

Student Handbook



2026 - 27





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Our Mission Statement

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

Mission Statement:

CATS Academy Boston prepares talented, globally minded students to realize their full potential through a personalized education that strengthens English fluency, cultivates critical and creative thinking, and supports each student's path to college and beyond. Within a diverse and supportive community, our students grow into confident learners, compassionate peers, and ethical leaders ready for a global future.

Vision: To empower every student to discover their strengths, embrace challenge, and shape their future with clarity, purpose, and confidence—starting here, going anywhere.

Core Values:

C - Community

We treat one another with respect and contribute to a safe, inclusive school environment.

A – Accountability

We take responsibility for our actions and uphold high standards in all that we do

T – Togetherness

We value each person's unique qualities, embrace diverse perspectives, and work together to build a sense of belonging for all.

S – Support

We help each other to grow academically, socially, and emotionally.

Honor Pledge:

On my honor, I have neither given nor received unauthorized assistance on this work, and I commit to upholding the values of the CATS Boston community.



Philosophy and Practice

CATS Academy Boston is committed to helping each student be successful.

At CATS Boston, the small class size enables teachers to engage with all students, tailoring their teaching to meet individual needs. Courses are taught at various levels including College Preparatory, Honors and Advanced Placement.

With an emphasis on active student engagement and participation in the classroom, CATS Boston focuses on developing students who speak and write with clarity and who utilize critical thinking skills and creativity for problem-solving.



Contact Information and Administration

Address: CATS Academy Boston, 2001 Washington Street, Braintree, MA 02184, USA

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Calendar

FALL SEMESTER 2026

Induction	August 27 - 28 2026
Orientation Week (New Students only)	August 31 - September 4
Fall Semester begins	September 8, 2026
Fall Semester exam week	December 14 - 18, 2026
Dorms close	December 19, 2026 at 5:00 pm

Note: Students who leave before their last published end of semester exam date risk academic and disciplinary consequences. No students should remain on campus after December 19.

SPRING SEMESTER 2027

Dorms Open	January 9, 2027 at 12:00 pm
Spring Semester begins	January 12, 2027
Spring Vacation	March 7 - March 21, 2027
Dorms Close	March 7, 2027 at 5:00 pm
Dorms reopen	March 21, 2027 at 12:00 pm
Classes resume	March 22, 2027
Graduation	May 21, 2027
Seniors class vacate dorms	May 22, 2027 at 12:00 pm
Spring exam week (Grades 8-11)	May 24 - May 28, 2027
Dorms close	May 29, 2027 at 5:00 pm

Note: Students who leave before their last published end of semester exam date risk academic and disciplinary consequences. No students should remain on campus after May 29.



Orientation Week

At CATS Academy Boston, we are committed to supporting you. When you arrive, you are provided with a detailed schedule for the first week of Orientation and will participate in the following activities:

- ✓ Residential Life orientation
- ✓ Meet the teachers and residential staff
- ✓ Check your visa documentation
- ✓ Review medical forms
- ✓ Receive your class schedule
- ✓ Take placement tests
- ✓ Tour the school
- ✓ Meet vendors (open a U.S bank account, receive a U.S mobile number, establish a laundry account)
- ✓ Register for Fall sports
- ✓ Gain exposure to study skills

In the first week of school the faculty of CATS Boston provide extra time to allow you to adjust to your new environment. We accomplish this by holding important information sessions to help you settle into life at CATS Boston. In the first week of school, you can expect to attend exciting activities to help you to get to know your classmates and teachers.



Academics

PROGRAM GOALS

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

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



PROMOTION STANDARD FOR GRADES 9-11

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

Core Subjects for Grades 9-11 include the following:

- ✓ English Literature (must pass each year)
- ✓ Mathematics
- ✓ Science
- ✓ World Language (if native English speaker)
- ✓ ESL (if non-native English speaker)

GRADUATION STANDARDS FOR GRADE 12

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

The following are CATS Academy Boston Graduation Requirements:

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



ACADEMIC PERFORMANCE

You are expected to abide by graduation/promotion standards included, but are not limited to, the following:

- ✓ Attending all scheduled classes
- ✓ Being punctual to classes
- ✓ Completing all assigned independent work
- ✓ Being prepared, attentive, and positive in all lessons
- ✓ Working diligently toward all goals
- ✓ Taking advantage of extra support

HOMEWORK

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



HIGH HONOR/HONOR ROLL

These are the categories for Honor Roll.

High Honor: Students who earn an A+, A, A-

Honor: Students who earn an A+, A, A-, B+

LETTER/EFFORT GRADE SCALE

Letter Scale

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

Effort Scale

1	Exceed expectations
2	Meets expectations
3	Below expectations

CALCULATE G.P.A. FOR STUDENT TRANSCRIPTS

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

Grade

A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

GPA's will not be calculated using grades outside of CATS Academy Boston.

GPA's are NOT weighted.

Transcripts are handled through the registrar's office, and college counselling department.



ESL POLICY

All international students who attend CATS Academy Boston and whose native language is not English are to take an ESL course as part of their graduation requirement.

A. ESL Level Assignment

- Students who arrive at CATS at the start of a semester need to take a secure placement test administered by CATS Academy Boston (new students only).
- By the end of the first month of studies, should a new student demonstrate a performance above the assigned ESL level and upon the recommendation of the current ESL teacher and English Literature Department teacher, the student can request to be moved up an ESL level. Such move requires the approval of the ESL Department Chair.

B. Criteria for an exemption from taking ESL classes

- Students who are currently taking ESL classes at CATS Boston need to earn a B+ in the ESL class, provide official results of a TOEFL examination with a minimum score of 104 (minimum of 22 in Listening, Reading, Speaking, and Writing), or a 7.5 on the IELTS test, and be in good standing (B+ and above) in their language content classes.
- Students who meet all the criteria in the first half of a semester may drop ESL class and will get no grade for that period or credit to their GPA*.
- Students who meet all the criteria in the second half of the semester will earn the grade for the semester which will be recorded and counted towards their GPA; such students may drop the class during the semester*.

C. Changing existing ESL levels

- Returning students (Academic ESL levels 3, 4) who arrive at CATS at the start of the school year and wish to change their existing ESL level and who got TOEFL scores below 104 (IELTS-7.5) need to provide official results of the examination and in addition must take an official placement test at CATS and attain the requisite score.
- Current students (ESL levels 2, 3, 4) who get a TOEFL score below 100 after the start of the academic year will not be considered for any change of their ESL level that year.



D. Moving to the next ESL level

- Students of ESL level 5 who successfully complete the ESL course and get a C/73% or above for the end of the year grade will have completed their ESL study at CATS.
- Students who successfully complete the ESL course and get a C/73% or above for the end of the year grade will be moved to the next ESL level course the following academic year.
- Students with ESL grades below C/73% will need to repeat the course the following academic year.
- Students with ESL grades below C/73% can move forward by choosing to take a school-approved summer course in English. Students will need to re-take CATS' official placement test in September when they arrive at CATS Boston and attain the requisite score. The summer program must be approved by the ESL Department Chairs and the Academic Dean prior to taking the course.

E. Prerequisites for taking a second foreign language

- Since English is a key to academic success in mainstream classes, there are prerequisites for taking a second foreign language by non-English speakers.
- To qualify for taking a second foreign language, students must successfully complete ESL level 4 (Academic English) with a B or above. Each case may be considered individually depending on the native language and the history of taking a second foreign language prior.

*College Counseling will accordingly reflect in the students' records the reason for dropping the ESL class.



COLLEGE PREP (CP) AND HONORS

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

ADVANCED PLACEMENT (AP)

AP classes are the equivalent of college courses taught in High School. With a few exceptions, only Grade 11 and Grade 12 students are qualified for admission to AP classes. Students may be admitted to AP level classes by approval from the Department Chair. Students may take a maximum of 3 AP courses in junior year, and 4 AP courses in senior year and will need permission to exceed 4 AP courses.

PRE-REQUISITES FOR ELECTIVES

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

TEXTBOOKS AND SUPPLIES

Textbooks are supplied to you by CATS Academy Boston upon your enrolment in classes. Additional classroom supplies such as: laptop/computer/tablet, pencils, pens, note cards, notebooks, translators, calculators etc are your responsibility. Necessary supplies will vary from class to class and if you do not understand what you need for each class, you should ask the teacher.

LIBRARY LEARNING COMMONS

CATS Academy Boston students have access to on-site print and digital resources for informational and recreational purposes. Additionally, students may access further resources through the Thayer Public Library system. This includes academic databases, scholarly journals and publications, film, audio and visual sources. Students may also opt to explore the vast resources the main branch of the Thayer Public Library system offers.



ACADEMIC SUPPORT

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

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

ENGLISH LANGUAGE POLICY

The policy for international students whose first language is not English is to help develop and nurture strong English language skills along with creative and critical thinking.

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

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

Your teachers recognize that it is a challenge to speak in a language other than your first language throughout the day, but we firmly believe, and studies have shown, that immersing yourselves fully in a new language is the quickest path to acquiring a new language. The expectation will be that you will speak English in classes, in the dining hall, during sports, after-school clubs and activities, field trips and during study hours.

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



CELL PHONE/HEADPHONE USE IN CLASSROOM POLICY

- All cell phones will be collected at the beginning of class and only permitted for use by the teacher for classroom assignments and educational activities.
- Cell phone use in public restrooms or during a school meeting time such as an assembly is strictly prohibited.
- Cell phones will remain in the classroom when a student requests a pass to the bathroom during class time.
- Cell phones will also be left in the classroom when a student requests a pass to the nurse.
- Cell phones are permitted in common spaces during student free time.

Any noncompliance of this policy will result in the confiscation of the cell phone with further disciplinary action.

The use of headphones including ear buds is strictly prohibited in classroom, assemblies, and public restrooms.

ACADEMIC DISHONESTY

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

PLAGIARISM

CATS Academy Boston expects its students to adhere fully to our Code of Conduct. Any form of cheating or plagiarizing is not tolerated and is subject to disciplinary sanctions.

Plagiarism occurs when you use another's words, ideas, assertions, data, or figures and do not acknowledge that you have done so.

If you use the words, ideas, or phrasing of another person or from published material, you must

- Use quotation marks around the words **and** cite the source, or
- Paraphrase or summarize acceptably **and** cite the source.

If you use charts, graphs, data sets, or numerical information obtained from another person or from published material, you must also cite the source.



- Reported cases will be first reviewed by the teacher to determine if a student has plagiarized willfully and intentionally
- All consequences escalate if students repeat any instance of plagiarism
- All incidents of Academic Dishonesty (plagiarism, cheating, copying) will be noted in Shackleton

Warning Policy: After a student's first minor* plagiarism offense is reported, the teacher will meet with and further educate the student about plagiarism, issue a warning, and give the student an opportunity to make up the assignment. The assignment will be graded as a late assignment. Any subsequent plagiarism will be addressed as stated below:

Behavior	Action
Copying homework (second or more instance), cheating on a quiz; helping others cheat on homework or quizzes	• Meeting with teacher • Zero credit for assignment
Cheating on a test or project; helping others cheat on test and/or projects	• Meeting with the student's advisor, teacher and a representative of the Academic and Discipline Office • Stage 2 • Zero credit for assignment
Plagiarizing a paper or final project after aforementioned warning; helping other students cheat and/or plagiarize on final papers and projects	• Meeting with the student's advisor, teacher and representatives from both the Academic and Discipline Offices • Stage 3 • Zero credit for assignment
Altering grades, gaining unauthorized access to exam or answers; helping others to alter grades or obtain unauthorized access to exams and answers	• Meeting with Head of School and appropriate school officials • Stage 4/Possible suspension • Stage 5/Possible expulsion

*Minor infractions include: Homework or first draft of a paper

Note: Cheating on a test or quiz will not be subject to a warning



AI (ARTIFICIAL INTELLIGENCE) & PLAGIARISM

CATS Academy Boston recognizes that artificial intelligence (AI) can be a valuable educational tool when used responsibly and ethically. AI can support learning, research, brainstorming, and skill development. However, inappropriate use of AI can undermine learning, prevent the development of essential academic skills, and compromise academic integrity.

Students are expected to submit work that represents their own knowledge, understanding, and effort. Using as one's own the words, ideas, data, code, or other original academic material of another without providing proper citation or attribution is considered plagiarism.

Unless explicitly authorized by the teacher, assignments generated using AI tools are not considered a student's original work. The use of AI without a teacher's permission, or in a manner that exceeds the teacher's stated guidelines, constitutes academic dishonesty. Additionally, unless specifically authorized by a teacher, use of AI-based software to edit text and fix grammatical errors is considered academic dishonesty.

Teachers may permit the use of AI for specific assignments or portions of assignments. In these cases, students must follow the teacher's instructions regarding acceptable AI use and properly acknowledge any AI tools used, when required.

If a teacher suspects that an assignment contains unauthorized AI-generated content or plagiarism, the teacher will first review the work and discuss the concerns with the student as appropriate. If concerns remain, the case will be referred to an Academic Integrity Committee for further review.

The school will not rely solely on AI detection software to determine whether academic dishonesty has occurred, as such tools have recognized limitations and may produce inaccurate or inconclusive results. Instead, the committee will consider multiple forms of evidence, which may include the student's submitted work, writing samples completed in class, the student's demonstrated understanding of the material, teacher observations, documentation of the assignment process, and any relevant statements from the student.

Following its review, the Academic Integrity Committee will determine whether a violation of the Academic Integrity Policy has occurred and recommend appropriate consequences. For a first offense, a student may receive a grade of zero on the assignment, although the committee may consider the specific circumstances of each case. Repeated or serious violations may result in additional disciplinary or academic consequences in accordance with the school's Academic Integrity Policy.

The purpose of this policy is not to discourage the responsible use of emerging technologies, but to ensure that students continue to develop the critical thinking, communication, and independent learning skills that are essential for academic success and future endeavors.



ACADEMIC IMPROVEMENT PLAN

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

NATIONAL HONOR SOCIETY

Eligibility:

To be admitted to the National Honor Society (NHS), students must demonstrate excellence in **scholarship, leadership, service and character**. Students typically apply during the Spring of their Sophomore or Junior year or, occasionally, in the Fall of their Junior or Senior year. Students need to meet specific criteria, including a 3.7 GPA for (rising) Juniors or a 3.5 GPA for (rising) Seniors. Students need to have been matriculated at CATS Academy Boston for at least one full semester before applying for NHS membership. Students also need to demonstrate leadership experience and prior community service/a desire to participate in community service. Admissible students exhibit integrity, responsibility and a strong moral compass.

Application Process:

Students meeting the GPA requirement are invited to apply. Students then complete an application form provided by the NHS faculty coordinator (Ms. Holland in room 212). A Faculty Council or Advisory Board, made up of 5 veteran teachers, reviews applications and selects new members.

Notification of Successful Candidature & Induction:

Students who are selected by the Faculty Council are notified by early October and a formal Induction Ceremony takes place mid- to late October.

N.B.: If a student is selected in their Junior year, they are automatically part of NHS their Senior year.

**Duties of NHS Student Members:**

During the academic year, NHS members are required to attend a weekly meeting with the NHS Faculty Coordinator. They are further required to tutor their peers, participate in community service activities throughout the year, as well as help organize and run fundraising events. The CATS Academy chapter of the NHS gives a sizeable donation from their fundraising events to various charities at the end of each academic year.

Recision of Membership:

If an NHS member falters in their academic standing or they are found to be in transgression of the disciplinary code laid out in the Student Handbook, they may be asked to leave the NHS after a vote of the Faculty Council.

Further Information:

For further information about the NHS, please contact Ms. Holland at mholland@catsboston.com.



Activities and Athletics

CATS Academy Boston provides you with a variety of after school activities and athletics allowing you the opportunity to pursue your interests.

These programs serve an important role in challenging you, enhancing your college resume, providing opportunities for socialization and physical fitness, and allowing you to interact with the faculty and staff outside of the classroom. Students are encouraged to make full use of these opportunities throughout the course of the school year.

ATHLETIC TEAMS

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

We currently offer the following competitive sports:

- ✓ Boys' and girls' soccer,
- ✓ Co-Ed cross country,
- ✓ Boys' and girls' basketball,
- ✓ Boys' and girls' volleyball,
- ✓ Co-Ed ultimate frisbee
- ✓ Hockey
- ✓ Baseball
- ✓ Golf
- ✓ Tennis

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

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



ACADEMIC EXPECTATIONS

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



College Counseling

The college counselors at CATS Academy Boston draw on years of experience in admissions, college advising, and student life to consult and guide you with your personalized post-secondary success plan. We provide you with individual college counseling support throughout the entire college admission process.

We offer informed guidance on academic planning, course placement, college entrance exams, teacher recommendations, college essays, interview preparation and life skills. Our goal is to help you present yourself in the best possible light!

With over 8,000 accredited institutions in the United States to navigate, our college counselors stay informed on current trends, and, in an increasingly competitive and complex college admission landscape, we help present you with the most accurate information about a wide range of colleges and universities. This information is aimed to help you gain admission to colleges and universities that best fit your interests, academic record, and aspirations.

COLLEGE COUNSELING PROGRAM

- ✓ Assist with your academic course selections
- ✓ Advise students about the importance of standardized testing
- ✓ Assist in obtaining your teacher recommendation letters
- ✓ Support with writing your college essays
- ✓ Coach you for the best performance during college interviews
- ✓ Assist and train you with the use of our web based platform MaiaLearning
- ✓ Meet with over 100 college admissions representatives to visit CATS Boston
- ✓ Strategize applications deadlines for best chance for admission
- ✓ Help students understand the intricacies of filling out the Common Application



Student Life

MISSION STATEMENT

- ✓ Promote student safety by implementing logistically sound procedures and standards
- ✓ Build a positive, cohesive and healthy school culture
- ✓ Uphold discipline and behavior standards
- ✓ Support student behavior modification through positive behavior supports and individualized action plans
- ✓ Support an inclusive community

RESPECT FOR SELF AND COMMUNITY

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

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

STUDENT LEADERSHIP

Leadership is a commitment to serve a larger community. Students at CATS Boston have many opportunities to grow through school programming and positions of leadership within the community.

The prefect program is an example of a student position held in the community that is reserved for the highest caliber students. These students are committed to serving the greater CATS Boston community in the dorms and during the academic day.



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

- Work with dorm staff to establish dorm culture
- Design special programming for community
- Help new students with understanding and following the rules and protocols of the school
- Serve as a role model and an advocate for students
- Support healthy competition and school spirit initiatives

Students are invited to apply for the following leadership programs:

- **Prefect Program:** Provides support and community leadership.
- **House Captains:** Enact house programming and spirit activities.
- **Student Ambassadors:** Support admissions efforts including hosting prospective students through shadow days and attending open houses.
- **Student Advisory Ambassador:** Provide weekly updates on upcoming events
- **Student Life Ambassador:** Develop and promote on campus activities
- **Student Government:** Promotes the interests of the student body to the Administration, plans community-wide events and leads in establishing charitable fund-raising opportunities

ADVISING

Advisory is a mandatory class for Pass or Fail credit and a graduation requirement. Failing Advisory may result in the inability to graduate. It is also a fundamental component to the range of support systems each student experiences at CATS Academy Boston. The advisory program provides ongoing resources and guidance to each student on a weekly basis.

Upon arrival, you will be placed in an advising group of approximately 10 students of similar age. The advisory group is a mandatory class which meets regularly to discuss important topics relating to school life culture. Should the need arise, advisors also meet individually with students.

Some advisory topics include:

- Goal setting
- Attendance
- Cultural norms (American and International)
- Exam preparation
- Organization
- Homesickness
- Bullying
- Stress management
- Safety
- Self-awareness



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

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

COMMUNICATION

EMAIL

Email has proven to be a reliable and effective means of communication between members of the school community. Administrators and faculty frequently use email to contact you regarding academic performance, school events, disciplinary issues, and other matters.

All students receive a catsboston.com email address and are required to monitor and communicate via this email address. All members of the community are expected to communicate through the email provided by the school with their email address and to check daily for notifications and updates.

PHONE

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

PERSONAL COMPUTERS

You are encouraged to bring personal computers (laptops/tablet) to the school. CATS Boston can assume no responsibility for the care, security, or maintenance of your personal electronic devices.

MAIL AND PACKAGES

All student mail will be delivered to Adams Hall. Address labels should have your full name, dorm name and room number, and be printed clearly in English. The school does not take responsibility for any lost or damaged mail. CATS Academy Boston cannot retrieve or track down mail sent directly to dorms. Students may send outgoing mail from any U.S. post office. When the option is available, as with Amazon, please indicate that we



operate under business hours and can only receive packages Monday – Friday 8:00 a.m. – 4:00 p.m. We cannot receive packages during the evening or on weekend days.

Use the following postal address to receive packages to school:

Formal first and last name
c/o CATS Academy Boston Dorm Name - Room Number
2001 Washington Street
Braintree, MA 02184
United States of America

EXAMPLE ADDRESS

Ms. Mary Smith
c/o CATS Academy Boston Gardner Room 321
2001 Washington Street
Braintree, MA 02184
United States of America

Receiving packages and mail to school

- Packages and mail are received, sorted and delivered daily.
- Amazon, Fed Ex, UPS and the U.S. postal service deliver throughout the day.
- Often, students receive notifications via text or email that their packages have arrived.
- Mail and packages are brought to the dorms by student prefects after classes have ended for the day.
- Students receive their mail at their dorms after school hours.
- Students are not permitted in the mailroom to retrieve their personal mail at any time during the school day.
- Mail service is provided for CATS Boston’s residential students ONLY.
- Packages/mail must be addressed to a CATS Boston resident student.
- Mail that is addressed to individuals who do not reside in our dorms will not be processed or delivered.
- No mail/packages will be processed or delivered to day students.



- Please be aware that there is no refrigeration in the mailroom.
- Please consider that perishable goods sent to students will not be refrigerated.

Students who are establishing bank accounts are encouraged to sign up for eStatements instead of paper statements. This will reduce the amount of paper to be sorted and provide a more secure environment for personal and financial information.

Additionally, when students leave our campus, their statements will follow them digitally without interruption.

Note: For your safety, CATS Academy Boston reserves the right to supervise the opening of any package deemed suspicious.

INTERNATIONAL CALLING

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

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

DOCUMENT CERTIFICATION

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

Transcripts issued from CATS Academy Boston are not cumulative and will only contain documentation of your studies at CATS. If you attended multiple schools, you must contact each school to obtain verification of your studies.

Transcripts are only issued to those who have no outstanding financial obligations. Any outstanding or unpaid costs will prevent the issuance of a transcript.



Campus Safety and Security

Campus safety is a shared community responsibility. Students, employees, and visitors are expected to remain attentive and report any concerning, suspicious, or unsafe activity. If you see something, say something.

Concerns should be reported immediately to a Dorm Parent, Residential Life staff member, or another trusted adult. Students may also contact:

- **Gardner: 617-842-1530**
- **Wheatley: +1 617 842 1740**
- **Kennedy and Emerson: +1 617 842 1791**
- **AOD "Administrator On Duty": +1 617 610 5635**
- **Emergency: 911**

Many members of our staff, including Residential Life personnel, live on campus and support student safety outside regular school hours. Campus buildings use controlled-access locks, and strategically located cameras in exterior and common areas support campus security and incident review. CATS Academy Boston is also located near the local police station, allowing for timely emergency response when needed.

All visitors must enter through the school's main entrance and register using the visitor sign-in application. Visitors must follow school check-in procedures and remain within authorized areas while on campus.

Building-access hours may vary based on programming and will be communicated to students and staff. Students must never allow unknown or unauthorized individuals to enter a secured building and should never prop open exterior doors.



Discipline Expectations

Students at CATS Academy Boston are expected to uphold the principles, standards, values, and mission of our school.

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

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

CATS Academy Boston reserves the right to notify colleges/universities or other educational institutions of a student's disciplinary history when a situation warrants such notification as determined by the Head of School.

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

Students who have been suspended must meet with a school administrator upon returning to campus. This process helps reflect upon the situation and guide the student towards success.

Dismissal from CATS Academy Boston may occur to those students who are in the presence of, possession of, distribution of, and/or use of: alcohol, drugs or illegal controlled substances on or off campus. Additionally, a student who is knowingly being in an area when alcohol or drugs are being consumed is subject to dismissal from CATS Boston.

Additional reasons for dismissal from school may include but is not limited to involvement in serious harm or assault on a community member, found to be in possession of a weapon on campus, committing theft from other students, staff members, or from an



unauthorized area, having serious or repeated infractions or facilitating any of these events.

Repeated incidents of offences regardless of degree will result in dismissal from CATS Academy. Those students who have been expelled or who have been asked to withdraw from CATS Academy will not be welcomed back on campus following their full departure.

ADDRESSING DISCIPLINARY INCIDENTS

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

STAGE 0

Sanction:

- Verbal warning
- Meeting with Advisor & Dean of Discipline
- Note in student profile

STAGE 1

Sanction:

- Letter to parent(s)/guardian
- Meeting with Advisor & Dean of Discipline
- Note in student profile
- Gated Friday to Sunday (revoked from all athletic and school events and student sign outs)
- Acts of service and restorative justice for the community

Examples of Stage 1 infractions - including but not limited to:

- Persistent disruption in class
- Two or more instances of tardiness (academic or extracurricular, curfew)
- Violation of School phone and earphone/bud policy
- Violation of dress code policy
- Study Hour violations
- Room hygiene/cleanliness violations/cafeteria etiquette (e.g. cutting line, refusing clean up after themselves, disrespect of staff)



STAGE 2

Sanction:

- Letter to parent(s)/guardian/advisor
- Meeting with Dean of Discipline
- Detention (Saturday evening)
- Gated two weekends (revoked from athletic and school events and sign outs)
- Acts of service and restorative justice

Examples of Stage 2 infractions - including but not limited to:

- Repeated offense of a Stage 1 infraction
- Misuse of technology (pirating, social media)
- Skipping after school study hall
- Unexcused absences
- Disrespectful behavior towards the community and or community member
- Violation of vehicle policy (multiple violations result in Stage 3)
- Egregious public display of affections
- Food delivery outside permitted hours
- Laundry etiquette

STAGE 3

Sanctions:

- Letter and phone to parent(s)/guardian/advisor
- Meeting with Dean of Discipline
- Saturday Detention
- Revoked from school events, weekday and weekend sign outs (boarders)
- Revoked from athletic, school events (all students) and access to campus after academic hours (day students)

Examples of Stage 3 infractions - including but not limited to:

- Repeated incidents of any of the above listed offences regardless of degree
- First offence of smoking/vaping nicotine based product
- Considerable damage to campus and/or personal property
- Violation of Residential Life curfew
- Violation of Residential Life policy (REACH)
- Facilitating any of these events



- Possession of incendiary devices (lighters)
- Propping doors or windows
- Vandalism/destruction of property
- Person in room in violation of permissions
- Cooking in dorm
- Tampering with fire alarm (additional fine \$250)

STAGE 4

Sanction:

- Phone call to parent(s)/guardian
- Notify advisor and student's teachers
- Suspension and removal from campus within 24 hours of decision
- After completing suspension student will be on a probation plan
- Meeting with school counselor
- Meeting with Head of School
- School issued drug testing

Examples of Stage 4 infractions - including but not limited to:

- Repeated incidents of any of the above listed offences regardless of degree
- In the presence of alcohol, drugs or illegal substances on or off campus
- Possession of and/or use of alcohol, drugs or illegal substances on or off campus
- Tampering with safety equipment (fire equipment, doors, windows etc.)
- Actions deemed dangerous to the health, safety or well-being person or others
- Presence in a hotel/Airb&b or private residence without adult supervision (age 25+)
- Falsifying leave
- In another dorm, or Adams Hall after hours or during school day
- Bully/Cyberbullying
- Being in possession of unprescribed RX medication
- Vandalism/Destruction of property
- Facilitating any of these events

STAGE 5 - DISMISSAL FROM THE ACADEMY

Sanction:

- Meeting with parent(s)/guardian
- Meeting with Head of School and Dean of Discipline
- Immediate suspension
- Head of School formal recommendation for expulsion



Examples of Stage 5 infractions - including but not limited to:

- Repeated incidents of any of the above listed offences regardless of degree
- Selling and/or distributing of drugs or alcohol
- Involvement in serious harm or assault on a community member
- Possession of a weapon or item that replicates weapon on campus
- Theft from student, staff member or unauthorized area
- Falsifying leave by parent/guardian
- Bullying/Cyberbullying
- Sexual Harassment/Misconduct
- Facilitating any of these events

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

MISUSE OF DRUGS AND ILLEGAL SUBSTANCES

The possession, use, manufacture, sharing, or distribution of illegal drugs, controlled substances, unauthorized prescription medication, or related paraphernalia is strictly prohibited on campus, in school residences, during school-sponsored activities, and while under the school's care.

Possession or use of an illegal or unauthorized substance will ordinarily be treated as a Stage 4 offense and may result in suspension. However, the school reserves the right to classify the conduct as a Stage 5 offense and impose permanent exclusion depending on the substance involved, quantity, location, intent, prior conduct, level of impairment, and potential risk to the individual or the school community.

The sale, distribution, manufacture, or possession with intent to distribute illegal or unauthorized substances will ordinarily be treated as a Stage 5 offense and may result in permanent exclusion.

When a student receives a Stage 4 suspension and is permitted to resume enrollment, the school may establish conditions for the student's return. These may include counseling, a substance-use assessment, drug testing, medical evaluation, a behavior agreement, or other appropriate support and accountability measures. A student permanently excluded under Stage 5 will not be permitted to return.



The school may also contact parents or guardians, emergency services, medical professionals, or law enforcement when necessary to protect the health and safety of the student or the wider community.

SANCTUARY POLICY

CATS Academy Boston recognize that students sometimes make unhealthy decisions that put their safety and well-being at risk. Student safety is our top priority, along with developing positive decision-making skills in adolescents.

The Sanctuary Policy allows students to ask for help if safety or well-being is at risk without resulting in disciplinary action. Sanctuary applies to situations where a student's/person's life may be at risk due to alcohol or drug overdose, physical or emotional distress or being present in an unsafe or illegal environment on or off campus.

REPORTING

If a student needs to make a sanctuary report they should notify a CATS Boston staff member. Students should identify their name, where they are, and all the details of the situation. Help will be provided as soon as possible. If help is not immediately available, a student should call 911 for professional help (police, doctor, and firefighter). This applies to situations on and off campus. Due to the sensitive nature of these circumstances, the report should be made as the situation is happening or as soon as possible afterwards.

RESULTS

Although no disciplinary action will result when students are granted Sanctuary, the administration will be notified. The school administration will meet with all students involved to get a full understanding of the situation. Students' parents will be contacted, and an official report will be drawn up for documentation. The Sanctuary event will not appear as part of the students' school records.

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



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

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

NON-PROTECTION UNDER SANCTUARY

The sanctuary policy is designed to encourage students to be proactive immediately in seeking help.

A student who comes forward after the administration has received notification that a major school rule has been violated, she/he/they will not be protected under sanctuary.

WEAPONS

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

If a student is in the possession of an item that could be construed or viewed as a weapon it may result in disciplinary action.

DRUG/ALCOHOL TESTING

If the school suspects a student of using or being under the influence of drugs or alcohol, they reserve the right to administer a home screening test or bring the student to a medical facility for a test, at the expense of the family.



CATS ACADEMY DRESS CODE AND GENERAL APPEARANCE

CATS Academy's dress code represents a standard of appearance while providing room for personal expression and inclusion of our diverse identities and cultures. Faculty, staff, and students are expected to always dress in a respectful manner that promotes a safe, healthy, and inclusive community. Our dress code promotes a positive and focused learning and growing academic environment which is free of distractions and disruptions.

CATS Academy is supportive of those students whose cultural, religious, and gender identities extend beyond our current dress code. During the academic day and in the main school building and dining hall, along with athletic fields and facilities, students are expected to follow our dress code.

Dress Code Expectations:

- Pants, shorts, skirts, or dresses should be worn and fit appropriately. Skirts and shorts length should be no higher than at mid-thigh length and must cover underwear and private parts. Fit cannot be so tight that underwear or private parts can be seen through the garment. Bike shorts count as underwear.
- Shirts must be always worn and must be long enough to cover the midsection (front and back). Tops must cover underwear and private parts and may not show the midriff area. Fit cannot be so tight that the underwear or private parts can be seen through the garment. Tops must have straps or sleeves. Sports bras count as underwear.
- Hooded sweatshirts are accepted however hoods should remain down.
- Hats and head covering are accepted but may not obscure a student's eyes

The following items are prohibited:

- Pyjamas/lounge wear
- Headphones/ear buds and accompanying electronics remain out of sight and not in use in the academic building or dining hall

CATS Academy Boston employees are expected to hold students to these dress code and appearance standards.

Weekend Dress code: Students should be free to dress comfortably and respectfully in the common areas on the weekends.



DISPLAYS OF AFFECTION

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

SEXUAL MISCONDUCT AND CONSENT

When the School learns of an instance of sexual misconduct, the School will contact the Massachusetts Department of Children & Families ("DCF") as required under its responsibility as a mandated reporter. Such reports are also made, where appropriate, to the Braintree Police Department ("BPD"), including in all instances involving a minor under the age of 18.

Massachusetts state law specifically prohibits sexual activity involving persons under the age of 16. When the School becomes aware that such sexual activity has occurred, the School is required to notify DCF. The School will notify the BPD. Actions by DCF may result in criminal consequences beyond the School's disciplinary process, as set out in the Student Handbook.

COMMONWEALTH OF MASSACHUSETTS STATE LAWS

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



PERSONAL PROPERTY

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

ATTENDANCE

Students are expected to maintain 100% attendance in their academic classes and school activities. International Students: maintaining regular attendance is essential—not only for academic success but also for staying in good standing with U.S. immigration regulations. F-1 students must especially maintain full-time enrollment and attend classes consistently. Falling out of compliance may impact your visa status and, in some cases, your ability to remain in the United States.

Students are expected to be punctual and arrive on time. When a student is more than 10 minutes late for a class, this counts as an unexcused absence. Members of the CATS Academy community are expected to attend many events, including (but not limited to) orientation, academic commitments, clubs, athletics, exams, student life programs, school assemblies, advisory, college counselling appointments, and graduation. Failure to attend these activities will result in disciplinary action.

Discipline Stages based on Attendance

Attendance concerns will be addressed progressively. Student Services will communicate with students, advisors, parents or guardians, and agents as appropriate.

- **97% to 95% | Stage Zero:** Verbal warning, Advisor notified, and letter sent to parents or guardians.
- **94.9% to 90% | Stage 1:** Restricted to campus for one weekend, Advisor notified, and letter sent to parents or guardians.
- **89.9% to 85% | Stage 2:** Restricted to campus with no weekend sign-outs for two weeks, letter sent to parents or guardians and agents, and parent meeting required.
- **84.9% to 80% | Stage 3:** Restricted to campus for 14 consecutive days, letter sent to parents or guardians and agents, and parent meeting required.



- **Below 80% | Stage 4:** Formal review of the student's enrollment and immigration status. Continued attendance concerns may affect the student's Form I-20 and SEVIS record and may result in dismissal from the school or the student being required to return home.

Students who accrue 3 unexcused absences in any one class will lose 10% of their semester grade in that class.

LATENESS

A student is marked late if they are not in their seat and ready for class by the official class start time. If a student arrives after 10 minutes, an absence will be documented. This behavior is not conducive to a successful learning environment and is subject to disciplinary sanctions.

REPORTING AN ABSENCE

As school attendance is mandatory, day students who will be absent from school should communicate as early as possible with the school's receptionist. The best means of contact is by phone, at **(857) 400-9700**, or by email at attendance@catsboston.com. Boarding students must report to Adams Hall and be excused by the medical team. For the safety of boarding students, their families cannot remotely excuse students from class.

Note: student athletes will not be allowed to practice or compete if they do not attend classes on those days.

EXCUSED ABSENCES

The Academy has full rights to deny requests inconsistent with the school's mission or expectations. An excused absence is defined as an absence from a class, sport, club, or school activity that has been approved by the administration. An excused absence is granted in advance only when the school sees just cause for the absence.

Justified reasons for an absence may include medical, religious, and family emergencies or appointments that cannot be attended outside of school hours. Students who are sick during the day may also be excused by the medical team. To receive permission to miss a class, sport, club, or school activity, students must fill out **a leave request in REACH**.



PROCEDURE FOR OBTAINING AN EXCUSED ABSENCE/LEAVE

To obtain an approved leave request, students should sign into their **REACH** account and fill out the **Leave Request form**. Students' Leave Requests must contain all relevant information about the event, which will then be reviewed for approval. Students are required to submit Leave requests **two** days prior to the date the student will be leaving campus.

Students are responsible for making sure the leave has been approved before leaving campus. When students miss class for an approved Leave, they will be allowed to make up classwork they have missed during this time. CATS Academy Boston supports student experiences, but has a duty to ensure student safety and parental communication. The following stipulations are required of students to complete the approval process.

These stipulations include, but are not limited to:

- In good disciplinary standing
- The school has received Leave request submitted on time and approved before departure
- Does not hinder academic success
- School receives written parental consent from family via REACH
- Student completes Teacher Permission Form 40

Students will NOT be granted Leave requests for concerts, sporting events, or other related events on school nights.

CATS Academy reserves the right to deny any Leave that fails to meet the above requirements or that the administration deems unsafe or suspicious. Leave privileges may be suspended or revoked in circumstances of disciplinary violations, dishonesty about any aspect of the Leave request, or behavior inconsistent with the CATS Academy Boston Student Handbook.

RELIGIOUS OR CULTURAL OBSERVANCES

Requests to observe a religious or cultural ceremony must be made through REACH one week before the holiday. Parental permission and teacher notification are mandatory for consideration of approval during school hours. If the observation removes the student from the school for more than two hours, excused absence rules will be applied for the full



LEAVING CAMPUS WEEKDAYS

You are not permitted to leave the school grounds unless approved by administration.

DURING ACADEMIC HOURS (7:45 am – last academic obligation)

You are not permitted to leave the school grounds unless approved by administration.

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

OUTSIDE OF ACADEMIC HOURS

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

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

Students are permitted to sign out through REACH to PLAZA ONLY 7:00am – 7:45 am. Transportation prohibited.

Students are permitted to sign out through REACH 4:00pm – 7:30pm to destinations under 15 min of transportation.

Failure to follow REACH procedure will result in disciplinary action.

TRANSPORTATION

Travel cards are available for day and boarding students. The card can be used for MBTA transportation and will provide you with a student discount. Students are responsible for monetary balance on the card. Students are expected to adhere to all MBTA rules and policies.



CARS ON CAMPUS

DAY STUDENTS

A day student, defined as a local student living with their parents or guardians, may use his/her car for the purposes of commuting to and from school each day.

Day students who travel to and from school via motor vehicle must have the car registered with Dean of Discipline.

Day students will be assigned a parking spot for the school year.

Day students may not operate their motor vehicle during academic hours (7:45am – last academic obligation).

BOARDING STUDENTS

For reasons of safety, liability, and facility limitations, boarding students are not permitted to keep vehicles on or in the vicinity of CATS Academy Boston's grounds.

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

VACATION AND TRAVEL

CATS Academy Boston's campus will be closed during the Winter and Spring breaks. All students are required to vacate and return to the campus by posted calendar times and dates.

Students and their families are expected to comply with CATS Boston's academic schedule. Should a student be absent during the academic calendar academic consequences may result. Extended absences during the academic year may negatively impact the academic standing of a student.



TRAVEL PLANS

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

Approved travel plans include:

- Travel to their approved destination
- Lodging with an adult over 25 years old
- Parent approval in REACH

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

SPECIAL EVENTS

CATS Academy Boston provides extensive programming for you. You can expect to enjoy organized trips/activities on and off campus.

While attending special events sponsored by CATS Academy Boston, students are expected to follow the guidelines set forth in the handbook.



Residential Life

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

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

CATS Academy Boston provides a single bed, and other furniture for student use. You may wish to bring your own reading lamp and comfortable chair. School furniture should not be removed or exchanged from rooms. Pictures, posters, and other appropriate decorations may be attached to the walls using only adhesive putty or **damage-free command hanging strips**. Decorations hung on the walls must be made of paper products (no fabric or electrical items). Only battery-operated fairy lights are permitted. Nails, tape, and other fasteners damage walls and are prohibited. No weightlifting or pull up bar equipment or apparatus is permitted in your rooms.

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

Fire and safety regulations prohibit the use of certain electrical appliances and flammable materials in your rooms. You may use an electric blanket, hair dryer, curling iron, clock, radio, computer, and stereo equipment.

Only school authorized refrigerators will be allowed in your rooms. Refrigerators may be rented from the Academy for a semester or the school year.

The following items may not be kept in student rooms:

Matches, lighters, candles, incense, toasters, rice cookers, halogen lights, coffee makers, Keurig machines, hot pots, holiday lights, fireworks, sandwich makers, hot plates, irons, sunlamps, soldering irons, blenders, microwaves, electric ice chests.



If you are not sure if an item is allowed, please check with your house parents. You should never attach multiple plugs to outlets or adapt the room's circuitry or electronic

connections in any way. Do not hang anything from sprinkler heads or pipes. Health laws prohibit the keeping of live animals in your rooms.

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

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

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

HOUSE PARENTS AND PREFECTS

House parents are assigned to each house and are directly responsible for the supervision of their house. House parents provide a safe and nurturing environment and make sure school rules and policies are explained and followed by all members of the house.

Prefects, our student leaders, are returning students who have shown the desire to "lead by example" and serve as mentors to all students. House parents and prefects are always available: please ask if you are not sure of a school policy or procedure.

EVENING STUDY HOURS AND WEEKDAY CURFEW

The goal for our students is to be self-directed, independent learners. Formal study hours in the houses are from 8:00 - 9:30pm Sunday through Thursday evenings. Students are expected to study at their desks with room doors open.

All students must be in their dorm by 7:15pm Sunday - Thursday.



ID CARDS AND ROOM KEYS

All students are issued an ID card, which is used to open exterior school doors and exterior doors to your assigned house. **Students must always have ID cards and room key with them at all times.** Students should not leave keys in keylock.

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

ROOM CLEANLINESS/INSPECTION

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

PERSONAL LAUNDRY

Washing machines and dryers are provided for student use in the lower level of each house. Students are expected to purchase laundry detergent and dryer sheets. House parents may schedule specific laundry days and hours for students. House parents and prefects will provide laundry lessons to help students learn to use the washers and dryers. Students should not touch or remove other students' belongings from the washer or dryer machines.

COMMUNITY RESPONSIBILITY

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



DINING SERVICES

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

FOOD DELIVERY AND STORAGE

Students may order from local restaurants for delivery between the hours of 4:00pm and 7:00pm on Monday through Thursday evenings. Students may order on the weekends, but deliveries may not take place before 9:00am on Saturday and Sunday nor after 10:00pm on Friday and Saturday evening or 7:00pm on Sunday evenings. All deliveries should be dropped off at the designated delivery area in the back parking lot behind the gym. Any deliveries after hours or in other locations other the designated area will be confiscated.

All food in rooms must be stored in plastic containers with sealed tops. Deliveries from grocery stores or on-line services (Amazon Fresh) are allowed however the school does not assume responsibility for perishable items when order is not picked up by student.

ROOM SECURITY AND PRIVACY

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



PERSONAL PROPERTY AND VALUABLES

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

ROOM INSPECTIONS AND SEARCHES

The School recognizes a student's right to privacy. Room inspections and room searches may be carried out with or without students in the room.

PRESENCE ON CAMPUS

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

Day Student are expected to leave campus by 5:30pm unless attending a school sponsored activity or event. Day students who remain on campus during study hall hours must have permission from the Director or Coordinator of Residential Life.

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

Students must use REACH software to sign out whenever leaving the campus and check out with house parents in person.

Upon returning to campus, students must sign in with house parents in person.

Students may not leave the campus before or during the academic day without special permission.



During the week, students who qualify may sign out with at least one other student to leave campus and walk to the CVS plaza or other local establishments within a 3 mile radius of the academy starting at 4:00pm and must return and sign in by 7:15pm.

CURFEW

Curfew Monday - Thursday is 7:15 pm.

Students may not leave dorms before 7:00am or after 7:15pm on weekdays.

Weekend curfew on Friday and Saturday nights to return to the campus is 9:45pm.

Sunday evening curfew for all boarding students on campus or returning to campus is 7:15pm.

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

CHECK OUT PROCEDURE

1. Check out using the REACH software
2. Check out face-to-face with house parent on duty.
3. Ask permission to leave the house and fill out the required information: date, time, destination, U.S. mobile phone number, name of traveling companion and estimated return time.
4. Check back in with your dorm parent face-to-face upon your return.

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

WEEKDAYS

Students are expected to wake up and be ready for school on time, they must leave the dorms no later than 15 minutes before their first class and head to Adams Hall. Students may return to their dorm after all school commitments.



Students are not permitted in the dorms during lunchtime. Students found in the dorms during non-regulated hours are subject to significant disciplinary action. Dorms are closed from 8:00am – 3:00pm.

WEEKENDS IN THE DORMS

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

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

CAMPUS BOUNDARIES AND THE LOCAL COMMUNITY

Our campus is located in a suburban area bordered by family homes, a playground, a wooded area and the Norfolk County Sheriff's Department. Students are to stay within the boundaries of the campus and should never be in any of these other areas.

When leaving and returning to campus, students should use the sidewalks, so they stay out of the streets and off private property. We promote a good neighbor policy with the local community and expect our students to honor the policy and stay within our campus.

CONTACTING BOARDING STUDENTS

Students are expected to have U.S. cell phones and computers with email. This information should be provided for use in the REACH system for safety purposes.

Parents should refrain from contacting students by phone during the academic day as cell phone use is restricted.

In cases of emergency, during the academic day, parents should call the main academy number at **+1.857.400.9700**. In cases of emergency between 4:00pm and 8:00am, parents may call the Residential Life cell phone at **+1.617.610.5635**.



STUDENT GUESTS

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

DAY STUDENTS REQUEST FOR OVERNIGHT STAY

Day students may request an overnight stay due to schedule or event. This request must be made to the Director or Coordinator of Residential Life if space is available.

OVERNIGHT-WEEKEND LEAVES

Students who wish to leave the Academy overnight or for the entire weekend, must submit an overnight request on REACH by 12:00 noon on the preceding Thursday.

Students in good standing are eligible to leave after athletics or activities on Friday afternoon and must return no later than 7:15pm on Sunday evening before study hours.

The overnight request includes travel details, contact information and parental permission sent via REACH. Students must use REACH to request an overnight, which will be reviewed for approval by the Residential Life Office. Students are responsible for checking the approval status of an overnight leave request.

CATS Boston supports student travel experiences and, to ensure your safety, the following requirements are necessary to complete the approval process:

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



- The School receives parental permission

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



Health and Wellness

CATS Academy Boston's Health and Wellness Office is located in Adams Hall. CATS Boston has a medical team devoted to the wellbeing of our students.

BEFORE ARRIVING TO CATS ACADEMY

IMMUNIZATIONS

Before arriving to school, you should have submitted:

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

VERIFICATION OF IMMUNIZATIONS

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



PHYSICAL EXAM

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

REQUIRED IMMUNIZATIONS

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

MEDICATIONS

CATS Academy Boston is guided by Massachusetts regulations and professional practice for the administration of medications in an independent school setting. The purpose of the medication policy is to ensure that students requiring treatment with medications (including prescription, non-prescription, and natural/herbal supplements) receive their medications in a safe, effective manner. As such, the school nurses must oversee/approve all medications and supplements for boarding students. Day students who live with their parents must inform the school nurse of medication needed during the school day. Diet pills or supplements for weight loss are prohibited on campus.

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



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

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

PRESCRIPTION MEDICATION

If a student is taking prescription medication, a Prescription Medication Order Form, written in English, must be on file in the nurse's office and signed by the prescriber. If a student is prescribed a new medication during the school year, it is the obligation of the parent/guardian to update the school nurse with that information.

Any prescriptions prescribed while in our care, will be regulated by a school nurse. The parent/guardian will be notified if a new medication is prescribed.

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

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

MEDICATION IN THE DORM

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



VISITING THE HEALTH AND WELLNESS OFFICE

Our medical team (nurses, physician's assistant) is available on campus Monday through Friday from 8:00am - 6:00pm.

For a non- medical emergency during class time, the student must:

- Report to class
- Ask permission from the teacher
- Bring a signed and dated hall pass to the Health and Wellness Office
- Sign in with the medical team
- Return to class with a note from the medical staff

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

EVENING AND WEEKEND CARE

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

EMERGENCY SERVICES

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

HEALTH INSURANCE

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



EMERGENCY PROTOCOL

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

COUNSELING SERVICES

The medical office supports counseling services. The medical team will support student's needs and mental health through periodic check-ins, scheduled meetings, and various programs. Students can ask the medical team to see a counselor.

CONFIDENTIALITY

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

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



Technology

PURPOSE

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

GENERAL PRINCIPLES

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

You must demonstrate a responsible approach towards the use of the resources available to you including the use of portable storage items (such as laptops, mobile phones and memory sticks) and your interface with school IT facilities.

You must show consideration to other users and those with whom you come into contact on the Internet, by email or in person.

Use of the Internet and associated facilities are intended for education purposes. However, you will be permitted to play games and stream in the evenings or during times when school is not in session. School staff will determine the appropriateness of the material and filtering systems will be in place.



USE OF RESOURCES

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

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

UNACCEPTABLE DELIBERATE USE/MISUSE OF IT RESOURCES

CATS Academy Boston expects you to be fair and sensible when using the school's IT systems. If you are uncertain, you should consult a member of the school staff.

The following activities are unacceptable:

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



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

STAFF SUPERVISION OF STUDENT USE

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



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

Where there are grounds for suspecting that a student or students may have, or may be, accessing improper material on the school's IT resources or their personal equipment: School Administration may request the IT Support staff to investigate and require the student to provide any necessary credentials.

IT Support staff will issue a report as soon as practical to school administration. IT Support staff shall store any materials so found in an appropriate and secure manner, keeping the number of copies required to the minimum.

In cases where the material could lead to a criminal offence, school administration shall decide whether external authorities should be involved. To ensure compliance with this policy, the school may employ monitoring software to check on the use and content of use of the Internet to ensure no serious breaches of the policy. CATS Academy Boston specifically reserves the right for authorized personnel to access, retrieve, read, and delete any communication that is created on, received through, or sent in association with use of the Internet and portable storage facilities to ensure compliance with all school policies. Such monitoring will be used for legitimate purposes only.

USE OF PERSONAL EQUIPMENT BY STUDENTS

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

USE OF SCHOOL COMPUTERS

Students must exhibit responsible use of school computers to retain computer privileges.

Responsible use includes:

- No food or drink near computers.



- Refraining from unplugging any computer property, including power plugs and cables.
- Always logging out when finished using computer.
- Only use printers when absolutely necessary and print only in black and white.



Financial Obligations

YOUR TUITION FEES INCLUDE

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

THE FOLLOWING WILL INCUR ADDITIONAL FEES ON OCCURRENCE

- Airport transfers from Boston Logan International Airport can be arranged for a fee.
- When available, provision of residency during school vacations is an additional cost.
- ACT/SAT examinations and transportation to and from examinations.
- Any AP exams taken or not taken.
- Prom ticket.
- Apostilled transcript and mailing fee.
- Parking Pass
- Unreturned athletic equipment/clothing or academic materials (calculators)
- When available summer storage.
- Dorm room damages/school property

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



DEADLINE FOR PAYMENT OF FEES OVERDUE FEES

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

CANCELLATIONS AND WITHDRAWALS

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

FINANCE QUERIES

For any queries relating to finances, including request for invoices or statements, please contact: finance@catsglobalschools.com



Payments can be paid by the following methods:

- Bank transfer to the CATS Academy Boston account (an additional \$20 must be transferred with the fees to cover bank charges):

Account Name: CATS Academy Boston Inc.

Bank Name: RBS Citizens, N.A.

Bank Address: 1 Citizens Drive, Riverside, Rhode Island 02915

Account Number: 1322714301

ABA number: 011500120 SWIFT

Code: CTZIUS33

Bank transfers can be made more conveniently using Flywire:

www.catsacademyboston.com/admissions/fees/pay-online/

- Payments can also be made via Check in the name of CATS Academy Boston.

Benefits of using Flywire include:

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



Other Rules and Expectations

ANTI-BULLYING POLICY

CATS Academy Boston recognizes that bullying and harassment can lead to absenteeism, depression and poor performance among students, faculty and staff, and can threaten the school's ability to provide a safe and effective academic environment.

The school is committed to preventing bullying and harassment. We recognize that doing so effectively will require a unified effort within the entire school community, including students, parents, staff, faculty and the administration. The school has adopted this policy to assist the faculty, staff and administration in recognizing, reporting, and handling incidents of bullying and harassment.

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

DEFINITIONS

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

- i. causes physical or emotional harm.
- ii. places the victim in reasonable fear of harm to himself/herself or damage to his/her property.
- iii. creates a hostile environment at the school for the victim.
- iv. infringes on the rights of the victim at school.
- v. materially and substantially disrupts the education process or the orderly operation of the school.

Cyberbullying refers to conduct, as defined above, that occurs through the use of data, telephone, cellular phone, pager or computer software that is accessed through a



computer, computer system or Internet network, without regard to whether the computer is owned by the school, accessed on school property, or connected to the Internet via a school network, so long as:

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

REPORTING

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

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

INVESTIGATING

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



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

DISCIPLINARY REMEDIES AND VICTIM ASSISTANCE

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

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school community. In the school setting, sexual harassment is behavior that is sexual in nature, is unwelcome and denies or limits another student's ability to participate in or benefit from the school's programs. Sexual harassment can be verbal, nonverbal, or physical.

Examples of sexual misconduct may include but are not limited to: suggestive or lewd remarks; touching of a sexual nature; telling sexual or dirty jokes; spreading sexual rumors; circulating or showing emails or websites of a sexual nature; or displaying or distributing sexually explicit drawings, pictures or written materials.

Any incident involving sexual harassment, or any harassment of a sexual nature, should be reported to a school staff member. Disciplinary action for confirmed instances of harassment could lead to discipline, including dismissal from school.



HATE SPEECH

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

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

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



Non-Discrimination Clause

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

Our students are considered students both on and off campus. As such, you are expected to behave in accordance with the rules and policies of the handbook. Failure to do so may result in disciplinary action.



Student Handbook Acknowledgement

NAME:

CEG:

GRADE:

ADVISOR:

DATE:

I HAVE READ AND UNDERSTAND THE 2025-2026 STUDENT HANDBOOK (tick the relevant box):

☐

YES

☐

I NEED HELP UNDERSTANDING

.....
STUDENT SIGNATURE



CATS Academy Boston

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