

CATE

Student Handbook 2024-2025



CATE STUDENT HANDBOOK

The Student Handbook is intended to guide daily student life on the Mesa and is written for students. No publication, however, can reliably describe every situation that may arise during a Cate student's life. Students are encouraged to communicate with the Student Services Office if any of the School's policies and expectations are unclear.

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.”

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.

INCLUSION

At Cate School, diversity, equity, and inclusion (DEI) work is integral to our mission because productive citizenship and academic excellence are impossible without intercultural competency. Continually honing these skills is essential to ensuring that each member of the Cate community feels a genuine sense of belonging and can achieve their greatest growth. At Cate, the “spirit of this place” is rooted in the full recognition of the dignity of each person. We encourage everyone at Cate to share their background, interests, identities, and beliefs so that we can collectively work to broaden our perspectives, deepen our capacity for empathy, and strengthen our resilience. In doing so, we continue the daily work of building community.

CATE SCHOOL CONTACT

1960 Cate Mesa Road
Carpinteria, CA 93013
Switchboard 805-684-4127
MOD 805-698-4808

Table of Contents

Important Dates & Daily Schedule	5	Communication & Technology	17
School Breaks & Holidays with		• Cell Phones	
Required Attendance	5	• Email	
Schedule	6	• Mail & Packages	
		• Internet Availability	
		Finances	19
Academic Life	7	• Student Accounts	
Academic Policies	8	• Credit Cards	
• Homework Limits and Guidelines		Transportation	19
• Schoology: Planners and Grades		• School Shuttle	
Report Cards, Transcripts, & Exams	8	• Ride Sharing Services	
• Letter Grades		• Automobiles	
• Passing vs. Promotable Grades		• Bicycles, Skateboards, Roller Skates/Blades, Non-motorized Scooters, Etc.	
• Effort Marks			
Attendance	9		
Academic Support	10	Co-Curricular Programs	21
• Supervised Study Hall		Athletic & Extracurricular	22
• Student Proctored Learning Labs		• Extracurricular Point System	
• Cate Academic Support Services		• Athletic Equipment	
• Academically Initiated Student Support Plan		• Independent Physical Education Option	
Awards	10	• Medical Evaluation and Excuses	
• Cum Laude Society		Outdoor Programs	23
• Diploma with Honors		• Outings Week	
		• Afternoon Outdoors Program	
		• Outdoors Equipment	
Campus Life	11	Performing Arts	24
Communication and Support	12	• Fall Theater Production	
• Advisors		• Spring Musical Production Priority Protocol	
• Class Advisors		• Dance	
• Prefects		• Private Lessons	
• Seminar Teaching Assistants			
Community Gatherings	13	Residential Life	25
• Meals		Dormitories, Dorm Life, & Dorm Facilities	26
• Seated Meal		• Community Guidelines for Residential Life in All Dormitories	
• Assembly		• Senior Responsibilities	
• Convocation		• Wellness Checks	
• Advisory Meeting		• Room Inspections & Dorm Chores	
• Servons Speaker Series		• Searches	
• Community Conversations		• Storage	
• Commencement Weekend		• Laundry	
Community Engagement	15	Moving In & Packing	28
• Public Service Night		• Fire Regulations Requirements	
• Learning Center		Student Visitation, Boundaries, & Sleepovers/ On-Campus Overnights	29
• Los Niños		• Visitation during the Academic Day and study hours	
Servons Program: Community Chores	15	• Common Space Visitation	
Weekend Activities	15	• Interdorm Room Visitation	
Dress & Appearance	16	• Boundaries	
Public Spaces & Facilities	16	• Sleepovers/On-Campus Overnights	
• Dining Commons and Student Center		• Off-Campus Visitors	
• Inquiry Collab		Emergency Procedures	31
• Libraries		• Electric Power Failure	
• Gyms		• Fire	
• Pools		• Earthquake	
• Dance Studio & Performing Arts Space			

Day Student Life	33	Academic & Student Concern Reporting and Incident Response Protocol	52
Day Student within Residential Life	34	• Response Protocol	
• Day student facilities and dorm use		• Honor Council	
• Evenings as a day student		• Discipline Committee	
School Commitments	35	• Administrative Response	
• Attendance		• Discipline Responses: Tiered Levels of Major School Rule	
• Requesting to miss commitments		• Disciplinary Probation	
• Day of missed commitment & Illness		• Drug Testing Policy	
Transportation & Driving	35	• College Disciplinary Notification	
• Parking & Drop Off		Health and Wellness Protocol	54
• Driving Other Students		Sexual Intimacy Policy	55
• Driving during the academic day		Technology	56
Emergencies and Evacuations	36	• Acceptable Use Policy	
		Off-Campus Permissions	57
Student Services	37	• Neighboring Properties	
Wellness Services	38	• Dinner Requests	
Medical Services	38	• Boarder Expectations When Hosted by Day Families	
• Services		• Special Permissions and Allocations	
• Missed Commitments due to Illness		• Overnights to Faculty Homes on the Mesa	
• Required Healthcare Forms		• School-Sponsored Off-Campus Overnights	
• Health Insurance		Vacation Breaks & Travel	61
• Outside Health Care Providers and Medical Appointments		• Transportation Details.	
• Medications		• Travel Tips	
• Parental Notification of Health Services		• Travel Challenges	
• Confidentiality		• Foreign Passports and I-20 Forms	
Counseling Services	42		
• Counseling Guidelines			
Athletic Training Center & Sports Medicine	43		
• Musculoskeletal Injury			
• Head Injury			
Student Services Committee	44		
• Four Trimester Policy			
Medical Leave or Withdrawal	44		
College Counseling	45		
College Board & ACT Testing	46		
Outings Week & College Trips for 12th-Graders	46		
Additional College Trips for 12th-Graders	46		
Community Standards	47		
Honor Code	47		
Daily Standards	48		
Minor Infractions	48		
Detention Violation	48		
Student Behavior Notice Tiers	49		
Major School Rule Violations	49		
• Cheating and Plagiarism			
• Harassment and Other Inappropriate Conduct			
• Sexual Harassment			
• Incident Response Protocol			
• Mandated Reporting			

Important Dates & Schedule



SCHOOL BREAKS & HOLIDAYS WITH REQUIRED ATTENDANCE

Cate's school year runs from late August to early June, divided into three trimesters. We have three major breaks that are 1-2 weeks long: a fall break in November, a winter break in December, and a spring break in March. Please find a detailed list of [Important Dates](#) here.

Please note that we run school programming with required attendance, including classes, on most federal and religious holidays that do not fall over breaks. This includes but is not limited to:

- Labor Day (Sept)
- Indigenous Peoples' Day (Oct)
- Veteran's Day (Nov)
- Martin Luther King Day (Jan)
- President's Day (Feb)
- Memorial Day (May)

Advance special permission from the Student Services Office is needed to miss commitments. Please see the Permissions Section for more information on this process.

WEEKLY TIMELINE

6

Important Dates & Schedule

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AM Residential Life		Room / Chore Check	Room / Chore Check	Room / Chore Check	Room / Chore Check	Room / Chore Check	
1st Period (8:30 - 9:35 AM)		A Block (65 Min)	F Block (65 Min)	C Block (65 Min)	G Block (65 Min)	D Block (65 Min)	
2nd Period (9:40 - 10:45 AM)		B Block (65 Min)	G Block (65 Min)	D Block (65 Min)	A Block (65 Min)	E Block (65 Min)	
Community (10:50 - 11:05 AM)		Assembly	Advisory	Assembly	Servons	Assembly	
Lunch Period 11:15 AM - 12:55 PM							
Math, Science, Art, HD Classes 11:15 AM - 12:20 PM		C Block (65 Min)	A Block (65 min)	E Block (65 min)	B Block (65 min)	F Block (65 min)	
Eng, Hist, Language Classes 11:50 AM - 12:55 PM							
4th Period (1:00 - 2:05 PM)		D Block (65 Min)	B Block (65 Min)	F Block (65 Min)	MO Block (50 Min) Ends 1:50 PM	ME Block (50 Min) Ends 1:50 PM	
5th Period (2:10 - 3:15 PM)		E Block (65 Min)	MO Block (65 Min)	ME Block (65 Min)	C Block (65 Min) 1:55 - 3:00 PM	G Block (65 Min) 1:55 - 3:00 PM	
Afternoon Block (Sports or Other Commitment) 3:30 - 5:00 PM		Afternoon Block (Starts at 3:45 Monday Only)	Afternoon Block	Afternoon Block	Afternoon Block	Afternoon Block	
Varsity Sports Only 5:00 - 5:30 PM			Varsity	Varsity	Varsity	Varsity	
Dinner, Clubs, Etc 5:00 - 7:00 PM		5:45 - 6:45 PM Seated Meal					
AM Residential Life	7:15 - 7:50 PM Dorm Meetings Chore Check Opt 2	7:00 - 7:45 PM Campus Sign In or Convo Chore Check Opt 2	7:00 - 7:45 PM Campus Sign In Chore Check Opt 2	7:00 - 7:45 PM Campus Sign In Chore Check Opt 2	7:00 - 7:45 PM Campus Sign In Chore Check Opt 2	7:00 - 7:45 PM Campus Sign In	7:00 - 7:45 PM Campus Sign In
	8:00 - 10:00 PM Study Hours	8:00 - 10:00 PM Study Hours	8:00 - 10:00 PM Study Hours	8:00 - 10:00 PM Study Hours	8:00 - 10:00 PM Study Hours		
	10:30 PM 9th & 10th Lights out	10:30 PM 9th & 10th Lights out	10:30 PM 9th & 10th Lights out	10:30 PM 9th & 10th Lights out	10:30 PM 9th & 10th Lights out		
	11:00 PM 11th Lights out, 12th In Dorm	11:00 PM 11th Lights out, 12th In Dorm	11:00 PM 11th Lights out, 12th In Dorm	11:00 PM 11th Lights out, 12th In Dorm	11:00 PM 11th Lights out, 12th In Dorm		
						11:30 PM In Dorm for All	11:30 PM In Dorm for All
						12:00 AM 9th & 10th Lights out	12:00 AM 9th & 10th Lights out

Academic Life



“Cate believes in the power of human connection as the foundation of learning and growth, that a diversity of backgrounds and perspectives are essential for a thriving community, and that learning is fueled by inquiry and exploration.”

– Alexandra Lockett, Head of School

Cate School’s academic program aims to promote the greatest growth possible for each student. While inquiry in teaching harkens back to Socrates and John Dewey, Cate’s approach is distinctive in its coordination, coherence, and consistency across all academic disciplines. Our students develop inquiry skills, our faculty teaches with inquiry-based methods, and our community engages together with our annual inquiry question that frames our all-school summer read, our convocations series, and our Senior Inquiry Day. Intentionally designing how our students, faculty, and community engage with inquiry fosters our culture of inquiry at Cate.

ACADEMIC POLICIES

The specific details of the School's academic program, including graduation requirements, course descriptions and sequences, and scheduling and credit information, and course selection and add/drop processes, are communicated to students and parents through the [Cate School Academic Courses Registration Booklet](#) published online in January of each year. Current students are involved with academic planning and actual course selections through conversations with the advisor, college office, teachers, and parents beginning in late January. New students and families make course requests as part of the enrollment process in the spring.

Homework Limits and Guidelines

Lower School Courses (9th and 10th grade courses)

- Teachers may assign up to 40 minutes of homework for each class meeting.

Upper School Courses (11th and 12th grade courses)

- Teachers may assign up to 60 minutes of homework for each class meeting.

Schoology: Planners and Grades

- Teachers post planners to their Schoology page at least two weeks in advance.
- Planners make clear to students what the homework is and when major papers, projects, presentations, and in-class assessments are due.
- Students with three or more major assessments on the same day may request an extension from one of their teachers. The request must be made at least 72 hrs in advance.
- Teachers post running grades for the first time during the mid-trimester and thereafter, within two weeks of the due date of a major graded assignment.
- Running grades represent the student's current level of achievement in the course and is the grade the student earns if the course were to end at that moment. These are visible only to students.

REPORT CARDS, TRANSCRIPTS, & EXAMS

Running grades and effort marks are shared with parents via Veracross at the mid-trimester and at the end of each trimester. Grades published at the end of the trimester are accompanied by narrative comments that provide information about student achievement, behavior, strengths, and growth areas. End-of-year grades in full-year courses and trimester grades in trimester-long courses are published on a student's Cate transcript. For seniors, fall and spring trimester grades are also considered grades of record and are published on transcripts sent to the colleges to which a student is applying. Narrative comments do not appear on Cate transcripts.

Final exams, papers, or projects are administered in all full-credit courses at the end of the school year to students completing the 9th, 10th, and 11th grades. A final exam, paper, or project may account for between 10% and 25% of the course grade. The weight is determined by the individual academic departments and is consistently applied across common courses. Because these final exams are one marker for what a student knows and can do at the end of the course, they may be used to determine or confirm the most appropriate course placement for the next school year.

Questions about grades, effort marks, comments, or exams should be directed to the advisor and/or dean of academics.

Letter Grades

The grade distribution at Cate generally falls between an A and a B-. Students who earn grades between an A and a B- are working from the exceptional to the acceptable range of achievement in Cate courses. Students who earn grades in the C+ range and below are identified as requiring additional academic support, including intervention by the School. Grades at a C or below in two or more courses will result in the initiation of a Student Support Plan and a re-enrollment contract may be withheld.

Passing vs. Promotable Grades

A student who earns at least a C- in a course earns credit towards graduation with that course and may be promoted to the next required course in the sequence, though summer work will be strongly urged. A student who earns a C- in a course may not be promoted to the next course in sequence if the next course is not required for graduation.

A student who earns a D in a course passes the course and thus earns credit toward graduation with that course but may be required to repeat and earn at least a C- in the course before being promoted to the next course in the sequence.

A student who earns an F in a course does not earn credit towards graduation with that course.

Effort Marks

In addition to the A–F grading system used for achievement, each student is also given an effort mark of 1 to 4, reflecting effort, classroom behavior, and attitude.

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

Effort marks do not appear on Cate transcripts. Most students will earn a 2. Consistent evidence of outstanding effort earns 1, and consistent evidence of concerning effort earns a 3. An effort mark of 4 is rare. Effort marks of 3 or 4 in two or more courses may result in the initiation of a Student Support Plan.

ATTENDANCE

Consistent attendance in academic classes is essential for student growth and critical to the development of skills and knowledge in each discipline.

- Absences due to illness, family emergency, health appointments scheduled by the Ellis House, religious observance, or required Cate athletic contests or field trips are considered excused absences and are largely out of the control of the student.
- Absences for college trips (for seniors only), club athletics, optional extracurriculars, and planned family-requested events are considered discretionary excused absences and are limited in number (see below), assuming the student is in good academic standing*. Students will be required to submit a [Leave Request Work Plan](#), which can be found on the Student Portal and Schoology Student Resources.
- Unexcused absences for cutting class, sleeping in, or exceeding the number of discretionary approved absences will result in disciplinary action. If the total number of discretionary approved or unexcused absences exceeds 20% in any one class (whether a full year or a trimester course), a student may fail to receive credit for that course.

Permitted allocation of discretionary absences based on type:

- Seniors may miss no more than four days of school the entire year for college visits.
- Students may miss no more than two days of school per trimester or no more than six in the year for club athletics or other non-Cate-sponsored extracurriculars.
- Students may not miss more than two days of school within eight weeks of each other for optional Cate extracurriculars (Los Ninos, MUN, Round Square, SDLC).
- Anything beyond this would require a conversation with the Dean of Academics and Dean of Students.

* Students not in good academic standing may be denied permission to miss class even if the number is below those listed above.

ACADEMIC SUPPORT

If students encounter academic difficulty, the first step is to seek support from their teachers and/or advisors. If further support is needed, we offer the following:

Supervised Study Hall

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 on Sunday-Thursday nights from 7:45 PM - 9:45 PM. This determination is made by the Dean of Academics, Director of CASS, and the advisor after discussion with students' dormitory faculty and classroom teachers. Students who choose to attend a supervised study hall as an alternative to their rooms must commit to a regular study hall schedule that is communicated to the Director of CASS.

Student-Proctored Learning Labs

Student-proctored learning labs are where students can visit a trained peer tutor for help with homework or assessment preparation in a specific subject. Learning Labs are available on designated weeknights.

Cate Academic Support Services (CASS)

The mission of CASS is to assist students in achieving their full academic potential and serve as a resource for parents and faculty. CASS is available to all students, both neurotypical and neurodiverse. However, the support offered by CASS is temporary (six sessions) and provides students with targeted strategies to maximize their executive functioning, approaches to learning, and study skills. Students who seek academic support or have questions regarding their Cate Learning and Accommodation Plan may make an appointment with CASS. The Director of CASS coordinates psycho-educational testing and serves as the Student Services Coordinator for SAT/ACT accommodations.

Academically Initiated Student Support Plan

Starting at the end of the fall trimester and after each progress report, the Student Services Committee may place a student on a Student Support Plan (SSP) if their report card shows two or more C's or below or two or more effort marks of 3 or 4. The Dean of Academics will notify parents in writing of any student placed on an SSP, which could result in mandated supervised study hall and attendance at teacher office hours, as well as the application of the [Four-Trimester Policy](#).

For more information about Student Support Plans as a tool for wrap-around care, [see here](#).

AWARDS

At the end-of-the-year awards ceremony, faculty recognize students in the lower and upper schools for outstanding achievement in academics, arts, athletics, and service. Outstanding 12th-graders are recognized with Commencement Awards during the graduation ceremony.

Cum Laude Society

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 12th-grade class.

Diploma with Honors

Diplomas are awarded at four levels: diploma, diploma with honors, diploma with high honors, and diploma with highest honors. These distinctions are determined solely by cumulative grade point average and are intended to recognize outstanding achievement in the top 25% of the graduating class.

Campus Life



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 a powerful one with considerable potential to achieve great things with astounding regularity while fostering an energetic, productive, healthy, and happy community. These relationships often take root outside the academic day, into the afternoon and evening hours, and on weekends. Play rehearsals, club meetings, individual tutoring sessions, and collaborative academic assignments extend the traditional school day.

COMMUNICATION & SUPPORT

The individuals and offices listed below are among the most commonly accessed resources for students and parents. Please review the School's [website](#) for additional faculty contact information.

Cate School Switchboard: 805 684 4127

Cate School email: firstname_lastname@cate.org

Offices	Contact(s)	Ext.
Head of School	Loretta Johnson, Exec. Assistant to Head of School	201
Academic Life	Annalee Salcedo, Dean of Academics	271
	Christina Weir, Dir. of Cate of Academic Support Services	295
Admissions	Lynn Dinning, Director of Admissions Operations	217
	Hayley Navarro, Admission Office Associate	292
Advancement	Beth Engle, Advancement Associate	215
Athletics	Wade Ransom, Director of Athletics	253
Business, Finance, and Accounts	Lisa Rockel, Accounts Receivable	262
		261
Financial Assistance	Vanessa Cruz Santana '06, Director of Enrollment & Financial Aid	261
Student Services Office	Christina Gil, Office Manager	205
College Counseling	Sara Boardman, Office Manager & Test Coordinator	277
Diversity, Equity, Inclusion	Elana Stone, Director of Diversity, Equity, and Inclusion	288
Health and Wellness	Ellis House Health and Wellness Center Direct Line	(805) 684-2807
MOD	Monitor on Duty	(805) 698-4808

School Leadership (not already listed above)

Head of School: Alex Lockett

Assistant Head of Operations and Finance: Sandi Pierce

Assistant Head for Students: Jay Dorion

Dean for Faculty: Troy Shapiro

Dean of Campus Life: Erin Hansen

Dean of Students: Bryan Rodriguez

Director of Residential Life: Shannon Drew

Director of Admissions: Kyle Mason

Director of College Counseling: Maude Bond

Director of Communications: Avani Shah

Medical Director: Susan Zapalac

Director of Counseling: Dean'a Curry

Advisors

New students are assigned an advisor through the collaborative efforts of the dean of students and the director of admission. Advisors are the primary support system for advisees, and they take information from and provide perspective to the rest of the faculty on behalf of the advisee. They are also a direct line of communication with parents. Advisors support the academic, extracurricular, and social development of their advisees and are the best resource to answer questions about an advisee's adjustment to or performance at Cate.

Members of the faculty work with a small (4–6 students) group of advisees throughout the year. In keeping with our student-centered program, returning students may request a new advisor at the end of any school year for the following year. All such requests should emanate from the students themselves and go through the dean of students.

Families are encouraged to communicate directly with their student's advisor. Families can also expect mid-year Zoom conferences and to receive advisor letters at the end of each year (June) that reflect their students' experience and progress.

The School has various other student support mechanisms, which are noted below.

Class Advisors

Class advisors are faculty members who act as mentors and advocates for each grade. 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. Class advisors also work closely with CPO volunteers who plan social functions for the classes.

Prefects

The prefects are a group of service-minded student leaders identified by the community and appointed by the head of school at the end of their 11th-grade year. Prefects are selected based on their demonstrated respect for the community, personal integrity, and positive impact on the community. Prefects act as intermediaries, leading by example, doing informal counseling, and setting the tone for the rest of the school. Under the guidance of the dean of campus life, director of residential life, and assistant head for students, the prefects work closely with the dorm heads and day student advisor to ensure that the needs of the students are being addressed in a timely manner.

Seminar Teaching Assistants

Freshman and sophomore seminar teaching assistants (TAs) are 12th-graders who have been selected to help run the Human Development seminar classes. Their duties include teaching specific developmental topics, assisting in classroom exercises, providing feedback and counsel to students, and serving as wise, reliable, willing, available, and credible role models to their students.

COMMUNITY GATHERINGS

Meals

All meals are served buffet style, and dress is informal (except for scheduled seated meals on Monday evenings). Boarding students (and day students who happen to be on campus) are expected to sign in with the dorm faculty by 7:45 PM. All students (including day) are expected to attend scheduled seated meals.

Students are expected to display good table manners in the dining room and to clear their dishes to the dishwashing area after eating. Dishes, glasses, or silverware may not be taken from the dining room.

Seated Meals

Seated dinner, which is required for all students and faculty, typically precedes convocation on many Monday evenings and is occasionally before or after celebratory events. Seating is assigned and rotates regularly to allow students and faculty to interact with various community members. Formal attire is generally required.

Assembly

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

Convocation

Convocations are presented in the theater, generally run 30–45 minutes in length on Monday evenings, and include presentations from within the Cate community and outside the School. Topics presented to the community may be musical, instructional, cultural, dramatic, controversial, or simply entertaining. Most directly, the program's purpose 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.

Convocations are required for all students and faculty. 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 seated meals that often precede convocation.

Advisory Meeting

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

Servons Speaker Series

Most Thursday mornings – and many S-Saturdays – the Cate community gathers in the Katharine Thayer Memorial Chapel to hear a brief talk by a 12th-grader or faculty member. The talks are most often highly personal – 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. Seating is arranged by grade, and attendance is required.

Community Conversations

The goal of community conversations is to provide a space for the whole community to come together and discuss topics that impact all of us and are rooted in diversity, equity, inclusion, and belonging. Community Conversations take place 3 times each year in predetermined groups facilitated by a faculty member. They are designed to build understanding through the gathering of diverse perspectives across our community, facilitate relationships that may not be fostered in other spaces, and allow us to seek out alternative perspectives and approach differing opinions with an inquiry mindset and willingness to listen and learn.

Commencement Weekend

For students, faculty, and families alike, the final week of school is one of the most poignant periods of the school year. 9th, 10th, and 11th-graders are preparing for exams, while the 12th-graders have embarked upon a set of closure activities designed to recognize their accomplishments and friendships and, we hope, ease the transition from students to alumni. The key activities occur on the Saturday and Sunday of Commencement Weekend. Students are required to attend these important culminating events. 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.

The Awards Ceremony on the Saturday afternoon of Commencement Weekend recognizes the extracurricular, athletic, and academic achievements of the students in the lower grades, as well as those of 12th-graders. All parents are invited to attend this ceremony, as well as the buffet dinner that follows it and the Baccalaureate service later that evening. Commencement on Sunday morning typically begins at 10:00 AM and concludes by 1:00 PM. This ceremony is followed by a luncheon for the community.

COMMUNITY ENGAGEMENT

Community engagement programs are an essential part of the Cate experience. These activities are organized by the director of community engagement. Public Service Night is not mandatory, yet almost all students are involved in it at some point in their Cate careers.

Community Engagement Days

In the Fall and Spring, classes are cancelled to allow students to serve the broader Santa Barbara Community.

Public Service Night

Each Wednesday night, 30 to 40 students and faculty visit homes for the elderly, physically or mentally challenged, and the homeless in the local community. These visits are generally one hour in length. While the list of participants changes from week to week, many students who become involved in this unique program form close relationships with the residents 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 after-school programs. Working with individuals and small groups, Cate students become teachers in English, Spanish, and math while serving an essential function for the local community.

Los Niños

Cate faculty and students head to Mexicali for two Los Niños trips each year. They help with concrete projects at schools and engage with the local families in different colonias. The students stay in male and female-identifying Los Niños facilities in Mexicali during these trips. There is a charge for participating (for students on financial assistance; if your award covers this cost, the Director of Financial Assistance will contact you directly).

SERVONS PROGRAM: COMMUNITY CHORES

The Servons program at Cate is intended to give all students the opportunity to serve the community and take care of both the people and the place.

9th and 10th-graders take responsibility for the state of campus through service in the dining hall, the recycling program, the composting program, and various buildings around campus.

In the 11th and 12th grade years, the student's service shifts focus from the campus to people. All 11th-grade students are paired with new students to support their transition to Cate, and in the 12th-grade year, all seniors are expected to serve in a leadership role in an area to which they are particularly passionate.

WEEKEND ACTIVITIES

The Activities Committee is a student committee led by the Dean of Campus Life. The primary goal of the committee is to provide a diverse selection of weekend recreational activities both on and off campus. Off-campus activities may include theater events, restaurants, bowling, ice skating, etc. On-campus events may include movies, dances, coffee houses, dodgeball, and dorm competitions. The tasks of the committee are to plan, organize, and implement these activities while coordinating them with the school calendar. Additionally, faculty class advisors and the Cate Parents Organization plan, fund, and carry out a variety of social functions throughout the year.

DRESS & APPEARANCE

At Cate School, we have three main categories of dress depending on the occasion. When not specified, casual is the standard expectation.

Casual: Clothing should always be clean and tasteful. Students must wear shoes, a shirt, and pants/skirt or dress (or the equivalent) that fully covers body parts and is not see-through—shirts and dresses must have a fabric in the front, back, and sides. Clothing must cover undergarments (bra straps allowed).

Business Casual/Convo. Casual: casual blazers, polo shirts, collared shirts or button-down shirts, casual slacks like khakis or chinos, blouses, and dresses or skirts. You may also wear appropriate ethnic, heritage, or cultural dress used for important occasions. Sleek athletic shoes are permitted, but not athletic clothes, shorts, or jeans.

Formal Attire: slacks, dresses, sports coats, skirts, blouses, and the like are appropriate and required. If a shirt can accommodate a tie, a tie is required. While jeans and athletic clothes are not permitted, suits and formal gowns are not necessary. You may also wear appropriate ethnic, heritage, or cultural dress used for important occasions. Dress shoes.

PUBLIC SPACES & FACILITIES

Dining Commons and Student Center

Booth Commons, houses a kitchen and server and an inviting dining hall that can seat the entire student body. An outdoor patio adjacent to the Kirby quad creates additional eating areas for students. In addition to the regular meal schedule, grab-and-go options are available throughout the day and into the evening. The student center features two student activity conference rooms, an assortment of games and activities, and an outdoor deck with a gas fire pit. The Blue Ewe, the student store, is also located on the upper level, where students receive mail.

The Inquiry Collaborative

The Inquiry Collaborative is Cate's new hub for academic and student life, opening in August 2024. The Wykoff Library, the historic and beautifully renovated Macintosh Room, several new state of the art classrooms (including those dedicated to computational thinking, digital arts/photography, and ceramics) and Student Services offices provide the spaces, technologies, and teams necessary to support greatest growth possible for students.

Libraries

Cate's three libraries - the Johnson Library, the Wykoff Library, and the McBean Library - open at 7:30 AM Monday through Saturday, at 9:30 AM on Sunday, and close at 10:00 PM nightly. The library office, now in the Co-lab, is staffed from 8:00 AM–3:00 PM on weekdays, on some evenings during study hours, and from 8:30 AM–12:30 PM on S-Saturdays.

The Johnson Library, built in 1928 and largely maintained in its original state, the JL — as it is affectionately known — provides a welcoming place for silent study and pleasure reading, and is a much-used space for special lectures and meetings. The new Wykoff Library will house thousands of books and media and offer a variety of study nooks for group or individual work. In 2024-2025 the McBean Library will serve as a multi-use study and work space for students and faculty alike.

Throughout our libraries, there are designated zones for different types of work: silent study, quiet study, and group study. It is critical that students adhere to expectations.

Gyms

The School has two gymnasiums, the Fleischmann Gymnasium and the Sprague Gymnasium, adjacent to the Donald Harcourt '50 Fitness Center (HFC). The HFC is available to students for resistance training only after orientation and approval by our Strength and Conditioning Coach.

The HFC has supervised hours Monday through Friday from 6:15 AM to Study Hours for 9th, 10th, and 11th-graders and 6:15 AM to In-dorm for 12th-Graders. On weekends the gym is open from 6:15 AM to in-dorm for all students as long as they are not missing any commitments.

Pools

The School has two pools as part of the Emmett-Horowitz Aquatic Center – a full-sized competition pool and a much smaller recreational pool. Before using the pools, students must pass a swim test at the start of the school year. The pools do not have adult supervision, and **students may never swim alone; there must always be at least three people in the pool area.** There is no swimming unless the pool cover and cleaning robot are completely removed, and students may not remove either without adult assistance. Students may not be in the pool area after sundown or after 7:00 PM, whichever comes earlier. Students should shower before entering either pool.

Dance Studio and Performing Arts Space

The E. L. Wiegand Center for the Performing Arts is a newly renovated space that includes a dance studio and a multi-purpose space for musical group practice, yoga classes, and other activities. Natural light and elements of the historic 1939 gym merge to create a modern space for artistic pursuits.

COMMUNICATION & TECHNOLOGY

Cell Phones

Cate is a community that places a high premium on face-to-face personal interaction, which is reflected in our cell phone policy. Students are expected to be discreet when using their cell phones. They are not allowed to use cell phones in class, during mandatory School functions, or in areas of campus where we want to encourage personal interaction (i.e., public lawns, dining hall, pathways, etc.). The same holds for the use of headphones and earbuds. To ensure that students have focused study time, they are only allowed to use cell phones for academic purposes during study hours. 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 few weeks of school, students must provide the Student Services Office with their cell phone numbers to enable the School to contact students when necessary.

Email

Student email addresses are established for new students during the summer before they arrive. The School's generalized e-mail address uses `firstname_lastname@cate.org`; for example, `bryan_rodriguez@cate.org`. Like any CateNet or network resource, the Cate email system (G-Suite for Education) hosted by Google, including all information, documents, and messages sent and received, is the property of the School. Cate users, thus, do not have any reasonable expectation of privacy regarding any information or messages sent or received through the Cate email system. Cate reserves the right to access individual Cate email accounts and messages at its discretion.

All users are strictly prohibited from sending e-mail messages of a harassing, intimidating, offensive, or discriminatory nature. Such conduct or any other conduct in violation of this or any other Cate School policy will result in disciplinary measures, up to and including separation from the School.

Mail and Packages

At the beginning of their year at Cate, every student is assigned a personal mailbox for letters, cards, and college mail. Students keep this mailbox until they graduate. All new incoming students will receive an email from the Cate Mail Center the first week of school with their mailbox number, combo, and instructions on how to set up the Locker Hub accounts. Students may purchase postage stamps at the Blue Ewe (our campus store) and mail their letters through the delivery bay drop box, both located in the Booth Commons Building.

All packages sent to a student by an individual or vendor through ground or express/overnight courier are delivered to the School and placed in the Locker Hub by Amazon. Students are notified via email or text by the “Cate School Hub” when a package(s) have arrived for them, and the email will include a barcode to be entered or scanned at the Locker Hub to retrieve the package at their convenience. While packages may be delivered by courier on weekends, packages will not be processed or placed in the Hub until Monday. It is not a good idea to send parcels for Saturday delivery, especially if the parcel includes perishable items. *During the summer or breaks, any packages sent to the School will be held in storage until the students until students arrive on campus.

The School reserves the right to inquire about and investigate anything mailed or delivered that School personnel considers suspicious or potentially inappropriate. When such suspicion arises, the Dean of Students is notified, and the student may be asked to open the package in question in their presence. No medication or substance requiring a prescription should be mailed to a student, all such packages should be addressed to the Medical Director, Dr. Susan Zapalac.

Each student is responsible for knowing the contents and makeup of items and/or packages that arrive at their mailbox, and Cate students are not permitted to own or use an off-campus P.O. box. All mail and packages should include the mailbox number in the mailing or ship-to address.

Example:

Student Name
Cate School
1960 Cate Mesa Rd. # XXX
Carpinteria, CA 93013

Internet Availability

Grade	Sunday - Thursday	Friday	Saturday
9th & 10th	10:30 PM	11:30 PM	12:00 AM
11th	11:30 PM	12:00 AM	1:00 AM
12th	1:00 AM	1:00 AM	1:00 AM

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 school supplies, pizza, and purchases in town.

Student Accounts

Students are assigned a charge account for which the parents are billed monthly. 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. Typical charges include special textbooks or class materials distributed by teachers throughout the school year, extracurricular trip costs (e.g., SCUBA, ski, or other voluntary school trips), individual music lessons, and dorm apparel. Students who commit to voluntary optional trips where advance reservation purchases (hotel, airfare, etc) are required will be charged even if they back out at the last minute. Optional transportation costs (e.g., Santa Barbara Airbus to/from LAX at vacation breaks) can be made with the parent's specific permission. Charges for purchases made off campus cannot be billed to student accounts. The School provides, at no charge, certain athletic equipment, including some protective equipment and uniforms, but does not provide shoes or special athletic equipment (rackets, gloves, etc.) – Some of which may be purchased through the Athletic Department.

Textbook purchases are made by each family individually online through BNC Direct before the start of the school year. Instructions regarding textbook orders are on your Veracross portal, and communication will come from the School in August each year when course lists are available, and the online textbooks store has opened and is ready for orders.

TRANSPORTATION

School Shuttle

Students may walk, use bicycles, or take the school shuttle (see the posted schedule on the general for exact times). The school shuttle goes to and from Carpinteria on Tuesdays, Thursdays, Fridays, Saturdays, and Sundays. The school shuttle also drops off in Santa Barbara on Sunday afternoons. The school shuttle driver oversees the bus and carries full authority over the school. Misconduct on the bus will be dealt with through the usual disciplinary procedures.

Hitchhiking by Cate students is prohibited.

Ride-Sharing Services

On Saturdays or Sundays, students may take public transportation from Carpinteria to Santa Barbara if they can return in time for Campus Sign-In at 7:45 PM. With ride-sharing services on the rise, we find that students are arranging their own transportation to and from campus. Uber allows users to set up a Teen Account where minors 13-17 can ride unaccompanied. Lyft, on the other hand, does not allow anyone under the age of 18 in their vehicles. If you plan on using Uber while at Cate, we recommend setting up the Teen Account with your parents before arriving at Cate. The Uber app will allow parents to oversee when, where, and how their student is using the app. The School relies on the family to manage their child's access and use of ride-sharing on or off campus. Students who utilize any third-party transportation 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. Students must submit a RideShare Leave on Reach to notify the security guard when expecting hired transportation for security purposes. Failure to do so will generally result in the car service being turned away at the entrance to campus. The School strongly discourages the use of these services as there is school-provided transportation off-campus. Parents are strongly encouraged to speak with their children regarding the use of these transportation services. Parents sharing with their children the

use of their accounts with such services and permitting their children to travel unaccompanied through such services to and from campus do so at their own risk. The School can take no responsibility for or supervise the student's use of third-party transportation services off-campus.

Automobiles

Only licensed day students are permitted to drive on the Mesa. The bullet points below detail the School's restrictions on 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.
- With written permission from a parent on file with the Student Services Office, only 12th-grade boarding students may ride in an automobile with a 12th-grade day student. They may also leave or return to campus with a Cate parent or faculty/staff member. All other drivers require case-by-case parent permission.
- Underclass students may not ride with anyone other than a Cate parent or faculty/staff member unless they have prior authorized consent from the Student Services Office.
- All boarding students may ride with adults (non-Cate students) over the age of 18 only if parental approval is given to the Student Services Office.
- Day student drivers need to know the Day Student & Parent section of this handbook for driving 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 have or operate motorcycles, motorized scooters, e-bikes, mopeds, or hoverboards. Skateboarding, roller skating/blading, and scooter riding are 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, or in dormitory halls.

California state law requires anyone under the age of 18 to wear a helmet while riding a bicycle, skateboard, roller skates/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 High House Lido Dormitory. Bicycles may not be stored in dorm corridors, on landings, or in public access areas. Students are urged to secure their bikes with a lock.

Co-Curricular Programs



ATHLETIC & EXTRACURRICULAR

Because physical education classes are not scheduled into the academic day, Cate students are required to participate in an afternoon activity. The director of athletics oversees and manages a comprehensive athletic and extracurricular program designed to provide students with the opportunity for challenges in the context of hard work, collaboration, and fun. In order to complete graduation requirements, students must attain their point standards as outlined in the After-School and Athletic Requirements document. Students are expected to attend all practices, meetings, and games, including those on Friday afternoons and Saturdays. Attendance during the athletic and extracurricular period is required unless excused by the Ellis House or a member of the athletic training staff.

Between interscholastic teams and intramural activities, the offerings are highly diverse. Intramural activities generally meet each weekday for an hour and a half. At the same time, interscholastic teams usually practice three or four afternoons per week for up to two hours per day and games twice a week.

All athletic team game schedules are posted by sport on the Cate website at www.cate.org/athletics, and directions to away games are also posted on the individual team pages. Please check the website regularly, as schedules often change without much advance notice.

Extra-curricular Point System

Beginning with the 2024-2025 school year, Cate will be moving to a new system for tabulating interscholastic sports graduation requirements. In the absence of offering physical education options during the academic day, the interscholastic sports program is essential in helping students meet recommended exercise goals, providing academic/life balance, and encouraging teamwork and cultivation of collaboration-based skills. By moving away from the grade-based participation mandates, the point system will increase the autonomy and flexibility of student choice. While students will still have requirements, this system gives more choice in how and when to meet these requirements. The system will require **15 points** to graduate for four-year Cate students. The point system reflects a commitment to the school-sponsored offerings while recognizing the commitment of athletes who participate in club sports in an effort to build their skill set and demonstrate commitment to important personal endeavors. These changes will allow for continued participation in club sports. However, this exemption requires students to participate in the target sport on a Cate team as a condition of their exemption. All four-year students must participate in 4 interscholastic sports offerings during their time at Cate, with this being reduced by one per year for transfer students.

Point Allotments

Interscholastic Sport Offerings = 2 points

Cate Musical and Dance Arts Offerings = 1.5 points

Cate-Based Non-Interscholastic Offering = 1 point

Independent Club Sport Exemption = 0.5 point

Four Year Students = 15 points

Three Year and Repeat 9th Students = 11 points

Two Year and Repeat 10th Students = 7 points

Current Interscholastic Sports (2 points)

Fall	Winter	Spring
Boys Cross Country	Boys Basketball	Baseball
Girls Cross Country	Girls Basketball	Boys Lacrosse
Football	Boys Soccer	Girls Lacrosse
Girls Tennis	Girls Soccer	Boys Swimming
Ultimate Disc	Surfing	Girls Swimming
Girls Volleyball	Girls Water Polo	Boys Tennis
Boys Water Polo		Boys Track and Field
		Girls Track and Field
		Boys Volleyball

Current Non-Interscholastic Offerings (1.5 Point)

Fall	Winter	Spring
Dance	Dance	Spring Musical Leads (Designated by Theater Director)

Current Non-Interscholastic Offerings (1 Point)

Fall	Winter	Spring
Strength and Conditioning	Strength and Conditioning	Strength and Conditioning
Learning Center	Learning Center	Learning Center
Independent Art	Independent Art	Yoga
Fall Theater Production	Rock Climbing	
Outdoor Sports Rotations		

Athletic Equipment

Athletic equipment and uniforms are generally provided for all students on an issue-and-return basis. Failure to return team equipment will result in billing charges for replacement. Personal equipment such as hats, bathing suits, spandex shorts, batting gloves, lacrosse equipment, socks, personalized shirts, and personal protective equipment are charged to the student's account and become the student's property after the season. For students on financial assistance, if your award covers the cost of athletic equipment, these charges will be removed from your student account.

Independent Physical Education Option

Students must be enrolled in an after-school option during each of the three seasons for the entire school year. Students may choose to participate in independent physical education. This option is designed to support a student who has demonstrated a clear passion and dedication to a specific activity. Students who chose this path must still meet the point requirement. A meeting is required with the Director of Athletics prior to a 9th-grader's approval for activities outside of the traditional Cate program. For all students considering an off-campus activity, no Cate-sponsored transportation will be provided. Families are required to cover all costs associated with an IPEO.

Medical Evaluation and Excuses

Injuries and illness may be initially evaluated by either a registered nurse in the Ellis House or an athletic trainer. Please see the 'sports medicine' section of this Handbook for additional information regarding sports injuries. Medical excuses for sports are granted only by a nurse in the Ellis House or an athletic trainer. When students miss class time because of illness or injury, the nurse will determine whether or not they are eligible to participate in athletics that day. Although sometimes required to stay in the Ellis House when excused from athletics for illness, students are often given a sports watch note, which must be taken in person to the coach. Students are expected to remain at practice or the game site to watch, assist, or do homework as appropriate. Alternatively, students may be sent to the Athletic Training Center for evaluation; students are required to check in with the ATC on arrival. Students requesting athletics excuses to miss a practice or a game should do so before noon, Monday–Friday, or before 11:00 AM on Saturdays. Students 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. Excuses from extracurriculars over two weeks require a medical leave approved by the Student Services Committee in collaboration with the Medical Director and Athletic Trainer.

OUTDOOR PROGRAM

Outings Week

Every fall, all 9th, 10th, and 11th-graders participate in Outings Week; the objectives are to build a sense of community within each class and between students and faculty and to expose students to the natural beauty of California. The 9th-grade 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 10th-grade class spends the week in small pods exploring the Yosemite Valley on a 20-mile backpacking trip. The 11th-grade class, also in small pods, embarks on more ambitious routes in the Golden Trout Wilderness of the Kern River, Kings Canyon National Park, or San Jacinto Mountains. Many seniors volunteer to join the 9th, 10th, or 11th-grade trips in order to enjoy the outdoors and help support younger students, though some seniors opt to visit colleges in preparation for their application process.

Afternoon Outdoors Program

The outdoor program is an athletic offering in the fall and winter athletic seasons. The fall season offering includes exposure to surfing, sea kayaking, rock climbing, mountain biking, paddleboarding, and kayak surfing. Students are grouped according to their levels of experience and abilities, and no prior experience

is necessary. During the winter season, there is technical rock climbing and beginning and advanced surfing (since space is limited, priority is usually given to more experienced surfers for this option). The outdoor program enables enrolled students to learn various outdoor sports and skills throughout the year. Further, there are frequent voluntary weekend overnights in the backcountry and even spontaneous trips with faculty to the beach to surf or paddle board.

Outdoors Equipment

Whether it's mountain biking, surfing, white water rafting, or climbing, the School is generally able to provide students with all of the gear they need, and the cost of food and camping permits is typically covered by the School. If that is not the case, parents and students will be informed of any additional costs before departures. However, students are responsible for supplying their sleeping bags for overnight trips; before Fall Outings Week, families will receive a letter detailing the equipment needed for those trips and purchase options for sleeping bags. For students on financial assistance, your award may cover the cost of a sleeping bag. The Director of Financial Assistance will be in touch with you directly. There is also an active SCUBA club for certified divers, and the School sponsors courses for SCUBA certification for students new to the sport. Most students rent their SCUBA gear. Additionally, every student in good academic standing has the option of missing one day of classes each trimester to participate in one of our extended outdoor program trips (parental permission is required).

PERFORMING ARTS

Cate offers many Performing Arts classes during the academic day. The programs listed below are offered outside of the academic day.

Fall Theater Production

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 occur during the afternoon extracurricular block. The Fall production culminates in several performances during Fall Family Weekend.

Spring Musical Production Priority Protocol

In the spring, the School typically mounts an ambitious musical. In order to prioritize the enormous amount of work and focus required to stage a musical, the School gives priority to the musical rehearsals during the week and a half prior to opening night. The Assistant Head for Students will communicate in writing and an assembly that the ten days of rehearsals during Production Week for the Spring Musical will be the priority of all involved in the Spring Musical. In order to protect our students, athletes who are in the musical will not be allowed to attend their practices or games from the Wednesday of the weekend before Spring Family Weekend through the last performance on the Saturday of Family Weekend. The production schedule will be communicated well in advance, and participants in the spring musical will be expected to attend to all of their commitments—aside from athletics when they are not in the theater for rehearsals.

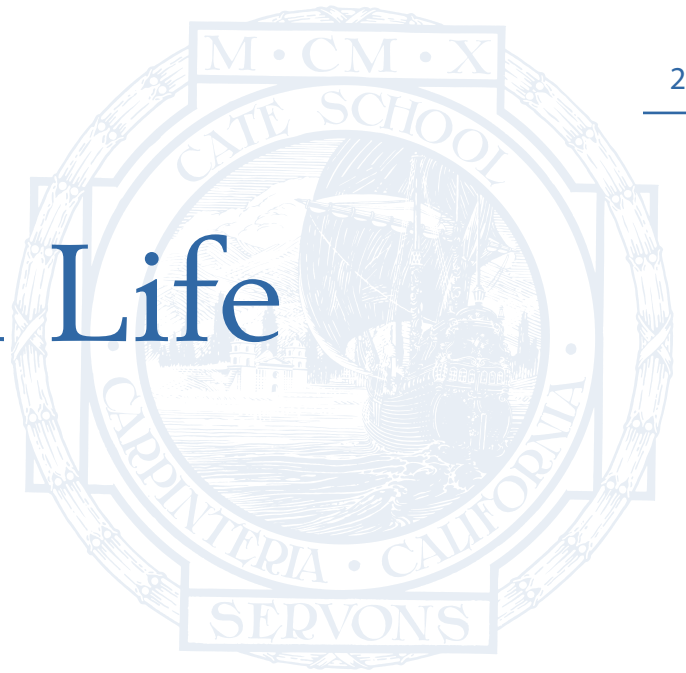
Dance

In the Fall and Winter, Dance is offered as an option, and rehearsals occur during the afternoon athletics block. The Winter Dance offering culminates in a convocation performance in February.

Private Lessons

Students may pursue private instrumental lessons, which involve additional charges that can be billed directly to a student's account (for students on financial assistance, if your award covers the cost of private lessons, they will not be charged to the student's account, please contact the Director of Financial Assistance to confirm if your financial assistance award applies to private lessons). The director of instrumental music can help coordinate private instrumental lessons with outside professional teachers.

Residential Life



Cate isn't just a school – it's a home away from home. Our boarding and day school experience is tailored to provide unwavering support, genuine care, and meaningful connections for every student.

The most notable part of boarding school is students living where they learn and learning where they live. Each dorm at Cate has its own history, culture, and spirit, which is why you'll often hear students cheering loudly for their fellow dorm mates and day students when it's mentioned in assembly. For advice, counsel, and fun activities, students can turn to prefects who make up the senior leaders of the dorm. Also nearby are the faculty "dorm parents" who are affiliated with a dorm and over see its residents. 98% of our faculty live on campus – either in apartments attached to the dormitories or houses around the grounds. That means students can get help with their homework, some moral support, bake cookies, or watch their hometown team play an important game with their Cate family – they're always close by. In addition to the aforementioned perks, day students can also find a "home away from home" through our day buddy program. In addition to our dorm faculty on duty in each dorm, our MOD (Monitor of the Day) is the daily point person for students and families alike. They can be contacted 24 hours a day, seven days a week when school is in session for any urgent or emergent needs. This can include anything from a student missing the last shuttle back to Cate, after hours student medical needs, a family's last minute visit to The Mesa, family emergencies, and more.

DORMITORIES, DORM LIFE & DORM FACILITIES

Dormitory life at Cate is based on trust and mutual respect for individual 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 occupant is present with one and only one exception – day students are allowed a 'boarder buddy,' and they can make that boarding student's room 'home base' during the day. Such arrangements are handled directly with the dorm head 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.

Dormitory heads are ultimately responsible for the discipline, standards, and conditions of their dormitories. Dormitory rule violations are administered as outlined by the disciplinary system.

Community Guidelines for Residential Life in All Dormitories

- Residents will work together to create a trusting, respectful, and affirming environment in the dorm.
- Residents will respect the confidentiality of their peers' personal information.
- Residents will respect each other's space and physical privacy.
- Residents will wear clothing (top and bottom) or a bathrobe when in common spaces.
- Residents will consider the well-being of their fellow dorm-mates when navigating interpersonal relationships and are expected to refrain from intimate behavior with other dorm residents

Cate School's residential program houses students by grade and gender. New students are housed in first-year dorms based on the gender identified during enrollment. Returning students have the opportunity to indicate their preference for where they would like to live within dorms that align with the gender with which they identify. Students are housed in male, female, or all-gender dorms.

All-gender housing is an additional residential option that does not enforce the gender binary and is open to all returning students. All-gender housing at Cate is opt-in. All-gender housing will have the same community spirit and resources as our single-gender housing options. We are committed to maintaining an affirming and welcoming living environment free from discrimination based on gender and sexuality in all of our dorms. Students can apply for placement in all-gender housing based on need, interest, availability, and familial permission.

A note on gender: At Cate, one way we honor the dignity of each person within our community is by recognizing and affirming each individual's gender identity. To do this, we use gender-affirming language, including pronouns identified by the individual, and support the use of facilities that align with one's gender identity. We welcome all students, including those whose gender is outside the gender binary, and utilize Cate's gender support plans (see page 74 for more information on gender support plans) to ensure that we attend to the individual needs of each student.

Senior Responsibilities

All 12th-graders are assigned dormitory duties, such as monitoring study hours and daily assistance with the completion of chores. 12th-graders have a reasonably wide latitude relative to 9th, 10th, and 11th-graders regarding things like room inspection and how they use their discretionary time. However, just because 12th-graders do not have daily room inspections or formal study hours doesn't mean that our expectations for them are lessened. Just the opposite is true. Such senior privileges come with the heavy responsibility of modeling good behavior and study habits for younger students. 12th-graders should keep their rooms neat and clean, help maintain the sanctity of study hours (as well as study conditions during the academic day), and observe regular and healthy sleep habits. Dorm heads may implement room inspections or modify Senior privileges to provide additional support for a student.

Wellness Checks

Dorm Faculty will walk through the dorm and engage with students on a regular basis. They will occasionally knock on the doors to check in with students.

Room Inspections & Dorm Chores

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 each academic day and are always expected to remain presentable. 'White glove' inspection is a more thorough check, which occurs in the days leading up to vacation breaks and Family Weekends. Dorm heads also have the discretion of conducting 'white glove' at other points during the school year. Exact requirements are clarified in advance, and specific expectations are posted in the dorms. Students will rotate through dorm chores to take care of the dorm they live in together.

Additionally:

- Refrigerators must be visible in the room and may be inspected by dormitory faculty at any time.
- Students are expected to maintain the condition of their balcony as an extension of the room and follow 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.
- Electrical cords must not be under rugs or doors, hang on metal objects, or be placed in locations where there is excessive water.
- You may not hang anything from the sprinklers/pipes.
- Excessive damage (i.e., anything beyond normal wear and tear) done during the school year will be charged to the student's account.
- Students may not have mechanisms to burn essential oils, candles, incense, combustible liquids, or anything else that has an open flame in their dorm room at any time.

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.

Storage

The School has limited storage rooms for essential items, and students may store shipping boxes or those items that they find little use for after they've settled into life at Cate. Storage areas are accessible before and after each vacation, and access can be gained through the dorm head where the storage areas are located.

Laundry

Washers and dryers are available for the residents in certain dorms, and a large facility below Schoolhouse is open for all boarders to use. These machines are available free of charge.

MOVING IN & PACKING

Because Cate's dormitories have been constructed over 80 years, no two buildings are quite the same, and even the rooms within a single dormitory may be different. Most single rooms are approximately 8x10 feet, but, again, there are dorm-to-dorm variations. For a more detailed packing list, please refer to the "suggested items to bring" list located in the New Enrollment tab on [Veracross](#) (for new students) under the Preparing to Live at Cate column.

Standard room furnishings include:

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

Students may want to bring:

- a desk lamp, clothes hangers, a bathrobe, bulletin board, food containers, a combination lock, a fused power strip/surge protector, and a hairdryer;
- 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.
- Refrigerators may not be kept on balconies or in closets.
- There is a maximum of one refrigerator per room.

The School does not allow students to:

- make modifications to dormitory rooms (such as mounting a screen to the wall) or construct loft-type beds;
- Use LED lights that stick directly to the wall (may use command strips or painter's tape only);
- 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 or patios;
- enclose balconies with tapestries, flags, posters, or sunshades;
- keep anything with a heating element or significant electricity requirement in their dormitory rooms, such but not limited to vaporizers, air conditioners (including portable ones), space heaters of any type, hot plates, rice cookers, coffee pots, toaster ovens, and or microwaves;
- have a television (computer monitors larger than 25" are also not permitted);
- have pets of any kind.

Fire Regulation Requirements

The constant danger of fire requires the following dormitory policies that have been developed cooperatively by the Carpinteria/Summerland Fire Department and the School. As such, the following guidelines are required to be followed:

- County fire regulations prohibit space heaters and hangings on dormitory balconies – including sun shades – and prohibit toaster ovens, kitchen appliances, irons, and other appliances with heating elements.
- Electrical extension cords may not carry over 150 watts and must have a heavy-duty UL-approved cord similar to those sold in the Blue Ewe. If more than one appliance is used on an extension cord, the cord must be a fused multiple-plug extension cord, as sold in the Blue Ewe. Additionally, 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 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 sound of a smoke detector to the dorm head or the MOD. Report malfunctioning (beeping) detectors to the dorm head. Batteries are not to be removed from smoke detectors.
- Placing any item(s) on 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.

STUDENT VISITATION, BOUNDARIES, & SLEEPOVERS/ ON-CAMPUS OVERNIGHTS

Spending time together is an important part of any healthy relationship and an essential aspect of Cate's residential program. We encourage students to visit each other, to foster friendships, and to develop the skills that lead to meaningful relationships. Visitation rules are in place to create a safe environment for all students. All visitors to dorm rooms must be hosted by a resident of the dorm, and guests are expected to observe dorm rules. We place a certain degree of trust in all of our students that they will abide by our community expectations. Any failure to respect the spirit and letter of these guidelines may result in loss of privileges and/or disciplinary action.

Residents are expected to consider the well-being of their fellow dorm mates when navigating interpersonal relationships, especially when having visitors. Dorm visitation is intended for social interaction between students, not for sexual intimacy. Residents are the champions of their living space and are encouraged to hold one another accountable to community expectations with care and support for each other's well-being. All residents and guests should expect regular wellness checks from faculty and student residential leaders to ensure the safety and well-being of all individuals occupying residential spaces.

Visitation during the academic day and study hours:

- 10th, 11th, & 12th grades may visit students of OTHER dorms of their same gender during the academic day and study hours. (Bothin to SH, CHE to 25H prefects, etc.)
- 9th grade may visit students of OTHER dorms of their same gender outside the academic day and outside study hours (only exception during study hours when they're engaged in group study with permission from dorm faculty on duty)
- CHLL - Students from outside the dorm could visit CHLL at any time based on the above grade-based guidelines (i.e., a 10th-grader may visit during the academic day, a 9th-grader may visit outside of the academic day and study hours)
- CHLL residents can visit other dorms based on their gender identity.
- Day Students will be encouraged to affiliate with a dorm (day/boarder buddy) and are welcome to visit residents within their affiliated dorm in their rooms, including during the academic day.

Common Space Visitation

Common rooms function as drop-in spaces for study during the academic day and for visiting, pop-up study circles, movie screenings, etc., at any other time. As such, dormitory common rooms are open to visitors of any gender. However, visiting hours may vary by dorm based on the common room location. Visitors to common rooms are not required to be invited or accompanied from 7 AM until in-dorm.

Common spaces include:

'25 House common room, Bothin common room, CHE common room, CHE lower hall gathering space, CHW common room, HH landing, Lido common room (formerly apartment), Long House common room, Savage common room, SH common room, and SH Landing.

Interdorm (non-resident) Visitation

Interdorm visiting involves non-residents visiting individual resident rooms within a given dorm. Non-resident visitation within personal rooms will commence after each dorm has had the opportunity to set community expectations and norms; for upper school students, that is typically after Outings Week, and for lower school students, it is after Fall Family Weekend.

Once interdorm visitation commences, the following guidelines will apply to all students:

Schedule:

- Tuesday-Thursday, N+, and "S" Fridays: 6:00 - 7:45 PM
- N-Fridays: 6:00 - 10:00 PM
- Saturday: 4:00 - 6:00 PM and 8:00 - 10:00 PM
- Sunday: 4:00 - 6:00 PM

Interdorm expectations:

- Guest and host must check in with the faculty on duty for permission before entering the host's room.
- If the dorm faculty is not in the dorm, please text the person on duty. You may not start interdorm until the adult acknowledges the text.
- The dorm faculty will be in the dorm as soon as possible.
- The guest can only go into the room of their host (must ask for permission to go into another person's room).
- Doors need to remain open.
- A resident can host more than one interdorm visitor at a time.
- When visiting or hosting visitors, students should be aware and considerate of others with respect to noise, traffic, culture, and school expectations.

Boundaries

Except during interdorm visitation hours, dorm hallways are off-limits to all members of a different gender except with special permission from a gender support plan or arrangements made for students living in the all-gender dorm. Students may gather on open patios following the guidelines mentioned in the previous section on 'visitation.' If there is a railing, you may not cross it or sit on it (i.e., on the Parsonage lawn side, CHE mountain side, etc.).

Students may leave their dormitory after 6:00 AM but may not visit another dormitory until after 7:00 AM. In addition, after sundown or 7:00 PM (whichever comes first) on all nights of the week, student activity is restricted to inside the area bounded by the road enclosing Long House, the Chapel, Savage Dormitory, the Hitchcock Theatre, and '25 House. Cook House dormitories, the Sprague Gymnasium, and faculty homes are the only exceptions to this boundary. Students visiting any locations beyond [boundaries](#) after sundown, such as faculty homes, or Sprague Gym, must inform the MOD of when and where they are going and when they return. Students may not leave the dormitory after the evening in-dorm check-in.

Sleepovers/On-campus overnights

Overnights are a senior privilege beginning after Fall Family Weekend. They can occur on N-Fridays and Saturdays. The request must be submitted on Reach and parent/guardian permission must be obtained via Reach by 9 pm. Parental permission is required under the following circumstances: if the student is a day student and/or if the student is requesting a sleep-over in the all-gender dorm.

Community overnights will be organized throughout the year, particularly on the night of community events as part of the school activities calendar (i.e., prior to Outings Week, after homecoming or prom). Community overnights will be organized as formal activities and will be hosted either in dorm common rooms or larger areas such as the barns, gym, etc., depending on the event.

Off-Campus Visitors

Visitors who are not immediate family members must be introduced to the dean of students or MOD upon arrival on campus. All visitors must adhere to the following visitation guidelines. All visitors attending weekend school activities must be pre-approved by the dean of students.

EMERGENCY PROCEDURES

Safety is a top priority for Cate. The School has developed a comprehensive plan for responding to a wide range of emergencies, and students receive instruction and practice safety protocols using scheduled drills throughout the year. In case of evacuation, we have a [primary evacuation location](#) and a [secondary evacuation location](#). If the need for evacuation arises, the School has protocols for moving students off campus and housing them locally or helping them get home, depending on the circumstances. In an actual emergency, families will be contacted by the School with regular updates via email, text, or both, using Titan HST, the school's emergency mass communication platform.

Electric Power Failure

If the power fails during the day, a typical school routine will be observed; if the power fails at night, students should return to their dorms and await further instructions from their dorm parents. We have areas located on campus with backup generators in the event of power failure.

Fire

A fire is signaled by the continuous sound of the siren located on the roof of Schoolhouse. A continuous ringing of the fire bells in each building can be heard. In addition, the sprinkler system in the building with the fire will be activated, and the fire department will automatically respond. In the event of an accidental alarm, contact the MOD at 805-698-4808 or Emergency Facilities at 805-698-8604. All students and dormitory faculty should report to the following locations:

Dorm Fire Alarm Report Locations

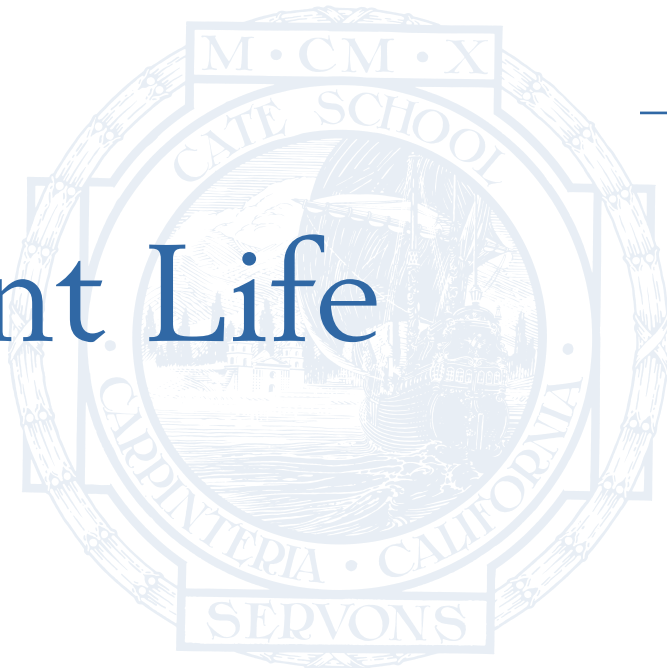
- '25 House on lower Bothin lawn, between Bothin and '25 House
- Long House on Chapel lawn at the end of High House/Lido
- Cook House West on Chapel Circle at the entrance to the Chapel
- Cook House East on the lawn below Chapel, adjacent to the road
- High House/Lido on Senior Lawn in front of High House/Lido
- Savage on the lawn in front of Savage
- Schoolhouse on Senior Lawn outside the College Counseling Office
- Bothin/Parsonage on the bricks located up the stairs from Bothin at the end of the Day Walkway
- Day Male-Identifying Students report with Cook House West on the Chapel circle
- Day Female-Identifying students report with Schoolhouse on Senior Lawn outside the College Counseling Office
- Day Non-Binary students report with Cook House East on the lawn below the Chapel, adjacent to the road
- In a fire, dorm faculty in each dorm take attendance and report to the MOD in the McBean Library. Students and all employees remain at the designated check-in locations until released by an ALL CLEAR notification sent via Titan HST. Through recklessness or ill-intention, any student who triggers a false alarm can be charged for all costs resulting from the alarm.

Earthquake

If an earthquake occurs indoors, students should remain indoors and get under a desk, table, or doorway, but stay clear of windows. If outside, students should move into an open area and stay away from buildings, trees, and power lines. After the quake subsides, students should report to their secondary location (tennis courts) for attendance checks. The Incident Commander will communicate further instructions via the Titan HST app.

Cate School offers rich opportunities for day students in leadership, athletics, and creativity, emphasizing the values of our mission statement -scholarship, companionship, service, and commitment. Our schedule is built around a residential program where we prioritize student engagement during weekdays, evenings, and weekends. Here are some highlights and important notes for

Day Student Life



being a day student.

DAY STUDENTS WITHIN RESIDENTIAL LIFE

Cate School aims to incorporate all students into community life. As such, our day students are welcome to participate in as much of Cate life outside of their commitments as they desire. Eating meals in the dining hall, going into town on the Cate shuttle with friends, participating in weekend activities, immersing in dorm life as a day buddy, and spending the night on designated overnights are all encouraged.

Day Student Facilities and Dorm Use

All day students are welcome to store their belongings, hang out, and take showers in our day student lounge located in Fleischman Gym. The Fleischman Gym day student locker rooms can also store changes of clothing. We recommend a lock if using the lockers, as the School is not responsible for any lost or missing personal items. Further, day students are welcome to designated parts of the McBean Library for a place of study during the academic day.

Day students are welcome at any dorm meeting or event for the dorm to which they are affiliated. All 9th and new 10th-grade day students are affiliated with corresponding dormitories (female-identifying students with '25 House; male-identifying students with Long House) in an effort to experience a strong dorm community connection from the start. Returning 10th-, 11th- and 12th-grade day students are encouraged to establish a boarding buddy whose room they may access during the school day as a day buddy.

Evenings as a Day Student

We encourage day students to stay on campus after sports block and into the evening. This allows students to share meals together, foster friendships outside the classroom and sports, and study together. Many of our student-run activities meet on weeknights throughout the year, including clubs, affinity groups, and senate, as well as various student leadership meetings. Peer Learning Labs are available in the evenings from 9:00 to 10:00 PM. Study hours are held from 8:00 to 10:00 PM for 9th, 10th, and 11th-graders. Day students who remain on campus are expected to abide by study hour rules according to their grades.

Day students are expected to sign on and off the Mesa on Reach so the School can maintain accurate attendance outside the academic day and sports block. It is imperative that we know who is on campus at any point in time in case of emergency. As such, day students may not arrive at school before 6:00 AM and must depart at the same in-dorm time as their corresponding grades (see table below). It is up to each student and their family to best determine how much time a day student spends on campus beyond mandatory commitments and how late a student may remain on campus.

	9th grade	10th grade	11th grade	12th grade
May arrive on Campus	6:00 AM	6:00 AM	6:00 AM	6:00 AM
Must depart Campus by	School night: 10:00 PM Weekend: 11:30 PM	School night: 10:00 PM Weekend: 11:30 PM	School night: 10:00 PM Weekend: 11:30 PM	School night: 11:00 PM Weekend: 11:30 PM
Overnights	Only on approved nights* with parent permission	Only on approved nights* with parent permission	Only on approved nights* with parent permission	Any weekend with parent permission and dorm faculty approval

*typically before or after a school event

SCHOOL COMMITMENTS

Attendance

Attendance and community engagement are of utmost importance for all students. This pertains to classes and sports as well as all-school commitments like convocation, seated meals, and Saturday classes. Often,

the first commitment of the day is a community chore to be completed before the academic day begins and should be planned for accordingly.

Requesting to Miss Commitments

Day families should arrange appointments and other personal events outside the academic day (8:30 AM - 3:00 PM) and around all-school commitments whenever possible. Day students who will miss a commitment for a personal commitment must submit a “Special Permission” in Reach, or for any health-related appointments, please call or email the Ellis House. See the section titled Medical Services for more details.

Day of Missed Commitments & Illness

To be excused for illness and medical appointments, please notify the Ellis House at 805-684-2807 before 8:00 AM on the day of the illness. 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 Ellis House. Please see the Cate Academic Support Services section for more information on support after illnesses.

To be excused for non-medical related issues, please contact the MOD phone at 805-698-4808 before 8:00 AM the day of to communicate the reason for the student’s absence.

Parents must update the Ellis House on medical conditions that might impact their child’s academic or athletic performance, including but not limited to injury, illness, or any changes in medication. See the section on medical services for more information.

TRANSPORTATION & DRIVING

Day students may drive themselves to school once they obtain their driver’s license. All students must abide by any relevant California license restrictions. In order to maintain driving permission on campus, it is essential for day student drivers to adhere to on-campus speed limits, safety signs, and driving expectations. All violations should expect a disciplinary response from the dean of students.

Parking & Drop-off

Parking is available in any paved location between Sprague Gymnasium and '25 House, which is not reserved for residents or medical staff. Please do not park in any other locations unless directed to do so by the School. Students may use the charging stations while actively charging their vehicles.

Day students who do not yet drive themselves to campus are typically dropped off and picked up by their parents/guardians at the crest of the hill (Pizza Lawn).

Driving Other Students

Day student 12th-graders may drive other boarding or day 12th-graders if all students involved have parent/guardian permission from the Student Services Office. Non-12th-grade students are not permitted to drive boarding students at any time unless given special permission approved by the Dean of Students Office. Day students are permitted to carpool to and from school only with the driver’s and rider’s parental permission. Non-12th-grade day students must get permission from the Dean of Students Office to leave campus unless they are leaving campus for the day.

Driving During the Academic Day

Only 12th grade students may leave campus during the academic day or sports block and only if they will not miss any commitments. Any student leaving campus during this time must sign out (SISO) to Carpinteria via Reach or submit a leave request for any destination other than Carpinteria.

Non-12th-grade students may not leave campus during the academic day or sports block unless leaving for special permission, an appointment, or due to illness, all of which must be approved by following the guidance in the earlier aforementioned sections.

EMERGENCIES & EVACUATIONS

All students must provide the Student Services Office with their cell phone numbers at the beginning of each school year and update them if the number changes.

In the event of an evacuation due to a fire alarm or other emergency, day students will gather in the following areas:

- Day Male-Identifying students report with Cook House West on the Chapel circle
- Day Female-Identifying students report with Schoolhouse on Senior Lawn outside the College Counseling Office
- Day Non-Binary students report with Cook House East/Cook House Lower Level on the lawn below the Chapel, adjacent to the road.

Dorm faculty at these locations will take attendance, and students will remain together until they receive the all-clear signal. For more information on emergency procedures, see the Emergencies Section later in the handbook.

The services provided to students include Health Services, Counseling Services, Athletic Training Services, and Academic Support Services. Support is offered to all students, and when needed, a higher level of support is available. The Student Services Committee is directed by the Assistant Head

Student Services



for Students.

Supports are tiered depending on student needs. Tier 1 supports are available to all students and include assistance from advisors, residential life, inclusive instruction, human development, peer tutors, teaching assistants, and prefects. Tier 2 supports are available to students who have been identified as needing additional support. These include supervised study hall, learning labs, and limited services from counseling and the academic skills office. Tier 3 support is for a very few students who need wrap-around care to support their needs; this involves support from the Student Services Committee and, when needed, the implementation of a Student Support Plan.

Students, parents, faculty, advisors, dorm parents, and administrators are encouraged to complete the [Cate Wellness Referral Form](#) should they have a concern about themselves or another member of the community.

WELLNESS SERVICES

The Ellis House, the Mesa Clinic, and the Athletic Training Center comprise the Health and Wellness services at Cate; the role of our program is to assess and coordinate the physical and mental health care for all of our students. This includes triaging emergent and urgent medical and mental health issues, dispensing daily medication, supporting stable chronic physical and psychosocial issues, providing

limited treatment for minor illnesses, and coordinating specialized care with outside providers. Striving to educate and promote the active involvement of all students in the healthcare process, the Health and Wellness program staff seeks to instill in each student a sense of responsibility for the maintenance of personal health.

The Counseling and Health Services Departments are located in Ellis House, and it is staffed by our medical assistants, registered nurses, licensed clinical therapists, and school physician. The Ellis House offers a place for students to seek medical or mental health services and includes 6 ambulatory beds, three counseling rooms, a private space for Zoom appointments, and a quiet space to rest. The Mesa Clinic includes our CLIA-certified laboratory and seven individual isolation beds. The Athletic Training Center is staffed by three board-certified, full-time athletic trainers who specialize in preventing, recognizing, managing, and rehabilitating injuries, including concussions.

There is no charge for overnight stays or an evaluation by the School Physician, School Nurse, Counselor, or Athletic Trainers. Students are encouraged to come to the Ellis House or Athletic Training Center anytime they are ill, injured, or simply concerned.

The Health and Wellness program relies on good communication with parents, students, student's private clinicians, physicians, Cate's counseling services, athletic services, and faculty. All student health information is protected under HIPAA and FERPA. In the event that a Cate student requires urgent or emergent care, the Health and Wellness programs may share your student's health records with advisors or dorm parents with your permission and, when needed, will act as the *in loco parentis*.

MEDICAL SERVICES

Hours of Operation

Monday – Friday 7:30 AM - 7:30 PM
Saturday 7:30 AM - 12:30 PM
Sunday 7:30 AM - 12:30 PM

After hours, emergencies or sudden illness should be reported immediately by a student to the dormitory faculty or the MOD (805-698-4808) for referral to the nurse. An on-call nurse is available 24 hours a day.

Services

The Health Services in the Ellis House provides 24-hour health service to the Cate student community. Services include providing daily medication, evaluating and triaging acutely ill or injured students, caring for ill students overnight, and providing transportation to specialist appointments. Regular access to the School's physician for on-campus consultation, treatment, and/or referral for acute and emergency illness or injury is available.

For illness/injury requiring services beyond the scope of practice of the Ellis House, the student will be referred to a local urgent care, specialist, or emergency room. The 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 by Cate. The Ellis House is unable to bill health insurance directly. If Health Services determines that further medical evaluation is not emergent or urgent, referrals to local physician specialists will be given to the parents to arrange outpatient workups. This allows families to find a physician that is within their insurance network.

Missed Commitments Due to Illness

If a boarding student is going to miss class due to illness, they must check in at the Ellis House.

If a Day student is going to miss class:

- Day parents are asked to call the Ellis House before 8:00 AM (805-684-2807) anytime a student

will miss classes or other commitments due to illness,

- Call daily when a student is out for any length of time
- Notify the Ellis House when the student returns to campus.

Academic Support during Illness:

During a student's illness, the Ellis House will help coordinate with the Cate Academic Support Services to provide support to the student. Depending on the circumstances, the student can follow class assignments on Schoology independently and or/ may choose to listen to class remotely. If a student misses more than five days of school, an academic work plan will be provided by our Cate Academic Support Services. All students who are away from school due to illness may use the Afternoon Study Hall to make up work when they return. Day Students who miss more than three school days require a health care provider note before returning to classes. It's the student's responsibility to contact their teachers to determine what work was missed.

Required Healthcare Forms

The Health Services team uses [Magnus Health Systems](#) for electronic health records and electronic communication with parents regarding health-related information. Parents will receive information regarding Magnus Health during our annual enrollment/re-enrollment process. Most of the required forms can be completed online; however, there are several forms (including the physical exam form) that must be completed by a healthcare provider and scanned into Magnus Health. All questions regarding required health forms should be directed to the Director of Nursing. If using a private physician's health form rather than the Magnus form, it is the parent's responsibility to make sure all information requested on our Magnus form is present.

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. The deadline for completed forms is July 15. Those students arriving on campus in the Fall without forms will not be able to participate in school until forms are completed. We understand that the physical exam form from your physician may be delayed due to difficulty getting appointments. If you are unable to get this completed by July 15, please notify the Health Services team with the date of your scheduled appointment. All other forms must be received and approved by the deadline.

Health Insurance

All students are required to have proof of valid health insurance on file in their Magnus Health Systems chart. A copy of the student's current health insurance card (front and back) must be uploaded to the student's health record on Magnus Health. The policyholder's name and date of birth are also required, as well as the expiration date.

If a student is covered by an HMO or state-issued insurance (i.e., Medi-Cal), the parent must contact their health insurance provider and change to a provider in the Santa Barbara area; please note such changes on the health care forms. If a parent is unable to change to a provider in this area, they will need to arrange for a policy for this area. Parents can contact the business office at 805-684-4127, ext. 208, 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. Several companies offer [health insurance](#) applicable in the United States for international students.

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 urgent medical and dental appointments. A small fee (\$30 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 Ellis House for referrals. It is best, however, if the Health staff schedule appointments for

boarding students. This allows the nurses to help students learn to manage both their time and their health. Additionally, this allows the nurse to coordinate the needs of all students requiring transportation to and from medical and dental appointments.

To ensure the best health care for Cate students, it is essential that the Ellis House 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 or care plans. To help manage this process, all students (including day students) are required to sign out and back in through the Ellis House when they have medical appointments. It is expected that all routine medical and dental appointments (i.e., annual physicals, yearly eye exams, dental cleanings, etc.) will be scheduled over vacations when your child is home in order to mitigate missed school commitments.

In addition, it is important for parents (including day parents) to keep the Ellis House 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, new diagnoses, or changes in medical plans.

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 Ellis House 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 Albertsons Pharmacy and supplies/medications provided to students from the Health Center stock, student accounts will not be charged for outside provider services.

Medications

If a student requires new or ongoing medications, the prescription will be sent to Albertsons Pharmacy (805-684-8367) in Carpinteria and charged to the student's family insurance. Co-pays are charged to student accounts. It is imperative that the Director of Nursing or Medical Director 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 prescription medications are administered directly by the Ellis Center staff and must be prescribed by a licensed practitioner (non-parent). Such medications include, but are not limited to, stimulants, pain control, antibiotics, anti-anxiety medications, and antidepressants. Prescription medications that are allowed in the dorms include but are not limited to the following: antibiotics, acne medications, some allergy medications, asthma medications, birth control pills, epi-pens, and insulin.

Controlled substances may only be kept at the Ellis House and are not permitted on campus in any area. Any student found in possession of such medication may be considered in violation of the honor code. Students who are in doubt about whether a prescription drug is a controlled medication should consult the Director of Nursing, the medical director, or their primary physician. Controlled substances require the nurse to dispense the medication. Students are not allowed to have weekend or evening packets of controlled substances.

Over-the-counter medications are dispensed by the School nurse per the School physician's standing orders. Please do not send your student to school with any OTC medications as the Ellis House will provide this type of medication. Herbal, vitamin, mineral, and other supplements may be kept in dorms only after having been reviewed by the School's physician and deemed safe. If such is the case, the container will be "initiated" as approved for use by an Ellis House staff member. Supplements will also be documented in student medical

records.

Prescription medication that is required after Ellis House hours is given by the MOD under the advice of the School nurse. Over-the-counter medication that is required after health and wellness center hours is given by the dorm parent under the advice of the School nurse.

In order for the student to receive prescription medication, the prescribing physician must complete a [Physician Order For Medication Administration form](#). This form can be printed from the Magnus Health requirement library. Upon completion by the student's doctor, the completed form can be submitted directly to Magnus Health via fax, mail, or scan.

After the start of the school year, any changes to the medication require that a new physician order form be completed and submitted to the Ellis House.

Upon arrival to campus, the student must first stop by the health center and check his/her medication in with the nurse on duty. The medication will then be verified with the physician's order and either authorized to be kept in the dorms or delegated for nurse administration.

Refills can be facilitated through the Ellis House. Please email those requests to health_center@cate.org, and a nurse will assist you.

The Ellis House will not accept medication in any language other than English.

The medication must come in the original packaging.

With regards to students traveling home on break, those medications that are not approved for the dorm will be sent home with the student under the strict understanding that the student will give their medication directly to the parent. An email notification via Magnus will alert the parent, communicating the prescribed name of the medication, dose, route, time, and quantity given to the student at the time of packaging. The administration of the medication will be the sole responsibility of the parent. Controlled substances will be mailed directly to the parent; however, they will only be sent to the State of California.

Sharing, selling, or stealing another's medication is considered an honor code violation that will result in the convening of the Discipline Committee.

Parental Notification of Health Services

Parents are notified if a student

- requires urgent care or emergency medical services for any reason
- spends the night in the Mesa Clinic
- sustains an injury that requires the services of an outside healthcare provider
- requires an appointment with a medical or dental specialist
- requires a prescribed medication
- requires an appointment with the School's physician
- requires diagnostic imaging or labs

Confidentiality

The nurse and/or School's physician 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 Ellis House at any time.

Parents are informed of and have access to information concerning their minor children's health unless, as in reproductive decisions, the treating healthcare professional is prohibited by California law from divulging such information without the individual's permission. 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.

There are times when a student may feel unable to discuss sensitive issues with their family. These times might include issues of sexuality, birth control, pregnancy, and sexually transmitted infections. 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 a prescription for birth control without parental consent. However, every effort will be made to encourage students to understand their parents' concern for them, 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, including dorm parents and advisors, may be notified of acute or pre-existing health conditions that prevent a student from full participation in the life of the community. We ask for parental consent to share this information in the Magnus portal. The requirement is labeled as "Health Center Communication with Advisor, Dorm Head, and Director of Academic Services Permission," and with your consent, it allows the Health and Wellness services to communicate pertinent and limited information with my student's designated advisor, Dorm Head, and the Director of Academic Services.

COUNSELING SERVICES

Cate's counseling program functions to understand that all of us – especially young people – are constantly changing and growing. Thus, our counseling services are designed to help students realize their potential and develop the courage and integrity to address personal, interpersonal, and ethical questions confidently. 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 directly or through their advisor or the Ellis House staff. Counseling sessions with the director of counseling are intended to be short-term (eight sessions per student). Longer-term counseling support is available through a referral to a licensed therapist in Santa Barbara at the cost of the family, which the director of counseling can provide. 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.

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 the 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 child to meet with a private therapist outside the School, please contact the School counselor, who will be happy to make referrals and help with any necessary arrangements.

Counseling Guidelines

- **Confidentiality:** Unless it involves information that relates to the endangerment of the individual, another person, or the community at large, all communications with the counseling office are kept between the student and counseling/health services. Parental involvement is welcome, but parents are asked to respect this confidentiality.

- Cases of emotional, physical, or sexual abuse must, by law, be reported to Child Protective Services or law enforcement.
- Students are responsible for meeting all scheduled appointments and should contact the Counseling Services Office in advance when unable to make an appointment. Missed appointments will be rescheduled at the student's request.
- Ongoing student meetings with outside therapists require 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. Parents will likely be asked to come to campus as soon as is reasonably possible.
- Students are routinely encouraged to identify and use all of the adult support 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.

ATHLETIC TRAINING CENTER & SPORTS MEDICINE

Cate School employs board-certified athletic trainers (ATs) with the goal of allowing easy access to sports medicine services for all students. Athletic trainers are healthcare professionals who specialize in preventing, recognizing, managing, and rehabilitating injuries. At Cate, the athletic trainers coordinate the sports medicine program. Working under the direction of the School Medical Director, they serve as liaisons between the Ellis House, outside physicians and specialists, coaches, parents, and advisors. The ATs at Cate are highly qualified in the field of sports medicine and are certified by the Board of Certification – the governing body for athletic training in the United States.

Musculoskeletal Injury

When a student sustains an injury, the ATs evaluate and develop a plan of care 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 an outside provider is available as needed (at the discretion of the AT or School physician). Parents/ guardians will be notified regarding student injuries and updated throughout the course of the injury via Healthy Roster. Information on how to set up an account is available on the Magnus Health Portal, and your account can be accessed via the Healthy Roster app or website. If a student sees a doctor not affiliated with the School, the family will be responsible for providing documentation stating the injury, plan of care, and, when the time comes, clearance to return to activity. The doctor may use the school-provided document, which is also available on the resources tab on Healthy Roster. The student will not be permitted to return to activities until proper documentation is received. Documentation will be accepted from any non-parent doctor (M.D. or D.O.), physical therapist, or athletic trainer.

Athletic trainers are available in the Brittingham Family Training Center (ATC) for evaluations, therapeutic exercises, and treatment throughout the day (9:00 AM–3:00 PM) and, in special cases, during the sports period. Evaluations are provided during the academic day by appointment and, in special cases, after the sports period. If the injury occurs during sports or competition, the AT will perform an initial evaluation on the field to determine the extent of the 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, an AT will be in the athletic training center (ATC) on Saturdays. The ATC is closed on Sundays.

Head Injury

When students sustain head injuries, they are evaluated by an AT, and if an AT is unavailable, a school nurse will perform the initial assessment to determine the extent of the injury and then refer the student to an AT. Each student will have a baseline test through c3logix – a neurocognitive testing program – upon arrival at Cate and again in their 11th-grade year. If a family declines a c3logix test, the student will have a SCAT5

(Sport Concussion Assessment Tool) completed and saved to their file. In some circumstances, a student may be referred to the emergency department or the School physician, depending on the mechanism or severity of symptoms. Thereafter, the student is monitored through the c3logix program. In addition, Cate's Concussion Stages program is applied to limit cognitive and physical stressors via our Return-to-Learn and Return-to-Play protocols (also in accordance with the California Interscholastic Federation). This program allows parents, teachers, dorm faculty, the health care team, and the student in question to work in concert with one another. Please see Cate's concussion policy in Healthy Roster.

STUDENT SERVICES COMMITTEE (SSC)

The SSC is composed of faculty and administrators whose purpose is to provide wrap-around care for students who may need a higher level of support. Chaired by the Assistant Head for Students, the committee is composed of the medical director, dean of students, assistant head for students, dean of studies, director of nursing, director of counseling services, director of CASS (academic support services), director of diversity, equity and inclusion, and director of residential life. The committee serves as a forum to address individual student concerns and create and implement Student Support Plans to address the physical/mental health, academic support, and mentoring for these students.

Four Trimester Policy

Occasionally, for a variety of reasons, our students struggle in ways that exceed the normal adjustment of managing Cate's rigorous and challenging program. As a School, we are committed to providing support systems—physical/mental health, academic support, and mentoring—in order to help in an area(s) where a student is struggling.

In these circumstances, the Student Services Committee, in concert with the student, advisor, and family, develops a Student Support Plan (SSP) as soon as we know that a student is struggling. The intention of the SSP is to identify the challenge and create a support plan that is individualized and focused on helping a student find greater success toward thriving at Cate. Occasionally, even with the support plans in place, a student continues to struggle. In these circumstances, we begin conversations with the student, advisor, and family that establish a check-in point at the end of the fourth trimester of a student's experience at Cate as the moment where we will determine whether or not our support systems and the student's natural maturation and growth will be enough to make Cate a place where the student can thrive. Our goal is simply to identify whether a student will thrive at Cate or if the student's needs would be better suited to a different learning environment. Having these conversations at the end of the fourth trimester of a student's experience is purposefully focused on a time frame that allows a family to pursue other opportunities if we arrive at the decision that a different learning environment would serve the student better. Policy updated June 2024

MEDICAL LEAVE OR WITHDRAWAL

If a medical condition arises that impacts a student's ability to participate fully in Cate's program or significantly impacts the Cate community and cannot be adequately addressed and treated within the Cate community, the family may request or the School may require a student to take a medical leave of absence or to withdraw from the School. Please see the Leave of Absence Policy for more information.

As a small residential community, the college counseling team gets to know students through natural interactions and shared experiences on the Mesa and on trips and outings. The team works with faculty to help students choose classes and plan an appropriate standardized testing schedule. Timely

College Counseling



programming and one-on-one meetings during the 10th-grade year ready students to begin working formally with an assigned college counselor at the start of 11th grade. For detailed information about the Cate College Counseling program, please read College Counseling resources, available on the parent portal at portals.veracross.com/cate. In the 11th grade, 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 aspire and guidance is provided through one-on-one meetings with students during this self-evaluation and research part of the process. In addition, regular college counseling classes provide 11th-graders with a deeper understanding of the process, the tasks involved, and questions that they should consider. Once a student's college list is finalized in the fall of grade 12, the focus of these meetings turns toward the applications themselves, and continues as needed until college admission decisions are released.

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

Although the College Counseling (CoCo) 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 available for parents in the late spring and early fall, and parents are encouraged to call or email our CoCo Office 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. 10th and 11th-graders take the PSAT in October each year. We are a National Test Center for the College Board, and in this capacity, we administer SAT and PSAT.

The School is not a test center for the ACT. Students taking the ACT should find a test center in their home area or coordinate transportation to a local testing site. For more information, visit the ACT website at www.actstudent.org. A test preparation course designed specifically for Cate students is offered on campus for a fee; for students on financial aid, if your award covers the cost of tutoring the Office of Financial Assistance will communicate to students' families individual tutoring rates. For further information, please contact the College Counseling Office directly.

OUTINGS WEEK AND COLLEGE TRIPS FOR 12TH- GRADE STUDENTS

During the annual Outings Week, most 12th-graders take the opportunity to visit schools on their college application list. 12th-graders who do not take a college trip will participate in Outings Week. 12th-graders volunteer to assist the faculty as senior leaders on the 9th-, 10th- or 11th-grade camping trips. It is important that 12th-graders wishing to participate in one of the 9th-, 10th- or 11th-grade trips understand that they will be actively helping to lead these trips and that they take this leadership responsibility seriously. Space for 12th-graders is limited, and as a result, placement on these trips is not guaranteed.

ADDITIONAL COLLEGE TRIPS FOR 12TH-GRADERS

In addition to those college visits taken over vacations and during Outings Week, students are permitted to miss four (4) days of classes for college trips at any time during their 12th-grade year. Requests for these trips must be submitted to the Student Services Office well in advance and should be in place of other special permissions or voluntary school trips a 12th-grader may wish to take (e.g. Model UN conferences, Round Square conferences, Los Niños, outdoor trips). Any trips beyond the four days will require approval from the College Counseling Office, director of studies, and dean of students.

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

Community Standards



implied, and 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

Providing a positive and productive environment for all members of the community is a fundamental goal of the School. To this end, the most impactful education about expectations and standards in the community occurs between individual faculty members and students. Students are expected to be punctual to commitments, to be considerate of others, to follow appropriate procedures for things like signing off/on the Mesa and seeking weekend permissions, to help maintain their rooms and common spaces on campus, etc. It

is the School's philosophy that individual employees should respond to inappropriate behavior in clear, direct ways – ways that most often entail face-to-face dialogue. Quite often, students respond to direct interaction with an employee and a discussion is enough. However, sometimes the infraction is severe enough or frequent enough to warrant a talk with or a disciplinary response from, the dean of students.

MINOR INFRACTIONS (MI)

Students should expect to receive a Student Behavior Notice in the form of an email whenever they earn a minor infraction. Earning a minor infraction may not require additional response; however, three minor infractions are the equivalent of a detention violation. In this case, the student who earned a detention violation is responsible for serving a two-hour detention. Dorm personnel and chore-group leaders have leeway in assigning alternate consequences for minor infractions that occur in the dorm.

Minor infractions include, but are not limited to:

- late to a commitment
- missing dinner sign-in
- failure to sign off or back on the Mesa (one or the other)
- failing chore check
- failing room inspection
- sleeping in
- not studying during the academic day
- not studying during study hours
- out of room after in-room check
- hosting a dorm mate after in-room check
- campus boundary violation
- helmet violation when riding a bike or skateboard

DETENTION VIOLATION (DV)

Students should expect to receive a Student Behavior Notice via email notification whenever they earn a detention violation. Additionally, students who have earned a detention violation should expect to serve two-hours of detention within a week of receiving the notification. Accumulating four or more unserved detention hours will result in the loss of weekend privileges. Detention hours can be served Monday through Thursday evening from 6:30 - 7:30 PM, and on Sundays from 4:00 - 6:00 PM on a weekly basis but note that location(s) and time(s) are subject to change.

Detention violations include but are not limited to:

- accumulating three minor infractions
- unexcused absence from any school commitment (class, athletic practice, assembly, etc.)
- being in someone else's dorm room without them present
- being more than five minutes late to evening dormitory check-in
- driving violations
- the use of candles, incense, etc.
- the use and/or possession of tobacco or nicotine products
- Not signing off & back on campus

DISCIPLINARY NOTICE

Students are placed on disciplinary notice if they earn five detention violations (or the equivalent) during a trimester. Students can expect a midway check-in meeting with the assistant Dean of Students once they have earned three detention violations (or the equivalent). If a student is placed on disciplinary notice, the student and advisor will meet with the Dean of Students, parents are notified and that student is ineligible for weekend permissions (unless specifically approved by the dean of students) until all disciplinary responses

have been completed. If student earns two additional detention violations in that same trimester, for a total of seven (or the equivalent), the student will meet with the Assistant Head for Students. Accumulating eight or more detention violations (or the equivalent) generally will result in the Discipline Committee convening to consider a more serious institutional response due to inability to manage school expectations.

# of Detention Violations (DV)	Equivalent in Minor Infractions (MI) *Note 3MIs=1DV	What comes next?
5 DVs	15 MIs	Midway Check Check-in meeting with the student and the dean of students; the advisor will be notified.
7 DVs	21 MIs	Minor Disciplinary Notice Official meeting with student, advisor, and dean of students; parents notified.
9 DVs	27 MIs	Final Intervention Official meeting with the student, advisor, and assistant head of school for students; parents notified.
10 DVs	30 MIs	Disciplinary Committee Students will appear before the disciplinary committee; parents will be notified.

MAJOR SCHOOL RULE VIOLATIONS

The following represents a set of guidelines to aid students and parents in understanding the School's fundamental expectations, but it 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 an honor code violation and result in convening the Discipline Committee or an administrative response. The School actively highlights the importance of healing and mending trust and relationships that may be violated by poor choices. Restorative practices include mediated discussions, educational projects, and various forms of community service work on and off the Mesa.

Violations of the honor code – or being in the presence of another person violating it – generally result in the convening of the Discipline Committee (explained later on) or Administrative Response.

The Honor Code describes broadly the way in which students should live their lives at Cate.

Major School Violations include, but are not limited to:

- leaving the Mesa after on-campus sign-in and 6:00 AM without appropriate communication and permission
- violating interdorm policies
- possession of weapons

- leaving the dorm after in-dorm times
- possession and/or use of alcohol, illegal drugs, unauthorized prescription or over-the-counter medication, and drug paraphernalia (including vape devices)
- possession and/or use (on one's self or others) of tattooing paraphernalia
- stealing
- cheating
- harassing, hazing, intimidating or threatening physical harm

Cheating and Plagiarism

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 such as AI, 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; 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 often encouraged to discuss ideas with other students prior to writing a paper or completing an assignment, such discussions may not include the exact wording of ideas or textual references. In short, all students are responsible for the material they submit under their name.

Students can avoid committing plagiarism by indicating when an assignment has been completed in collaboration with other students; citing 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. Students who are aware that they are borrowing another's thought (e.g. a critic's conclusion about a book), should acknowledge the source, even if the exact words have not been used. Moreover, students working with a tutor or a peer should know that if their work has been improved beyond their recognized capabilities, they are in violation of the Honor Code. Additionally, the School considers students who supply material to others just as guilty of academic dishonesty as those who submit the work as their own. Students should always speak directly to their teacher if they have any doubts about what is academically appropriate.

Students who cheat or plagiarize will meet with their teacher and/or the department chair or Dean of Academics. The assessment/assignment will bear an academic penalty, parents will be notified, and the Discipline Committee may convene to consider further measures.

Harassment and Other Inappropriate Conduct

Cate School is committed to providing an environment that is free from discrimination and harassment and maintains a strict policy prohibiting all forms of unlawful harassment and discrimination based on race, ethnic origin, religion, gender, sexual orientation, gender identity, or any other protected class.

Discriminatory and/or harassing conduct, whether on or off school campus, in person or via social media, is a

violation of the honor code. Such behavior can range from the subtle to the overt and can include, but is not necessarily limited to:

- Actions or words degrading the race, ethnic or national origins, religion, gender, sexual orientation, or physical characteristics of others.
- Behavior that interferes with the emotional, physical, economic, or educational well-being of the recipient.

Moreover, Sexual harassment at Cate, whether verbal, physical, visual, or electronic, will not be tolerated.

Sexual harassment includes any:

- unwelcome sexual advances
- requests for sexual advances
- requests for sexual favors
- other unwelcome verbal, visual, or physical conduct of a sexual nature

Some specific examples of sexual harassment include but are not limited to:

- verbal harassment or abuse based on gender
- unwanted sexual behavior
- comments with sexual or demeaning implications
- pressure for sexual activity
- unwelcome patting, pinching, or brushing against another person's body
- demands for sexual favors accompanied by implied or explicit threats
- the sending of sexually explicit or nude photos by email, over the internet, or by telephone.*

Cate also prohibits the possession and sharing of images containing sexual, pornographic, or other explicit content.* In California, the act of possessing, sending or distributing sexually explicit photos depicting a minor is illegal (see California Penal Code §§ 311.1 and 311.11).

Sexual Harassment Information and Resource Team

(SHIRT) - Assistant Head for Finance and Operations and Chair of SHIRT Sandi Pierce, Director of Facilities and Master Planning Jules Nau, Director of Campus Life Erin Hansen, Senior Associate Director of College Counseling Margot Dorion, Ceramics Teacher John Swain, Dean of Studies Annalee Salcedo and Director of Human Resources Yutopia Essex.

***“Sexting”** is specifically prohibited at Cate. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging or other social media platforms or electronic means. Sexual messages include, but are not limited to, transmitting sexually explicit words, phrases, or conversations, sending, receiving, or retaining nude, partially nude, lewd, sexually explicit, or graphic images of themselves or others; or graphic or sexually explicit messages. Such conduct is not only potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others, and could result in direct violation of Cate's sexual harassment policy and in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to immediate discipline up to and including expulsion and possible confiscation of the wireless communication device used to capture, send, or receive sexting messages.

Incident Response Protocol

If a student has a concern, they can go to any trusted adult. By speaking up, they are helping the School take better care of the community. Depending on the nature of the concern, the concern may be responded to through the Dean's Office, the Sexual Harassment Information and Resource Team (SHIRT), or the Diversity, Equity, and Inclusion (DEI) Office.

The School utilizes a three-step incident response protocol: intake, investigation, and restoration. In some cases, this may be an informal process while others will have a more formal school response. When a complaint is made, the School follows all mandated-reporting requirements and determines appropriate responses for confirmed instances of misconduct including incidences of sexual misconduct, harassment, and discrimination. Potential responses include mediation and counseling, education, or disciplinary action up to, and including, expulsion. Even in the absence of a formal complaint, an investigation may be required if an incident comes to light in which school standards of behavior were not met.

While harassing behavior is unacceptable at Cate, we acknowledge that students may, on occasion, say things that are hurtful without awareness or intention. We will support and empower those who were hurt while additionally building accountability through concrete restitution plans for those who had a harmful impact.

Mandated Reporting

All incidents of sexual abuse, physical abuse, emotional abuse, neglect, and exposure to family violence must, by law, be reported to Child Protective Services. Sexual abuse includes any sexual advances or sexual contact made by an adult 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 Welfare Services, or the Head of School. Additionally, we partner with [Standing Together Against Sexual Assault](#) (STESA) to provide education and support services to our students and faculty.

ACADEMIC & STUDENT CONCERN REPORTING AND INCIDENT RESPONSE PROTOCOL

Response Protocol

Cate is committed to working in partnership with students. By speaking up, students help the School do a better job and take better care of the community. Policies are in place that allow students to communicate their concerns without fear of retaliation or discipline. The Incident Response Protocol is utilized in instances of harmful physical, relational, and emotional conduct, bullying, incidents of bias, and sexual assault which includes sexual harassment.

Honor Council

The Honor Council consists of two representative 12th-graders, a faculty member, and the dean of students, and it is convened at the request of the dean of students to determine whether a particular violation is significant enough to warrant a Discipline Committee meeting. In the absence of such a recommendation, the Honor Council may determine a response to the violation.

Discipline Committee

The Discipline Committee convenes to respond to Honor Code violations, repeated breaches of conduct, or situations deemed serious enough in nature to warrant a formal institutional disciplinary response. The Committee is comprised of five students (one 10th and one 11th, each elected to the position by their peers; the two 12th grade head prefects; the Student Body President) and five faculty members (the director of studies; the assistant head for students; one faculty member elected by colleagues; one faculty member appointed by the head of school; the dean of students who chairs the committee).

Prior to the Discipline Committee meeting, the student(s) submits a detailed statement describing the circumstances of their involvement in the incident. The student then sits before the committee (along with their student advocate and advisor) to respond to questions and, more importantly, take advantage of the opportunity to own their behaviors. After the student has left the room, both the student advocate and advisor have the opportunity to respond to questions by the Committee, as well as offer their unique insights about the student and the situation. Following this, the Committee retires to deliberate.

The job of the Committee is to render a response that takes into account several factors, most important among them the balance between what's best for the student(s) involved and the rest of the community. The Committee weighs the nature of the violation, the circumstances surrounding the violation, the disciplinary history of the student(s) before them, and the level of honesty and the level of responsibility accepted by the perpetrator(s). The Committee makes a recommendation to the head of school, who reserves the right to amend that recommendation. Drug testing is automatically assigned to students involved in substance possession and/or abuse violations addressed by the Discipline Committee or the Administrator Response team.

Administrative Response

On occasion, the School will choose not to convene the Discipline Committee and, instead, employ an alternative disciplinary procedure. This is most often the case when the standard disciplinary procedure would violate the privacy of the student(s) involved or the School, or when vacations, exams, etc., interfere with the usual process. A small group of administrators will convene along with the Head of School to determine an official school response to the violation/s.

Tiered Levels of Major School Violation Disciplinary Response Tiers

Violations will be rated low, medium, or high impact based on the circumstances of the major school rule violations. Based on the severity of the violation and nuance associated with the infraction, students can expect the School's discipline response will fall in the range detailed below. In addition to the disciplinary response, the student/s can also expect to play a role in developing a restorative work plan that focuses on healing the negatively impacted relationships within the community.

IMPACT	MAJOR SCHOOL RESPONSE RANGE
Low	<ul style="list-style-type: none"> Tier 1: 3 days to 2 weeks Restriction Disciplinary Probation (possible)
Medium	<ul style="list-style-type: none"> Tier 2: 2 weeks restriction to 2 weeks suspension Disciplinary Probation
High	<ul style="list-style-type: none"> Tier 3: 2 weeks suspension-end of the year (option to return) Disciplinary Probation Tier 4: Expulsion (no option to return)

Disciplinary Probation

Generally speaking, students who violate the Honor Code will be placed on Disciplinary Probation as part of the School's disciplinary response. For students placed on Disciplinary Probation, re-enrollment contracts may be withheld pending a review by a faculty committee in the spring trimester and even as late as the end of the school year. Students on Disciplinary Probation run a significant risk of being permanently separated from the School for any violation – or series of violations– that would compel the Discipline Committee to be convened.

Drug Testing Policy

Students found in possession and/ or use of illegal drugs, unauthorized prescription or over-the-counter medication or drug paraphernalia will be subject to random substance use screenings throughout their remaining tenure at Cate to verify non-use. The results of this screening will be reported to the Dean of Students. Drug testing is automatically assigned to students involved in substance possession and/or abuse violations addressed by the Discipline Committee or the Administrator Response team.

College Disciplinary Notification

At Cate, we believe:

- In the power of learning in all of its forms, including that which we discover from poor choices or errors in judgment
- In consequences and repercussions that are appropriate, timely, and finite
- In the maturation process, in growing and becoming, and in a unique manner every student travels their road to understanding and self-awareness
- In privacy, in equity, in personal moments that need not and should not be public moments
- In our students, who we present to the world as authentic, distinct human beings
- For these reasons, Cate School policy prohibits the disclosure of high school disciplinary records to colleges and universities in most cases.

If a student has been disciplined at Cate School for acts involving violence, physical force or the threat of physical force, a sexual offense, possession of a weapon, kidnapping, arson, or any offense that caused physical harm to another person, that student should plan to answer “yes” to questions about discipline in the Common Application and/or individual colleges/universities’ applications. Further, the student should plan to work with the Cate School College Office in order to craft a statement specific to the questions asked in the application(s).

Some college applications ask the student whether the applicant has ever been placed on probation or suspended or expelled during high school. It’s incumbent upon the student to answer honestly; the College Counseling Office will confirm that the student has provided a statement to all colleges, universities, scholarship programs, or educational programs that request such information while simultaneously acting as an advocate on the student’s behalf.

While disciplinary infractions are a concern, Cate’s 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 disciplinary matter can demonstrate a student’s development and maturity.

HEALTH & 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 other students when there may be medical or behavioral concerns.

If School rules or standards for conduct have been violated, the Health and Wellness Protocol provides an opportunity to get support for a student in need. The Health and Wellness Protocol provides students with a means of accessing support in situations where there is concern about the use of controlled substances or school standards of conduct have been violated and/or when students are concerned about the *immediate safety* of another student(s) (including themselves) who are under the influence of drugs or alcohol or need immediate medical attention – all without incurring disciplinary consequences. This protocol is designed to provide students in need with access to medical, educational, and therapeutic help. However, the Health and Wellness Protocol will not shield a student from disciplinary consequences if an investigation has already been set in motion by a faculty member and/or it’s determined that a student’s behavior is particularly harmful or egregious to the greater community (e.g., theft or distributing/selling drugs or alcohol).

It is important to note that the Health and Wellness Protocol depends on honest and forthright conversations between the student and Health and Wellness Committee members. The protocol was created to address the totality of a student’s health and wellness. So, the Health and Wellness Committee members who communicate with a student under the Health and Wellness Protocol anticipate full disclosure of the issues at hand. Suppose it is discovered that there is dishonesty or omission of information during the process. In that case, the violation will no longer be covered under the Health and Wellness Protocol, and the dean of

students will initiate a disciplinary response. The program is not designed to address integrity issues such as academic dishonesty or theft.

While using the health and wellness protocol means that no disciplinary response will be administered, all information presented to a Health and Wellness Committee member will result in an intervention at [one of three levels](#).

SEXUAL INTIMACY POLICY

The School believes that teenagers, regardless of their sexual orientation, are not fully prepared to make informed decisions about sexual intimacy. 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 regarding sexual intimacy and minimize potential risks.

Part of that education is provided through 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 curricula, students acquire knowledge and develop their decision-making and communication skills to make well-informed decisions regarding relationships and sexual intimacy.

In addition, we provide counseling in the Ellis House through our Counseling Services Department. Contraception and counseling are available at the Ellis House through the Health Services Department, and students can be referred to off-campus health services upon request. Our medical director, director of health services, and our director of counseling visit the dormitories periodically to educate residents and allow students to ask questions. Students may also schedule a private appointment to speak with 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, the students will be referred to the dean of campus life. The director of campus life will collaborate with the Ellis House to determine a plan of action.

TECHNOLOGY

Acceptable Use Policy

Users of the School's network are required to comply with the ethical and legal protocols established by the School to ensure productive, successful, and ethical use of the network. The School expects honest and ethical use of computers with respect to the privacy and rights of others and observation of state and federal laws, in

addition to laws from other countries and jurisdictions, where applicable.

The School considers access to CateNet (Cate network) services a privilege, not a right. Users of this technology are required to comply with the ethical and legal protocols established by the School to ensure the most successful and productive use of CateNet and the powerful resources of the Internet by all members of the community. Cate may suspend, block or restrict access to an account when it appears necessary to do so:

- a) to protect the integrity, security, or functionality of the School or other IT resources;
- b) to comply with legal or contractual requirements;
- c) to investigate alleged or potential violations of law or policy including, without limitation, state, federal, or local law, in addition to laws from other countries and jurisdictions;
- d) to investigate any asserted, threatened or potential complaint or grievance filed or credibly alleged pursuant to law or Cate use rules, regulations, policies, or subject of law enforcement review or investigation;
- e) or to protect the School from liability or disruption. Cate may also refer suspected violations of law to appropriate law enforcement agencies for further investigation or action.

Misuse of the School's network may result in the loss of access privileges and additional disciplinary action by the School. All rules, including those pertaining to harassment and dishonesty, apply to all technology use. Certain violations may result in separation from the School.

Specific Guidelines

CateNet and network resources are considered the property of Cate School, and Cate reserves the right to access individual accounts and documents at its discretion. Thus, no Cate users, including students, have any reasonable expectation of privacy in the use of CateNet and network resources.

Utilization of the School's network to access the Internet during the academic day or study hours is primarily for academic purposes and in support of and consistent with the School's educational objectives. Gaming or streaming demands a considerable amount of bandwidth and is prohibited during the academic day. Use of the Internet outside the academic day or study hours is available, provided the use guidelines are followed. All students are expected to abide by the generally accepted standards of responsible conduct on the Internet.

Guidelines regulating the use of CateNet include, but are not limited to, the following:

- Activities that violate the School's Honor Code are prohibited.
- Accessing the accounts and files of others is prohibited.
- Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the administrators is prohibited. Assisting others in violating these rules by sharing information or passwords is also considered unacceptable behavior.

- Improper use or distribution of information obtained through the network (e.g., copyrighted material) is prohibited. The network is an academic resource, and its use thereof is governed by the same rules as library resources.
- Using the network for commercial purposes or in support of illegal activities is prohibited.
- Network resources and files are the property of Cate School.
- Confidential personal information should not be provided to others via the network.
- Accessing sexually oriented material and pornography or participating in sexually oriented communication is prohibited.
- Sending electronic messages of a harassing, intimidating, offensive, or discriminatory nature 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, bandwidth usage during the academic day is reserved for academic purposes.

OFF-CAMPUS PERMISSIONS

Neighboring Properties

It is important that students respect the property lines of Cate's neighbors. Students should never wander through the avocado orchards that surround the base of campus, and they should not cross the fencing that separates Cate's property from that of its neighbors to the mountainside. While we sometimes enter this premise to access our remote mountain property called Bee Camp, we do so only with advance permission and under the guidance of trained faculty and staff.

Dinner Requests

A Cate parent/guardian may take boarding students (your child and friends of your child) to dinner by filling out a Day Leave Request on Reach. As much advance notice as possible is greatly appreciated. If your request will conflict with an evening commitment, special permission from the Student Services Office will be necessary by 12:00 noon on the day requested.

Boarder Expectations When Hosted by Day Families

Students are able to use their allotted weekends to stay off campus with Day Student Families. Students must submit all weekend requests on Reach before 4:00 PM on the Wednesday prior to the weekend. Host parents/guardians, as well as the Boarder's parents/guardians, will need to approve the weekend request via email sent from Reach ASAP so that the request can be approved by the Dean of Students Office before the requested weekend. Students and parents are expected to maintain and support consistent standards for student behaviors, regardless of the event, when hosting any Cate Student. The School strongly encourages students and their parents to be familiar with these guidelines.

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 – the school, parents, and students – have entered. 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.

Communication

Honest and timely communication between parents/guardians 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/guardians of guests are strongly encouraged to contact host parents to verify both the arrangements and the activities of their child. Host parents/guardians 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 fashion that promotes further conversation and a better understanding of the behavior of the students.

Curfews

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

Off-Campus Permissions

Whenever students leave the Mesa, they are required to sign out (if going to Carpinteria) or fill out a leave request on Reach (if you are going anywhere outside of Carpinteria), depending on their destination. These systems can be accessed on their phones (if they've downloaded the Reach app) or on their [laptops](#). Upon their return, they must sign back in on Reach to Unknown Location on Campus or tap back in on any NFC tag around campus. It's 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. If there are any technical issues, you must notify the MOD immediately before departing campus. Without student cooperation in this regard, it is impossible to determine the whereabouts of students in the event of an emergency, and may result in a response from the Dean's Office or the MOD.

Seniors (only) may sign off/on the Mesa on weekdays between 6:00 AM and 7:45 PM, provided they do not miss any school commitments. Non-senior students, including non-senior day students, may not leave the Mesa during the academic day (including between classes and athletics). Permission from the Student Services Office is required for a student to leave the Mesa before 6:00 AM or after 7:45 PM. This permission will be granted only on the condition that transportation off the Mesa is provided by a Cate parent, with a faculty member or driver approved by the Dean of Students Office.

During the school week, students may sign out to leave the Mesa via the school shuttle to Carpinteria on Tuesday, Thursday, and Friday afternoons from 5:00 – 7:00 PM. In addition, students may submit a Day Leave on Reach to be off campus from after Sports till Campus sign-in at 7:45 PM with a Cate parent or faculty member Tuesday-Friday (optional 9:00 PM return time on N-Fridays only).

On weekends, after their last commitment on S-Saturdays and after 6:00 AM on N-Saturdays and Sundays, students may submit a Day Leave to be off the Mesa and return by 7:45 PM. If they would like to remain off campus until 9:00 PM on Saturdays, they or their parents must request approval from the MOD on duty.

If any student returns after 7:45 PM for any reason (late night/weekend permissions, traffic, etc), a face-to-face check-in with the dorm faculty on duty is required.

Special Permissions and Allocations

Any off-campus permission that requires a student (boarding or day) to miss a school commitment is termed a 'special permission.' Circumstances sometimes arise when a student misses a school commitment is necessary and unavoidable. In such cases, students will need to submit a Special Permission Request on [Reach](#) well in advance (1 week or more notice is ideal) to complete the necessary steps to have the absence approved. (If a student is missing class, they must also complete the [Leave Request Work Plan](#) found on the

Student Portal and Schoology Student Resources.) Early communication will help ensure that teachers and students are able to plan out the student's workload without sacrificing quality. Ultimately, students are responsible for completing all academic work, and teachers will not be available for extra help beyond normal expectations. Before requesting special permission to miss classes, parents and students should take into account the School's attendance policy in the Academic Life section of this handbook. If a family does not seek and gain approval for special permission, any subsequent absence will be considered unexcused.

Late Night and Weekend Permissions

The School's 'N' weekends generally allow students and faculty to enjoy a 'full weekend.' While students have the opportunity to get away from the Mesa, they are allocated weekend permissions by grade level (see allocations below). Occasionally, the School designates a weekend as "closed," which means that boarding students may not leave campus for the night. To view which weekends are closed, visit the student and parent calendars.

For all permissions below, students are expected to submit their requests via Reach by 4:00 PM on the Wednesday prior to the weekend in question, sign out and back on to campus appropriately, and face-to-face check-in with dorm faculty on duty when they return to campus.

Reach keeps track of the allotted weekends by grade per trimester. If special permission is needed for an additional weekend or you have maxed out your allotted weekends, you will need to contact the Dean of Students Office for approval. Students in good standing may take the following number of late nights and weekends during the year:

Ninth Grade	Fall	Winter	Spring
Late Nights	1	1	1
Short Weekends	1*	1	1
Long Weekends	1*	1	1

Tenth Grade	Fall	Winter	Spring
Late Nights	1	2	2
Short Weekends	1*	1	2
Long Weekends	1*	1	1

Eleventh Grade	Fall	Winter	Spring
Late Nights	2	2	3
Short Weekends	2	2	2
Long Weekends	1	2	2

Twelfth Grade	Fall	Winter	Spring
Late Nights	3	3	unlimited
Short Weekends	2	3	3
Long Weekends	2	2	2

***9th graders are eligible for their 'late night' permission after Outings Week and their long and short weekend permissions after Fall Family Weekend.**

Late Night Permissions

'Late nights' are off-campus permissions that extend past dinner on Friday and Saturday nights and can begin after a student's last commitment. Students with late-night permission on N-Fridays and Saturdays must return by 11:15 PM. Students must sign out and back on via Reach. Upon your return, a face-to-face check-in with the dorm faculty on duty is required. Any arrival past 11:15 PM will require special permission from the Dean of Students or the MOD in advance. Failure to communicate in advance will result in a response from the Dean of Students or the MOD.

Short Weekend Permissions

'Short weekends' are off-campus permissions that allow a student to spend one night in an approved location on N-Friday or Saturday nights, can begin after a student's last commitment and end at 7:45 PM on the evening following the date of departure. Students must sign out and back on in Reach and face-to-

face
check-in with dorm faculty on duty.

Long Weekend Permissions

'Long weekends' are off-campus permissions that allow a student to spend two nights in an approved location on 'N' weekends, can begin after a student's last commitment on Friday and end at 10:00 PM on Sunday. Students must sign out and back on via Reach and must do a face-to-face check-in with dorm faculty on duty.

Day Students

Please review the day students & parents section in this handbook for details about spending the night on the Mesa.

Overnights to Faculty Homes on the Mesa

Generally, there are several faculty children enrolled at Cate who reside on campus. Although technically, day students their homes are on the campus, so boarding students are granted one additional short weekend per trimester to stay overnight at these homes if invited. Boarders who wish to take a second weekend at a faculty member's home within the same trimester must use one of their allotted weekends.

Off-Campus Overnights

In support of many programs offered at Cate, there are often opportunities for students to travel off campus. These opportunities include overnight trips in the outdoors like Outings Week, travel to Los Niños, Round Square conferences, MUN, college visits, and other service and program activities. For such off-campus school-sponsored trips, leave will be submitted on behalf of the office manager in the student services office on Reach, and these trips will not count toward your weekend allotted overnights.

Similar to the way we house students on campus when traveling, students will be assigned shared sleeping arrangements based on the gender of the dorm they reside in (male, female, and all-gender). Day students will be assigned based on dorm affiliation or the gender they indicate. When an all-gender sleeping area is not available, trip leaders will work with students individually to determine their placement. Trip leaders are responsible for assigning accommodations. Shared overnight accommodations are intended as opportunities to support programming and promote healthy social interactions, not for sexual intimacy. This policy is meant to address accommodations and to ensure student health and safety while traveling away from campus.

VACATION BREAKS & TRAVEL

Throughout the year, there are several breaks during which the students must depart campus. Fall, Winter, Spring, and Summer Breaks can be found on the [important dates](#). The School does not provide accommodations for students during these breaks. You are responsible for making your own travel arrangements (flights, trains, etc.) to and from vacation break locations; however, assistance with departure and return transportation for Boarders (shuttles to and from LAX & SBA) on vacation travel days and at the end of the school year is available. Students are reminded one month prior to each break to fill out their travel information and transportation needs on Reach. Parents will be sent an email from Reach to approve such plans. Parents must request changes to School-provided transportation within forty-eight hours of pick up or drop off. Students will earn a DV if the transportation is not used as scheduled. Please note that the School does not provide transportation to the Mesa at the beginning of the school year. Late travel plans submitted to the Student Services Office Manager are subject to disciplinary response.

Transportation Details

We provide transportation for boarders who depart from and return to the following hubs:

- Los Angeles International Airport
(LAX - an Airbus ticket will be purchased and charged to your student account)
- Santa Barbara Airport (SBA)

We do not provide transportation for students who choose to depart from or return to Bob Hope Airport (BUR) or other locations. Before booking flights, please read the airport and train station information below and be familiar with your airline's unaccompanied minor policy. Cate faculty are 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 from one airline to the next).

Please notice that school commitments (in addition to classes) continue until 3:00 PM on the last day before the Fall, Winter, and Spring break. Students are not granted special permission to miss commitments for travel convenience before or after any break; they are asked to travel on our designated travel days and times. The Student Services Office Manager will coordinate transportation to and from the following hubs if requested on Reach by students traveling on the designated travel days and within the designated travel times.

Breaks	Departure Days		Return Day
Opening of School			August 11 (Preseason) - August 24 (Returners) *No Return Transportation Provided
Fall Break	Friday Nov. 22 (regular class day until 3:00 p.m.) <ul style="list-style-type: none"> Students may depart between 3:00 p.m. - 10:00 p.m. from Campus Flights must Depart from LAX after 10:30 p.m. (11:30 p.m. for international flights) or SBA after 5:30 p.m. Departures outside of the time frame above requires the Dean of Students' and Dean of Academics (if missing classes) before Friday, Nov. 8 	Saturday Nov. 23 (designated departure travel day) <ul style="list-style-type: none"> Students must depart between 3:40 a.m. - 3:00 p.m. from Campus Flights must depart from LAX after 8:15 a.m. or SBA after 6:00 a.m. Dormitories will close and all students must be off Campus by 3:00 p.m. 	Monday Dec. 2 (students may not arrive earlier Dec. 2 at 8am, the dorms will be locked and unsupervised) <ul style="list-style-type: none"> Students must return to Campus between 8:00 a.m. - 7:30 p.m. Flights must arrive at LAX before 4:30 p.m. or SBA before 6:30 p.m. Returners outside of the time frame above requires the Dean of Students' and Dean of Academics (if missing classes) before Friday, Nov. 8
Winter Break	Friday Dec. 20 (regular class day until 3:00 p.m.) <ul style="list-style-type: none"> Students may depart between 3:00 p.m. - 10:00 p.m. from Campus Flights must Depart from LAX after 10:30 p.m. (11:30 p.m. for international flights) or SBA after 5:30 p.m. Departures outside of the time frame above requires the Dean of Students' and Dean of Academics (if missing classes) before Friday, Dec. 6 	Saturday Dec. 21 (designated departure travel day) <ul style="list-style-type: none"> Students must depart between 3:40 a.m. - 3:00 p.m. from Campus Flights must depart from LAX after 8:15 a.m. or SBA after 6:00 a.m. Dormitories will close and all students must be off Campus by 3:00 p.m. 	Tuesday Jan. 7 (students may not arrive earlier Jan. 7 at 8am, the dorms will be locked and unsupervised) <ul style="list-style-type: none"> Students must return to Campus between 8:00 a.m. - 7:30 p.m. Flights must arrive at LAX before 4:30 p.m. or SBA before 6:30 p.m. Returners outside of the time frame above requires the Dean of Students' and Dean of Academics (if missing classes) before Friday, Dec. 6
Spring Break	Friday Feb. 28 (regular class day until 3:00 p.m.) <ul style="list-style-type: none"> Students may depart between 3:00 p.m. - 10:00 p.m. from Campus Flights must Depart from LAX after 10:30 p.m. (11:30 p.m. for international flights) or SBA after 5:30 p.m. Departures outside of the time frame above requires the Dean of Students' and Dean of Academics (if missing classes) before Friday, Feb. 14 	Saturday Mar. 1 (designated departure travel day) <ul style="list-style-type: none"> Students must depart between 3:40 a.m. - 3:00 p.m. from Campus Flights must depart from LAX after 8:15 a.m. or SBA after 6:00 a.m. Dormitories will close and all students must be off Campus by 3:00 p.m. 	Sunday Mar. 16 (all 11th graders return for SATs) or (9th, 10th, & 12th grade return) Monday Mar. 17 (students may not arrive earlier Mar. 17 at 8am, the dorms will be locked and unsupervised) <ul style="list-style-type: none"> Students must return to Campus between 8:00 a.m. - 7:30 p.m. Flights must arrive at LAX before 4:30 p.m. or SBA before 6:30 p.m. Returners outside of the time frame above requires the Dean of Students' and Dean of Academics (if missing classes) before Friday, Feb. 14
End of The Year	Friday May 30 (regular class day until 3:00 p.m.) <ul style="list-style-type: none"> Students may depart between 3:00 p.m. - 10:00 p.m. from Campus Flights must Depart from LAX after 10:30 p.m. (11:30 p.m. for international flights) or SBA after 5:30 p.m. Departures outside of the time frame above requires the Dean of Students' and Dean of Academics (if missing classes) before Friday, May 16 	Saturday May 31 (designated departure travel day) <ul style="list-style-type: none"> Students must depart between 3:40 a.m. - 3:00 p.m. from Campus Flights must depart from LAX after 8:15 a.m. or SBA after 6:00 a.m. Dormitories will close and all students must be off Campus by 3:00 p.m. 	

If you are traveling to LAX and you have requested transportation, then a Santa Barbara Airbus ticket will be purchased, and transportation to/from the bus will be coordinated. Ticket costs (\$50) are billed to student accounts. Airbus tickets must be canceled no later than 24 hours before the travel date and time; otherwise, you may be charged for the unused ticket. Although the Santa Barbara Airbus has many departures and return shuttles each day, we have outlined below the times that work with the school's schedule. Please review these times before making departure or return flight plans.

Airbus Departures from Carpinteria to LAX

Depart Carpinteria	Arrive LAX
4:10 AM	6:15 AM
6:10 AM	8:30 AM
7:40 AM	10:00 AM
9:10 AM	11:30 AM
10:40 AM	1:00 PM
12:40 PM	3:15 PM
3:10 PM	6:00 PM
6:40 PM	9:00 PM

Airbus Returns from LAX to Carpinteria

Depart LAX	Arrive Carpinteria
8:00 AM	10:15 AM
10:30 AM	12:45 PM
12:30 PM	2:45 PM
2:00 PM	4:15 PM
3:30 PM	6:10 PM
5:30 PM	8:10 PM

**Airbus shuttles after 5:30 PM are to be used for emergencies only

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.

Travel Challenges

In the event of travel snags at the beginning or end of vacation breaks, students and parents are responsible for notifying the MOD (805-698-4808) as soon as possible. In some instances, the office manager in the Student Services Office can assist with changes in airbus times and or transportation if traveling on a designated travel day.

Foreign Passports and I-20 Forms

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 lengthy detention at the port of entry. In most 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.

This Handbook was last updated on 10/28/24



CATE SCHOOL
1960 Cate Mesa Road
Carpinteria, CA 93013