

# STUDENT AND PARENT HANDBOOK

COLEGIO AMERICANO DE TORREÓN, A.C.



HIGH SCHOOL (IE-12 GRADES)  
2016 - 2017

Dear Students and Parents,

On behalf of the Colegio Americano de Torreon staff and faculty, I welcome you to another great year. I hope that you rested well over the summer.

The Colegio Americano de Torreon is a dynamic and exciting place that strives to challenge and inspire each student to achieve their future goals. Learning is the core of everything that we do at CAT as while we also strive to develop our students culturally, artistically, technologically, and athletically.

The Colegio Americano de Torreon faculty are a dedicated and professional team of teachers from North America. They work hard to ensure that each student is provided with exceptional education, care, and support as they go through their middle school and high school years.

I am beginning my 15th year as an educator. After many years of working in the classroom teaching students, several years teaching teachers to be better teachers, and serving as a Director of Learning in Colombia, I am embarking on my 2nd year as Principal at Colegio Americano de Torreon. I will continue to use my love of learning to drive the mission and vision of our high school and middle school.

We are working toward a common vision of professional learning communities based on improved instructional practices and using data to inform instruction. The end goal is that we are better teachers to prepare your students for the world in a 21st century.

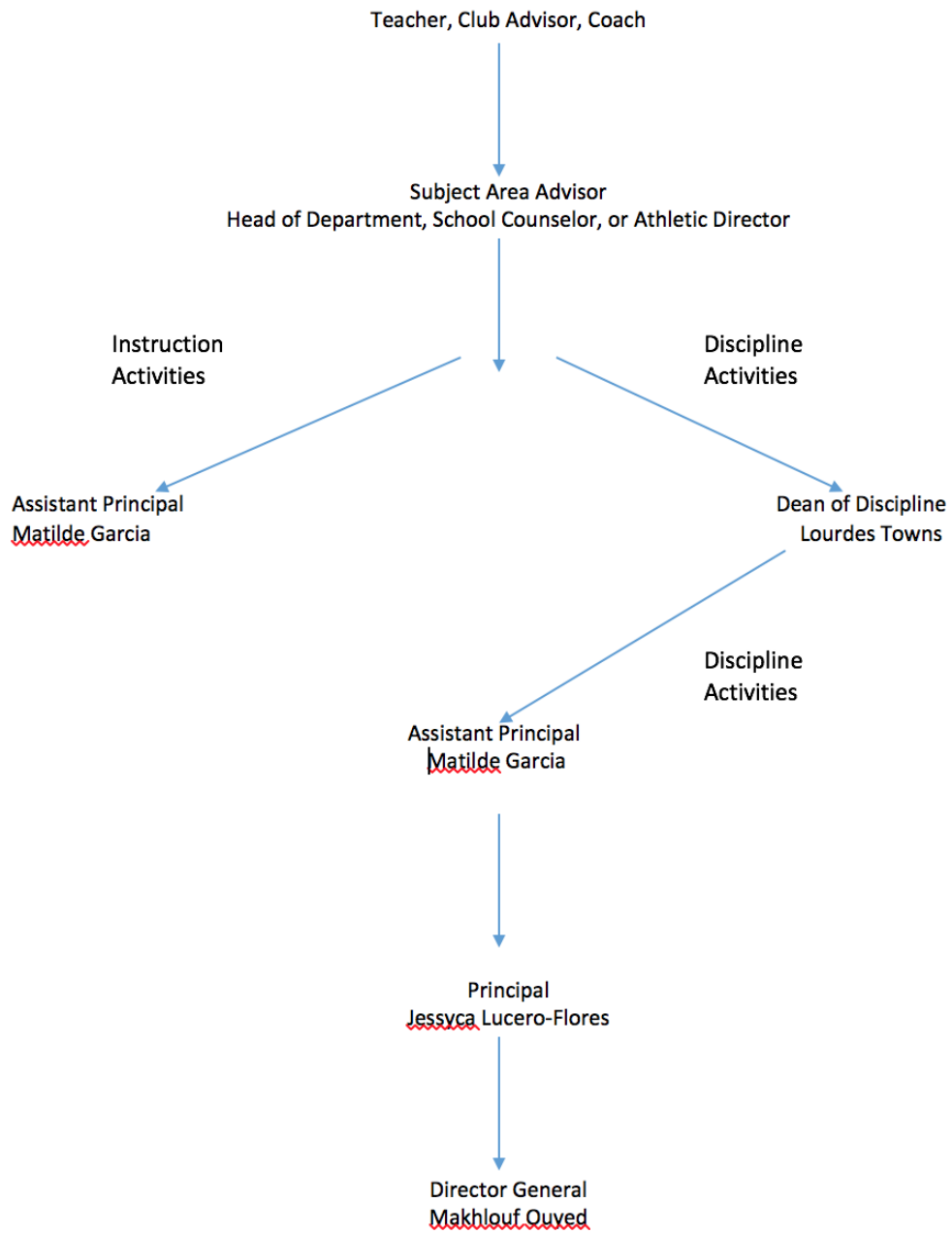
I believe in effort-based intelligence (grit), that growth and achievement comes from hard work and excellent working habits. I encourage you to explore the CAT website to learn more about our school as a whole and our quest to help students achieve their dreams as passionate learners preparing to contribute to our world.

I look forward to meeting you in the future at various events throughout the year.

Sincerely,

Jessyca Flores  
Secondary Principal

# CAT High School Parent Communication Guide (Matters involving Instruction, Discipline, or Sports)



***Please follow this guide to resolve concerns most efficiently.***

## CONTACT INFORMATION

School Address/Phone Numbers

Paseo del Algodón #500 Los Viñedos Torreón, Coahuila

Telephone: 222-51-00

web: [www.cat.mx](http://www.cat.mx)

**SCHOOL HOURS 7:15am - 3:15 pm**

CAT High School Directory

All departments may be reached through the switchboard (222-51-00)

High School Principal	Jessyca Lucero-Flores (ext. 3022)
Director of Academic Affairs	María Matilde García V. (ext. 3019)
Counseling Director and College Advisor	Ana Claudia Sada (ext. 3012)
IE - 12th Grade Counseling	Valeria Cano (ext. 3069)
IE -12th Grade Academic Counselor	Ricardo Del Río (ext. 3038)
Athletic Director	Héctor Gaytán (ext. 3011)
Technology Coordinator	Carlos Ramírez (ext. 3016)
Librarian	Andrea Bravin (ext. 3033)
Health Office	Jenny Puentes (ext. 3009)

**CAT Calendar for School Year 2016-2017**

August 15	First Day for Students
September 7	HS Open House
September 16	Holiday
October 7	Professional Development Day
October 10	Beginning of 2nd Quarter
November 21-25	Thanksgiving Break
December 19- January 3	Winter Holidays
January 4	Professional Development Day
January 5	Beginning of 3rd Quarter
February 6	Holiday
March 17	Professional Development
March 20	Holiday
March 21	Beginning of 4th Quarter
April 10-21	Easter Holidays
May 1	Holiday
June 15	Graduations
June 16	Last Day Students

**Extra Dates: ASOMEX EVENTS, ARTS FESTIVAL, OLWEUS ASSEMBLIES, STUDENT ACTIVITIES, SENIOR TALKS, ETC. *Please read emails for information.***

***Please see our website and facebook page for further event and information updates throughout the year.***

## Activities and Event Calendar

\*Dates Subject to Change

Event	Event Date	Club/Sponsor	Grade Levels
STUCO Campaigns	August 22-25	STUCO	ALL
STUCO Elections	August 26		ALL
Zacatecas Trip	September 15-17	Club de Investigación	IE-8
College Fair	October 11	Counseling	10-12
OLWEUS Kick Off	October 21	OLWEUS	ALL
ASOMEX Golf	October 27-28	ASOMEX Sports	All Ages
Halloween	October 28	STUCO	ALL
Alter de los Muertos	November 2	CAT	ALL
Debates	November 3-5	ASOMEX CAT	IE-12
Track and Field	November 10-12	ASOMEX Sports	All Ages
Mexico City Trip	November 18-25	Club de Investigación	IE-8
Peru Trip	November 18-26	CAT Ensemble	All Ages
Soccer	December 1-5	ASOMEX Sports	10-12
End of Semester Activity	December 1	STUCO	IE-12
Basketball	January 20-24	ASOMEX Sports	7-8
MUN	January 25-27	ASOMEX MUN	HS
Volleyball	January 27-32	ASOMEX Sports	MS and HS
Soccer	February 1-3	ASOMEX Sports	10-12
Basketball	February 9-13	ASOMEX Sports	10-12
Soccer	February 9-13	ASOMEX Sports	IE-8

<b>Valentine's Day</b>	February 14	STUCO	IE-12
<b>Soccer</b>	February 15-19	ASOMEX Sports	8-11
<b>Huasteca Trip</b>	February 23-26	Club de Investigación	9
<b>Basketball</b>	February 23-25	ASOMEX Sports	8-10
<b>ASOMEX Arts</b>	March 3-5	ASOMEX Arts	HS
<b>GIN Conference</b>	March 9-13	CATtus	HS
<b>Basketball</b>	March 10-14	ASOMEX Sports	11-12
<b>Arts Festival</b>	March 10	CAT Arts	ALL
<b>Soccer</b>	March 17-21	ASOMEX Sports	IE-8
<b>Basketball</b>	March 17-21	ASOMEX Sports	8-10
<b>Soccer</b>	March 24-28	ASOMEX Sports	8-10
<b>Swimming</b>	March 31-April 2	ASOMEX Sports	ALL
<b>China</b>	TBD (March 3-21)	CATravel	11-12
<b>Europe</b>	TBD (March 3-21)	CATravel	9-10
<b>USA</b>	TBD (March 3-21)	CATravel	IE-8
<b>End Quarter 3 Activity</b>	April 6	STUCO	IE-12
<b>Robotics</b>	April 19-21	CAT Robotics	HS
<b>Programming</b>	TBD	CAT Robotics	HS
<b>Love Your Planet</b>	TBD	CATtus	ALL
<b>End of Year Awards</b>	May 18,19	CAT	MS, HS
<b>End of Year Activities</b>	May 18,19	STUCO	MS, HS

## Assessment Calendar

Assessment	Dates	Grade Level
MAP	August 29-September 7	7-9
PSAT	February 10	10
AP	May 1-10	11-12
SAT	May 6	11
MAP	May 3-12	7-9
NWEA	May 22-26	9

### OLWEUS MORNING MEETING DATES

*During this 20-30 minute time slot, homeroom teachers present lessons that focus on concepts of how to proactively identify behaviors that may fall under the bullying “umbrella.” Strategies are explored, via classroom discussion, regarding multiple ways in which students may immediately intervene to assist in eliminating these types of behaviors. During these classroom sessions, a variety of instructional strategies have been utilized to carry out the program’s intent: role-playing, art projects, skits, video discussions, integration of literature & music, and general face-to-face discussion among teachers & students. The premise behind these meetings is to empower students and teachers to be proactive.....not reactive!*

*It is important to note that most negative student behaviors are, in fact, poor choices.....not bullying.*

September 1, 2016	September 8, 2016	September 22, 2016
October 6, 2016	November 3, 2016	November 17, 2016
December 1, 2016	January 5, 2017	January 19, 2017
February 2, 2017	February 16, 2017	March 2, 2017
March 16, 2017	April 6, 2017	May 4, 2017
June 1, 2017		



### **OLWEUS MORNING MIX (HOUSE-LIKE ACTIVITIES)**

*Morning Mix activities are designed to help meet the unique needs of our students, coaching beyond the bounds of the regular classroom to provide opportunities for developing their sense of community and cooperation. Students will participate in a variety of competitive and noncompetitive activities with their mixed generation group. These activities will include competitions that emphasize sportsmanship and participation, team-building activities within the mix, and creative events that will help to build an identity. All students are assigned to an OLWEUS class of their peers under the advisory of their morning meeting teacher. During Morning Mix, students and their morning teachers participate in activities that are relevant to the academic, social, and emotional needs of the students in the group. Each mixed team consists of several grade levels.*

<b>September 29, 2016</b>	<b>October 27, 2016</b>	<b>January 26, 2017</b>
<b>February 23, 2017</b>	<b>March 20, 2017</b>	<b>May 25, 2017</b>

### **OLWEUS MORNING GENERATION (GRADE LEVEL ACTIVITIES)**

*Morning Generation activities are designed to help meet the unique needs of our students, coaching beyond the bounds of the regular classroom to provide opportunities for developing their sense of community and cooperation. Students will participate in a variety of competitive and noncompetitive activities with their generation. These activities will include competitions that emphasize sportsmanship and participation, team-building activities within the generation, and creative events that will help to build an identity. During Morning Generation, students and their grade level teachers participate in activities that are relevant to the academic, social, and emotional needs of the students of the generation.*

<b>November 10, 2016</b>	<b>January 12, 2017</b>	<b>February 9, 2017</b>
<b>March 9, 2017</b>	<b>May 11, 2017</b>	

**Bell Schedule | Regular Day**

<b>Grades IE-8th</b>		<b>Grades 9-12</b>	
Period 1	7:45-8:33	Period 1	7:45-8:33
Period 2	8:38-9:26	Period 2	8:38-9:26
BREAK	9:26-9:36	BREAK	9:26-9:36
Period 3	9:40-10:28	Period 3	9:40-10:28
Period 4	10:33-11:21	Period 4	10:33-11:21
LUNCH	11:21-11:56	Period 5	11:26-12:14
Period 5	12:01-12:49	LUNCH	12:14-12:49
Period 6	12:54-1:42	Period 6	12:54-1:42
Period 7	1:47-2:35	Period 7	1:47-2:35

**Bell Schedule A | Flag Salute or Short Event**

<b>Grades IE-8th</b>		<b>Grades 9-12</b>	
Event	7:45-8:07	Event	7:45-8:07
Period 1	8:12-8:56	Period 1	8:12-8:56
Period 2	9:01-9:45	Period 2	9:01-9:45
BREAK	9:45-9:55	BREAK	9:45-9:55
Period 3	10:00-10:44	Period 3	10:00-10:44
Period 4	10:49-11:33	Period 4	10:49-11:33
LUNCH	11:33-12:08	Period 5	11:38-12:22
Period 5	12:13-12:57	LUNCH	12:22-12:57
Period 6	1:02-1:46	Period 6	1:02-1:46
Period 7	1:51-2:35	Period 7	1:51-2:35

**Bell Schedule B | Morning Meetings, Assemblies and Flag Salutes**

<b>Grades IE-8th</b>		<b>Grades 9-12</b>	
Event	7:45-8:35	Event	7:45-8:35
Period 1	8:40-9:20	Period 1	8:40-9:20
Period 2	9:25-10:05	Period 2	9:25-10:05
BREAK	10:05-10:15	BREAK	10:05-10:15
Period 3	10:20-11:00	Period 3	10:20-11:00
Period 4	11:05-11:45	Period 4	11:05-11:45
LUNCH	11:45-12:20	Period 5	11:50-12:30
Period 5	12:25-1:05	LUNCH	12:30-1:05
Period 6	1:10-1:50	Period 6	1:10-1:50
Period 7	1:55-2:35	Period 7	1:55-2:35

### Bell Schedule C | Afternoon Activities, Assemblies

\*Lunch overlap with Elementary School

Grades IE-8th		Grades 9-12	
Period 1	7:45-8:25	Period 1	7:45-8:25
Period 2	8:30-9:10	Period 2	8:30-9:10
BREAK	9:10-9:20	BREAK	9:10-9:20
Period 3	9:25-10:05	Period 3	9:25-10:05
Period 4	10:10-10:50	Period 4	10:10-10:50
LUNCH	10:50-11:20	Period 5	10:55-11:35
Period 5	11:25-12:05	LUNCH	11:35-12:05
Period 6	12:10-12:50	Period 6	12:10-12:50
Period 7	12:55-1:35	Period 7	12:55-1:35
Event	1:40-2:35	Event	1:40-2:35

### Bell Schedule X | Long Assemblies and Special Events

Grades IE-8th		Grades 9-12	
Event	7:45-9:00 9:15-	Event	7:45-9:00
Period 1	9:50	Period 1	9:15-9:50
Period 2	9:55-10:30	Period 2	9:55-10:30
BREAK	10:30-10:35	BREAK	10:30-10:35
Period 3	10:40-11:15	Period 3	10:40-11:15
Period 4	11:20-11:55	Period 4	11:20-11:55
LUNCH	12:00-12:35	Period 5	12:00-12:35
Period 5	12:40-1:15	LUNCH	12:40-1:15
Period 6	1:20-1:55	Period 6	1:20-1:55
Period 7	2:00-2:35	Period 7	2:00-2:35

ADMINISTRATION RESERVES THE RIGHT TO CHANGE THE BELL SCHEDULE. DUE TO HAVING SECTIONS OF HIGH SCHOOL AND MIDDLE SCHOOL, EVERY EFFORT WILL BE MADE TO MAKE THE MOST USE OF INSTRUCTIONAL TIME THAT WILL NOT AFFECT LUNCHES, RECESS, AND CLASS PERIODS.

## .001. Introduction to CAT

**COLEGIO AMERICANO DE TORREON | HIGH SCHOOL HANDBOOK  
V.1. June 2016**

Colegio Americano de Torreón (CAT) is a private, non-profit, independent, non-denominational, international day school providing a bilingual/bicultural education program to Mexican, U.S., and international students in grades pre-kindergarten through 12. While the school offers a U.S. -type curriculum similar to U.S. schools in several respects and is fully accredited in the U.S., it is incorporated and licensed in Mexico and students must also meet all requirements for the Mexican diploma, unless they are of high school age and specifically registered in a grade 9-12, U.S. high school diploma program.

The school is governed by a Board of Directors which meets monthly and sets the budget and general policies for the operation of the school. The school administration is in charge of the day-to-day operation.

The curriculum is designed to be college-preparatory and students of average ability may encounter some difficulties in grades 9-12. The course offerings in these grades include requirements for the Mexican diploma and are heavily weighed in mathematics and science. Since all students must take required courses in Spanish, students from the U.S. and non-Spanish speaking countries may encounter additional difficulties. There are very limited resources for students with mild learning disabilities; hence, they may not be admitted unless the school is able to meet their educational needs.

Prospective students are required to take an admissions examination. Results of the examination and previous academic records are reviewed by school authorities. Most U.S. and other international students are given priority for admissions testing and will be accepted upon satisfactory passage of the admissions examination and compliance with normal registration procedures and payment of fees.

While English is the official language of the school and encouraged at all times, the use of Spanish among students is common in the hallways and playing fields.

Student enrollment is approximately 1,400 from Kinder I (Nursery School) through grade 12. Normal class sizes are 25 students to one teacher. The student body is 97% Mexican, 2% U.S., and 1% other. The faculty has 81 teachers and 10 teaching assistants. The faculty is 64% Mexican, 33% U.S., and Canadian, and 2% other.

## .002.

## **HISTORY OF CAT**

Colegio Americano de Torreón was founded in September 1950 with 38 students and four teachers. Four years after its founding, when the school still occupied the large, old house at Calle Escobedo 208 Pte., C.A.T. was officially accredited by the Southern Association of Colleges and Schools, and has maintained its accreditation ever since. The Torreon Jardin building was inaugurated in 1960 and was occupied during 46 years. In August of 2001 a new facility with the modern installations essential to meet the needs of students into the 21st century opened for students in grades 7 through 12 at Los Viñedos; then in August 2006 the building for Kinder and Elementary started its function, allowing the merging of the institution in one campus.

The school strives to be representative of the best aspects of Mexican and U.S. culture, language, pedagogy, and values. A major emphasis is placed on the development of bilingual ability and bicultural sensitivity, which are fast becoming prerequisites for successful living in the culturally and linguistically diverse areas of the southern United States and northern México. The school is governed by a Board of Directors that is elected by the Civil Association, legally constituted by the parents of enrolled students. The Board of Directors is the organism that writes the policies for the operation of the school. C.A.T. is a member of ASOMEX, the Association of American Schools of Mexico, through which members of the school community enjoy the opportunity to participate in conferences, teacher conventions, professional workshops, student cultural exchanges, and athletic events.

CAT is supported by the Parents Association (Asociación de Padres de Familia) who, besides donating equipment for both curricular and extracurricular programs, work as volunteers for the general benefit of students and school personnel. The school community itself is composed, in large part, of professionals, many of them graduates of the school.

### **VISION**

Excellence for Life

### **MISSION STATEMENT**

Colegio Americano de Torreon is a bilingual bicultural nursery to 12<sup>th</sup> grade institution based on the best teaching practices. Through a rigorous college preparatory curriculum, we are dedicated to preparing our students to be socially committed leaders and responsible citizens who are successful in a global environment. Core classes are taught in English. Graduates earn a U.S. high school diploma as well as a Mexican “Bachillerato” certificate

### **SHARED BELIEFS** (Will be updated with approved beliefs)

Every CAT graduate will:

1. Be prepared for university study anywhere in the world.

2. Be fully bilingual in English and Spanish with motivation to develop a third language.
  3. Be highly qualified in the use of modern technology.
  4. Be globally aware and respectful of diversity through a deep understanding of their own cultural identity.
  5. Be socially proactive leaders and ecologically responsible global citizens.
  6. Have the right to grow and learn in a safe and healthy environment.
  7. Have parents who take an equal responsibility for being actively involved in their children's education.
  8. Have access to a staff who is highly qualified, compassionate and committed to their success.
  9. Develop a love for learning.
  10. Have diverse opportunities to develop their athletic and artistic talents.
- SPEAKING ENGLISH** At CAT, 98% of the student body speaks Spanish as a native language and it is the language of instruction of a few classes. English is the official language of communication at the Colegio Americano de Torreón, although most of the time, it is only used within the classroom context.

**.003.**

### **Pledge of Allegiance**

<p><b>JURAMENTO A LA BANDERA</b>          Bandera de México, legado de nuestros héroes símbolo de la unidad de nuestros padres y nuestros hermanos. Te prometemos ser siempre fieles a los principios de libertad y de justicia que hacen de nuestra Patria la nación independiente humana y generosa a la que entregamos nuestra existencia.</p>	<p>United States of America</p> <p>I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.</p>
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### **National Anthems: Mexico and United States of America**

<p><b>HIMNO NACIONAL MEXICANO</b></p> <p><b>Chorus</b>          Mexicanos al grito de guerra el acero aprestad y el bridón y retiemble en su centro la tierra al sonoro rugir del cañón</p> <p>Ciña !Oh Patria! tus sienas de oliva de la paz el arcángel divino que en el cielo tu eterno destino por el dedo de Dios se escribió.</p> <p>Más si osare un extraño enemigo profanar con su planta tu suelo piensa !Oh Patria, querida! que el cielo un soldado en cada hijo te dio (REPEAT CHORUS)</p>	<p><b>US NATIONAL ANTHEM</b></p> <p>O say can you see, by the dawn's early light,          What so proudly we hailed at the twilight's last gleaming,          Whose broad stripes and bright stars through the perilous          fight, O'er the ramparts we watched, were so gallantly          streaming?</p> <p>And the rockets' red glare, the bombs bursting in air, Gave          proof through the night that our flag was still there; O say          does that star-spangled banner yet wave O'er the land of          the free and the home of the brave.</p>
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## 004. Section I. Admissions

Students interested in enrolling at the Colegio Americano de Torreón MUST submit all required documents (transcripts, report cards from previous schools to the counseling office BEFORE the administration considers the application. After reviewing these documents, an entrance/placement exam will be scheduled and the student must successfully pass the entrance/placement exam to be eligible for enrollment at C.A.T.

Due to the nature of our rigorous middle school academic program, students applying for admission into 7th. grade must come from a bilingual, bicultural or English speaking institution.

\* Graduating students from Colegio Ingles who wish to enroll in the 9 th grade at CAT. and have a minimum 85% GPA (grades 7-8) are exempt from taking the admission exam.

The complete list of admission requirements is available in the Office of Community Relations. Students who do not complete the admission requirements and who do not pass the entrance examination will not be eligible to enroll in the Colegio Americano de Torreón.

CAT students returning from a year abroad in an English-speaking country will be exempted from taking an entrance exam. However they need to revalidate their coursework with SEP before being readmitted. C.A.T is not involved in this process. If they go abroad for 11 th grade, they must take a U.S history or equivalent course in order to receive their High School Diploma.

***IMPORTANT: Colegio Americano de Torreón is a college preparatory, bilingual, accredited school and does not have a program nor the resources for students with special needs or learning disabilities.***

### 12th Grade Admissions:

12th grade students wishing to enter into CAT for their 12 th grade year can only do so, on two conditions:

1. Students transferring to Torreón because of family relocation and that have passed CAT's entrance exam
2. Students that are coming to our school for the first time and that spent their 10th and 11th grades abroad and that have passed CAT's entrance exam.

**\*\*Non-admittance:**

Students that have studied their 10th and 11th grades here in Torreon, at different academic institutions MAY NOT apply for their 12th grade academic year here at CAT.

**ADMISSION PROCEDURE (Intensive English)**

1. All students applying for enrollment to the Intensive English Program will take an English placement exam. All students completing Intensive English classes will be given an exit/placement exam in English, Science and Math (these exams will be in English).
2. In keeping with the CAT spirit of "Excellence for Life" the staff of the Intensive English program and administration believe that the successful completion of the I.E. academic program with a grade point average of 70% or higher in each Intensive English Core class will lead to successful admittance into the CAT secondary school.
3. This does not include PE and Computers since these are not core subjects.
4. The IE staff and administration feel that any student that has not met the 70% minimum in each of the IE Core classes is not fundamentally or academically ready to move on to the rigors of the CAT seventh grade program.
5. Since oral communication skills play an important part in language development, it is essential that students receive a minimum grade in the oral exam of 70%.
6. Like in any other grade, if an IE student does not meet the disciplinary conditions he may not be enrolled in 7th grade.
7. If an IE student fails to reach the minimum of 70% in each class, it is for the best interest of the child's academic success that they shall not be passed into the CAT secondary school.
8. At the end of the academic year, the IE teachers, administration, and General Director will review all grades, behavior records, and oral language exam to determine admittance to 7th grade.

**005. Section II. Support Programs and Services****Bilingual Education**



Bilingual services are delivered through a Dual Language model. The Dual Language model provides most of the day of core curriculum instruction in English, and the Mexican curriculum, and some electives in Spanish. The purpose is to develop oral fluency and literacy in two languages.

### **Cafeteria/Food**

CAT offers breakfast and hot lunches on a daily basis for an additional amount. On a normal day, there are two (2) lunch periods (one for Secundaria and one for Prepa). **Food is to be eaten only in the cafeteria and, during lunch waves, in the designated outdoor area. STUDENTS ARE EXPECTED TO TAKE RESPONSIBILITY FOR CLEANING UP THEIR AREAS IN ALL PARTS OF THE SCHOOL WHEN FINISHED EATING.**

Students are not allowed to order takeout food to be delivered to the high school. Students will be allowed to carry water in a clear, closed plastic container. Instructional settings such as computer labs, science labs, and other designated areas prohibit the consumption of water due to safety or equipment issues. Students failing to comply will be subject to loss of privileges.

**FOOD AND DRINKS PURCHASED IN THE CAFETERIA MUST REMAIN IN THE CAFETERIA OR VENDING MACHINE AREAS AND MAY NOT BE TAKEN BACK TO CLASS AFTER LUNCH OR RECESS AS WELL AS THE 2ND OR 3RD FLOORS. STUDENTS MAY NOT LEAVE CLASS PERIODS TO PURCHASE FOOD. THEY MAY ONLY PURCHASE DURING 10 MINUTE BREAK OR ASSIGNED LUNCH PERIOD.**

Students that participate in clubs, tutoring, or activities that enhance their learning have the right to eat. Should they need to attend any of the following, they may eat in the classroom under supervision of the club advisor/sponsor. Additionally, if a teacher allows students to eat in the classroom, the food needs to be brought from home, require no utensils, and not be a disruption to the class (examples include: granola bars, liquid yogurt, apples, bananas).

If the classrooms start to become messy, dirty, or students are abusing the policy and purchasing food during class periods, the PRINCIPAL will reserve the right to CANCEL ALL FOOD ITEMS being allowed in classrooms.

Students may spend time in the library during lunch with an appropriate pass.

### **Counseling Programs**

CAT's counseling department offers a wide variety of services to students, staff and the community. These include assistance with personal, social, and academic problems, as well as planning for the future. Counseling is available to students on a

“drop in” or appointment basis. There is assistance for students that are dealing with anger, grief, abuse, divorce, etc.

Counselors are active listeners and suggest ways to solve problems. Various written and electronic resources are in the School Counseling Office for students and parents.

**How Do Students Contact Their Counselors?** Students are encouraged to visit the counseling office to arrange a meeting with counselors. Each counselor's' schedule is available to students during the day and they can sign up for a meeting during their free periods, lunch, and before and after school. Counselors may also contact students for a conference during the day.

#### **How do Parents/Guardians Contact the Counselors?**

Parents/guardians are urged to make appointments with the counselors when questions or concerns develop. The school counseling secretary will set up appointments as requested.

#### **College/Career Counseling**

1. Individual and group conferences regarding college/career planning are held.
2. Computer software is available to give information regarding up-to-date descriptions of colleges/careers and closely related materials and sources of further information.
3. Tools such as the “Orientate” are resources used.
4. A variety of college/career programming is available: College Night, College Fair, etc.

#### **Educational Counseling**

1. Assistance is provided to students to choose courses that best suit their interest, ability, and career choice.
2. Counseling is available to students who exhibit academic difficulties. Parents/guardians, teachers, and other professionals are included in this process.
4. Supplemental testing is recommended when needed.
5. Help is available in locating a student or professional tutor when requested.

#### **Orientation to the School Counseling Department**

1. Grade 6 students entering CAT High School
2. Students new to CAT
3. Parents/guardians of IE and 7th Grades

#### **Personal Counseling**

1. A student may consult with a counselor regarding a personal problem.

2. Counselors may, at times, meet with groups of students who share common problems.

3. A counselor is an excellent resource for names of professionals who help meet specific needs of students. These referrals extend to professionals inside and outside of the school system.

4. Counselors will work with students as they develop their own decision-making skills.

5. Counselors are available to assist students who feel they have an immediate emotional need.

### **Privacy of Information:**

Counselors adhere to confidentiality. This applies to the information gathered from student discussions as well as student records. However, if information is known that a person may cause physical harm to themselves or to others, the staff is required to report the information to the appropriate authorities.

### **Program of Studies:**

A Program of Studies is distributed to all students prior to selection of a schedule for the following year. The Program of Studies contains a complete list of course descriptions and all other necessary academic and vocational information for both students and parents/guardians to consider when selecting a future program.

### **School Records:**

Anyone requesting a copy of student records is allowed to have one copy free of charge.

Additional services are offered in bully proofing, class organization, and other areas. Limited family therapy is available. Counselors are accessible to staff and parents before, during, and after school by scheduling an appointment. Parents are urged to contact the counseling department regarding any aspect of student behavior or academic performance. Our counselors may be reached by calling:  
222 5100 ext. 3039

### **Health Office**

CAT's Health Office is staffed with a full time health assistant. In the event of an illness or injury at school, the student must report to the health room (located on the elementary campus) for evaluation and care. Parents will be contacted by the health room staff, if warranted. Please keep phone numbers updated, so a family member, friend, or neighbor can be contacted for serious illness, injury, or emergency. **Students may not leave campus, but must be picked up by an adult authorized by the parent.** The health assistant should be notified of any chronic or serious health problems, especially asthma, heart conditions, diabetes, seizure disorders, or a history of anaphylactic reactions to insects or foods. Please contact the health assistant for questions or health concerns by calling: 22 5100 ext. 3009

**Administration of Medication:**

No medication will be administered to a student unless the written order of an authorized prescriber (other than a parent/guardian) and the signed authorization of a parent/guardian are documented on CAT's medication form and both are on file in the school. The medication form must be renewed each school year. A student may carry the medication and self-administer only if it is stated on the form by the authorized prescriber and the parent/guardian. All controlled medications must be kept in a locked cabinet in the health office and may not be self-administered. Medication must be delivered to the school nurse in the original pharmacy container by a responsible adult. Students who have a self-administration plan must transport the medication to and from school each day, maintain it on or in the immediate vicinity of their person at all times, and use it appropriately according to instructions. Self administration of a controlled drug is never permitted.

Advil, Tylenol, or any other oral, over-the-counter drug will not be administered by the school nurse without a completed medication authorization form on file in the health office.

**Communicable Disease and Illness/Injury Management:**

The school nurse will ask parents/guardians to pick up a student who has symptoms of illness or an injury that, in the professional judgment of the school nurse, needs to be observed at home or assessed by a medical doctor. The emergency medical card in the health office must show the names and telephone numbers of those persons to whom the student may be released. **STUDENTS MAY NOT LEAVE SCHOOL FOR ILLNESS OR INJURY OR CALL PARENTS/GUARDIANS FOR TRANSPORTATION WITHOUT FIRST REPORTING TO THE NURSE OR AN ADMINISTRATOR. ONLY THE NURSE OR A BUILDING ADMINISTRATOR MAY DISMISS A STUDENT FROM SCHOOL AFTER SPEAKING TO A PARENT OR LEGAL GUARDIAN.** In an emergency, we will call emergency services for immediate transportation to the hospital. To safeguard the health of all students, we ask parents/guardians to monitor their children for possible communicable diseases and to follow the guidelines below.

***Students must stay home from school if they have:***

- Fever over 100 degrees;
- An undiagnosed rash;
- Vomited in the past 24 hours;
- More than one episode of diarrhea;
- Copious yellow/green mucus discharge from nose;
- A severe earache, with or without fever;
- A severe sore throat with symptoms indicating possible strep throat;

- An active infestation of head lice; A communicable illness; An undiagnosed skin wound, sore, or lesion that appears infected (is red, swollen, or draining fluid)

Students must remain home: For 24 hours after an elevated temperature returns to normal without the use of anti-inflammatory medication; For 24 hours after the first dose of antibiotic for the treatment of strep throat; For 24 hours after vomiting has ended; Until adequately treated for head lice, scabies, or other infestation, communicable illness, or skin infection, and assessed by the school nurse; or have been assessed by a physician and determined to be non-communicable. A physician's note may be required to return to school. Communicating with the School Nurse  
Please alert the school nurse: If your child has a health condition that may require individualized planning for emergency care, safety in school, health care services, or evaluation; and of changes in your child's health status, including illness, injury, hospitalization, or a change in treatment or medication.

A student who becomes ill in school must report to the nurse. The student should report to class or study hall and obtain a pass before going to the health office. However, if the illness is sudden or severe, or if an emergency situation arises, the student should notify the nearest teacher or administrator and go immediately to the nurse.

***Unless directed to do so by the nurse, no student may remain in the health office for more than fifteen minutes. If a student remains in the health office for more than 30 minutes, they will be required to notify a parent/guardian.***

Please note the following instances when communication with you or your child's physician is essential: Following a student's hospitalization, surgery, casting, stitches, or serious illness, parents/guardians must provide a note from the student's physician indicating: diagnosis, relevant treatment plan, readiness to return to school, and activity restrictions or authorization to participate in all activities. Students requiring the use of crutches in school must have a physician's order for the crutches.

Parents/guardians should consult the school nurse if they anticipate that their child may be absent for medical reasons for one or more weeks. The school nurse will obtain necessary medical information and initiate school/team decision making and planning to support the student, as indicated. Please contact the school nurse in advance of a planned long-term absence or, in an emergency, quickly thereafter.

#### **Head Lice Infestation:**

Head lice are usually best controlled when managed through a combination of mechanical and chemical means, along with housekeeping techniques currently

recommended by public health experts. If you have any questions about this topic, or if you need information about prevention or management, please call the school nurse.

### Library

The CAT Library provides a place for research, studying, and reading. A professional librarian provides guidance for individuals and classes, as well as instruction in library skills. One of the main focuses of our library is the integration of multimedia technology into the everyday lives of our students and staff. Books may be checked out with a student I.D. card. Most books are checked out for two weeks; reference books may be check out for overnight only. Fines may be charged for overdue and lost materials. Parents are encouraged to visit and use our library.

### Computer Labs

Many departments have assigned computer labs that are available for classroom instruction. Students who are looking to use a computer for general purposes should go to the Library..

### CAT Accountability Card

The CAT Accountability Card is to assist each child in being responsible and self-disciplined. It also allows for daily communication between home and school. Each quarter the cards will be reviewed for possible participation in quarterly incentives, such as pizza parties. ***Not all grade level teams participate in this program. Please see your teachers and grade level teams for their participation.***

### School Wide Literacy

CAT supports the focus of literacy in English and Spanish. All staff provide direct instruction in reading and writing in relation to their content. This helps to increase students' academic success. The school's expectation is that students try and read at least 30 minutes a night.

## 006. Section III. General Classroom Academics

### Curriculum

Students are introduced to both a Mexican and United States curriculum in order to receive and qualify for both diplomas. The curriculum is based on the standards and benchmarks outlined by national standards per core subject. Those include, but are

not limited to, McRel, Texas State Standards, Common Core State Standards, and Next Generation Science Standards. In most cases, it is a mixture of many, reviewed by the Curriculum Coordinator along with teachers each year to ensure vertical alignment to meet the needs of our student population.

Elective courses are reviewed each year and may be changed based on student interest. The principal reserves the right to change electives at any time. Electives also have a curriculum developed with the help of the Curriculum Coordinator.

Each curriculum has the essential components of: essential questions, big ideas, standards, benchmarks, summative and formative assessments, as well as some differentiation strategies.

Some curriculums require that they are assessed at a standardized level (MAP).

### **Educational Platforms**

Our teachers utilize the best educational platforms that fit their curricular needs. These platforms include Schoology, Moodle, and Google. Each teacher reserves the right to use the one that best fits their style. Students will be given a password and can check their assignments and homework at anytime via the internet.

### **Academic Intervention**

Parents are notified of a student's progress in the middle of each quarter. This report indicates approximate grades or scores. If a student is having difficulty, there will be an indication of what areas need improvement. In addition, communication for work well done will be shared. If a student drops to "AT RISK" (below 70% in Prepa and I. E. , below 60% in Secundaria) after the progress report, the parents will be notified by the 7th week of the quarter (email, letter home, phone call, or parent conference with teacher, parent conference with team, parent conference with all stakeholders). If a student is "AT RISK" in two or more core subjects and scores below the 60th percentile on any internal or external exam, he/she will be monitored with a weekly progress report and may be placed in The Program for Academic Improvement (PAI). In addition, a student success plan will be developed in collaboration with parents, staff, and students for more monitoring.

### **Grade Reporting Platform**

For years, Colegio Americano de Torreon has utilized EDLINE. This platform is the electronic version of the classroom gradebook. Teachers keep track of the grades, and will need to upload the current grades every two weeks. Parents and students can monitor progress via this platform.

### **Homework and Make-Up Work Policy**

Students are entitled to make up work for all **excused** absences and **school related** absences, excluding out-of-school suspensions. It is the parent or the student's responsibility to request the make up assignments. Students who are absent from school three consecutive days or longer may request makeup work via email from teachers by calling the High School (HS) office. In all cases, teachers may need 24 hours from the time of the request to compile assignments.

The student will have the opportunity to complete the make up work in a period of time equal to the number of days absent, unless other arrangements have been agreed upon by the parent and teacher.

### **Tutoring**

After school tutoring in all subjects will be available to interested students, as offered by teachers.

The normal dates for tutoring are Monday, Tuesday, Thursday, and Friday from 2:45-3:30. All children participating in after school tutoring will adhere to the rules of the school if it were a normal school day.

If you are interested, please contact the HS Office for available tutors and times for hiring and help.

### **Homework Philosophy and Guidelines**

The purpose of homework is to reinforce skills taught in the classroom, to complement classroom instruction, and/or to prepare students for future assignments required by their teachers. Homework is intended to be a meaningful and challenging supplement to material learned in the classroom. Homework that is assigned for credit must be submitted on the due date. Homework is an academic component of the learning environment and at no time is homework to be assigned as a result of disciplinary issues or be given as "busy work."

### **Re-Do and Re-Take Assessment Policy**

***"Lawyers who finally pass the bar exam on their second or third attempt are not limited to practicing law only on Tuesdays" - Wormeli, 2011***

A student needs to be able to demonstrate his/her understanding of concepts and skills. We believe that each student should have more than one opportunity to demonstrate what he/she has learned. A student, who wishes to improve their score



on a **summative assessment**, will be provided with a second chance to demonstrate his/her knowledge, under the conditions listed below.

(*Summative assessments* determine student understanding of long-term learning goals. Examples include tests, essays, and/or projects.) **\*As indicated by SEP, an acceptable grade is 60% for Secundaria and 70% for Prepa.\***

Second-chance assessment opportunities:

1. Have missed a summative assessment
2. Have failed a summative assessment (59% MS, 69% HS)
  - For students who missed a summative assessment for an **excused absence or emergency**, the highest possible score that may be earned on a reassessment is 100%.
  - For students that missed the assessment with an **unexcused absence, or failed the initial assessment** may earn up to an 80% on the assessment.

Additionally second chance opportunities **may** be made available if a student who:

1. Has mastered the material, but wishes to reassess for a higher score toward mastery of the standards on an assessment. (**Allowable by teacher discretion only**).

**Important Notes:**

**1. If a student who fails with less than a 60% MS or less than a 70% HS reassesses and earns a higher grade, the higher grade replaces the previously recorded lower grade (up to an 80%)**

**2. Only the higher of the two scores will count toward the student's content grade.**

**3. The reassessment will cover the same material, but it may have different questions and/or a different format; however, the content will be consistent.**

4. The student must participate in additional preparation prior to the reassessment.

5. The student is responsible for making arrangements with the appropriate teacher to determine a date and times to redo/retake the assessment, no later than one week after the original assessment is returned to the student.

6. Alternate assessments may be required at the teacher's discretion as some scenarios are impossible to replicate. For example: computer lab assignments, experiments, guest speakers, projects, formal essay, etc. Because the ultimate goal is for each student to master the material, teachers will consider extenuating circumstances.

7. A teacher may require students to complete a relearning plan (detailing the steps that a student will need to undertake to demonstrate proficiency on the summative) before the reassessment is administered.

8. Reassessment opportunities for formative assessments are at the teacher's discretion

9. The number reassessment opportunities for summative assessments are at the teacher's discretion

*It is important to note that the redo/retake policy is not intended to be used as a regular practice by a student. Students who refuse to take the original test and/or who purposefully mark random answers are not eligible for a redo/retake. Teachers can reserve the right to give an alternative version if they think that students are simply memorizing a correct answer pattern or if they feel students are looking for a "preview" of testing material.*

### **Academic Ethics and Plagiarism Policy**

CAT students are expected to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating. Understanding Plagiarism... Whenever a writer includes in an essay, or other forms of writing, information, ideas, or words obtained from any other written source, the writer must acknowledge the source in accordance with the conventions of documentation. (Messenger, 559)

Plagiarism, whether intentional or not, occurs when the writer fails to credit information, ideas, or words that are not his/her own. Penalties for plagiarism are usually severe. (Gehle, 223)

***Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Colegio Americano de Torreon.***

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

**Plagiarism includes:**

- taking someone else's assignment or portion of an assignment and submitting it as your own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as your own
- submitting purchased papers as your own
- submitting papers, or portions of papers, from the Internet written by someone else as your own supporting plagiarism by providing your work to others, whether you believe it will be copied or not

***Cheating: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Colegio Americano de Torreon.***

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extracurricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts.

**Cheating includes such behaviors as:**

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work 9

- exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor using a computer or other means to translate an assignment from one language into another language and submitting it as an original work
- giving or receiving answers during tests or quizzes
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.

### **Repercussions (Consequences)**

Any student who is caught cheating or plagiarising will receive a grade of "zero" for the academic work involved, parent(s) of the student(s) will be notified, and the incident will be reported to the HS Office. When work is copied from another student, both students will be penalized with a grade of "zero," and be referred to the HS Office. Grades of "zero" which are the result of any form of academic dishonesty are irrevocable and students will receive an In-school suspension. Subsequent offenses will result in multiple day suspensions, and the student may be referred for Academic Probation. *See detailed discipline matrix in the appendix.*

### **Student Academic Responsibilities**

No student needs to cheat or plagiarize. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

1. Be prepared and set aside sufficient time to study. Try to keep to a realistic schedule balancing academic obligations and your social and personal life
2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas
5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject

6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper
8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project

### Parent Academic Responsibilities

- Communicate to the student values of moral and ethical behavior
- Refrain from placing undue pressure for high grades
- Be aware of a student's need for a quiet time and a place to study
- Support the student's efforts, but will not edit, type, or in any other way do the student's work Encourage the wise use of time

***\*\*Parents are considered to be at the forefront of their child's education and assist CAT in the process of the education of their children. Please do offer teachers gifts that are excessive (over 200 pesos). Payments of money and gifts create a conflict of interest between the teacher, student and parent.\*\****

### Teacher Responsibilities

- Make the classroom policy known to all students
- Be specific as to whether work is to be cooperative or individual
- Prepare students for tests and test on the test days
- Carefully proctor tests so as not to tempt any to cheat
- Secure grade books and mark documents so that grades are private
- By precept and concept support these ethical commitments

### Calculator Use

(Math Department)

Grades 7-8 .....Calculators are not allowed in class

Grade 9.....Scientific Calculators are required

Grade 10.....Texas Instruments (TI83+)

Grade 11-12.....Texas Instruments (TI83+) Graphing calculator

## **007. Section VI. Other Academic Programs and Recognitions of Students**

### **ADVANCED PLACEMENT**

#### **Philosophy**

Advanced Placement Philosophy CAT, Advanced Placement students will be offered the opportunity to participate in a college-level learning environment. It should be understood that Advanced Placement courses are challenging. However, most students can rise to the challenge. The Advanced Placement courses require that students are independent learners practicing effective time management, directed inquiry, strong study skills, applied analysis, and critical thinking. The objectives of the courses are to excel in the Advanced Placement examination in May and to promote a successful transition to college.

#### **Background**

The Advanced Placement Program is a cooperative educational endeavor between secondary schools, colleges, and universities. Since its inception in 1955, the Program has provided motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school. AP courses are taught by dedicated and enthusiastic high school teachers who follow course guidelines developed and published by the College Board.” (The College Board, <http://apcentral.collegeboard.com> April 2011)

#### **AP Exam Fees**

Students taking AP courses are expected to participate in the AP exam for that course in May. The cost of the AP exam is \$XX.XXUSD, and payment will be due to CAT no later than September 28, 2016. If you register for an AP exam and are unable to take the exam on the exam day, you will be required to pay the \$15USD exam return fee, in addition to the \$45USD late exam fee, totaling \$60USD. Exam dates are scheduled by the College Board and must be taken on the assigned test day.

Complete guidelines for the AP Exams can be accessed at The College Board's website <http://apcentral.collegeboard.com/apc/public/courses/index.html>

### **AP Contract of Commitment**

Students taking AP courses as an elective are expected to participate in the course for the entire year, as it fills the requirements for transcripts and graduation. CAT acknowledges the election course selection document as a commitment of contract. If a student wants to drop the course, it will occur in the first 2 weeks of the school year, deadline **August 29, 2016**.

### **HONORS DIPLOMA**

Students who exceed the graduation requirements of CAT are eligible to receive an Honors Diploma.

#### Requirements:

- Maintain a GPA of 90.00 between 10-12 grades
- Take at least 3 AP courses total between 11-12 grades
- Participates in National Honor Society for one (1) year minimum
- Receive a score of three (3) minimum on an AP exam
- Complete one year of a foreign language (other than Spanish and English), inside or outside of CAT
- Participate in the Peer Tutoring Program (min. 40 hours)
- Community Service Hours

#### Application Process:

Students interested in completing the Honors Diploma program must submit an application to the Counseling office or High School Office by September 1st, in their Junior (11th grade) year.

- Students who violate the academic honesty policy in any way are automatically withdrawn from the Honors Diploma program
- Students who have applied for the Honors Diploma and are unable to meet the requirements will be awarded the regular CAT diploma upon graduation
- Completing the course requirements to earn the Honors Diploma is ultimately the student's responsibility; keep the requirements in mind as you make course enrollment and add/drop decisions. It is highly recommended that you plan well ahead and not rely on a perfect schedule your senior (12th grade) year.

### **Honor Roll**

The superior academic achievement of CAT students will be recognized after each bi-semester with the selection of students to the Honor Roll. The weighted GPA will be used to calculate averages for Honor Roll and certificates will be awarded recognizing three (3) categories:

**Director General's List: 95.0% to 100.00% (no failing grades/no attendance or disciplinary issues)**

**Principal's List: 90.0% to 94.9% (no failing grades/no attendance or disciplinary issues)**

**Commended Student List: 85.0% to 89.9% (no failing grades/no attendance or disciplinary issues)**

### Valedictorian and Salutatorian Criteria

Each year, a member of the senior class shall be determined to be the valedictorian and salutatorian of that senior class. The valedictorian shall be the student who has obtained the highest grade point average according to the following guidelines. The salutatorian shall be the student who has obtained the second highest grade point average as determined under the following guidelines.

- Students currently under Academic/Disciplinary Probation contract are not eligible

### PREPA

The highest grade point average shall be determined by calculating semester grades in each course taken from first semester grade 10 through third quarter grade 12. Transfer grades not accepted for credit will be omitted from the computation. All grades will be calculated using the CAT High School grade point system.

If two or more students have the same grade point average, calculated to the second decimal place, the following criteria shall be used to determine the valedictorian and/or salutatorian in this order.

- a. If all students involved in the tie have or will have completed the Scholastic Aptitude Test (SAT) by the beginning of their eighth semester, the student with the higher composite SAT score shall be selected. If one or more of the students completed more than one SAT testing, the student(s) highest recorded score is used for the tie breaker.
- b. If a tie still exists between two or more students, students involved in the tie will have or will have completed the AP exams by the beginning of their eighth semester, the student with the higher composite AP scores shall be selected. If one or more of the students completed more than one AP testing, the student(s) highest recorded score is used for the tie breaker.



- c. The student with the highest number of credits earned in grades (9) through (12) shall be selected. This includes all electives and all non-elective classes (i.e., band, chorus, physical education, etc.)
- d. If a tie still exists between two or more students, the valedictorian or salutatorian honors will be shared.

## SECUNDARIA

The highest grade point average shall be determined by calculating semester grades in each course taken from first semester grade 7 through third quarter grade 9.

### **Student Awards**

CAT aims to encourage promising students with outstanding academic, extracurricular and community service achievements, and morality. The following students are traditionally given during the end-of-the-year awards ceremonies. Awards are chosen for the two divisions **PREPA and SECUNDARIA**.

#### Students of the Year

This award recognizes a student who best fulfills the following characteristics: has shown a consistent and remarkable effort in all schoolwork through the year; demonstrates a passion for learning which is sustained through all subject areas; has consistently high marks; has universally excellent learning skills; and demonstrates a deep concern about their own academic success. Has shown exemplary leadership within the school and school community; takes an active humanitarian role within the school by demonstrating caring for others; the show a high level of maturity and responsibility, and use those skills to make the school a better place; has good or excellent learning skills in all areas.

***Students are chosen by the Grade Team.***

#### Athlete of the Year

This award recognizes two students (one male, and one female) who best fulfill the following characteristics: has a high standing in team athletics; demonstrates a passion for athletics which is expressed through an excellent attitude to team and extra-curricular sports; shows enthusiasm for athletics which positively impacts other

students in their class and the wider school community; shows positive leadership when involved in extracurricular sports, and team; has good or excellent learning skills in all areas.

***Students are chosen by the Coaches.***

#### Scholar- Athlete of the Year

This award recognizes two students (one male, and one female) who best fulfill the following characteristics: has a high standing in physical education classes; demonstrates a passion for athletics which is expressed through an excellent attitude to physical education and extracurricular sports; shows enthusiasm for physical education which positively impacts other students in their class and the wider school community; shows positive leadership when involved in extracurricular sports, and physical education classes; has good or excellent learning skills in all areas.

***Students are chosen by the Coaches/ High School Teachers.***

#### Outstanding Achievement In Subjects

This award recognizes a student who fulfills the following characteristics: has a high academic standing in all strands of the subject matter curriculum; demonstrates a passion for the subject which is expressed in through an excellent attitude to their work; shows an enthusiasm for the subject which positively impacts other students in their class, and the wider school community; shows positive leadership during group work; has excellent communication skills; has good or excellent learning skills in all areas.

***Students are chosen by the teachers. Students may be chosen for more than one subject area.***

#### LEAD Award (Secundaria)

Leadership. Excellence. Achievement. Dedication.

The LEAD award recognizes a student or students who fulfill the following characteristics: This prestigious award is given to recognize and honor a CAT student group who has achieved the highest level of Leadership, Excellence, Achievement and Dedication for school and community involvement.

#### Student Representative Awards

This award recognizes students) who participate in school governance, ranging from Continuous School Improvement Team to the OLWEUS committee.

### **Scholarships**

Colegio Americano de Torreon awards its scholarships according to guidelines set by its own Scholarship Committee.

- Students enrolled in Nursery, or any other grade being their first year in CAT will not be eligible for a scholarship.
- The Intensive English Program does not count as an official grade; therefore, in order to apply for a scholarship, these students will first have to take 7th grade.
- First time scholarship requests must have an 8.5 GPA for High School and an M for Elementary and Early Childhood.
- It is only possible to request a scholarship by level. (Early Childhood, Elementary, Secundaria, and Prepa).
- For the application to be taken into account, it is necessary that the student is dually enrolled in the following school year.
- The Scholarship Committee will review all of the requests, and will give the results in August.
- Continuity Scholarships (20% of tuition) are awarded to those students in grades 10-12 who have been at CAT since kindergarten, who have never received any other type of scholarship, and who have passing grades in all subjects. It only applies for students enrolled before the 2016-2017 school year.

## 009. Section V. Grading, Assessments, and Reporting

Assessment drives the cycle of teaching and learning. Teachers provide a variety of quality assessments for students to demonstrate their progress on the curriculum standards and benchmarks. The assessments are designed to gather information about students to inform the learning cycle. This is also necessary in order to communicate clearly on each student's progress toward the learning goals.

Student learning and grading is based on criteria or standards for performance in toward the mastery of the content/subject. Some teachers take effort and participation into account.

**THE MAXIMUM PERCENTAGE A STUDENT CAN RECEIVE IN A FINAL GRADE IS 100%. (SEP regulation)**

The faculty and staff at CAT will use the following guidelines for the relative weighting of categories used to determine grades.

- Assignments in the "preparation and production" category will count for no more than 25% of the student's overall grade. (a 10% weight for this category is recommended)

- Assignments in the Formative and Summative categories will count for at least 75% of the student's overall grade. The relative weight between the Formative and Summative categories is left to teacher discretion.

### Weighting Policy

The CAT High School Relative Weighting Policy is intended to be consistent with the following definitions and philosophies:

- Preparation and productions refers to grading of non-academic factors or, items that, although essential to learning, are not specifically part of the curriculum for a particular subject area. Examples include (but are not limited to) effort, participation, homework and/or practice assignments assessed for completion, behavior, timeliness, attendance, tardiness. Teachers provide the support necessary to maintain/improve these skills but the grading of these items should have minimal impact on the overall academic grade.
- Formative assignments refer to items that are designed to determine whether students are learning what is being taught. Formative assessments guide instructional decisions by revealing to what extent students are learning.
- Summative assignments refer to items that are designed to determine student mastery of curriculum. They should be given after students have had several Formative opportunities that include detailed feedback related to performance.
- Many assessments have both Formative and Summative characteristics.
- Teachers are encouraged to use a variety of formats for both Formative and Summative assessments.
- Feedback to students should be frequent and timely.
- The overall academic grade should recognize student progress throughout the term of instruction. Accordingly, an appropriate balance on the weighting of assignments throughout the grading period should be maintained. The relative weight of work done early in the grading period should not fail to recognize content mastery that occurs by the end of the term of instruction.

## Grading Scales

<u>Secundaria (IE-9)</u>		<u>Prepa (10-12)</u>	
A+	97-100	A+	98-100
A	93-96	A	94-97
A-	91-92	A-	92-93
B+	87-90	B+	90-91
B	83-86	B	87-89
B-	80-82	B-	85-86
C+	77-79	C+	82-84
C	73-76	C	79-81
C-	70-72	C-	77-78
D+	67-69	D+	75-76
D	63-66	D	72-74
D-	60-62	D-	70-71
F	59 or Below	F	69 or Below

**\*A weighted GPA will be calculated by multiplying the grade by the number of times a class meets per week. The sum is divided by the total number of student contact hours per week.**

### Pass/Fail

Students in the American Program who have met all requirements for graduation in a given subject area but who wish to undertake further study in that area may do so on a Pass/Fail basis, pending receipt of a written request by the parent/guardian in the Counseling Office to exercise that option, recommendation by the Counselor and approval by the High School Principal.

Upon satisfactory completion of the course requirements the student will receive the grade "Pass" and will receive credit for the course. The course will not be included in calculation of the student's GPA or class rank. Should the student fail the course, he/she will have the same opportunities to make up the missing credit through Extraordinary and/or Special Exams as do other students in the class. A maximum of two credits toward graduation may be earned in this manner.

## 011. Section VI. Mexican Certificate and United States Diploma Regulations and Procedures

Grading procedures in the U.S. diploma program are tied directly to the corresponding procedures used in the respective levels of the Mexican system, whether that is Secundaria or Prepa [see below]. Students will have the same number of opportunities to receive credit for a failed class by passing one of up to two Extraordinary Exams or the Special Exam. Students failing to pass any of these exams must repeat the subject to obtain academic credit. In order to remain in CAT, all students must be enrolled in both programs (Mexican and American)

### HIGH SCHOOL/PREPA

Grades are calculated using various criteria (class participation, labs/projects, reports, homework, quizzes, tests, etc). Teachers will share these criteria (in writing) with their students at the beginning of the school year and/or semester. Grades will be expressed as numbers from zero to one hundred, carried out to one decimal place (0.0 to 100.0). Grades below 70.0 are failing grades.

#### Ordinary and Semester Exam Requirements

At the end of each semester, all students are subjected to a cumulative written exam (known as the Ordinary/Final Exam). The results of this exam are averaged with the results of each of the two grading periods of the semester to achieve a final semester grade. The minimum passing grade for the semester is 70.0.

$$\text{Quarter X} + \text{Quarter Y} + \text{Final} / \text{Three} = \text{Final Semester Grade}$$

#### Regulations and Requirements

***IMPORTANT! Students must return their (rented) textbooks ONE WEEK BEFORE they are allowed to take Ordinary Exams. Lost or damaged textbooks must be paid for in the Business Office and the receipt submitted to the teacher(s) BEFORE the student is allowed to take the exam. Failure to comply with these conditions will result in a ZERO (0) on the exam! No exceptions! Additionally, a student's final grade for the semester will not be uploaded for viewing until the bill is paid in full.***

***IMPORTANT! Students that have had OSS or is caught cheating on exams will not be able to present at ordinary exams and will pass directly to extraordinaries.***

Cumulative mid-year Ordinary/Semester exams are designed to test students over material presented 1st and 2nd quarter. Cumulative final (2nd Semester) Ordinary/Semester exams are designed to test students over material presented 3rd and 4th quarter.

There are three ways by which a student may fail a subject for the semester:

1. Should the student exceed the number of absences permitted (per semester), he/she will not be eligible to take the Ordinary/Semester exam and will fail the class for the semester.
2. Should the student score below 50% on the Ordinary/Semester exam he/she will receive a zero (0.0%) for the exam and the student will fail the class for the semester.
3. Should the student score above 50% on the Ordinary/Semester exam, but the semester average (after averaging in the exam grade) is below 70%, the student will fail the class for the semester. At C.A.T., Bachillerato is incorporated with and governed by the regulations of the Secretaría de Educación e Cultura of the state of Coahuila. Students who do not initially pass are permitted two (2) additional opportunities to receive credit for the class by passing a cumulative semester exam. The first opportunity is known as the 1 st Extraordinary Exam; the second opportunity is known as the 2 nd Extraordinary Exam.

***\*\*If a student is failing, they will not present at Ordinary Exams and will move directly to Extraordinary Exams.***

#### 1st Extraordinary Exam

Students failing subjects (1st and/or 2nd semester) are afforded an opportunity to take a cumulative extraordinary exam; however, a student may not fail more than four (4) subjects to be eligible to take initial extraordinary exams.

#### 2nd Extraordinary Exam

Students may not fail more than two (2) 1st Extraordinary Exams to be eligible to take the 2nd extraordinary exams. Failure to meet these requirements will result the student will not being allowed to continue enrollment at CAT.

*\* The minimum passing grade on extraordinary exams is 70.0%. Students who pass one of these exams will have the exam result recorded as the semester final grade.*

*NOTE: The highest grade a student may receive on either exam is 70.0%.*

## Exam Exemptions

Students are given the opportunity to be exempt from taking semester exams under the following condition:

1. The student must have a minimum cumulative average (1st and 2nd Quarter) or (3rd and 4th Quarter) of 96.0% or better to qualify for exemption. *(NOT 95.9%) No Rounding to qualify for exam exemptions. Students will not be given extra work, extra credit, etc. to round the points.*
2. In high school (10th -12th), only 20% of the total generation may be exempt from taking exam in each subject. In the case that there is a tie, and more students qualify for exemption, the following will be taken into account:
  - *Class rank in all previous quarters*
  - *Class rank in current quarter*
  - *Attendance*

## MIDDLE SCHOOL/ SECUNDARIA

### Ordinary and Semester Exam Requirements

Grades are calculated using various criteria (class participation, lab/projects, reports, homework, quizzes, tests, etc). Teachers will share these criteria (in writing) with their students at the beginning of the school year and/or semester. Grades will be expressed as numbers from zero to one hundred, carried out to one decimal place (0.0 to 100.0). Grades below 60.0 are failing grades.

At the end of each semester, students are obligated to take cumulative written exams. The results of these exams are averaged with the results of each of the four grading periods throughout the year to achieve a final grade (6 grades, added, and divided by 6). The minimum passing grade for the year is 60.0.

There are two ways by which a student may fail a subject for the year:

1. Should the student final average be below 60%, the student will fail the class for the year.
2. Should the student exceed the number of absences permitted (see Attendance Policy) he/she will fail the class for the year.

***\*\*If a student is failing, they will not present at Ordinary Exams and will move directly to Extraordinary Exams.***



At CAT, Secundaria is incorporated with and governed by the regulations of the Secretaría de Educación e Cultura (SEC). SEC makes no provision among its regulations for repeating a failed class; rather, students who do not initially pass are permitted three (3) additional opportunities to receive credit for the class by passing a cumulative exam. The first two (2) opportunities are defined as extraordinary exams; the final opportunity is defined as the special exam.

#### 1st Extraordinary Exam

Students failing subjects (yearly) are afforded an opportunity to take a cumulative Extraordinary Exam. However, a student may not fail more than four (4) subjects to be eligible to take initial extraordinary exams. Cumulative extraordinary exams are designed to test students on material presented during the entire school year.

#### 2nd Extraordinary Exam

Students may not fail more than three (3) 1st Extraordinary Exams to be eligible to take the 2nd Extraordinary Exams

#### Special Exams

The special exam is given during the first ten working days of the new school year to all students who failed two or fewer 2nd extraordinary exams. \* *The minimum passing grade on each of these exams is 60.0%. NOTE: The highest grade a student may receive on any exam is 60.0%. Students failing one (1) or more Special Exams are not allowed to re-enroll the following year.*

### **Academic Probation**

Students in grades 7-12 who are doing poorly academically as demonstrated by failing grades in three (3) or more of their classes for any given bimester may be placed on ACADEMIC PROBATION. Failure to meet the conditions of this probation may result in student withdrawal from CAT.

Throughout the school year, teachers and administrators are able to provide additional opportunities for students to demonstrate their commitment to improvement. After school tutoring, Saturday school (some teachers) and homework club are just a few examples of the kinds of interventions that we have in place to help students. At the end of the school year, the following Process of Academic Review will be used to assess students on Academic Probation: Students who pass all of their subjects without having to go to extraordinary exams will automatically be off probation and reinstated to regular status.

Students who fail one or more subjects: Regardless of whether or not a student passes the extraordinary exams, the student's classroom teachers will form an Academic Review Committee (ARC) to discuss the student's progress (or lack of progress) and make a recommendation to the administration.

The Review Committee would consider three (3) options:

1. Extend the probationary period for one semester
2. Extend probationary period with additional support
3. Deny readmission to CAT

### Final Exam Procedures (Middle School and High School) Proctoring

\*\*To be added\*\*

## GRADUATION REQUIREMENTS HIGH SCHOOL (12) and MIDDLE SCHOOL (9)

### U.S. DIPLOMA(American plan)

To receive a U.S. Diploma, students must earn a minimum of twenty six (26) credits in grades 9-12. Students must attend C.A.T. a minimum of one (1) year (12<sup>th</sup> grade) at C.A.T. in order to be granted a diploma.

The following subjects must be successfully completed: **26 Credits Total**

English	4 credits
Social Studies	4 credits (1 of US History)
Science	4 credits
Mathematics	4 credits
Foreign Language	2 credits
Physical Education	1 credit
Computer Science	1 credit
Electives	6 credits

One credit is defined as 130 hours of instruction and can be earned for obtaining a passing grade in a class meeting four or five times per week for a full academic year. One half credits is earned for obtaining a passing grade in a class meeting two or three times per week for a full academic year, or four or five times per week for a semester.

For a credit to be earned in a class where a student posts a failing grade at the end of the semester/academic year, the student must pass an extra-ordinary or special exam. Failure to pass an extra-ordinary or special exam will result in repeating the class the following year.

**IMPORTANT:** Students failing two (2) or more classes after all exams have been taken must repeat the school year.

## **BACHILLERATO**

The Mexican Bachillerato Program is a three-year [six semesters] college preparatory program for students who have completed grade 9 and have a Mexican "Secundaria" certificate. Graduation from the program requires the successful completion of 45 semester-long subjects in addition to meeting the requirements of the Social Service Program.

Seniors are required to have completed all of their social service hours two weeks before their graduation ceremony. Those seniors who do not complete all of their hours before the deadline will not be allowed to participate in the graduation ceremony.

All classes are taught in English except for Spanish Language Arts and Mexican Social Studies. To earn the Mexican Bachillerato diploma students must successfully complete the program of study prescribed by the Secretaría de Educación e Cultura (modified 1999-2000):

### **TRANSFER CREDITS and STUDYING ABROAD:**

#### **Studying Abroad:**

Students that study abroad for just one semester can face difficulties when returning to CAT, as they are coming in halfway and might find difficult to incorporate to our yearlong courses. When choosing to study abroad, if only for one semester, it is suggested that students leave on the Spring Period (January-June).

CAT parents that have students planning on studying abroad must schedule a meeting, with the Counseling office to cover what the curriculum requirements are for CAT and the classes the student must take for its revalidation.

All students studying abroad must take US history either at the school of study or take the course online through an accredited institution. Counseling will provide assistance in finding an appropriate online US history course if the school abroad does not offer 11<sup>th</sup> grade US History.

Counseling will work with the placement school, parents and the student to best fulfill the curriculum requirements. Once the decision of what placement and what curriculum needs will be met by the traveling student, all parties will sign an acknowledgement of the agreement and expectations to be followed and completed.

It is important to understand that SEP is the *only* institution able to determine validation of courses and in order to put together this procedure, upon return, students and parents must provide SEP with the proper required documents and certifications. SEP will only validate the course work at the end of the academic year or semester.

Upon re-enrollment, it is important that the students are in contact with counseling to make sure that the returning students and parents understand what, legal documents, paper-work and certified transcripts must be obtained so that there is the needed proof of credit validation and re- enrollment into CAT.

Returning students must meet with Counseling and Academic Affairs offices to hand in proper documents required for revalidation of credits. Also, they must meet with counseling to prepare their schedule and choose their electives among available subjects at that time.

***Accredited Schools: Academic credits earned at accredited schools (9-12 grades) will be accepted at CAT.***

## **OTHER**

American Plan students at CAT. (with Principal authorization only) may earn credits through Independent Study, Summer School, or Independent Study.

***A maximum of two(2)credits may be earned (in any combination) through these programs.***

### Independent Study

An Independent Study program must have prior authorization from the Principal, and credits will only be awarded for classes that are a part of the CAT curriculum and that the student, as a result of scheduling conflicts, is not otherwise able to take.

### Correspondence Courses

Potential credits earned through Correspondence Courses must have prior authorization from the Principal, and credits will only be awarded for classes that are a part of the CAT. curriculum and that the student, as a result of scheduling conflicts, is not otherwise able to take.

### Summer School

Potential credits earned through Summer School courses must have prior authorization from the Principal. A minimum of 130 classroom hours shall be required to earn one unit of credit in summer school.

## **SENIOR YEAR TRANSFER**

The Colegio Americano de Torreón reserves the right to reject applicants requesting transfer for their final year of study at CAT.

### **12<sup>th</sup> Grade Admissions:**

12<sup>th</sup> grade students wishing to enter into CAT for their 12<sup>th</sup> grade year can only do so on two conditions:

1. Students transferring from another school because of family relocation and that have passed CAT's entrance exam.

2. Students studying abroad their 10<sup>th</sup>. and 11<sup>th</sup>. grades and that have passed CAT's entrance exam.

**\*\*Non-admittance\*\***

Students that have studied here in Torreon, but at different academic intuition **MAY NOT** apply for their 12<sup>th</sup> grade here at CAT.

**WITHDRAWAL (Conditions and Procedures)**

Parents wishing to withdraw their son/daughter from CAT must inform the Office of Community Relations to begin the withdrawal process.

Students failing to comply with the following Academic Standards will be withdrawn from the school:

High School/Bachillerato (Grades 10-12)

A student will be considered to be in violation of CAT. academic standards and will be withdrawn from school in the event he/she does not comply with any of the following requirements:

1. A student may not fail more than four (4) subjects to be eligible to take initial Extraordinary Exams
2. A student may not fail more than two (2) 1<sup>st</sup> Extraordinary Exams.
3. A student may not fail a second extraordinary exam.
4. A student may not repeat a year more than once.
5. If placed on Academic Probation, a student must meet all the conditions established.

**Secondary /Secundaria (Grades 7- 9)**

A student will be considered to be in violation of CAT academic standards and will be withdrawn from school in the event he/she does not comply with any of the following requirements:

1. A student may not fail more than 4 subjects to be eligible to take initial Extraordinary Exams.
2. A student may not fail more than hree (3) 1<sup>st</sup> Extraordinary Exams.
3. A student may not fail more than two (2) 2<sup>nd</sup> Extraordinary Exams.
4. A student may not fail any Special Exam.
5. A student may not repeat a year more than once.
6. If placed on Academic Probation, a student must meet all the conditions established.

***IMPORTANT: Students, who are withdrawn from CAT for academic reasons, will be eligible under the consideration of the administration for repeating the grade or re-enrollment at a future date.***

**SOCIAL SERVICE PROGRAM**

Students at CAT registered in the Mexican Program in grade12<sup>th</sup>.are required to complete 140 documented hours of community service (in addition to meeting the school's academic criteria) to qualify for graduation. 11<sup>th</sup>. grade students are allowed to enroll in a project and start fulfilling the requirement before their Senior year. The school must approve the program as well as the institutions in which the students are carrying out their community service.

#### ATHLETIC ELIGIBILITY

It is considered a privilege to represent CAT at both school sponsored athletic activities (including ASOMEX) and private non-school related activities. Students must comply with the following standards to remain eligible:

1. I..E. - 9th grade must maintain a GPA of 65% or higher in every class
2. 10th grade - 12thgrades must maintain a GPA of 70% in every class.
3. Grades to attend these events will be based on the averages during the following marking periods (3 weeks prior to the event with a pre-arranged form):

The behavior of the requesting student will also be taken into account. If for some reason the student has numerous behavioral infractions and is incapable of representing the school in an appropriate manner,said student will not be allowed to attend the event in the name of the school.

Additionally, all students that attend school events, athletic or otherwise will be held to the same code of conduct expected on the CAT campus. If there are behavioral infractions, consequences for these infractions will directly coincide with the CAT Code of Conduct.

#### WITH HELD GRADES AND SUSPENSION OF GRADUATION

*Any student that is in default of: Social service hours, academic credits, has not paid tuition, owes library fines or has not paid their missing text book fines will not receive grades in any of the grading periods nor will part-take in the 9<sup>th</sup> or 12<sup>th</sup> grade graduation ceremonies.*

## 010. Section VIII. Student Attendance Policy

We hold our parents, teachers, and students accountable for being here on time to insure that all students meet high academic standards. On time, daily attendance is a critical component of this educational process.

**School begins at 7:40am and ends at 2:35pm, Mondays through Fridays, or as otherwise noted This includes Morning Meetings and other OLWEUS Activities. .** During semester exam periods, the school day ends earlier. Students who are not involved in after school extra-curricular activities are expected to vacate the building immediately following dismissal.

- Students from the IE-12 grade programs (IE, SECUNDARIA, or PREPA) are mandated to attend school between the school hours as noted (7:40am-2:35pm)
- CAT will determine if students attend extraordinary exams or are expelled from CAT

- General Rule: CAT students are allowed *a certain number of absences per school year/semester. Please see details below.*
- The parent or guardian must notify the school EACH DAY that the student will be absent.

**Excused Absence**: A period of administratively authorized (Principal or Vice Principal) absence from school without a loss of credit toward class and students are allowed to make up the missing work. *\*Excused absences count toward the total student absence allotment.*

The student is entitled to make up work for all excused absences, including in-school suspensions. It is the parent or the student's responsibility to request make-up assignments. Students who are absent from school three consecutive days or longer may request makeup work from teachers by email. In all cases, teachers may need 24 hours from the time of the request to compile assignments.

The student will have the opportunity to complete the make-up work in a **period of time equal to the number of days absent**, unless other arrangements have been agreed upon by the parent and teacher. In addition, students may be required to take any tests/quizzes that were scheduled (prior to their absence) on the day that the student returns to school.

- **Excused absences include:**
  1. Doctor's Appointment or Illness
  2. Death of a Close Friend or Family Member
  2. Religious Observations
  3. Legal business
  4. Illness or Health Treatment (accompanied by a physician's certificate)
  5. Family Emergency
  6. Diagnostic Testing or Psychiatric Evaluation
  7. Pre-arranged absence to participate in educational activities or athletic activities (university visits, club sports, etc).
  6. *Other situations not listed above will be evaluated by the administration on a case-by-case basis*
- If a parent or guardian does not contact the school after 3 days of consecutive absence, the school will make contact (phone, etc.)
- Excessive absences will result in the administration (Principal or Vice Principal) making inquiries and requesting further documentation from the parent or guardian

- Family vacations are **NOT** considered an excused absence. We advise you to plan wisely.
- Parents signing out a child before the end of the school day without proof of an appointment will result in an unexcused absence
- Students arriving late (after 10 minutes from the beginning of the school day) will also be marked as an unexcused absence unless a written consent or verification certificate has been provided to the school.
- A Blue Excused Absence Form will be given to the student upon verification of the certificates and documents. \*\*\*For recordkeeping purposes, it is the student's responsibility to present their Blue Excused Absence Form to the all of their teachers to collect missing work. Failure to present a form means the student absence is unexcused.\*\*
- In the event a student needs to leave the school early, parental authorization must be obtained before it is authorized. (See below)

**Unexcused Absence:** A period of NON AUTHORIZED absence from school with a loss of credit toward class and students are not allowed to make up the missing work (teacher discretion).

\*Unexcused absences count toward the ***total*** student absence allotment.

\*\*The school reserves the right to qualify an absence as unexcused even with parental permission.

\*\*\*For recordkeeping purposes, it is the student's responsibility to present their Blue Excused Absence Form to the all of their teachers to collect missing work. **Failure to present a form means the student absence is unexcused.**

### **Tardy Policy:**

School begins at 7:40am and ends at 2:35pm, Mondays through Fridays, or as otherwise noted.

Each class starts promptly when the bell rings for the subsequent periods throughout the day.

**\*ATTENDANCE WILL BE TAKEN EVERY PERIOD, AND TARDIES WILL ALSO BE MARKED \*\* IMPORTANT! Multiples of three (3) tardies in any class (periods 1-7) will be considered one (1) absence and count towards the number of absences allowed per semester for secondary and prepa students!**

**All teachers will adhere to the following procedures when taking student attendance:**

Teachers will take attendance within the first ten minutes of the period.



- Mark “absent” any student not in class (seated physically) when the second bell rings.
- If a student enters tardy *during 1st period*, they will be sent to the office for a pass and the teacher will correct the attendance when a student enters class late. (*Teachers will keep accurate records, as 3 tardies equals one absence.*)
- *If a student is tardy during periods 2-7, teachers will mark it in the Teacher's Plus program with a "T". It is the teacher's discretion if they want to send a student to the office for a pass in addition to marking a "T".*

In addition to being marked tardy in the system (each period), the following will also occur:

Process:

1. First time late: Verbal warning from teacher.
2. Second time late: Teacher lunch detention in classroom and the parents will be contacted by the teacher.
3. Third tardy: After school detention on Friday (with Ms. Towns) (2:45 - 3:30 pm)  
Letter sent to parents. Noted in disciplinary record.
4. Fourth tardy (considered excessive, see the discipline matrix) : One (1) day out-of-school suspension. Noted in disciplinary record.

**\*\*REMINDER: 3 UNEXCUSED TARDIES= 1 UNEXCUSED ABSENCE\*\***

**PRE-ARRANGED ABSENCES | SCHOOL OR NON-SCHOOL RELATED**

(ONLY Authorized by the Principal or Vice Principal)

Students who will be absent (for any reason, school or non-school related activities) for multiple days must do the following:

1. Written notification (from the parent) requesting a pre-arranged absence for the student must be submitted to the HS Office office a minimum of one (1) week prior to the scheduled absence (non-school activities) and a minimum of three (3) weeks prior to a scheduled school related absence (ASOMEX or CATravel).

**Any Request for 3 or more days must be approved by the Principal or Vice Principal.**

2. Students cannot exceed the allowed number of absences for the semester and/or the year, unless authorized by the HS Office Administration (Principal or Vice Principal).

3. At this time a pre-arranged absence form will be given to the student. It is the student's responsibility to submit this form to all of his/her teachers and return it to

the HS Office one (1) week prior to their departure (non-school related) and three (3) weeks prior to their departure (school related). Failure to return this form will result in an UNEXCUSED absence and it will count as an absence credit for each day that the student is out.

### **ASOMEX and SCHOOL TRIPS (Ex: Club de Investigación, etc)**

Absences due to participation in CAT school events and /or academic event (such as ASOMEX events, band trips, field trips, etc.) are excused **only** if the student **maintains an average of a 70% in all classes for PREPA and maintains an average of 60% in all classes for SECUNDARIA** and will not affect the right to take exams or receive credit for make-up work. (*It does not count toward absence allotment*).

Additionally, there is a **3 Week Cut-Off date** on the grades prior to the event (the form must be filled out by the student and teacher 3 weeks prior to the event). If the form is filled out after the 3 week cut-off date, the HS Office reserves the right to say “no”.

Students should follow the process for pre-arranged absences at the HS Office.

### **OTHER ABSENCES**

#### **Competitions or University Visits:**

In support of our students who are involved in athletic competitions/academic events not directly sponsored by the school, CAT will permit their absences (up to 6 days per school year in SECUNDARIA and 3 per semester in PREPA) under the following circumstances:

1. The sporting event/academic event must be sponsored by a local, regional, or national organization
2. The student must present a request in writing from the organization to the HS Office stating the purpose of the event and the amount of time involved one (1) week prior to departure.
3. Absences beyond the permitted maximum will be excused, *but will count against the total permitted for the student in the academic year.*
4. A request from students who are failing any subject, are on the AT-RISK list, or who are on Disciplinary Probation will be reviewed by the Principal and Vice Principal.

#### **Prolonged Illness:**

Students who miss school due to a prolonged illness must submit a physician's note to the HS Office upon the student's return to school. Although these absences are excused, they do count towards the student's absence allotment. They will not affect the student's right to take ordinary exams at the end of the semester/year.

### **EARLY DISMISSALS**

Early dismissal requests must be presented in writing by a parent to the HS Office between 7:15 - 7:45 a.m. before a student is authorized to leave campus.

For security purposes, phone calls, emails, and text messages authorizing a student to leave campus will not be accepted. If a student is present, they will be required to stay the full school day (all days, activity days, special schedules, etc.) unless there is proof of an appointment.

### **PERMISSIBLE NUMBER OF ABSENCES**

U.S. Diploma (American Plan)

U.S. diploma program students will be permitted the same total number of absences in a class as those permitted to other students in the same class, depending upon the corresponding level of the subject (Prepa or Secundaria).

**PREPA: Students in Prepa are permitted the following number of absences in a semester:**

8 absences (1st sem) and 10 (2nd sem) for a full-time class  
4 absences (1st sem) and 5 (2nd sem) for a half time class

**All student absences, whether excused or unexcused, count against the total permitted to students in a semester**

Exceeding the number of absences permitted will result in the failure of the class and will automatically send the student to the extraordinary semester exams.

**SECUNDARIA: Students in Secundaria are permitted the following number of absences in a year:**

18 absences TOTAL for a full-time class (for the school year)  
09 absences TOTAL for a half time class (for the school year)

**All student absences, whether excused or unexcused, count against the total permitted to students in a year**

Exceeding the number of absences permitted will result in the failure of the class and will automatically send the student to the extraordinary semester exams.

## **012. Section IX. Behavioral Expectations**

CAT's discipline policy is based on the research and handbooks of other international schools. Your child will receive information and directions about this handbook at the beginning of the school year. The HS will be following this handbook very closely.

### **Code of Conduct**

CAT students are expected to be responsible for their own actions and behavior. CAT staff will explain and monitor expected behaviors of our students, as well as Zero Tolerance for bullying or violence. Students should follow the rules of individual teachers, grade level teams, as well as school rules. Inappropriate behavior includes any action that would disrupt the learning process.

If a student does not follow the rules, after repeated warnings and parent contact, the student may be referred to the administration. A student will be removed from class immediately upon a major infraction. After 3-5 office referrals, students will be screened for counseling services or a behavioral contract.

CAT teachers and administration attempt to maintain a good communication between home and school. It is our belief that parents should be informed and involved in the discipline and learning process.

### **Internet and Technology Acceptable Use Policy**

In addition to "BYOD" (Bring Your Own Devices) at CAT, we also provide technology resources to our students for educational purposes. The goal of providing these resources is to promote educational excellence. Proper behavior, as related to computer use, is no different from all other aspects of school activities. All users are expected to use computers and the internet in a responsible, ethical, and polite manner. Violation of this policy is grounds for disciplinary action by the school and removal of computer privileges. Inappropriate use means visiting, browsing, logging into, downloading, or printing any offensive material (sexually explicit, violence, promoting drugs or alcohol and entering ANY chat rooms and/or instant messaging any site which is not directly related to the educational process).

## Cell Phones

Electronic devices such as cellular phones, MP3 players, game players, and lasers **\*are not allowed** unless it is used to enhance the digital learning experience in the curriculum. Oftentimes, these devices are a distraction to the educational process and considered “general disruptive conduct” and “defiance”.

Students are allowed to use their phones in class for Moodle, Schoology, Google for Education, and other school related research. **Students may use their phones and gadgets on the grounds before school, during passing periods, recess, lunch, and after school** for non-academic reasons. Please remind your children to guard their belongings and electronic devices so they are not risk of being broken, stolen, or lost. Also, if an electronic device, phone, etc is taken away in class, the parent is allowed to pick it up either before or at the end of the school day (for the first offense= end of day, second offense= after 7 days, and the third offense= at the end of the semester).

### Items Not Allowed At School

- Coffee mugs/ Travel Mugs
- Non-clear water bottles
- Lasers
- Party Food (unless there is prior permission from administration)

**CAT is not responsible for lost or stolen articles brought from home.**

## BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

The development of our students into mature adults is a slow and sometimes painful process. Because this development takes place at school as well as in the home, the professional educators at the Colegio Americano de Torreón share in the responsibility of assisting these young adults in the maturation process.

The staff and administration of the Colegio Americano de Torreon believe that the young people we serve are able to maintain a high level of personal integrity and self-discipline. We also recognize that, from time to time, a basically good student needs redirection.

The goal of the CAT’s discipline procedure is to create a system which ensures that all students are given the opportunity to study in an environment which is conducive to learning and which develops students who accept responsibility for their own actions. In an effort to maintain an optimum learning environment, we have established behavioral standards that we believe are fair, firm, and nurture a sense of personal

responsibility, integrity, and respect for self and others. Achieving this goal requires the cooperation of students, parents, and teachers. Students need to be aware that school policies and regulations as well as support from parents are essential in establishing a positive learning environment.

Our teachers are committed to enforcing the CAT disciplinary policy through consistent enforcement of classroom and school rules.

#### EXPECTED STUDENT BEHAVIOR

Students at CAT are expected to uphold the expectations of our school and our community. Our students are respectful, safe, cooperative, communicative, and responsible. Due to the coordinated effort, our students are generally well behaved during arrival and dismissal, in the hallways and during passing period, in the classrooms, and in the changing rooms, in the cafeteria, in the computer labs, and library. They behave well at assemblies and presentations, and follow the building rules for the Center for Visual and Performing Arts, the Gym, and the HS Office.

In the case that a student is having a bad day, or misbehaving, here is a quick matrix of consequences for future reference. The HS Office will use the discipline matrix to determine the appropriate consequence with the teachers. *See Appendix.*

#### DISCIPLINARY PROBATION

If a student receives a second suspension, that student will be placed on Disciplinary Probation and will remain on that status until the end of the semester and/or school year. At the end of the semester and/or school year the student's classroom teachers (Discipline Review Council) will convene to discuss the student's behavior and to make their recommendation to the administration.

The Discipline Review Council will consider three (3) options:

1. Return the student to regular status
2. Extend the probationary period
3. Deny readmission to CAT.

Once the disciplinary probation is given, if the student doesn't earn any other suspension during the school year, the contract will automatically be cancelled, and the student will return to normal status.

## EXPULSION

The expulsion of a student must be authorized by the General Director and the Board of Directors.

Students violating the following policies will be subject to immediate Expulsion:

**WEAPONS:** Students may not supply, possess, handle, use or transmit a dangerous instrument or weapon on or near school property, or on the way to and from school.

**DRUGS:** The use, sale, or possession of drugs on or near campus is strictly prohibited.

Other serious acts that attempt to undermine the Safety/Security of the campus and/or academic/ moral integrity of the school, including but not limited to the inappropriate use of images and video.

## CAT Bullying Prevention Plan : OLWEUS

*"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself." Dr. Olweus.*

**DEFINITION:** Bullying is unfair and one-sided behavior. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose, in person or via multimedia.

*How Do I Know It's Bullying? To qualify as bullying, the incident must involve an imbalance of power between the target and the student who acts aggressively. Bullying usually involves multiple incidences and the aggressor and the target have drastically different reactions to the incident (the target feels powerless to self-advocate.)*

Normal Conflict	Bullying
Equal power- friends	Imbalance of power- not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious-threat of physical harm or emotional or psychological hurt
Equal emotional reaction	Strong emotional reaction on the part of the target

Not seeking power or attention	Seeking power and control
Not trying to get something	Trying to gain material things or power
Remorse-takes responsibility	No remorse- blames target
Effort to solve the problem	No effort to solve the problem

Students should follow 4 main rules:

1. We will not bully others.
2. We will try to help students being bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and at home.

#### ANTI-BULLYING MEASURES AT CAT

- OLWEUS Program (Including Morning Meetings, Morning Mix, Morning Generation, and Prevention Plans)
- School Procedure for reporting an incident of bullying behavior
- Disciplinary action after investigation of incidents

It is everyone's responsibility to report bullying incidents.

Anyone can stop bullying, Just say, **"STOP THAT! THAT'S BULLYING!"**

**COLEGIO AMERICANO DE TORREON DOES NOT CONDONE ADDRESSING VIOLENCE WITH VIOLENCE.**

**TREAT ONE ANOTHER WITH KINDNESS AND RESPECT.**

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself. By cyber-bullying, we mean bullying by electronic media: Bullying by texts or messages or calls on mobile phones. The use of mobile phone cameras to cause distress, fear or humiliation Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, chat rooms, personal websites, social networking sites, email, etc. Hijacking/cloning e-mail accounts. In case there is a bullying or cyber bullying issue, the discipline procedure and matrix will be followed, and there will be a follow up investigation with counseling.



### Cyberbullying Tips for Parents

- **Ask your child** questions, maintain an open dialogue
- **Keep computers in a common room**
- **Talk about your expectations** regarding acceptable online/phone behavior before they receive the privilege. Behavior online should be the same as what you would do in person or in front of someone you respect.
- **Make arrangements** and set boundaries about accepted use and behavior for online/phone communication. Often youth don't tell parents because they fear using technology privileges.
- **Help your child** think through how the information they put online reflects on them
- **Inform youth** about legal limits and future consequences of harmful posting online or by phone
- **Ask your child** to teach you about programs and technologies you don't understand or of which you don't have the familiarity

### Tips for Parents to Address Bullying

- **Focus on your child.** Be supportive, listen, and gather information about the incident. Try doing an activity while talking such as; walking, cooking, or riding bikes.
- **Never tell your child to ignore bullying.** What your child may "hear" is that you are going to ignore it. If your child were able to simply ignore it, he or she likely would not have told you about it. Often, trying to ignore bullying allows the situation to become more serious.
- **Contact your child's teacher or principal** to report bullying and to find out about the OLWEUS program. Give specific details and then ask for the next step.
- **Keep your emotions in check.** Give factual information about your child's experience of being bullied, including who, what, when, where, and how.
- **Help your child become more resilient.** Talk to your child about being friends with certain people and knowing which friends he or she can count on. Support positive relationships by encouraging them to hang out with kids that make them feel good about themselves.

### Cyberbullying Tips for Students

- Don't initiate, respond to, or forward harmful messages
- Think!! If something mean is posted or texted about you, don't respond immediately, take a breath and give yourself time to think through your next step. Don't react immediately.
- Think about your reputation-- Would you want your mom, grandpa, teacher, future employer, someone you don't know to see that?
- Privacy- Keep intimate and personal information private
- Trust your gut- If you feel uncomfortable--save and tell an adult.

- Be safe--Don't meet unknown internet friends without talking to your parents or another about it.

### Tips for Students to Stop Bullying

- **Keep yourself safe.**
- **Get Help.** Tell a trusted adult if you see someone in trouble.
- **Support the target.** Ask them to join in an activity with you.
- **Distract.** Tell the aggressor you don't like talking about people or change the subject.
- **Reason with the aggressor.** *“You might get into trouble if you keep bothering that person” or “you might get suspended and we really need you for our project.”*
- **Support the person who is being bullied.** *(Help them pick up their books, take them to someone that can help, there is power in numbers, just stand beside the person, ask other friends to support the person).*

## 013. Section X: Dress Code and Personal Appearance

It has been a long standing tradition that the students of Colegio Americano de Tlaxcala students wear a uniform. Students are to wear a uniform every day including field trips, ***unless otherwise noted***. The uniforms should be in good condition with no holes, tears, or frays. Additionally, writing on the shirt is unacceptable, as well as logos other than CAT.

***Any failure to comply with the dress code will result in the following consequences:***

1. Teacher will send the student to the HS Office for uniform review
2. Administration will make a call home for a change of clothes
  - a. If a change of clothes is ***available***, the student will return to class
  - b. If a change of clothes is ***not available*** the student will stay in in-school suspension for the day

**FLAG CEREMONY UNIFORM (ALL YEAR) \*\*Even In Winter**

### REGULAR CLASSES

**(Boys)**

1. Grey pants
2. Grey shorts
3. White polo shirt with CAT logo

4. Black dress shoes

**(Girls)**

1. Skirts (acceptable length)
3. White polo shirt with CAT logo
4. Black dress shoes
5. White long socks

**SUMMER AND FALL UNIFORM (Beginning of School to Thanksgiving Break)**

**REGULAR CLASSES**

**(Boys)**

1. Grey pants
2. Grey or Khaki bermuda shorts
3. White, blue or red polo shirt with CAT logo
4. Black dress shoes
5. Tennis Shoes

**(Girls)**

1. Skirts (acceptable length)
2. Grey or Khaki bermuda shorts
3. White, blue or red polo shirt with CAT logo
4. Black dress shoes
5. White long socks
6. Tennis Shoes

**WINTER UNIFORM (Thanksgiving Break to Easter Break)**

**REGULAR CLASSES**

**(Boys)**

1. Grey pants
2. White, blue or red polo shirt with CAT logo
3. Black dress shoes
4. Tennis Shoes
5. CAT Gym Pants
6. CAT Gym Shirt
7. CAT Hoodie Sweatshirt
8. CAT Sweaters
9. CAT Jacket
10. OUTSIDE WEAR- All jackets, hoodies, etc. must be worn over a school regulation shirt and sweater (See Above)

**(Girls)**

1. Skirts (acceptable length)
2. Grey pants (during winter)
3. White, blue or red polo shirt with CAT logo
4. Black dress shoes
4. Tennis Shoes
5. CAT Gym Pants
6. CAT Gym Shirt
7. CAT Hoodie Sweatshirt
8. CAT Sweaters
9. CAT Jacket
10. OUTSIDE WEAR- All jackets, hoodies, etc. must be worn over a school regulation shirt and sweater (See Above)
11. White Long Socks
12. Tights and Leggings (school colors: red, blue, white, black, grey)

**SPRING UNIFORM (Easter Break to End of School)****REGULAR CLASSES****(Boys)**

1. Grey pants
2. Grey or Khaki bermuda shorts
3. White, blue or red polo shirt with CAT logo
4. Black dress shoes
5. Tennis Shoes

**(Girls)**

1. Skirts (acceptable length)
2. Grey or Khaki bermuda shorts
3. White, blue or red polo shirt with CAT logo
4. Black dress shoes
5. White long socks
6. Tennis Shoes

## PE Uniform (All Year)

The PE uniforms should be in good condition with no holes, tears, or frays. Additionally, writing on the shirt is unacceptable, as well as logos other than CAT.

### (Girls and Boys)

1. CAT PE Pants
2. CAT PE Shorts
3. CAT PE T-Shirt
4. Tennis Shoes
5. Bathing Suit (For swimming) \*\* Same Discipline Matrix applies

## PRESENTATIONS AND SPECIAL EVENTS

At certain times throughout the year, students present speeches, debates, and plays, etc. During this time, the *teacher must request permission* for the students to change into their presentation clothes (suits, dresses, costumes, etc) or wear them for the day.

The Principal and Vice Principal reserve the right to determine:

- If a presentation uniform will be allowed all day
- If a change of clothes will need to be brought to school

*If a student is wearing the presentation clothes without prior authorization and is caught, the student will serve an in-school suspension in the HS office for one (1) day.*

## CASUAL DAYS

At certain times throughout the year, students will be allowed to wear casual (normal) clothes to school. Sometimes, this is a full school event (like Halloween) and other times it is sponsored as a fundraising event by a club (STUCO, NHS, etc). On these occasions when students are not required to wear uniforms, it is our expectation that they demonstrate “good taste” and comply with community and parental norms.

## NO TOLERANCE

- NO violence, sex, drugs, and alcohol logos
- NO baseball caps
- NO hats worn out of the building
- NO gloves worn in the building
- NO sunglasses worn in the building
- NO offensive bracelets
- NO tube tops, tank tops, halter tops, bare midriffs, and see through clothing
- NO earrings (for boys)
- NO shoulder length hair (for boys)
- NO excessive or “extreme” dying of hair (for boys or girls)

#### FIELD TRIPS, SPORTS ACTIVITIES, SPECIAL GROUPS, AND SPECIAL OCCASIONS

Many of our student groups are representing CAT at special events and field trips. During this time, we like to encourage School Spirit. Uniforms for special groups and occasions must be approved by the Principal or Vice Principal.

### 007. Section XI. Activities and Other

After school activities offer students the opportunity to explore and develop their interests. These activities provide students with experiences that have social, physical, intellectual, and ethical values. Currently, CAT offers programs in Sports, Music, and Arts. Additionally, we have Robotics, NHS, STUCO, Sumando Niñas, and other clubs to address intellectual, socially responsible, and diverse interests.

**Students are reminded that habitual discipline issues, excessive absences and tardies, and excessive disrespect of staff will result in being terminated from sports or an activity.** All students participating in organized clubs teams will require a minimum average of 70% in Prepa, 60% in Secundaria.

If a student causes a disruption at a host school, or to and from the event, normal school rules will be applied. Any incident occurring during the game or activity, traveling to and from the event or game, may be subject to disciplinary action by CAT administration.

#### No Event, Activity, or Sports Competition Policy

A student cannot attend a school activity, event, or sports competition if they are not academically responsible. There is a 3 week cut-off date prior to the event to ensure the students are prepared to go. Additionally, if a student has chronic office referrals from one activity to the next, they may not be able to participate. Students may try again for the following activity by not getting an office referral, and getting grades up prior to the next activity.

### Field Trips

All students attending a field trip, or function sponsored by CAT must have permission from their parents. Teachers will notify parents of the event to seek permission. **Students must be in uniform unless otherwise noted.**

### Clubs, Groups, Sponsors (Not Including CVPA Offerings)

Club/Activity	Sponsor Lead	Phone Number
Student Council (STUCO)	Ricardo Del Rio	3038
National Honor Society (NHS)	Rafael Garcia de Alba	3207
Robotics	Carlos Ramirez	3016
Programming	Elisa Pomar	3101
Sumando Niñas	Sergio Robles	3208
Lego Club	Brenda Aguilar	3015
College Application Club	Ana Claudia Sada	3012
Multimedia Club	Alonso Fernandez	3200
Model United Nations (MUN)	Shannon Trimble	3310
Diversity Club	Amanda Rydberg	3309
Diseña el Cambio/GIN	Sofia Flores	

## 015. Section XII. General Information and Miscellaneous

School begins at 7:40 and ends at 2:35, Mondays through Fridays, or as otherwise noted.

### I.D. Cards

**Students must carry their I.D. Cards at all times.** They are need for equipment check out, library check out, and all student activities. Students are not allowed to share I.D. cards.

### Lockers

An individual locker is assigned to each student enrolled in HS. A lock must be provided by the student. It is recommended that combination locks be used by the student. Students are also responsible for keeping their lockers free of litter and generally clean. Student locker assignments will be determined by the staff.

### Parent Involvement

Parent Partnership meetings are held throughout the year. These meetings will be an opportunity for parents and community members to collaborate with CAT staff. Meeting times will be announced as they are planned (TBA). **Escuela Para Padres** is part of our parent involvement opportunity. We encourage parents to volunteer and participate in **Escuela Para Padres**.

### Student Records

Any parent requesting information from school records must request this information in person in the counseling office or HS Office. A request may take a few days to process.

### Testing Information

SEP and CAT requires several tests and assessments throughout the year. They include (but are not limited to): MAP (7-9 grades), PSAT (10th Grade), SAT (11th Grade), Orientat (11th Grade), PLANEA, AP Assessments and other formative and summative tests. We ask for your support in preparing students by ensuring a good night's sleep, eating a good breakfast and being on time for testing. Dates and times will be announced throughout the school year (email, letters).

### Visitors on Campus



All visitors must check in at the HS Office and have a visitor sticker. Parents and other adults must obtain permission from the administration before entering a classroom. Classroom visits have to be arranged through Counseling. **STUDENTS ARE NOT PERMITTED TO BRING GUESTS TO VISIT.**

### **Birthdays, Holidays, and Special Occasions**

CAT is an academic institution, dedicated to using the time efficiently and wisely around the education of your students. CAT does not allow students to have birthday parties, holiday celebrations, etc. during classroom instruction time (***unless prior permission from the administration has been obtained***). Please refrain from sending flowers, balloons, teddy bears, etc. because it is disruptive to the educational learning process.

### **Textbooks**

At the beginning of each school year, the school will provide students with both English and Spanish textbooks that the students will use in their classes. Books that will be used for several years will be rented to students, while books intended for a single year's use will be sold. Parents will pay for books and all school materials used by students at the start of the year according to the schedule established by the school.

All school-issued rental books must be covered during the first week of classes. The student's name should be written in ink on the inside front cover of the book. Neither scotch tape nor contact paper may be applied to the book. Loss of, or damage to, rental textbooks will result in a charge being levied against the student. All textbooks are to be returned or if lost, paid for prior to the start of semester and/or final exams. Students must also be clear of all library fines and other material responsibilities before taking exams.

### **Lost and Found**

Personal articles (book bags, clothing, calculators, cell phones, etc.) should be clearly labeled with the student's name for their easy identification. It is highly recommended that students not bring items of value with them to school, as the school cannot take responsibility for their being lost or stolen. Recovered items will be placed in the cafeteria and managed by the APF.

Students may claim lost items ***after school only!***

### **Parties**

Classroom and on-campus parties are *not* allowed during class time unless authorized by the Principal.

### **Collection of Monies and Other Items**

The collection of money or other items from students must be authorized by the school administration. Teachers are not permitted to collect money from students without such authorization.

## Gifts

Gifts of appreciation from parents to school staff must not exceed the value of \$150.00 pesos. Parents are prohibited to offer cash to school staff as gifts.

## 016. Section XIII. Communication

At the beginning of each school year, Colegio Americano de Torreon administration collects parent email addresses in order to add them to a distribution list known as the CAT Mail Listserv. Pertinent communications from the school are distributed using this mechanism. However, in an effort not to overuse the system, the administration **does not** send Daily Notices via this mechanism. Parents are also encouraged to read the *SPIRIT MAGAZINE* as well as join the Facebook at Twitter pages to be up to date.

### SCHOOL SAFETY PLAN

CAT has developed responses and protocol for addressing school emergency situations. Fire and emergency drills are practiced in each school on a regular basis. Fire drills are held at regular intervals as required. Students must follow the exit directions posted in each classroom and proceed to the appropriate congregation areas in the east and west parking lots. Students should report to an appropriate faculty member to ensure that their attendance is recorded on an emergency form. When an alarm sounds, students are to proceed along the designated exit routes in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given.

In addition, the school periodically conducts lock-down drills. Procedures to be followed during this drill are posted near the door of each classroom. The lockdown drill is in response to a dangerous situation in the building, i.e., hostile or suspicious intruder. Under lock-down conditions, a complete lockdown of the school occurs and the staff has been instructed on the action steps to increase the safety of students and staff. Should an actual emergency situation occur, the lock-down school will not be accessible to anyone other than police and emergency personnel. A command post for receiving and transmitting information to the public. Students will only be dismissed after receiving authorization from the General Director or other administrator.

## Section XIII. APPENDIX

Colegio Americano de Torreon | High School Discipline Matrix  
V.2. June 1, 2016

**This matrix is intended to serve as a guide for assigning discipline consequences. Campus administrators have the right to assign other consequences as deemed necessary.**

**Legend:**

ISS= In School Suspension, High School Office

OSS= Out of School Suspension, At Home

Discipline Contract= Contract Between the School, Students, and Parents

Conference= Meeting

Friday Detention= After school detention for 1 hour

Lunch Detention= Detention during school hours on student recess

Long Term Suspension= More than 5 days

Warning= Verbal or written warning

Restitution= Payment

*\*Failure to complete a consequence will automatically result in moving to the next possible consequence.*

*\*Parents will be notified via email, letter, phone, or in person depending on the infraction.*

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequences (If Necessary)
Academic Dishonesty (Stealing tests, etc.)	2 Day ISS Loss of Assignment Points	1-Day OSS Loss of Assignment Points	Discipline Contract Parent Conference
Arson	3-5 Days Suspension	Long Term	Discipline Contract

	(ISS or OSS) Seek Restitution	Suspension Seek Restitution	Parent Conference Expelled From School
<b>Attendance</b>	Friday Detention	ISS Parent Conference	Discipline Contract Expelled From School
<b>Assault/Bullying/ Cyber Bullying</b>	3 Days Suspension (ISS or OSS)	5 Days Suspension (ISS or OSS)	Discipline Contract Parent Conference Teacher Conference Expelled From School
<b>Assault/Fighting</b>	3 Days OSS	5 Days OSS or Long Term Suspension	Long Term Suspension Expelled From School
<b>Cheating/Copying/ Plagiarism</b>	1 Day ISS Loss of Assignment Points	2 Days ISS Loss of Assignment Points	3 Days ISS
<b>Controlled Substances- Drug and/or Paraphernalia (including alcohol) Possession</b>	5 Days OSS	5 Days OSS	Long Term Suspension No Activities or Field Trips Expelled From School
<b>Controlled Substances- Drug and/or Paraphernalia (including alcohol) Sale and Distribution</b>	Long Term Suspension	Expelled From School	
<b>Dangerous Behavior/ Roughhousing/ Horseplay</b>	Friday Detention	1 Day ISS Parent Phone Call	3 Days ISS Parent Phone Call Discipline Contract
<b>Dress Code Violation (Regular,</b>	Immediately Change Clothes OR	Immediately Change Clothes OR	3 Days ISS

<b>Seasonal, Flag Salute or PE Uniform)</b>	1 Day ISS (See Dress Code Policy)	2 Days ISS (See Dress Code Policy)	
<b>Disruptive Conduct During Assemblies and Flag Salutes</b>	1 Day ISS	2 Days ISS	3 Days ISS
<b>Electronic Devices (For Non-Academic Purposes)</b>	Confiscate- Parent Pick Up 24 Hours Later	Confiscate- Parent Pick Up 7 Days Later	Confiscate- Parent Pick Up End of Semester
<b>Extortion</b>	3 Days ISS	3 Days OSS	
<b>False Accusation</b>	3 Days ISS	3 Days OSS	Possible Long Term Suspension Discipline Contract
<b>Forged Pass/ Parent Signature</b>	1 Day ISS	3 Days ISS	1 Day OSS
<b>General Disruptive Conduct (In All Campus Areas)</b>	Friday Detention	1-3 Days ISS	3 Days OSS
<b>Defiance of School Personnel</b>	Teacher Lunch Detention	Friday Detention	1-3 Days OSS
<b>Harassment (including sexual harassment)</b>	Suspension Pending Parent Conference 3 Days OSS	Long Term Suspension	Expelled from School
<b>Indecent Exposure</b>	Friday Detention	1-3 Days ISS	1-3 Days OSS Discipline Contract
<b>Insubordination</b>	Friday Detention	1-3 Days ISS	1-3 Days OSS
<b>Language, Profane and/or Abusive (toward students or staff members)</b>	1-3 Days ISS or OSS	3-5 Days OSS	Possible Long Term Suspension

Misuse of Technology (websites, etc.)	Warning Friday Detention	1-3 Days ISS	1-3 Days OSS
No Hall Pass/No Permission to Leave Class	Warning Friday Detention	1-3 Days ISS	1-3 Days OSS
Office Referral from any Faculty, Staff, or Substitute	Friday Detention	1-3 Days ISS	1-3 Days OSS
Parking Lots (Driving Fast, No Pass)	1 Day ISS	1-3 Days OSS	Possible Loss of Parking Lot Privileges 5 Days OSS
Public Display of Affection (Inappropriate)	Friday Detention	1 Day ISS	1-3 Days ISS
Repeated Offense (Disruption of Education of Others)	1-3 Days ISS	3-5 Days ISS	3-5 Days OSS
Robbery/Theft	3-5 Days OSS Seek Restitution	5 Days OSS Seek Restitution	Long Term Suspension Expelled from School
Tardiness (Excessive=4)	1-3 Days ISS	3-5 Days ISS	3-5 Days OSS (Counting toward absences): See Attendance Policy)
Threats (Verbal or Physical)	1-3 Days ISS	3-5 Days OSS	
Tobacco, Possession or Use	Confiscate Tobacco 1-3 Days ISS	Confiscate Tobacco 1-3 Days OSS	

<b>Truancy (Ditching) (All Day or Partial DaY, Including Morning Meetings) )</b>	1 Day ISS for Every Day Truant	1 Day ISS for Every Day Truant	Parent Conference 1-3 Days OSS ( <i>Counting toward absences</i> ): See <i>Attendance Policy</i> )
<b>Vandalism/Graffiti</b>	1-3 Days ISS Seek restitution	3 Days OSS Seek Restitution	Possible Long Term Suspension Seek Restitution
<b>Weapon (Including laser) possession or use</b>	Long Term Suspension		