shorts/skorts (tennis/golf skirts), spandex, gym/running shorts, lounge sets.**

We consider athletic shorts to be shorts made of performance materials (such as mesh, nylon, polyester, or spandex blends), typically designed for sports or exercise, and often include features such as elastic waistbands, drawstrings, built-in liners, side stripes, or visible brand logos. Some shorts may appear more polished and appropriate for a school setting, while others may not; the administration reserves the right to determine whether specific shorts are acceptable under the dress code.

COMMUNICATION WITH PARENTS

Reporting Grades

Progress reports are available through Cougar Campus at the midpoint of each semester and include comments for each course. Report cards with end-of-semester grades will be available in January and June, also through Cougar Campus.

Parent Conferences

Two Upper School Parent Conferences are scheduled in October and in March. A reminder email from the school will be sent home prior to conferences explaining how you can make an appointment with your child's teachers and/or advisor.

Student Files and Record Keeping

All students currently or previously enrolled in the school who have reached their 18th birthday have the right to see the official educational records kept by the school, but not records kept by teachers or administrators for their own use. Parents have this same right until the student is 18 years old. Non-custodial parents have the same rights as custodial parents unless this right has been revoked by court order. To review these records, contact the Upper School Head.

CO-CURRICULAR ACTIVITIES

Canterbury offers a full range of co-curricular activities which are designed to provide our students with opportunities to promote character and develop leadership skills and responsible citizenship, while participating with a group of students sharing similar interests. A faculty sponsor is necessary in order to receive official recognition from the school. We encourage students to limit their co-curricular commitments to a reasonable number.

Student Club Policies

1. In order to begin a new co-curricular activity or club, the following steps must be completed:
 - a. A student or faculty member must complete a co-curricular or club form and return it to the Dean of Students.
 - b. Representatives meet with the Dean of Students to discuss requirements, and other specifics for the activity/club.
 - c. Approval by the Dean of Students will be based on goals and proposed activities of the club.
2. All activities/clubs must be under the direction of a faculty or staff sponsor.
3. Attendance will be taken at each meeting to ensure active membership in the club a student joins.
4. A faculty member must be present at all club meetings.
5. Clubs must have at least five active members.

To ensure a club or activity group is beneficial and viable, clubs will receive a periodic review by the Dean of Students. Each club will be required to submit an activity report at the end of the fall semester. If it is determined that a club or activity group is not adhering to policies and procedures, the club/activity may be canceled or may not be renewed the following year.

Student Council

Election of Student Council will take place at the end of the previous school year for rising grades 10-12, and at the start of the next school year for rising 9th graders. The Upper School Student Council is a body representing the students of grades nine through twelve. The Student Council consists of one Student Body President and Vice President and three officers per grade level: Class President and two Class Representatives. The term of office for all Student Council officers is one school year. Student Body President and Vice-President candidates self-nominate and will deliver a speech to the Upper School community. Class President and Class Representative candidates also self-nominate and will deliver a speech to their respective class. Students may not run who are currently on academic or disciplinary probation. At any point, elected members can be removed from the council by the administration.

Honor Council

Student Council members may be asked to serve on the Honor Council. These students have been elected by their peers and have exhibited a sincere dedication to upholding the Canterbury School Honor Code. Honor Council members are responsible for coordinating Honor Assemblies during the year. In addition, under the direction of the Head of School, Upper School Head, and Dean of Students, some members may be called for peer intervention surrounding Honor Code violations.

Field Trips

Throughout the year a number of field trips for academic and social events are sponsored by faculty members. At the start of the school year, parents may sign a field trip permission form on Magnus Health. This form will apply to all off-campus trips throughout the year. Overnight trips or extended travel may require additional parent permission. Students are reminded that any time they are off campus they are representing Canterbury and must abide by all Canterbury School rules.

Dances

Students must register outside guests in advance of any dance with the Dean of Students. Students and their guests are subject to all school regulations. Failure to follow school rules or dance rules may result in removal from the dance and parent contact. Once students or guests have left a dance, they may not return. Guest registration forms can be obtained from the Dean of Students. There is no charge for Canterbury students to attend; however, guests from other schools may be charged for tickets at any school dance.

ATHLETICS

Canterbury offers a comprehensive sports program. The program emphasizes physical and social development, sportsmanship and competition. As participants, students will be given the opportunity to develop physical attributes and to compete.

FHSAA guidelines require that students playing on an interscholastic athletic team must have a cumulative Unweighted GPA of at least a C (2.0). If a student's grade in any given subject is below a 2.0 when progress reports or semester end report cards are posted, they may be suspended from any and all extracurricular activities until his or her grade(s) return to the minimum expectation. **If the student's cumulative UGPA falls below a 2.0, the student will not be permitted to participate in any athletic activities the following semester** and until the UGPA reaches a 2.0 or higher.

Participation in an athletic contest or practice requires that the student be in school for a minimum of fifty percent of their academic classes that school day.

FALL

Girls Volleyball
Boys Golf
Girls Golf
Boys Cross Country
Girls Cross Country
Swimming (Co-Ed)
Cheerleading
Boys Football

WINTER

Boys Basketball
Girls Basketball
Boys Soccer
Girls Soccer
Cheerleading
Wrestling (Co-Ed)

SPRING

Boys Baseball
Boys Tennis
Girls Tennis
Track (Co-Ed)
Girls Softball
Boys Lacrosse
Girls Lacrosse
Beach Volleyball (Co-Ed)

IMPORTANT PHONE NUMBERS

Mr. Rick Kirschner, Head of School: 481-4313 ext. 747

Mrs. Sharon Laconi, Asst. Head of School for Educator Growth and Leadership: 481-4313 ext. 205

Mr. Len Armstrong, Head of Upper School: 481-4313 ext. 705

Ms. Shannon Frank, Asst. Head of Upper School: 481-4313 ext. 713

Mr. Vince Camarca, Upper School Dean of Students: 481-4313 ext. 709

Mrs. Melissa Wilson, Director of College Guidance: 481-4313 ext. 728

Mrs. Cindy Lyons, Associate Director of College Guidance: 481-4313 ext. 757

Mrs. Sandy Nelson, Asst. Head of School for Academics and Support, 481-4313 ext.312

Ms. Anna Effenberg, Upper School Counselor, 481-4313 ext. 309

School Clinic: 239-333-3287

UPPER SCHOOL DISCIPLINE

The Canterbury community expects all students to strictly observe and uphold all school rules and policies, including those outlined in the handbook and listed below. Any violation of school rules will result in disciplinary action which can include any of the following: *a documented warning, PAWS detention, Saturday detention, loss of senior sign-out (SSO) privileges, disciplinary probation, in school suspension (ISS), out of school suspension (OSS) and dismissal from school.* In addition to, or instead of, traditional consequences, Canterbury School reserves the right to provide students with non-disciplinary support and intervention when deemed appropriate by Head of School, Rick Kirschner. All Honor Code Violations, to the extent possible, are kept confidential and information is limited to those with a need to know.

The following established school rules and policies should be considered guidelines for student life at Canterbury School. The prohibited conduct listed below is merely representative of the types of infractions that will lead to disciplinary action in the Canterbury community.

DISCIPLINARY PROCESS & RESPONSES

The success of Canterbury Students and community largely depend on full participation and integrity. Canterbury School uses a system of 'points' in response to unexcused absences/tardies, basic expectations, and honor code violations.

The point values include but are not limited to the following:

OFFICIAL WARNING - Each student may be granted one (1) Official Warning per year in regards to a Level 1 violation. The official warning will be documented as such and the student will not receive a point.

Level 2,3 or 4 Violations are not granted an Official Warning

1 Point- Level 1 Infraction - PAWS Detention on Wednesday at 1:10 pm

2 Point - Level 2 Infraction - PAWS Detention on Wednesday at 1:10 pm

3 Point - Level 3 Infraction - Saturday Detention + Disciplinary Probation

4 Point - Level 4 Infraction - Disciplinary Probation, Possible Suspension

Please Note* - Once a student reaches **ten (10) points** in an academic year, they are placed on Disciplinary Probation and are subject to OSS or dismissal. (see Disciplinary Probation below). Students who reach Ten (10) Points or violate the Honor Code are subject to an Honor Council Hearing at the discretion of the Dean of Students.

Note for Seniors* - Infractions will result in the loss of Senior Sign Out (SSO) privileges for an amount of time determined by the Dean of Students.

DISCIPLINARY PROBATION

A student will be placed on Disciplinary Probation if he/she commits a Level 3/4 Honor Code Violation OR collects ten (10) points in a calendar year. *If a student violates the honor code while on probation they are subject to suspension, or dismissal from Canterbury School.*

LEVEL 1 Honor Code Violation - One (1) POINT

All Level 1 Honor Code violations will be documented in Cougar Campus. Students will receive ONE (1) POINT, and a PAWS detention on Wednesday at 1:10 pm. A student's FIRST Level 1 violation will be documented as an Official Warning.

The Level 1 Honor Code Violations will result in the following:

1st Violation

- OFFICIAL WARNING. Honor Code Violation documented in Cougar Campus.
- No points issued. No detention served.

2nd Violation

- Parents contacted
- One (1) Point issued
- PAWS Detention Wednesday at 1:10 pm

3rd Violation

- Parents contacted
- One (1) Point issued
- Afterschool Detention
- Meeting set with Dean of US, Head of US, and Advisor

Level 1 Honor Code Violations include but are not limited to the following:

Dress Code

Canterbury students are required to adhere to the dress code policy as set forth in the Student Handbook.

Unexcused Tardiness (5)

Arriving at school and classes on time is paramount at Canterbury. If a student is going to be late for any reason, a parent must contact the school. Students should account for traffic when planning what time to leave their homes; repeated traffic issues are not an excuse for tardiness. A student with FIVE tardies in a given semester will receive 1 point and will serve a PAWS detention.

Disruptive behavior

Students who disrupt the learning environment may be sent to the Dean of Students and parents will be notified.

Parking Violations

Students may not park in visitor or employee spots, and Upper School students must park in the Upper School lot unless specifically directed otherwise by a coach or teacher. Excessive or unauthorized visits to cars during the school day are not allowed.

Non-Compliance

Canterbury students are expected to comply with any reasonable request or directive from a faculty or staff member. If a student believes a request is unreasonable, they should inform their advisor or the Head of US (Erin Smith) immediately.

LEVEL 2 Honor Code Violation - Two (2) POINTS

All Level 2 Honor Code Violations will be documented in Cougar Campus. Students will receive TWO (2) POINTS and serve PAWS detention on Wednesday at 1:10.

Level 2 Honor Code Violations will result in the following:

1st Violation

- Parents contacted
- Two (2) Points Issued

- PAWS Detention Wednesday at 1:10 pm

2nd Violation

- Parents contacted
- Two (2) Points Issued
- Afterschool Detention

3rd Violation

- Parents contacted
- Meeting set with Dean of US, Head of US, and Head of School

Level 2 Honor Code Violations include but are not limited to the following:

Unexcused Tardies (10)

Arriving at school and classes on time is paramount at Canterbury. If a student is going to be late for any reason, a parent must contact the school. Students should account for traffic when planning what time to leave their homes; repeated traffic issues are not an excuse for tardiness. A student with TEN tardies in a given semester will receive 2 points and will serve a PAWS detention.

AWOL - "Absent Without Leave" - Skipping Class, Study Hall, Advisory, and Assembly

Understand that being present and engaged in an academic classroom or assembly is essential to an optimal learning environment. Additionally, students' whereabouts need to be known for safety purposes.

Dishonesty, Profanity, Disrespectful Behavior

Dishonesty, in any form, is considered a major violation of the honor code. The repeated use of profane language or disrespectful behavior in the classroom or on the athletic fields will result in immediate disciplinary action.

Cellular Device Policy

Cellular devices are not to be used on campus, unless granted permission by a teacher or in case of a family emergency. Students who use their cell phones without permission will have their phone confiscated for the remainder of the day. Students are not permitted to take photos of students or faculty members without their consent. Students may leave their phones at home, in their car, in the front office, or in their backpacks (turned off).

LEVEL 3 Honor Code Violation - Three (3) POINTS

All Level 3 Honor Code violations will be documented in Cougar Campus and a parent will be contacted immediately. Students can expect to receive Three (3) POINTS, Disciplinary Probation, and a Saturday Morning Detention at 7:00 am. Level 3 Violations are not granted an Official Warning.

Level 3 Honor Code Violations will result in the following:

1st Violation

- Three (3) Points issued. Parents contacted
- Student placed on Disciplinary Probation
- Saturday Detention at 7:00 am

2nd Violation

- Three (3) Points issued. Parents contacted
- Meeting arranged with the Head of School, Rick Kirschner
- Student can expect to receive in school suspension (ISS) or suspension (OSS)

Level 3 Honor Code Violations include but are not limited to the following:

Reckless Driving on Campus

Student safety in all aspects of student life is Canterbury Schools top priority. For this reason, students who drive recklessly on school property will be subject to disciplinary action, including loss of vehicle privileges.

Social Media Misuse / Misrepresentation

Students may not impersonate, misrepresent, or insult others on social media. Creating accounts on social media platforms which intimidate, humiliate, or misrepresent the school, students, or faculty are grounds for serious disciplinary action.

Improper Sexual Contact / Public Display of Affection (PDA)

Public displays of affection and Sexual intimacy are not permitted in the Canterbury School community and will result in disciplinary action. It is imperative that students engaged in a romantic relationship in the Canterbury community conduct themselves appropriately at all times.

LEVEL 4 Honor Code Violations - Four (4) POINTS

All Level 4 Honor Code Violations are documented in Cougar Campus and parents will be contacted immediately. Students can expect to receive Four (4) POINTS and could be subject to immediate in school suspension (ISS), suspension (OSS), or dismissal. Level 4 violations are not granted an Official Warning. Level 4 Honor Code Violations may be subject to an Honor Council Hearing at the discretion of the Dean of Students.

Level 4 Honor Code Violations include but are not limited to the following:

Academic Integrity / Plagiarism

1st Violation

- The student meets with the Dean of Students and/or Head of the US, and parents are contacted.
- Four (4) POINTS issued, incident is documented in Cougar Campus and student receives zero (0) on the assignment/assessment

2nd Violation

- Student meets with the US Dean of Students, Head of the Upper School, and Head of School
- Parents contacted
- Four (4) POINTS issued, documented in Cougar Campus and student receives zero (0) on the assignment/assessment
- Student placed on disciplinary probation

3rd Violation

- Student should expect to be suspended or dismissed from school
- Parents contacted and meeting is arranged with Head of School

Bullying/ Cyberbullying/Harassment/Hazing/Fighting and Intimidation Policy

Canterbury takes pride in creating a safe and accepting environment for our students at all times. Canterbury School has no tolerance for bullying, harassment/discrimination or hazing of any kind. Students should not use physical force to resolve conflicts. Intentional or egregious physical altercations will not be tolerated and may result in immediate dismissal.

1st Violation

- Parents are contacted.
- Four (4) POINTS issued and documented in Cougar Campus. Student is placed on Disciplinary Probation.
- The student meets with the Dean of US, Head of US and Head of School.

2nd Violation

- The student should expect to be suspended or dismissed from school.
- Meeting is arranged with the Head of School

Alcohol, Nicotine, and Drugs Policy and Procedures

Students who believe they may be addicted to nicotine or drugs are advised to seek assistance through Canterbury's health services center or Dean of Students.

1st Violation

- Parents contacted
- The student will be required to meet with the Director of Health and Safety for further evaluation.
- The student will be required to complete a substance education course.
- Four (4) POINTS Issued and student is placed on Disciplinary Probation

2nd Violation

- The student should expect to be suspended or dismissed.
- Meeting is arranged with the Head of School

Discriminatory/racist comments or behavior

A student who makes a discriminatory remark, comment, text message, or social media post will be in violation of a major school rule which could result in the immediate dismissal from the school.

Theft / Vandalism

Stealing or theft of any kind is strictly prohibited at Canterbury school. This includes unauthorized "borrowing". A student who intentionally defaces school property or another student's property is subject to disciplinary action, including suspension or dismissal. The student will also be held responsible for financial repairs and/or replacement.