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STUDENT AND PARENT HANDBOOK

COLEGIO AMERICANO DE TORREÓN, A.C.



**HIGH SCHOOL
(I.E.-12 GRADES)
2017 - 2018**

FOREWORD

This handbook has been developed by the principal and high school office personnel of Colegio Americano de Torreón High School and approved by Colegio Americano de Torreón General Director as a special service to students and their parents. It includes general information as to the policies and procedures relating to students of the school. We hope that this handbook will be of considerable value to both students and parents during the students' educational growth and development at Colegio Americano de Torreón. The school reserves the right to make corrections or additions without notice.

Revised June-August 2017

Updated Corrections September 7, 2017

Hello C.A.T. Nation!

I am extremely excited and proud to be back at C.A.T. as your Principal as I start my third year in Torreón. We are going to have another great school year. There are lots of exciting things happening here on our campus. We will work hard together and celebrate being C.A.T. students along the way.

C.A.T. is an excellent place to be, and we should be very proud of the accomplishments and traditions we have here. We will start working on our Five Year Strategic Plan this year! Our athletic teams will continue to do well at ASOMEX, our Drama department will continue to shine, our debate team is a consistently strong program that is known among the ASOMEX schools; MUN, and other cultural arts, vocational and club programs have excelled in their own areas of competition. As your principal, I pledge to you to continue our strong push in academics as well as extracurricular activities, in order to help your high school experience be one of the best times in your life.

The vision that I have for us consists of continued effective teaching in the classroom, student engagement and accountability, and holding all of us to the high standard that is expected by students, faculty, staff, parents, and all the community stakeholders. I believe in building relationships with students, parents, and staff as well as emphasizing how important education is to the future of our students. Education is the great equalizer. No matter your background, you have an opportunity to be successful with education. Life is often very difficult without it. I ask you to join with me as we strive to further this vision together.

In closing, we at C.A.T. are blessed to have tremendous community support and parental involvement. We appreciate the sustained support provided so unselfishly by our parents, community members, and local businesses. We pledge to continue to work hard to make our academic and extracurricular programs even stronger to ensure our students are successful and prepared for the future. They deserve no less. Please continue to communicate with the teachers, guidance counselors, and our administrative staff as we move forward together to meeting the challenges of the 21st century learner.

Jessyca K. Lucero-Flores
Colegio Americano de Torreón
High School Principal

CONTACT INFORMATION

School Address/Phone Numbers

Paseo del Algodón #500 Los Viñedos Torreón, Coahuila

Telephone: 222-51-00

web: www.cat.mx

SCHOOL HOURS 7:15am - 3:15 pm

C.A.T. 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)
I.E. - 12th Grade Counseling	Valeria Cano (ext. 3069)
I.E. -12th Grade Academic Counselor	Ricardo Del Río (ext. 3038)
Athletic Director	Héctor Gaytán (ext. 3011)
Technology Coordinator	Carlos Ramírez (ext. 3016)
Librarian	Susy Lazarin (ext. 3032)
Health Office	Jenny Puentes (ext. 3009)

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Calendars



C.A.T. Calendar for School Year 2017-2018

August 21	First Day for Students
September 21	High School Open House
September 29	Professional Development Day
October 16	Beginning of 2nd Quarter
October 27	Professional Development Day
November 20-24	Thanksgiving Break
December 21- January 8	Winter Holidays
January 8	Professional Development Day
January 9	First Day for Students
January 9	Beginning of 3rd Quarter
February 5	Holiday
February 16	Professional Development Day
March 9	C.A.T. Arts Festival Day
March 19	Holiday
March 26-April 6	Easter Holidays
April 9	Beginning of 4th Quarter
May 1	Holiday
May 25	Professional Development Day
June 21	Graduations
June 22	Last Day Students

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

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

Assessment Calendar

Assessment	Dates	Grade Level
MAP Fall 2017	September 4-12, 2017	7-9
PSAT	February 26, 2018	10
AP	May 8-16, 2018	11-12
SAT	May 23, 2018	11
MAP Spring 2018	May 3-12, 2018	7-9

OLWEUS MORNING MEETING (Thursdays)

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.

OLWEUS MORNING GENERATION (GRADE LEVEL ACTIVITIES) (Thursdays)

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.

PRINCIPAL RESERVES THE RIGHT TO CHANGE THE BELL SCHEDULE. DUE TO HAVING SECTIONS OF PREPA and SECUNDARIA, EVERY EFFORT WILL BE MADE TO MAKE THE MOST USE OF INSTRUCTIONAL TIME THAT WILL NOT AFFECT LUNCHES, RECESS, AND CLASS PERIODS.

Bell Schedules



REGULAR DAILY SCHEDULE (Attendance Taken At Beginning of Day)

Homeroom Schedule (Regular) Secundaria and I.E.		Homeroom Schedule (Regular) Prepa	
7:45-8:50	Homeroom/First Period (Designate 15 min for HR)	7:45-8:50	Homeroom/ First Period (Designate 15 min for HR)
8:55-9:40	Second Period	8:55-9:40	Second Period
9:40-9:45	Break	9:40-9:45	Break
9:50-10:35	Third Period	9:50-10:35	Third Period
10:40-11:25	Fourth Period	10:40-11:25	Fourth Period
11:30-12:05	LUNCH A	11:30-12:15	Fifth Period
12:10-12:55	Fifth Period	12:20-12:55	LUNCH B
1:00-1:45	Sixth Period	1:00-1:45	Sixth Period
1:50-2:35	Seventh Period	1:50-2:35	Seventh Period

SCHEDULE A

Flag Salute Schedule Secundaria and I.E.		Flag Salute Schedule Prepa	
7:45-8:07	Flag Salute	7:45-8:07	Flag Salute
8:12-8:56	First Period	8:12-8:56	First Period
9:01-9:45	Second Period	9:01-9:45	Second Period
9:45-9:55	Break	9:45-9:55	Break
10:00-10:44	Third Period	10:00-10:44	Third Period
10:49-11:33	Fourth Period	10:49-11:33	Fourth Period
11:33-12:08	LUNCH A	11:38-12:22	Fifth Period
12:13-12:57	Fifth Period	12:22-12:57	LUNCH B
1:02-1:46	Sixth Period	1:02-1:46	Sixth Period
1:51-2:35	Seventh Period	1:51-2:35	Seventh Period

SCHEDULE B

Morning Meeting Schedule Secundaria and I.E.		Morning Meeting Schedule Prepa	
7:45-8:35	Morning Meeting	7:45-8:35	Morning Meeting
8:40-9:20	First Period	8:40-9:20	First Period
9:25-10:05	Second Period	9:25-10:05	Second Period
10:05-10:15	Break	10:05-10:15	Break
10:20-11:00	Third Period	10:20-11:00	Third Period
11:05-11:45	Fourth Period	11:05-11:45	Fourth Period
11:45-12:20	LUNCH A	11:50-12:30	Fifth Period
12:25-1:05	Fifth Period	12:30-1:05	LUNCH B
1:10-1:50	Sixth Period	1:10-1:50	Sixth Period
1:55-2:35	Seventh Period	1:55-2:35	Seventh Period

SCHEDULE C

Afternoon Activity Schedule Secundaria and I.E.		Afternoon Activity Schedule Prepa	
7:45-8:25	First Period	7:45-8:25	First Period
8:30-9:10	Second Period	8:30-9:10	Second Period
9:10-9:20	Break	9:10-9:20	Break
9:25-10:05	Third Period	9:25-10:05	Third Period
10:10-10:50	Fourth Period	10:10-10:50	Fourth Period
10:50-11:20	LUNCH A	10:55-11:35	Fifth Period
11:25-12:05	Fifth Period	11:35-12:05	LUNCH B
12:10-12:50	Sixth Period	12:10-12:50	Sixth Period
12:55-1:35	Seventh Period	12:55-1:35	Seventh Period
1:40-2:35	Afternoon Activity	1:40-2:35	Afternoon Activity

SCHEDULES AS NEEDED (Auxiliary Schedules)**SCHEDULE D**

Early Release Schedule (Secundaria and I.E.)		Early Release Schedule Prepa	
7:45-8:10	First Period	7:45-8:10	First Period
8:15-8:40	Second Period	8:15-8:40	Second Period
8:40-8:50	Break	8:40-8:50	Break
8:55-9:20	Third Period	8:55-9:20	Third Period
9:25-9:50	Fourth Period	9:25-9:50	Fourth Period
9:55-10:20	Fifth Period	9:55-10:20	Fifth Period
10:25-10:50	Sixth Period	10:25-10:50	Sixth Period
10:55-11:20	Seventh Period	10:55-11:20	Seventh Period

SCHEDULE E

Long Assembly Schedule Secundaria and I.E.		Long Assembly Schedule Prepa	
7:45-9:00	Assembly Event	7:45-9:00	Assembly Event
9:15-9:50	First Period	9:15-9:50	First Period
9:55-10:30	Second Period	9:55-10:30	Second Period
10:30-10:35	BREAK	10:30-10:35	BREAK
10:40-11:15	Third Period	10:40-11:15	Third Period
11:20-11:55	Fourth Period	11:20-11:55	Fourth Period
12:00-12:35	LUNCH A	12:00-12:35	Fifth Period
12:40-1:15	Fifth Period	12:40-1:15	LUNCH B
1:20-1:55	Sixth Period	1:20-1:55	Sixth Period
2:00-2:35	Seventh Period	2:00-2:35	Seventh Period

SCHEDULE F

Advisory/ Flex Secundaria and I.E.		Advisory/Flex Schedule Prepa	
7:45-8:26	First Period	7:45-8:26	First Period
8:31-9:12	Second Period	8:31-9:12	Second Period
9:17-9:27	BREAK	9:17-9:27	BREAK
9:32-10:13	Third Period	9:32-10:13	Third Period
10:18-10:59	Fourth Period	10:18-10:59	Fourth Period
11:04-11:34	ADVISORY/STUDY HALL/FLEX	11:04-11:34	ADVISORY/STUDY HALL/FLEX
11:39-12:17	LUNCH A	11:39-12:22	Fifth Period
12:22-1:03	Fifth Period	12:27-1:03	LUNCH
1:08-1:49	Sixth Period	1:08-1:49	Sixth Period
1:54-2:35	Seventh Period	1:54-2:35	Seventh Period

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

Introduction to C.A.T.



Introduction to C.A.T.

**COLEGIO AMERICANO DE TORREON | HIGH SCHOOL HANDBOOK
June 2017**

Colegio Americano de Torreón (C.A.T.) 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.

HISTORY OF C.A.T.

Colegio Americano de Torreón (C.A.T.) 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 Torreón Jardín building was inaugurated in 1960 and was occupied for 46 years. In August of 2001, a new

facility with the modern installations, essential to meet the needs of our students entering the 21st century, opened for students in grades 7 through 12 at Los Viñedos. Then in August 2006, the building for kindergarten and elementary began the year in the new buildings, allowing the merging of the institution in one campus.

The school strives to be representative of the best aspects of Mexican and U.S. cultures, 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, and around the world. 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 governing body 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. C.A.T. 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 Torreón is a bilingual bicultural nursery to 12th 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

Every CAT student 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 twenty first century skills.
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 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, artistic and intellectual talents.

Flag Salute



FLAG SALUTE DATES AND POLICY

FLAG CEREMONY UNIFORM (ALL YEAR)

<p>(Boys)</p> <ol style="list-style-type: none"> 1. Grey pants 2. White polo shirt with C.A.T. logo 3. Black dress shoes 4. Red C.A.T Sweater 5. White Socks <p><i>*If cold during winter months, you can wear a white long sleeve shirt under your polo shirt</i></p>	<p>(Girls)</p> <ol style="list-style-type: none"> 1. Skirts (acceptable length) 3. White polo shirt with C.A.T. logo 4. Black dress shoes 5. White long socks 6. Red C.A.T Sweater <p><i>*If cold during winter months, you can wear a white long sleeve shirt under your polo shirt</i></p> <p><i>*If cold during winter months, you can wear white tights</i></p>
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*Students can wear a hoodie in their classroom AFTER the flag salute, **ONLY**.

DATES:

First Semester (2017)	Second Semester (2018)
August 25 September 15 October 13 November 17	January 19 February 2 February 23 March 23 April 13 May 4 June 1

Flag Salutes will no longer have an awards ceremony attached to it. There will be separate monthly awards days for Secundaria and Prepa.

Pledge of Allegiance

<p>JURAMENTO A LA BANDERA 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

UNITED STATES OF AMERICA NATIONAL ANTHEM

O say can you see, by the dawn's early light,
 What so proudly we hail'd at the twilight's last gleaming,
 Whose broad stripes and bright stars through the perilous fight
 O'er the ramparts we watch'd were so gallantly streaming?
 And the rocket's red glare, the bomb 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?

HIMNO NACIONAL MEXICANO

Chorus

Mexicanos al grito de guerra el acero aprestad y el bridón y retiemble en su centro
 la tierra al sonoro rugir del cañón

Ciña !Oh Patria! tus sienes de oliva de la paz el arcángel divino que en el cielo tu
 eterno destino por el dedo de Dios se escribió.

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)

School Admissions



School Admissions

Students interested in enrolling at the Colegio Americano de Torreón (C.A.T.), 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 Secundaria (7-9) academic program, students applying for admission for 7th grade must come from a bilingual, bicultural or English speaking institution prior to enrolling in the school.

* Graduating students from Colegio Ingles who wish to enroll in 10th grade at C.A.T. and have a minimum 85% GPA (grades 7-9) 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.

C.A.T. students returning from a year abroad in an English-speaking country will be exempt from taking an entrance exam; however, they need to revalidate their coursework with SEC before being readmitted. C.A.T is not involved in this process. If a student goes abroad for 11th 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 C.A.T. for their 12th grade year can only do so, on two conditions:

1. Students transferring to Torreón because of family relocation and that have passed C.A.T.'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 C.A.T.'s entrance exam.

****Non-admittance:**

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

ADMISSION PROCEDURE (Intensive English Program)

All students applying for enrollment to the Intensive English(I.E.) Program will take an English placement exam.

In keeping with the C.A.T. vision of “Excellence for Life”, we believe that successful completion of the Intensive English program is of crucial importance before enrolling in 7th grade at C.A.T. under the following circumstances:

- At the end of the school year, Intensive English (I.E.) teachers and school administrators will carry out an analysis for admission into 7th grade (1st year of secondary school), based on a final average of 70.00% or more in each class, together with other criteria indicated below.
- Students who do not reach a minimum average of 70.00% in each class have demonstrated that they have not developed the academic skills and English level necessary to enter C.A.T.’s academically rigorous bilingual program. If a student does not reach the minimum grade average of 70.00% in each subject, it is in the student’s best interest not to be promoted to seventh grade at C.A.T..
- An excellent command of spoken English is needed in order to successfully participate in seventh grade subjects taught in English. For this reason, a minimum grade of 70.00% is required on the oral exam that will be administered at the end of the school year.
- Students entering seventh grade must meet expected C.A.T. student behavior guidelines. Students that have demonstrated a pattern of disobedience will not be recommended for promotion to seventh grade.
- We emphasize the following: *the determining factors for continuing in seventh grade are:*
 1. *Achieving a minimum overall average of 70.00%.*
 2. *Passing **each subject** with a minimum average of 70.00%.*
 3. *Passing the final oral exam with a minimum grade of 70.00%*
 4. *Meeting with the parameters of conduct established by C.A.T. according to the parent/ student handbook.*

The Intensive English program is specifically oriented toward a curricular structure and educational process that have language acquisition as a goal. The teaching approach and competent use of the English language make the difference in helping our students reach their maximum potential.

As the school year advances, students will take their semester and final exams. These exams are NOT the only determining factor for the student to be promoted to secondary school. It is the passing average of the entire academic load, more than the grade of the exam that will result in the final average. For this reason, we must emphasize the importance of being consistent with the day to day work of each subject.

The Intensive English students are divided into three levels according to the results of the admissions exam (basic, intermediate, and advanced). At the end of the first semester, the

Intensive English teachers and the Administration will consider moving those students who demonstrate a need for a different level than the one to which they were originally assigned.

It is of upmost importance that you, as parents, follow-up on grades and averages throughout the school year. The school administration and Intensive English Program teachers are committed to the academic success of our students. If your son or daughter enters at-risk status or shows a pattern of low grades, this will be communicated to you immediately in a meeting to explain the academic problem and find a solution together.

However, during this stage, you are our biggest support to help your son or daughter achieve success in the Intensive English program. Likewise, a commitment to school policies is very important in order to finish the school year in the best way possible.

The High School Office will communicate with you at the end of the school year if your student has passed the requirements to move to 7th grade. (Phone Call, Meeting)

Support Programs and Services



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 and some electives instruction in English. The Mexican curriculum, and some electives (P.E., and Art) are in Spanish. The purpose is to develop oral fluency and literacy in two languages.

Cafeteria

C.A.T. offers breakfast and hot lunches on a daily basis for an additional amount. On a normal day, there are two (2) lunch periods. Food is to be eaten only in the cafeteria and, during lunch waves, in the **designated outdoor area**.

Areas Allowed: Vending machine, in front of book room, between cafeteria and high school, by the gymnasium and APF offices, civic area, domes.

STUDENTS ARE EXPECTED TO TAKE RESPONSIBILITY FOR CLEANING UP THEIR AREAS 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 and can be filled at any of the water fountains on campus.

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 MUST REMAIN IN THE CAFETERIA OR VENDING MACHINE AREAS AND MAY NOT BE TAKEN BACK TO CLASS.** Students may spend time in the library during lunch with an appropriate pass.

No Food or Drink Allowed in the Classrooms
****Clear Water Bottle Acceptable***

Counseling Programs

C.A.T.'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 Counseling Office secretary will set up appointments as requested with at least 24 hours advanced notice.

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 *SELECT CARRERA* are among the 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/Diagnosis testing is recommended when needed.
5. Help is available in locating a peer or professional tutor when requested.

Orientation to the School Counseling Department

1. Grade 6 students entering C.A.T. High School
2. Students new to C.A.T.
3. Parents/guardians of I.E. 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.

At C.A.T., we protect the privacy of student educational records and assure parental access to those records. We give personnel designated by the High School Office as having a “legitimate educational interest” the right to access and view student records without prior parental consent. In addition, for employees who have a legitimate educational interest in the behavior of a student, a counselor does not need consent to release information from discipline records arising from conduct that “posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.”

C.A.T. employees are charged with maintaining the strict confidentiality of student education records and may release such information to others only with written consent of the parent, guardian or (in some cases) the student. Parents may elect not to disclose such information or limit such disclosure to only certain stated purposes.

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. **The counselors cannot 100% guarantee a schedule, as the availability may change and courses are at the discretion of the Principal.**

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

C.A.T.’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. If the student drove to school, we need parent permission (authorized by the nurse, or HS Office) before we let the student leave, as we cannot be liable for any student accidents when the student leaves campus.

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:
222 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 C.A.T.'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 HS Office 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 C.A.T. 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 checked 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.

School Wide Literacy

C.A.T. 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.

General Classroom Academics and Expectations



General Classroom Academics and Expectations

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 courses 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

Prepa 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 75.00% in prepa (10-12) and I. E., below 65.00% in secundaria (7-9), in any subject, after the progress report, or grading period, the parents will be notified. (Via 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 65th percentile on any internal or external exam (secundaria) and 75th percentile (prepa) we will follow the criteria for informing parents. In addition, a student success plan will be developed in collaboration with parents, staff, and students for more monitoring.

General Criteria for informing Parents

**Principal has a right to change the criteria at any time should there be an immediate need*

1. One or two classes AT RISK
 - a. Each individual teacher sends an email home to the parents of the student (even after the progress report has been generated)
 - b. The Grade Team Leader should be copied on the email to verify documentation
 - c. *A hard copy progress report *may* also be sent home by the individual teacher (*teacher discretion*)
2. Three classes AT RISK
 - a. Each individual teacher prints a hard copy of the progress report to be sent home and signed by the parents
 - b. A phone call home by Counseling
 - c. *Individual teacher-parent conferences *may* be set up with Counseling
3. Four or more classes AT RISK
 - a. Each individual teacher prints a hard copy of the progress report to be shared at a Team Parent Conference
 - b. A Team Parent Conference will be set up for the Grade Level Team either before or after school by the Counseling or High School Office
 - c. Grade Team Teachers
 - d. Counselor
 - e. Parent
 - f. Student
4. Chronic At Risk Status (multiple quarters)
 - a. A progress report will be printed for all classes
 - b. A parent teacher conference will take place with an administrator
 - i. Maty
 - ii. Jessyca
 - c. Student may be placed on Academic Probation with a contract of conditions

Teacher Responsibility: Mandatory contact with parents when student is At Risk according to these steps.

Grade Reporting Platform

Colegio Americano de Torreón started to use Plus Portals, the electronic version of the classroom gradebook. Teachers keep track of the grades, and will upload the current grades every two weeks. Parents and students can monitor progress via this platform. It is the parent’s responsibility to set up a password and check frequently.

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 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. A student cannot ask for work weeks or months after the absence. If the homework is not received by the agreed upon date, it may be marked as a "0".

Tutoring

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

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 as if it were a normal school day.

If you are interested, please contact the High School Counseling Office for available student 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

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 (unit tests, chapter tests, etc. NOT semestral or bimestral exams)**, will be provided with a second chance to demonstrate his/her knowledge, under the conditions listed below. **Re-dos are not allowed for daily work.*

(*Summative assessments* determine student understanding of long-term learning goals. Summative assessments include tests, essays, and/or projects.)

As indicated by C.A.T. Academic Achievement Policy, an acceptable grade is 70.00% in all subjects. A student not making this grade on any assessment will have a right to a re-do. The student **must participate in additional preparation** prior to the reassessment. The student is responsible for making arrangements with the appropriate teacher to **determine a date** and time to redo/retake the assessment (in the teacher's classroom and with the teacher), **no later than one week after the original assessment is returned to the student.**

One retake, per class, per semester.

Only the **higher of the two** scores will count toward the student's content grade. The reassessment will cover the same material, but it may have different questions and/or a different format; however, the content will be consistent.

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.

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.

Swimming Class

All students are expected to participate in swimming as part of the P.E. Curriculum. Any student that refuses to participate will receive a "0" which makes up 40% of their P.E. grade. If your child needs to miss swimming class for any health reasons, a valid doctor's note must be on file from year to year stating the time limit. Boys and Girls classes swim separately.

If the student is ill, it is preferable that they stay at home. If the doctor authorizes the sick student to come to school, it is necessary for the doctor to give him a certificate explaining why he or she cannot participate in the swimming class and for how long. (Updated Doctor's Notes)

Doctor's notes must be valid from the time indicated, within the same school year and quarter, otherwise they will be treated as expired.

Academic Ethics and Plagiarism Policy

C.A.T. 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, or
- 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
- sending screen shots, emails, airdrops, etc. (virtual) to give other students some of your work

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
- 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

Any student who is caught cheating or plagiarizing 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 High School Office. When work is copied from another student, both students will be penalized with a grade of "zero," and be referred to the High School Office. Grades of "zero" which are the result of any form of academic dishonesty are irrevocable and students will receive an in-school suspension (ISS). 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
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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 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 do not edit, type, or in any other way do the student's work; encourage the wise use of time

The governing body of C.A.T. encourages close links with parents and the community. We believe that students benefit when the relationship between home and school is a positive one. Parents are welcome to school and staff is expected and instructed to be courteous with them.

The vast majority of parents and others visiting our school are keen to work with us and are supportive of the school and respectful of its staff.

Types of behavior that are considered serious and unacceptable and will not be tolerated:

- shouting at members of the school staff, either in person or over the telephone;
- Physically intimidating a member of staff, e.g. standing very close to her/him;
- The use of aggressive hand gestures;
- Threatening behavior;
- Shaking or holding a fist towards another person;
- Swearing;
- Pushing; pulling
- Hitting

This is not an exhaustive list but seeks to provide illustrations of such behavior.

The consequences of these behaviors can range from a written warning, to a suspension from school grounds. It may also result in school filing a suit with the legal authorities.

Staff is instructed to hang up the phone, leave a meeting, and search for a senior administrator when parents demonstrate aggressive behavior.

*****Parents are considered to be at the forefront of their child's education and are expected to assist C.A.T. in the process of the education of their children. Please don't offer teachers and staff gifts that are excessive (over 200 pesos). Payments of money and gifts create a conflict of interest between the teacher, student, and parent. *****

*****In addition to academic responsibilities, parents are expected to be a role model for their children when conducting business at the school. Should a parent be rude, make threats to any C.A.T. employee, use profanity, or make the school unsafe, they will be escorted from the building and banned from the campus. *****

Teacher Responsibilities

- Follow the Handbook
- 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 designated test days
- Carefully proctor tests so that students are not tempted to cheat
- Test security for semester exams and final exams (locked rooms and desks)
- Secure grade books and mark documents so that grades are private
- By precept and concept support these ethical commitments

Teachers will also adhere to the Teacher's Handbook which details more of their role and responsibility as role model for the students as well as excellent employee.

Calculator Use

(Math Department)

Grades 7-8Calculators are not allowed in class

Grade 9.....Scientific Calculators are required

Grade 10.....Texas Instruments (TI83+) (See Math Department)

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

Other Academic Programs and Recognitions of Students



Other Academic Programs and Recognitions of Students

ADVANCED PLACEMENT

Philosophy

Advanced Placement Philosophy C.A.T., 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 **\$123.00 USD**, and payment will be added to the cost of tuition. 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. C.A.T. acknowledges the course selection document as a commitment of contract. **If a student wishes to drop the course, they may do so during the first 2 weeks of the school year, deadline September 4, 2017.**

HONORS DIPLOMA

Students who exceed the graduation requirements of C.A.T. are eligible to receive an Honors Diploma. *For those that joined in 2016-2017 we will honor the policy of that handbook (current seniors, Class of 2018).*

Requirements:

- Maintain a GPA of 90.00 between 10-12 grades
- Take at least 3 AP courses total between 11-12 grades
- Is a member of National Honor Society in good standing for one (1) year minimum
- Receive a score of three (3) minimum on at least one AP exam
- Receive a score of 1200 on the SAT (Scholastic Aptitude Test)
- Complete one year of a foreign language (other than Spanish and English), inside or outside of C.A.T.
- Participate as a tutor in the Peer Tutoring Program (min. 40 hours)
- 20 Community Service Hours in addition to those regulated by SEP

***All requirements must be met by the end of 3rd Quarter Senior Year**

Application Process:

Students interested in completing the Honors Diploma program must submit an application to the Counseling Office by September 15th, 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 C.A.T. 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 C.A.T. students will be recognized after each bimestre 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:

General Director'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).

Students will be recognized at an awards ceremony.

Valedictorian and Salutatorian Criteria

Each year, two 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 and that has been a part of the C.A.T. Community for the three years of Prepa (10-12). The salutatorian shall be the student who has obtained the second highest grade point average as determined under the following guidelines and has been a part of the C.A.T. Community for the three years of Prepa (10-12).

Students currently under Academic/Disciplinary Probation contract are not eligible

PREPA (10-12)

The highest grade point average shall be determined by calculating semester grades in each course taken from first semester of grade 10 through the third quarter of grade 12. Transfer grades not accepted for credit will be omitted from the computation. All grades will be calculated using the C.A.T. 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 (10) 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 (7-9)

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

Transfer grades not accepted for credit will be omitted from the computation. All grades will be calculated using the C.A.T. Secundaria 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.

- e. If all students involved in the tie have or will have completed the Measures of Academic Progress (MAP) by the beginning of their eighth semester, the student with the higher composite MAP scores shall be selected.
- f. If a tie still exists between two or more students, the valedictorian or salutatorian honors will be shared.

Student Awards

C.A.T. aims to encourage promising students with outstanding academic, extracurricular and community service achievements, and morality. The following awards 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 that 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 that 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.

Principal Awards

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 Principal.

SECUNDARIA AND PREPA SCHOLARSHIPS

For further information about scholarships, please contact:

Berenice Orduña: berenice.orduna@cat.mx

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 C.A.T. will not be eligible for a scholarship.
- The Intensive English Program does not count as an official grade level; 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
- It is only possible to request a scholarship by level. (Early Childhood, Elementary, Secundaria (7-9), and Prepa (High School 10-12).
- For the application to be taken into account, it is necessary that the student is **duly** 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 C.A.T. 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 2017-2018 school year.

Grading, Assessments and Reporting



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 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%.
(SEC regulation)**

PREPA (10-12)

The faculty and staff at C.A.T. 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 30% 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 70.00% of the student's overall grade. The relative weight between the formative and summative categories is left to teacher discretion.

Weighting Policy

The C.A.T. 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.

Students will not receive a grade for things not pertaining to academics: For example: bringing in kleenex, running a race, etc. as it is not related to performance or mastery of the subject

Grading Scales

<u>Prepa (High School 10-12)</u>	
A+	98-100
A	94-97
A-	92-93
B+	90-91
B	87-89
B-	85-86
C+	82-84
C	79-81
C-	77-78
D+	75-76
D	72-74
D-	70-71
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.

SECUNDARIA (7-9)

Teachers in secundaria will give bimestral exams (5 times a year) with a weight of 30% of the bimester. They will use the other 70% of each bimester to assess participation, homework, formative assessments, quizzes, etc.

Weighting Policy

The C.A.T. 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.

Students will not receive a grade for things not pertaining to academics: For example: bringing in kleenex, running a race, etc. as it is not related to performance or mastery of the subject

Grading Scales

<u>Secundaria (7-9)</u>	
A+	97-100
A	93-96
A-	91-92
B+	87-90
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 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.**

Mexican Certificate and United States Diploma Regulations and Procedures



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 (7-9) or Prepa (High School 10-12) [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. **In order to remain in C.A.T., all students must be enrolled in both programs (Mexican and American).**

PREPA (Grades 10-12)

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 on their course syllabus. Grades will be expressed as numbers from zero to one hundred, carried out to two decimal places (0.00 to 100.00). Grades below 70.00% are failing grades.

Ordinary and Semester Exam Requirements

At the end of each semester, all students are subjected to a cumulative written exam or final project (known as the Ordinary/Final Exam). The results of this exam or project 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 70.00.

Quarter X + Quarter Y+ (Semestral or Final)/ Three= 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 out of school suspension or are 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 during 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 50.00% on the Ordinary/Semester exam he/she will receive a zero (0.00%) for the exam and the student will fail the class for the semester.
3. Should the student score above 50.00% on the Ordinary/Semester exam, but the semester average (after averaging in the exam grade) is below 70.00%, 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 y 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 1st Extraordinary Exam; the second opportunity is known as the 2nd 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 (Specials)

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 in the student not being allowed to continue enrollment at C.A.T.

**** The minimum passing grade on extraordinary exams is 70.00%. 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 70.00%.***

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 96.00% or better to qualify for exemption. *(NOT 95.9%) There is no rounding of the percentage 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/course. 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 (96.00% or above average)*
- *Class rank in current quarter*
- *Attendance*

3. *No OSS in any class during the semester and has not been involved in cheating of any form in any of the classes or courses*

SECUNDARIA (Grades 7-9)

Summative Exam Requirements (Formally: Ordinary and Semester Exams)

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 on their course syllabus. Grades will be expressed as numbers from zero to one hundred, carried out to two decimal places (0.00 to 100.00). Grades below 60.00% are failing grades.

At the end of each grading period, in accordance with Secretaría de Educación y Cultura SEC requirements for Secundaria Certificates, each student will be subject to a bimestral grading period summative assessment (equaling 5 times a year).

(The students used to have exams formerly known as ordinary and final exams).

The results of these exams will be weighted 30% of each bimester. The minimum passing grade for the semester is 60.00%. Grades below 60.00% are failing.

Bimester 1 + Bimester 2+ Bimester 3 + Bimester 4+ Bimester 5 /5 = Final General Grade

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

1. Should the student final average be below 60.00%, 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 the final general average at the end of the school year, they will have to take an extraordinary exam.***

At C.A.T., Secundaria (7-9) is incorporated with and governed by the regulations of the Secretaría de Educación y 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 60.00%. NOTE: The highest grade a student may receive on any exam is 60.00%. 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 bimestre may be placed on ACADEMIC PROBATION. Failure to meet the conditions of this probation may result in student withdrawal from C.A.T.

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) 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, will have their case shared in front of 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 C.A.T.

Final Exam Procedures (and High School) Proctoring

The integrity of the exam process is fundamental to any educational program because it provides a supervised check of the student's knowledge and capability. The school therefore requires that proctors understand their responsibilities and agree to ensure that integrity.

- Secure the exam until the student begins the exam session
- Accurately identify the student by photo ID (or other verification, if necessary)
- Provide a quiet, well-lit area free from noise and distraction and within supervisory distance
- Verify instructional materials (if any) allowed during the exam process
- Return all papers, including scratch sheets, exam questions and the completed exam to Academic Affairs. Note: photocopying or taking notes from any exam is not permitted
- If necessary, terminate the exam, confiscate any exam materials and immediately notify Academic Affairs by telephone if there is improper conduct on the part of the student or any evidence that there has been a violation of the Student Code of Conduct or the examination process

During the Exam

1. When the student arrives at the testing site, his or her identity is to be verified by checking the student's ID. The proctor is to unlock the exam using the password received via email (if online), review the exam instructions with the student, and monitor the student and computer screen while the exam is being taken.

2. Students are not permitted access to mobile phones, tablets, or other personal electronic devices unless directed by the instructions in exam.

3. The student must remain under the supervision of the proctor for the entire duration of the exam. Receiving assistance from any person during an exam is considered cheating and is to be reported to Academic Affairs.
4. Proctors are NOT ALLOWED to give out exam passwords or copies of the exam to anyone.
5. Students cannot take the exam with unauthorized books, notes, or reference aids of any kind unless specifically stated on the exam instructions in the proctor letter. Proctors are expected to read the exam instructions regarding approved testing aids and resources prior to giving exams. Students are accountable for communicating allowance of specific calculators or tables as indicated by their course materials.
6. Students cannot take notes on the exam or have any part of it to study after taking it. The exam is not to be duplicated in any way.
7. Proctors should maintain full view to ensure that only the exam is accessed by the student (especially online exams). Access to the online course lessons and search engines (such as Google, etc.) is NOT permitted. Visiting unauthorized web sites at any time during the testing period is considered cheating and may result in failure of the course. All such breaches in exam security should be reported to Academic Affairs.
8. Proctors are responsible for appropriately documenting and reporting cases of incomplete testing and other incidents, and to include questions in breaches of academic integrity.
9. Proctors are responsible for keeping students quiet and maintaining discipline the entire test time, even if the student is done with the exam. No students are allowed to leave the testing area early.

GRADUATION REQUIREMENTS PREPA AND SECUNDARIA

U.S. DIPLOMA (American Plan) (9-12 Grade Equivalent in the U.S.A.)

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 and finish (12th 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 credit 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.

BACHILLERATO (Mexican Plan)

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 (7-9) "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 and some electives. To earn the Mexican Bachillerato certificate students must successfully complete the program of study prescribed by the Secretaría de Educación y Cultura SEC (modified 1999-2000).

TRANSFER CREDITS and STUDYING ABROAD:

Studying Abroad:

Students who study abroad for just one semester can face difficulties when returning to C.A.T., 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 during the Spring Period (January-June).

C.A.T. parents that have students planning on studying abroad must schedule a meeting with the Counseling Office to cover what the curriculum requirements are for C.A.T. and the classes the student must take for the revalidation of their coursework.

All students studying abroad must take U.S. 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 U.S. History course if the school abroad does not offer 11th grade U.S. 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 SEC 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 SEC with the proper required documents and certifications. SEC will only validate the course work at the end of the academic year or semester.

Upon re-enrollment at C.A.T., 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 C.A.T.

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 C.A.T.

OTHER

American Plan students at C.A.T. (with Principal authorization only) may earn credits through Independent Study, Summer School, or Online 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 C.A.T. 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 C.A.T. 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. It must be from an accredited school and 75.00% or higher must be obtained to count toward the U.S. Diploma **only**.

Virtual High School

The Virtual High School (VHS, Inc.) is a non-profit organization dedicated to increasing educational opportunities for middle and high school students, educators, and schools - everywhere.

Through The Virtual High School's unique network of schools, students, educators, and parents gain access to student-centered online education within a high quality, collaborative learning environment.

Students learn in cohorts where student exchange and interaction are valued components of the instructional process. Students benefit from access to highly-qualified faculty and innovative curriculum within diverse global classrooms. Teachers benefit by learning with and from their peers, and opportunity is not limited by geographic location or resource availability.

For the Fall 2017 semester, there are over 145 choices for our students' electives and over 100 in the Spring 2018 semester! The world is their oyster!

We can only open this opportunity to 25 students per semester with students who meet the criteria of good standing and who sign the VHS agreement.

Here is a link to the VHS Online Collaborative Learning Website, where they have 20 years of experience and schools worldwide use their expertise to open the world even more to their students!

<http://www.thevhs.org/>

Colegio Americano de Torreón VHS Online Course Student Elective Criteria

- The student must have an 85 percent grade point average (GPA) in all courses through the present date
- Parent signature agreeing with the option for their child
 - *Students are not allowed to drop the course. Should they drop the course, the parents will have to re-pay the school \$150 USD*
 - *Students who drop will be enrolled in a campus C.A.T. class based on availability and seating (of the electives offered)*

SENIOR YEAR TRANSFER

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

12th Grade Admissions:

12th grade students wishing to enter into C.A.T. for their 12th grade year can only do so on two conditions:

1. Students transferring from another school because of family relocation and that have passed C.A.T.'s entrance exam.
2. Students studying abroad their 10th and 11th grades and that have passed C.A.T.'s entrance exam.

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

Students that have studied here in Torreón, but at different academic institution **MAY NOT** apply for their 12th grade here at C.A.T.

WITHDRAWAL (Conditions and Procedures)

Parents wishing to withdraw their son/daughter from C.A.T. 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 C.A.T. 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) 1st 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 (7-9)

A student will be considered to be in violation of C.A.T. 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 three (3) 1st Extraordinary Exams.
3. A student may not fail more than two (2) 2nd Extraordinary Exams (Specials).
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 C.A.T. 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 C.A.T. registered in the Mexican Program in 12th Grade are required to complete 140 documented hours of community service (in addition to meeting the school's academic criteria) to qualify for graduation. 11th 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 C.A.T. 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. **ALL C.A.T. STUDENTS (I.E. -12TH GRADES) MUST HAVE A 70.00% TO PARTICIPATE IN SPORTS.**
2. Grades to attend these events will be based on the **OFFICIAL REPORT CARDS.**
 - a. **Events before October will be point in time.**
 - b. **Events for a semester class starting in January will be point in time (10-12)**
 - c. **Events for a yearlong course will use the quarter prior**
3. **Any students that went to special exams (second extraordinary) in any subject will not participate in the second semester.**
4. **Students must get a pre-arranged attendance form 3 weeks prior to the event.**

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, the student will not be allowed to attend the event in the name of the school. Principal has the authority to review this and make a decision on a case by case basis.

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

WITHHELD 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 9th or 12th grade graduation ceremonies.

REPORTING OF FINAL EXAMS AND EXTRAORDINARY EXAM GRADES

Any student who has failed a final ordinary exam will go to extraordinaries. If this happens, parents and students will be informed via:

1. Teachers review final exam and extraordinary exams with the students and parents. The teacher will determine the office hours for exam revision.
2. Parents can request that a tutor reviews the exam when it gets to the extraordinary phase, please see your son/daughter's teacher.
3. Teachers will share the final results of the final ordinary exam with the administrators before sending a student to extraordinary exams or to specials.
4. When a student is referred to extraordinaries or specials, the parents and students will be informed in 2 ways:
 - a. A phone call from HS Offices and Grade Team Leaders
 - b. An email from teachers

Student Attendance Policy



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, Homeroom, 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. **CAT administration and teachers are not responsible for students outside of these hours, unless students are scheduled for an event related to the school day.**

- Students from the I.E.-12 grade programs (I.E., SECUNDARIA, or PREPA) are mandated to attend school between the school hours as noted (7:40am-2:35pm)
- If a student exceeds their allotted absences, C.A.T. will determine if a student attends extraordinary exams or are expelled from C.A.T.
- **General Rule:** C.A.T. 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 and assessments (tests/quizzes) in a **period of time less than or equal to the number of days absent.**

- **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.).
 8. 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. **Make up work is allowed; however, it is not the teacher's responsibility to teach or cover the missed material.**
- 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. ** Within a period of 24 hours from the absence.
- 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 will result in 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 BY THE TEACHER IN THE PLUS PORTALS SYSTEM **
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 secundaria and prepa students!**

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

Process:

1. First time tardy: Verbal warning from teacher.
2. Second tardy: After school detention on Friday (with Ms. Towns) (2:45 - 3:30 pm)
Letter sent to parents. Noted in disciplinary record.
3. Third tardy: One (1) day in school suspension. Noted in disciplinary record and the sum of three times late counts as an unexcused absent in all classes
4. Fourth tardy: Two (2) days in school suspension
5. Fifth tardy: One day out of school suspension without the right to the make up the work
6. Sixth tardy: Parent meeting with administration to discuss student responsibilities and put on academic probation

****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, periods, or hours must do the following:

1. Written notification (from the parent) requesting a pre-arranged absence for the student must be submitted to the High School 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 High School 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 High School 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 each day of absence will count toward the total number of absences.
4. Pre-Arranged forms may be picked up in the HS Office before school, homeroom, or after school.

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

Absences due to participation in C.A.T. 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 70.00% in all classes for PREPA and maintains an average of 70.00% in all classes for SECUNDARIA (ALL C.A.T. STUDENTS) and** will not affect the right to take exams or receive credit for make-up work. (*Such absences do 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 High School Principal reserves the right to say “no”. Grades to attend these events will be based on the **OFFICIAL REPORT CARDS**. Events before October will be point in time. Events for a semester class starting in January will be point in time (10-12). Events for a yearlong course will use the quarter prior. Any student that went to special exams (second extraordinary) in any subject will not participate in the second semester.

STUDENTS MUST FILL OUT THE PRE-ARRANGED FORM.

Students should follow the process for pre-arranged absences at the High School 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, C.A.T. 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 High School 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 High School 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 High School Office **between 7:15 - 7:45 a.m.** before a student is authorized to leave campus.

If C.A.T. is having a school activity, such as Halloween, K-12 Assemblies, they are part of the shared beliefs (academic, arts, athletics, whole child), it is considered a full day. It is treated as a normal school day, and students who arrive for these activities are expected to participate as if it were a normal school day.

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 (10-12) or Secundaria (7-9)).

PREPA: Students in Prepa (10-12) 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 (7-9) 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.

Behavioral Expectations



Behavioral Expectations

C.A.T.'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 high school will be following this handbook very closely.

Code of Conduct

C.A.T. students are expected to be responsible for their own actions and behavior. C.A.T. 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.

C.A.T. 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.

A student may be assigned lunch detention by the teacher (to be served in the classroom).

Lunch detention:

- i. The teacher may assign lunch detention in their classroom or on lunch duty to the students for many reasons, it depends on their classroom rules and criteria (under teacher watch).
- ii. If the student does not attend to lunch detention, the student will be automatically assigned to a Friday detention.
- iii. If the student does not attend the Friday detention, then they will serve one day in school suspension.

**If a student is chronically in a Friday detention, we will address it with the parents after the third infraction. Depending on the seriousness of the events, a student may be given an out-of-school suspension, put on a discipline progress report, or be on disciplinary probation.

Internet and Technology Acceptable Use Policy

In addition to "BYOD" (Bring Your Own Devices) at C.A.T., 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 on any 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".**

Teachers ask students to place their cell phone in a "parking lot" for cell phones until they are needed for class activities. 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 (24 hours after) (for the first offense= 24 hours later, second offense= after 7 days, and the third offense= at the end of the semester). ***Does not apply to laptops or tablets. The teacher will take away; however, return at the end of class as not to affect learning in other classes.***

Items Not Allowed At School

- Coffee mugs/ Travel Mugs
- Non-clear water bottles
- Lasers
- Party Food

C.A.T. 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 Torreón 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 C.A.T.'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 C.A.T. disciplinary policy through consistent enforcement of classroom and school rules.

EXPECTED STUDENT BEHAVIOR

Students at C.A.T. are expected to uphold the code of honor 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 are expected to behave well at assemblies and presentations, and follow the building rules for the Center for Visual and Performing Arts, the Gym, and the High School 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 High School Office will use the discipline matrix to determine the appropriate consequence with the teachers. *See Appendix.*

DISCIPLINARY PROBATION

If a student receives a second out of school 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 C.A.T.

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 or on any school related or sponsored trips.

DRUGS AND ALCOHOL: The use, sale, or possession of drugs or alcohol on or near school property, or on the way to and from school or on any school related or sponsored trips.

Other serious acts that attempt to undermine the safety/security of the campus and/or academic/ moral integrity of the school near school property, or on the way to and from school or on any school related or sponsored trips, including but not limited to the inappropriate use of images and video.

Expulsion Procedures:

1. Referral to administrator.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident.
3. The administrator determines misconduct.
4. Administrator determines whether the student engaged in serious misconduct that is serious in nature that warrants a recommendation for expulsion. If administrator determines that the student engaged in violation of a serious offense, then administrator contacts General Director and general counsel to start the expulsion referral process.
5. When a student is recommended for expulsion, the Counselor will be assigned to assist the student and his or her family throughout the expulsion process and will also be present at the expulsion hearing. The student and his or her parent/guardian will be notified of the time and place of the hearing and shall be given a packet of information at least 48 hours before the expulsion hearing that contains the supporting documentation as to why the administration is recommending the student be expelled.

6. The Disciplinary Hearing Committee shall make the determination whether or not to expel a student from school. The Disciplinary Hearing Committee is provided with the same packet of information regarding the documentation Student Discipline Code & Procedures supporting the administration's recommendation for expulsion as the student and his or her parent/guardian.
7. The Disciplinary Hearing Committee shall meet to conduct a hearing regarding the recommendation for expulsion and the hearing shall occur within ten (10) school days after the student's suspension from school.
8. At the hearing, an administrator will present the information to the Committee that supports the administration's recommendation for expulsion.
9. The student's family or representative will have a chance to provide information that rebuts the information provided by the administration or to present new information that either demonstrates the student did not engage in the conduct for which he or she is accused, or any mitigating information. Student witnesses are not allowed to be present at the hearing on behalf of either the student or the school.
10. After the Disciplinary Hearing Committee receives information on behalf of the district administration and on behalf of the student, the panel will meet in an executive closed session to discuss the evidence. The committee will then reconvene in open session to act on the recommendation of expulsion.
11. The student and his or her family will be notified of the decision in a timely manner.
12. If the committee acts to deny the expulsion, the student will be placed in the school with probation guidelines.
13. If the committee acts to expel, the student will be required to follow all recommendations of the expulsion.
14. At the conclusion of the expulsion period, administration will ensure that the conditions of reinstatement have been met and determine appropriate school placement.

Philosophy for discipline at C.A.T is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The C.A.T. Discipline Code is to be applied consistently and uniformly throughout the High School so that students are treated fairly and equitably.

The C.A.T. Discipline Code is developed to help students understand their obligations to others in the school setting, and is reflective of the concern for the dignity and growth potential of each student, as well as the commitment to the safety interests of all students, staff, and the community.

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

In the case of major offences that can result in an expulsion or a suspension of more than a week, a Disciplinary Hearing Committee will emit the final consequences after it is presented with the complete information

The committee is formed by

- 2 administrators:
 - *The General Director and the Principal*
- 2 parents from School for Parents (Escuela Para Padres):
 - *The President and the Treasurer of the Board of Directors*
- 2 teachers
 - *English and Spanish Department Heads*
- 2 students:
 - *NHS and STUCO Presidents for High School*

If a member of the committee has a conflict of interest, they will be replaced.

C.A.T. handbooks and policies are the main tools and the basis to reach a decision.

If a vote is needed to reach a decision and there is a draw, the Director's vote will count twice.

C.A.T. 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 C.A.T.

- OLWEUS Program (Including Morning Meetings, 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 humiliation. Posting 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 losing 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 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 with the same values 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, or 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 adult 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).*

Dress Code and Personal Appearance



Dress Code and Personal Appearance

It has been a long standing tradition that the students of Colegio Americano de Torreón students wear a uniform. Students are to wear a uniform every day including field trips, *unless otherwise noted or announced*. 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 C.A.T.

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

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

****It is recommended that students keep a pair of white socks in their backpack or locker at all times**

FLAG CEREMONY UNIFORM (ALL YEAR)

(Boys)

1. Grey pants
 2. White polo shirt with C.A.T. logo
 3. Black dress shoes
 4. Red C.A.T Sweater
 5. White Socks
- *If cold during winter months, you can wear a white long sleeve shirt under your polo shirt*

(Girls)

1. Skirts (acceptable length)
 3. White polo shirt with C.A.T. logo
 4. Black dress shoes
 5. White long socks
 6. Red C.A.T Sweater
- *If cold during winter months, you can wear a white long sleeve shirt under your polo shirt*
- *If cold during winter months, you can wear white tights*

*Students can wear a hoodie in their classroom AFTER the Flag Salute, **ONLY**.

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 C.A.T. logo
4. Black dress shoes
5. Tennis shoes or boots (not slippers)
6. C.A.T. hoodie sweatshirt
7. C.A.T. sweaters
8. C.A.T. jacket

(Girls)

1. Skirts (acceptable length)
2. Grey or khaki bermuda shorts
3. White, blue or red polo shirt with C.A.T. logo
4. Black dress shoes
5. Tennis shoes or boots (not slippers)
6. C.A.T. hoodie sweatshirt
7. C.A.T. sweaters
8. C.A.T. jacket

The only OUTSIDE WEAR allowed will be official C.A.T. Wear from PESA.

Seniors may wear their Senior jackets that were made for them.

The sports hoodies, family senior jackets, etc. are not allowed.

If a student brings outside wear other than PESA, the High School Office will confiscate it and can be picked up at a later date.

WINTER UNIFORM (Thanksgiving Break to Easter Break)**REGULAR CLASSES****(Boys)**

1. Grey pants
2. White, blue or red polo shirt with C.A.T. logo
3. Black dress shoes
4. Tennis shoes
5. C.A.T. gym pants
6. C.A.T. gym shirt
7. C.A.T. hoodie sweatshirt
8. C.A.T. sweaters
9. C.A.T. jacket

(Girls)

1. Skirts (acceptable length)
2. Grey pants (during winter)
3. White, blue or red polo shirt with C.A.T. logo
4. Black dress shoes
4. Tennis shoes or boots
5. C.A.T. gym pants
6. C.A.T. gym shirt
7. C.A.T. hoodie sweatshirt
8. C.A.T. sweaters
9. C.A.T. jacket
10. 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 C.A.T. logo
4. Black dress shoes
5. Tennis shoes or boots (not slippers)
6. C.A.T. hoodie sweatshirt
7. C.A.T. sweaters
8. C.A.T. jacket

(Girls)

1. Skirts (acceptable length of 2 inches above the knee)
2. Grey or khaki bermuda shorts
3. White, blue or red polo shirt with C.A.T. logo
4. Black dress shoes
5. Tennis shoes or boots (not slippers)
6. C.A.T. hoodie sweatshirt
7. C.A.T. sweaters
8. C.A.T. jacket

P.E. Uniform (All Year)

The P.E. 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 C.A.T.

(Girls and Boys)

1. C.A.T. P.E. pants
2. C.A.T. P.E. shorts
3. C.A.T. P.E. T-Shirt
4. Tennis shoes
5. Bathing suit (for swimming)

PRESENTATIONS AND SPECIAL EVENTS

At certain times throughout the year, students in debate team, MUN, or drama 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 High School office for one (1) day.

Students will no longer be allowed to wear presentation clothes for regular class day presentations.

(EFFECTIVE AUGUST 2017)

They can however wear the Flag Salute formal uniform.

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.**

CASUAL DAYS WILL ONLY BE ALLOWED ONE TIME PER MONTH. (EFFECTIVE AUGUST 2017)

APPROVED CLUBS:

1. NHS
2. STUCO
3. SUMANDO NINAS
4. ROBOTICS
5. MUN

Casual Days will only be one time per month.

(SCHEDULED WITH CLAUDIA)

NO TOLERANCE

- NO violence, sex, drugs, and alcohol logos
- NO baseball caps worn inside or outside of the building
- NO hats worn inside or outside 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)
- NO extreme (unnatural colors, like blue, green, purple, etc.) hair color (for boys or girls)
- NO slippers and flip flops

***If a student has any of these items, the first time they will be taken away and can be redeemed at the end of the semester. If it happens a second time, we will keep the item until the end of the school year.**

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

Many of our student groups are representing C.A.T. 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.

Activities and Other



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 value. Currently, C.A.T. offers programs in sports, music, and arts. Additionally, we have TCATs, 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 or teams will require a minimum average of 70.00% in Prepa (10-12), 70.00% in Secundaria (7-9), and I.E.

If a student causes a disruption at a host school, or to and from an 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 C.A.T. 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 allowed 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.

All Students, I.E.-12 grades, must maintain a 70.00% in all classes to participate in any school related events or activities.

Field Trips

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

The following is a list of rules for all students on CATravel trips and Field Trips.

1. All CATravel trips are considered an extension of the Colegio Americano de Torreóβn and as such, students on these trips will be expected to follow school rules as established in the handbook. NO: Fighting, bad language, physical intimacy, and any other infraction mentioned in the school's handbook and on this document are strictly prohibited.
2. Students involved in CATravel trips must stay at the accommodations arranged by the school.
3. The staff member in-charge on such trips has the final authority and the right to discipline any students who are in breach of these rules.
4. Smoking, use of drugs or alcohol by any student or group of students on a CATravel trip will result in the expulsion of anyone involved in these actions. See discipline matrix for details.
5. Curfew times, as set forth by the staff member in-charge, will be adhered to by all students. While staying in hotels, students will be expected to be in their own rooms and quiet by 11:00 P.M. No students are to leave their rooms after curfew except in the case of an emergency and then they must immediately contact a chaperone.
6. Chaperones will check rooms periodically to assure students are in their assigned accommodations as well as to verify there are no prohibited substances and/or objects. Staff members will examine luggage, backpacks, and/or any other personal items in the bus or room to verify there are no prohibited substances and/or objects in them. This will always be done in the presence of another chaperone and the owner of the travel bag.
7. When teams are staying in hotels, boy's rooms are off limits to the girls and vice versa. No non-CATravel members are allowed in any rooms.
8. Students involved in CATravel trips are there for specific reasons. The allocation of free time is at the discretion of the staff member in-charge.
9. When traveling to and from all activities the following rules are in force:
 - a. The staff member in-charge has the final authority on the bus
 - b. Playing music during rides in the bus is at the discretion of the chaperones. If you wish to listen to music, bring earphones
 - c. While in transit students are to remain seated. Noise and activities which distract the driver will not be permitted. In vehicles which are equipped with seat belts, they must be worn.

- d. Eating on the bus will only be permitted if it is agreeable to the driver. Students are not to throw their litter on the floor. The bus is to be kept neat and tidy. Students are required to clean the interior of the bus as requested by the chaperone(s).
10. Students are expected to attend school right up to the time they are to leave for an event and immediately upon their return. Students who take time off school to "get ready" before the trip or "rest-up" upon returning days will not have excused absences.
11. Consequences - If any of the rules mentioned above or following these lines are broken by the student, the disciplinary actions listed below will be enforced depending on the severity of the offense:

CATravel Matrix for Discipline

****All travel including anytime off of the C.A.T. campus (ASOMEX, Club de Investigación, etc.)**

****Listed for behavior from minor to major infractions. **Matrix developed by CATravel committee and approved by General Director.**

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequences (If Necessary)
Behavior <ul style="list-style-type: none"> • Hotel • Bus • Public Area <ul style="list-style-type: none"> ○ Museums ○ Parks ○ Restaurants ○ Countries ○ Cities ○ Etc. 	Verbal Warning	Verbal Warning, Loss of Privileges (Free time)	Incident Report, Assigned Seating and Room Arrangement, Parent Notification
Tardiness	Verbal Warning	Verbal Warning, Loss of Privileges (Free time)	Incident Report, Assigned Seating and Room Arrangement, Parent Notification
Property <ul style="list-style-type: none"> • Unintentional Misuse • Unintentional Damage 	Verbal Warning	Verbal Warning, Loss of Privileges (Free time), Economic Restitution if necessary	Incident Report, Loss of Privileges (Free time), Economic Restitution if necessary

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequences (If Necessary)
Disrespect <ul style="list-style-type: none"> • Staff • Students 	Verbal Warning, Loss of Privileges (Free time)	Incident Report, Behavior Contract <i>Disciplinary Probation at C.A.T. for 9 weeks</i>	Parent Notification, School Referral, No Travel Privileges with C.A.T.
Direct Disobedience	Incident Report, Behavior Contract <i>Disciplinary Probation at C.A.T. for 9 weeks</i>	Parent Notification, School Referral, No Travel Privileges with C.A.T., Short Term OSS 1-3 Days	
Property <ul style="list-style-type: none"> • Intentional Misuse • Intentional Damage 	Incident Report, Behavior Contract <i>Disciplinary Probation at C.A.T. for 9 weeks</i>	Parent Notification, School Referral, No Travel Privileges with C.A.T., Economic Restitution if necessary	Short term OSS 1-3 Days, Economic Restitution if necessary
Leaving Areas <ul style="list-style-type: none"> • Designated Areas of Tours • Room After Curfew (but not the hotel) 	Incident Report, Loss of Privileges (Free Time), Parent Notification	Parent Notification, School Referral, No Travel Privileges with C.A.T., Behavior Contract <i>Disciplinary Probation at C.A.T. for 9 weeks</i>	Short term OSS 1-3 Days
Aggression <ul style="list-style-type: none"> • Fighting • Horseplay • Rough Housing • Other 	Incident Report, Loss of Privileges (Free Time), Parent Notification Behavior Contract <i>Disciplinary Probation at C.A.T. for 9 weeks</i>	School Referral, No Travel Privileges with C.A.T., Long Term OSS 4-10 Days	
Obscenity and Profanity <ul style="list-style-type: none"> • Language • Actions • Vulgarity 	Incident Report, Behavior Contract <i>Disciplinary Probation at C.A.T. for 9 weeks</i>	Parent Notification, School Referral, No Travel Privileges with C.A.T., Long Term OSS 4-10 Days	

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequences (If Necessary)
Tobacco Use <ul style="list-style-type: none"> • Chewing • Smoking • Other 	Confiscate Tobacco 1-3 Days ISS	Confiscate Tobacco 3-5 Days OSS	Confiscate Tobacco Long Term OSS 4-10 Days
Controlled Substances- Drug and/or Paraphernalia (including alcohol) Possession	Expelled from school pending a hearing		
Controlled Substances- Drug and/or Paraphernalia (including alcohol) Sale and Distribution	Expelled from school pending a hearing		
Controlled Substances- Drug and/or Paraphernalia (including alcohol) Sale and Distribution	Expelled from school pending a hearing		
Weapon (Including laser) possession or use	Expelled from school pending a hearing		
Controlled Substances- Drug and/or Paraphernalia (including alcohol) Sale and Distribution	Expelled from school pending a hearing		
Sexual Misconduct Consensual Sex <ul style="list-style-type: none"> • Harassment • Abuse • Assault • Sleeping/Staying Night in Opposite Sex's Room 	Expelled from school pending a hearing		

CATravel, in accordance with the school's handbook, will not tolerate any activities involving alcohol or any other drugs, as well as activities that could result in harm of a student, group of students, and/or staff members.

Colegio Americano de Torreon adopted a ZERO TOLERANCE policy which results in immediate expulsion from school if any students are part of the following major offenses when on a school trip or activity:

- 1. Alcohol and other drugs**
 - a. **Possession** of alcohol, drugs, or any type or paraphernalia
 - b. Applies to students having in their **possession** alcohol or any type of prohibited substance **at any time or place** during the trip duration.
 - c. **Use** of alcohol and/or drugs.
 - d. Applies to **hosting** or **attending** parties where there is **consumption** of alcohol or any type of prohibited substance by any of the attendees.
 - e. Applies to having **alcohol breath** at any time or place during the duration of the trip.

- 2. Leaving the hotel after curfew without permission**

- 3. Sexual misconduct**
 - a. **Consensual sex**
 - i. Consequences apply to all parties involved.
 - b. **Harassment, abuse and assault.**
 - c. **Sleeping/Staying in a room of the opposite sex.**

- 4. Possession of weapons**
 - a. This includes any type of object that could be used to harm self or others.
 - i. Knives, pocket knives, blades, lighters, firecrackers, explosives, fire weapons, etc.

In any of the situations listed above, administration and parents will be contacted immediately and staff members will complete an incident report.

The situations may be referred to the Disciplinary Hearing Committee.

Senior Activities

The only approved activities for the seniors to participate in on the school campus are:

1. Senior Bonfire
2. One Senior Ditch Day per year (2017-2018)
3. Senior Awards

If a student participates in a Senior Prank Day, they will not be allowed to participate in the graduation ceremony and will only be allowed to take extraordinary exams.

Clubs, Groups, Sponsors (Not Including CVPA Offerings)

Club/Activity	Sponsor Lead	Phone Number
Student Council (STUCO)	Ricardo Del Rio	3038
National Honor Society (NHS)	Lora Head	3216
Robotics	Elisa Pomar	3101
Programming	Carlos Ramirez	3106
Sumando Niñas	Sergio Robles	3303
Lego Club	Brenda Aguilar	3051
College Application Club	Ana Claudia Sada	3012
Multimedia Club	Alonso Fernandez	3200
Model United Nations (MUN)	Alonso Fernandez and Jaison Hall	3310
Diversity Club	Amanda Rydberg and Taryn Syrstad	3201

Students that are suspended out-of school (OSS) will be dismissed from participating in any club or activity at any time.

Students in National Honor Society are leaders, and as leaders, are expected to maintain the best code of conduct. If they are involved in ditching class, cyberbullying, or cheating on an assignment or exam, they will be immediately dismissed from NHS.

General Information and Miscellaneous



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 needed 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 I.E. Secundaria (7-9) and Prepa (10-12). 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 C.A.T. 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 High School Office. A request may take a few days to process.

Testing Information

SEC and C.A.T. require several tests and assessments throughout the year. They include (but are not limited to): MAP (7-9 grades), PSAT (10th Grade), SAT (11th Grade), SELECT (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 High School Office and have a visitor sticker. ALL VISITORS 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

C.A.T. is an academic institution, dedicated to using the time efficiently and wisely around the education of your students. C.A.T. 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 easy identification of the owner. 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 room next to the bookroom in the Administrative area.

Students may claim lost items *after school only!*

PARTIES AND CONVIVIOS

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

COLLECTION OF MONIES OR 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 \$200.00 pesos. Parents are prohibited to offer cash to school staff as gifts.

Communication



Communication

At the beginning of each school year, Colegio Americano de Torreón administration collects parent email addresses in order to add them to a distribution list known as the C.A.T. 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 C.A.T. Facebook at C.A.T. Twitter pages to be up to date.

SCHOOL SAFETY PLAN

C.A.T. has developed responses and protocol for addressing school emergency situations. Fire drills 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 lockdown 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 locked down school will not be accessible to anyone other than police and emergency personnel. There will be 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.

Appendix

APPENDIX

Colegio Americano de Torreón | High School Discipline Matrix
2017

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 on Assignment that They Cheated On	1-Day OSS Loss of Assignment Points	Discipline Contract Parent Conference
Arson	3-5 Days Suspension (ISS or OSS) Seek Restitution	Long Term Suspension Seek Restitution	Discipline Contract Parent Conference Expelled From School
Attendance	Friday Detention	ISS Parent Conference	Discipline Contract Expelled From School
Assault/Bullying/ Cyber Bullying	3 Days Suspension (ISS or OSS)	5 Days Suspension (ISS or OSS)	Discipline Contract Parent Conference Teacher Conference Expelled From School
Assault/Fighting	3 Days OSS	5 Days OSS or Long Term Suspension	Long Term Suspension Expelled From School
Cheating/Plagiarism	1 Day ISS Loss of Assignment Points	2 Days ISS Loss of Assignment Points	3 Days ISS
Controlled Substances- Drug and/or Paraphernalia (including alcohol) Possession	Expelled from school pending a hearing		
Controlled Substances- Drug and/or Paraphernalia (including alcohol) Sale and Distribution	Expelled from school pending a hearing		
Dangerous Behavior/ Roughhousing/ Horseplay	Friday Detention	1 Day ISS Parent Phone Call	3 Days ISS Parent Phone Call Discipline Contract

Dress Code Violation (Regular, Seasonal, Flag Salute or P.E. Uniform)	Immediately Change Clothes OR 1 Day ISS (See Dress Code Policy)	1 Days ISS (See Dress Code Policy)	2 Days ISS
Disruptive Conduct During Assemblies and Flag Salutes	1 Day ISS	2 Days ISS	3 Days ISS
Electronic Devices (For Non-Academic Purposes) <i>*Not including laptops or tablets(see p. 77)</i>	Confiscate- Parent Pick Up At End of Next Day (24 hour Hold)	Confiscate- Parent Pick Up 7 Days Later	Confiscate- Parent Pick Up End of Semester
Extortion	3 Days ISS	3 Days OSS	
False Accusation	3 Days ISS	3 Days OSS	Possible Long Term Suspension Discipline Contract
Forged Pass/ Parent Signature	1 Day ISS	3 Days ISS	1 Day OSS
General Disruptive Conduct (In All Campus Areas)	Friday Detention	1-3 Days ISS	3 Days OSS
Defiance of School Personnel	Teacher Lunch Detention	Friday Detention	1-3 Days OSS
Harassment (including sexual harassment)	Suspension Pending Parent Conference 3 Days OSS	Long Term Suspension	Expelled from School
Indecent Exposure	Friday Detention	1-3 Days ISS	1-3 Days OSS Discipline Contract
Insubordination	Friday Detention	1-3 Days ISS	1-3 Days OSS
Language, Profane and/or Abusive (toward students or staff members)	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/Stealing/ Theft of Another Student, Teacher, Staff, or Administrator	3-5 Days OSS Seek Restitution	Long Term Suspension Seek Restitution	Expelled from School
Tardiness (Excessive) (Counting toward absences): See Attendance Policy)	1 Day-ISS	2 Days- Days ISS	1-5 Days OSS
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	
Truancy (Ditching) (All Day or Partial Day, Including Morning Meetings) (Counting toward absences): See Attendance Policy)	1 Day ISS for Every Day Truant	1 Day ISS for Every Day Truant	Parent Conference 1-3 Days OSS
Unauthorized Selling of Food or Items	1 Day ISS Confiscate the items	2 Days OSS	Long Term Suspension

Vandalism/Graffiti	1-3 Days ISS Seek restitution	3 Days OSS Seek Restitution	Possible Long Term Suspension Seek Restitution
Weapon (Including laser) possession or use	Expelled from school pending a hearing		

General Discipline Guidelines for Assessing Penalties

The school may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case.

The principal can review the cases with the Dean of Discipline at any time. The Dean of Discipline will follow the matrix and keep records of student behavior. Students with repeat and continual offenses will be handled separately.