

Canterbury School

STUDENT HANDBOOK

2020–2021

Canterbury School
101 Aspetuck Avenue New Milford, CT 06776-282
SWITCHBOARD: (860) 210-3800 FAX: (860) 350-4425
cbury.org

Table of Contents

Administration 3
Introduction 4
Mission and History 5
The Five Values 6

School Life

Spiritual Life 7
International Program 7
Athletics 8
Student Work Program 8
Extracurricular Activities 9

School Procedures

Attendance Policy 10
Weekend Sign-Out Procedures 12
Dress Code 14
Community Expectations & School Discipline 15
- Major Rules 15
- Consequences 18
- Disciplinary Committee 18
- Minor Rules 19
- Tobacco and Nicotine 19
- Disciplinary Definitions 19

Failure to Thrive 21
Parent Comportment 22
Academic Integrity 22
Policy on Healthy Relationships 22
Computer Technology 26

Student Services

Advisor System 27
College Counseling 27
Health and Wellness 28
- Health Center 28
- Mental Health Counseling 29
- Health Services & Guidance Advisory Board 29
- Policy on Alcohol and Other Drugs 29
- Medical Leave 30

The David Casey Copley Library 33
School Store 33
Food Service 33
Washing Machines & Dryers 33
Mail 34
Lost and Found 34

Boarding Student Information

Dormitory Life 35
- Dormitory Guidelines 35
- Fire Emergency Routine 37
- Dorm Phone Numbers 38

Public Transportation 38
Traveling to School 38
Traveling from School 39

Day Student Information

Cars 40
Inclement Weather Policy 40
Visiting Dormitories 40
Money and Valuables 41

Appendixes

Appendix A Appropriate Use Policy
Appendix B Emergency Numbers
Appendix C Help-a-Friend Policy
Appendix D Student Publicity
Appendix E Disciplinary Non-Use Contract
Appendix F Medical Non-Use Contract
Appendix G Canterbury Honor Code
Appendix H Student Leaders 2020-21
Appendix I School Calendar 2020-21

Administration

Head of School	Rachel E. Stone
Associate Head of School for Operations	Peter J. Cotier ’86
Associate Head of School for Academics	Suzanne Roberts
Assistant Head of School for Student Life	Peter LaVigne
Dean of Faculty	Wright Danenbarger
Dean of Students	Jake Dellorco
Chief Advancement Officer	Rick Henderson
Director of Athletics	Jim Stone
Director of College Counseling	Sarah Ferland
Director of Admission	Matthew Mulhern ’95
Director of Health Services	Colleen Cook ’02, RN
Director of Counseling	Cynthia Willmen
Business Manager	Stephen Carleton
Asst. Director of Marketing and Communications	Brittany Carlson
Director of Technology	Matt Glaser

Introduction

This handbook has been compiled by Canterbury for students and parents to understand the School's mission and to provide information on areas of the School pertaining to student life. In order for the School to fulfill its mission, all members of the community must willingly participate in the education of the students. The policies and procedures in this handbook are meant to support and nurture students as they grow and begin to work toward the goals the School has targeted for them to achieve. Students and parents are expected to know the rules by which the community lives. For the School to function well, students, parents, faculty, and staff must cooperate.

The Community holds Five Values as crucial in the fulfillment of the School's mission: Compassion, Honesty, Respect, Spirituality, and Self-Reliance. This handbook touches on these values. It is important that both students and parents know and understand these values.

The School believes that when every member of the Canterbury community is mindful of each other's rights, needs, and privileges at all times, learning and growth are enhanced. Throughout every aspect of school life, respect for the individual is emphasized and reinforced. Ultimately, students are responsible for their interactions with other students, Canterbury faculty and staff, visitors to the school, or other persons whether in person or through some other medium.

Canterbury accepts and welcomes all students regardless of gender identity or expression, race, ethnicity, faith, sexual orientation, heritage, and tradition. Undoubtedly, this means that all students will interact with others who have different backgrounds and experiences than their own. Students are expected to be thoughtful and careful with their words, dress, and actions, and to be attentive to how each of these may affect others. No student at Canterbury has the right to make another student uncomfortable. Similarly, members of the Canterbury community take pride in their school. When off campus, they are mindful that their behavior is a reflection of the values the School holds as important.

The mission of the School is reflected in the academic realm through the curriculum, classroom teaching, and academic standards and philosophy. This Student Handbook is a companion publication to the Academic Guide to Canterbury School which can be found on the Canterbury website.

The health and wellness of the Canterbury Community is a top priority. We reserve the right to alter or amend the information of this handbook to adhere to best practices as recommended by federal, state, and local authorities.

Mission

Founded in 1915 and guided by our Catholic heritage, Canterbury is a college preparatory, co-educational boarding and day school for students in grades 9-12. The School prides itself on creating a community based on its **Five Values—Honesty, Respect, Compassion, Spirituality, and Self-Reliance**—in which students and faculty forge lasting bonds and every student experiences a broad and challenging program in a small school setting. The School's educational environment fosters academic rigor, athletic development, artistic enrichment, spiritual growth and strives to ensure a superior experience that prepares students for leading colleges and universities and for life.

With its rigorous and humane approach to students, both in and out of the classroom, Canterbury's program inculcates vital intellectual and ethical habits of mind. The School sees all students as individuals, encourages them as necessary, challenges them as appropriate, and inspires them to become moral leaders in a complex, secular world.

History

Canterbury was founded by Henry O. Havemeyer, Clarence H. Mackay, and Nelson Hume to give Roman Catholic boys the kind of college preparation offered by the best non-sectarian boarding schools, along with thorough training in the doctrines and practice of their faith. It was named for an English school established by St. Dunstan, the Archbishop of Canterbury, in the tenth century. After 55 years as a boys' school, Canterbury began admitting girls as day students in 1971 and as boarding students in 1972.

School Motto

Supercertari Semel Traditae Sanctis Fidei
To Fight Valiantly for the Faith
Once Delivered to the Saints
–Epistle of Saint Jude

School Colors

Navy Blue (# 00275d) and Columbia Blue (#b4d2ec)

The Five Values

In an effort to weave a character education program into the fabric of the School, Canterbury focuses on teaching and modeling the following five values.

Honesty

We are truthful with ourselves and with each other.

Respect

Our words and actions reflect our respect for each other.

Compassion

We show empathy for the hardships and difficulties of others.

Self-Reliance

We make decisions based on principle and belief.

Spirituality

Our relationship with God is important. We respect the beliefs and rituals of others.

School Life

Spiritual Life at Canterbury

Canterbury strives to become the most vibrant community it can be. Founded in the Catholic tradition, Canterbury welcomes and is enriched by students and faculty of all faiths. As one of our Five Values, Spirituality plays a central role in the School.

The Director of Campus Ministry and the Director of the Center for Spirituality, Service, and Justice work collaboratively with faculty and students to encourage and stimulate the spiritual growth of all. Our Sacristans and Interfaith Council are student leadership positions that work together to lead retreats, promote service initiatives, and host opportunities for interfaith dialogue. Leadership retreats, religious retreats, peer ministry meetings, community service projects, and a host of other activities help build our community, one that is dedicated to living Christian values. The School's mission hopes to promote spiritual growth and the love of God, self, and others as we work to become the best we can be intellectually, spiritually, emotionally, and physically.

As part of students' spiritual growth, Canterbury encourages all students to attend a religious service each week. Mass is held on campus each Sunday at the Chapel of Our Lady at 11:30 a.m*. Boarders are required to attend Mass on Sunday mornings unless they have weekend or overnight permission (see pg. 12). Boarders who practice another religion may also choose to attend a service at a local place of worship. Students who would like to attend services off campus must meet with the Director of the Center for Spirituality, Service, and Justice for arrangements.

*COVID-19 protocols may alter weekly Mass in the 2020-2021 school year.

International Program

Canterbury is committed to creating a rich, culturally diverse community and enrolls a number of international students each year. This year students come from the following countries: Brazil, Canada, China, Columbia, Ecuador, Jamaica, Korea, Mexico, Nigeria, and Russia. We also have citizens with dual citizenship from France, Ireland, Italy, New Zealand, South Africa, and the United Kingdom.

The International Student Director(s) work with the Student Life Office to provide support to the international students throughout the year which starts with a special orientation program in the fall. Each year, the Student Life Office selects several International Student Ambassadors. This group's primary goal is to help new international students adjust to life at Canterbury. Throughout the year there are opportunities for the entire community to share heritages, cultures, and cuisines. The Director monitors the progress of the international students, developing programs and services as needed.

Athletics*

All Canterbury students are required to participate in a minimum of two competitive sports (or the equivalent) out of three seasons during the school year. For their third season, students have the option of playing a third competitive sport or choosing an on-campus alternative (see below). All students must participate in a sport or afternoon activity in all three seasons. All Third Formers and new Fourth Formers must participate on a team sport in the fall of their first year at Canterbury. Students are required to apply for an exception to participate in an off-campus alternative.

Boys' teams compete inter-scholastically in football, soccer, cross country, wrestling, basketball, ice hockey, squash, swimming/diving, baseball, lacrosse, track and field, tennis, golf, and crew. Girls' teams compete inter-scholastically in soccer, cross country, field hockey, basketball, ice hockey, squash, swimming/diving, softball, volleyball, lacrosse, track, tennis, and crew. In rare occasions, students may participate in sports that Canterbury does not offer provided they submit an acceptable proposal to the Athletic Director.

Athletic equivalents that substitute for a team sport in one season only during the year:
Media Arts, Robotics, Drama (winter only), Independent Music (must be accepted by the Chair of the Music Department), AP Art Portfolio. Please note that Strength Training does not count as a competitive team sport and is open to only Fourth, Fifth, and Sixth Formers.

Attendance at athletic practices and contests is required from the first day of each season. Students desiring to change sports can do so only during the first two weeks of a season. After two weeks, students remain in the sport they have selected. While playing time is guaranteed at lower levels, it is not assured at the varsity level. Attendance is taken daily by the coaches and reported to the Student Life Office. Absences for reasons of injury or illness may be authorized only by the School Nurse and the Athletic Trainer. At the discretion of the Student Life Office, students who have two or more unexcused absences in a given day may not be allowed to participate in athletics. **Overnights and weekends do not begin until the conclusion of a student's athletic commitment.**

The use of alcohol, drugs, or tobacco products violates both school rules and training rules. Violators of the Major Rule regarding drugs and alcohol may not play in their next game, although they must attend it and all practice sessions. Violators must also forfeit any and all leadership positions until the conclusion of their probation. (See Major Rule #1, p. 16, and Policy on Alcohol and Other Drugs, p. 30.)

*COVID-19 protocols may alter athletic expectations in the 2020-2021 school year.

Student Work Program

The Work Program is based on the principle that an institution functions best when those who benefit from its services participate in providing them. As the name implies, students participate in the operation and

maintenance of the School. The Assistant Dean of Students assigns all jobs to Third and Fourth Formers. The Work Program is important to both the operation of the School and the growth of our students.

Extra-Curricular Activities*

Canterbury believes that each student should become involved in activities that allow for the development of interests and abilities. Students who share some hobby or similar interest are encouraged to discuss the question of sponsorship with the Student Life Office.

In recent years, student activities, clubs and organizations have included but not limited to: AHANA (African, Hispanic, Asian, and Native American affinity group), Business Club, CDIC (Canterbury Diversity and Inclusion Club), Canterbury GSA, Canterbury Community Service committee, *Cantuarian* (Yearbook), *Carillon* (Literary Magazine), Chorale (taken for credit), Dramatic Arts, Environmental Club, Lourdes Pilgrimage, Nicaragua, Oxfam, Chicken-Keepers Club, Prom Committee, Artists without Limits, Special Events Committee, Student Government, *The Tabard* (School Newspaper), Village Crest Nursing Home, and Women of Canterbury.

*COVID-19 protocols may alter extra-curricular activities in the 2020-2021 school year.

School Procedures

Attendance Policy

Students are expected to attend and be punctual for all of their commitments—academic obligations, athletic practices and contests, work program assignments, Mass, required meals, school meetings, and any other official meetings scheduled by the School (e.g., college counseling meetings)—unless excused by the Student Life Office. Regular attendance for all required commitments is an essential element of a Canterbury School education; therefore, an absence from any mandatory school commitment is counted in the same manner.

All absences from a required commitment are ultimately reported to the Student Life Office. **Any class for which a student arrives more than 15 minutes late without an acceptable pass from a faculty member will be considered an absence**.

Students who are marked absent or tardy from a required commitment will receive an email from the Student Life Office. Absences are also posted on the student's **Veracross** account, to which all parents have access. If absences are reported in error, students should clear matters with their teachers, coaches, and the Student Life Office as soon as possible; otherwise, unexcused absences remain on the student's attendance record. The Student Life Office encourages students and parents to check their Veracross attendance records regularly.

Absences will be counted from the beginning of each semester. Students will be required to serve one Sunday Detention for each absence after their first in a semester (see description below). Students who accrue multiple unexcused absences in a semester will have conversations with their advisor, Dorm Head, or the Student Life Office based on the guidelines below. Communication will depend on the timing of the absences in the semester, the days lapsed between absences, and the nature of the absences. Unexcused class absences will result in an academic penalty of 20% on any graded assignment due or assessment given the day the absence occurs. At the discretion of the Student Life Office, students who have two or more unexcused absences in a given day may not be allowed to participate in athletics.

Absence 1– Conversation with advisor, Dorm Head/Parent, or Student Life Office.

Absence 2 - 4 – Conversation with advisor, Dorm Head/Parent, or Student Life Office & Sunday Detention

Absence 5-9 – Depending on when these absences take place, the time lapsed between absences, and the nature of the absences, the student will have a meeting with the Student Life Office and advisor. The student will serve a Sunday Detention for each absence. The Student Life Office will create a plan with the student regarding the consequences of future absences (see specific measures explained below). The Student Life Office or advisor will notify the student and parent reiterating this plan.

Absence 10 – Student will likely have a meeting with the Attendance Board and will likely be placed on Attendance Probation. Students placed on Attendance Probation will have an additional meeting with the Student Life Office highlighting the terms of probation and action plans moving forward.

Persistent attendance issues are considered a failure to thrive (see pg. 22), and students should expect the Student Life Office to take measures to help them succeed. Some measures may include but are not limited to: drug testing, mandatory counseling or medical evaluation, breakfast check-ins, various dorm restrictions, withholding the student's contract, placing the student on attendance probation, asking the student and parents to sign a behavioral expectations sheet, or in severe cases suspension or dismissal (many of these terms are described below).

A note on tardiness: Students are expected to be prompt for all school commitments. Students who demonstrate a pattern of lateness will meet with the Dean of Students. Students with multiple unexcused tardies in a given week will serve a week of breakfast check-in (see below). After 8 unexcused tardies in a semester, students will serve breakfast check-in for an extended period of time. Continued lateness will be considered a failure to thrive and/or a violation of the Major Rule regarding direct disobedience and will result in similar escalating disciplinary consequences as persistent absences.

Sunday Detention: Students may be asked to serve a Sunday Detention for a variety of reasons including unexcused absences and tardies. When a student is scheduled to serve a Sunday Detention, *they may not sign out for the weekend*. Day students are expected to return to campus Sunday Morning to serve their detention. Sunday Detention runs each Sunday from 9:00 - 10:30 am.

Breakfast Sign-In: Students who accrue 3 or more attendance infractions (absences and/or tardies) in a given week will be required to sign-in at breakfast for one week. Check-in times vary depending on the School's daily schedule but typically take place 30 minutes before the start of the first class period of the day. Students who fail to meet their breakfast sign-in obligations will accrue additional days of sign-in. Students who demonstrate a continued difficulty attending class and being prompt may be asked to sign-in for longer periods of time.

Attendance Probation: Students who accumulate 10 unexcused absences in a single semester are liable for Attendance Probation. Attendance Probation extends from the time a student is placed on probation to the conclusion of the following semester. If a student accumulates 5 additional unexcused absences while on Attendance Probation, that student should expect to meet with the Attendance Board. The Attendance Board will then make a recommendation to the Head of School that could include suspension or dismissal. Students placed on Attendance Probation twice in their career may be dismissed from school.

If day students are not attending school or are arriving late for any reason, **parents of day students** are asked to notify the Student Life Office by 9:00 AM (860-210-3860/3861) on the day in question. **Boarding students** (and day students once they have arrived on campus) who are too ill to honor school commitments **must be excused in advance** by the School Nurses.

Overnight/Weekend Sign-out Procedure*

Students must complete a Weekend and Overnight Sign-Out Form (which can be found on the student's veracross student portal) by Wednesday at 10:30 p.m. preceding the requested leave. Parental permission and/or invitations must be e-mailed by Thursday at noon preceding the requested leave to the students Dorm Head and the Student Life Office. Depending on their attendance history, students who owe Sunday Detention hours may not be allowed to take an overnight or weekend. Overnights and weekends do not begin until the conclusion of all athletic commitments. Continued failure to follow Canterbury's Leave Policy will be considered a **violation of a Major School Rule.** Students will not be permitted to sign out on the three closed weekends listed below. Students must strictly adhere to "Return to Campus" protocol after being away on weekends.

Early Departures, Late Returns, and Family Vacations

In April and again during the summer, the School sends all families a calendar for the following year. This calendar appears in this publication (Appendix I) and is available on our website.

It is important that all families schedule their students' travel plans in such a way that both boarding and day students do not miss any classes on either end of the vacations or during the academic year.

Class absences which occur as a result of early departures, late returns, or family vacations will be recorded as unexcused on a student's record. Students should expect to receive academic and/or disciplinary sanctions as a result of such unexcused absences. Any missed semester examinations are rescheduled after the examination period. Additionally, students who are absent from school because of early departures, late returns, or family vacations should not expect faculty to provide any academic help to learn the material missed. All academic work missed is due the date of return to campus. Prior to departure, students may petition the Student Life Office and Associate Head for Academics to appeal the unexcused absence classification and the relevant coursework expectations.

Off-Campus Permission

The weekend policy at Canterbury varies depending upon the student's Form, academic standing, and attendance record. Boarding students must secure the approval of their teachers, coaches, Dorm Head, and advisor before leaving campus for a weekend or overnight. Day students must do the same if they are missing any Saturday commitments. Students are not allowed to leave campus until the conclusion of their athletic commitments.

Off campus permission forms are completed online and can be accessed from the student portal. Weekend requests (leaving campus Friday) must be completed and submitted by 10:30 PM on the Wednesday preceding the weekend. Overnight requests (leaving campus Saturday) must be completed and returned by

10:30 PM on the Wednesday preceding the overnight. Parental permission and invitations must be submitted by noon on Thursday. Parents and hosts must contact the student's Dorm Head and e-mail the Student Life Office at tramee@cbury.org. It is the responsibility of students who are leaving campus for destinations other than home to make sure that their hosts have contacted their Dorm Head and the Student Life Office before leaving campus.

A **weekend** begins after a student's athletic commitment on Friday and ends at 7:00 p.m. on Sunday. Students who have Saturday athletic commitments or have outstanding Sunday Detention hours may not take a weekend or overnight. An **overnight** begins after a student's athletic commitment on Saturday and ends at 7:00 p.m. on Sunday.

Boarding students must complete off campus permission forms when they leave campus for weekends and overnights. All students, boarding and day, must submit off campus permission forms for any anticipated absences such as college visits or appointments out of town, which result in missing commitments. Failure to comply with these procedures may be considered a school rule violation. Students are responsible for any academic work missed.

Leaving Campus

Boarding and day students are not allowed to leave campus until the conclusion of their last school commitment each day. The Student Life Office must approve any exceptions. Boarding students leaving campus on foot but staying within the school boundaries at the end of the class day must sign out in their dormitories. Boarding students leaving campus and going beyond school boundaries at the end of the class day must secure permission from their Dorm Head or the Student Life Office. Students may request to ride with a day student or take a car service by getting permission from the Student Life Office or their Dorm Head. In each case, the Student Life Office or Dorm Head must receive permission from the student's parents before granting the request. Failure to receive the proper permission violates a major school rule regarding proper use of a vehicle (see pg. 20). Please note that some car services, such as Uber, require passengers to be at least 18 years of age without an adult present. Students and their families are fully responsible for the hiring and use of car services.

Students are not allowed to enter the wooded areas around campus at any time. Students must use Aspetuck Avenue to access downtown New Milford.

School boundaries are defined by Rt. 202, Circle Drive, and Big Y Shopping Center.

Boarding students must secure the permission of their Dorm Heads or the Student Life Office whenever they leave campus after dark.

College Visits

Vacations and long weekends provide the best times for Sixth Formers to visit colleges. For those who need additional time, the School permits students to miss two days during the Sixth Form year. Sixth Formers

should schedule such visits during weekends when they have no scheduled commitments, including athletic contests.

Closed Weekends

The weekend is a very important aspect of boarding school life. To be sure we are starting the year as healthy as possible and to limit potential exposure off-campus, students will likely not be able to sign out for weekend travel in September. The last weekend of the year, May 28-30 is also closed. Permission to be off campus is granted only under special circumstances.

*COVID-19 protocols may alter off campus protocols in the 2020-2021 school year.

Dress Code

Canterbury believes that the classroom dress should reflect the seriousness of academic pursuits. Therefore, all clothing must be neat, clean, respectful, and professional and worn throughout the entirety of the Academic Day: from 8:00 a.m. - 3:30 p.m. Monday, Tuesday, Thursday, Friday; from 8:00 a.m. - 12:30 p.m. on Wednesday and Saturday; and, during Sunday Mass and Brunch. All students participating in class, whether in person or online, are expected to adhere to this dress code. Exceptions to Canterbury Dress Code must be pre-approved by the Student Life Office and/or Canterbury Health Center Personnel.

Classroom Dress

A tucked-in, button-down shirt with a collar, golf/polo shirt (2-3 button) with a collar, formal blouse, or sweater must be worn with chino/khaki pants, corduroys, or a skirt. A dress is also acceptable. Students should be clean-shaven.

Slippers, flip-flops, shorts, tank tops, t-shirts, sweatshirts, sweatpants, leggings, and denim are not permitted.

Students will be required to wear masks a majority of the time. Masks must be appropriate.

There may be one or two occasions where formal dress code is expected of Sixth Formers and Post-Graduates. Formal dress would include tie and blazer and/or dresses.

Saints Spirit Dress

Spirit Dress may be announced in conjunction with a sporting event or in the event of bad weather in the winter term.

Jeans or sweatpants or leggings with a Canterbury shirt or sweatshirt. GO SAINTS!

Community Expectations and School Discipline

The disciplinary system at Canterbury serves two main purposes. The first is to maintain the physical, mental, and emotional well-being and safety of all students. The second is to educate students and give them an opportunity to grow and mature in the way they comport themselves. The purpose of the following information is to clearly explain the School's expectations concerning how students should behave on campus, in dorms, and in the community at-large. The hope is that by laying out these expectations, students will be able to most fully and appropriately engage in life at Canterbury. These rules apply to all students of any age, even those students who have passed the age of 18.

The rules and procedures outlined below apply to normal circumstances. That being said, there are times when the School must act in an immediate, nonstandard way to ensure the safety and well being of students and faculty. Thus, the School maintains the right to act outside of our guidelines when extenuating circumstances arise.

Students are expected to follow Community Expectations and School Rules at all times, even when they are off campus. In addition, students are expected to behave in a manner that does not compromise the good name of Canterbury. The School maintains the right to put students through the disciplinary process when situations arise in which the Student Life Office believes a student has compromised the good name of the school or the well being of others on or off campus.

Guests of students are required to abide by all School Rules. All guests must register with the Student Life Office.

Infractions of acceptable codes of behavior fall into two categories: Major and Minor.

Major Rules

1. Drugs and Alcohol: Use, possession, or procurement of alcohol or other drugs, or being in the presence of alcohol or other drugs is a violation of this Major Rule. Students who procure and/or provide alcohol or other drugs (including prescription drugs) for other students will be summoned to a Discipline Committee and may be dismissed on the first offense. Students are not permitted to possess paraphernalia pertaining to alcohol or other drugs, including bottles and cans used to hold alcohol, pipes, or other receptacles and tools used for drugs. Overuse or misuse of non-prescription medication is not tolerated. **Electronic Nicotine Delivery Systems (ENDS or Vapes) are considered drug paraphernalia and students possessing ENDS or Vapes are in violation of this major rule.**

A student suspected of using alcohol or other drugs may be required by the Student Life Office to undergo a breathalyzer test, a urine test, or such generally accepted diagnostic test as the Student Life Office believes is appropriate to ascertain whether the student, in fact, has committed an alcohol or drug infraction.

The School requires students involved in drug and alcohol infractions who are not dismissed to see professionals for medical evaluation, which includes urine testing and counseling. Charges for counseling and testing are the parents' responsibility. Recommendations for further counseling or treatment must be followed. Students who are not dismissed after a first offense will also be required to sign a non-use contract (see Appendix E). Students who violate this Major Rule a second time should expect to be dismissed. Violators must also forfeit any and all leadership positions until the conclusion of their probation. (See Policy on Alcohol and Other Drugs, pg. 30.)

2. Abuse and Victimizing Persons: No one student has the right to make life uncomfortable for another. For this reason, the School will not tolerate harassment of any kind, including sexual harassment or assault, harassment based upon race, religion, gender, or sexual orientation, nor will it tolerate physical injuries, threats, or intimidation. Any behavior which infringes on the well-being or violates the rights of individuals within the community is considered a violation of this rule. (Please see more in the School's Policy on Healthy Relationships policy on pg. 23). Overt disrespect towards a faculty member, staff member, or any Canterbury adult will not be tolerated and may result in suspension or dismissal.

3. Lying and deceitful behavior: Students are expected to be forthright in all matters pertaining to school life. Lying and deceitful behavior encompasses but is not limited to:

a. Lying to a faculty member
b. Possessing false identification
c. Behaving unethically when using the School's computer facilities and Network.

Instances of academic dishonesty are considered violations of this rule. (See Academic Integrity, p. 23). Students with any level of involvement in a disciplinary case are expected to take full responsibility for their own behavior and to encourage each other to do likewise. Students who refuse to cooperate with an investigation for any reason may be asked to withdraw from the school.

4. Theft: Property found in the possession of anyone other than its rightful owner is considered to be stolen, unless permission has been granted in advance. Because theft constitutes a direct violation against a member of the community, it is considered to be sufficiently egregious to warrant consideration of dismissal on the first offense. Unless the occupant of the room is present no student should enter another student's room.

5. Direct disobedience: Reasonable requests are often given by adults. Students are expected to carry out those requests and all punishments meted out for minor and major infractions. The School will not tolerate continued unacceptable behavior in the dormitories or other areas of school life, multiple violations of Minor Rules, and repeated egregious violations of community standards.

6. Endangering the community and personal safety: Students may not engage in behaviors that pose a threat to their personal safety or the safety of the community. Examples of these types of behaviors include, but are not limited to:

a. Students may at no time have an open flame in buildings. Open flames include, but are not limited to: smoking, matches, lighters, candles, incense.
b. Students are not permitted to enter the wooded areas surrounding campus
c. Students are not allowed to tamper with fire detection equipment, signaling devices, defibrillators.
d. Students are not permitted to use or possess school keys without proper authorization or unlock doors or windows after they have been secured for the night.
e. Students are not permitted to use or possess fireworks, firearms, knives, or any other dangerous weapon.
f. Students may not engage in dangerous pranks or other behaviors that pose threats to their personal safety.

7. Defacing or destroying school or personal property.

8. Visitation: Visitors are permitted to be in the common room only in dorms of members of the opposite sex, according to the guidelines set by individual Dorm Heads.

9. Curfew Violation: Unless permission has been granted in advance, boarding students are expected to remain in their own dormitories until 6:00 a.m. Unauthorized absence of boarding students from their dormitory and unauthorized presence of day students in the dormitories after last evening check is a major rule violation. Day students are expected to leave campus by 8:00 p.m. unless they are using the library or attending a school function. This rule may be slightly altered once the Steers Center comes online in fall 2020.

10. Unauthorized use or possession of a car: Boarding students are not permitted to have cars on campus, nor are they permitted to have cars parked for their use at any point between School and home. Day students are not permitted to drive boarding students without the permission of the School, their parents, and the boarding students' parents. Day students who drive to school must register their car with the Student Life Office and park in the designated parking areas. They are not permitted to drive their cars off campus during the academic day without specific permission from the Student Life Office. Boarding students are not permitted to drive with anyone other than members of their immediate family, faculty members, or parents of other Canterbury students unless they have secured permission in advance from the School and their parents (this includes taxi and car services). In order for a student to receive permission to ride in a car, the parents/guardians must give written permission to the student's Dorm Head or the Student Life Office on each occasion. Some car services, such as Uber, require passengers to be at least 18 years of age without an adult present. Students and their families are fully responsible for the hiring and use of car services.

11: Bringing the name of the School into disrepute: Students whose behavior on or off campus jeopardizes any member of the community or discredits the School in any way should expect to be disciplined by the School. This includes discrediting the School or any members of the Canterbury community over the Internet, whether on or off the School's network.

Consequence for Major Rule Violation

A violation of a Major Rule results in a meeting with the Dean of Students, Assistant Head for Student Life, and/or designee. Students are expected to cooperate with the Student Life Office when going through the process of gathering information regarding disciplinary cases. Students who choose not to cooperate may be asked to withdraw.

In most cases, violation of a Major Rule will result in a Disciplinary Hearing with the Discipline Committee (see below for explanation of Disciplinary Hearings and Discipline Committee). After the hearing, the Discipline Committee members will make a recommendation to the Head of School who will make all final decisions on major disciplinary cases including probation, suspension, and dismissal. In general, students with no disciplinary history at Canterbury should expect to be placed on Probation (see below) if found in violation of a major school rule. Consequences may also include suspension or other sanctions deemed appropriate. The Discipline Committee may recommend dismissal for a student whose first offense is particularly egregious, including theft, harassment, abuse, or procuring and/or providing alcohol or drugs to Canterbury students. As mentioned, the School will not tolerate harassment of any kind, including sexual harassment or assault, harassment based upon race, religion, gender, or sexual orientation, nor will it tolerate physical injuries, threats, or intimidation. In rare cases, Canterbury reserves the right to discipline a student found in violation of a Major School Rule without a disciplinary hearing.

Disciplinary Committee

Any student called to the Disciplinary Committee will have a hearing chaired by the Assistant Head of School for Student life, Dean of Students, and/or a designee. The Committee includes three student leaders and three faculty members. The Assistant Head of School and Dean of Students (or a designee) are responsible for facilitating the hearing, but will not vote on the Committee's recommendation. The Assistant Head of School, Dean of Students, or designee will present the findings and recommendations of the Committee to the Head of School who will make all final disciplinary decisions.

Any student called for a Disciplinary Committee will be notified at least 24 hours ahead of time. The student, with the help of their advisor, will prepare a statement expressing their desire to remain at Canterbury. The student's advisor will accompany the student to the hearing. At the start of the hearing, the Chair of the Discipline Committee will introduce the people on the committee and explain the hearing process. The student will then be given the opportunity to account for what took place when the Major Rule was violated. Students called before the Discipline Committee must be forthright and take full responsibility for their own behavior. Failure to tell the truth will jeopardize students' chances of remaining at the School. After the student accounts for their actions, the Committee will have the opportunity to ask the student questions. When questions cease, the student reads their statement. The student will be asked to leave the room, and the advisor will stay and speak in his/her behalf. Ultimately, the Committee will deliberate and make its recommendations to the Head of School.

Searches

Searches by administrators or designated faculty members of student rooms, personal belongings, lockers, cars, or persons may be made for reasonable cause and only for prohibited, dangerous, or stolen items. If searches reveal other violations of school rules, prohibited items are confiscated and students are disciplined in accordance with School Rules.

Minor School Rules

Minor school rules include but are not limited to:

1. The use of tobacco products (see below)
2. Missing School commitments
3. Entering the wooded areas around campus
4. Being off campus after dark
5. Failing to follow dress code
6. Failing to sign in/sign out properly
7. Using obscene and offensive language
8. Failure to adhere to Covid-19 protocols

It is impossible to make an exhaustive list. The School will make its expectations clear to students in daily meetings and announcements, and to parents by letter when necessary. Minor infractions are generally handled by individual teachers, coaches, and dorm staff. Some, like smoking and chewing tobacco, problems with missed commitments, and failure to follow daily procedures, are referred to the Student Life Office. Repeated violations of Minor Rules are considered to be a violation of the Major Rule concerning direct disobedience.

Tobacco and nicotine

Students are not allowed to smoke or chew tobacco. Neither are they allowed to possess packages of cigarettes or cigars, pipes or pipe tobacco, snuff tins, or chewing tobacco pouches. Violation of the use or possession of such materials is considered a minor infraction.

First and second infractions result in a meeting with the Dean of Students, a work assignment, and a letter to the parents. Further violations result in disciplinary probation or a meeting with the Discipline Committee, depending upon the student's disciplinary record. **Electronic Nicotine Delivery Systems (ENDS) and/or vaping systems, such as Juuls, are considered drug paraphernalia and students possessing ENDS and/or vaping systems are in violation of this Major Rule.**

Disciplinary Responses and Definitions

Dorm Restriction: Boarding students are restricted to campus (no overnight, day, or downtown permissions), must be in the dorm by 7:00 p.m. on all nights of the week, and are not allowed out of the dorm unless for an academic obligation. On all academic nights, boarders on Restriction will remain in their

rooms, except to check-in or attend dorm meetings. Students on Restriction cannot have visitors. On academic nights, the advisor on duty may permit a student on Restriction to attend extra help. On non-academic nights students on restriction must check into their dorms at 7:00 p.m. They are permitted to spend time in the common room or in other students rooms who live in the same dorm. Students are not permitted to leave their dorm for any non-academic activities.

Day students are required to leave campus after their last Canterbury commitment (including athletics) on academic days and may only return to campus for school commitments (e.g. athletics, Saturday detention) on weekends. All students on Restriction will attend Sunday detention from 9:00 a.m. until 10:30 a.m. for each week of their Restriction.

Students will attend evening academic (ensemble rehearsals, art lab), athletic (late games, hockey practice in the winter), and theatrical (rehearsals for main stage productions, such as the spring musical) commitments.

Disciplinary Warning: Disciplinary Warnings are issued for less severe offenses that are serious enough that they need to be documented. Oftentimes a violation of a minor rule will result in a disciplinary warning. Warnings are communicated to the student, the student's parent/guardian, and the student's advisor. The hope is that disciplinary warnings serve as growth opportunities for students.

Disciplinary Probation: As stated above, probation provides an opportunity for the School, the parents, and the student to collectively address behaviors and/or actions that are not up to the standards of the school. During this time, students must demonstrate their strict adherence to the spirit and the letter of all school rules and policies that they are able and willing to cooperate with and contribute to the Canterbury community. Ultimately, however, disciplinary probation also serves as a time for all constituencies to assess whether remaining at Canterbury is in the best interest of the student and the community. Students who violate a Major Rule or accumulate multiple violations of Minor Rules while on probation will meet with the Discipline Committee a second time and should expect to be dismissed.

The terms of disciplinary probation may include required counseling or evaluation, work assignments, and signing a non-use contract (Appendix E) in the case of violations concerning alcohol or other drugs. Students placed on probation are monitored by the Student Life Office. Their status is reviewed at regular intervals. Students who are placed on Probation must forfeit their student leadership positions, including athletic captaincy.

Suspension: Students should expect suspension to follow the breaking of a major school rule. A suspension will typically be served at the beginning of a student's probationary period. While the Student Life Office would ultimately prefer to have a student sit with the Disciplinary Committee before serving their suspension, situations arise for which a student may be suspended before his/her hearing. In these cases, the status of the student's leave may be changed depending on the result of the Disciplinary Committee. Based on the offense, suspensions can range from one to five school days. During the suspension period, the suspended student will not be allowed on campus for any reason. Boarding students and their families are responsible for making arrangements for the suspension period.

Dismissal/Withdrawal: In certain cases, the School may dismiss a student or ask a student to withdraw for disciplinary reasons. While dismissal typically takes place after a student breaks their second major school rule or demonstrates a track record in which they are consistently breaking school rules, times arise when a student may be asked to leave the School after a first offense. Distribution of drugs or alcohol, physical, verbal and sexual abuse, and stealing are all examples of offenses that may result in immediate dismissal.

A student who is dismissed or withdraws from Canterbury for disciplinary reasons will not be allowed to visit the School until after his or her class has graduated. A student dismissed from school within eight weeks of the School's graduation date may appeal for permission to complete certain coursework *in absentia*. Such appeals will be considered on a case-by-case basis and there is no guarantee that a student will be allowed to complete coursework.

In rare cases, Canterbury will consider allowing a student who has been dismissed or asked to withdraw for disciplinary reasons the opportunity to apply for re-enrollment. In order to be offered the opportunity to re-apply, the student must submit a formal request to the Student Life Office and/or the Director of Admissions. Upon receiving the request, the Assistant Head of School for Student Life, the Dean of Students, the Associate Head of School for Academics, and the Head of School will determine if the student will be given the opportunity to go through the re-application process based on the nature of the offense(s), the amount of time passed between the student's withdrawal/dismissal and the formal request to re-apply, and the steps the student has taken while away to ensure positive growth and trajectory. If the request to re-apply is granted, the student will be required to meet with the Re-application Committee, which consists of several faculty members in addition to the Assistant Head of School for Student Life, the Dean of Students, the Associate Head of School for Academics, and the Head of School. After this meeting, the Committee will provide a recommendation to the Head of School regarding the re-enrollment of the student. ***This hearing is in no way a guarantee that a student will be invited to re-enroll***. If the student is allowed to re-enroll, they should expect to return to campus on restrictions including but not limited to: probation, a non-use contract, and required counseling.

Sixth Form Spring: After May 1, any Sixth Former who violates a Major Rule, regardless of their disciplinary record, may be suspended for the remainder of the school year and may not be allowed to return to campus until after graduation day. Depending on the severity of the offense, the disciplinary history of the student and their academic status, the awarding of a diploma may be denied.

Failure to Thrive/Failure to Function

All students enrolled at Canterbury are expected to successfully function in our program. Students who are unable to meet basic academic and behavioral expectations such as attending and being on time for all school commitments, completing assigned work in a timely and consistent fashion, signing out properly, effectively communicating with adults, medication compliance, or maintaining healthy living may be required to undergo assessment to explore the root of the issues. Assessments may include but are not limited to: a drug/alcohol screening, mandatory sessions with the Director of Counseling or designee, a mandatory evaluation by an outside professional, or academic testing. The results of these assessments will lead to a plan

of action depending on the situation which could include a medical leave (see pg. 30) and/or being asked to sign a behavioral expectations sheet. Students who persistently demonstrate a failure to thrive may be asked to withdraw.

Parent Comportment

Canterbury believes that a *constructive and positive working relationship* between the School, its students, and their parents/guardians is essential to the education of all Canterbury students. Therefore, Canterbury aims to foster a partnership with parents/guardians through regular communication from a student's Advisor, Dorm Head, Academic Advisor, and the Student Life Office. Similarly, Canterbury expects that parents comport themselves in an appropriate manner while on campus and when working with all School employees. Canterbury reserves the right to discontinue enrollment, or to refuse to re-enroll any student, if the School concludes that the actions by a parent/guardian, or by a student, interfere with the *constructive and positive working relationship* to the extent that Canterbury is unable to accomplish its educational goals.

Academic Integrity

Because true education is based on the spirit of honest inquiry, Canterbury students are expected to maintain the highest standards of academic conduct. Honesty is one of the Five Values of the School, and as we are an academic community, academic dishonesty is, in particular, a violation of Canterbury standards. Academic dishonesty, simply put, occurs whenever one submits to a teacher the work, thoughts, or ideas of another as one's own, assists another in doing so, or improperly uses or accesses information in the completion of an assessment. Often, these kinds of problems can occur because students are unfamiliar with citation requirements, or through sloppiness or laziness. A student could violate standards of academic honesty in exercises not limited to but including quizzes, homework, tests, projects, papers, speeches, and semester exams. The school takes all cases of academic misconduct very seriously, and students must be aware that it is their responsibility to ensure that the work they submit reflects only their ideas and those properly attributed to others. When a classroom teacher and a department chairperson determine that a student is guilty of academic misconduct, the student will be referred to the Assistant Head for Student Life and Associate Head for Academics (or designees) for appropriate consequences which could include but are not limited to: academic penalties on the assignment, a disciplinary committee hearing, disciplinary warning and/or probation, or dismissal. All students receive and sign a copy of Canterbury's Honor Code which defines forms of academic dishonesty and delineates the consequences of academic dishonesty (Appendix G).

Policy on Healthy Relationships

Canterbury is committed to establishing and maintaining an environment that is safe and welcoming to all students regardless of identity*. The School fosters respectful relationships and encourages people from diverse backgrounds to respect and understand one another. The policies below serve as the School's stance

on behaviors that inhibit healthy relationships and respect and are designed to educate students on how to seek support.

Canterbury understands that sexual intimacy is an adult activity and that students at our school are at different levels of maturity when it comes to sexuality. That being said, the complexities of boarding school life and the varying ages, upbringings, and degrees of maturity on campus make sexual intimacy at Canterbury inappropriate. Students engaging in sexually intimate behaviors on campus will be referred to the Student Life Office and/or the Health Center for guidance about healthy teenage relationships. When necessary, the Student Life Office, Health Center, and/or advisor will communicate with the parents accordingly.

All healthy relationships are based first and foremost on respect between parties. Certain types of interactions such as sexual misconduct, discrimination, harassment, hazing and bullying (including cyberbullying) drastically erode the fabric of our community. These types of interactions are serious offenses prohibited by state and/or federal law as well as by the Canterbury Student Handbook. Behavior(s) and interactions, whether verbal, physical, or digital, that cause physical or emotional harm, intimidation, reasonable fear, or that disrupt the educational process will not be tolerated. These types of behaviors are prohibited at all times both on and off campus.

All adult employees of the School must maintain healthy and respectful relationships with students regardless of age. Members of the Faculty, Administration, and Staff are educated on maintaining appropriate boundaries with students on a yearly basis. As mandated reporters, school employees are advised that any physically, emotionally, or sexually abusive relationship involving a student must be reported to the Associate Head of School for Academics, the Assistant Head of School for Student Life, the Dean of Students, the Dean of Faculty, or the Business Manager. In turn, the Assistant Head of School for Student Life, the Dean of Students, the Business Manager, or a designee will report the information to the Department of Children and Families (DCF) and in some cases to other law enforcement authorities.

Students who engage in sexual misconduct, discrimination, harassment, hazing or bullying on or off campus are subject to appropriate discipline, including dismissal, suspension, and/or required counseling. Students who believe that they have been subjected to any of the above are encouraged to meet with the Assistant Head of School for Student Life, the Dean of Students, the Director of Counseling, or any trusted member of the faculty. Similarly, students who are concerned that a peer is being subject to any of the above are encouraged to meet with the Student Life Office or a trusted adult. After receiving information about any of the above behaviors, the School will run an investigation. In rare cases, the School may decide to use an outside investigator to oversee the investigation. In some cases, the School will report incidents to DCF or other authorities prior to running an investigation. During the investigation, the accused student, as well as the alleged victim, will be afforded ample opportunity to discuss his/her involvement with a professional counselor, the Assistant Head for Student Life, the Dean of Students, Assistant Dean of Students, or designee. When making disciplinary decisions regarding situations that involve the above, the School will use the preponderance of the evidence. Because of the sensitive nature of these behaviors, the School reserves the

right to alter its disciplinary process before arriving at a disciplinary decision (see Disciplinary Committee, pg. 19).

* NAIS lists many identifiers on their website. Some identifiers include: Ability, Age, Ethnicity, Gender, Race, Religion, Sexual Orientation, Language, and Socioeconomic Status.

Non-retaliation

Canterbury prohibits any form of retaliation against any person(s) who reports in good-faith what they consider to be a wrongful or illegal activity. Students who retaliate against another student for sharing information in good faith are subject to discipline up to and including dismissal. Because certain allegations carry with them severe social and legal consequences, students who intentionally report false information about another student or community member will be subject to discipline up to and including dismissal.

Connecticut and Federal Law vs. Canterbury Policy

While there are state and federal laws that define sexual misconduct, discrimination, harassment, hazing, and bullying, the School maintains the right to hold a higher level of accountability for individuals engaged in prohibited conduct. For example, the School will use the preponderance of the evidence to arrive at a decision. Similarly, while the state of Connecticut defines bullying as repeated actions taken against another student, Canterbury may discipline a student after one incident, if warranted by the severity of the offense.

Definitions

Sexual Misconduct: A term used to describe a range of prohibited/illegal behaviors including but not limited to: sexual harassment, assault, intimidation, exploitation, and unhealthy or abusive sexual relationships (defined below).

Sexual Harassment: Sexual harassment includes any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct that is sexual in nature when the conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of sexual harassment include but are not limited to: sexual advances, flirtation, unwanted touching, verbal abuse that is sexual in nature; pressure to engage in sexual activity; graphic or suggestive comments about a person's dress; displaying sexually suggestive objects, images, pictures or videos; jokes that are sexual in nature.

Sexual Assault: A broad term that refers to a range of non-consensual sexual contact (with one's body or an object) that includes but is not limited to rape and/or sexual battery.

Sexual Intimidation: Persistent, unwanted and repeated attention that is sexual in nature and causes the targeted person to fear for their safety.

Sexual Exploitation: occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of this include but are not limited to: non-consensual video or audio recording of sexual activity, non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or possessing, distributing, viewing or forcing others to view pornography.

Discrimination and Harassment: any behavior that is pervasive or severe and has the effect of: creating an intimidating, hostile, or offensive environment; interfering unreasonably with an individual's ability to participate in the School's programing; or creating a situation where a student's academic record is contingent upon their submitting to and/or not objecting to the behavior. Discrimination and harassment take many forms. Examples include but are not limited to: slurs, jokes, graphics, gestures, pictures, emails, social media posts, texts, or videos that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes; any form of sexual harassment (see above).

Hazing: any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization.

Bullying: Repeated written, oral, and electronic communications by one or more students directed at or referring to another student and/or physical acts and gestures by one or more students that are repeatedly directed against another student and that: cause the student physical or emotional harm or damage his or her property, put the student in reasonable fear of harm or property damage, create a hostile school environment for the student, infringe on the student's rights at school, or substantially disrupt the education process or a school's orderly operation.

Cyber Bullying: Bullying that occurs through the use of technology or electronic devices such as phones, computers, email, and social media channels. Examples of cyberbullying include but are not limited to: sharing or threatening to forward a private text message, email, or the like; spreading hurtful rumors about another person; insulting or threatening through text message, email or the like; sharing or threatening to share embarrassing pictures of a person without the person's permission; creating a website, blog or social media account with the purpose of impersonating another person without their permission.

Title IX Compliance

In addition to the policy stated above, Canterbury School also complies with Title IX of the Education Amendments of 1972. In accordance with Title IX Regulations, Canterbury School does not permit discrimination or harassment in its programs, activities, or courses of study on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status, or any other characteristic protected by local, State, or Federal law. Any member of the Canterbury community who believes they have been

subjected to discrimination or harassment in violation of this policy should follow the guidelines set forth in Canterbury's Civil Rights Investigation and Resolution Guide to immediately report these concerns.

Computer Technology

Student Use of the Internet

Students are expected to abide by the Acceptable Use Policy (Appendix A) when using the Internet, the School's network, and email system. Failure to do so will result in disciplinary consequences. Anything posted or shared online or via the School's network should be appropriate to your position as a member of the Canterbury community.

Students and Technology

Every year at registration, students fill out a sheet that has them sign off on the school's AUP and asks them to fill in passwords for their school network account and for their school email account. Their accounts are set up and ready to use by the first day of classes. Students are required to register their computers for use on Canterbury's network. Students are expected to keep their computer's software up to date, and, if they are using Windows, must use an antivirus program. It is crucial that students take care of their computers since the School does not have the staff to diagnose and repair any problems with their computers.

Students' Email and Network Accounts

Email and network accounts of students dismissed from the School are disabled when the students leave campus. Accounts of students who graduate or transfer to another school at the end of an academic year are deleted on August 1st of that year.

Student Services

Advisor System

Upon arriving to Canterbury, each student will be given a faculty advisor. Advisors meet frequently with their advisees and are aware of students' academic, social, athletic, and extracurricular status. In addition, advisors provide parents with a personal liaison to the School. Parents should feel free to call advisors first with concerns about their student's progress, or about school policies and procedures. Each student is also given one of two Academic Counselors. Their Academic Counselor is available when concerns regarding academics arise.

College Counseling

Every Canterbury student is at some stage in the college process. We begin with the Third and Fourth Formers by having one group session during the year to encourage them to take as demanding a course load as they can manage. We help our Third and Fourth Formers identify and develop their special talents, and we urge them to get involved with one or two activities and commit to them over a long period of time. The Fourth Formers go on a "field trip" to the College Resource Room. This is an opportunity for the College Counseling Office to introduce these students to all the college resources available to Canterbury students.

The college process begins in earnest in February of the Fifth Form Year when students meet weekly in small College Workgroups. College Workgroups continue through the Sixth Form Year until all the students' applications are submitted. The College Workgroups supplement individual meetings and provide the students with the opportunity to discuss and complete the application process in a structured, supportive environment.

During the fall over 100 colleges send representatives to visit Canterbury to meet our students. We also host a College Night on campus. On this night, 50 college admission representatives tour campus, have dinner with faculty and students, and then host a small college fair in the library. In addition, during Fall Parents' Weekend, Fifth Form parents and students attend a Saturday morning kickoff meeting. In February Fifth Form parents attend a college workgroup to help prepare them to take their students on college visits during March Break. During Spring Parents' Weekend, we host our annual Spring College Fair for Fifth Form parents and students, with over 100 colleges attending.

The College Counseling Office uses all the resources at Canterbury to support the students. Faculty, coaches, advisors, dorm parents, and Canterbury alumni are all available to work with and support students during the college process. College counselors meet frequently with parents individually and also keep parents involved in the process through a monthly Sixth Form Parent Newsletter.

Canterbury expects students to be forthright in all communications with prospective colleges and universities regarding discipline throughout the application process. The responsibility of disclosure lies on the student and his/her family; however, colleges and universities may contact the School to inquire specifically about a student's disciplinary history, at which time School administrators will be forthright.

Health and Wellness

The health and wellness of all Canterbury students is a priority for the Canterbury faculty and administration. Below is a list of services offered at Canterbury that help facilitate the health and wellness of all students.

Health Center*

The Health Center is open Monday through Friday from 7:15 a.m. until 5:15 p.m., Saturday from 7:15 a.m. until 2:00 p.m., and one hour before Mass on Sunday. All other hours there is a nurse on-call available. Students are expected to visit the Health Center for routine care and non-emergency issues when they are free of school commitments. In the event of an emergency, the School Nurse may be reached by dialing extension 3888 from a school phone or by calling 860-210-3888 from off-campus.

Health Document Requirements

Requirement	Frequency
Physical*	Annually
Medication Authorization*	Annually for each medication(if applicable)
Immunizations* **	Annually and anytime there is an update
Action Plans(asthma, allergies, Diabetes, Seizures)*	Annually
Health History	Annually and anytime there is an update
Permission to Treat	Annually
Insurance Card	Annually and anytime there is an update

* will need medical provider to complete

** we adhere to CT state regulations for immunization requirements CT immunization requirements

The Health Center utilizes Magnus as their electronic medical record. All parents/guardians should update students' information via parent portal. Parents will also be able to receive communication via Magnus with treatment notes and medication administration updates and refill communications if applicable.

Medication Administration: Daily doses of certain prescription medications such as all medications categorized as Controlled- Medications and medications for use of treatment of anxiety and depression must be administered by the School Nurse and stored in the health center. It is the student's responsibility to come to the Health Center at the appropriate time required for the medications. Parents, the prescribing physician, and the Student Life Office are notified when students demonstrate a pattern of non-compliance with taking their medication. Persistent medication non-compliance may indicate Failure to Thrive (pg. 22). Our current preferred pharmacy is Big Y in New Milford on 1 Kent Rd. We use their pharmacy number at 860-354-5554 for student prescriptions. If your student will be on routine medication we recommend transferring their script to this pharmacy.

Over the Counter Medications: Students may keep a small amount of over the counter medications such as Tlenol, Advil, allergy medicines like Zyrtec or Claritin in their rooms. Amounts should be minimal as the Health Center is able to provide these medications when indicated. It is not recommended that students have medications like Dayquil, or other cold medicines in rooms as students should be evaluated by health center staff for treatment recommendations per MD guidance. Additionally, all supplements being taken should be reported to the health center via Magnus

Procedure if sick during school day: Students who need to be excused from a school commitment for medical reasons must see the School Nurse in advance. Students seeking medical attention before first period must arrive at the Health Center by 7:30 a.m. and must be dressed for classes. Students who are late to a school commitment for medical reasons must secure a written excuse from the School Nurse to present to the faculty member in charge. A scheduled medical appointment is considered to be a school commitment. Students who have missed more than three academic periods during the day may not participate in athletics that day without permission granted by School Nurse or the Student Life Office. Students who are excused from classes may be asked by the School Nurse to remain in the Health Center until 5:00 p.m.

Appointments: The school physician is available on campus Wednesday morning to see students and on other days at his office located in New Milford. Appointments are arranged through the Health Center and are subject to your insurance copays which will be billed after the visit. The Health Center will help coordinate medical care for students by scheduling specialty consults, immunizations, testing such as lab work and imaging and counseling appointments. We are able to provide transportation if needed as well. There is a fee for the transportation of $10.00 for a roundtrip. This fee may increase if an appointment is located outside of our local area. The fee is billed to the student billing account at the end of each month.

*COVID-19 protocols may alter Health Center protocols use in the 2020-2021 school year.

Mental Health Counseling

Canterbury provides counseling services to help support the educational, social, and emotional needs of our students. In addition to teachers, coaches, and advisors, the School encourages students to meet with the Director of Counseling, school nurses, and counselors. To best meet the needs of our students and of the School community, the School may at any time require a student to meet with the Director of Counseling or one of its counselors. When students are facing more complex emotional challenges, the School reserves the right to refer students to other professionals for support, treatment, or evaluation to determine the necessity of a medical leave. To this end, Canterbury employs the services of a psychiatrist who can assist in making such a determination.

Health Services & Guidance Advisory Board

The Director of Counseling and the School's counselors are part of a team of faculty members and administrators who collaborate with respect to students' educational and emotional experiences at the School. As part of this collaborative effort to support students' experiences, the Director of Counseling and school counselors may share information obtained from parents and students. The Guidance Advisory Board is comprised of the Head of School, Assistant Head for Student Life, the Dean of Students, the Director of Counseling, the school counselors, school nurses, the Associate Head for Academics and any member appointed by the Head of School to serve on the Guidance Advisory Board.

The Guidance Advisory Board meets regularly to discuss students who are struggling with medical, emotional, or academic issues and determines the best way to support each student's individual needs. A plan of action is put into place in these meetings. Dorm parents, advisors, and teachers are included as necessary.

Policy on Alcohol and Other Drugs

If anyone in the community is concerned about a student's use of alcohol or other drugs, they can confront that individual or seek the assistance of a faculty member (Help-A-Friend, Appendix C). Students may be referred to the Director of Guidance, the School Nurse, or another adult who may require them to be evaluated for their involvement with alcohol and other drugs by counselors outside of the School. In the end, the School's recommendations must be followed. The School reserves the right to drug test students whose behavior suggests drug and alcohol use (see pg. 16) or students who have already violated Major Rule #1 regarding use, possession, or procurement of alcohol or other drugs. Charges incurred are the parents' responsibility.

If a student's use of alcohol or other drugs continues after confrontation and referral, which may be evidenced by a positive urine or other diagnostic test, parents may be asked to withdraw the student from the School permanently or until the student's behavior demonstrates an ability and a willingness to live within the School's expectations.

Medical Leave of Absence Due to an Emotional or Physical Health *

Occasionally a student may require more support or attention than Canterbury is reasonably able to provide due to a serious physical or mental health issue. In such circumstances, a student may be granted or required to take a temporary leave of absence from the School. A student's family may request such a leave at the recommendation of medical professionals. Additionally, if, in Canterbury's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the School's resources or requiring other excessive accommodations, the School may recommend that the student be placed on a medical leave. Canterbury School employs the services of a psychiatrist who may be called upon to assist in making such an assessment.

Canterbury may require a student to take a leave of absence for any of the following reasons, including, but not limited to: when mental health or physical symptoms are preventing a student from functioning academically or in any aspect of school life; when a physical or mental health condition is interfering with a student's attendance; when a student behaves in ways that can be considered self-destructive or dangerous to others; when a student is not engaged in treatment that the School has made a condition of attendance; when a student's presence in school or in the dormitories places an undue strain on the Canterbury's support and supervisory resources; when a student fails a drug screen initiated due to a failure to function (not because of reasonable suspicion); when a student invokes the Help-A-Friend Policy (see Appendix C).

The Head of School, or designee, may grant or require a medical leave, or reinstate a student who has been on leave, and may do so upon recommendation from the Advisory Board as well as from the Director of Counseling, the psychiatrist retained by the School, or designee.

Decisions will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at Canterbury. In the absence of a treatment plan that meets these needs in the view of these school personnel, the School may require the student to withdraw. A medical leave agreement will include provisions for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements with the School through the Donovan Center for Learning for making up missed material, either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, Canterbury may require that a student drop a course or courses if a prolonged absence will make it impossible for the student to meet the full expectations of the course/courses.

Before permission is granted to return to school from a medical leave, the student must fulfill the requirements established in the leave agreement or the student's leave may be considered a medical withdrawal.

To return to school from a medical leave, a student must not only provide a thorough evaluation of the student's current mental health or medical or physical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave, but must also be evaluated by Canterbury's

psychiatrist, its Director of Counseling, or a mental health consultant of its choosing. This gatekeeper role will be determined and communicated as part of the medical leave process.

The School's decision about reinstatement will depend on its confidence that the student will be able to function in school without unduly taxing the School's support and supervisory resources. In addition, Canterbury may at its discretion require follow-up evaluation, counseling, or any other services that it deems in the best interests of the student and the school community.

The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on Canterbury. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in any school activity. Such activity may include the ability of a student to continue to participate in the residential life, athletic, or extra-curricular program.

*COVID-19 protocols and best practices regarding quarantine and isolation may be different than this articulated policy on medical leave.

Communicable Illness Policy

In the interest of ensuring the safety and health of our community, Canterbury has instituted the following Communicable Illness Policy. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus), and tuberculosis. Canterbury may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC) or at discretion of the Medical Director. Should a student become ill while on campus they should report immediately to the Health Center for evaluation.

At the direction of the Medical Director a student may be isolated, referred to a physician's care, or subjected to diagnostic testing, excluded from class, sports or dorm or be asked to leave campus for further treatment and/or isolation or quarantine for a period of time. Parents of children possibly exposed to infectious diseases, as well as staff, will be informed.

Canterbury's decisions involving students who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Any student who has been excluded from school for a communicable disease must report to the health center prior to returning to campus (class or dorm). Students returning to campus may be asked to provide the health center with notice from their medical provider that they have been cleared for return to school. The health center reserves the right to delay a student's return to campus on the discretion of the school Medical Director.

The David Casey Copley Library

The library supports the School's mission by developing and maintaining a collection of materials to help students, faculty, and staff members achieve their academic, athletic, artistic, and spiritual goals. Library staff are committed to providing a relatively quiet place for study and research, and to helping patrons find needed information, whether in the collection, online, or at other institutions. Patrons, in turn, help maintain relative quiet in the library, using materials and furnishings with care, and leaving books and magazines in order.

Patrons are responsible for overdue, lost, or damaged books. Defacing library property or improperly removing library materials are serious offenses and violate the rules of the School.
The library is open seven days a week, with library staff present during class hours. Faculty members supervise the library during evening study hall (7:30 p.m. until 10:00 p.m., Sunday through Friday) and on Sunday afternoons. The library hours and staffing may be subject to change once the Steers Center comes online in the fall of 2020.

The library also houses the Donovan Center for Learning, the technology staff offices, computer labs, and several stand-alone computers that provide access to email, the Internet, the online catalog, and academic databases, and a periodical reading area. In addition, there is a seminar room for group study and a periodical reading room.

School Store

School and athletic supplies, personal care items, snacks, and gifts are sold in the store, located in the Athletic Center. Hours are posted. Students pay for items with cash, debit, or credit card. Books for courses may be purchased through Follett, the School's online bookstore

Food Service

All meals are served in the Steele Hall dining room. Snack bars are located in Steele Hall and the Athletic Center. Hours are posted. The Steers Center Cafe will also provide limited food service once the building opens in the fall 2020.

Washing Machines and Dryers

Card-operated washers and dryers are located in all dormitories and are available to all students.

Mail

Mailboxes are located in the lower level of Steele Hall. Mail is usually distributed by 3:00 p.m. Monday through Friday. Students are encouraged to check their mailboxes twice a day, once in the morning and again in the afternoon. Letters and packages mailed to students should be addressed as follows: Student's Name, Canterbury School, 101 Aspetuck Avenue, New Milford, CT 06776-2825.

Lost and Found

Lost or stolen property should be reported to the Student Life Office. Students should lock their rooms and lockers and should be generally wary of leaving their belongings elsewhere. Many items reported stolen have actually been misplaced.

Boarding Student Information

This section is devoted exclusively to the regulations and procedures that pertain to boarding students.

Dormitory Life

For each boarding student, the dormitory serves as a home away from home. Life in the dormitory is a richly rewarding experience. Each dormitory houses a wide variety of people who have different needs: single and married faculty, faculty children, and students from diverse cultural, social, and economic backgrounds. These many personalities represent a wide range of personal preferences and interests.

Dormitory Guidelines

In an effort to reduce the conflicts that arise as a result of these many personalities, guidelines for boarding students have evolved and have been amended over the years. Tremendous benefits are gained by asking individual members of our community to modify their behavior so as not to violate the basic rights of others.

Because each dorm houses students of different age groups and therefore of different maturity levels, not all rules can be discussed here. Dorm Heads institute and clarify guidelines throughout the year. Proctors are selected from among the Fifth and Sixth Form boarding students to serve as leaders and role models. They meet regularly with Dorm Heads, the Student Life Office and the Director of Counseling to discuss concerns raised by other students concerning dorm life.

The following guidelines apply to all boarding students:
1. General room neatness: Boarders are responsible for the cleanliness of their rooms. Daily or weekly room inspections are held at the discretion of each Dorm Head. In general, a faculty member may enter a room at any time to ensure that dormitory regulations are being followed.

2. Room arrangement: Good taste and safety are the basic guides to room arrangement and decoration. However, the following items or arrangements are not allowed: blankets, sheets and draperies hung over pipes or light fixtures or on walls; stolen signs; posters and decorations that are in poor taste, debase the sexes, or celebrate alcohol and other drugs; candles; and incense. Only 20% of wall space may be covered with posters or pictures (fire code regulations).

3. Use of electrical appliances: Because the capacity of our electrical system is limited and because the safety of all residents must be ensured, boarders may not have use of electric appliances in their rooms. Only one power strip per room is permitted, must bear the UL (Underwriters Laboratories) seal, and must NOT be stamped temp or temporary. Only proctors are permitted to have refrigerators in their rooms. Gaming

systems (XBox, Playstation, etc.) are not permitted in student dorm rooms. Monitors must be no larger than 30."

4. General dormitory maintenance: Each dorm is staffed with a housekeeper. Along with this person, boarders share in the responsibilities of cleaning common rooms, corridors, and outdoor surroundings.

5. Pets: Animals may not be kept in the dormitory.

6. Audio equipment: Audio equipment must be played at a thoughtful, considerate level. The general guidelines are that music should not be heard in the hall outside the room nor outside the room window.

Given the number of people possessing sound equipment and their close physical proximity to one another, boarders are asked to be considerate with regard to volume level during all hours. At almost any given time someone nearby is resting or studying.

7. Dormitory check-ins: Contact between boarders and dorm parents is enhanced by a system of check-ins. Sunday through Friday, boarders check into the dormitory at 7:45 p.m. for the start of 8:00 p.m. study hall and again at lights out.

On Saturday evening, boarders are required to check in between 6:00 p.m. and 6:45 p.m. at dinner. They also sign in at the dormitory by 11:00 p.m. On Sunday, boarders check in at Mass. Failure to follow check in procedures constitutes a Major Rule Violation.

During evening study hall boarders who need to use the library resources must present to their dorm parents a note from the teacher of the course for which the research is assigned. Boarders must sign out in the dormitory. They must return to the dormitory as soon as they finish their library work.

8. Overnight guests: Permission to have a friend or relative spend the night in the dormitory must be obtained from the Dorm Head and the Student Life Office at least one day in advance. At least for the first several months of the school year, we will not permit guests or sleepovers.

9. Personal property: All students are asked to respect the property of others. (See Major Rule #2, p. 20.) Boarders are issued keys to their rooms and are encouraged to lock their doors whenever they leave their rooms. Large sums of money should be kept in the Business Office safe. If the Business Office is closed, money should be left with a dorm parent for safekeeping.

Clothing, CDs, DVDs, athletic equipment, cellphones, calculators, cameras, and similar items must be clearly marked and/or should bear name tags. Valuable jewelry or equipment of any kind should not be brought to School. Canterbury does not assume responsibility or carry insurance for the loss of personal property by theft, fire, or other catastrophes. Parents are advised to maintain insurance on all personal possessions.

10. Property damage: If, despite one's best efforts, damage is incurred in the dormitory, it must be reported to the Dorm Head. Damage in the room is the responsibility of individual students, and their accounts are

charged accordingly. Whenever possible, damage to dormitory common areas is charged to those students who are responsible for the damage. If those students do not come forward, costs are prorated among the residents of that dormitory.

11. Breakfast Check-In: Students who demonstrate difficulty with the School's attendance policies may be required to attend breakfast. Students must check in with the faculty member in charge by 7:45 a.m. or 8:30 a.m. depending on the schedule that day. Absences are reported to the Student Life Office. (See Attendance, pg. 12.)

12. The Debit Card system: Boarding and day students often use the debit card system to cover school excursions and most on-campus expenses, including those from the School Store and Snack Bars. Boarders are not encouraged to keep bank accounts without adult supervision. Unsupervised access to large amounts of money is strongly discouraged. Boarders are encouraged to keep any extra money in the Business Office safe. Allowances are available for all boarders at regularly scheduled times in the Mail Room.

13. Travel Expenses: Boarders must arrange through the Business Office in advance to receive cash to cover transportation expenses to and from School on vacations, weekends, and at the close of School. For any of these occasions parents are welcome to send tickets or checks payable to the student to the Business Office with instructions, and the School will store them in the safe until needed.

Fire Emergency Routine

Fire equipment is available in every school building for the students' safety. The sprinkler systems in the dormitories are extremely sensitive; pressure must not be exerted on pipes or sprinkler heads. Tampering with fire alarm boxes and fire extinguishers is a Major Rule violation.
When smoke is detected or fire is suspected, the nearest faculty or staff member must be notified. Students must not attempt to extinguish any fire that has secured headway unless specifically directed to do so by a faculty member or the authorities involved.

Hallways must be kept clear at all times. Furniture and personal belongings such as bicycles, luggage, and boxes, may not be placed in the hallways. Bicycles left in dormitory common rooms, halls, stairwells, or where they obstruct exits will be picked up. They should be stored only in designated bike storage areas.

If students are in a dormitory room when the fire alarm sounds, they must:

1. Close all windows and door when leaving.
2. Alert their neighbors.
3. Stay calm and use their heads. The factor that causes the most injuries in fire emergencies is panic.
4. Leave the building by the appropriate fire exit and proceed to the outdoor check-in area.
5. Maintain quiet so that everyone may hear instructions.

Under no circumstances may boarders re-enter a building after a fire alarm has been sounded until permission has been given to do so by the faculty members or authorities in charge.

Dorm Phone Numbers

Boarders may be reached by calling the telephones located on their corridors. Please avoid calling the dormitory between 8:00 p.m. - 10:00 p.m. on Sunday through Friday (study hall hours and after lights out). These restrictions apply to cell phones as well. The numbers for each dormitory head are listed below.

Carmody	Dorm Head: Jake Dellorco, 860-210-3984
Carter	Dorm Head: Caitlin Cataldo, 860-210-3986
Duffy	Co-Dorm Head: Tracy Garcia-LaVigne, 860-210-3831
	Co-Dorm Head: Meredith Berry-Toon, 860-210-3853
Havemeyer	Dorm Head: Chas Hollinger, 860-210-3904
Hickory Hearth	Dorm Head: Steve Gooler, 860-210-3825
Sheehan	Dorm Head: Marija Stankus-Saulaitis, 860-210-3946
South	Dorm Head: E.J. Soifersmith, 860-210-3974

Public Transportation*

Several methods of transportation are available to boarders when traveling to and from school. The local HART Bus runs between Danbury and New Milford, Monday through Saturday and leaves from the front of the Post Office on the Village Green. Boarders can walk to the bus or request a ride from faculty. Most other forms of transportation leave boarders a considerable distance from New Milford. Peter Pan Bus delivers travelers to Danbury, CT, and Metro North Railroad runs in and out of Brewster, NY. From Danbury and Brewster the only other way to reach New Milford is by taxi* or by prearranged school transportation.

*COVID-19 protocols may alter permissions for public transportation use in the 2020-2021 school year.

Traveling to School

Transportation arrangements may be made through the Student Life Office (860-210-3860). Costs, between $35 and $100, are usually charged to their debit accounts. Boarders arriving via Kennedy or LaGuardia airports may reach Danbury by Connecticut Limousine service which is easily arranged at the Ground Transportation counter, located in the baggage area of most terminals. Reservations are encouraged and will save time. Connecticut Limousine no longer serves Bradley/Hartford airport. Boarders who wish to be picked up in Danbury or Brewster by a school vehicle must make arrangements well ahead of time. The School arranges transportation to and from Danbury and Brewster at the opening of School, before and after all major vacations, and on weekends.

Traveling from School

Before major vacations, the School arranges transportation to LaGuardia, Kennedy, and Bradley/Hartford airports by school van or by limousine service. The School also arranges transportation to Grand Central Station via the Metro North Railroad from Brewster, NY, and to the Peter Pan bus station or the Metro North Railroad station in Danbury, CT. Costs are prorated among the passengers and charged to their debit accounts.

Flights out of the above airports must be scheduled at least four hours after the last commitment of the class day. Boarders taking international flights should allow at least five hours after their scheduled dismissal time. Thus, for a 1:00 p.m. dismissal from school, flights should be scheduled no earlier than 5:00 p.m. (6:00 p.m. for international flights).

Information and Reservations

Questions about transportation should be directed to the Student Life Office (860-210-3860). Some car services, such as Uber, require passengers to be at least 18 years of age without an adult present. Students and their families are fully responsible for the hiring and use of car services. The School may limit car services due to Covid-19 precautions.

The following phone numbers and websites may also be helpful:

- Metro North, Harlem Line (To Brewster): www.mta.nyc.ny.us
- Metro North, New Haven Line (To Danbury): www.mta.nyc.ny.us
- AMTRAK: www.amtrak.com
- goairportshuttle.com/index2: 877-544-4646
- Peter Pan Bus: In Danbury, CT: (203) 748-1353 or peterpanbus.com
- Connecticut Limousine Reservations: 1-800-472-5466 or www.ctlimo.com
- * Danbury Taxis: A Cab Co. (203) 792-8294, Maffei's Taxi (203) 792-0029
- * Brewster Taxi (New York): (845) 279-6552
- HART Bus: www.hartct.org

Day Student Information

This section is devoted exclusively to the regulations and procedures that pertain to day students. Day students are not only welcome, but strongly encouraged, to remain on campus in the evening to use the study facilities and to participate in all school sponsored activities and trips. Day students are welcome to come for breakfast and to stay for dinner.

Day proctors are selected from among the Sixth Form day students to serve as leaders and role models for all day students. They meet regularly with the Dean of Students and Assistant Dean of Students to discuss concerns raised by the day students, and they handle issues of parking, and appropriate behavior.

Cars

A day student with a driver's license and parental permission may use a car for transportation to and from school. Cars are to be used solely for this purpose and are not to be driven until the conclusion of the school day (i.e., after the end of the student's athletic practice or game). Each driver must register his/her car with the Student Life Office and keep a numbered sticker displayed in the window.

Day students are required to keep their cars parked in the designated areas from the time they arrive on campus until they leave campus after their last school commitment. The Student Life Office must approve in advance any exceptions to this policy. Students who are granted permission to leave must sign out at the Student Life Office.

Failure to comply with common sense safety precautions or school regulations concerning cars leads to revocation of driving privileges on campus and possible disciplinary action. (Also see Major Rule #10, p 18.)

Inclement Weather Policy

Because the majority of students and faculty live on campus, school is canceled or delayed only under the rarest of circumstances. However, day students and their parents are asked to use their sound judgment as to whether roads to and from school are safely passable. If day students are not coming to school or are arriving late because of unsafe driving conditions, a parent must call the Student Life Office by 9:00 a.m. on the day in question. Students are to sign in at the Student Life Office upon arrival. Parents who desire that their children leave school mid day because of unsafe driving conditions must call the Student Life Office before their child is allowed to leave school and students must sign out at the Student Life Office. Day students are welcome to stay overnight in the dorms when inclement weather is forecast. Parents must make arrangements with the Student Life Office.

Visiting Dormitories*

Day students may visit boarding students in dormitories in accordance with rules as established by individual Dorm Heads and the Student Life Office. During the academic day, day students are welcome to spend their free blocks in the library, student center, and unoccupied classrooms. Day students may also spend time in

dormitories if they are accompanied by a host from that dormitory and sign in appropriately on the dorm log.

To help maintain an orderly and constructive study environment in the evening, day students may not visit the dorms during evening study hall but may study quietly in the School's library. Day students who need to contact boarders during this time must secure permission from the dorm parent on duty.

*COVID-19 protocols may alter dorm visitation expectations in the 2020-2021 school year.

Money and Valuables

Day students must not bring valuables or large sums of money to school. If it is necessary to do so, we recommend leaving such items in the Business Office safe until the end of the day. Lockers are provided in the gym and Hume Hall for storage of books, athletic equipment, and other supplies. Canterbury does not assume responsibility or carry insurance for the loss of personal property due to theft, fire, or other catastrophe. Parents are advised to maintain insurance on all personal possessions.

Appendix A - Canterbury School Acceptable, Appropriate Use Policy (AUP)

It is the general policy of the Canterbury School that computers and network services are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of the school. Users of the Canterbury network must acknowledge their understanding of the general policy and guidelines as a condition of using the network. All users are responsible for adhering to these Canterbury policies and procedures for network use. Any communication or action that would be considered inappropriate in any other setting is equally inappropriate on the computer, computer network and/or the Internet.

Use of the network is a privilege, not a right. Failure to act in accordance with the Acceptable Use Policy as described below and published administrative procedures may result in a loss of network access, disciplinary action and/or criminal penalties under applicable state and federal law. Information on observed or reported violations will be turned over to the appropriate office for disposition.

Acceptable use of the network includes activities that support learning, teaching and communication. Students, faculty and staff are encouraged to explore and develop new ways of using technology to support Canterbury teaching, learning and administrative objectives.
Unacceptable use of the network includes, but is not limited to:

Using network credentials that belong to someone else.
Violating the rights to privacy of students or employees of Canterbury or others outside of Canterbury.
Using the network to harass or bully another individual or individuals. Using profane or obscene language that may be offensive to another user.
Plagiarizing and/or copying materials in violation of copyright law.
Using the network for financial gain or for any commercial or illegal activity.
Acting in a manner that degrades or disrupts system performance or unauthorized entry to and/or destruction of computer systems and files.
Using excessive bandwidth usage that impacts the network or Internet performance of others.
Re-posting personal communications to public forums without the author's prior consent.
Accessing, downloading, storing, or printing files or messages that are illegal, obscene, or that offend or degrade another.
Using BitTorrent or other peer-2-peer methods as a means to unlawfully download copyrighted material such as movies, music, games, programs, etc.
The use of any technology or device to disable, bypass, or otherwise attempt to circumvent Canterbury's access policies, firewall systems or other access points. This would include personal routers, Internet Connection Sharing, Proxies, VPN software, Anonymizers, or other devices and methods.

Canterbury School makes no express or implied warranty for the Internet access it provides or the resources available through the use of our network. We cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Canterbury School campus. Canterbury does not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged or unavailable due to technical and/or other difficulties.

Appendix B - Emergency Numbers

If an emergency arises during the school day (8:00 a.m. - 4:00 p.m.), parents may call the school number (860-210-3800) or the Student Life Office (860-210-3860), and they will be connected to the appropriate person.

At other times, the following people can be reached at their homes:

Mr. LaVigne, (Assistant Head for Student Life)	**860-210-3831**
Mr. Dellorco, (Dean of Students)	**860-210-3984**
Mr. Danenbarger (Dean of Faculty)	**203-947-2947**
Security	**860-210-3929**

On Saturday and Sunday, Canterbury has an Administrator on duty that can be reached at 860-605-6084

After 4:00 p.m., emergency calls may also be channeled through the School's answering service.

Appendix C - Canterbury Help-a-Friend Program

As a school community, we hold the safety and well being of each student as our top priority. The Help-a-Friend Program at Canterbury gives students a way of getting help for a friend or themselves without disciplinary action as a deterrent. Because the use of drugs and alcohol can lead to situations in which a student becomes ill or impaired to the point that they require medical attention, the purpose of this policy is to avoid a situation in which a student would hesitate to seek help because of fear of the disciplinary consequences.

A student who wishes to use Help-a-Friend for a friend or themselves must actively seek out a Canterbury Faculty member and begin their conversation with the words, "I wish to invoke the Help-a-Friend policy for..." The adult will assess the situation, call emergency personnel if necessary and contact the Dorm Head, the Assistant Head for Student Life, Dean of Students, AOD, or designee who will potentially bring student or students involved for a medical examination. Students are likely to be required to take a drug or alcohol test at that time. Students may also be subject to a room and/or car search.

There are several instances when a student may ask for Help-a-Friend. Some of these instances include but are not limited to 1.) a student is impaired by alcohol or drugs to the point that he/she requires medical attention 2.) the persistent use of drugs, alcohol, or tobacco is a concern to the abuser or a friend of the abuser, 3.) when a past event when drugs or alcohol were being consumed is accompanied by another event that a student feels he/she should report to an adult but is fearful of getting in trouble for using alcohol or drugs.

Students should be advised that this program does not protect them from disciplinary action in a situation where: a) an adult is already in any stage of an investigation involving the consumption of drugs or alcohol, b) a faculty member is already engaged in a conversation with the student of concern, or c) it appears obvious that the student is taking advantage of the program because he or she becomes aware that an adult in the community is likely to discover the violation of a Major Rule. These types of cases run counter to the spirit of the program.

While Help-a-Friend protects students from direct disciplinary action, the following actions will occur:

1. If appropriate, the students involved will be seen by the Director of Counseling or an affiliate who will provide expectations for follow up counseling; this may include appointments with outside specialists.
2. The student will take a baseline drug test and be placed on a Medical Non-Use Contract (Appendix F).
3. The student's parents and/or guardian, the Head of School, the Assistant Head of School for Student Life, the Dean of Students, the student's dorm head, and the student's advisor will be notified and the expectations for the student will be communicated. The Assistant Head of School for Student Life or the Dean of Students may inform other adults in the community, if appropriate.

Ultimately, it takes courage to help a friend and as a school we do not want the fear of disciplinary action to deter anyone from seeking the help they need when drugs or alcohol are involved.

Appendix D - Student Publicity & Recording

Canterbury School periodically posts images of current students and student-produced work to the School's websites and social media sites, as well as in its printed and online publications and display screens around campus. These publications include academic, artistic, athletic, and other such accomplishments of our students and are intended to be viewed by a global audience. The School also submits press releases to local newspapers and publications, which publish both in print and online. We also occasionally send press releases to a student's hometown newspaper.

Further, Canterbury School may record classes, meetings, and activities for educational and other purposes throughout the course of the school year. These recordings may or may not contain your child's voice and likeness.

The following is a sample (non-inclusive) list of circumstances in which a student's first and last name could be used in connection with such postings and/or releases:

Student's first and last name to cite credit for an article written by the student.
Student's first and last name to cite credit for a photograph taken by the student.
Student's first and last name to identify the student in a photograph.
Student's first and last name mentioned in an article.
Student's first and last name to identify the student in a video, podcast, or any other digital medium that uses the student's likeness.

Canterbury School accepts your decision to enroll your child at Canterbury School as authorization to identify your child and/or include their likeness in its electronic and print materials.

Appendix E - Non-Use Contract (Disciplinary)

_____
Student's Name (print)

NON-USE CONTRACT (Disciplinary)

Student:

In order to verify that I am abstaining from the use of any inappropriate and/or illegal substances (including but not limited to alcohol, marijuana, opiates), I hereby agree to submit to random, unannounced urinalysis testing for the duration of my career at Canterbury School. Furthermore, I understand that if such testing indicates use of any such substances, Canterbury will require me to withdraw from school regardless of where or when that substance use has occurred.

In the case of urinalysis testing, I also understand that professional members of the Health Center staff will be present when I provide a urine sample and that any attempt on my part to alter or mask the sample would be considered a failed test and would have disciplinary implications as well. Failure to provide a sample would also be considered a failed test.

_____ _____
Date Student Signature

Parent:

In the ongoing effort to support my/our child, I/we understand the conditions of this contract and give Canterbury School permission to conduct random, unannounced urinalysis tests. Moreover, I/we understand that the cost for analysis tests will be billed to us.

_____ _____
Date Parent Signature

NOTE: Once this contract is signed and submitted by a student and his/her parents, the Health Center will meet with the student to review the process by which testing will occur.

Appendix F - Non-Use Contract (Medical)

_____
Student's Name (print)

CANTERBURY SCHOOL NON-USE CONTRACT (Medical)

Student:

In order to verify that I am abstaining from the use of any inappropriate and/or illegal substances (including but not limited to alcohol, marijuana, opiates), I hereby agree to submit to random, unannounced urinalysis testing administered by the School for the duration of my career at Canterbury School. Furthermore, I understand that if such testing indicates use of any such substances, I will be suspended from campus, required to sit before a Disciplinary Committee, and placed on disciplinary probation.

In the case of urinalysis testing, I also understand that professional members of the Health Center staff will be present when I provide a urine sample and that any attempt on my part to alter or mask the sample would be considered a failed test and would have disciplinary implications as well. Failure to provide a sample would also be considered a failed test.

_____ _____
Date Student Signature

Parent:

In the ongoing effort to support my/our child, I/we understand the conditions of this contract and give Canterbury School permission to conduct random, unannounced urinalysis tests. Moreover, I/we understand that the cost for analysis tests will be billed to us.

_____ _____
Date Parent Signature

NOTE: Once this contract is signed and submitted by a student and his/her parents, the Health Center will meet with the student to review the process by which testing will occur.

Appendix G - Canterbury Honor Code

In order to maintain the integrity of its community, Canterbury School places its Five Values–Honesty, Respect, Compassion, Spirituality, and Self-Reliance–at the core of its education. Whether in an academic or a social interaction, Canterbury students are expected to keep these five values in heart and mind. In order to promote Canterbury School's commitment to these values, the Honor Code places responsibility on every community member to adhere to these values in both letter and spirit.

Pledge

Students are required to pledge their adherence to the Honor Code to serve as a constant reminder that honor remains at the heart of Canterbury education.

"This is my work and I have adhered to Canterbury's Honor Code."

Academic Policies and Procedures

As an academic community, Canterbury School requires honesty in the completion of all assigned academic work. Violations of the Honor Code include plagiarism or any form of dishonesty in regard to academic assignments. Students should remember that they can always go to their teachers, advisors, or any other member of the faculty if they are unsure whether or how to properly attribute the work of others.

Nevertheless, some students will succumb to the temptation to present another's work as their own. When there is a suspected incident of academic dishonesty, the teacher will discuss the matter with the department chair. The teacher will also confront the student before further action is taken.

1. In the case of a **minor assessment** such as a quiz or homework, once the incident has been determined to be a case that violates the **Honor Code:**

    a. The student will receive a failing grade for the assessment and may be able to redo the assessment for half credit.
    b. The teacher will notify the Associate Head of School for Academics and the Assistant Head of School for Student Life by email. The student may be asked to meet with the Associate Head of School for Academics and the Assistant Head of School for Student Life. The teacher will send an Academic Notice outlining the offense, which will be placed in the student's file.
    c. The advisor will contact home.
    d. A second **minor incident during the student's Canterbury career** will place the student on Disciplinary Probation. **Should the student already be in the disciplinary system because of violations outside of academics, a second minor incident could result in a Discipline Committee Hearing.**

2. In the case of a **major assessment** such as a period test or major paper:

    a. The teacher will notify the Associate Head of School for Academics and the Assistant

Head of School for Student Life and send an Academic Notice outlining the offense.

b. The student, accompanied by his/her advisor, must meet with the Associate Head of School for Academics and the Assistant Head of School for Student Life to discuss the matter.
c. Once the incident has been verified to be one of academic dishonesty and the Head of School has concurred, the student will be placed on Disciplinary Probation.
d. The student will redo the assessment, and the grade on the redo will be multiplied by .6 for the recorded grade.
e. The Associate Head of School for Academics and the Assistant Head of School for Student Life will write a joint probation letter detailing the incident, which will be sent home to parents and placed in the student's file.
f. A second incident of academic dishonesty of any type during the student's Canterbury career will result in the student being brought before the Discipline Committee. **Should the student already be in the disciplinary system because of violations outside of academics, any major incident would result in a Discipline Committee meeting.** Suspension or dismissal is always a potential outcome of a Discipline Committee meeting.

3. In the case of an **end-of-term assessment** such as a term exam or final art project:

a. Students will receive a zero for the assessment.
b. The teacher will notify the Associate Head of School for Academics and the Assistant Head of School for Student Life by email and send an Academic Notice outlining the offense.
c. The student will be placed on Disciplinary Probation for a period of time not shorter than one full academic term.
d. The Associate Head of School for Academics and the Assistant Head of School for Student Life will write a joint probation letter detailing the incident, which will be sent home to parents and placed in the student's file.
e. A second incident of academic dishonesty during the student's Canterbury career will result in the student being brought before the Discipline Committee. Should the student already be in the disciplinary system because of violations outside of academics, an end-of-term academic violation would result in a Discipline Committee meeting. Suspension or dismissal is always a potential outcome of a Discipline Committee meeting.

It is the hope of everyone in the Canterbury community that all such incidents be avoided in order to maintain the academic integrity of the entire community and perpetuate our Five Values.

Appendix H - Student Leaders for 2020-2021

Boarding Proctors
Giselle Bradshaw
Samantha Brinker
Evan Burke
Gabriella Cafiero
Ju Yeon Cho
Declan Clancy
Na'Sah Dabbs
Chigozie Dike
Anika Flik
Nicolas Graham
Lily Greenwood
Coleena Healy
Dingkun Hong
Torin Kearney
Kexin Li
Yurou Li
Jerry Liu
Maxim Mochalov
Stella McCormack
Riley McPhee
Rylee Miles
Diego Paredes
Katelynn Pizzano
Sean Quaye
Sydney Ragland
Cassidy Rockwood
David Salazar
Benjamin Secor
Brooke Stevenson
Samuel Tscheppe
Zhi Lu Wang
Andrew Widlar
Kai Xu
Celine Yoo

Sixth Form Council
Ju Yeon Cho
Na' Sah Dabbs
Katherine Delamere
Ryan Fee
Lily Greenwood
Maximilian Oeser
Ella Olcese
Sean Quaye

Day Proctors
Lexah Caraluzzi
Katherine Delamere
Peyton DeRouen
Jake Elston
Luke Hassiak
Katherine Hawley
Abigail Kavanaugh
Lorelai Lee Swanek
Jenna Lynch
Shea McKenney
Elizabeth Ondrey
Margaret Ondrey
Yesenia Ortiz
Jack Rufa
Andreas Sorosiak
Nicholas Sturino
Daniella Suarez
Sebastian Tseng
Jessica Waldmann
Andrew Xu
Sandra Xu
Charlotte Zapletal

International St. Ambassadors
Ju Yeon Cho
Dingkun Hong
Jia Yi Ji
Kexin Li
Yurou Li
Yishan Shi
Zhi Lu Wang
Kai Xu
Celine Yoo

Lead Ambassadors
Benjamin Bochicchio
Evan Burke
Gabriella Cafiero
Nicholas Capanna
Lexah Caraluzzi
Isabella Carioscia
Na' Sah Dabbs
Peyton DeRouen
Anika Flik
Lindsey Grandolfo
Lily Greenwood
Abigayle King
Yurou Li
Cullen Mulhern
Diego Paredes
Sean Quaye
Ashley Regina
Logan Sanford
Benjamin Secor
Nicholas Sturino

Sacristans
Giselle Bradshaw
Lexah Caraluzzi
Colleena Healy
Torin Kearney
Abigayle King
Maximilian Oeser
Ella Olcese
Margaret Ondrey
Sydney Ragland

Appendix I - School Calendar 2020-2021

2020

AUGUST	**31**	Student Leaders Return
SEPTEMBER	**2**	Sixth Form arrives in PM
	3	Fifth Form arrives in PM
	4	Fourth Form arrives in PM
	5	Third Form arrives in PM
	6	Orientation activities
	7	Classes begin — First Semester
	12	ACT
	13	Mass of the Holy Spirit
	25	Last day to add/drop
	26	SAT
OCTOBER	**3**	SAT
	12	Admission Open House
	14	PSAT
	24	ACT
	31	Students depart after commitments
NOVEMBER	**3**	Boarders return by 7:00 PM
	4	Classes resume
	7	SAT
	21	Students depart after commitments
	26	Thanksgiving
	30	Boarders return by 7:00 PM
DECEMBER	**1**	Classes resume
	5	SAT
	12	ACT / PreACT
	17	END OF SEMESTER 1; Students depart after commitments

2021

JANUARY	**4**	Boarders return
	5	Classes begin — Second Semester
	19	Last day to add/drop
FEBRUARY	**4**	Winter Weekend
	6	ACT
	8	Boarders return by 7:00 pm
	9	Classes resume
MARCH	**TBD**	Spring Break
	TBD	Boarders return
	31	Admission Revisit Day
APRIL	**3**	Admission Revisit Day
	4	Easter
	10	ACT
	16	Fifth Form College Day
MAY	**8**	Admission Spring Open House SAT
	28	COMMENCEMENT
JUNE	**4**	Last Day of Exams END OF SEMESTER 2

Published July 23, 2020; subject to change.