



STUDENT HANDBOOK

Everything you need to know during your time with us.

CATS Boston – 2022-23





CONTENTS

PREPARING YOU FOR UNIVERSITY SUCCESS

CONTENTS.....	2
OUR MISSION STATEMENT CATS ACADEMY	3
PHILOSOPHY AND PRACTICE	4
ORIENTATION WEEK.....	6
ACADEMICS	7
ACTIVITIES AND ATHLETICS	19
COLLEGE COUNSELING	21
STUDENT LIFE	23
SAFETY	28
SCHOOL EXPECTATIONS	29
RESIDENTIAL LIFE.....	44
HEALTH AND WELLNESS.....	53
TECHNOLOGY	60
FINANCIAL OBLIGATIONS	65
OTHER RULES AND EXPECTATIONS	69
NON-DISCRIMINATION CLAUSE	73
STUDENT CONTRACT.....	74



OUR MISSION STATEMENT CATS ACADEMY

CATS Academy offers an American co-educational college preparatory boarding and day program (grades 8-12/PG).

Focusing on the needs of each individual, CATS helps students realize their full potential and attain admission to the college choice that is right for them. Aided by a personalized learning plan, CATS provides a supportive learning community where all students receive the necessary guidance to achieve their goals.

CATS helps students to develop by nurturing strong English language skills along with creative and critical thinking skills, which they often have not experienced in their previous educational systems. The school's strong academic, social development, and extracurricular programs – delivered by highly talented and committed staff – provide for the needs of the whole student body.

This holistic approach enables our student body to not only gain entry into, but also succeed in American colleges and universities and continue on the path to becoming well-informed, ethical global citizens and leaders.



PHILOSOPHY AND PRACTICE

PHILOSOPHY & PRACTICE

CATS Academy is committed to helping each student be successful.

At CATS Academy, the small class size enables teachers to engage with all students, tailoring their teaching to meet individual needs. In this caring learning community, all students identify learning targets and receive support in realizing their full academic potential. Courses are taught at various levels including college preparatory, honors and Advanced Placement. In addition, test preparation for the SAT examination is offered.

With an emphasis on active student engagement and participation in the classroom, CATS focuses on developing students who speak and write with clarity and who utilize critical thinking skills and creativity for problem-solving. In addition, students meet daily with their advisors who offer them guidance enhancing their academic and life skills.

Juniors and seniors meet regularly with the school's College Counseling team. Our team supports each student throughout every step of the college admissions process, encouraging them to select and apply to the best colleges for them. Through this support and the program, CATS Academy students will be able to differentiate themselves successfully from other students competing for the same college or university spots.



Contact Information and Administration:

Address

CATS Academy Boston 2001 Washington Street Braintree, MA 02184 USA

Telephone School +1.857.400.9700

Emergency (off-hours) +1.617.610.5635

Head of School

KATHLEEN SHERIDAN ksheridan@catsboston.com

Vice President of Operations and External Affairs

AMBER GUNTHER agunther@catsboston.com

Director of Administration

NOEL RADCLIFFE-MARRS nradcliffe-marrs@catsboston.com

Director of College Counselling

DANIEL J. CASSELY dcassely@catsboston.com

Director of Residential Life

DIANE J. RILEY driley@catsboston.com

Health and Medical

TBD

Director of Athletics & Activities

JAMES WILKINS jwilkins@catsboston.com

All questions/Head of School

KATHLEEN SHERIDAN ksheridan@catsboston.com



ORIENTATION WEEK

CATS Academy is an institution committed to supporting you. When you arrive, you are provided with a detailed schedule for the first week of Orientation and have the benefit of a full orientation program in which you will:

- Residential Life orientation
- Meet the teachers and residential staff
- Check your visa documentation and medical forms
- Plan your schedule
- Take placement tests
- Tour the school
- Get a U.S. cell number
- Open a U.S. bank account
- Sign up for clubs and activities
- Gain exposure to study skills

In the first week of school the faculty of CATS Academy provide extra time to allow you to adjust to your new environment. We accomplish this by holding



important information sessions to help you settle into life at CATS Academy. In the first week of school, you can expect to attend exciting activities helping you to get to know your classmates and teachers.



ACADEMICS

PROGRAM GOALS

The CATS Academy academic program offers a wide range of courses in subjects suitable to secondary school studies.

Its primary goals are to ensure that you meet the requirements for admission to the most selective colleges and universities in the U.S. We accomplish this by giving you the opportunity to develop strong language skills while developing your ability to think creatively and critically. You will also be given the opportunity to explore, in depth, individual areas of interest and to acquire the habits characteristic of lifelong learners.



PROMOTION STANDARD FOR GRADES 9-11

Students must have no more than two Fs in a core subject. Students will need retake the course the following year or enroll in a school approved credit recovery course to earn credit.

Core Subjects for grades 9-11 include the following:

- English Literature
- Mathematics
- Science
- World Language (if native English speaker)
- ESL (if non-native English speaker)

GRADUATION STANDARDS FOR GRADE 12

You must pass English Literature. You must meet the Graduation Requirements in terms of credits. If you meet the Graduation requirements but fail a core subject (not English Literature) you may graduate if you have met the stated Diploma Requirements.

The following are CATS Academy Graduation Requirements:

- English Literature: 4.0 credits
- English as a Second Language: successfully earned credit for CATS Academy Level 5: Academic Writing (required for all non-native English speakers). A student may be exempt from ESL if the test results on a CATS Academy Boston test qualifies.
- Mathematics: 4.0 credits
- Sciences: 3.0 credits (2 must be in a lab science)
- Social Sciences: 3.0 credits (1 credit must be US History)
- World Language 3.0 credits (required for all native English speakers)
- Fine Arts, Technology, Business: 1.0 credit (depending on grade entered)



ACADEMIC PERFORMANCE

You are expected to abide by the Student Contract of Achievement which outlines the characteristics of successful learners at our school.

Graduation Standards include, but are not limited to, the following:

- Attending all scheduled classes
- Being punctual to those classes
- Completing all assigned independent work
- Being prepared, attentive, and positive in all lessons
- Working diligently toward all targets laid out by teachers
- Taking advantage of extra support whenever it is arranged

CATS Academy teachers are partners in the Contract of Achievement and will assist you by preparing and delivering lessons that engage, stimulate, and motivate.

COMMITMENT TO LEARNING

Students may have different levels of ability in different subject areas and subjects may be challenging depending on the student. No matter the challenge, you are expected to give your best in every subject, always showing a deep dedication to learning and to your academic achievement.

HOMEWORK

You can expect homework to be assigned in each class. AP classes require additional homework. You will have time outside of class during the school day to work on these assignments. Students are required to spend at least two hours of quiet study time each evening completing their homework.



SENIOR GRADUATION HONORS

Seniors who achieve a GPA of 3.33-3.84 for their senior year earn Senior Graduation Honors. Seniors who achieve a GPA of 3.85 or higher earn Senior Graduation High Honors

LETTER GRADE SCALE

Grading Scale

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	92-90	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	< 60

Effort Scale

1	Exceed expectations
2	Meets expectations
3	below expectations

CALCULATE G.P.A. FOR STUDENT TRANSCRIPTS

When calculating student's GPA, the following scale is used:

Grade

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00



ESL POLICY

If you are an international student and English is not your native language, you are required to take an ESL course as part of your graduation requirement.

A. ESL Level Assignment

New students will take an official placement test when you arrive to determine your ESL course level at CATS.

By the end of your first month of studies, should you demonstrate a performance above the assigned ESL level and with the recommendation of your current ESL teacher and your English Literature teacher, you can request to be moved up a level. These changes will require the approval of the ESL Department Chair.

B. Criteria For An Exemption From Taking ESL Classes

At the start of the semester, you will need to provide official results of your TOEFL examination showing a minimum score of 100 (minimum of 22 in Listening, Reading, Speaking and Writing) or a 7.5 on the IELTS test. You must also take the CATS official placement test and earn the required score.

If you are currently taking ESL classes at CATS, you will need to earn a B+ or higher, provide official results for your TOEFL with a minimum score of 100 (minimum of 22 in Listening, Reading, Speaking and Writing) or a 7.5 on the IELTS test and be in good standing in your language content classes.

If you meet all the criteria prior to mid-semester grades, you may drop ESL with no grade for that period of time or credit to apply toward your GPA*.

If you meet all the criteria after mid-semester grades are issued, you must complete the semester and you will earn the grade for the semester. It will be recorded and counted toward your GPA*.

- College Counseling will reflect in your record the reason for the dropping of your ESL class.

C. Changing Existing ESL Levels

If you are a returning student wishing to change your ESL level (3,4) at the beginning of the school year, within the first three (3) weeks, you must provide a recent TOEFL score, take the CATS placement test earning the required score and receive the approval of the ESL Department Chair to qualify for the change.



If the deadline is not met, you must remain in your placed ESL level for that semester and fulfil the above requirements.

D. Moving To the Next ESL Level

If you are an ESL level 5 student who successfully completes the ESL level 5 course and earns a C- or above for the end of the year grade, you will have completed your ESL study at CATS.

If you successfully complete your ESL level 4 or below coursework and earn a C- or above for the end of the year grade you will be moved to the next ESL level for the following academic year.

If you earned an ESL grade below a C-, you would need to repeat the course the following academic year.

If you earned an ESL grade below a C- you may choose to advance by completing a school-approved summer course in ESL. When you return to school, you will need to take the CATS official placement test and earn the required score. The summer program must be approved by the ESL Department Chair and the Dean of Academics and Registrar prior to enrolling in the course.

EFFORT GRADE

In addition to letter and GPA scales, teachers evaluate your effort based on classroom participation, homework completion rates, interactions with you, etc. and report their assessments on mid-term and end-of-semester reports on the following basis:

-
- 1 – Outstanding Effort
 - 2 – Satisfactory Effort
 - 3 – Unsatisfactory Effort
-



COLLEGE PREP (CP) AND HONORS

Most students will be enrolled in CP classes, which offer a standard high school curriculum. Honors classes offer more depth in each subject than CP classes and may move through course material more quickly. Students may only be admitted to Honors level classes by approval from the Department Chair, and in most cases, there are additional pre-requisites including an ESL level 3 or higher.

ADVANCED PLACEMENT (AP)

AP classes are the equivalent of college courses taught in high school and are the most demanding that CATS offers.

With a few exceptions, only Grade 11 and Grade 12 students are qualified for admission to AP classes. Students may be admitted to AP level classes by approval from the Department Chair, and in most cases, there are additional pre-requisites including an ESL level 3 or higher. Students may take a maximum of 3 AP courses junior year, and 4 AP's senior year and will need permission to exceed 4 AP courses.

PRE-REQUISITES FOR ELECTIVES

CATS Academy offers a wide range of electives across all departments. Please note that many elective classes have academic and ESL pre-requisites that you must demonstrate either through testing or previous grades to be accepted to the course.

TEXTBOOKS AND SUPPLIES

Textbooks are supplied to you by CATS Academy upon your enrolment in classes. Additional classroom supplies such as: pencils, pens, note cards, notebooks, translators, calculators, etc. are your responsibility. Necessary supplies



will vary from class to class and if you do not understand what you need for each class, you should ask the teacher.

LIBRARY LEARNING COMMONS

CATS Academy offers a print and digital collection connecting you to the latest research material in a wide array of disciplines.

ACADEMIC SUPPORT

CATS Academy teachers are committed to helping every student attain their goals and achieve academic success to the best of their ability. If you realize that you need extra support in a particular subject area, the first resource to look to should be the teacher.

Teachers know that the material they teach can be difficult and teachers expect you may ask for assistance outside of the classroom. There is no shame in asking for extra help. Teachers may also determine for themselves that you may benefit from extra support and ask to meet with you. In either case, the teacher will arrange a time and place to meet with you to provide that help. For those students who may only need basic clarification, CATS Academy sponsors a Peer Tutoring Program in which students who are strong in a subject area offer time and support to those in need.

ENGLISH LANGUAGE POLICY

The mission of CATS Academy is to help you to develop by nurturing strong English language skills along with creative and critical thinking skills to gain entry and succeed in American colleges and universities.

Fluency in written and spoken English is essential to your success at CATS Academy and in college. To achieve this fluency, it is essential that you use and practice English throughout each day. The more you hear and speak English, the more proficient you will become as an English speaker, reader, and writer.



You will find greater success in all your academic subjects as your English becomes stronger.

Your teachers recognize that it is a challenge to speak in a language other than your first language throughout the day, but we firmly believe, and studies have shown, that immersing yourselves fully in a new language is the quickest path to acquiring a new language. For this reason, we are requiring that all students at CATS Academy sign and abide by the following English Language Pledge:

I agree to use English as my primary language while enrolled at CATS Academy. I will speak only English in my classes, in the dining room, during sports, after-school clubs, activities, field trips and during evening study hours.

Because your teachers realize that this is a challenging goal, some exceptions will be allowed. You will be permitted to speak in your native language during passing time and free periods. During meals, everyone should speak English. This will foster a more inclusive community and encourage cross cultural friendships. In addition, your teachers may allow you to speak in your primary language in their classrooms if it is necessary to clarify or understand some concepts being taught.

We expect everyone to abide by the English Language Pledge. Your efforts will result in greatly improved fluency in English, stronger TOEFL and SAT scores, and a stronger sense of community.

CELL PHONE USE IN CLASSROOM

At CATS we recognize that cell phones can be a useful tool for you to make a note, record an assignment, translate a word, or send an email. In the event that you wish to use or have access to your cell phone during a specific class, you are expected to gain permission from the faculty member prior to using the device. Failure to do so could be determined as a misuse of a cell phone.

Cell phone use outside of the direction of a faculty member during class time, in public restrooms or during a school meeting time such as an assembly is strictly prohibited. Cell phones are permitted in all common spaces during student free time



CALENDAR

FALL SEMESTER 2022

Fall semester begins	September 12, 2022
Fall semester examination week	December 12-16, 2022
Students excused for winter vacation	December 17, 2022 after 3pm

Note: Students who leave before the published semester end date risk academic and disciplinary consequences.

SPRING SEMESTER 2023

Spring semester begins	January 9, 2023
Students excused for spring vacation	March 4, 2023
Spring semester classes resume	March 20, 2023
Last day of school for seniors	May 12, 2023
Graduation ceremony	May 19, 2023
Spring semester examination week	May 22-26, 2023

Note: Students who leave before the published semester end risk academic and disciplinary consequences.



ACADEMIC DISHONESTY

Any form of academic dishonesty – for example passing answers to others on tests or quizzes, copying homework or allowing your work to be copied, and plagiarism* – is strictly forbidden and may result in not only academic consequences, but also disciplinary action.

PLAGIARISM

Plagiarism is a form of dishonesty, whether intended or not, in which another's words, ideas, or written material are used as your own. Copying another student's work is a form of plagiarism as well as copying from a book, magazine, website, or other source and then submitting the work to a teacher under your own name without proper citation. The copied work could be as short as a phrase or as long as a story. Another form of plagiarism involves using someone else's ideas without giving credit to the author.

Such borrowing of ideas is considered to be just as serious as direct copying. A student must give credit to a source whose idea they use by learning the accepted forms for showing the source. Otherwise, the student is plagiarizing.

CATS Academy expects its students to adhere fully to our Code of Conduct. Any form of cheating or plagiarizing is not tolerated and is subject to disciplinary sanctions. When a student is found to have committed his/her first minor (e.g., copying homework) plagiarism offense, the teacher will meet with the student and further educate the student about plagiarism, issue a warning and give the student an opportunity to make up the assignment. The assignment will be graded as late. Any subsequent plagiarism will be handled as stated in the chart below.

- Following the determination, the Academic Office will impose proper disciplinary sanctions
- All consequences escalate if multiple offences occur
- All incidents of Academic Dishonesty (plagiarism, cheating, copying) will be noted in the student's file



ACADEMIC IMPROVEMENT PLAN

Students who earn a D or below in any core academic class at mid-term or end-of-term will be placed on an individualized improvement plan. An improvement plan may include after-school supervised study hall, supervised nightly study hall with no electronic devices, the possibility of Peer Tutoring and weekly academic monitoring.



ACTIVITIES AND ATHLETICS

CATS Academy provides you with a variety of after school activities, athletics and clubs allowing you the opportunity to pursue your interests. These programs serve an important role in challenging you, enhancing your college resume, providing opportunities for socialization and physical fitness and allowing you to interact with the faculty and staff outside of the classroom. Students are encouraged to make full use of these opportunities throughout the course of the school year.



AFTER SCHOOL ACTIVITIES

Afterschool activities are offered to all students Monday-Thursday each week. These activities take place both on and off campus.

CLUBS

All clubs meet once to twice per week on campus. Clubs are student driven and student centered. Each club has a faculty advisor in place to assist students in all club-related endeavors.

ATHLETIC TEAMS

All of CATS Academy Boston's competitive athletic teams compete in leagues within the New England Preparatory School Athletic Council (NEPSAC). Our girls' teams compete within the Girls Independent League (GIL) and our boys' teams compete within the Southeastern New England Independent School Athletic Association (SENEISAA). Our American Hockey Academy program competes from August to March, playing a national schedule against teams from across the country as well as teams from Canada.

We currently offer the following competitive sports:

- Boys' and girls' soccer,
- Co-Ed cross country,
- Boys' and girls' basketball,
- Boys' and girls' volleyball,
- Co-Ed ultimate frisbee
- Hockey (American Hockey Academy)

Athletic teams typically meet for practice or competition five to six days a week when in season. Attendance is mandatory for all members of the school's competitive teams.

Any student wishing to compete on one of the school's competitive athletics teams must have a valid physical form, signed by their doctor and clearing them to play.

ACADEMIC EXPECTATIONS

Student-athletes must maintain sound academic standing to be eligible for participation on any CATS Boston team. Any student-athlete failing a course or on an individualized improvement plan at mid- or end-of-semester may be restricted from traveling with the team and required to fill out weekly progress reports, presented to his or her coach for the remainder of the semester.



COLLEGE COUNSELING

CATS Academy college counselors draw on years of experience in admissions, college advising, and student life to consult with you and your parents and assess the family's goals for your next step after high school.

We offer informed guidance on academic planning, college entrance exams, school and teacher recommendations, college essays and applications, college interviews and life skills. We will support you throughout the entire college admission process. Our goal is to help you present yourself in the best possible light.

With over 4,000 accredited institutions in the United States to navigate, the college counselors stay informed on current trends, and, in an increasingly competitive and complex college admission landscape, we help present you and your parents with accurate information about a wide range of colleges and universities. This information is aimed to help you gain admission to colleges and universities that best fit your interests, academic record, and aspirations. We provide you with personalized college counseling and expert guidance to support you throughout the entire college admission process.



COLLEGE COUNSELING PROGRAM

- Assist with your academic course selections
- Advise students about their need for testing. (ACT, SAT, TOEFL)
- Write a school recommendation letter and advise and assist in obtaining your teacher recommendation letters
- Advise you on writing your college essays and coach you for the best performance during college interviews
- Assist and train you with the use of Naviance and submitting college applications
- Arrange for college admissions representatives to visit CATS Boston and meet with our students
- Strategize applications for best chance admits for Early Decision (ED) and Early Decision II (ED2), Early Action (EA), Restricted Early Action (REA), and Regular decision
- Help students understand the nuances and intricacies of filling out the Common Application, Coalition Application, Apply Texas and University of California Applications



STUDENT LIFE

MISSION STATEMENT

- Promote student safety by implementing logistically sound procedures and standards
- Build a positive, cohesive and healthy school culture
- Uphold discipline standards and Student Code of Conduct
- Support student behavior modification through positive behavior supports and individualized action plans

RESPECT FOR SELF AND COMMUNITY

At the heart of the CATS Academy Mission Statement is the ideal that you will grow and develop individually into global citizens and leaders. We achieve these goals by fostering a community built on civility, honest communication, academic integrity and respect for self and others. We expect that you will embrace and act in accordance with these core values of CATS Academy.



You are exposed to these communal lessons through robust Student Life and Academic programming explained throughout the Student Handbook. It is the expectation of CATS Academy that you and other community members adhere to the policies and procedures outlined in the following pages of this student handbook.

STUDENT LEADERSHIP

Leadership is a commitment to serve a larger community. Students at CATS have many opportunities to grow through school programming and positions of leadership within the community. The prefect program is an example of a student position held in the community that is reserved for the highest caliber students. These students are committed to serving the greater CATS community in the dorms and during the academic day.

Students selected as prefects serve the school in a variety of ways such as:

- Serve on disciplinary committees, when deemed appropriate by the Dean of Student Life
- Work with dorm staff to establish dorm culture
- Design special programming for community
- Help new students with understanding and following the rules and protocols of the school
- Serve as a role model and an advocate for students
- Support healthy competition and school spirit initiatives

Students are invited to apply for the following leadership programs:

- Prefect Program: Provides support and community leadership.
- Peer Mentors: Develop close bonds with new students by organizing regular check-ins and activities.
- House Captains: Enact house programming and spirit activities.
- Student Ambassadors: Support admissions efforts including hosting prospective students through shadow days and attending open houses semi-annually.
- Student Government: Promotes the interests of the student body to the Administration, plans community-wide events and leads in establishing charitable fund-raising opportunities



ADVISING

Advisory is a fundamental component to the range of support systems each student experiences at CATS. The advisory program provides ongoing resources and guidance to each student on a weekly basis. Upon arrival, you will be placed in an advising group of approximately 10 students of similar age. The advisory group meets regularly to discuss important topics relating to school life and American culture. Should the need arise, advisors also meet individually with students. Some advisory topics include:

- Goal setting
- American norms
- Exam preparation
- Organization
- Homesickness
- Bullying
- Stress management
- Safety
- Self-awareness

You should feel comfortable approaching your advisor regarding any issue. In turn, advisors will act as your advocate throughout your experience at CATS.

Parents and agents are encouraged to contact advisors (or the Student Life office) regarding any concerns related to their child's wellbeing. Advisors are in constant contact with teachers, dorm parents, and program supervisors, which enables them to provide clarification and support to families and students. Each semester, parents and agents should expect direct communication from the advisor regarding your progress.

COMMUNICATION

Email has proven to be a reliable and effective means of communication between members of the school community. Administrators and faculty frequently use email to contact you regarding academic performance, school events, disciplinary issues, and other matters. All members of the community are expected to provide CATS with their email address and to check daily for notifications and updates.



You are required to have a domestic mobile phone number to be shared with the school. This number will only be used to contact you quickly in the case of an emergency off campus or for other important school needs. This number will not be shared by CATS Academy with anyone outside of the school community.

PERSONAL COMPUTERS

You are encouraged to bring personal computers (laptops) to the school, though there is no requirement that you do so. CATS Academy can assume no responsibility for the care, security, or maintenance of your personal electronic devices.

MAIL AND PACKAGES

All student mail will be delivered to Adams Hall. Address labels should have your full name, dorm name and room number and be printed clearly in English. The school does not take responsibility for any lost or damaged mail. CATS Academy cannot retrieve or track down mail sent directly to dorms. Students may send outgoing mail from any U.S. post office. When the option is available, as with Amazon, please indicate that we operate under business hours and can only receive packages Monday – Friday 8:00 a.m. – 4:30 p.m. We cannot receive packages during the evening or on weekend days.

Student Name
c/o CATS Academy Boston
Dorm Name - Room Number
2001 Washington Street
Braintree, MA 02184
United States of America

For your safety, CATS reserves the right to supervise the opening of any package deemed to be suspicious.



INTERNATIONAL CALLING

To place a call to a country outside of the United States of America: Dial: 1 + country code + phone number.

For calls to countries within the North American Numbering Plan: Dial: 1 + area code + 7-digit local number, same as dialing a U.S. state to state call.

DOCUMENT CERTIFICATION

If you are attending, transferring to, or continuing your education outside of the U.S. and require additional certification for authenticity of a transcript or diploma, you should notify the Academic Dean and Registrar. These services will be made available for an additional fee. Please note that in addition to a fee charged by CATS Academy Boston, each individual document may be subject to a fee associated with your home country and its requirements.



SAFETY

At CATS Academy safety is paramount. Creating a safe learning environment is achieved through compliance with school policy and various safety regulations and precautions. CATS Academy works with local authorities and service providers to create a safe campus for all community members. Local police are involved in our community providing relevant presentations, while familiarizing themselves with our campus and students. Should a law be violated on campus, CATS Academy will work with local authorities to address the issue. CATS Academy uses advanced locks, video surveillance, and security guards to ensure safety for all members of our community.

All buildings are fully staffed during hours of operation. Building hours are subject to change and are planned based on programming needs.



SCHOOL EXPECTATIONS

CATS Academy students are expected to uphold the principles, standards, values, and mission of our school. The discipline system at CATS Academy is designed to hold students accountable for their actions and decisions, while providing feedback and helping them understand the impact of their choices and behavior. Discipline responses are not meant to punish for the sake of punishment; rather, warnings and sanctions are designed to focus students on that which is most important – their studies and their development as maturing teenagers.

Student infractions are cumulative, meaning that each prior violation is taken into account when determining the appropriate discipline of a new infraction. Discipline infractions may include a meeting with the Head of School, a meeting with the student's advisor, meeting with the school counselor, and a letter and/or telephone call to parent(s)/guardian(s).

The Academy reserves the right to notify colleges/universities or other educational institutions of a student's disciplinary history when a situation warrants such notification



as determined by the Head of School.

Students on disciplinary warnings will be monitored and counseled to ensure that the root of the misconduct is addressed appropriately and in the best interest of the student and the school. The school reserves the right to make the final decision which may diverge from the listed infractions and sanctions.

Those students who violate low-level disciplinary expectations are required to provide some community support through acts of service. Service needs and duration will be determined by the Student Life Team. The goal of this initiative is to provide students with a valuable learning experience in which they can learn about various jobs and services required to maintain a successful school environment and give something back to the community which their behavior negatively impacted. Examples of service acts include setting up for school assemblies/events, campus cleaning, administrative assistance, peer mentoring or outreach, etc.

Students who have been suspended, must meet with their advisor and Head of School upon returning to campus. This process helps reflect upon the situation and guide the student towards success.

Dismissal from CATS Academy may occur to those students who are in the presence of, possession of, distribution of, and/or use of: alcohol, drugs or illegal controlled substances on or off campus should expect dismissal from school. Additionally, a student who is knowingly being in an area when alcohol or drugs are being consumed is subject to dismissal from CATS Academy. Additional reasons for dismissal from school may include but is not limited to involvement in serious harm or assault on a community member, found to be in possession of a weapon on campus, committing theft from other students, staff members, or from an unauthorized area, having serious or repeated infractions of CATS Academy Contract of Achievement, or facilitating any of these events. Repeated incidents of offences regardless of degree will result in dismissal from CATS Academy. Those students who have been expelled or who have been asked to withdraw from CATS Academy will not be welcomed back on campus following their full departure.



The following discipline ladder sets forth a standard measure by which disciplinary incidents shall be addressed. However, the school reserves the right to make the final decision which may diverge from the listed infractions and sanctions.

STAGE 1 - FIRST WARNING

Required Sanction:

- Letter to parent(s)/guardian
- Meeting with an advisor

Possible Sanctions:

- Detention (early morning, after school or weekend)
- Suspension of afternoon exeats
- Revoked campus sign-out for up to one week

Examples of Stage 1 infractions – including but not limited to

- Persistent disruption in class
- One or more instances of tardiness (academic or extracurricular)
- Missed class unexcused
- Disrespectful behavior toward another community member
- Minor incidents of academic dishonesty
- Facilitating any of these events
- Behavior not consistent with the CATS Academy Contract of Achievement

STAGE 2 - SECOND WARNING

Required Sanction:

- Letter to parent(s)/guardian

Possible Sanctions:

- Detention (early morning, after school or weekend)
- Gross misuse of technology



- Major incidents of academic dishonesty including plagiarism
- Facilitating any of these events
- Serious or repeated infractions of CATS Academy Contract of Achievement

STAGE 3 - SENIOR STAFF WARNING

Required Sanction:

- Letter to parent(s)/guardian

Possible Sanctions:

- Phone call to parent(s)/guardian
- Revoked campus sign out for up to three (3) weeks
- Disciplinary Probation
- Additional sanctions at the discretion of administration
- Meeting with school counselor

Examples of Stage 3 infractions – including but not limited to

- Possession of whippets
- Repeated incidents of any of the above listed offences regardless of degree
- Missed class unexcused
- First offence of smoking in the dorm or homestay
- Presence in a hotel or private residence without adult supervision (age 25+)
- Considerable damage to campus and/or personal property
- Opposite gender found in dorm or homestay room
- Gross misuse of technology
- Major incidents of academic dishonesty including plagiarism
- Facilitating any of these events
- Serious or repeated infractions of CATS Academy Contract of Achievement

STAGE 4 - FINAL WARNING

Required Sanction:

- Phone call to parent(s)/guardian
- Suspension



- Indefinite Suspension of exeat
- Revoked campus sign out
- School probation
- Meeting with school counselor
- Meeting with Head of School
- School issued drug testing

Possible Sanctions:

- Home suspension up to two weeks
- Repeated incidents of any of the above listed offences regardless of degree

Examples of Stage 4 infractions – including but not limited to

- Missed class resulting in weekly attendance percentage at or below 80%
- In the presence* of, possession of and/or use of alcohol, drugs or illegal substances on or off campus – first offence
- Tampering with safety equipment
- Actions deemed dangerous to the health, safety or well-being of other persons
- Facilitating any of these events
- Serious or repeated infractions of CATS Academy Contract of Achievement
- Knowingly being in an area when alcohol or drugs are being consumed

STAGE 5 - DISMISSAL FROM THE ACADEMY

Required Sanction:

- Meeting with parent(s)/guardian
- Meeting with Head of School
- Repeated incidents of any of the above listed offences regardless of degree
- In the presence* of, possession of and/or use of alcohol, drugs or illegal substances on or off campus - repeated offence - expected dismissal from school
- Distribution of drugs or alcohol - expected dismissal from school
- Involvement in serious harm or assault on a community member
- Facilitating any of these events
- Serious or repeated infractions of CATS Academy Contract of Achievement
- Possession of a weapon on campus



- Theft from student, staff member or unauthorized area
- Knowingly being in an area when alcohol or drugs are being consumed

If a student is subject to a Stage 5 sanction including expulsion or being asked to withdraw from the academy, they will not be welcomed back on campus following their full departure. In the event that a student needs to visit campus at a later time, they should contact the Dean of Student Life or Head of School for special permission.

SANCTUARY POLICY

CATS Academy Boston does not support or condone students using alcohol, drugs, or other illegal substances. However, we recognize that students sometimes make unhealthy decisions that put their safety and well-being at risk. Student safety is our top priority, along with developing positive decision-making skills in adolescents. The Sanctuary Policy allows students to ask for help if safety or well-being is at risk without resulting in disciplinary action. Sanctuary applies to situations where a student's/person's life may be at risk due to alcohol or drug overdose, physical or emotional distress or being present in an unsafe or illegal environment on or off campus.

REPORTING

If a student needs to make a sanctuary report they should call an adult CATS staff member including but not limited to the Residential Life phone, house parent, teacher, advisor, Dean of Student Life, Head of School or the Health and Counseling Office. Students should identify their name, where they are, and all the details of the situation. The school staff member will get the student(s) help as soon as possible. If help is not immediately available, a student should call 911 for professional help (police, doctor, and firefighter). This applies to situations on and off campus. Due to the sensitive nature of these circumstances, the report should be made as the situation is happening or as soon as possible afterwards.

RESULTS

Although no disciplinary action will result when students are granted Sanctuary, the Dean of Students and administration will be notified. The school



administration will meet with all students involved to get a full understanding of the situation. Students' parents will be contacted, and an official report will be drawn up for documentation. The Sanctuary event will not appear as part of the students' school records.

If there were alcohol or drugs present, students may be asked to complete an alcohol or drug evaluation (at parents' expense) and get clearance from a professional before their reintegration into the school community. If the Health Center cannot support the students' degree of medical needs and/or is significantly concerned about their health and safety within a boarding school environment, additional outside resources and/or a Medical Leave may be required.

If, during a Sanctuary admission, a student becomes unmanageable, disruptive, threatening, or untruthful that student may face a disciplinary response for their actions regardless of Sanctuary status.

Sanctuary will be determined by the school administration based on the facts of the incident and the cooperation of the student(s) involved.

NON-PROTECTION UNDER SANCTUARY

A student who comes forward after school has received notification that a major school rule has been violated, she/he/they will not be protected under sanctuary. This policy is designed to encourage students to seek help in extreme cases including a student's safety or well-being is in jeopardy.

WEAPONS

The possession or use of weapons in any form are strictly prohibited at CATS Academy. Any student in possession of a weapon will face serious disciplinary action and run the risk of expulsion.

Should a student be in possession of an item that could be viewed as a weapon, the final determination of said item will be made by the Head of School.



DRUG/ALCOHOL TESTING

If the academy suspects a student of using or being under the influence of drugs or alcohol, they reserve the right to administer a home screening test or bring the student to the hospital for a test, at the expense of the family. This measure may be used if a student's health or safety are at risk.

CATS ACADEMY DRESS CODE AND GENERAL APPEARANCE

CATS Academy's dress code represents a standard of appearance while providing room for personal expression and inclusion of our diverse identities and cultures. Faculty, staff, and students are expected to always dress in a respectful and manner that promotes a safe, healthy, and inclusive community. Our dress code promotes a positive and focused learning and growing academic environment which is free of distractions and disruptions. CATS Academy is supportive of those students whose cultural, religious, and gender identities extend beyond our current dress code. During the academic day in the main school building and dining hall:

- Pants, shorts, skirts, or dresses should be worn and fit appropriately. Skirts and shorts length should be no higher than at mid-thigh length and must cover underwear and private parts. Fit cannot be so tight that underwear or private parts can be seen through the garment. Bike shorts count as underwear.
- Shirts must be always worn and must be long enough to cover the midsection (front and back). Tops must cover underwear and private parts and may not show the midriff area. Fit cannot be so tight that the underwear or private parts can be seen through the garment. Tops must have straps or sleeves. Sports bras count as underwear.

The following items are prohibited:

- Beach attire/flip flops.
- Pajamas/lounge wear/slippers/bedroom shoes
- Headphones/ear buds and accompanying electronics remain out of sight and not in use in the academic building or dining hall

Hats, hoods, and any other head coverings may not obscure students' eyes or



ears and must not be worn in the classroom (halls, and café are permitted).

Wearing clothing with offensive tone or discriminating language will not be allowed.

CATS Academy employees are expected to hold students to these dress code and appearance standards. Students in violation of the dress code will be given a warning by a faculty or staff member and are expected to comply to these standards. Student's families will be notified of repeated offenses.

Weekend Dress code: Students should be free to dress comfortably in the common areas on the weekends as long as they are not exposing private parts.

DISPLAYS OF AFFECTION

CATS expects students to abstain from intimate actions on CATS Academy school campus. It is the schools position that sexual intimacy between students is not allowed while they are under the school's jurisdiction and the school reserves the right to take disciplinary action when respect for the boundaries of this policy is compromised.

SEXUAL MISCONDUCT AND CONSENT

When the School learns of an instance of sexual misconduct, the School will contact the Massachusetts Department of Children & Families ("DCF") as required under its responsibility as a mandated reporter. Such reports are also made, where appropriate, to the Braintree Police Department ("BPD"), including in all instances involving a minor under the age of 18. Massachusetts state law specifically prohibits sexual activity involving persons under the age of 16. When the School becomes aware that such sexual activity has occurred, the School is required to notify DCF. The School will notify the BPD. Actions by DCF may result in criminal consequences beyond the School's disciplinary process, as set out in the student handbook.

COMMONWEALTH OF MASSACHUSETTS STATE LAWS

CATS Academy Boston has a legal obligation to uphold the Commonwealth of Massachusetts State Laws. Massachusetts state law stipulates that any person who engages in sexual intercourse or unnatural sexual intercourse with a person less than sixteen years of age is subject to prosecution under state law. Additionally, Massachusetts law states that any person who engages and intentionally touching the buttocks, breasts, or genitals of an individual under the age of fourteen can never be considered consensual and is subject to



prosecution.

PERSONAL PROPERTY

As a community, we expect all members to treat each other with respect – including the property of others. CATS Academy provides all day students with a personal locker and lock to store their belongings during the school day. For protection of high valued items, the Academy encourages you to leave such items at home. CATS Academy reserves the right to search student lockers.



ATTENDANCE

Participation in class, school programs, exams and other activities is critical to your success. Members of the CATS Academy community are expected to attend many events, including (but not limited to) orientation, academic commitments, clubs, athletics, exams, student life programs, school assemblies, advisory, college counselling appointments and graduation. Students are expected to have 100% attendance to their academic classes and school activities. Students are expected to be punctual and arrive on time. Failure to participate fully in these activities will result in disciplinary action.

LATENESS

A student is marked late if they are not in their seat and ready for class by the official class start time. This behavior is not conducive to a successful learning environment and is subject to disciplinary sanctions.

REPORTING AN ABSENCE

As school attendance is mandatory, day students who will be absent from school should communicate as early as possible with the Attendance Office. The best means of contact is the school phone: (857) 400-9703 or via email: attendance@catsboston.com.

EXCUSED ABSENCES

A student may be granted no more than five excused absences in a school year with no more than three per semester. Please note: The Academy has full privilege to deny requests inconsistent with the school mission or expectations. An excused absence is defined as an absence from a class, sport, club, or school activity that has been approved by the Student Affairs Office. An excused absence is granted in advance only when the school sees just cause for the absence. Justified reasons for an absence may include medical, religious, and family emergencies or appointments that cannot be made outside of school hours. Students who are sick during the day may also be excused by the nurses' office or the school counselor's office.



In order to receive permission to miss a class, sport, club, or school activity, you must follow the excused Absence Request Form.

PROCEDURE FOR OBTAINING AN EXCUSED ABSENCE/LEAVE:

Use your Student Portal, found at: my.catsacademy.com to request an excused absence. You will complete the online form containing all relevant information about the alternative event, which is then reviewed for approval by the Attendance Office. You are required to submit excused absence requests 3 days prior to the start date and are responsible to check the approval status. If you miss class due to an approved excused absence you will be given the opportunity to make up missed classwork. CATS Academy supports student experiences and to ensure student safety and parental communication, the following stipulations are required to complete the approval process. These include but are not limited to:

- In good disciplinary standing
- Submitted and approved excused absence
- Does not hinder academic success
- School receives written parental consent from family
- Student completes Teacher Permission Form
- Students will NOT be granted excused absences for concerts, sporting events or other related events on school nights.

CATS Academy reserves the right to deny any excused absence that fails to meet the above requirements or those which the Student Affairs Office deems unsafe or suspicious. Excused absence privileges may be suspended or revoked in circumstances of disciplinary violations, dishonesty, or behavior inconsistent with the CATS Academy Code of Conduct.

RELIGIOUS OR CULTURAL OBSERVANCES

Requests to observe a religious or cultural ceremony must be made in writing one week prior to the holiday.

If the place of observance is not on the approved list, then all pertinent information must be submitted within the excused absence/leave.



Parent permission and a Teacher Permission Form are mandatory for consideration of an approval during school hours. If the observation will remove the student from the school for more than two hours, excused absence rules will be applied for the full day.

LEAVING CAMPUS

Policies regarding leaving campus during the school day are set by the Student Life Office. You will be notified of grade-level protocols during student orientation. You are not permitted to leave the school grounds alone or without written permission; all students must be in the company of at least one other student or faculty member.

Failure to follow check in/out procedure or not remaining within defined parameters may result in disciplinary action.

Any violation of this rule will result in disciplinary action and a loss of off-campus privileges.

TRANSPORTATION

Day students have shuttles available that drop students at determined stops. Host families or the Day Student Coordinator can provide details on specific stops and pick-up times.

Day students have the option to travel to and from school via public transportation, arranged rides via parents/guardians, taxi, foot, or personal vehicles (local students only). CATS Academy will employ a shuttle bus between campus and the Braintree T station before and after school.

You will receive a student travel card offering discounted fares on all local public transportation.



CARS ON CAMPUS

For reasons of safety, liability, and facility limitations, boarding students are not permitted to keep vehicles on or in the vicinity of CATS Academy grounds. A day student, defined as a local student living with their parents or guardians, may use his/her car for the purposes of commuting to and from school each day.

Boarding students are not permitted to travel or sit in the car of a day student without the permission of the administration and written consent of students' parents or guardians. Failure to comply with the above policies may result in significant disciplinary action against all parties involved.

VACATION AND TRAVEL

Given the rigorous schedule at CATS Academy, it is important for you to take time away from the school during allotted vacation times. As such, several times per year you are released from school commitments and encouraged to take advantage of your vacation time.

CATS Academy will remain open for all U.S. holidays and vacations in the school year except for Winter Recess. During Winter Recess and Spring Recess, the Academy's residence **will be closed**.



TRAVEL PLANS

Your safety is a top priority, when leaving campus due to dorms closing you are required to provide the Academy with all relevant travel plans and documents.

Approved travel plans include:

- Travel to their home country
- Lodging with an adult over 25 years old

All travel during this time requires parental permission and a copy of the flight plan or appropriate means of transportation sent to Student Services or the Residential Life Office.

SPECIAL EVENTS

CATS Academy provides extensive programming for you. You can expect to enjoy organized trips to local museums, colleges, theaters, shopping centers, and ice-skating.

In addition to weekend trips and dorm programming, you should expect several special events through the course of the year including:

School trips are important to the development of the student culture and as such:

- Prom
- Guest Speakers
- School Performances
- College Tours
- Class Trips
- School-wide trips



RESIDENTIAL LIFE

CATS Academy is dedicated to providing you with the opportunity to receive a college preparatory education in a safe and healthy environment. Life as a resident student promise both challenges and rewards. You will learn to balance your own personal wishes and rights with those of others, discovering how to get along with a diverse group of people to create a united and enthusiastic school community.

House parents supervise each floor of the house and will help you create a positive and nurturing environment for all. You should seek advice from these leaders when questions arise about school rules and policies.

The Academy provides a single bed, and other furniture for student use. You may wish to bring your own reading lamp and comfortable chair. School furniture should not be removed or exchanged from rooms. Pictures, posters, and other appropriate decorations may be attached to the walls using only adhesive putty or damage-free command hanging strips. Decorations hung on the walls must be made of paper products (no fabric or electrical items). Only battery-operated fairy lights are permitted. Nails, tape, and other fasteners damage walls and are prohibited. No weightlifting equipment or apparatus is permitted in your rooms without permission from the Director of Residential Life.



The Academy reserves the right to assess and charge for damages to student rooms and common areas.

Fire and safety regulations prohibit the use of certain electrical appliances and flammable materials in your rooms. You may use an electric blanket, hair dryer, curling iron, clock, radio, computer, and stereo equipment. Only school authorized refrigerators will be allowed in your rooms. Refrigerators may be rented from the Academy for a semester or the school year. The following items may not be kept in student rooms: matches, lighters, candles, incense, toasters, rice cookers, halogen lights, coffee makers, Keurig machines, hot pots, holiday lights, fireworks, sandwich makers, hot plates, irons, sunlamps, soldering irons, blenders, microwaves, electric ice chests. If you are not sure if an item is allowed, please check with your house parents. You should never attach multiple plugs to outlets or adapt the room's circuitry or electronic connections in any way. Do not hang anything from sprinkler heads or pipes. Health laws prohibit the keeping of live animals in your rooms.

Fire and emergency drills are required by state law and will be conducted throughout the school year. You must familiarize yourself with the layout of your house and note the nearest emergency exits. Evacuation maps are posted in each room and in common areas. You are to take fire and evacuation drills seriously as this is a health and safety issue for all members of our school community.

Smoking or the possession of tobacco products, vaping apparatus, Juuls or other e-cigarettes, hookahs, matches or lighters in the houses is forbidden. CATS Academy reserves the right to prohibit any items that pose a safety risk to our community.

Television sets are in the common room of each residence floor for your use but may not be used during the academic day or during study hours. You may use televisions for video games with permission from a house parent. Monitors may be used in student rooms but must be 32 inches or smaller.



HOUSE PARENTS AND STUDENT LEADERS

House parents are assigned to each house and are directly responsible for the supervision of their house. House parents provide a safe and nurturing environment and make sure school rules and policies are explained and followed by all members of the house. Proctors, our student leaders, are returning students who have shown the desire to “lead by example” and serve as mentors to all students. House parents and proctors are always available: please ask if you are not sure of a school policy or procedure.

EVENING STUDY HOURS

The goal for our students is to be self-directed, independent learners. You will spend a minimum of two hours each evening preparing for your classes. Formal study hours in the houses are from 7:30 pm – 9:30 pm Sunday through Thursday evenings. Students are expected to study at their desks with room doors open. With house parent permission, Honor Roll students may keep their door closed and observe quiet hours.

ID CARDS AND ROOM KEYS

Students are issued an ID card, which is used to open exterior school doors and exterior doors to your assigned house. Students must always have ID cards and keys with them. Boarding students are issued separate room keys for their room.

A replacement fee will be charged for a lost room key or ID card.

ROOM CLEANLINESS/INSPECTION

Students are expected to keep rooms clean and orderly. Rooms are inspected weekly, any damage to rooms or other areas should be reported to house parents immediately. If damage is a result of student actions, school accounts will be charged, and parents will be notified.



PERSONAL LAUNDRY

Washing machines and dryers are provided for student use in the lower level of each house. Students are expected to purchase laundry detergent and dryer sheets. House parents may schedule specific laundry days and hours for students. House parents and student leaders will provide laundry lessons to help students learn to use the washers and dryers.

COMMUNITY RESPONSIBILITY

Students are expected to keep the lounge, common areas and the grounds directly outside the houses clean and free from trash. As a member of the school community, students are expected to keep other areas of the campus clean including picnic tables and use appropriate trash receptacles.

DINING SERVICES

CATS provides healthy and nutritious food options. The Dining Hall will be open for 3 meals on weekdays and for brunch and dinner on weekends. Students who have any food allergies or adhere to a specific diet for any reason (i.e., religious, vegetarian), should alert the school nurse, who will inform the necessary dining and residential staff. Food, beverages, plates, cups, and cutlery may not be taken from the Dining Hall. Water coolers are readily available throughout the campus.



FOOD DELIVERY AND STORAGE

Students may order from local restaurants for delivery between the hours of 4:00 pm and 7:00 pm on Monday through Thursday evenings. Students may order on the weekends, but deliveries may not take place before 10:00 am on Saturday and Sunday nor after 10:00 pm on Friday and Saturday evening or 7:00 pm on Sunday evenings.

All food in rooms must be stored in plastic containers with sealed tops. Deliveries from grocery stores or on-line services (Amazon Fresh) are prohibited.

ROOM SECURITY AND PRIVACY

CATS protects each student's sense of safety and security; actions that challenge this are subject to significant disciplinary action. Unauthorized persons and other students should not enter any student's room in his or her absence. "Borrowing" from another student without permission is prohibited. Students should always respect the privacy of each other's room. All students must keep their rooms locked when not present.

PERSONAL PROPERTY AND VALUABLES

The Academy provides a safe for each student to keep valuables, The Academy cannot be held responsible for the loss of personal items and money. Students are advised to leave expensive or sentimental items at home for safekeeping and avoid keeping large sums of money in their rooms. As a community, we expect students to treat each other with respect, including the property of others. Day students are issued a locker in Adams Hall. Boarding students have rooms with a locking door and are issued keys upon arrival.



ROOM SEARCHES

The Academy recognizes a student's right to privacy. The Director of Residential Life, Head of School or other school administrator may, however, determine that a room search is necessary. Room searches may be carried out with or without students in the room.

PRESENCE ON CAMPUS

The Academy is responsible for student safety and well-being. As in any family or community, we must account for our students daily. Therefore, policies and procedures including the requirement to use the REACH boarding ware program and the Residential Life phone are in place for student protection.

Students are required to install and use CATS Academy's REACH App.

Students must use REACH software to sign out whenever leaving the campus and check out with house parents in person. Upon returning to campus, students must sign in with house parents in person. Students may not leave the campus before or during the academic day without special permission. During the week, students who qualify may sign out with at least one other student to leave campus and walk to the CVS plaza or Highland Grill and Pizza restaurant starting at 4:00 pm and must return and sign in by 7:15 pm. Students may not leave houses before 7:00 am or after 9:30 pm on weekdays. Weekend curfew on Friday and Saturday nights to return to the campus is 10:00 pm. Sunday evening curfew for all boarding students on campus or returning to campus is 7:00 pm.

Students are not permitted to attend concerts, sporting events or similar events on school nights.

Curfew Monday-Thursday and Sunday is 7:15pm.

Curfew Friday and Saturday is 9pm for grades 8 & 9, 10pm for grades 10-12/PG.

If students go out in groups with different grades than the earliest time stands for the group.



CHECK OUT PROCEDURE

Check out using the REACH software.

Check out face-to-face with house parent on duty.

Ask permission to leave the house and fill out the required information: date, time, destination, U.S. mobile phone number, name of traveling companion and estimated return time.

Check back in with your dorm parent face-to-face upon your return.

You must have a travel dorm partner who is always with you when off campus.

Students who do not respect the check-in/ check-out or leave policies will be subject to disciplinary action and loss of privileges.

Weekdays

Students are expected to wake up and be ready for school on time, they must leave the dorms no later than 15 minutes before their first class and head to Adams Hall. Students may return to their dorm after all school commitments. Students are not permitted in the dorms during lunchtime. Students found in the dorms during non-regulated hours are subject to significant disciplinary action.

WEEKENDS IN THE DORMS

On weekends, students in good standing may travel from the dorms via public transportation, taxi, or on foot after checking out. Before leaving the dorms, students are expected to follow the checkout procedures listed above; failure to do so may result in disciplinary action.

In addition to exploring Boston and surrounding neighborhoods, students are invited to take part in dorm programs and trips organized by CATS Academy.



CAMPUS BOUNDARIES AND THE LOCAL COMMUNITY

Our campus is located in a suburban area bordered by family homes, a playground, a wooded area and the Norfolk County Sheriff's Department. Students are to stay within the boundaries of the campus and should never be in any of these other areas. When leaving and returning to campus, students should use the sidewalks, so they stay out of the streets and off private property. We promote a good neighbor policy with the local community and expect our students to honor the policy and stay within our campus.

CONTACTING BOARDING STUDENTS

Students are expected to have U.S. cell phones and computers with email. This information should be provided for use in the REACH system for safety purposes. Parents should refrain from contacting students by phone during the academic day as cell phone use is restricted. In cases of emergency, during the academic day, parents should call the main academy number at +1.857.400.9700. In cases of emergency between 4:00 pm and 8:00 am, parents may call the Residential Life cell phone at +1.617.610.5635.

STUDENT GUESTS

Guests are welcome at games and other special events and activities but should be discouraged from visiting during the school day. Guests may not enter the house room of a member of the opposite sex for any reason. All guests must be introduced to the house parent each time the guest visits, and guests may not spend the night. This policy applies to students who do not reside on campus.



OVERNIGHT–WEEKEND LEAVES

Students who wish to leave the Academy overnight or for the entire weekend, must submit an overnight request on REACH by 12:00 noon on the preceding Thursday. Students in good standing are eligible to leave after athletics or activities on Friday afternoon and must return no later than 7:00 pm on Sunday evening before study hours. The overnight request includes travel details, contact information and parental permission sent via REACH. Students must use REACH to request an overnight, which will be reviewed for approval by the Residential Life Office. Students are responsible for checking the approval status of an overnight Exeat.

CATS Academy supports student travel experiences and to ensure your safety the following requirements as necessary to complete the approval process:

- Student is in good standing
- Student has submitted and has an approved Exeat
- The Exeat does not hinder academic success
- The student must be accompanied by an adult over 25 years of age for an overnight stay
- The Academy School receives parental permission

The Academy reserves the right to deny any overnight Exeat that fails to meet the above requirements or those which the Residential Life Office deems unsafe or suspicious. Leave privileges may be suspended or revoked in circumstances of disciplinary violations, dishonesty, or behavior inconsistent with the Academy Code of Conduct.



HEALTH AND WELLNESS

The CATS Academy Health and Wellness Office is located on the 2nd floor of the Attucks Dormitory, bridge access. CATS Academy has registered nurses who work closely with the school physician and school counselor. The office is fully equipped with two treatment rooms and provides quiet, comfortable places to rest if you become ill during the school day. The school nurses also assist in scheduling follow up doctors' appointments, assist with transportation and promote and identify ways to support the health and wellness of all students at CATS Academy. CATS Academy provides medical support to you through office hours at the Health and Wellness Office.

BEFORE ARRIVING TO CATS ACADEMY

Immunizations

Before arriving to school, you should have submitted:

- Complete Medical Forms on Magnus Health Portal
- Physical Examination
- Tuberculosis Screening yearly. All students, new and returning, must provide documentation of tuberculosis screening performed within the last 6 months prior to the start of the academic year. If the screening test is positive, the student must have a chest X-ray to rule out possible infection with tuberculosis (>10mm). Prior vaccination with BCG is not considered in evaluating reactions to tuberculosis screening. If a student had the BCG vaccine, they may test for TB with a Quantiferon Gold blood test or the TSpot.
- Domestic students are highly encouraged to have a PPD test every two years, although it is not required.
- Complete immunization record (for requirements see below)
- Proof of insurance if a U.S. Citizen

VERIFICATION OF IMMUNIZATIONS

All students must have a copy of required immunizations submitted and reviewed by the nurse to be eligible to attend school. (Please refer to state regulations 105 CMR 220.000: Immunization of Students before Admission to school, that require each child, in either private or public schools, to meet grade-entry immunization requirements). Student without the required immunizations will not be permitted to attend class.

PHYSICAL EXAM

A physical exam is required annually for all CATS Academy students.

MEDICATIONS

CATS Academy is guided by Massachusetts regulations and professional practice for the administration of medications in an independent school setting. The purpose of the medication policy is to ensure that students requiring treatment with medications (including prescription, non-prescription, and



natural/herbal supplements) receive their medications in a safe, effective manner. As such, the school nurses must oversee/approve all medications and supplements for boarding students. Day students who live with their parents must inform the school nurse of medication needed during the school day. Diet pills or supplements for weight loss are prohibited on campus.

CATS Academy does not permit you to keep medications in your possession without the knowledge and consent of the parents and the school nurse. Our health professionals will go over all medications and distribution procedure with you on an individual basis.

NON-PRESCRIPTION OR OVER-THE-COUNTER (OTC) MEDICATIONS

The nurse's office stores a variety of over-the-counter medications that are available at no additional cost to students. The medications available are used to treat common symptoms of injuries and illnesses.

PRESCRIPTION MEDICATION

If a student is taking prescription medication, a prescription medication order form, written in English, must be on file in the nurse's office and signed by the prescriber. If a student is prescribed a new medication during the school year, it is the obligation of the parent/guardian to update the school nurse with that information. Any prescriptions prescribed while in our care, will be regulated by a school nurse. The parent/guardian will be notified if a new medication is prescribed.

Students with a history of life-threatening allergies must always carry an Epi Pen with them. A second Epi Pen must be provided to the school nurse. Students with special medical needs such as injections, inhalers, and nebulizers, must schedule a visit with the school nurse upon their arrival at school.

CATS Academy cannot refill prescriptions of any kind. The student will need to bring enough supply with them for the time at CATS Academy and/or refill their prescription at home during school breaks. There is no exception to this rule.



MEDICATION IN THE DORM

All approved self-administered medications may be administered in the dorm by the student after he or she signs a self-administration form and understands when and how to take the medication properly, and when to report side effects to the school nurse

VISITING THE HEALTH AND WELLNESS OFFICE

Our nurses are available on campus Monday through Friday from 8am-5pm and Saturday and Sundays 11am-3pm. Students may visit the Health and Wellness Office at any time for a medical emergency. For a non-medical emergency during class time, the student must:

- Report to class
- Ask permission from the teacher
- Bring a signed and dated hall pass to the nurse's office
- Sign in with the nurse
- Return to class with a note from the nurse

On occasion, the school nurse may be temporarily unavailable. Any student needing assistance during this time should report to the receptionist or main office for further instruction.

EVENING AND WEEKEND CARE

Our dorm and on-site personnel are available to assist you outside of the Health and Wellness office hours to address any ailment you may be experiencing.

EMERGENCY SERVICES

If at any time a student is experiencing a medical emergency, all faculty, dorm staff and administrators are required to call 911 (emergency services) for immediate aid.



HEALTH INSURANCE

All CATS Academy students are required to have health insurance. Insurance is available for international students from United Healthcare. American students must provide proof of insurance.

STAFF

All staff who work with students after normal school hours are trained in CPR, AED, First Aid and Epi-Pen use.

EMERGENCY PROTOCOL

With safety as the top priority of the school, students should be aware that through the course of the year we will be conducting various safety drills. As a school we make it a point to work with local authorities, both in our safety preparation and rehearsals. In the event of an emergency, it is imperative that students follow the direction of faculty and staff, who will guide them through the event.

COUNSELING SERVICES

The counselor is readily available for students. The counseling office supports student's needs and mental health through periodic check-ins, scheduled meetings, and various programs. Students can ask their advisor or school nurse to see the counselor. They can also approach the counselor directly. The school counselor is located in Adams Hall on the 2nd floor, RM 222.

CONFIDENTIALITY

All CATS Academy staff members commit themselves to maintaining appropriate professional tact and discretion with regards to confidential



information they receive. However, to the extent permitted by applicable law, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parent/legal guardians and others when there is a compelling reason for doing so, including, but not limited to: cases of health and safety emergencies (when students or others may be in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the CATS Academy Boston environment; or when legal requirements demand that confidential information be revealed.

The Commonwealth of Massachusetts addresses the issue of confidential care for minors for certain medical conditions. These conditions include but are not limited to: issues relating to the diagnosis, prevention, and care of pregnancy; diagnosis and treatment of sexually transmitted infections; and substance use and abuse. In all matters of student health, all the CATS Academy Boston health care professionals abide by Federal and Massachusetts State Laws with regards to confidentiality and HIPAA (Health Insurance Portability and Accountability Act).



REQUIRED IMMUNIZATIONS

	Grades 7-12
Hepatitis B3	3 doses
DTaP/DTP/DT/Td/Tdap4	4 doses DTaP/DTP or >3 doses Td; plus 1 dose Tdap (See Phase-In Schedule)
Polio 5	>3 doses
Hib 6	NA
MMR 7	Grades 7-11: 2 doses Grade 12: 2 doses measles, 1 mumps, 1 rubella (See Phase-In Schedule)
Varicella 8	Grades 7-11: 2 doses Grade 12: 1 dose (See Phase-In Schedule)
Meningococcal 9, 10	1 dose for new full-time residential students9



TECHNOLOGY

PURPOSE

The purpose of this policy is to ensure that you are aware of how IT and Internet facilities and peripheral devices should be used. It aims to ensure that these facilities are used effectively for their intended purpose without creating unnecessary risk or breaking the law. Any breach of these conditions may lead to withdrawal of the user's access to CATS IT facilities, including the Internet and the CATS Academy Network. In serious instances, misuse of IT systems could lead to criminal charges.

GENERAL PRINCIPLES

The provisions of this policy apply to all digital devices used to access school facilities, this includes cell phones, tablets, iPads, laptops, PCs, Macs and any other device attached to school networks, whether they are supplied by the school or owned by you.

You must demonstrate a responsible approach towards the use of the resources available to you including the use of portable storage items (such as laptops, mobile phones and memory sticks) and your interface with school IT facilities. You must show consideration to other users and those with whom you come into contact on the Internet, by email or in person.

Use of the Internet and associated facilities are intended for education purposes. However, you will be permitted to play games and watch DVDs in the evenings or during times when school lessons are not happening. The Dorm Staff will determine the appropriateness of the material and filtering systems will be in place.



USE OF RESOURCES

You should only download, print, transmit and/or store essential resource material and should always check that the length of a document is reasonable before printing, and wherever possible print in black and white only.

You must maintain the confidentiality of all user IDs, passwords and other credentials provided by the school. Credentials must not, under any circumstances, be disclosed to any individuals outside CATS Academy.

UNACCEPTABLE DELIBERATE USE/MISUSE OF IT RESOURCES

CATS Academy expects you to be fair and sensible when using the school's IT systems. If you are uncertain, you should consult a member of the school. The following activities are unacceptable:

- Access to, or creation, transmission, or publication of any obscene or indecent, ~~racist~~ or otherwise offensive images, sounds, data, emails or other material.
- Access to, or creation, transmission, or publication of any data capable of being displayed or converted to such obscene or indecent, racist, or otherwise offensive images, sounds, data, or other material.
- Access to, creation, transmission, commenting on, or publication of any material which is designed or likely to cause offence, inconvenience, or needless anxiety.
- Creation, transmission, or publication of defamatory material.
- Receipt or transmission of material such that this material infringes the copyright of another person or organization.
- Transmission of unsolicited commercial or advertising materials to other users within CATS Academy, users of the Internet or any other network accessible via the Internet.
- Download and/or installation of any unauthorized software onto school equipment.
- Using the network for personal gain, for promoting political views or for any form of personal advertising.
- Deliberate damage to school IT equipment or theft thereof.
- Deliberate unauthorized access to facilities, services, data or resources at the school or any other network or service accessible via the Internet.
- Deliberate attempts to attack, overload or deny normal operational use of



any services, data or resources at the CATS Academy or any other network or service accessible via the Internet.

- Deliberate activities intended to misrepresent or hide the student's identity, or otherwise disrupt, avoid, or circumvent any of the school's security, access, or content control technologies.
- The use of any file sharing, peer to peer (P2P) or "torrent" based services or software.
- The use of any software which is not fully and lawfully licensed for use on the appropriate equipment.
- Falsifying, creating, modifying, or distributing any materials that misrepresent official school communications.
- Deliberate activities with any of the following characteristics or which, by their nature, would result in:
 - Wasting staff or other users' efforts or network resources, including time on remote systems, bandwidth or the efforts of staff involved in the support of those systems.
 - Corrupting or destroying other users' data.
 - Violating the privacy of other users.
 - Disrupting the work of other users.
 - Using the Internet in a way which denies service to other users by overloading the connection to the network or by downloading large files without prior consultation with the IT Systems Administrator.
 - Continuing to use any item of software after being requested to cease its use because it is disrupting the correct functioning of CATS Academy systems or the Internet.
 - The introduction or design of computer viruses, trojans or other malware.
 - Any use of the Internet that would bring the name of the school into disrepute.

STAFF SUPERVISION OF STUDENT USE

At any time and without prior notice the school maintains the right and ability to examine any systems and inspect and review all data recorded in those systems and any associated storage whether local, portable or internet based. Any information stored in a computer/phone/memory stick or other device may be subject to scrutiny by the school. This examination helps ensure compliance with internal policies and the law.



Students will be required to provide all credentials, passwords, and encryption keys to facilitate such an examination, refusal to do so will be regarded as a severe breach of this policy.

Where there are grounds for suspecting that a student or students may have, or may be, accessing improper material on the school's IT resources or their personal equipment:

The Head of School may request the IT Support staff to investigate and require the student to provide any necessary credentials.

IT Support staff will issue a report as soon as practical to the Head of School.

IT Support staff shall store any materials so found in an appropriate and secure manner, keeping the number of copies required to the minimum.

In cases where the material could lead to a criminal offence, the Head of School shall decide whether external authorities should be involved.

To ensure compliance with this policy, the school may employ monitoring software to check on the use and content of use of the Internet to ensure no serious breaches of the policy. CATS Academy specifically reserves the right for authorized personnel to access, retrieve, read, and delete any communication that is created on, received through, or sent in association with use of the Internet and portable storage facilities to ensure compliance with all school policies. Such monitoring will be used for legitimate purposes only.



USE OF PERSONAL EQUIPMENT BY STUDENTS

Students may use their own digital equipment to enhance their education experience and facilitate communications with their family. At the same time, students must adhere to the following policies and responsibilities. Any use of personal equipment is at the discretion of the school. Students may connect to the school's network through CEG Guest Wi-Fi only.

USE OF COMPUTER LAB BY STUDENTS

Students must exhibit responsible use of the Computer Labs to retain computer privileges. Responsible use includes:

- No food or drink in the Lab.
- Keeping the Computer Lab clean (always leaving it as clean as you found it).
- Refraining from unplugging any Computer Lab property, including power plugs and cables.
- Always logging out when finished using computer.
- Leaving the Computer Lab when it is needed for a class.
- Only print in black and white.
- Only use printers when absolutely necessary.



FINANCIAL OBLIGATIONS

YOUR TUITION FEES INCLUDE

After-school extracurricular and sports program.

- English as a Second Language (ESL) incorporated into daily class schedule, as required.
- Pre-arrival and on-site visa assistance, as required.
- 24-hour on call assistance.
- Lunch in the cafeteria.



THE FOLLOWING WILL INCUR ADDITIONAL FEES ON OCCURRENCE

- Airport transfers from Boston Logan International Airport can be arranged for \$150 each way.
- When available, provision of residency during school vacations is an additional cost.
- ACT/SAT examinations and transportation to and from examinations.
- Transfers within Boston can be arranged via our partner car service and charges will be determined and invoiced to the feepayer.
- Any AP exams undertaken.

Any requests to post documentation or other items to home address or elsewhere may be refused, but if service is provided, costs will be invoiced to fee payer. This does not include a student's initial (or necessarily amended) I-20 which will be posted free of charge but may include any I-20 which is reissued after avoidable loss or damage.



DEPOSIT AND REGISTRATION FEE

- The deposit is \$2,200 and is paid in addition to fees to secure student's place. This will be retained for duration of Student's enrolment at CATS Academy and will be refunded following pre-approved withdrawal from school (not including expulsion) or completion of studies minus any outstanding fees where the school has been given more than 12 weeks' notice.
- The Registration Fee is \$300 to be paid with the deposit upon initial application to CATS Academy only.

DEADLINE FOR PAYMENT OF FEES OVERDUE FEES

- Full annual tuition, residential and additional fees are due at least two weeks before the start of each semester.
- The school reserves the right to remove a student from classes or withhold a student's transcripts or High School Diploma until overdue fees are received.

CANCELLATIONS AND WITHDRAWALS

- 12 weeks' notice must be given for any withdrawal from CATS or change to residential option, or else CATS Academy will retain full fees for following semester.
- You will be informed in advance of the re-enrolment deadline and must return the signed Re-enrolment Contract by the deadline to confirm your place for next year. Please note that confirming your place via the signed Re-enrolment Contract renews your deposit for another year and the deposit will not be refunded following a subsequent withdrawal less than 12 weeks before the start of the next academic year.
- Please see your Student Enrolment Contract for full details of the Terms and Conditions of your enrolment.



FINANCE QUERIES

For any queries relating to finances, including request for invoices or statements, please contact:

finance@catsglobalschools.com

Payments can be paid by the following methods:

- Bank transfer to the CATS Academy account
- (An additional \$20 must be transferred with the fees to cover bank charges):
- Account Name: CATS Academy Boston Inc.
- Bank Name: RBS Citizens, N.A.
- Bank Address: 1 Citizens Drive, Riverside, Rhode Island 02915
- Account Number: 1322714301
- ABA number: 011500120 SWIFT
- Code: CTZIUS33
- Check in the name of CATS Academy Boston
- bank Transfer
- Bank transfers can be made more conveniently using Flywire.

Benefits include:

- Eliminate hidden bank fees and ensure CATS Academy receives the correct amount.
- Save on exchange rates – in most cases you can make a payment in your home currency. Flywire will process the currency exchange, offering you wholesale exchange rates unmatched by traditional banks.
- 24-hour multilingual customer support so that you can track your payment throughout the process.

Visit the following address to make a payment using Flywire:

<https://www.flywire.com/school/CATSacademy>



OTHER RULES AND EXPECTATIONS

ANTI-BULLYING POLICY

CATS Academy recognizes that bullying and harassment can lead to absenteeism, depression and poor performance among students, faculty and staff, and can threaten the school's ability to provide a safe and effective academic environment. The school is committed to preventing bullying and harassment. We recognize that doing so effectively will require a unified effort within the entire school community, including students, parents, staff, faculty and the administration. The school has adopted this policy to assist the faculty, staff and administration in recognizing, reporting, and handling incidents of bullying and harassment.

It is essential that all faculty and staff understand their obligations under this policy. Bullying or harassment by employees against students will not be tolerated and shall be just cause for disciplinary action, up to and including termination. Moreover, failure to promptly report known bullying or harassment by employees against students or among students may be cause for disciplinary action, up to and including termination.

DEFINITIONS

Bullying is the repeated use of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- (i) causes physical or emotional harm.
- (ii) places the victim in reasonable fear of harm to himself/herself or damage to his/her property.
- (iii) creates a hostile environment at the school for the victim.
- (iv) infringes on the rights of the victim at school.



(v) materially and substantially disrupts the education process or the orderly operation of the school.

Cyberbullying refers to conduct, as defined above, that occurs through the use of data, telephone, cellular phone, pager or computer software that is accessed through a computer, computer system or Internet network, without regard to whether the computer is owned by the school, accessed on school property, or connected to the Internet via a school network, so long as:

- A reasonable student or employee should know, under the circumstances, that the act will have the effect of harming another or damaging their property.
- It has the effect of insulting or demeaning a student or employee in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- The act is directed specifically at student(s) or employee(s) and was maliciously intended for the purpose of disrupting the school.

REPORTING:

Bullying and cyberbullying are prohibited by employees against students and by students against employees, employee against employee and student against student.

- A student, parent or employee may anonymously report an act of bullying or cyberbullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.
- Each employee who has knowledge that would lead a reasonable person to suspect bullying or cyberbullying must immediately report it to the Head of School or other senior administration.
- Good faith reporters who promptly notify the designated administrator(s) of bullying or cyberbullying in compliance with this policy are immune from an adverse employment decision based on the reporting itself or any failure to remedy the reported incident.
- No retaliation will be tolerated against individuals who make good faith allegations of bullying or cyberbullying.



INVESTIGATING:

Once an incident of suspected bullying or cyberbullying is reported, the designated administrators, the Head of School will document the allegation in writing. The designated administrators will immediately investigate the allegation which may include:

- Conferring with the school psychiatrist or counselor.
- Contacting the victim's parent or guardian.
- Interviewing the victim.
- Contacting the alleged perpetrator's parent or guardian.
- Interviewing the alleged perpetrator.
- Notifying the Department of Children & Families if reporting is required under Massachusetts General Law Ch. 119 § 51A.
- Notifying law enforcement if the bullying or harassment constitutes criminal activity.

DISCIPLINARY REMEDIES AND VICTIM ASSISTANCE BY THE HEAD OF SCHOOL:

- If the investigation finds that a student was the victim of bullying or cyberbullying, the Head of School, psychiatrist/ counselor and/or parents shall determine the appropriate remedial action for the perpetrator.
- Depending on the circumstances, and in the sound discretion of the Head of School, appropriate remedial action for a student perpetrator may include counseling, referral to appropriate services, detention, suspension and/or expulsion.
- Depending on the circumstances, and in the sound discretion of the Head of School, appropriate remedial action for an employee perpetrator may include verbal or written warning(s), anti-harassment training, suspension and/or termination.
- Depending on the circumstances, and in the sound discretion of the Head of School, counseling and/or referral to appropriate services may be recommended for the victim.



SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school community. In the school setting, sexual harassment is behavior that is sexual in nature, is unwelcome and denies or limits another student's ability to participate in or benefit from the school's programs. Sexual harassment can be verbal, nonverbal, or physical. Examples of sexual misconduct may include but are not limited to: suggestive or lewd remarks; touching of a sexual nature; telling sexual or dirty jokes; spreading sexual rumors; circulating or showing emails or websites of a sexual nature; or displaying or distributing sexually explicit drawings, pictures or written materials.

Any incident involving sexual harassment, or any harassment of a sexual nature, should be reported to the Dean of Student Life or to the Director of Residential Life. Disciplinary action for confirmed instances of harassment could lead to discipline, including dismissal from school.

HATE SPEECH

At CATS Academy, freedom of speech and expression are essential to our core values and mission. We are an inclusive community that encourages respect and learning, and we allow differing opinions to be heard.

Hate speech is defined as language that offends, threatens, or insults groups, based on race, ethnicity, gender, religion, national origin, sexual orientation, disability, or other traits. Hate speech can occur in the following forms: written, non-verbal, visual, artistic, etc. and may be disseminated through any media, including messaging, social media and other applications.

If a student is observed using hate speech at CATS, the Student Life Office will meet with the student(s) and discuss why it is important not to use such language. All incidences of Hate Speech violations will be recorded on the student's profile (Shackleton). Due to the delicate nature of these incidents, the administration will carefully consider all the details of each situation to determine the fair and appropriate disciplinary sanctions. In extreme cases, the school reserves the right to advance the students discipline action accordingly to include suspension or permanent exclusion.



NON-DISCRIMINATION CLAUSE

CATS Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sexual orientation, nationality or ethnic origin, or disabilities in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Boston is our campus; CATS Academy students are considered students everywhere. As such, you are expected to behave in accordance with the rules and policies always established by the Academy. Failure to do so may result in disciplinary action.



STUDENT CONTRACT

STUDENT CONTRACT OF ACHIEVEMENT

I have read and understand the content of the Student Handbook.

To the best of my abilities, I will endeavor to:

- Attend all of my lessons.
- Be punctual.
- Complete all independent learning and weekly assessments.
- Be fully prepared for all my lessons.
- Be fully attentive and make a positive contribution in all my lessons.
- Abide by school and residence rules.
- Treat all staff and students with respect.
- Attend all meetings with my Personal Advisor and strive to develop a positive relationship.
- Take advantage of any extra support that is arranged.
- Work with complete dedication towards the targets laid out in my Independent Learning Plan.
- Inform my tutor or other member of the school if I need help.
- Take full advantage of the many and diverse opportunities offered by the school and enjoy life fully

Name:

Date:

CATS Academy Boston

2001 Washington
Street Braintree, MA
02184

Campus Number

+1 857 400 9700

Emergency Number

+1 617 610 5635

www.catsacademyboston.com

