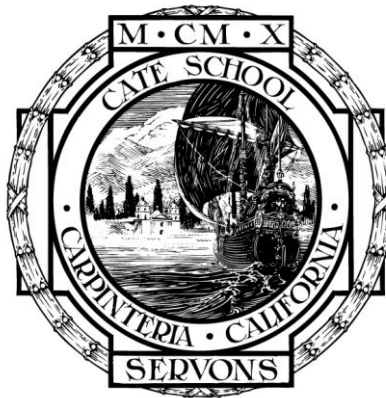


CATE

Student & Parent Handbook

2016-17



CATE SCHOOL MISSION

*Through commitment, scholarship, companionship, and service,
each member of the Cate community contributes to what our founder called
“ . . . the spirit of this place . . .
all compounded of beauty and virtue, quiet study, vigorous play, and hard work.”*

CATE SCHOOL HONOR CODE

*On my honor, I pledge:
to be truthful;
to show respect for all members of the Cate community and their property;
to complete my work honorably without giving or receiving unauthorized help.*

The *Student & Parent Handbook* is intended as a guide to daily student life on the Mesa and to help parents navigate the ins and outs of having a child at Cate. No publication, however, can reliably describe every situation that may arise in the course of a Cate student's life. Students and parents are encouraged to communicate with the Dean of Students Office if any of the School's policies and expectations is unclear.

CATE SCHOOL

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PO Box 5005
Carpinteria, CA 93014-5005
Switchboard 805-684-4127
Fax 805-684-8940
MOD 805-698-4808

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PARENTING A CATE STUDENT

Parenting a son or daughter at a boarding school is both an opportunity and a challenge. A boarding school experience allows parents to help a child learn to manage his or her life (the opportunity) by allowing the child to “leave the nest” a bit earlier than is usual (the challenge).

The School is acutely aware that you want, and need, to remain involved in the life of your child during these important and exciting years, and we recognize that this can be difficult from a distance. It is important to us that you are able both to celebrate your child’s accomplishments and to empathize with the inevitable challenges associated with growth. We invite your questions and expressions of concern, and, most especially, we invite you to communicate with the School in a way that will allow us to better serve your needs and those of each student.

Few young people respond to the challenges of adolescence or boarding school life overnight, and few parents instantly adjust to the changes that take place in a child in meeting these challenges. You will discover in your son or daughter unexpected characteristics, strengths, and interests as your child continues to develop. We are confident that you will recognize and appreciate this growth in your child during these years, and we are honored by the trust you have placed in us by allowing Cate School to participate and share in a truly exciting partnership and process.

COMMUNICATION & SUPPORT

As a small residential institution, Cate places a premium on providing students and parents with the support necessary for an effective adjustment to a challenging academic program and a diverse social environment. The School's support systems, however, require a two-way dialogue to work most effectively. Timely, honest, and open communication between the parents and the School is essential if we are to provide you and your son or daughter with an effective level of support.

The individuals and offices listed below are resources for students and parents; each is committed to the open communication essential to the partnership between School and family that is at the heart of our mission. While we hope that you will have a chance to meet each of these people in person at some point during the school year, all are available to you in person (if you live near or can travel to campus) and by phone or email as concerns and questions arise. Please review the School's website at www.cate.org/contacts for additional contact information.

Dean of Students

Bryan Rodriguez, 805-684-4127, ext. 203

In addition to shepherding the School's disciplinary system, the dean of students oversees other aspects of student life at Cate, including advisor assignments and the advisor system, and weekend and special off-campus permissions. The dean is a valuable resource about Cate life and the most appropriate resource to address a wide variety of parental concerns.

Dean of Students and Residential Life Office Manager

Beth Wilson, 805-684-4127, ext. 205

The dean of students and residential life office manager works closely with the dean of students in coordinating weekend and special permissions and in administering the disciplinary system. In addition, the office manager oversees student transportation to and from the Mesa during School vacation breaks and end-of-school-year departures. The office manager also serves as the monitor of the day (MOD, which is explained on page 3) during weekday business hours.

Faculty Advisors

New students are assigned a faculty advisor through the collaborative efforts of the dean of students and the director of admission & enrollment. The advisor is the primary liaison between a student and his or her parents and the rest of the faculty working with the student. A student's advisor oversees his or her academic, athletic, and social development at Cate and is the best resource to answer most questions about a child's adjustment to, or performance at, Cate. Members of the faculty work with a small (4-6 students) group of advisees throughout the year. Advisors meet weekly with their advisees, sit with them in assembly, and host them for a meal or two over the course of the year. In keeping with our student-centered program, returning students have the ability to request a new advisor for the following year. All requests must go through the dean of students.

Parents are encouraged to communicate directly and frequently with their child's advisor, particularly if they have a concern about any aspect of the child's performance or progress at School. Families can also expect to receive two advisor letters each year (December and June) that summarize the child's academic, athletic, and social progress.

Director of Residential Life**Pete Mack, 805-684-4127, 204**

The director of residential life is responsible for the School programs outside the classroom. The director coordinates a wide variety of programs that impact student and faculty life. These programs include the MODs, dormitories, Health Center, counseling services, athletics, and activities. The director of residential life also advises the prefects, sits on the discipline committee, and handles rooming and dormitory assignments.

MOD**805-698-4808**

The Monitor of the Day (MOD) is responsible for knowing the whereabouts of students and handling any unusual situations. Several non-dormitory faculty members serve as MOD, on a rotating basis, to supervise the Mesa in the evening (after weekday business hours) and on weekends. During weekday business hours, the dean of students office manager serves as the MOD. In the absence of the dean of students and the office manager, the MOD coordinates and records all special student off-campus permissions. **If for any reason you need to reach the School after 4:00 p.m. or on weekends, please call the MOD cell phone number (above).**

Dormitory Heads and Personnel

The dormitory head maintains close contact with every student in his or her dormitory. These experienced faculty members should be contacted when you are concerned about some specific aspect of life in the dormitory, or more generally about how your child is adjusting to expectations and the social environment of the dorm. Below are the names and telephone numbers of the dormitory faculty and prefects.

'25 House			Long House		
Dorm Head	Shannon Desgrosiellier*	315-796-0866	Dorm Head	Zohara Zamor*	716-517-5270
Dorm Faculty	Ivan Barry*	617-223-1699	Dorm Faculty	Andrew MacDonnell*	720-289-5506
	John Knecht*	714-330-8380		Ben Soto*	805-684-1895
	Gwendolyn Pierce	805-881-0081		Alicia Hammond*	603-562-8650
	Carla Garcia	201-341-1096		Matt Drew	617-966-1041
Senior Prefects	Ya'Kuana Davis, Nicah Driza, Serena Soh, Halie Straathof		Senior Prefects	Chris Figueroa, Musa Hakim, Jason Wang, Teddy Wecker	
Cook House East			Cook House West		
Dorm Head	Cece Schwennsen*	805-220-6141	Dorm Head	James Kellogg*	310-488-9676
Dorm Faculty	Wade Ransom*	805-698-5197	Dorm Faculty	Beth Caylor*	609-658-7648
	Stephanie Yeung*	301-325-0434		Paul Denison	805-509-2145
	John Swain	805-684-1898		Tim Smith	805-448-3737
	Annalee Salcedo	617-596-6163		Peter Bonning	805-455-3387
Senior Prefect	Georgia Thompson, Grace Sahani		Senior Prefect	Henry Walsh	
Schoolhouse			High House/Lido		
Dorm Head	Taylor Wyatt*	858-232-3008	Dorm Head	Colin Donovan*	805-245-6439
Dorm Faculty	Joy Doyle*	302-423-3626	Dorm Faculty	Erik Hansen*	805-636-5741
	Frank Griffin	805-684-0212		Philip Keebler*	831-601-1225
	Patrick Collins	805-450-6279		David Wood	805-453-8653
	Rachel Van Wickle	860-617-4980		Craig Bouma	310-293-5408
Senior Prefect	Ciana Smiley		Senior Prefects	High House – Henry Dawson Lido – Harris McCullers	

Bothin/Parsonage			Day Students		
Dorm Head	Amy Venditta*	339-201-1071	Advisor	Gwendolyn Pierce	805-881-0081
Dorm Faculty	Alexx Temena*	702-246-4933	Senior Prefects	Ryan Borchardt, Eva Herman	
	David Soto	805-684-2735			
	Maureen Cahill*	206-931-2778			
	Tamar Adegbile	917-750-7055			
	Marnie Woehr	805-450-0199			
Senior Prefects	Bothin – Morgan Prinz Parsonage – Dylan Ell				

*These faculty live in the dormitory.

Director of Studies

Lisa Holmes, 805-684-4127, ext. 202

The director of studies provides academic leadership for the School. This includes oversight responsibility for scheduling, teacher assignments, course placement for students, and the distribution of grades and narrative teacher comments each trimester. The director is the person to whom specific questions and/or concerns about the teaching faculty or academic program should be addressed.

Director of Student Services

Marnie Woehr, 805-684-4127, ext. 295

The director of student services works with the teachers, administration, and staff to ensure the productive function and collaborative efforts to support students, and in some cases design plans of care for individual students in order to benefit their growth and overall wellness. This is the best person to contact if a student needs special consideration or coordinated care to participate in the Cate program.

Director of Academic Skills

Erin Hansen, 805-684-4127, ext. 337

The director of the academic skills is the best person to contact with specific concerns about a student's adjustment to the School's academic program.

Director of Health Services

To Be Determined, 805-684-4127, ext. 219

The director of health services is the first resource for parents concerned about any aspect of their child's health, and no concern is insignificant. The function of the Health Center is described in detail in the Student Services section on pages 39-44.

Director of Counseling Services

Jana Ransom, 805-684-4127, ext. 225

The director of counseling services is the School's counselor-in-residence. The director welcomes contact from parents who are concerned about any aspect of their child's performance or development at Cate, sees students on a "drop-in" basis or through advisor referrals, and coordinates counseling services for students with professionals outside of the Cate community.

Director of College Counseling

Tamar Adegbile, 805-684-4127, ext. 235

The director of college counseling coordinates all efforts on the part of the School to guide students through the college selection and application process.

Director of Athletics**Wade Ransom, 805-684-4127, ext. 253**

The director of athletics is responsible for the design and operation of the athletic and extracurricular program and should be contacted with all questions about athletic offerings and options, level of competition, eligibility issues, or the athletic schedule.

Director of Technology**Mike Ferguson, 805-684-4127, ext. 238**

The director of technology is responsible for the overall design and management of the School's information systems and communications infrastructure, school-wide hardware and software applications, integration of technology into the academic environment, and technical support for faculty, staff, and students.

Director of Marketing & Communications**Sarah Kidwell, 805-684-4127, ext. 241**

The director of marketing and communications directs Cate's communications program and oversees the School's website, publications (including the parent e-newsletter communiCate), media relations, videography, and photography.

Director of Advancement**Lindsay Newlove, 805-684-4127, ext. 269**

In conjunction with the School's leadership, the director of advancement develops policies and programs to invite financial support and involvement in Cate while ensuring that the School's mission and objectives are reflected in fundraising programs and communications.

Assistant Head for External Affairs**Charlotte Brownlee '85, 805-684-4127, ext. 216**

The assistant head for external affairs oversees the stewardship of the School's relationships with external constituencies. She also serves as the director of admission and enrollment to oversee the admission process for prospective students, the financial aid process, and the re-enrollment process for returning students. The director should be contacted directly for any questions regarding your student's enrollment status at Cate.

Assistant Head for Finance & Operations**Sandi Pierce, 805-684-4127, ext. 272**

The assistant head for finance and operations oversees the operation of the School plant and should be contacted directly with any questions about School billings, charges, or facilities.

Assistant Head of School**Jay Dorion, 805-684-4127, ext. 207**

The assistant head of school is responsible for the yearly School calendar and works with the headmaster to oversee all faculty, staff, and programs at Cate.

Headmaster**Ben Williams, 805-684-4127, ext. 200**

The headmaster operates as Cate's CEO and is responsible for all aspects of the School's programs and policies.

FREQUENT SITUATIONS

Faculty members may be contacted through the School's switchboard (805-684-4127) during regular business hours (Monday-Friday, 8:00 a.m.-4:00 p.m.) or through the School's direct-dial voice mail system (805-684-8409) after hours. All faculty extensions are available on our website at www.cate.org/contacts. Common questions and situations and the most appropriate contact are listed below.

Situation	Contact	Number
Emergency (the MOD is available 24/7)	MOD Dorm Head	805-698-4808 Contact number on page 3 or 4
Reporting Illness or Medical Appointments	Health Center	805-684-2807 805-895-0847 (after hours only)
Permission to Miss a School Commitment	Beth Wilson Bryan Rodriguez	805-684-4127, ext. 205 805-684-4127, ext. 203
Student Account Charges or Billings	Melanie Perez	805-684-4127, ext. 262
Vacation Break/End-of-Year Transportation	Beth Wilson	805-684-4127, ext. 205
Psychological or Emotional Concerns	Jana Ransom	805-684-4127, ext. 225 805-722-7749
Computer and Technology	Mike Ferguson Kim McCormack	805-684-4127, ext. 238 805-684-4127, ext. 268
Athletics	Wade Ransom	805-684-4127, ext. 253
Residential Program	Pete Mack Beth Wilson	805-684-4127, ext. 204 805-684-4127, ext. 205
Academic Program	Lisa Holmes	805-684-4127, ext. 202
College Application Process	Tamar Adegibile Margot Dorion Amy Giles	805-684-4127, ext. 235 805-684-4127, ext. 248 805-684-4127, ext. 296
College Board or ACT Testing	Mari Powell	805-684-4127, ext. 227

ACADEMIC LIFE

CURRICULAR PROGRESSION

The specific details of the School's academic program, including graduation requirements, course descriptions and sequences, and scheduling and credit information, are communicated to students and parents through the *Cate School Academic Courses Registration Booklet* published online in February of each year. Current students are involved with academic planning and actual course selections through conversations with the advisor and parents beginning in February. New students and families make course requests as part of the enrollment process in the spring. Final course assignments and placement decisions are made by the academic departments over the summer and communicated to students and families by the department chairs. Contact Director of Studies Lisa Holmes with questions.

The academic program offered to 9th-grade students is in many ways distinct from that undertaken by 12th graders and the academic requirements for any given year make the best sense when seen as part of a four-year progression. Thus, you can expect to see assignments change gradually from those emphasizing the concrete thinking and information management activities more appropriate to the lower grades to those that incorporate increasingly complex, inferential, and abstract thinking in the upper grades. Some students would probably summarize this development by saying that "the work gets harder," while others would contend that "it gets more interesting." Both statements are true for most students.

You should expect to see the kind of academic work progress from the shorter daily assignments of the 9th and 10th grades toward more extended, self-directed, and sometimes long-term independent work expected in the 11th and 12th grades. Typically, daily homework assignments are 30 minutes per course in 9th and 10th grade, and about 45 minutes in 11th and 12th grade. Assignments in advanced courses can occasionally be up to an hour. This normal progression recognizes the growing maturity of students who have mastered fundamental academic skills. Students in the 9th and 10th grades rarely have "no homework" due the next day, and students in the upper grades who do not commit significant study time daily may fall behind on the assignments that require longer-term planning.

We have found that, with the support of parents, advisors, and college counselors, students generally make sound decisions when charting their curricular program. Again, it is through communication – interest, discussion, and exploration – that students learn to make good decisions and parents maintain an understanding of the changing needs of their child.

In order to provide equity in class size and to accommodate unique schedules, we cannot honor requests for specific teachers, and we do not switch students in and out of classes due to student or parent requests. If you have a concern about a specific teacher or class, please communicate directly with the teacher, the respective department head, or the director of studies so your concern can be effectively addressed.

CLASSES

Course Requirements

Graduation requirements and more specific academic policies are detailed in the *Cate School Academic Courses Registration Booklet*. Students in the lower school take five full credit courses in addition to human

development seminars and an arts requirement. Students in the upper school take five full-credit courses and often one or two half-credit courses each trimester. A student wishing to take more than five full credit classes must have permission from his or her advisor and the director of studies. A student may take no more than two courses in any one department in any trimester, unless the third is a sixth course. During the first week of classes, students may initiate a request for course changes by completing a form from the director of studies and obtaining the necessary signatures and permissions. After the first seven class days, schedules and class lists are considered final for all-year courses and first-trimester courses. Students may not normally add or drop courses after this date, and only changes related to placement, excess load, or extreme circumstances will be considered. Any course dropped after the sixth week of classes will be recorded on the student's transcript with the notation "withdrawn" and a date listed. The symbols WP (withdraw passing) or WF (withdraw failing) will be used. Any exceptions to policy or exemptions from requirements require the approval of the director of studies.

Honors and Advanced Courses

Honors and Advanced courses are offered in a number of subjects in all departments. Students are placed into these classes by the academic departments on the basis of demonstrated achievement and interest. Department chairs determine student placement in their respective disciplines. Students in advanced courses may also take advanced placement exams in May. A final course grade in an honors class receives an additional .5 weight in the student GPA, while a course grade in an advanced course receives an additional 1.0 weight in the GPA.

Directed Studies

Students in the upper school may design a directed studies course, and seniors may design senior inquiry projects for their final trimester. In both cases, the student determines the course content and, together with a faculty sponsor, writes a course description. Such a description must have the approval of the director of studies and the student's advisor; senior projects must be approved by the senior inquiry committee.

The deadline for submitting a course description for a directed studies course for the fall trimester is June 1. For a winter trimester course, the deadline is November 15, and for the spring trimester, the deadline is March 1. The deadline for expressing the intention to design a senior inquiry project for the spring is November 1. Preparation of the project begins in the winter trimester.

ACADEMIC SCHEDULE

The Cate academic schedule consists of "N" weeks when no classes are scheduled on Saturday and "S" weeks when classes are scheduled on Saturday morning. The type of week is referenced on the Cate calendar at www.cate.org/calendar. The academic day is defined as between the start of the first class and the end of the last class on any class day, including "S" Saturdays.

STUDY TIMES

Study Hours

Study hours are in effect from 8:00-10:00 p.m. on all nights that precede an academic day, except for nights when students return from vacation breaks. During evening study hours a student may check out of his or her dorm, to a place of study, or to another student's room within the dorm, with the direct permission of the dorm faculty on duty. Freshmen and sophomores, however, may check out of the dorm only between

9:00-10:00 p.m. During the academic day students must be working in a place of study (unless eating lunch in the dining hall). Formal group study, as approved by individual teachers, is permitted in specific locations. During the academic day and study hours: computer games may not be played; Facebook, Twitter, Instagram, Snapchat, or any other social media may not be accessed; videos and DVDs (except those assigned for a class) may not be viewed. Before 6:45 a.m., after 10:30 p.m., and during the academic day and evening study hours, music may be played with headphones only.

Supervised Study

Students who are experiencing academic difficulty or could benefit from a structured study environment may be required or may volunteer to attend supervised study hall from 7:30-9:30 p.m. on academic evenings when there are classes the next day. This determination is made by the director of studies, director of student services, and the advisor after a discussion with the student's dormitory faculty and classroom teachers. Students who choose to attend supervised study hall as an alternative to their rooms must commit to a regular study hall schedule that is communicated to the director of academic support.

ACHIEVEMENT

At the end of each trimester, grade reports (distinct from official transcripts) and written narrative comments are sent to parents. In addition, students and parents receive progress grades at the midpoint of each trimester.

Grades, effort marks, and narrative comments provide important information about student achievement, strengths, weaknesses, and areas of significant growth. Questions about grades and comments should be directed to the advisor and/or director of studies. The academic information takes one to two weeks to process at the end of each trimester and is sent electronically through the MyCate system.

Letter Grades

To most families, grades are broad and abstract symbols. Thus, the “public” meaning attached to letter grades, impressionistic and general at best, conforms to these descriptions, which are common to virtually all schools: A, A- = Excellent, B+, B, B- = Good, C+, C, C- = Satisfactory, D+, D, D- = Poor, F = Failure. Within the School, however, teachers use grades to precisely define and reflect a student's standing in the academic program. The following “in house” guidelines apply to the School's grades:

Cate Grading System	
A through A-	Excellent achievement
B+ through B-	Significant achievement; no serious deficiency
C+ through C	Some significant deficiencies, but the student is prepared to advance in this discipline to the next level at Cate and need not repeat. The student may not repeat the course for credit.
C-	Flawed and deficient work; achievement satisfactory for secondary school credit. Advancement in this discipline, however, is at the discretion of the department and may require remedial work, which typically includes summer study with a placement examination administered by the department upon completion of work.
D	Excessively flawed and deficient work; passable for secondary school and Cate credit is earned, but the student may not advance in this discipline at Cate except by repeating the course. The student's standing at Cate will be reviewed by the faculty, and he or she may be denied re-enrollment.
F	Inability to successfully complete assignments. Repeat required; no credit given. The student's standing will be reviewed by the faculty, and he or she may be denied re-enrollment.

Effort Marks

In addition to the A–F grading system used for achievement, each student is also given an effort grade of 1 to 4 as shown in the chart below, which is a reflection of effort, classroom behavior, and attitude.

- 1 = Outstanding
- 2 = Good
- 3 = Needs improvement
- 4 = Unsatisfactory

A number scale running from 1 through 4 (high to low) is used at the end of each trimester to describe a student's academic effort. Each point on the scale has specific significance. The effort mark of 1 denotes consistent and superior effort. The mark of 2, which is the rating most widely given, is also positive recognition of sustained good effort. Students whose effort is deficient or problematic receive effort marks of 3 or 4. The mark of 3 is intended to recognize a specific need for improvement, while that of 4 identifies serious deficiency or particularly poor and unacceptable effort. While effort marks of 3 and 4 are cause for concern and discussion, specific responses are developed by individual teachers and the advisor. Students who earn such marks may receive sanctions, such as academic probation, as well as support, such as assignment to supervised study in the evening or work with a tutor or learning specialist.

Teacher Comments

Cate teachers place great value on the behaviors and attitudes that characterize scholarship as well as actual achievement. Teacher comments are written to describe the acquisition of skills and knowledge, and to describe the way in which a student approaches his or her academic work. It is important for students to be engaged in the process of learning, and teacher comments will often make reference to characteristics such as curiosity, determination, and the willingness to accept challenges.

Grades, Exams, and Transcripts

Trimester letter grades are sent as grades in progress and are part of the internal record of achievement at Cate. The official transcript of the public record of achievement consists of the course grade for year-long classes and trimester grades for trimester courses. The course grade is determined by the average of the three trimester grades and the final exam grade from the spring. A student's cumulative GPA is calculated based on the final course grade from the sophomore, junior, and senior years.

ATTENDANCE POLICY

Students who miss more than 20% of meetings for a given class may fail to receive credit for the course, whether those absences are excused or unexcused in nature. Exceptions to this policy must be approved by the Curriculum Committee and/or the director of studies.

ACADEMIC SUPPORT

If students encounter academic difficulty, the first step is to seek support from their **teachers** and/or **advisors**. In addition to teacher and advisor support, we offer the following programs:

Supervised Study Hall

Supervised study hall is a two hour supervised study period where students can work in a quiet and structured environment. On Sunday nights, there is designated time to support students in planning and time management.

Student Proctored Learning Labs

Student proctored learning labs are a place where students can visit a peer tutor with expertise in a specific discipline in order to get help. Learning labs are available Sunday, Tuesday, and Thursday nights.

Academic Skills Center (formerly Learning Services)

The Academic Skills Center is meant to complement, rather than substitute for, support students are given by their individual teachers and advisors. It is our goal that the support provided by the Academic Skills Center is temporary and provides students with the skills necessary to work independently. If parents would like ongoing support, we can provide a list of educational therapist and tutors who are approved to work on campus.

Students who are struggling with study skills may make an appointment with Director of Academic Skills Erin Hansen. Together the academic support practitioner and the student develop a plan to address the challenge. The director of the academic skills creates accommodation plans, coordinates educational testing, and applies for college entrance exams (SAT, ACT) accommodations for students with identified learning disabilities.

Students who need tutoring beyond what can be provided by the subject-area teacher during extra help sessions may make arrangements through the Academic Skills Center to hire a tutor. Please contact Erin Hansen at 805-684-4127, ext. 337, to receive a list of tutors who have been cleared to work on campus. The Academic Skills Center is located on the top floor of the McBean Library.

ACADEMIC PROBATION

At the end of each trimester, the director of studies may place a student on academic probation for a poor record of achievement and/or poor effort. Such a record usually includes a combination of at least two grades at a C- or below and effort grades of 3 or 4. The School will notify parents in writing of any student placed on academic probation. Re-enrollment contracts for the following year will be withheld for students on academic probation pending a reevaluation of his or her academic standing at the end of the third trimester.

Underclassmen on academic probation are usually assigned to supervised evening study hall from 7:30-9:30 p.m. and no student (including seniors) will be granted any special permissions that will conflict with academic time.

ACADEMIC AWARDS

At the end-of-the-year awards ceremony, the seven academic departments recognize students in the lower and upper school for outstanding achievement in the respective disciplines. In addition to the academic awards given to graduating seniors at the Cum Laude ceremony, the awards ceremony, and graduation, book prizes are given to juniors for outstanding academic achievement.

Scholarship Award

This award is given to that student who has the highest GPA for the year among all grade levels.

Cum Laude Society

The Cum Laude Society was founded in 1906 to recognize excellence in the academic work of secondary school students. Students are elected to the society each spring by the faculty Cum Laude committee based on achievement, curiosity, and demonstrated interest in learning. Each year, membership is limited to no more than one-fifth (20%) of the senior class.

Diploma with Honors

Diplomas are awarded at four levels: regular, with honors, with high honors, and with highest honors. These distinctions are determined solely by final grades in the junior and senior year and are intended to recognize outstanding achievement in the senior class. The distinctions between levels are made by the director of studies after reviewing a distribution of GPAs. Highest honors is awarded to students whose grade point averages are within the top five percent of the graduating class; high honors to those within the top six-15 percent; and honors to those within the top 16-25 percent of the graduating class.

SPECIAL PROGRAMS

ATHLETIC AND EXTRACURRICULAR

Athletic Director Wade Ransom oversees and manages a comprehensive athletic and extracurricular program designed to provide students with the opportunity for challenge in the context of hard work and fun. Athletic participation is integral to the overall program at Cate; therefore, every student is required to participate in the athletic and extracurricular program during each of the three seasons. Participation in interscholastic team sports is required for freshmen, sophomores, and juniors. Freshmen and sophomores are required to participate in two seasons of interscholastic sports; juniors have a requirement of one season of interscholastic sport participation.

Because physical education classes are not scheduled into the academic day, each student takes part in an afternoon activity during each of the three athletic seasons. Interscholastic athletes are expected to attend all weekend practices and games, including those on Friday afternoons and some Saturdays. Attendance during the athletic and extracurricular period is required unless excused by the Health Center or an athletic trainer.

Between interscholastic teams and intramural activities, the offerings are as diverse as the student body. Intramural activities generally meet each weekday for an hour and a half, while interscholastic teams normally practice three or four afternoons per week and play games twice a week. Most faculty members coach and most coaches are full-time faculty members.

All schedule changes are posted by sport on the Cate's website at www.cate.org/athletics, and the School switchboard operator will also have this information. Directions to away games are also posted on the website at www.cate.org/124. If you have questions about a game on game day, call the switchboard between 9:00 and 11:00 a.m. to get the most up-to-date information. Please follow @CateAthletics on Twitter for updated information as well.

Athletic Equipment

Athletic equipment and uniforms are normally provided for all students on an issue-and-return basis. Failure to return team equipment will result in billing charges and disciplinary action. Personal team equipment such as hats, bathing suits, spandex shorts, batting gloves, socks, and personalized shirts are charged to the student's account (financial assistance may be available for students on financial aid) and become the property of the student after the season.

Independent Physical Education Option

A student in the sophomore, junior, or senior class may elect to petition for an independent physical education option, during one season, in lieu of a School-offered commitment. This option is designed to allow students to pursue an outside activity that is currently not part of the School program, or to help support a student who has demonstrated a clear passion and dedication to a specific activity that the School is not able to support directly.

Medical Evaluation and Excuses

All non-athletic illnesses or injury are evaluated and treated by the Health Center first and then may be referred to the athletic trainer as needed. Please see the Sports Medicine section for additional information regarding sports injuries.

Medical excuses for sports are granted only by a nurse in the Health Center. If a student misses class time because of illness or injury, a nurse at the Health Center will determine whether or not he/she is eligible to participate in athletics that day. **If excused from athletics, the student is usually granted a bench excuse, which must be taken in person to the coach. The student is expected to remain at practice or the game site to watch, assist, or do homework as appropriate.** Students requesting athletics excuses should do so before 12:00 p.m., Monday-Friday, or before 11:00 a.m. on Saturdays. Student's missing athletics for medical reasons lasting more than three (3) days will require a note from a non-parent health care provider stating the reason, activity limitations, and length of time for recovery of illness/injury.

OUTDOORS

Directed by Paul Denison '79, the Outdoor Program enables all students to learn a variety of outdoor sports and camping skills through participation in outings and activities offered throughout the year. Because the School has a great deal of equipment – from surfboards, mountain bikes, and kayaks to climbing ropes, backpacks, and tents – students are free to engage in all activities in without needing to provide their own equipment. Students are only responsible for supplying their own sleeping bag for overnight trips.

Outdoor activities are offered through the Athletic Department in the fall and winter athletic seasons. In the fall season, students are exposed to a variety of outdoor sports: surfing, sea kayaking, rock climbing, mountain biking, paddle boarding, and kayak surfing. Students are grouped according to their levels of experience and abilities, from beginners to advanced participants. No prior experience is necessary in order to participate in the program. During the winter season, beginning and advanced surfing are offered as athletic options (since space is often limited, priority is usually given to more experienced surfers), as well as an option in land-based activities, focusing on rock climbing, mountain biking, and hiking.

Every student has access to both day and overnight trips on the weekend. Options include extended backpacking trips in the local backcountry, sea kayaking and snorkeling at Santa Cruz Island, whitewater paddling on the Kern or Kings rivers, and cross-country skiing and winter camping in the Sierras. The Outdoor Program occasionally offers trips that may require missing either Friday, Saturday, or Monday classes (depending on the weekend). Every student in good academic standing has the option of missing one day of classes each trimester to participate in one of these extended outdoor program trips. Parental permission is required for all weekend trips, and a supplemental charge is typically assessed to cover food and transportation costs, with the cost varying depending on the trip (financial assistance may be available for students on financial aid).

In addition to these opportunities for overnight outings, the Outdoor Program is committed to providing students as many opportunities as possible to enjoy our local environment. Each available weekend, on either Saturday and/or Sunday, Outdoor Program staff or interested faculty members will offer surfing, paddle boarding, kayaking, or hiking opportunities. These are typically short outings of several hours, and no prior experience is required.

Outings Week

Every fall, the 9th, 10th, and 11th grades take part in a class outing. The objectives of fall Outings Week are to build a sense of community within each class, to build a sense of community between students and faculty, and to expose students to the natural beauty of California. The freshmen class uses the cabin and kitchen facilities of Pyles Boys Camp as a base camp for a week of day hiking in the southern Sierra Nevada. The sophomore class spends the week exploring the beauty of the Yosemite Valley area on a 20-mile backpacking trip in small groups. The junior class, also in small groups, embarks on a 45-mile backpacking trip, gathering together as a class for two days in the middle of the week, in the Golden Trout wilderness of the Kern River, before finishing the trip in their small groups. Many seniors use Outings Week to visit colleges with their parents. Those who choose to participate in the Outings Week go to Santa Cruz Island for the week or serve as leaders/trip aides on the other class trips (availability limited).

Ninth Grade Wilderness Weekend

All 9th-grade students are required to participate in a wilderness weekend, which takes place in December. The weekend is coordinated with the Freshman Seminar class and involves an easy overnight camping trip to Bee Camp, which is located in the backcountry immediately behind the Mesa. The purpose of the weekend is to promote class unity, introduce students to basic wilderness and camping skills as well as to the beauty of our surrounding environment, and prepare them for the more ambitious trips they will experience during Outings Week their sophomore and junior years.

MUSIC & DRAMA

Vocal

The voice, instrumental, and applied theory/composition programs are part of the School's academic offerings. The voice program, directed by Jessica Block, consists of two ensembles: the chorale, which is open to all students and does not require an audition, and the camerata singers, which is an honor choir chosen by audition.

Instrumental

The instrumental program, led by Director of Instrumental Music John Knecht, has many performing ensembles including the orchestra, three jazz ensembles, a world music group, and various rock bands. The orchestra and jazz ensembles are open to all students who have played an instrument for at least two years (or have an equivalent level of skill). Smaller jazz and classical honors ensembles are designed for students willing to commit extra time to rehearse and perform. Mr. Knecht will coordinate private instrumental and voice lessons with outside professional teachers. These involve additional charges, which can be billed directly to student accounts (financial assistance may be available for students on financial aid).

The School also offers classes for students interested in electronic music, rock band, percussion, guitar, music theory, and recording studio techniques. There is a broad survey course called Foundation Arts Music for students who would like an introduction to world music, history, electronic music, performance, and composition.

Drama

Theater Director Jessica Block supervises and/or directs all dramatic activities. Most productions typically involve large casts and require a significant number of support technicians. In the fall, Theater Production

is offered as an athletics option and rehearsals take place during the afternoon athletics block. In the spring, rehearsals take place during the evening before study hours. Auditions are open to all students. The theater director also supervises student-led clubs (related to theater) and productions.

PUBLIC SERVICE

Community service activities, which are coordinated by Director of Public Service Will Holmes, are an important part of the Cate experience. Public service is not mandatory, yet almost every student is involved in the program at some point in his or her Cate career. Although there are several components to the Public Service Program, all of which rely heavily on student leadership, the most visible are the Public Service Night, Learning Center, and Los Niños programs.

Public Service Night

Each Wednesday night, 30 to 40 students and several faculty members visit homes for the elderly, physically or mentally challenged, and homeless in the local community. These visits are generally one hour in length. While the list of participants changes from week to week, a large number of students who become involved in this special program form close friendships at particular homes and become devoted and regular participants in the program.

Learning Center

During the athletic period, up to seven students leave the Mesa to tutor and mentor students in local Carpinteria schools. Working with individuals and small groups, Cate students become the teachers in English, Spanish, and math, while serving an important function for the local community.

Los Niños

Cate faculty sponsor and chaperone one or two Los Niños trips each year. The students are boarded in Los Niños facilities in Mexicali during these trips. Throughout the trip, students and faculty work with local children and their parents in different colonias to learn about border issues and endeavor to build better ties between the people of Mexico and the United States. There is a charge for participating in a Los Niños trip, which is billed to parents through student accounts (financial assistance may be available for students on financial aid).

COMMUNITY LIFE

ACADEMIC YEAR

Cate's year consists of three trimesters. Grades are recorded at the end of each trimester and sent to parents along with teacher comments. Although the trimesters are roughly equal in length, each has a slightly different flavor and, in the culture of the School, a slightly different emphasis.

The fall trimester is, for all students, a period of adjustment: renewing friendships, making new friends, coping with new demands in the classroom; this transition contributes to a fast-paced fall. The winter trimester begins in November, runs across the winter vacation, and concludes at the end of February. The spring trimester begins after spring vacation and ends in late May or early June after year-end exams.

For some, the doldrums of a Cate year are encountered in the winter trimester. The days are still short and summer vacation is not yet a reality. Parental patience and support are especially important during this portion of the year. Spring vacation, however, provides students and families with an extended break from the routine of School and a chance to recharge in preparation for the rapid pace of the spring trimester. The social events surrounding the close of School and exams contribute to a bittersweet urgency that characterizes April and May.

ACADEMIC DAY

On a typical academic day, most students will be in class for five to six periods and will often have one 'open' period, sometimes more, in which they have no class scheduled. Students use study blocks to get started on homework, to study for upcoming tests, to meet with teachers, or to read, write, or work on projects.

Students generally keep a copy of their specific "N" and "S" week schedules with them. Experienced parents find it helpful to have their child email them a copy of their academic schedule after the first week of classes. This information may lend a bit more substance to phone conversations and may provide parents with a better feel for the pace of a school week at Cate. Typical school days follow this format:

Monday through Friday	
7:00–8:00 a.m.	Hot Breakfast
7:00–8:30 a.m.	Continental Breakfast
7:35–7:55 a.m.	Room and Chore Inspections
7:30–8:00 a.m.	Lab Flex Period (class appropriate)
8:00–10:05 a.m.	Period 1, a.m. Flex, and Period 2
10:10–10:25 a.m.	Assembly (or Tuesday Talk or Thursday Advisory meeting)
10:35 a.m.–12:35 p.m.	Periods 3 and 4
11:20 a.m.–1:00 p.m.	Lunch (students are assigned to first or second lunch depending on their class schedule)
12:40–2:45 p.m.	Period 5, Period 6, and p.m. Flex
3:15–4:45 p.m.	Athletics for all Students (except Mondays which runs from 2:45-4:15 p.m.)
5:00–6:00 p.m.	Shuttles to Carpinteria (Tuesday through Friday, see posted schedule for exact times)
5:30–7:00 p.m.	Buffet Dinner (all evenings except Mondays, which will run 5:30-6:30 p.m.)
6:45–7:45 p.m.	Music Class Periods (Mondays only)
8:00–10:00 p.m.	Study Hours (on evenings followed by an academic day, no study hours on "N" Fridays)
10:30 p.m.	In Room with Lights Out for 9 th and 10 th Grades (except for "N" Fridays)
11:00 p.m.	In Room with Lights Out for 11 th Grade, and In-dorm for 12 th Grade (In-dorm on "N" Fridays)

“S” Saturdays	
8:00–8:30 a.m.	Hot Breakfast
8:00–9:30 a.m.	Continental Breakfast
7:35–7:55 a.m.	Room and Chore Inspections
8:30–9:15 a.m.	Music Classes
9:20–10:30 a.m.	Period 2 and a.m. Flex
10:35–12:10 a.m.	Periods 3 and 4
11:20 a.m.–1:00 p.m.	Lunch
12:00–6:00 p.m.	Shuttles to Carpinteria (see posted schedule for exact times)
1:30–3:30 p.m.	Athletics for all varsity teams
5:30–7:00 p.m.	Buffet Dinner
11:30 p.m.	In-dorm for all Students

NON-ACADEMIC DAY

While a variety of optional activities may be planned for any “N” Saturday or Sunday, required programs are not usually scheduled. Students may use the Cate shuttle to head into town. Sunday is a good day for an extended visit with your son or daughter. However, we recommend that you not surprise them, because students often take advantage of the optional activities that occur on weekends. Days without classes generally follow this schedule:

“N” Saturdays	
8:00–10:30 a.m.	Continental Breakfast
9:00–10:30 a.m.	Hot Breakfast
10:00 a.m.–6:00 p.m.	Shuttles to Carpinteria (see posted schedule for exact times)
11:20 a.m.–1:00 p.m.	Lunch
5:30–7:00 p.m.	Buffet Dinner
11:30 p.m.	In-dorm for all Students
Sundays	
8:00 a.m.–1:00 p.m.	Continental Breakfast
9:00 a.m.–1:00 p.m.	Brunch
10:00 a.m.–6:00 p.m.	Shuttles to Carpinteria and Santa Barbara (see posted schedule for exact times)
5:30–7:00 p.m.	Buffet Dinner
7:00–8:00 p.m.	Dorm Meetings (start time varies from dorm to dorm)
8:00–10:00 p.m.	Study Hours (on evenings followed by an academic day)
10:30 p.m.	In Room with Lights Out for 9 th and 10 th Grades
11:00 p.m.	In Room with Lights out for 11 th Grade, and In-dorm for 12 th Grade

MEALS

All meals are served buffet style and dress is informal (except on Monday evenings). Boarding students are expected to attend all dinners; day students are expected to attend sit-down dinners on Monday evenings. All students – including day students who are on campus – must sign in with the MOD at buffet dinners. Sit-down dinners seating is assigned and attendance is taken by the table head. Mealtimes are bolded in the schedule above.

Students are expected to display good table manners in the dining room at all meals, and to clear their dishes to the dish washing area during all meals, except sit-down dinners. Food (with the exception of fruit), drink, dishes, glasses, or silverware may not be taken from the dining room.

CHORES

Underclassmen are assigned campus chores supervised by faculty. Students may have responsibilities in the dormitories, classrooms, library, admission, language labs, or environmental program.

ASSEMBLY

The School community meets in the Hitchcock Theatre on Monday, Wednesday, and Friday mornings. Assembly is an important part of the school day; it is a time for students and faculty to make announcements for the benefit of the community and to spend a few leisure moments together. Seating is assigned by advisor groups and attendance is taken.

TUESDAY TALK

Every Tuesday morning the Cate community gathers in the Katharine Thayer Memorial Chapel to hear a brief talk by a senior or faculty member. The talks are most often highly personal in nature – sometimes funny, sometimes serious, and sometimes both. In all cases, they are reflective, contemplative efforts to share our lives, our perspectives, and experiences that genuinely matter. Although seating is not assigned, attendance is required.

ADVISORY MEETING

Faculty advisors gather with their advisory group every Thursday morning and the group has a chance to sit and talk over bagels or other treats. This is the only “formal” meeting time that advisors have with their advisees each week, though they also sit together at morning assemblies and convocations, and advisors commonly catch up with their advisees in the dorms, in the dining hall, or around campus.

DRESS & APPEARANCE

While there is no official dress code at Cate, clothing should be clean and tasteful at all times. Cleats are not allowed in any School building, and hats or caps may not be worn indoors. Pajamas may not be worn during the academic day (including at breakfast). Students whose athletic commitment ends before 5:45 p.m. may not wear athletic clothing in the dining room.

When formal dress is required, tasteful choices of slacks, dresses, sports coats, ties, skirts, blouses and the like are appropriate. While jeans and sports shirts are not permitted, suits and formal gowns are not necessary.

CONVOCATION

Convocations, which are required for all students and faculty, are non-denominational programs typically scheduled on Monday evenings prior to a sit-down dinner. Formal attire is generally required. Presented in the theater or chapel, these programs are 30-45 minutes in length and include presentations from within the Cate community as well as from outside the School. Topics presented to the community may be musical, instructional, cultural, dramatic, controversial, or simply entertaining. Most directly, the purpose of the program is to expose students and faculty alike to ideas or experiences of value that are not usually the province of a specific discipline or program. Parents are encouraged to attend any of the convocation programs; however, because space is limited in the dining room, the School cannot host parents or families for sit-down dinner.

SIT-DOWN DINNER

Sit-down dinners, which are required for all students and faculty, typically follow convocation every Monday evening and occasionally before or after particular celebratory events. Students serve as waiters on a rotating basis. Seating is assigned and changes to allow students and faculty to interact with a variety of community members. Formal attire is generally required.

PUBLIC SPACES & FACILITIES

Libraries

The McBean and Johnson libraries are places for quiet study, research, and reading. The McBean Library is set aside for silent work during evening study hours, and the Johnson Library is for group study. Computer use in the libraries is for academic purposes only.

New students will learn the library rules and be shown the self-checkout process at the beginning of each school year. Students must pay current replacement costs for lost or damaged materials.

The Johnson Library is available for special meetings and should be reserved in advance with a librarian. Groups are expected to clean up after their meeting and to return the furniture to its usual place.

The libraries open at 7:30 a.m. Monday through Saturday, at 9:30 a.m. on Sunday, and close at 10:00 p.m. nightly. The library office is staffed from 8:00 a.m. to 3:00 p.m. weekdays, during weekday evening study hours, and from 8:30 a.m. to 12:30 p.m. on “S” Saturdays.

Gyms

The Fleischmann Gymnasium (aka old gym) includes non-competition squash courts. The Sprague Gymnasium (aka new gym) includes basketball courts and locker rooms. The Donald Harcourt '50 Fitness Center is available for student use after orientation from the Strength and Conditioning Coach.

Community Center

The E. L. Wiegand Center (aka Comm Cen) provides a location for students and faculty to gather in a relaxed environment and is open for general use from 8:00 a.m. to 10:30 p.m. on all days.

Pools

The Emmett-Horowitz Aquatic Center (aka pool area) is unsupervised. **Never swim alone.** There must always be at least three people in the pool area (two people other than the swimmer). Students are required to pass a swim test in order to use the pools. This test is given at the beginning of each school year. Students should shower before entering either pool. Students may not remove the pool cover without faculty supervision and no swimming is allowed unless the cover is completely removed. Students may not use the pools after sundown or after 7:00 p.m., whichever comes earlier.

TECHNOLOGY

CateNet, the School’s computer network, consists of computers, network hardware, software, and cabling that enables students, faculty, and staff to access the School’s computer network and the Internet. The School expects honest and ethical use of computers with respect to the privacy of others, computer files, login credentials, and observation of copyright laws. Students must agree to abide by the Acceptable Use

Policy described below in order to retain access to the network. Students in doubt about the definition or terms of any of these policies should consult with the Director of Technology Mike Ferguson.

Acceptable Use Policy

Users of CateNet are required to comply with the ethical and legal protocols established by the School to ensure productive, successful, and ethical use of CateNet and the Internet. Misuse of the CateNet services or the Internet connection may result in the loss of CateNet access privileges as well as additional disciplinary action by the School. **CateNet is considered the property of Cate School, and the School reserves the right to access individual accounts, files, and computers at its discretion.**

The acceptable use and ethical guidelines governing CateNet are fundamentally no different from those which govern other areas of Cate life as described in the Community Standards section on pages 49-56. All rules, including those pertaining to harassment and dishonesty, are applicable to all use of computers and related technologies.

It is a form of theft to obtain and use another person's password; gain access to another person's computer, gain access to another person's email, or to gain access another person's files. Students are fully responsible for all use of CateNet resources that occur under their account name.

Examples of inappropriate use of CateNet include, but are not limited to, the following:

- Attempting to subvert network security, to impair the functionality of the network, or to bypass restrictions set by the administrators.
- Improper use or distribution of information obtained through the network (e.g. copyrighted material).
- Using the network for commercial purposes or in support of illegal activities.
- Sharing confidential personal information about another individual via the network.
- Accessing sexually-oriented material or participating in sexually-oriented communication.
- Sending email messages of a harassing, intimidating, offensive, or discriminatory nature.

Use of technology at Cate that violates a major school rule or violates fundamental principles of trust, honesty, and responsibility may result in the convening of the Disciplinary Committee to determine an appropriate disciplinary response. Certain violations may result in separation from the School.

Email Guidelines

Cate considers email analogous to paper mail. Cate students are expected to respect the privacy of email messages with the same absolute regard for privacy that applies to postal mail. No one may read another CateNet user's personal mail without the express permission of the original recipient. However, a recipient of an email message may choose to share it with others. As a matter of manners, one may not, however, share an email message with a wide audience by forwarding it unless the author has agreed.

Public email messages (e.g. those posted by students in public areas) and the content of individual correspondence must follow conventions of appropriate public language. Since such messages are, by their nature public, they should not contain any language or content, or be of an intent that the School would consider inappropriate.

Internet Guidelines

Utilization of the School's network to access the Internet during the academic day or study hours must be for academic purposes only (in support of and consistent with the educational objectives of the School). The academic day is defined as the time between the start of the first class and the end of the last class on any class day, including "S" Saturdays. Study hours are in effect from 8:00-10:00 p.m. on all nights that precede an academic day, except for nights when students return from vacations.

Use of the Internet outside of the academic day or study hours is available provided the standards below are followed. All students are expected to abide by the generally accepted standards of responsible conduct on the Internet. These standards of conduct include, but are not limited to the following:

- Activities that violate the Cate School Honor Code are prohibited.
- Underclassmen may not access CateNet services after lights out on any evening that is followed by classes the next morning.
- Acquisition, viewing, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex, sexual orientation, or creed is prohibited unless specifically directed by a faculty member in support of academic endeavors.
- Downloading audio, video, images, documents, or any material without authorization and without confirmation that the material is not copyrighted is prohibited.
- Available bandwidth is a shared resource for the entire Cate community and should be treated as such with respect for the rights of others using this resource; hence, streaming content such as music, online radio stations, sports and entertainment media such as Hulu, Netflix, ESPN, or other similar sites is prohibited during the academic/business day.

"Pirated" Software

The transfer or use of software copied or used in violation of the applicable licensing agreement is expressly prohibited. Although the School recognizes that the use of illegal software may be a common practice, this observation does not reduce the personal responsibility of each computer user and each CateNet user.

Computers

Boarding students have wired network access for personal computers in their rooms and day students have wired network access in the Day Room. Students on financial aid may request a loaner computer through the Directory or Technology.

All students may access wireless in academic and dorm areas of the School. Students should protect their computers with a surge-protected power strip, up-to-date virus checking software, and antispyware software. If repairs are required while a student is on campus, original software and warranty information will be helpful.

There are several laser printers available for student use in the McBean Library and the Keck Lab. Students are welcome to bring their own printers but should expect to purchase their own supplies and handle their own repairs.

COMMUNICATION

For every Cate constituency, there is no more important word than communication. Good communication is timely, comfortable, and honest. Parent-to-School, parent-to-student, student-to-School, and parent-to-parent communication is essential to the partnership that parents and the School have formed to educate Cate students.

We believe that the most important form of communication, however, starts at home – long before a student begins a Cate career. Over the course of a school year, good parent-student communication requires effort and cooperation. Developing a family plan for maintaining contact throughout the year is the first step in the process of communication.

Cellular Phones and Video Phone Applications

Most families find that phone calls are the most dependable way to stay in touch. Another popular form of communication frequently used is a video phone application such as Skype or FaceTime. Some families prefer to set a regular time for weekly calls, and having a firm grasp of the School's policy for cellular phone use will help students and parents coordinate times that are in line with the School's expectations.

On the Mesa, the cell phone policy was established to help maintain the community's commitment to personal interaction. To that end, students are not allowed to use cell phones in class or in public during the academic day, and they are not allowed to use phones during mandatory School functions. To ensure that students have focused study time, students are asked not to make or receive cell/video phone calls during study hours. Boarding students may not use their cell phone or computer after their designated lights-out time in the evenings, and students are not permitted to use cell phones on senior lawn, commencement lawn, in the Raymond Commons Dining Hall, and Hitchcock Theatre as these are common areas where we want to encourage personal interaction. The use of or the presence of cell phones on School trips (including athletic trips and public service trips) is at the discretion of the faculty member(s) supervising the trip.

During the first week of school, students are expected to provide the Dean of Students Office with their cell phone number in order to facilitate communication.

Email

Student CateNet accounts and email addresses are established for new students during the summer before they arrive at School. The School's generalized e-mail address uses firstname_lastname@cate.org; for example, peter_mack@cate.org.

Mail and Packages

While many students prefer to communicate with their parents via phone, text messaging, email, Facebook, and/or face-to-face electronic messaging (Skype, FaceTime, etc.); every student has a personal mailbox, so letters and cards are still an option. Students may purchase postage stamps at the Student Store and mail their letters in the mailbox located in the dining hall. The School postage machine, stamps and stationery are not available for students' personal use.

Packages sent to a student by ground or express/overnight (UPS, FedEx, etc.) will be delivered to the Blue Ewe, our student store, and may be picked up during posted hours. Students are notified via email that a package has arrived. Sending an overnight package for Saturday delivery is not recommended because the Blue Ewe may not be open and the delivery company may not be able to find anyone to accept the package.

Mail and packages should be addressed as follows:

Student Name

Cate School

1960 Cate Mesa Rd.

Carpinteria, CA 93013

FINANCES

For many parents and students, few practical matters are more challenging than those associated with money. Below we've outlined a few areas of finance. Please also consider routine living expenses such as laundry, pizza, and purchases in town.

Student Accounts

Students are assigned a charge account for which the parents are billed on a monthly basis. For many students, a School charge account is their first encounter with a charge account of any type. This is an area in which parent-student communication is critical.

Textbooks, photography and art supplies can be charged to this account. Memorabilia, sundries, and personal items available in the Student Store may be charged to this account at the student's request.

The School provides, at no charge, certain athletic equipment, including some protective equipment and uniforms, but the School does not provide shoes or special athletic equipment (rackets, gloves, etc. that are purchased through the Athletic Department); therefore, these items may be charged to a student account (financial assistance may be available for students on financial aid).

School-sponsored activities (e.g. Los Niños, some field trips that are of an academic nature but optional on the part of the students), extracurricular activities (e.g. skiing, scuba), and optional transportation costs (e.g. Santa Barbara Airbus to LAX at vacation breaks) may be charged to this account with the parent's specific permission (financial assistance may be available for students on financial aid). Charges for purchases made off campus cannot be billed to student accounts.

Banking

If parents have given their child access to an existing checking account, students may withdraw money from the automated teller machine (ATM) located on the lower level of the Schoolhouse dormitory. This ATM (by Montecito Bank & Trust), does not, however, allow students to deposit money. Deposits and other banking business must be done at a local bank's branch office. Establishing a checking or savings account for a student at a nearby bank in Carpinteria may, therefore, be preferable. If the bank requires a letter confirming a student's attendance at Cate, please contact the Dean of Students Office for assistance. The following banking institutions are located in Carpinteria:

Local Banks		
Montecito Bank & Trust	1023 Casitas Pass Rd.	805-684-0487
Union Bank	5420 Carpinteria Ave.	805-684-4566
Chase	5400 Carpinteria Ave.	805-684-4114
Bank of America	4994 Carpinteria Ave.	805-684-4135
Rabobank	5030 Carpinteria Ave.	805-684-7602

Credit Cards

Parents may wish to allow their child to have access to a bank credit card. Because of the problems associated with lost or stolen credit cards, the School strongly encourages parents to discuss this option with a student before making this decision. It is also important for parents to be mindful that credit cards confer upon their holder the burden of responsible use.

TRANSPORTATION

School Shuttle

To and from Carpinteria, students may walk, use bicycles, or take the School shuttle (see posted schedule for exact times). The School shuttle goes to Carpinteria several weekday afternoon/evenings and most Saturdays and Sundays. The School also provides bus transportation to Santa Barbara on Sunday afternoons. On Saturdays or Sundays, students may take public transportation from Carpinteria to Santa Barbara if they are able to return in time for dinner sign-in. The School shuttle driver is in charge of the bus and carries the full authority of the School. Misconduct on the bus will be dealt with through the usual disciplinary procedures. **Hitchhiking by Cate students is prohibited.**

Ride Sharing Services

With ride-sharing services (Uber, Lyft, etc.) on the rise, we are finding that students are arranging their own transportation to and from campus. Students who utilize these services must adhere to the same policies regarding signing on and off campus during designated time frames as would apply with any Cate-provided form of transportation. The School does not encourage the use of these services as there is school-provided transportation off campus. Parents are strongly encouraged to speak with their child regarding the use of these transportation services.

Automobiles

Automobiles are primarily used for commuting to and from School, therefore, only licensed day students are permitted to drive on the Mesa. The bullet points below detail the School's restrictions and acceptable use of automobiles for Cate students.

- Boarding students may not keep or use a car on or off the Mesa while School is in session.
- Only senior boarding students, with written permission from a parent on file in the Dean of Students Office, may ride in an automobile with a day senior.
- Underclass students may not drive or get rides off or onto campus, or while in town, from anyone other than a Cate parent or faculty/staff members.
- Underclass boarding students are allowed to ride with adults over the age of 18 for transportation to and from weekend destinations only if parental approval is given to the Dean of Students Office.

- Day student drivers need to review the Day Student & Parent section on pages 27-29 for guidelines that specifically apply to them.

Bicycles, Skateboards, Roller Skates/Blades, Non-motorized Scooters, Etc.

Students are welcome to bring bicycles, skateboards, roller skates/blades, or non-motorized scooters to school. However, they may not keep or operate motorcycles, motorized scooters, mopeds, or hover boards on campus.

Skateboarding, roller skating/blading, or scooter riding is permitted on the Mesa in locations where the activity is not hazardous and does not interfere with the activities of others. Students may not skateboard, roller skate/blade, or scooter down Cate Mesa Road, on the tennis courts, on the science building or chapel walkways, in the pool areas, on stairways, in front of the Sprague Gymnasium, or in dormitory halls.

California state law requires anyone under the age of 18 to wear a helmet while riding a bicycle, skateboard, roller skate/blades, or non-motorized scooter, and Cate requires that all students wear a helmet regardless of their age. This applies to all school-sponsored activities as well as unsupervised trips a student might take off school grounds.

Bicycles may be stored on dormitory balconies, but students are encouraged to use the bike racks adjacent to the dormitories. Bicycles may not be stored in dorm corridors, landings, or public access areas. Students are urged to secure their bikes with a lock and register them with the Santa Barbara County Sheriff's Office.

DAY STUDENTS & PARENTS

As a boarding school, the majority of this Handbook addresses the needs and expectations of students in residence. However, **whenever day students are on the Mesa they are subject to all of the same School policies and expectations as boarding students.** In this section, we have outlined a few items that are of specific interest to day students and their families. As a member of the Cate community, we expect all students and their parents to become familiar with the entire *Handbook*.

School Commitments

Day students

- ...are expected to attend all daily functions through the conclusion of the athletic period every day plus convocation and sit-down dinner on Monday evenings (when scheduled). Please see pages 17-18 for a description of the academic day schedule, which varies between “N” and “S” weeks.
- ...are expected to attend classes/commitments that are scheduled on national holidays (e.g. Columbus Day, Veterans Day, Martin Luther King Day, Memorial Day). In addition, they are required to attend the following community functions: opening of school meetings, Giving Thanks, Winter by Candlelight, Martin Luther King, Jr. Day Celebration, end-of-school-year class parties, the Award Ceremony and Baccalaureate, and Commencement. Please see the Cate calendar at www.cate.org/calendar for events.
- ...are expected to be on the Mesa for their first commitment, which, for underclassmen, includes morning chores. Chores are assigned to all students (excluding seniors).
- ...are expected to attend a day student community meeting approximately once every two weeks during a designated meetings block.
- ...will participate in campus clean-up events prior to each school break. Special permission from the Dean of Students Office is needed to miss this commitment for any reason.
- **...who will miss School commitments** (classes, athletics, convocation and sit-down dinner, etc.) **because of illness must have their parents notify the Health Center before 8:00 a.m. on the day of the illness (805-684-2807).** Day students who have missed class due to illness may not return to the Mesa that day or evening for athletics or other events without specific permission from the Health Center.
- ...are expected to schedule medical appointments around school commitments; however, if a medical/dental appointment must conflict with a school commitment, students are required to notify the Health Center well in advance with the date and time. They are also required to check out through the Health Center when they leave campus and back in through the Health Center when they return. It is important for all parents to keep the Health Center up to date on all medical conditions that may have an impact on the child’s performance or condition at Cate. Updates include additions to or changes in medication.
- ...who need to miss School commitments for any reason, other than illness, must submit a Special Permission Request to the Dean of Students Office, and have their parents confirm the request, at least **one week** prior to the missed commitment. This type of permission typically requires the approval from the teachers whose classes will be missed, the student’s advisor, and possibly the director of studies. Please refer to page 60 for additional details about requesting Special Permission.

Transportation and Driving

Day students

- ...who drive may only park in the designated parking lot below Sprague Gymnasium (unless they are a senior). Day seniors (only) may park in the in the designated parking spaces near the pool area and Cate Tennis Center. Parking elsewhere on campus will result in disciplinary action from the Dean of Students Office.
- ...who are seniors may drive other day and boarding seniors if both seniors have secured parental permission that is registered with the Dean of Students.
- **...who are not seniors may not drive during the academic day** (including during free periods and athletics). Non-senior day students are not allowed to drive any students (even seniors) without permission from the Dean of Students Office and their parents.
- ...violating the rules regulating use of cars, speeding, or driving unsafely on the Mesa will lose on-campus driving privileges and will be required to park at the bottom of the Mesa for a minimum of one week.
- ...who do not yet drive themselves to campus are typically dropped off and picked up by their parents or carpools at one of three locations: the crest of the hill (aka Pizza Lawn) on Cate Mesa Rd., the bench in front of Long House dorm (this is close to the Day Room) or behind '25 House dorm. Parents and day seniors may not drive up or park on the driveway between Long House and the Day Room. This is one of the main delivery portals for the School as well as the personal parking area for dorm faculty.

School Facilities

Day students

- ...are welcome to eat breakfast, lunch, and dinner in the dining hall if they so desire.
- ...who are freshman and new sophomores are affiliated with corresponding dormitories (girls with '25 House; boys with Long House) so that they will experience a strong dorm community connection. Individual "cubbies" are assigned to each freshman and new sophomore day student in the corresponding dorm commons room. Returning sophomore, junior and senior day students are encouraged to select a dorm buddy, in whose room they may "live" during the school day. We also provide a space for day students under Lido dormitory (called the Day Room), but all Cate students are welcome. This space is intended for study, quiet relaxation, and storage of personal items. Individual carrels, which have a small drawer-sized cubby that can be locked, are also available for each day student. The Fleischmann Gym locker rooms may also be used to store clothing in which to change for sit-down dinners. We recommend you bring a lock for both locations if you choose to use them.
- ...are expected to gather in the following areas in case of a fire or other emergency drill/alarm: day girls report to the lawn below the chapel with the Cook House East (CHE) dorm residents, and day boys report to the chapel circle with the Cook House West (CHW) residents. The CHE/CHW dorm heads will take attendance and you will remain together until you receive the all-clear signal.

Communication

Day students

- ...must provide the Dean of Students Office with their cell phone numbers at the beginning of each school year and update the number if it changes. Please see our Cellular Phones and Video Phone Applications policy on pages 23-24 for important information detailing their use while on campus.

- ...are to sign off and back onto the Mesa (if they've received permission from the Dean of Students Office) unless they are heading home at the end of the day. Only **senior** day students may leave the Mesa during the academic day, which in this case includes athletics. Underclass drivers may request permission to leave the Mesa during the academic day from the Dean of Students Office on a case-by-case basis only.
- ...who wish to stay on the Mesa for dinner or after dinner must sign in with the MOD at the evening meal, indicate the time they plan to leave the Mesa, and sign into a place of supervised study during study hours (McBean Library, supervised study groups, etc.).
- ...may not arrive at school prior to 6:00 a.m. or depart after 10:00 p.m. on school nights. On weekend nights, they must leave campus by in-dorm time (11:00 p.m. on "N" Fridays and 11:30 p.m. on Saturdays).
- ...wishing to remain overnight (on "N" Fridays and Saturdays only) must complete a Campus Overnight Request form, which includes obtaining the appropriate dormitory faculty permission and parental permission (provided via phone call), and submit it to either the Dean of Students Office before 3:45 p.m. or the MOD between 5:00-7:00 p.m. The Day Room is **not** an authorized place for overnight stay.
- ...who wish to invite a boarding student home for any part of a weekend should make their plans early in the week. Boarding students must submit their weekend requests by 4:00 p.m. on Wednesdays. Please see pages 57-58 for additional information about weekend requests, including parental expectations.

Should you have any questions about the information that specifically applies to day students, please contact Day Student Advisor Gwendolyn Pierce at 805-684-4127, ext. 275, or gwendolyn_pierce@cate.org.

RESIDENTIAL LIFE

Most new students and families arrive in August with a host of good questions about life at a boarding school and dormitory living. We hope that the following comments will allay some of the normal anxiety and provide you with a bit more insight into the sorts of items that might be helpful in getting started in the dormitory.

The tone of the School stems from the quality of the day-to-day personal interactions that make up the fabric of School life. The richness of relationships among Cate students and faculty is a direct reflection of the quality of the faculty and the collective talents, interests and diversity of the students. This mix is, we feel, a powerful one with considerable potential to achieve great things, with astounding regularity, while fostering an energetic, productive, healthy, and happy community.

At Cate, the context in which these relationships occur is residential interaction between students and faculty that reaches well beyond the academic day and into the evening hours and weekends. Play rehearsals, club meetings, individual tutoring sessions, and collaborative academic assignments all extend the traditional school day. For parents of both boarding and day students, the reality of this approach to schooling requires some adjustment.

First-year students are typically slow to involve themselves in the variety of programs that are available to them; parents sometimes express concern that their son or daughter is not involved enough in the life of the School. The parents of second and third year students, however, are frequently concerned that their son or daughter is too involved. This pattern is, happily from the School's perspective, fairly common and a sign of positive learning, growth, and development in adolescents.

DORMITORIES

Dormitory life at Cate is based on trust and mutual respect for an individual's privacy and personal property. To maintain this trust and the sense of community necessary for a positive residential experience, it is imperative that each student understands and complies with the following basic school policy: No student is allowed in another student's room unless the room's owner is present, with one and only one exception – day students may use the room of one identified boarding student. Day students must make appropriate dorm faculty members aware of such an agreement in advance.

Although the School subscribes to the philosophy that dormitory rooms should not have locked doors, every room has a lockable space. Students are encouraged to use this area to store their valuables. While the School takes reasonable precautions to secure dormitories and storage areas, Cate will not be responsible for items taken from school buildings and/or dormitory rooms at any time during the year, including times when School is not in session.

The dormitory head is ultimately responsible for the discipline, standards, and conditions of his or her dormitory. Minor dormitory rule violations are administered through the dormitory faculty for each of the dorm units.

Moving In

Because Cate's dormitories have been constructed over an 80-year time span, no two buildings are quite the same, and even the rooms within a single dormitory may be different. Most single rooms at Cate are approximately 8x10 feet, but, here again, there is variation from dorm to dorm.

Standard room furnishings include:

- a desk, desk chair, bed frame, extra-long twin mattress (bedding is **not** provided), window treatments and a wastebasket;
- a bureau with four or five drawers – built-in in some dorms and freestanding in others – and a closet that is typically about 3-1/2 feet in length.
- curtain rod supports are available and will be installed upon request.

Students may want to bring:

- a desk lamp, clothes hangers, a bulletin board, food containers, a combination lock, a fused multi-purpose electrical strip, clocks, electric razor, and hair dryer;
- blue painter's tape and removable adhesive tape (like Command products) to hang pictures and wall art;
- a refrigerator no larger than 25'H x 18'D x 18'W (roommates are required to share refrigerators).

The School does **not** allow students to:

- make modifications to dormitory rooms or construct loft-type beds;
- use furnishings for any purpose other than that for which they are intended;
- replace the school-provided desk, bed, or drawers;
- remove school-provided furnishings, closet doors, or balcony doors;
- place school furnishings on balconies;
- enclose balconies with tapestries, flags, posters, or sunshades.
- keep heaters, hot plates, toaster ovens, and microwaves (which will be confiscated by the School);
- have pets of any kind.

Room Inspections

Students are responsible for the content, upkeep, and furnishings of their rooms and balconies, which must be kept neat, clean, and free from fire hazards. Rooms are inspected by the dormitory faculty between 7:35-8:00 a.m. each academic day and are expected to remain presentable at all times.

“White glove” inspection is a more thorough check, which occurs in the days leading up to each vacation break as well as prior to both Family Weekends. Dorm heads also have the discretion of conducting “white glove” at other points during the school year. Exact requirements will be clarified in weekly dorm meetings, and the specific expectations are posted on the dorm bulletin board.

Additionally:

- Refrigerators must be visible in the room and may be inspected by dormitory faculty at any time. Refrigerators may not be kept on balconies or in closets. If in the opinion of the dormitory head a refrigerator is contributing to the uncleanness of a room, the student will receive an initial warning; a second offense will result in the loss of the appliance for a period specified by the dorm head.

- Students are expected to maintain the condition of their balcony as an extension of the room and in accordance with general dormitory policy.
- Any personal furniture kept on balconies must be kept neat and must not present a fire hazard or interfere with the full swing of balcony doors.
- Undue damage done during the school year will be charged to the student's account.

Searches

While the School wants students to feel that their rooms are theirs to use in some measure of privacy, the School is obligated to ensure that the health and safety of all dormitory residents and their property is protected. Therefore, the School reserves the right to search rooms, personal belongings or persons if there is reason to believe that illegal, prohibited, dangerous, or stolen articles are present.

Check-In Times

Students are subject to the following requirements:

- Freshmen and sophomores must be in their rooms, with lights out, by 10:30 p.m. on academic nights. Late lights are available at the discretion of the dorm supervisor on duty, but must be requested before the end of study hours.
- Juniors must be in their rooms, with lights out, by 11:00 p.m., on academic nights.
- Seniors must be in their own rooms or another senior's room (quietly) in the same dormitory by 11:00 p.m.
- All students must check into their dorms by 11:00 p.m. on Fridays of "N" weekends and by 11:30 p.m. on Saturdays.
- No student may be out of the dormitory after check-in.
- Students may leave their dormitory after 6:00 a.m. but may not visit another dormitory until after 7:00 a.m.

Senior Responsibilities

All seniors are assigned dormitory duties, such as monitoring study hour and, in some dorms, daily assistance with the inspection of rooms and chores in the morning. Seniors have fairly wide latitude relative to underclassmen with regard to things like room inspection and how they use their discretionary time. However, just because seniors do not have daily room inspection or formal study hours, doesn't mean that our expectations for them are lessened. In fact, just the opposite is true. Such senior privileges come with the heavy responsibility to model good behavior and study habits for the younger students. Seniors should keep their rooms neat and clean, should help maintain the sanctity of study hours (as well as study conditions during the academic day), and should be encouraged to observe regular and healthy sleep habits.

STORAGE

The School has a number of large storage rooms in which students may store shipping boxes or those items that they find little use for after they've settled into life at Cate. The communal storage room in the basement of Schoolhouse will be open according to a schedule before each vacation break or by appointment with the director of residential life. The storage rooms in '25 House, Cook House East, and Cook House West may be opened by contacting the dorm head.

LAUNDRY

Students are given a reloadable laundry card with their registration materials at the beginning of the school year. Should this card be lost, a replacement card may be obtained from the Business Office or the Dean of Students Office. The laundry card reloading machine is located on the wall to the right at the bottom of the stairs on the way to the Schoolhouse laundry room. Card-operated washers and dryers are available in the basements of '25 House, Long House, Cook House East, Cook House West, Schoolhouse and Bothin.

VISITORS

Visitors who are not immediate family members must be introduced to the dean of students or MOD upon arrival on campus. All non-Cate visitors wishing to spend the night must be approved in advance of their arrival by the Dean of Students Office and the dorm supervisor. They must also have parental permission to stay on the Mesa and provide a copy of their insurance card. Additionally, if the visitor wishes to use School transportation, they will need to have parental permission to ride in School vehicles and submit a parent-signed Cate Bus Release of Liability form to the Dean of Students Office. Alumni are not permitted to stay overnight in dormitories during the school year.

PARIETALS

Dormitory visitations by members of the opposite sex are prohibited. This regulation includes friends, alumni, and anyone who is not immediate family.

If the Student Senate passes a bill requesting inter-dorm visitation, and the director of residential life, the dean of students, and headmaster agree that rules in general are being followed, it would commence no sooner than after the fall family weekend. Visiting students may not enter rooms through balcony doors, and the rooms where visitation is taking place must have the lights on and the door 90 degrees open. If on the balcony, both the front door to the room and the balcony doors must be 90 degrees open. The privacy of others in the dormitory, particularly roommates, must be respected at all times.

BOUNDARIES

Except during inter-dorm visitation hours, the following dorm areas are off limits to all members of the opposite sex:

Dorm	Off Limit Areas
'25 House	All walkways and balconies adjacent to the dormitory and the east entrances
Long House	The exterior doorway to the north, the exterior stairs, and all balconies
Cook House West	All balconies and areas behind the dorm
Cook House East	All balconies and areas behind the dorm
High House/Lido	The exterior Lido stairs, the interior and exterior High House stairways
Schoolhouse	Both staircases and the landing
Bothin	First-floor corridor entrance, the split-level stairway entrance, and all balconies
Parsonage	All balconies

In addition, after sundown or 7:00 p.m. (whichever comes first) on all nights of the week, student activity is restricted to inside the area bound by the road enclosing Long House, the chapel, the Health Center, the Hitchcock Theatre, and '25 House. Cook House dormitories, the Sprague Gymnasium, the Ceramics Barn,

and faculty homes are the only exceptions to this boundary (see below for more detail). Students visiting any locations beyond boundaries after sundown, such as faculty homes, Sprague Gym, or the Ceramics Barn, must inform the MOD of when and where they are going and when they return.

FIRE REGULATIONS

Constant danger of fire requires the following dormitory policies that have been developed cooperatively by the Carpinteria/Summerland Fire Department and the School:

- County fire regulations specifically prohibit space heaters and any hangings on dormitory balconies – including sun shades – and prohibit toaster ovens, kitchen appliances, irons, and other appliances that are deemed fire hazards.
- Electrical extension cords may not carry over 150 watts and must have a heavy-duty UL-approved cord similar to those sold in the student store. If more than one appliance is to be used on an extension cord, the cord must be a fused multiple-plug extension cord as sold in the student store.
- Electrical cords must not run under rugs or doors, hang on metal objects, or be placed in locations where there is excessive water. The bed should be located so that it does not come in contact with an electrical outlet.
- Furniture or carpets should be placed in a room so as not to interfere with the door swing. Carpets that interfere with the door must be cut to allow free swing.
- Individual decoration may not cover more than eight square feet. Tapestries must be commercially fireproofed and may not be hung on ceilings or on balconies. Such items must bear a tag identifying them as fireproofed or students must show a receipt for the fireproofing. Paper lampshades are not allowed.
- Fireplaces located in some of the dormitory rooms may not be used.
- Students should immediately report the continuous sounding of a smoke detector to the dorm head, the MOD, or the dean of students. Report malfunctioning (beeping) detectors to the dorm head. Batteries are not to be removed from smoke detectors.
- Placing any item(s) upon the top of, or hanging from, a sprinkler system is prohibited by state and local fire regulations.
- Students must not tamper with fire extinguishers. A minimum fine may be assessed, along with disciplinary action, each time a fire extinguisher is needlessly discharged.

EMERGENCY PROCEDURES

The School has developed a comprehensive plan for responding to natural disasters such as earthquakes. In the event of School closure, students will be released individually to the person(s) identified as your emergency contact. Please discuss this information with your child.

Students should know:

- What the family plan is in the event of a School closure
- Where they will go if students are evacuated from the School
- What routes of communication will be used in the event of School closure

Communication and Contacts

In the case of an emergency, the School will communicate with parents using the website (MyCate), email, emergency telephone notification system, and/or through parents listed below. In the event of disrupted communications, please call the parent volunteer in the appropriate time zone for School information:

Local Area		Central Time	
Ginger Salazar and Brett Matthews		Monique Parsons and David Wecker	
Santa Barbara, CA		Glencoe, IL	
Ginger Salazar	508-308-2606	Monique Parsons	312-420-1248
Brett Matthews	617-599-8789	David Wecker	847-852-9806
Pacific Time		Eastern Time and Overseas	
Jill and Thatcher Thompson		Kimbrel and Trip Morris	
San Francisco, CA		Charlotte, NC	
Jill Thompson	516-840-7980	Kimbrel Morris	704-907-2645
Thatcher Thompson	646-932-5357	Trip Morris	704-236-3842
Mountain Time			
Baret and Todd Walker			
Greenwood Village, CO			
Baret Walker	303-525-3710		
Todd Walker	303-522-7130		
Home	303-806-8590		

Electric Power Failure

If the power fails during the day, a normal school routine will be observed; if the power fails at night, students should return to their dormitory rooms and await further instructions from their dorm supervisors.

Fire

A fire is signaled by the continuous sounding of the siren located on the roof of Schoolhouse, the continuous ringing of the fire bells in each building, and the continuous ringing of the ranch bell on the kitchen roof. In addition, the sprinkler system in the building with the fire will be activated.

All fire alarms sounded on the Mesa should be reported immediately to the MOD, dormitory faculty, or the dean of students. The fire department will respond to all alarms. In the event of an accidental alarm, contact the MOD at 805-698-4808; Assistance Head of Finance & Operations Mrs. Pierce at 805-684-4127, ext. 272, or 805-684-0066; or Superintendent of Buildings Mr. Vega at 805-698-4810. All students and dormitory supervisors should report to the following locations:

Dorm	Fire Alarm Report Locations
'25 House	Lower Bothin lawn, between Bothin and '25 House
Long House	Chapel lawn at the end of High House
Cook House West	Chapel circle at the entrance to the chapel
Cook House East	Lawn below Chapel, adjacent to road
High House/Lido	Senior lawn outside of the Headmasters Office
Schoolhouse	Senior lawn at the end of the McIntosh Room
Bothin/Parsonage	Flag pole near Parsonage
Day Boys	Report with Cook House West by the chapel circle
Day Girls	Report to the lawn below the chapel with Cook House East

In the event of a fire, the MOD will be stationed in the faculty room. A dorm supervisor in each dorm will take attendance and report to the MOD in the faculty room. Students and dorm supervisors will remain at the designated check-in locations until released. The kitchen ranch bell will be rung to signal the end of fire danger, at which time the School routine resumes. Any student responsible for false alarms will be charged for all costs resulting from the alarm.

Earthquake

If indoors when an earthquake occurs, students should remain indoors and get under a desk, table, or doorway, but stay clear of windows. If outside, students should run into an open area, staying away from buildings, trees, and power lines. After the quake subsides, students should then report to their earthquake assembly areas (same as fire evacuation locations) for an attendance check by dorm faculty. All students will then walk together and meet on the tennis courts.

STUDENT SERVICES

STUDENT SERVICES COMMITTEE

The Student Services Committee is composed of faculty members who manage programs that represent a wide range of student support services. Headed by the director of student services, the committee is composed of the dean of students, director of residential life, director of studies, director of health services, director of counseling services, director of academic skills, the athletic trainer, the assistant headmaster, and the director of multiculturalism. The committee serves as a forum to address individual student concerns; students are encouraged to contact any of the above individuals should they have a concern about themselves or any other member of the community.

STUDENT SUPPORT SYSTEMS

Faculty and Class Advisors

Faculty advisors are described on page 2. Class advisors are faculty members who act as mentor and advocate for their class. They keep a watchful eye on the social dynamic of the class, work to promote class unity, and act as spokespeople for the class to the faculty. Each class advisor also works closely with CPO volunteers who plan special treats and/or schedule and implement social functions. The chair of the human development department serves as the freshman class advisor. At the end of their freshman year, the class elects a faculty member to serve as their class advisor going forward for the next three years. Below are this year's class advisors:

Class of 2020: Renee Mack

Class of 2019: Craig Bouma and Joy Doyle

Class of 2018: Charlotte Brownlee

Class of 2017: Juarez Newsome and Ben Williams

Prefects

The prefects are a group of service-minded student leaders identified by the community and appointed by the headmaster at the end of their junior year. They are selected on the basis of community respect, personal integrity, and the ability to positively affect life in the community. By acting as intermediaries, doing informal counseling, and leading by example, the prefects help set the tone of the School community. Under the guidance of the director of residential life, the prefects work closely with the dorm heads to ensure that the needs of the students are being addressed in a timely and organized fashion.

Freshman and Sophomore Seminar Teaching Assistants

Freshman and sophomore seminar teaching assistants (TAs) are seniors who have been selected to help run the freshman and sophomore seminar classes. Their duties include teaching particular developmental topics, assisting in classroom exercises, organizing class parties, providing feedback to students, helping to counsel younger students, and serving as supports and positive role models to their students. TAs are chosen for their ability and willingness to reach out to their students, offer wise counsel, and serve as reliable and credible role models.

Health and Wellness Protocol

Our students' health is of paramount importance. We do not want students to hesitate to seek the School's help for themselves or on behalf of other students when there may be medical or behavioral concerns, even if School rules or standards for conduct have been violated. The Health and Wellness Protocol provides students, families, and adults in the Cate community a means to get support for a student in need.

The Health and Wellness Protocol provides students with a means of accessing support in situations where controlled substances are involved or school standards of conduct have been violated without incurring disciplinary consequences. This protocol is designed to provide students in need access to medical, educational, and therapeutic help. Concerns related to eating or self-injury are brought directly to the director of health services or the director of counseling services and are kept confidential as mandated by these practitioners respective licensure. Though there may be some very rare exceptions, the program is not designed to address issues of integrity such as academic dishonesty or theft.

The protocol can be invoked by sharing the concern with a trusted member of the faculty or administration. The adult will then bring the concern to a member of the Student Services Committee. If counseling, educational, or behavioral support is needed, necessary information may be shared with a small number of adults in the community in order to provide coordinated support. Students' privacy is respected as much as possible at all stages of the implementation of the protocol. Medical appointments or counseling sessions conducted as part of the Health and Wellness Protocol are confidential as mandated by the respective practitioner's licensure and state law. Unless restricted by the Health Insurance Portability and Accountability Act, students' parents are almost always contacted.

A few examples of when the protocol may be invoked are as follows:

- a student(s) needs acute medical attention because of a very recent ingestion of controlled substances;
- the frequent use of controlled substances by a Cate student(s) is a concern;
- a past event involving controlled substances leads to concern for the health and wellness of a student(s);
- the student demonstrates at-risk behavior.

While the use of the Health and Wellness Protocol means that no disciplinary response will be administered, some combination of the following actions may occur according to the circumstances:

- The dorm head and advisor of the student(s) may be informed;
- Arrangements may be made for the student(s) to be evaluated by outside medical professionals;
- On-going counseling, on-going evaluation, and drug testing may be conducted in order to provide necessary support.

If a student chooses to reveal to medical or counseling professionals his/her involvement or the involvement of other students with controlled substances or violations of school standards of conduct, this information will remain as private as possible, but some or all of the steps above may be enacted as a means of support. Use of the protocol multiple times indicates the support provided at Cate was not supportive enough and a medical leave to address the issue might be recommended.

The overarching objective of the Health and Wellness Protocol is to encourage a trusting, supportive environment where students, parents, and adults work proactively toward creating a healthier community. This protocol does not change the open communication and accessibility students have in sharing a concern with a School nurse or School counselor in regard to their own behavior or a peer's behavior.

Sexual Intimacy Policy

The School's sexual intimacy policy is designed to protect students' health and well-being and support them in making responsible and healthy decisions. While some expressions of intimacy can be a healthy part of an adolescent relationship, there can be social, emotional, physical, and possible litigious implications to engaging in sexual intimacy - particularly during this stage of development. For these reasons, the School expects students to abstain from sexual intimacy while they are under school jurisdiction. We recognize, however, that students will ultimately make their own decisions about intimacy. Therefore, we provide education, health and counseling support, and access to resources that will help students make responsible, respectful, and healthy decisions in regard to sexual intimacy and minimize, as much as possible, potential risks.

Part of that education is provided through the Human Development and residential programs. We have direct and honest communication with students to give them age-appropriate information. By teaching specific communication skills, educating students about consent and California law, providing opportunities for open and private dialogue, and delivering relevant curriculum, students' acquire knowledge and develop their decision-making and communication skills so they can make healthy, respectful decisions in regard to relationships and sexual intimacy.

In addition, we provide counseling in the Health Center and through Counseling Services. Contraception and counseling are available at the Health Center and students can be referred to off-campus health services upon request. Our director of health services and our director of counseling services visit the dormitories periodically to educate residents and allow students to ask questions. Students may also schedule a private appointment to talk to either one of these practitioners. Finally, the residential faculty provides responsible supervision in dorms and around campus.

If it becomes known to faculty or staff that specific students have engaged in intimacy that runs contrary to the cultivation of a safe and healthy environment or potentially infringes on the comfort or well-being of others in the community, they will be referred to the Health Center. The practitioner or practitioners will determine a plan of action that addresses the health needs of the individuals and the community.

HEALTH CENTER

Communication, the cornerstone of effective physical and emotional health care, is particularly critical in providing timely health services for every Cate student. The Health Center is staffed by registered nurses who rely on good communication with faculty, parents, and students about health concerns and needs. The School also provides personal and academic counseling services on campus and 24-hour crisis intervention in a psychological emergency. Referrals may also be made to therapists in the Santa Barbara area through the Counseling Services Office.

No concern is too small, and the only “bad” question is the question not asked. Striving to educate and promote the active involvement of all students in the health care process, the Health Center staff seeks to instill in each student a sense of responsibility for the maintenance of personal health. The Health Center provides 24-hour health care service to the Cate community. Services include treatment and/or referral for acute and emergency illness or injury, and preventive health maintenance programs. The Health Center also acts as a parent-student-School liaison with health care providers and services in the local area. Parents are encouraged to contact the Health Center or Counseling Services Office directly with their concerns, and all parents are invited to visit both facilities when they are on the Mesa.

There is no charge for routine medical supplies or medications available in the Health Center or for an evaluation by a School nurse or admittance to the Health Center (including overnight care). Students are encouraged to come to the Health Center anytime they are ill, injured, or simply concerned, though an absence from class or athletics requires an evaluation by the nurse. **After hours, emergencies or sudden illness need to be reported immediately by a student or parent to dormitory faculty or the MOD (805-698-4808) for referral to the nurse on call.**

For illness/injury requiring services beyond the scope of practice of the nurse, the student will be referred to a local urgent care, specialist and/or emergency room. Any prescriptions, labs, x-rays and/or other diagnostics will be referred to local pharmacies, urgent care clinics, and/or hospitals. Student’s personal insurance will be billed for these services, and any co-pays or other health-related charges not covered by insurance will be billed to the student’s account. The Health Center is unable to bill health insurance directly; however, upon request, an invoice can be made for parents to submit to their insurance company for reimbursement.

Need to Miss Commitments Due to Illness

Parents are asked to call the Health Center before 8:00 a.m. (805-684-2807) anytime a student will miss classes or other commitments due to illness. Parents are also asked to call daily when a student is out for any length of time and to notify the Health Center when the student returns to campus. Students who miss more than three school days will require a health care provider note before returning to classes.

Contact Numbers		Hours	
Regular Hours	805-684-4127, ext. 219	Monday–Friday	7:30 a.m.–6:30 p.m.
	or 805-684-2807	Saturday	8:00 a.m.–1:00 p.m.
After Hours	805-895-0847*	Sunday	10:00 a.m.–12:00 p.m.

*Answered 24/7 when school is in session.

Medical and Activity Permission

The Health Center uses Magnus Health Systems for electronic health records. Parents will receive information regarding Magnus Health during our annual enrollment/re-enrollment process. The majority of the required forms can be completed online; however, physical exam form must be completed by a health care provider and scanned into Magnus Health. All questions regarding required forms should be directed to Magnus Health.

The School's medical and activity permission forms serve students, parents, and the School in two important ways. First and foremost, the forms provide health information to those who work with students so that each student receives the best care possible. Second, these forms provide parents with information about areas of normal School life in which there are inherent risks. Those students arriving on campus without completed forms authorizing treatment and/or physical examination at the start of school will not be able to stay on campus. Please read all of the health forms carefully and discuss them with your child. This conversation will help your child understand your expectations and help you recognize an essential component of your child's development as he or she learns to exercise freedom and common sense.

Health Insurance

All students are required to have proof of valid health insurance on file in the Health Center. A copy of the student's current health insurance card (front and back) must be downloaded to the student's health record on Magnus Health. The policy holder's name and date of birth are also required.

If a student is covered by an HMO or a state issued insurance (i.e. Medi-Cal), a parent must contact their health insurance provider and change the primary care provider to a provider in the Santa Barbara area. Please note the change on the health care forms. If a parent is unable to change their primary care provider, they will need to arrange for a policy for this area. Parents may contact insurance broker Roger Perry at 805-569-2191 to inquire about the possibility of acquiring a health insurance policy that can be used locally.

International students must have a health insurance policy that is valid for use in the United States. Policies will not be accepted if written in a language other than English. Independent School Management (ISM) offers insurance policies valid for the United States. Parents may go to the website at www.isminc.com to select a policy, pay for the policy, and print out a copy of the card. In addition, all international students are required to have a valid credit card number on file in the Health Center for health care emergencies.

Outside Health Care Providers and Medical Appointments

Cate students may be seen by a clinic or private physician, and the School will provide transportation into Carpinteria or Santa Barbara for medical and dental appointments, and a small fee (\$10 round-trip) will be billed to the student's account. If a parent needs the name of a local medical care provider, please contact the Health Center for referrals. It is best, however, if the Health Center staff schedule appointments for boarding students. This allows the nurses to help students learn to manage both their time and their health.

To ensure the best health care for Cate students, it is essential that the Health Center be notified of all medical and/or dental appointments that are made by a student or for a student by parents (including day students). Communication in this regard helps to ensure that proper notifications for missed School commitments are arranged, and it allows School nurses to follow up on any medical orders. **To help manage this process all students (including day students) are required to sign out and back in through the Health Center when they have medical appointments.**

In addition, it is important for all parents (including day parents) to keep the Health Center up to date on all medical conditions that may have an impact on the child's performance or condition at Cate. Updates include additions to or changes in medication, as well as notification of medical appointments. Please

provide the Health Center with the name, address and phone number of a local provider covered by your insurance. If no information is provided, the Health Center staff will send students to Zupan Health Urgent Care in Santa Barbara. Zupan Health Urgent Care will bill student accounts; however, they will not bill insurances. Families are responsible for any costs incurred at clinics.

Students must have their insurance coverage information for all appointments and pharmacy prescriptions. All charges incurred for health care services by agencies other than the Health Center are the responsibility of the student's parents or legal guardians. Requests for payment will be sent directly from the health care provider to the parents or to the insurance company designated by you. Other than charges from Zupan Health Urgent Care or Sav-on Pharmacy, student accounts will not be charged for outside provider services.

Medications

The School utilizes the services of Sav-on Pharmacy, 805-684-8367, in Carpinteria. If a student requires medication, the prescription will be sent to Sav-on and charged to the student's family insurance. Co-pays will be charged to the student accounts. It is imperative that the director of health services be made aware of any student receiving a prescription for medication. This information will be kept confidential, except when it becomes necessary for a student to be seen by other health care professionals, at which time this information will be made available to the attending provider. Such information may also be disclosed in connection with the administrative or disciplinary needs of the School. Student medication information is kept in Magnus Health.

All medications will be administered directly by the Health Center staff and must be prescribed by a licensed practitioner (non-parent). Such medications include, but are not limited to, stimulants, pain control, anti-anxiety medications, and antidepressants. These medications may not be kept in student rooms, and any student found in possession of such medication may be considered in violation of a major school rule. If any student is in doubt about whether a prescription drug is a controlled medication, he or she must consult the director of health services. The Health Center staff will not dispense prescription sleeping pills or tranquilizers. Students prescribed these types of medications will be recommended for a medical leave.

Over-the-counter (OTC) medications that are NOT allowed in their dorms include the following:

- Ibuprofen (Advil, Motrin)
- Acetaminophen (Tylenol)
- Cold medicines (Nyquil, Sudafed, Dayquil, etc)
- Midol
- Others deemed unsafe by the Health Center staff and/or medical director.

After having been reviewed, deemed safe, and the container "initialed" as approved for use by a Health Center staff member, herbal, vitamin, mineral, and other supplements (including performance-enhancing substances/protein powder) may be kept in dorms. Supplements will also be documented in student medical records.

Prescription medications that are NOT allowed in dorms include the following:

- Anti-anxiety
- Anticonvulsants
- Antidepressants
- Antipsychotics
- Barbiturates
- Benzodiazepines
- Corticosteroids
- Muscle Relaxants (e.g.: Soma, Flexeril)
- Narcotics (e.g. opioid analgesics)
- Stimulants (e.g. ADHD medications)

A number of these medications are classified as controlled substances. Medications classified as controlled substances will require the nurse to dispense the medication. Students will not be allowed to have weekend or evening packets of controlled substances; the student must return to the Health Center to receive afternoon or evening doses.

Prescription medications that are allowed in the dorms include the following:

- Antibiotics
- Acne medications
- Allergy medications (**not** OTC Benadryl, Claritin, or Zyrtec)
- Asthma medications
- Birth control pills
- Others that have been deemed safe by Health Center staff

Medication is a serious responsibility and it must be understood that sharing, selling, or stealing another's medication is considered a major rule violation that may convene the Discipline Committee.

Influenza Vaccinations

The influenza vaccine is available to students each fall for approximately \$25. If a parent signs the vaccine consent on the medical forms in Magnus, our Health Center will administer the vaccine and bill the student's account.

Medical Leave or Withdrawal

If a medical or psychological condition arises that cannot be adequately addressed and treated within the Cate community or has a significant impact on residential life at Cate, the School may require a student to take a medical leave of absence or to withdraw from School.

Parental Notification

Parents are notified if a student:

- requires emergency medical services for any reason;
- spends the night in the Health Center;
- sustains an injury that requires the services of a health care provider;
- requires an appointment with a medical or dental specialist;
- requires a prescribed medication.

Confidentiality

The Health Center staff believes that a student's family is an integral component in providing health care, and parents are informed about a student's health. Parents have access to information concerning their minor children unless, as in the particular area of reproductive decisions, the treating health care professional is prohibited by California law from divulging such information without permission of the individual. Detailed information concerning an individual's health status is restricted to other professionals on a need-to-know basis. This confidentiality facilitates a foundation of trust, which promotes the honest, uncensored communication necessary for effective health care.

The nurse will contact the family regarding health concerns, and students are encouraged to communicate with their families. Parents who have concerns regarding a student's health are encouraged to call the Health Center at any time.

There are times when a student may feel unable to discuss sensitive issues with his or her family. These times might include issues of sexuality, birth control, pregnancy, and sexually transmitted disease. In such situations, in order to provide timely information and treatment, the student's request for confidentiality will be respected. According to California State law, a student may receive counseling and prescription for birth control without parental consent. Every effort will be made, however, to encourage the student to understand the parents' concern for him or her, and support and assistance will be offered in developing the ability to discuss sensitive issues with parents.

To ensure the safety and health of students, appropriate faculty members may be notified of acute or pre-existing health conditions that prevent a student from full participation in the life of the community.

COUNSELING SERVICES

Cate's counseling program functions with the understanding that our youth are constantly changing and growing. The program is designed to help each student realize his or her potential and to develop the courage and integrity to address personal, interpersonal, and ethical questions with confidence.

Students who have been referred for counseling have the right to know the nature and origin of that referral. They are asked to meet once with the counselor to discuss the nature of the referral and potential benefits of counseling. Subsequent appointments are voluntary. Under some circumstances, the School may require counseling with the School's counselor or a local mental health provider. In such situations, sessions are discontinued only with the consent of the School and the counselor. If you would like your son or daughter to meet with a private therapist outside the School, please contact the School counselor, who will be happy to make referrals and to help with any necessary arrangements.

Personal counseling and referrals are available to students both on and off campus. A student may request an appointment with the director of counseling services. Appointments with another therapist in the Santa Barbara area can be arranged as well. Students are encouraged to seek counseling services if they have personal concerns, are having difficulty in some area of their lives, or if they are worried about a friend or family member.

The Counseling Services Office is located in Savage House adjacent to the Health Center. Students may request an appointment with the director of counseling services or may ask their faculty advisor to contact the Counseling Services Office. Students may also be referred for counseling by the Discipline Committee, the faculty, or a parent.

Counseling Guidelines

- Confidentiality: Unless it involves information that relates to the endangerment of the individual, another person, or the community at large, all contact with the counseling office is strictly confidential between counselor and student. Parental involvement is welcome, but parents are asked to respect this confidentiality. With a student's knowledge and approval, situations involving physical well-being will be handled in conjunction with the Health Center. Cases of emotional, physical, or sexual abuse must, by law, be reported to Child Protective Services.
- If a student is referred for counseling, the nature and origin of that referral will be shared with the student.
- Students referred to the Counseling Services Office are asked to meet for one appointment to discuss the nature of that referral. Subsequent appointments are completely voluntary unless counseling has been mandated by the School.
- Students are responsible for meeting all scheduled appointments. Students should contact the Counseling Services Office when unable to make an appointment. Missed appointments will not be rescheduled without the student's request.
- Ongoing student meetings with outside therapists must have parental permission. Payment will be arranged directly with the therapist and the student's parents.
- Emergency consultation or hospitalization to ensure the safety of a student is authorized by the parental medical release form. In the case of a personal crisis of this nature, parents are notified immediately.
- Students are routinely encouraged to identify and use all of the adult supports available to them, especially their parents, but parents will not be notified of a referral or routine counseling unless there is a serious concern about a student's immediate or ongoing well-being.

Contact Numbers

If you wish to speak with Director of Counseling Services Jana Ransom, she can be reached at 805-684-4127, ext. 225, or 805-722-7749. In an emergency, please call the Health Center immediately.

SPORTS MEDICINE

Cate employs the services of board certified athletic trainers (ATs). Certified athletic trainers are health-care professionals who specialize in preventing, recognizing, managing, and rehabilitating injuries that result from physical activity. At Cate, the athletic trainers coordinate the sports medicine program. Working under the direction of the School physician, they serve as liaisons between the Health Center, outside physicians and specialists, coaches, parents, and advisors. The ATs at Cate hold at minimum a bachelor's degree from an accredited institution as well as additional professional certifications. Please contact the School's ATs or visit the National Athletic Trainers' Association website at www.nata.org/athletic-training if you have further questions about the athletic training profession.

Musculoskeletal Injury

If a student sustains an injury during physical activities, the ATs will evaluate and develop a plan of action to manage the injury. This plan may include treatment provided by the ATs or a referral to an outside source. Referrals may occur at any given point throughout an injury (including emergency situations). Appointments with the School orthopedic physician are available as needed (at the discretion of the AT or School physician). Parental/guardian notification is in accordance with Health Center guidelines (immediate notification during emergencies and via Magnus otherwise). Parents may not receive notification of an injury unless it requires outside referral.

Athletic trainers will be available in the Brittingham Family Training Center (ATC) for rehabilitation and treatment throughout the day (9:00 a.m. - 2:45 p.m.) and in special cases during the sports period. Evaluations are provided during the academic day by appointment only and in special cases after the sports period. If the injury occurs during sports or a competition the AT will perform an initial evaluation on the field to determine the extent of an injury. On Saturdays, an AT will be available at least one (1) hour before competitions or scheduled practices. If there are no competitions or scheduled practices, the AT will be in the athletic training center (ATC) on "N" weeks from 8:45-11:30 a.m. and on S weeks from 12:30-3:00 p.m. The ATC is closed on Sundays.

Head Injury

If a student sustains a head injury they will be evaluated by an AT or a school nurse (to determine the extent of an injury) and then referred to an AT. Each student will have a baseline test through c3logix, a neurocognitive testing program, upon arrival at Cate and again every two (2) years. If a student has a suspected concussion they will be referred to the emergency department or the School physician (depending on the mechanism or severity of symptoms). Parental/guardian notification is in accordance with Health Center guidelines (immediate notification during emergencies and via Magnus otherwise). Thereafter the student will be monitored through the c3logix program. In addition, Cate's concussion stages program will be applied to limit cognitive and physical stressors. This program allows parents, teachers, dorm faculty, and the health care team to be on the same page as the student. Please see Cate's concussion policy for more information.

Contact Numbers

If you wish to speak with Head Athletic Trainer Shannon Desgrosiellier she can be reached at 805-684-4127, ext. 263. Assistant Athletic Trainer Shauna Ericksen can be reached at 805-684-4127, ext. 118. It is best to call the ATs early in the day as they are typically busy with students at athletic practice or athletic events after 3:00pm on weekdays. Please call the Health Center if you need to speak with someone immediately, especially if there is an emergency.

COLLEGE COUNSELING

The Cate college counseling process begins, informally, when a student enters Cate. The counselors come to know the students in a number of ways, and they work with faculty advisors as they help students choose appropriately challenging classes and an individually appropriate testing schedule. Fall College Nights and timely programming readies students to begin working formally with college counselors in their junior year. For detailed information about the Cate college counseling program, please read the online *College Counseling Handbook*, available in the MyCate section of the School website at www.cate.org/mycate.

In the junior year, counselors encourage students to reflect on their own interests, talents, and goals, and then to research and explore the colleges that will foster those abilities and aspirations. Advice and guidance are provided through one-on-one meetings with students during this self-evaluation and research part of the process. In addition, regular college counseling classes develop important organizational skills to keep applicants on task. Once a student's college list is finalized in fall of the senior year, the focus of these meetings turns toward the applications themselves, followed by the final selection when acceptance letters are in hand.

The college counselors also serve as liaisons to college admission offices, promoting an understanding of Cate and each of our students to the colleges, and sharing important information about college admission trends and procedures with the School.

Although the College Counseling Office firmly believes that students must play the lead role throughout the college application process, the counselors encourage parent participation as well. One-on-one meetings with parents and students, as well as more general information sessions, are held for parents on Family Weekends, and we encourage parents to call or email us with questions and concerns.

College Board and ACT Testing

Cate organizes and supports standardized testing as an essential part of the college preparation and application process. Sophomores and juniors take the PSAT in October each year. We are a National Test Center for the College Board and in this capacity administer SAT and SAT Subject Tests. Our school calendar is coordinated with the College Board to ensure that test dates fall on "N" weeks and students can take tests without missing classes or School programs.

The School is not a test center for the ACT, so students taking the ACT need to find a test center and coordinate transportation. For more information, visit the ACT website at www.actstudent.org. College counselors, in conjunction with the faculty, work with each student to determine his or her testing schedule. A test preparation course, designed specifically for Cate students, is offered on campus for a fee; financial aid is available. For further information, please contact the College Counseling Office directly.

Outings Week and College Trips for Seniors

During the annual Outings Week, most seniors take the uniquely Cate opportunity to visit five to seven schools on their college application list. Students taking a college trip submit a 'college trip itinerary' form to the College Counseling Office in advance to ensure that the itinerary meets these college trip guidelines:

- As much as possible, students should research, make arrangements, book tours, and schedule interviews.
- Students must be accompanied by an adult, preferably a parent.
- No school commitments may be missed, so early departures and late returns are not permitted.
- Students need to visit at least five colleges.
- All colleges must be farther than one day's drive from the student's home. Please visit schools close to home over the summer so that Outings Week college trips can be utilized for extended travel.

- Each visit should include a campus tour, which can be booked on the college's website or by calling the admission office.
- Smaller colleges recommend interviews and the campus visit is an excellent opportunity to accomplish that. Interviews should be arranged in advance with the college admission office.
- Boarding students must coordinate their own departure and return transportation. School transportation will not be provided.

Seniors who do not take a college trip will participate in Outings Week. Seniors may choose to go on the senior camping trip or volunteer to assist the faculty as senior leaders on the underclass trips. Placement on the senior camping trip is guaranteed. However, it is important that seniors wishing to participate in one of the underclass trips understand that they will be actively helping to lead these trips and that they take this leadership responsibility seriously. Space for seniors on an underclass trip may be limited, and as a result, placement on these trips is not guaranteed. Final decisions about seniors participating in Outings Week will be made when they return to school in August.

College Trips for Seniors

In addition to those college visits taken over vacations and during Outings Week, students are permitted to miss four (4) school days of classes for college trips at any time during their senior year. Requests for these trips must be submitted to the Dean of Students Office well in advance and should be in place of other special permissions or voluntary school trips a senior may wish to take (e.g. Model UN conferences, Round Square conferences, Los Ninos, outdoor trips). Any trips beyond the four days will require approval from the College Counseling Office, Director of Studies, and Dean of Students.

COMMUNITY STANDARDS

HONOR CODE

The School's honor code sets the standards for student behavior. It is intended to define common expectations, set limits for social behavior, and foster a sense of responsibility for the School, others, and oneself. Students are expected to meet the School's expectations and standards, written and implied, at all times, and are expected to accept full responsibility for their actions. Students are asked to sign the honor code on all significant tests, projects, and papers as a reminder and commitment to the expectations we live by on the Mesa.

*On my honor, I pledge:
to be truthful;
to show respect for all members of the Cate community and their property;
to complete my work honorably without giving or receiving unauthorized help.*

DAILY STANDARDS

The School feels strongly that the best education about expectations and standards in the community occurs between individual faculty members and students. In the dorm, classroom, and community, students are expected to: be punctual to commitments, be considerate at all times, follow appropriate procedures for special/weekend permissions and vacations, observe study hours, and the like. It is the School's philosophy that individual faculty members should respond to inappropriate behavior in the dormitory, classroom, and the community at large as they see fit, which may not require a response from the Dean of Students Office. It is expected that students will respond to the direct interaction with faculty members. Students who repeatedly fail to respond to faculty expectations will be referred to the Dean of Students Office, though an individual faculty member may, at any time, regardless of the number of previous infractions, refer a student to the Dean of Students Office for a response. Providing a positive and productive environment for all members of the community is a fundamental goal of the School.

However, no set of policies, procedures, or rules can or should replace the trust, goodwill, and judgment of reasonable people. The following represents the institutional response to behaviors that do not normally result in the convening of the Discipline Committee:

Minor Infractions

The standard response for a minor infraction in the dormitory, classroom, or general community that is brought to the attention of the Dean of Students Office is a one-hour detention on a Sunday afternoon following the infraction; however, dorm personnel and chore-group leaders have leeway in assigning alternate consequences. Four minor infractions are considered the equivalent to one major infraction and will result in a two-hour weekend work crew and a loss of weekend privileges. Minor infractions include:

- Late to commitment
- Missing dinner sign-in
- Failure to sign off or back on the Mesa
- Not initiating or completing a chore

- Not passing room inspection
- Sleeping in
- Not studying during the academic day
- Not studying during study hours
- Out of room after in-room check
- Hosting a student after in-room check
- Boundary violation (see Boundaries description on pages 33-34)
- Helmet violation (see the Bicycles, Skateboards, etc. section on page 26)

Major Infractions

The Dean of Students Office responds to any student's reported failure to meet the following expectations. The normal response from the Dean of Students Office to a "major infraction" is a two-hour Sunday work crew and the loss of weekend privileges the following open weekend, though circumstances may dictate a more significant response. Major infractions are:

- Missed commitment – Any unexcused absence from a School commitment (class or otherwise), including early departures or late returns from vacation breaks. Students are excused by the Athletic Department for games and matches. With advance notice, the Health Center may excuse students for illness or medical appointments. If a student needs to miss a School commitment for any other reason, a Special Permission Request must be submitted to the Dean of Students Office well in advance of the event (see a full description of Special Permissions on page 60).
- Room boundary – Being in a dorm room that is not yours without the occupant present.
- Dormitory check-in – The School takes seriously its responsibility for the safety and welfare of its students. Evening check-ins represent times when students are required to be in their respective dormitories. As faculty members on duty are responsible for students in their dormitories, it is a serious violation of trust for students to abuse check-in times. The Dean of Students Office will directly handle students who are more than five minutes late to evening check-in or who leave the dormitory after check-in.
- Fire/flammable items – Any use of fire without faculty supervision or permission. Given the susceptibility of Southern California, and the Mesa in particular, to fire, the School views the use of fire as a potential risk to the lives and property of members of the community. The use of fireworks, the burning of candles and incense, cooking in a dormitory room, etc., are all strictly prohibited. Flammable, corrosive, or explosive compounds may not be used or stored in dormitories.
- Weapons – The possession of weapons such as air guns, large knives, and other potentially dangerous articles.
- Hitchhiking.

Violations of policies related to inter-dorm visitation, tobacco use, driving, and computers are also handled directly by the Dean of Students Office, but the standard response may be different from that described above.

Inter-dorm Violations

Inter-dorm violations are separated into two categories based on the severity of the offense, the more serious of which is described in the Major School Rules section on page 52. Violations of the policy (e.g. lights not on, door not fully open, etc.) are “major infractions.” The response is usually six hours of work crew, weekend restriction for three weeks, loss of inter-dorm privilege for that time, and inter-dorm probation for the remainder of the year. Another violation of inter-dorm policy during the probationary period will most likely result in the convening of the Discipline Committee. Repeated violations of parietal procedure and/or policy may result in suspension of inter-dorm privileges for the entire School, upon recommendation by the dorm heads.

Tobacco

The use and/or possession of tobacco in any form is prohibited, and any violation of tobacco use will result in notification of the student’s parents by the dean of students. In addition, a first violation results in six hours of work crew and weekend restriction for three weekends (the first three open weekends after the violation). A second violation within an academic year results in 12 hours of work crew and weekend restriction for six weeks. After a second violation, the student may be required to attend a four-hour cessation clinic at his/her own expense. A third violation within an academic year may result in the convening of the Discipline Committee.

Driving

Reference the Day Student & Parent section on pages 27-29.

Computers

Reference the CateNet Acceptable Use Policy section on pages 20-22

DISCIPLINARY NOTICE

A student is eligible for Minor Disciplinary Notice (MDN) if he or she earns five “major infractions” during one trimester. The decision about whether or not to place a student on MDN after his or her fifth major infraction is made by the dean of students, often in conjunction with the advisor and student.

When placed on MDN:

- a student is ineligible for long and short weekends, as well as for special permissions, for the following three open weekends (day students are unable to host boarders for those three weekends);
- a student serves work crew hours on each Sunday during which he or she is restricted (described above);
- a letter is sent home to his or her parents from the dean of students.

If placed on MDN during consecutive trimesters, the Discipline Committee will likely convene to consider an institutional response. A student may be denied re-enrollment based on his minor disciplinary record. In addition, a student’s minor disciplinary record is reviewed in determining an appropriate disciplinary response to a major School rule violation.

MAJOR SCHOOL RULES

The School's governing philosophy of partnership with parents means that it is possible that at some point in your child's career at Cate you may receive a call or letter from a School official in which concern is expressed about some unwise, unhealthy, or illegal (at least in Cate terms) behavior we believe may be adversely affecting your child's progress at Cate. Such communication is not undertaken lightly, and, while there may not be concrete evidence of questionable behavior, the School's objective in these situations is to engage parents in conversation whenever we have sufficient reason to believe something may be amiss. The fundamental premise of such communication is our belief that parents and the School, working together, form the best and most supportive alliance for a student who may be experiencing difficulty.

The following represents a set of guidelines to aid students and parents in understanding fundamental expectations, but should not be read or construed as an all-inclusive description of the School's standards, all of which are based on the tenets of the Honor Code – honesty, respect, and trust. Any behavior that constitutes a serious breach of those expectations may be treated as a “major School rule” violation. Central to the School's disciplinary system is a consideration of individual circumstances and situations. Violations of these major School rules, or being in the presence of another person violating one, will normally result in the Discipline Committee being convened. Major School Rules include:

- Honor Code violation (see examples below).
- Unexcused absence from the Mesa after dinner sign-in.
- Use, possession, or distribution of any drugs, drug-related paraphernalia, or alcoholic beverages.
- Any inter-dorm visitation which occurs between the evening in-dorm time and 7:00 a.m. Also, any inter-dorm visitation when inter-dorm is not in session (prior to fall Family Weekend, Sundays, or when the privilege has been suspended for that dormitory).

Honor Code Violations

Honor Code violations will result in the convening of the Honor Council. The School's Honor Council is made up of the dean of students, a class academic advisor, and two members of the senior class. A rotation is established in the fall to specify who will be on the council for each week of the school year. The Council will consider any Honor Code violation during the week and determine whether the infraction is significant enough for the full Discipline Committee to convene. If so, the Discipline Committee will consider the infraction and recommend a response to the headmaster. In cases where the Honor Council determines that the infraction is not significant enough to convene the Discipline Committee, they will determine a response for that infraction.

The Honor Code describes broadly the way in which students should live their lives at Cate. Violations of the Honor Code include, but are not limited to: dishonesty, stealing, vandalism, cheating, plagiarism, endangerment, harassment, and sexual harassment. Explanations of several of these terms are below.

Cheating and Plagiarism

In any academic setting, students must take personal responsibility for their own work. At times, this means working independently and individually. At others, it means working collaboratively and acknowledging the contributions of several people, including accurately and fully citing sources. Through

frequent affirmation during the school year, the Honor Code is intended to ensure a clear understanding of what it means to do one's own work and to emphasize the importance of academic integrity.

Cate considers any form of intellectual and academic dishonesty a serious breach of community standards. Academic dishonesty includes, but is not limited to plagiarism; violations of stated policies for exams, assessments, and homework assignments; unauthorized use of technology, including computers, smartphones, and any device that can aid a student in retrieving information on exams, assessments, or homework; presenting work completed by another student for credit or a grade; resubmitting a previously graded assignment for credit in another class; and intentionally participating in or helping another commit academic dishonesty. Cheating and plagiarism are forms of theft – the theft of another's ideas or exact words. While students are sometimes encouraged to discuss ideas with other students prior to writing a paper or completing an assignment, such discussions may not include exact wording of ideas or textual references. In short, every student is directly and individually responsible for the material submitted under his or her name.

Students can avoid committing plagiarism by indicating when an assignment has been completed in collaboration with other students; citing any and all sources used in writing; and avoiding the use of ideas, phrases, or passages from a written or internet source without giving accurate and appropriate credit. If a student is aware that he or she is borrowing another's thought (e.g. a critic's conclusion about a book), he or she should acknowledge the source, even if the exact words have not been used. Moreover, student's working with a tutor or a peer should know that if a student's work has been improved beyond his or her recognized capabilities, undue help has been given and the student is in violation of the Honor Code.

Specific information about course expectations and acceptable practices within academic disciplines should be communicated at the beginning of the year and posted on the Haiku page for each course.

The School considers students who supply material to others just as guilty of academic dishonesty as those who submit the work as their own. Although it is the teacher's responsibility to make expectations in this regard clear, students should always speak directly to their teacher if they have any doubts about what is academically appropriate. The Discipline Committee may convene to consider acts of cheating or plagiarism. An academic penalty will also normally be assessed and will be determined by the individual teacher, the dean of students, and the director of studies.

Endangerment

Endangerment is defined as any action that recklessly endangers the lives and property of members of the community, such as the careless use of fire or the possession of firearms.

Harassment

At Cate, harassment is defined as the hazing, intimidation, or coercion of another student or students with the purpose or result (regardless of intentions) of unwelcome embarrassment, humiliation, or physical harm.

Sexual Harassment

All members of the Cate community have the right to an education and school community free from sexual harassment, pressure, or humiliation. Sexual harassment is unacceptable at Cate, whether verbal, physical, or visual, and will not be tolerated. Sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature. Such behavior is unacceptable.

Specific examples of sexual harassment include, but are not limited to: verbal harassment or abuse based on gender, sexual orientation, or sexual behavior; remarks to a person with sexual or demeaning implications; unwelcome pressure for sexual activity; unwelcome patting or pinching; unwelcome brushing against another person's body; repeated "accidental" brushes or touches; demanding sexual favors accompanied by implied or explicit threats.

Any student who is made to feel uncomfortable with sexual remarks, an incident, or repeated behavior by a student, faculty, or staff member should immediately seek the assistance of a faculty member or speak directly to one of the Sexual Harassment Information and Resource Team (SHIRT) members: Sandi Pierce, assistant head for business and finance and chair of SHIRT; Bryan Rodriguez, dean of students; Marnie Woehr, director of student services, Jay Dorion, assistant head; or Lisa Holmes, director of studies.

Once a formal complaint has been made, one or more of the complaint recipients will conduct an investigation into the incident and will make a recommendation to the headmaster regarding appropriate action. Potential responses include mediation and counseling, education, or the convening of the Discipline Committee to determine a disciplinary response from the School. Designated sexual harassment complaint recipients (SHIRT members) may meet in the absence of a formal complaint if they see a need to do so.

All incidents of sexual abuse must by law be reported to Child Protective Services. Sexual abuse includes any sexual advances or contact made by an adult with a minor and any case of non-consensual intercourse with a minor. At any time, a student has the right to retain the service of an attorney and/or report an incident of sexual harassment or abuse directly to the police, Child Protective Services, an assistant headmaster, or the headmaster.

DISCIPLINE COMMITTEE

The Discipline Committee is responsible for the general education of the student body about the community's standards and expectations. In addition to responding to rule violations, the Committee may meet periodically during the year to discuss *Student & Parent Handbook* revisions and other matters of disciplinary policy. The Committee may also convene to consider violations of major School rules, repeated breaches of infractions, or any situation deemed serious enough in nature, at the discretion of the dean of students and the headmaster.

The Discipline Committee, chaired by Dean of Students Bryan Rodriguez, consists of five faculty members (the dean of students, the director of residential life, the director of studies, one faculty member appointed by the headmaster, and one faculty member elected by his/her colleagues) and five students (the student

body president, both head prefects, and one junior and one sophomore elected by their classes). The headmaster or assistant headmaster, although not a voting member of the Committee, is usually present at the meeting.

Before the Discipline Committee meets, the student submits a statement describing his or her involvement in the incident. The committee normally proceeds as follows: with the student in question not present, the dean of students summarizes the facts of the incident, often using the student account. The student's file is reviewed, and past School behavior is assessed. A student's complete disciplinary history is considered, regardless of probationary status at the time of the incident. The student then has the opportunity to respond to questions from Committee members and to make a statement. The student then leaves. The student advocate, named in advance by the student, then offers his/her statement to the committee. The advocate then leaves. The advisor, and anyone else relevant to the incident, as determined by the dean of students, may then be called upon to offer information to the committee. Persons present who are not formal voting members of the Committee are asked to leave prior to the committee's deliberations.

Decisions reached by the committee are recommendations to the headmaster who has the ultimate responsibility to accept, modify, or reject the recommendation. The headmaster's decision is normally delivered the following morning and is final.

The School reserves the right to follow an alternative disciplinary procedure. Such a decision shall be made at the discretion of the dean of students and/or the headmaster, based upon the judgment in a particular case that the standard disciplinary procedure is not in the best interest of the student(s) involved or the School. Examples of times when the Discipline Committee might not convene (instances when the headmaster, in conjunction with the dean and other relevant parties, might simply make a decision without input from the Committee) include, but are not limited to, vacations, review periods, and the exam week at the end of the year.

Disciplinary Probation

A student placed on disciplinary probation for a major rule violation will probably be separated from the School in the event of a second major rule violation or a series of other violations of equal significance to a major School rule violation. Re-enrollment contracts will be withheld for students on disciplinary probation pending a review by a faculty committee, typically at the end of the school year.

College Disciplinary Notification

Most college applications ask the student and the college counselor whether the applicant has ever been placed on probation, suspended, or expelled from high school. If a college asks this question, it is incumbent upon the student and the counselor to answer honestly. At all times, it will be up to the student to explain the disciplinary response. Such reporting occurs at the time the application is submitted, while the application is being reviewed, or after the admissions decision has been made, depending upon when the major rule violation takes place. When a student is separated from the School for any disciplinary reason, colleges at which the student has active applications for admission or at which the student is holding an offer of admission will be notified. The college counselors will work closely with students as advocates in reporting these matters to colleges.

While disciplinary infractions are a concern, our experience is that colleges understand that young people make mistakes. Admissions committees are typically more concerned with the quality and tone of a student's explanation. An honest and thoughtful response to a discipline matter can demonstrate a student's development and maturity.

OFF-CAMPUS OPPORTUNITIES

ACTIVITIES

The Activities Committee, led by Activities Director Juarez Newsome, consists of students and a faculty advisor. The primary goal of the committee is to provide a diverse selection of weekend recreational activities both on and off campus that offer the students an opportunity to interact socially as well as engage in activities of special interest. Off-campus activities serve large or small groups of students and include theater events, restaurants, bowling, ice skating, etc. On-campus events are varied in nature – movies, dances, coffee houses, dodge ball and dorm competitions, to name a few. The tasks of the committee are to plan, organize, and implement these activities while coordinating them with the School calendar. Additionally, class advisors and the Cate Parents Organization plan, fund, and carry out a variety of social functions for each individual class throughout the year.

Early Morning Adventures

Only seniors and juniors with appropriate parental permission may leave the Mesa to surf, paddle, bike, or jog between the hours of 6:00 a.m. and 8:00 a.m., unless with a faculty member. Students may not depart prior to 6:00 a.m. This privilege may be used only if two or more students will be participating.

A student intending to surf, bike, or jog in the morning must notify the dorm faculty member on duty the previous evening. In the morning, he or she must sign out in the School iPad. When back on the Mesa, juniors must have their chore done, room clean, and check in with the dorm faculty member on duty before 7:55 a.m. Students violating these regulations will have this permission revoked.

Neighboring Properties

It is important that students stay on Cate property and not trespass beyond the fencing that separates Cate's property from that of its neighbors. The only exception is faculty- or staff-guided trips to Bee Camp and the wilderness area behind the Mesa. Permission to cross the neighbor's property to this land is coordinated by Director of the Outdoor Program Paul Denison and must be obtained well in advance of a trip.

DINNER REQUESTS

A Cate parent may take a boarding student (your child and/or a friend of your child) to dinner by requesting permission from the Dean of Students Office before or on the day of the dinner (prior to 3:00 p.m.) or the MOD on the day of the dinner. If your request will conflict with an evening School commitment, special Dean of Students Office permission will be necessary by 12:00 p.m. on or before the day requested.

HOSTING A BOARDER

For local parents, those of both boarding students and day students, hosting a group of Cate students for a weekend or part of a vacation is an exciting proposition. The students are well-behaved, fun, interesting, and, in general, a joy to be around. Boarding student requests and parental permissions are required in the Dean of Students Office before 4:00 p.m. on the Wednesday prior to the weekend. This confirmation also allows boarding parents outside of the local area to contact host parents directly to discuss weekend plans.

The following guidelines were developed through the joint effort of the School, the Cate Parents Organization, and Cate students to help provide parents and students with clear, safe, and responsible

guidelines for student gatherings. The process that developed these expectations demonstrates the nature of the partnership that we – School, parents, and students – have entered into. It is our responsibility, as the adults in this triad, to ensure that our messages to adolescents are not mixed, and it is our obligation to maintain and support consistent standards for student behavior, regardless of the event.

The School strongly encourages students and their parents to be familiar with these guidelines before boarding guests arrive in your home.

HOSTING GUIDELINES

The following guidelines are offered for all events involving parents hosting Cate students during the academic year. Such events typically include, but are not limited to, long and short weekend permissions, late night permissions, and School-sponsored trips away from the Mesa.

Communication

Honest and timely communication between parents and students, between students and students, and among students, parents, and the School is essential to safe, happy, and productive gatherings for your children.

Parents of guests are strongly encouraged to contact host parents to verify both the arrangements and the activities of their son and/or daughter. For School-sponsored trips, this information can be obtained directly from the Dean of Students Office or from the faculty in charge of the event.

Host parents are encouraged to communicate directly with the parents of guests and the School about problems during Cate student gatherings. Such communication should take place immediately and be conducted in a positive fashion that promotes further conversation and better understanding about the behavior of a particular student.

Supervision

Host parents are legally and ethically responsible for their guests. Therefore, parents should be present when hosting Cate students and be aware of the activities of their student guests. It is never appropriate to invite students to your home when you will be away for the weekend or to purchase a hotel room for them if you do not plan to be present to supervise.

Drugs and Alcohol

Drugs and alcohol are not allowed at any function involving Cate students. No Cate parent or supervising adults should ever provide drugs or alcohol to Cate students, or fail to respond to an incident involving alcohol or drugs when Cate students are involved. Parents should be prepared to immediately follow up with students under their supervision and be willing to notify directly the School and the parents of students who are not able to meet their family expectations. Host parents should be aware of the legal ramifications of providing drugs and/or alcohol to minors.

Curfews

Host parents are encouraged to set appropriate curfews for student guests and to communicate clearly curfew expectations to the students in their charge.

PERMISSIONS

Breaks in the routine of school life are important for students, parents, and faculty. Planning time away from school is yet another of those areas that relies on good communication between students, parents, and the School to make this time as productive and positive as possible. The questions, “who, what, when, where, why, and how” should be basic considerations for students and parents who need to understand the plans that a student might have for his or her time away from School. Such considerations are vitally important for students, who really do need to have clear guidelines from parents and the School about procedures and expectations. Sometimes these sorts of conversations are not easy, but they are always important.

Managing the comings and goings of a large number of adolescents requires that the School have well-defined procedures; therefore, it is particularly important that parents, as well as students, become familiar with the School’s policies for securing off-campus permission.

Off-Campus Permissions

Whenever students leave the Mesa, all students are required to make note of their departure on the School iPad located outside of the Faculty Room, unless they are leaving to go home and will not be returning to campus that day. Upon their return, all students must sign back into a School iPad. It is the student’s responsibility to notify the MOD of any unavoidable delay in returning to the Mesa. Such notification, however, does not constitute special permission or an excused late return. Without student cooperation in this regard, it is impossible to determine the whereabouts of students in case of an emergency.

Seniors (only) may sign off the Mesa on weekdays between 6:00 a.m. and 6:45 p.m., provided they do not miss any School commitments. Underclass students may not leave the Mesa during the academic day (including between classes and athletics). Permission from the Dean of Students Office is required for a student to leave the Mesa before 6:00 a.m. or after 7:00 p.m. This permission will be granted only on the condition that transportation off the Mesa is provided by a Cate parent or faculty member.

All students may sign out to leave the Mesa via school shuttle to Carpinteria on Tuesday-Friday evenings between 5:00-6:30 p.m. In addition, students may request permission from the Dean of Students Office or the evening MOD to miss dinner sign-in if they are leaving campus with a Cate parent or faculty member between 5:00-7:45 p.m. on Tuesday-Friday (optional 9:00 p.m. return time on “N” Fridays only).

After their last commitment on “S” Saturdays, and after 6:00 a.m. on “N” Saturdays and Sundays, students may sign off the Mesa with a Cate parent or faculty member and return by 6:45 p.m. If a student would like to remain off campus until 9:00 p.m. on those evenings (6:45 p.m. on Sundays because we have dorm meetings at 7:00 p.m.), they and their parent must request approval from the Dean of Students Office or the MOD on duty. In addition, the School runs a shuttle to Carpinteria between 12:00-6:00 p.m. on “S” Saturdays and 10:00 a.m.-6:00 p.m. on “N” Saturdays and Sundays that students may take to Carpinteria and Santa Barbara at the times posted.

Special Permissions

Any off-campus permission that requires a student (boarding or day) to miss a school commitment is termed a “special permission.”

If circumstances arise where families feel that absence from a School commitment is necessary and unavoidable, they should contact the Dean of Students Office, well in advance, as soon as you are aware of the potential conflict. If special permission is granted to miss classes and/or commitments, the student must complete a Special Permission Request form and obtain the signatures of teachers and/or coaches at least one week in advance to alert them of the excused absence. Early communication will help ensure that teachers and students are able to adjust a student’s workload to complete work in a timely fashion without sacrificing quality. Students, as well as teachers, take academic commitments seriously; it is unfair, ultimately, to both constituencies to schedule time away from the School without consulting the Dean of Students Office early on in the planning. In addition, families should take the School’s attendance policy in the Academic Life section on page 10 into consideration when scheduling time away from School. Parents need to be aware that when your child misses school time due to the granting of a special permission, he or she is responsible for completing all academic work, and teachers will not be available for extra help beyond normal expectations. **If a family does not seek and gain approval for a special permission, any subsequent absence will be considered unexcused.**

Late Night and Weekend Permissions

- An “S” Week reflected on the Cate Calendar means that classes are scheduled on that Saturday.
- An “N” Week reflected on the Cate Calendar means that **no** classes are scheduled on that Saturday.

The School’s “N” weekends provide students as well as faculty with a “full weekend” to visit friends or family or, simply, to recharge their batteries. While students enjoy the opportunity to get away from the Mesa, they are allocated weekend permissions by grade level (see allocations below). The most experienced students also recognize that simply staying “home” is often the most relaxing approach to these regularly scheduled breaks in the classroom schedule.

Occasionally, the School designates a weekend as “closed,” which means that boarding students may not use any of their permissions on that weekend. Closed weekends are referenced on the School calendar at www.cate.org/calendar.

Late Night Permissions

“Late nights” are off-campus permissions that extend past dinner on Friday and Saturday nights. Late night permissions begin after a student’s last commitment. Friday night permission is only available on “N” weekends and ends at 10:45 p.m. Saturday night permission ends at 11:15 p.m. If a student has more than one late night request available during the trimester they may be used in combination with another late night or a short weekend. Late night requests must be submitted to the Dean of Students Office by 4:00 p.m. on the Wednesday prior to the weekend departure date. Students must check-in with the MOD when they return to campus.

Short Weekend Permissions

“Short weekends” are off-campus permissions that allow a student to spend one night in an approved location on Fridays of “N” weekends or Saturday nights. Short weekend permissions begin after a student’s last commitment and end at 6:45 p.m. on the evening following the date of departure. Short weekend requests must be submitted to the Dean of Students Office by 4:00 p.m. on the Wednesday prior to the weekend departure. Students must check-in with the MOD when they return to campus or at dinner (whichever comes first).

Long Weekend Permissions

“Long weekends” are off-campus permissions that allow a student to spend two nights in an approved location on “N” weekends. Long weekend permissions begin after a student’s last commitment on Friday and end at 10:00 p.m. on Sunday. Long weekend requests must be submitted to the Dean of Students Office by 4:00 p.m. on the Wednesday prior to the weekend departure. Students must check-in with the MOD when they return to campus.

Late Night and Weekend Request Procedures and Guidelines

Managing the comings and goings of a large number of students requires that the School have well-defined procedures, which are:

- Request forms, with advisor signatures, must be complete by 4:00 p.m. on the Wednesday preceding the weekend requested. A student may not take a late night or weekend unless his or her name appears on the published weekend list. It is the student’s responsibility to check the list and to resolve any discrepancies with the Dean of Students Office.
- Parents must also call the Deans of Students Office before 4:00 p.m. on the Wednesday preceding the weekend to confirm/approve their child’s weekend permission plans.
- Students may request an “N” Friday late night in conjunction with a Saturday late night or a short weekend, or they may combine a short weekend with a Saturday late night.
- Students must use transportation provided by the School, parents, or sources approved by the Dean of Students Office.
- Students, regardless of age or permission status, are not allowed to rent hotel/motel rooms or take weekends to local hotels/motels without a parent in attendance.
- Students may not take a weekend in the national forest behind the Mesa unless accompanied by a faculty or staff member. In order to take a weekend at a state park or campground, students must be 18 and show a reservation receipt dated for a specific weekend.

Late Night and Weekend Allocations

Students are allocated weekend permission by grade level. All students may take one additional Long Weekend each trimester to participate in an activity sponsored by the School, such as Los Niños or the Outdoor Program.

Freshmen and new sophomores are eligible for their “late night” permission after Outings Week and their long and short weekend permissions at the start of fall Family Weekend. Students in good standing may take the following number of late nights and weekends during the year.

Freshmen	Fall	Winter	Spring	Juniors	Fall	Winter	Spring
Late Nights	1	1	1	Late Nights	2	2	3
Short Weekends	1*	1	1	Short Weekends	2	2	2
Long Weekends	1*	1	1	Long Weekends	1	2	2
Sophomores	Fall	Winter	Spring	Seniors	Fall	Winter	Spring
Late Nights	1	2	2	Late Nights	3	3	unlimited
Short Weekends	1*	1	2	Short Weekends	2	3	3
Long Weekends	1*	1	1	Long Weekends	2	2	2

*Freshmen and new sophomores are eligible **after** fall Family Weekend.

Campus Overnights

Day Student Overnights

Please review the Communication section of the Day Students & Parents on pages 27-29 for details regarding staying on the Mesa overnight.

Boarder to Boarder Room Overnights

With permission from the MOD and the dorm faculty on duty in both dorms, boarders may stay overnight in the dorm room of a friend of the same sex on open “N” Friday or Saturday nights. Boarders must complete the Campus Overnight Request form and submit it the Dean of Students Office before 3:45 p.m. on Friday or to the MOD before 7:00 p.m. on the night the permission is being requested.

Overnights to Faculty Homes on the Mesa

Boarding students are granted one additional weekend (short or long) per trimester to stay overnight at a faculty member’s home on the Mesa. Boarders must complete the Campus Overnight Request form (including obtaining permission from the faculty member and the dorm faculty on duty in their dorm) and submit it to the Dean of Students Office before 3:45 p.m. on Friday or to the MOD before 7:00 p.m. on the night the permission is being requested. Boarders who have used their weekend and would like to take another within the same trimester will have to use one of their allotted weekends, as detailed in the Weekend Permissions section on pages 60-62. Students are responsible for accurately managing their weekend allocations. Students found to have overused their allotted weekends can expect the loss of a weekend from the next trimester’s allotment or some form of disciplinary response from the Dean of Students Office.

VACATION BREAKS & TRAVEL

In addition to summer vacation, breaks are scheduled at the end of the fall trimester, in the middle of the winter trimester, and just before the beginning of the spring trimester. While the School cannot provide accommodations for students during these breaks, advisors or the Dean of Students Office may, with advance notice, be able to work with local parents to try to provide vacation housing when necessary.

Parents/students are responsible for making their own travel arrangements (flights, trains, etc.) to and from vacation break locations; however, assistance with departure and return transportation (shuttles) on vacation travel days and at the end of the school year is available, through the Dean of Students Office, if

parents/students submit travel plans to the School. Additional information regarding transportation will be emailed to parents well before each vacation break and the end of the school year. The School does not provide transportation to the Mesa at the beginning of the school year.

Most students depart from or return to Los Angeles International Airport (LAX), Santa Barbara Airport (SBA), Carpinteria train platform (age 16 and over only), or Santa Barbara train station (ages 13, 14, and 15 only). Transportation to and from those locations is coordinated by the Dean of Students Office. Some students choose to depart from or return to Bob Hope Airport (BUR) or other locations; however, the School does not provide or coordinate transportation to or from those locations. Additional information below.

Before booking flights (or having your travel agent book a flight), please read the airport and train station information below and be fully aware of your airline's unaccompanied minor policy. Cate faculty is not able to accompany students inside the airports or to their gates, so please make sure your child is old enough to fly unaccompanied on your selected airline (ages vary significantly from one airline to the next).

Vacation travel dates for the 2016-17 school year are below and on the School calendar, which can be viewed at www.cate.org/calendar. School commitments (in addition to classes) extend through the last day of each trimester and the winter break; therefore, students will not be granted special permission to miss these commitments for travel convenience at the beginning or end of vacations. Please direct all questions to Beth Wilson in the Dean of Students Office at 805-684-4127, ext. 205, or beth_wilson@cate.org.

Los Angeles International Airport (LAX)

When making flight reservations to and/or from LAX, it is best to plan for a **two-and-a-half-hour** trip from Carpinteria to LAX and vice versa. For departures, please allow an additional two hours (three hours for international) between the drop off time at the airport and the flight departure time to clear security.

The Santa Barbara Airbus runs a reliable, but intermittent, shuttle service between Carpinteria and LAX (drop-off/pick-up in Casitas Plaza between Union and Chase Banks). The School has arranged for discounted tickets with Santa Barbara Airbus. The Dean of Students Office will coordinate ticket purchases and transportation from the Mesa to the drop-off/pick-up point, in Cate vehicles, for students traveling on the designated travel days and within designated travel times. Tickets will be billed to student accounts. Although the Santa Barbara Airbus has many departure and return shuttles each day, below we have outlined the times that work with the School's schedule. Please review these times before making departure or return flight plans, or contact Beth Wilson for a referral if you'd prefer to use a car service.

Airbus Departures from Carpinteria to LAX							
4:10 a.m.	6:10 a.m.	7:40 a.m.	9:10 a.m.	10:40 a.m.	12:40 p.m.	3:40 p.m.	6:40 p.m.*

*The 6:40 p.m. departure time is only available at spring break. Cate commitments at the fall and winter breaks end after this shuttle has departed; therefore, it is not an option.

Airbus Returns from LAX to Carpinteria					
9:00 a.m.	11:00 a.m.	12:30 p.m.	2:00 p.m.	3:30 p.m.	5:30 p.m.**

**Airbus shuttles after this time are to be used for emergencies only.

Santa Barbara Airport (SBA)

When making plane reservations to and/or from SBA, it is best to allow **two hours** from the time your child leaves the Mesa until the flight departure time. The Dean of Students Office will coordinate transportation to the Santa Barbara Airport, in Cate vehicles, for students traveling on the designated travel days and within designated travel times.

Carpinteria Train Platform

Amtrak has a long-held policy that indicates students ages 13, 14, or 15 must ride as unaccompanied minors, but only after certain terms have been met. These terms (recently enforced more strictly) are available on Amtrak's website at www.amtrak.com/unaccompanied-minors-policy. Unfortunately, the Carpinteria train platform does not meet one of these requirements; therefore, students under age 16 must use the Santa Barbara train station. Since the Carpinteria train platform is so conveniently located near Cate, we prefer that students age 16 and over depart from this train platform.

When making train reservations to and/or from the Carpinteria train platform, it is best to allow **30 minutes** from the time a student leaves campus until the train departs. The Dean of Students Office will coordinate transportation to the Carpinteria train platform, in Cate vehicles, for students traveling on the designated travel days and within designated travel times.

Santa Barbara Train Station

Amtrak has a long-held policy that indicates students ages 13, 14, or 15 must ride as unaccompanied minors, but only after certain terms have been met. These terms (recently enforced more strictly) are available on Amtrak's website at www.amtrak.com/unaccompanied-minors-policy. Fortunately, the Santa Barbara train station meets these requirements; therefore, students who are under age 16 must use this station. A significant amount of paperwork completion and chaperoning is required at the departure and pick up train stations, so please be prepared to commit to a plan. Amtrak does not allow any deviations from the documented trip. Cate faculty must transport students to the train station and wait with them until the train has left the station and vice versa on the return trip.

When making train reservations to and/or from the Santa Barbara train station, it is best to allow **one hour and 45 minutes** from the time a student leaves campus until the train departs. This time is necessary for paperwork completion and ticket purchasing at the train station, which cannot be done in advance. The Dean of Students Office will coordinate transportation to the Santa Barbara train station, in Cate vehicles, for students traveling on the designated travel days and within designated travel times. Amtrak's chaperone requirements negate the option of a car/taxi service between the School and the Santa Barbara train station.

Bob Hope International Airport (BUR)

While travel to and from Bob Hope International Airport (BUR) in Burbank is a viable option (about **90 minutes** away by car), please keep in mind that there are no shuttle service providers for this airport in our area, and the School is not able to provide transportation. If this airport is your preference, we recommend you coordinate with other Cate families to arrange a private shuttle.

Travel Tips

To ensure that students are prepared for travel, they should:

- ☐ understand their travel itinerary;
- ☐ travel with identification and sufficient money;
- ☐ know when and where to get any necessary tickets/boarding passes;
- ☐ have a contingency plan for contact if there are problems during travel;
- ☐ carry a cell phone for communication in an emergency situation.

Travel Challenges

In the event of travel snags at the beginning or end of vacations, students and/or parents are responsible for notifying the MOD (805-698-4808) as soon as possible. If contacted immediately, Beth Wilson in the Dean of Students Office may be able to assist with alternate flights or transportation arrangements.

Foreign Passports

Students holding foreign passports and student visas are required by federal law to file I-20 forms, which are prepared by the Admission Office. Failure to present the proper documentation when re-entering the United States may result in denial of entry or a lengthy detention at the port of entry. In many cases, a passport must be valid for six months beyond the period of stay in the United States. Please check the passport expiration requirements for traveling from your country to the United States. Checking ahead of time will prevent the possibility of being turned away at immigration, if not at the departure airport.

SPECIAL WEEKENDS

FAMILY WEEKENDS

Cate schedules two Family Weekends each year. These high-energy and enjoyable breaks in the normal School routine are held in October and April (the exact dates are shown on the School online calendar at www.cate.org/calendar). These weekend-long events, which are attended by approximately 90% of the students' families, give parents a chance to attend classes with their student, meet with teachers and the advisor, and attend a variety of performing arts and athletic events.

The weekends begin with registration and a breakfast buffet at 7:00 a.m. on Friday, followed by an abbreviated class schedule starting at 8:00 a.m., teacher conference periods in the afternoon, and then athletics. Families enjoy attending class meetings or receptions, followed by dinner and a drama production that typically ends at about 9:30 p.m. Saturday morning begins with teacher conferences, a variety of parent meetings, and the Headmaster's Hour. Lunch is followed by a full slate of athletic events. The weekend ends on Sunday morning with a musical celebration in the chapel followed by brunch at the home of the headmaster – Mesa House.

Because the weekends are heavily attended, families are urged to make their travel plans and hotel reservations early. Prior to each Family Weekend, the School will send an email with a detailed schedule and information about how to schedule teacher and advisor conferences. In addition to Friday and Saturday conferences, local parents may also schedule conferences on the previous Wednesday evening. We hope that the variety of activities over the course of the weekend offers students and their families a great opportunity to share in the life of the School community.

GRANDPARENTS WEEKEND

Cate will host Grandparents Weekend during the winter (the exact date is posted at www.cate.org/calendar). Late afternoon events are scheduled for Friday (to provide time for grandparents to make their way to Cate in the morning) followed by a dinner for grandparents, grandchildren, and their faculty advisors, which is hosted by Headmaster Ben Williams. On Saturday, grandparents are invited to attend classes and enjoy an all-school assembly, followed by lunch and sports in the afternoon. Students who have obtained permission from the Dean of Students Office may spend Saturday with their grandparents. Parents who wish to accompany their parents to these events are welcome.

COMMENCEMENT WEEKEND

For students, faculty, and families alike, the final week of School is one of the most poignant periods of the school year. Underclassmen are preparing for exams while the seniors have embarked upon a set of closure activities designed to recognize their accomplishments and friendships, and, we hope, ease the transition from student to alumnus(a). For most parents the specific events that impact the lives of their son or daughter occur on the Saturday and Sunday of Commencement Weekend.

Parents are encouraged to attend these events; students are required to attend as these are important occasions that bring closure to the school year. We ask that parents refrain from making arrangements to take their son or daughter away from the School during this busy time. The business of packing, cleaning,

and bidding farewell to close friends is an all-encompassing process that we feel is as important to students as the opening days.

Parents are invited to attend the end-of-year Awards Ceremony. This is a time to recognize the extracurricular, athletic, and academic achievements of students in the lower grades as well as those of seniors. All parents are invited to attend this ceremony as well as the buffet dinner that follows it. After dinner, seniors, their parents, and the faculty are seated in the chapel for the Baccalaureate service. Sunday morning is, for all, a rather magical time. Commencement Lawn is arranged with seating for approximately 800. Commencement typically begins at 10:00 a.m. and concludes by 1:00 p.m. This ceremony is followed by a reception line for seniors and a luncheon for the community on Senior Lawn. We hope that all parents are able to join the community for these wonderful events and special times in the lives of our students.

CATE PARENTS ORGANIZATION

The Cate Parents Organization (CPO) allows parents (near and far) the opportunity to be involved in enriching the lives of Cate students. Cate parents work with the School to plan and implement programs and activities that enhance the quality of life at Cate for students and faculty. These benefits are made possible through membership fee contributions, the proceeds of Cate Cargo sales, and by the volunteer hours of parents.

Examples of CPO involvement are:

- Holiday treat bags for students
- Cate Cargo (logo clothing) sales
- All-school winter formal
- Annual blood drive
- Snacks for exam week
- Faculty/staff recognition events
- Class parties
- Assistance with the Walkathon/Bikeathon
- Cate Connection program (connecting newly enrolled families to Cate)

CPO meetings are open to all parents and are generally held in the Johnson Library, beginning in September. Please check the Cate website for the CPO meeting calendar and the minutes of each meeting.

A complete listing of the CPO board members and committee chairs are listed on MyCate.

SUPPORTING THE SCHOOL

CATE FUND – supported by 9th-, 10th-, and 11th-grade parents

One of the many ways parents connect to Cate is to volunteer and participate in the Cate Fund. Cate takes special pride in the annual support given by parents both in terms of participation and dollars, with 87% of our parents generously contributing. Parents of students in the 9th through 11th grades will be asked by parent volunteers to contribute to the Cate Fund, supporting current daily operations. Parents of students in the 12th grade will be asked by parent volunteers to contribute to the 2017 Senior Class Endowment Fund, which will be invested in the endowment to provide permanent ongoing support to the School. In addition, trustees, grandparents, alumni, and friends are also invited to support the School on an annual basis.

The Cate Fund is projected to raise \$2M this year. Parents will be invited to make gifts or pledges payable by June 30, 2017. The Cate School Board of Trustees has set tuition at 70% of the actual cost of educating your sons and daughters. The remainder will be made up by gifts to the Cate Fund (10%), income from the endowment (16%), and other income (4%).

2017 SENIOR CLASS ENDOWMENT FUND – supported by 12th-grade parents

Parents of seniors will be invited to make gifts (payable over three to five years) to the 2017 Senior Class Endowment Fund. Parent volunteers determine if the Fund will support faculty salaries, financial assistance, or a capital project.

The School has been recognized nationally (Council for the Advancement and Support of Education) for the level of participation and gifts from the Cate constituency. However, the most telling part of Cate's fundraising performance is that those families currently receiving the benefit of a Cate education (you) are among the school's most generous donors.

VOLUNTEER

We encourage you to volunteer. If you are a parent of a 9th-, 10th-, or 11th-grade student, please contact Cate Fund Director Colin Donovan at 805-684-4127, ext. 286, or colin_donovan@cate.org. If you are a parent of a 12th-grade student, please contact Director of Major Gifts Chris Giles at 805-684-4127, ext. 237, or chris_giles@cate.org.

Parents will receive an invitation to volunteer in August. Please expect a phone call or visit from one of your parent peers who, in addition to making his or her own contribution, has generously volunteered time to invite you to do the same.

Director of Advancement Lindsay Newlove coordinates and clears all efforts to raise and direct funds to approved projects. If you have questions regarding the School's fundraising programs, please contact Lindsay Newlove at 805-684-4127, ext. 269, or lindsay_newlove@cate.org.

CAPITAL & ENDOWMENT GIFTS

Cate accepts both unrestricted and restricted gifts. Donors may elect for a contribution to be used for the highest current priority (an unrestricted gift) or elect to restrict a gift for faculty salaries, financial assistance,

the cost of a program, or the upkeep and maintenance of the Mesa. A full list of naming opportunities is available by contacting the Advancement Office at 805-684-4127, ext. 215.

Gifts may be designated for:

- immediate use – Cate Fund
- in honor or memory of a birthday, anniversary, or special occasion
- the endowment – a permanently invested fund – Named Fund or Class Fund
- a capital project – the Advancement Office has naming opportunities for review
- a deferred or “planned gift” – join the King’s Court to benefit the School in the future and the donor immediately.

The Mesa is a place of confluence, where the majesty of the natural world and the possibilities of human endeavor exist in eternal partnership.

– Benjamin D. Williams IV, Headmaster