



# THE COLLEGIATE SCHOOL OF MEDICINE & BIOSCIENCE

**STUDENT/PARENT HANDBOOK 2015-2016**



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## OUR MISSION STATEMENT

We challenge our students and to cultivate life-affirming virtues, so that they will become global citizens who demonstrate strong academic habits, respect, compassion, integrity, self-discipline, and intellectual curiosity in a well-balanced, college preparatory program that focuses on educational experiences in bioscience and medical professions.

## OUR VISION STATEMENT

Our goal is to be among the upper echelon of schools in preparing our students to compete in a global society. We emphasize mathematics, science, literacy, medical science, and technology through a rigorous college preparatory curriculum.

## CORE VALUES

### Strong academic habits

Collegiate School of Medicine and Bioscience (CSMB) is dedicated to teaching academic habits, which will sustain lifelong learning in students. Student learn how to learn -- whether it be taking notes, studying, or writing. We prepare students for success in college and in life. Our teachers nurture confident and critical thinkers. Our students have mastered academic skills and competencies across a variety of academic disciplines.

### Respect

Collegiate School of Medicine and Bioscience offers a safe and inclusive school community where individuals are expected to respect themselves, one another, and our environment. Through personal relationships with diverse groups and individuals, we learn to understand others and ourselves and work effectively as part of a team.

### Compassion & Ethics

Collegiate School of Medicine and Bioscience believes that the development of compassion and ethics in our students and for them to make a positive difference in the lives of others. This is essential to being a productive member of a community. Through the study of multiple viewpoints and the act of service, students develop empathy for those around them.

### Integrity

Collegiate School of Medicine and Bioscience encourages all members of its community to hold themselves to the highest code of conduct, which includes academic honesty. Led by a commitment to the common good, we strive to do what is right, even when no one is looking.

## Self-discipline

Hard work and self-discipline are essential components for success. CSMB challenges students to develop a strong work ethic and the internal motivation to persevere through times of challenge.

## Intellectual curiosity

Collegiate School of Medicine and Bioscience encourages students' natural inquisitiveness and wonder about the world. *Asking questions and taking risks* is as important as searching for the right answer. With the desire and courage to move confidently into the future, students can adapt to an ever-changing future in pursuit of their dreams.

# ADMISSIONS

## Admissions for 8th Grade Students

Collegiate School of Medicine and Bioscience admits students of any race, color, religion, and national or ethnic origin. CSMB's goal is to promote and maintain a student body composed of students with diverse geographic, socioeconomic, and ethnic backgrounds.

Admission to the Collegiate School of Medicine and Bioscience is based on consideration of many factors including, but not limited to: achievement on standardized tests (MAP, IOWA etc.), academic performance in grades 6<sup>th</sup>, 7<sup>th</sup>, and first semester of 8<sup>th</sup> grade, good behavior/conduct and effort in the classroom, excellence attendance, two letters of recommendation (current teacher, counselor, principal) leadership potential, entrance essay with our mission as the focus, a signed commitment of participation by the family to CSMB, and a student/family interview.

The steps required for admission are:

1. Complete the Collegiate School of Medicine and Bioscience Application (see above) and the SLPS Magnet School Application for county and city resident's [www.slpsmagnetschools.org](http://www.slpsmagnetschools.org).
2. Participate in a student/family interview.

The decision letters are mailed February through mid-April. More information on admissions can be obtained from school secretary. *CSMB must receive complete transcripts, proof of residency, birth certificate, and shot records prior to the first day of school.*

## Admissions for Transfer Students

Admission for a qualified transfer student is on a space available basis during sophomore year only. A transfer student will be considered for admission if the curriculum in his/her previous school fits with the college preparatory curriculum of the Collegiate School of Medicine and Bioscience. Grades of "A" or "B" are required in core subjects.

Applications from a student attending school in the St. Louis metropolitan area will be considered in the summer only after the following has been sent to the Principal: two letters of recommendation from a teacher or principal at the student's current school, a student's final official transcripts, standardized test scores, a student's personal statement regarding why they wish to transfer, and student/family interview.

An application packet can be obtained from the Office of Admissions.

## BELL SCHEDULES

## CSMB Bell Schedule

<b><u>A &amp; B Day (Monday-Thursday)</u></b>		<b><u>C Day (Friday)</u></b>	
<b>Morning Meeting</b>	8:25 am-8:35am	<b>Morning Meeting</b>	8:25 am-8:35 am
<b>Period 1&amp;5</b>	8:40 am-10:10 am	<b>Period 1</b>	8:40 am-9:20 am
<b>Period 2&amp;6</b>	10:15 am-12:10 pm	<b>Period 5</b>	9:25 am-10:05 am
1 <sup>st</sup> Lunch	(11:20 am-11:40 am)	<b>Period 2</b>	10:10 am-10:50 am
2 <sup>nd</sup> Lunch	(11:50 am-12:10 pm)	<b>Period 6</b>	10:55 am-11:35 am
<b>Period 3&amp;7</b>	12:15 pm-1:55 pm	<b>Period 3</b>	11:40 am-12:45 pm
Reflection	1:45 pm-1:55 pm*	1 <sup>st</sup> Lunch	11:40 am-12:00 pm
<b>Period 4&amp;8</b>	2:00 pm-3:22 pm	2 <sup>nd</sup> Lunch	12:25 pm-12:45 pm
		<b>Period 7</b>	12:50 pm-1:30 pm
		<b>Period 4</b>	1:35 pm-2:30 pm
		Reflection	1:35-1:45 pm
		<b>Period 8</b>	2:35 pm-3:22 pm

## ACADEMIC PROGRAM BY YEAR

## Freshman Year

- Algebra I, Algebra II, or Geometry Algebra, Honors Algebra or Honors Geometry, Pre-Calculus
- 9th Physics or 9th Honors Physics
- English I (or Honors)
- Fine Arts (Art or Orchestra)
- Foreign Language (Latin or Spanish)
- World History (or Honors)
- PE
- Introduction to Pathophysiology (PLTW)



## Sophomore Year

- Chemistry
- World Literature or Honors World Literature
- Foreign Language (Latin II or Spanish II)
- Geometry, Honors Geometry, Algebra II or Honors Geometry or Algebra II
- Government (AP)
- Personal Finance (1 sem.) & Health (1 sem.)
- Choose one elective (Drawing or Orchestra)
- Anatomy and Physiology (PLTW)

## Junior Year

- Algebra II, Honors Algebra II, Pre-Calculus, Trigonometry
- US History or AP US History
- American Literature or AP English Language
- Foreign Language (Latin III or Spanish III)
- Biology or AP Biology
- Biotechnology and Personalized Medicine /Research (PLTW)
- Psychology (1 sem.) & Ethics (1 sem.)
- Choose one elective (may choose AP courses)

## Senior Year

- English Literature or AP English Literature
- Pre-Calculus, Calculus or AP Calculus AB or BC, College Algebra, Statistics
- AP Chemistry, AP Physics, or AP Environmental Science
- Choose one elective (AP European History, Ethics, AP Psychology)
- Biomedical Innovations/Internship (PLTW)
- Zoology
- Botany

CSMB's Summer Academic Academy is a non-credit program. An Academic Program and Course Description Booklet are revised each year at the beginning of the second semester.

## ACADEMIC REQUIREMENTS

Students are expected to be enrolled in at least seven hours of classes for each quarter of the school year. Any exceptions to this to this course load can only be given by the Principal or Assistant Principal for Academics.

*Students also have the option of choosing scheduled study time during their senior year if enough credits have been earned.* Counselors, with the assistance of the Assistant Principal for Academics, will closely monitor a student's choice of courses to avoid the student becoming overloaded in his/her academic curriculum.

## UNITS OF CREDIT

The actual required units of credit or years of study per department for graduation are listed below. Twenty-four (24) units of credit are the minimum requirements for graduation.

- 4 units of **English**
- 4 units of **Mathematics**
- 3.5 units of **Social Studies** (.5 of which is Personal Finance)
- 9 units of **Science** (including Biology, Chemistry, Physics, Anatomy & Physiology, and PLTW Biomedical Sciences)
- 2 units of the same **Foreign Language**
- 1 unit of a **Fine Arts**
- 1 unit of **Physical Education** (.5 of which is a Health course)

The remaining units of credit may be chosen from any of the other departmental offerings.

**Note** that the University of Missouri has a uniform minimum admissions policy for freshmen applicants to its four campuses. A student can prepare to enter any one of the campuses by taking the courses listed below. For certain programs, however, the student should take additional courses. Students are admitted based on academic achievement and performance on standardized examinations such as the ACT or SAT. Regular admission of first-time college students (entering freshmen) requires completion of at least 17 units of credit (1 unit =1 year in class) as follows:

- Four (4) units of English, one of which may be speech or debate. Two units emphasizing composition or writing skills are required
- Four (4) units of mathematics (Algebra I or higher)
- Nine (9) units of science, four of which are biomedical science courses, plus anatomy and physiology
- Three (3) units of social studies
- One (1) unit of fine arts, to be taken in visual arts, music, and practical art
- Two (2) units of a single foreign language

## Registration for Courses, Requesting Course Changes

Registration for courses for the following year takes place during the third quarter. The student works with his/her counselor to enter course requests into the School Information System. The fact that a student requests a particular course does not guarantee that he/she will be scheduled in that course. Once the "Course Request" form has been completed, changes relating to courses which required a department signature can only be made after the student, his/her counselor and department head consult. The student has the ultimate decision in choosing courses. During the fourth quarter a student has the opportunity to alter his/her original course request list. After the counselor or the data processor has completed course scheduling, student schedules are mailed home. After that time, requests for course changes will be considered only by the Assistant Principal for Academics or Principal.

Incoming freshmen receive course selection forms at the orientation meeting in the spring prior to their freshmen year. They are able to consult with their counselor, individual department heads, and the Assistant Principal for Academics or Principal on course planning. CSMB's placement in Algebra is a result of standardized test scores and 8<sup>th</sup> grade Algebra 1 grades.

Requests to change a course or drop a course can only be granted by the counselor with permission by the Assistant Principal for Academics or the Principal.

## LATE ASSIGNMENT POLICY

### Missing work due to illness

If a student misses class due to an illness, the student must meet with his teacher the day he/she returns to class. During this meeting the student will turn-in any missing work and request additional instruction for anything he/she doesn't understand.

If the student misses a test due to an illness, the student must take the test the very next day or during the next study period.

Except in cases of hospitalization, students will utilize the web-based resources provided by each individual teacher to receive instruction, including homework, during an illness.

### Missing work due to negligence

Students are afforded one late assignment per quarter. Students must receive a late homework form from his/her teacher. The assignment must be turned in at the beginning of the first scheduled class of the week following the due date of the assignment.

Any late assignment that is not due to illness will receive a 25% penalty and must adhere to any additional protocols developed by the classroom teacher.

### Sending Class Work Home

Students can be assured that in cases of a prolonged absence due to illness or accident, teachers will always give the student every opportunity to keep pace with his classes by providing assignments and giving the extra help needed when the student returns to school. In cases of extended absences due to illness or accident, the student's teachers should be contacted by email to arrange for make-up work. Teachers will have updated assignments on their website.

## COLLEGE CREDIT PROGRAM OPTIONS

Students have the option for taking courses for dual enrollment with one of two participating universities. Each program provides students opportunities to earn college credit during their junior and senior years of high school. The CSMB offers certain courses in science and English, with hopes to expand to math and social studies. The syllabi and teachers of which are approved by the various academic departments of St. Louis University (1-8-1-8) and University of Missouri-St. Louis (ACP, Advanced Credit Program) to qualified juniors and seniors. These students are those who are seeking the challenge to accelerate and improve their skills and knowledge at a higher-than-ordinary level of performance and who are likely, in the opinion of their teachers, to make a grade of B or better in such a course.

The courses that provide the opportunity for enrollment in the 1-8-1-8 Program and the ACP are: AP Biology, AP Calculus AB and BC, Probability & Statistics, English, and AP American History. In general, a student is permitted to enroll in three such courses during a given semester. In any case, no student may earn more than thirty hours of college credit in two years. The fee is determined by St. Louis University and the University of Missouri- St. Louis individually. Registration for each semester takes place at CSMB during the first and third quarters. Students are billed by St. Louis University or University of Missouri-St. Louis respectively. A transcript showing all courses taken and the grades and credits earned can be accessed at

either university website. This transcript will, if requested, be sent to the student's college/university. If the student has specific questions, s/he is encouraged to speak with the teacher of the course in question.

## ADVANCED PLACEMENT EXAMINATIONS

Many juniors and seniors and some sophomores take one or more Advanced Placement Examinations in May in order to earn college credit and/or for placement at an advanced level for a college freshman. The AP exams are administered at the Collegiate School of Medicine and Bioscience during the first and second weeks in May.

Students interested in taking any AP exam should first speak with the teacher of the subject for which the student wants to be tested. In some cases additional preparation (outside the normal course work) is recommended to students who wish to take an AP exam. This is because the AP syllabus is not necessarily followed in the courses that we offer.

Students may choose the following AP exams: American History, European History, Biology, Calculus-AB, Calculus-BC, Chemistry, Economics, English, Environmental Science, Government and Politics, Statistics, Psychology, and Physics.

## REPORT CARDS

Each semester consists of the following grading periods:

1. In mid-semester, quarter examinations are given and a quarter report card is sent home.
2. At the end of each semester, final exams are given. The final grade for the course is then recorded on the student's permanent academic transcript. A semester report card is sent home.

## Academic Grades and Numerical Equivalents

Although CSMB uses a standard grading scale and report cards do not display + or - , the grading ranges listed below give the student a barometer regarding where their academic progress falls.

- |   |   |
|---|---|
| A | 4.0: Performance that greatly exceeds the basic objectives of the course.   |
| B | 3.0: A level of mastery and performance that meets the objectives of the course.  |
| C | 2.0: Performance below the objectives of the course.  |
| D | 1.0: Performance seriously below the course objectives.   |
| F | 0.0: Failure to meet the reasonable minimal objectives of the course.   |
| I | 0.0: Assigned in a case where due to some extraordinary circumstance the student failed to meet one or more requirements of the course. If the requirements are not met within two weeks after the end of the quarter or semester, the I becomes a grade of F or E unless the Assistant Principal for Academics has extended this grace period. |

## GRADE POINT AVERAGE (GPA)

A student's GPA is computed by multiplying for each course the point value of the letter grade times the credit value for each course and dividing by the total potential course credits for that grading period. Cumulative GPAs are computed using all courses taken since enrollment at Collegiate School of Medicine and Bioscience.

## ACADEMIC POLICIES

The rationale for each grade is not a comparison of students but the measure of the student's performance in reference to the objectives of the course. Consequently, the grade of B does not mean that a student is better than other students or average among their school peers (with half the students above him/her and half below, but rather, it simply means that the student has reasonably mastered the course objectives in view of college preparation.

Students who earn a grade of F or I will receive a letter the Principal or Academic Assistant Principal will be sent with a student's report card at the quarter or semester for a grade of F, or I.

A grade-point average of 3.70 and above merits first honors. A grade-point average of 3.30 through 3.69 merits second honors. A grade-point average from 3.0 through 3.29 merits third honors.

A student is placed on academic probation when his/her grade average falls below 2.00 or when he/she earns a grade of F on a quarter or semester report card.

Any student who receives two grades of "F" at the end of any one semester may not continue at Collegiate School of Medicine and Bioscience. A determination conference with the Assistant Principal of Academics, the Principal, student, and his/her parent or guardians will take place to determine the course of action.

A student who receives a grade of F at the end of the first semester in a full year course is able to remain in the course for the second semester only with the permission of the teacher and the Assistant Principal for Academics or Principal. However, he/she must successfully complete an additional course in the subject for which he received a grade of F before he/she is allowed to return for the following year (provided the student has met other academic standards to permit his/her return for the following year). A student who receives a grade of F in both semesters of a full year course will be placed on probation and must attend summer school. If this is a non-core course, the student will be placed on probation the following year and may be asked not return to Collegiate School of Medicine and Bioscience for the second semester if a passing grade is not achieved.

For a student who has received a grade of F at the end of either semester or a grade of I at the end of the first semester, the Assistant Principal for Academics or Principal will send a letter to his/her parents or guardians notifying them of the grade and its consequences for their son/daughter's continued enrollment at Collegiate School of Medicine and Bioscience.

A diploma will not be granted to a senior who has not earned credit in all of his/her courses. The grade of F remains on the student's transcript until the credit is earned. The registrar notes on the student's transcript that he/she has in fact earned credit for that course through make-up course work.

A freshman student who has a cumulative average of less than 1.75 at the end of the year will be placed on probation and must attend summer school. The student must achieve a cumulative average of 2.00 the following semester or the student will not be asked to return to the Collegiate School of Medicine and Bioscience for the second semester.

A cumulative average of 2.00 at the end of both the sophomore and junior years is required for continued attendance at Collegiate School of Medicine and Bioscience.

Parent/teacher conferences are held after the first and third quarter grading periods each school year.

## STANDARD PREPARATION IN SCHOOL/CLASSROOM

All students are expected to report to school each day and be prepared to participate fully in the educational process. Each student is required to:

Have 2 pens (black or blue) and 2 pencils.

Have a notebook and loose-leaf paper with section dividers for each subject. Keep a neat orderly notebook (subject to teacher requirement per course).

All students should have books in their possession when needed. Students are responsible for the safekeeping of all textbooks. A lost or damage textbook must be replaced.

Complete all class work and special assignments. Homework must be completed upon returning to school.

Be prepared for gym with the required gym attire. Unprepared students will not be allowed to participate and risk receiving a failing grade.

Students must be in their classroom and in their seats at the beginning of the period.

Use courteous and cooperative behavior at all times.

Obtain a hall pass to leave the classroom during class period. Only in case of an emergency should students request a hall pass. There are no passes to the bathroom during period 1, before lunch, after lunch, or period 5 unless there is a student emergency or medical situation (parents are required to provide a medical certificate to the school the day after).

Students are not allowed to call their parents/drivers to ask them to bring their project/homework/gym attire to school.

## HALL AND CLASSROOM PROCEDURES

Be prompt to class. You must be in your seat or in the room, when the bell rings. You are tardy when you are not in the classroom by the time the bell stops ringing. (If the bell stops ringing and you are outside the classroom, then you are tardy) Students who are tardy during the school day are to report to the front desk to receive a tardy slip to enter class.

The teacher, not the bell, dismisses the class. If the teacher keeps you late after class, you are to obtain a pass from that teacher and have an administrator sign the pass before going to your next class.

All non-essential materials should be left in your locker.

Students are not to leave the classroom without a pass from the teacher. There shall be no running, horseplay, or distractions in the halls or restrooms.

## TEXTBOOKS

All basic textbooks are loaned to the students for their use during the school year.

Textbooks are to be kept clean and handled carefully. Students will be required to pay for any lost, stolen, or damaged textbooks or e-books.

Payment will include the current replacement cost plus shipping charges for each textbook.

Students should return all textbooks no later than the last day of school or the last day of enrollment. Failure to return all textbooks will result in students not receiving their report cards, school records, or diplomas.

## REPORT CARD INTERPRETATION

The totals for demerits, detentions, and absences are cumulative. Thus, the numbers listed in the first semester, final grade column are the totals for the entire first semester. The numbers in the second semester, final grade column will be for the entire year. On each report card, there is an area for the teacher to make specific comments about a student's work and behavior.

Only semester academic grades are included on a student's transcripts. Likewise, only the semester grades are figured into his/her cumulative grade point average.

## ACADEMIC ASSISTANCE AND ELIGIBILITY

A student is admitted to CSMB only after the admission committee and administration have judged that he/she has the ability to engage the CSMB curriculum successfully. His/her academic success, therefore, is expected and is considered a prerequisite to his/her participation in extra-curricular activities.

### Academic Assistance Plan

When a student fails to meet the academic expectation—either by earning a current grade point average below 2.00 or earning a grade of F or I in any class, he/she will be designated for an academic assistance plan for the following quarter. Students who are designated for the plan following the second semester grading period will remain on the plan for the first quarter of the following school year.

When a student fails to meet the academic expectation at a quarterly grading period, the counselor will send a letter with the student's report card by the counselor, informing the student that he/she will be designated for an academic assistance plan. The student and parent will sign the letter and return it to the Counselor. The student will then meet with the school's Learning Consultant to develop a plan to help him/her improve their academic standing. In all cases, the goodwill and participation of those involved in the development and implementation of the plan, including the student, will be expected.

The parents of a student assigned to an academic plan can check progress reports daily from SIS or Edmodo, which allows parents to check attendance and grades online!

## Extra-Curricular Eligibility

Although participation in extra-curricular activities is encouraged and valued at CSMB, it is secondary to academic progress. The purpose of extra-curricular eligibility is to meet the MSHSAA eligibility requirements, to motivate students to reach CSMB's minimum academic expectations, and to provide the additional time necessary for remediation of academic deficiencies. Students who receive a grade of I or F at the end of either the first or second semester, or who do not earn 3.00 credits in that semester will lose the privilege of participating in extra-curricular activities for the following semester, including but not limited to practices, rehearsals, competitions, performances, and representative positions. A student who receives an F at the end of the second semester and makes up the credit over the summer will regain his eligibility for the first semester of the next year. The APA or Principal has the right to remove a student from an extra-curricular at any time during the school year if the APA or Principal determines that participation in the extra-curricular is impeding the student's academic progress.

## Probationary Eligibility

Probationary eligibility confers extra-curricular eligibility on an ineligible student during the second semester based on the criteria listed below. Because of MSHSAA rules, a student who earns less than 3.0 credits during the first semester will not be eligible to apply for probationary eligibility or participate in co-curricular activities during the second semester.

An ineligible student who has earned 3.00 credits the previous semester may request probationary eligibility any time after the publication of the first semester grades that have resulted in a student's ineligibility. He/she can make this request by talking directly to the APA/Principal. After the student's academic plan has been in place for two weeks, the APA will discuss the student's performance with each of the student's teachers, counselor, and the student themselves to assess whether or not the student is actively engaging and making progress in his/her academic plan and whether or not the time required of his co-curricular activities would hamper his/her academic progress. With this input, the APA will decide the question of eligibility in the best interest of the student for the remainder of the second semester. If it becomes evident at any time that a student's academic progress is being hampered by his/her probationary eligibility, the APA can withdraw the student's eligibility for the remainder of the semester.

## Athletic Participation Outside of CSMB – MSHAA Eligibility Statute

3.10.3 Residence Exceptions: A student may also meet eligibility Residence Standards under the following provisions:

- a. A student who is enrolled full-time in a special learning center may be eligible to represent the public school serving the district or attendance area of the parents' residency in any sport not sponsored by the school he/she attends. A special learning center is defined as a member school that offers only specialized courses or curricula, or serves a very specialized student population. Member schools must apply to the Board of Directors by May 1 to be recognized as a Special Learning Center the following year. The Board may remove a school from this category if the school no longer meets the definition. The following categories of schools are special learning centers:
  1. Magnet Schools
  2. Schools serving only students with Individualized Education Plans (I.E.P.'s)
  3. Vocational/Technical schools

**Editor's Note:** The residence standards shall be waived 365 days from the date a student enrolls in a member school provided enrollment in that member school has been continuous.



## SCHOOL ACTIVITIES/EVENTS

CSMB has scheduled several activities for the 2015-2016 school year. The main objective of these activities is to provide an appropriate and safe social setting for students. The activities are scheduled as follows:

International Day (October)

CSMB Sports Day (Late May)

Academic Awards Day (Late May)

Physics Day at Six Flags (April)

## STUDENT ATHLETICS/CLUBS

CSMB Yearbook Club

Debate Club

Science Club

Robotics Club

Student Council

Creative Music Club

Poetry Club

Cross Country - Boys/Girls

Soccer - Boys/Girls

Basketball - Boys/Girls

Track & Field - Boys/Girls

Volley Ball - Girls

A proposal for a new club may be submitted to the Assistant Principal. The proposal should include the objective of the club, name and signature of sponsoring teacher

(All the clubs should be sponsored by one or more faculty member), membership requirements, signatures of students interested in joining, and proposed activities for year, including meeting dates. All clubs should plan a least one volunteer activity per year.

## STUDENT COUNCIL

Student Council is elected to represent the entire student body at the Collegiate School of Medicine and Bioscience High School. Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students. Only students with a 3.0 GPA, no out-of-school suspensions, in-school suspensions, and no more than five demerits may run for office.

The student council helps share students' ideas, interests, and concerns with teachers and administration.

The structure of the student council includes a president, a vice president, secretary, and treasurer. A faculty member sponsors the student council.

## ACADEMIC HONOR CODE

In its attempt to instill ethical values and academic integrity, Collegiate School of Medicine and Bioscience stands squarely against cheating. As an attempt to pass someone else's work off as one's own, cheating at its root is an act of dishonesty. It compromises the integrity of those involved, destroys the community of learning, and distorts the system of academic evaluation for students and faculty alike. Widespread cheating fosters game-playing, pursuit of grades for their own sake, and getting something for nothing-attitudes fundamentally at odds with the school's desire to foster genuine and enthusiastic love of learning in an atmosphere of love and respect. While recognizing the strength of both the temptations to cheat and the pressure to cooperate in cheating, the school cannot overlook even casual cheating without compromising its mission. Thus cheating will not be tolerated.

Cheating includes - but is not limited to - the passing of answers on quizzes and tests; the seeking, receiving, or transmitting of specific information about questions on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism.

Plagiarism is the use of another's words or ideas as if they were one's own. To avoid plagiarism when using another person's thoughts, the writer must acknowledge the origin of the ideas and use quotation marks to indicate borrowed language. Within the context of a specific class, a writer may ordinarily incorporate into his paper ideas *discussed* in that specific class without crediting the teacher or fellow-students. In that case, there is clearly no intent to disguise the intellectual debt. However, published material including passages and ideas from handouts and class texts must always be attributed.

The burden for enforcing this code of honesty falls on both students and teachers. Students should not lend their work out to others. If one student seeks another's assistance on an assignment, the assistance should be given in *face-to-face instruction* - not by passing written work from one student to another. The student who ignores this advice and makes his answers or work available to another shares responsibility and consequences if cheating occurs. The student will automatically receive a demerit, a possible zero for the assignment, and may face additional discipline from the Assistant Principal for Academics or Principal.

The faculty member who discovers a student preparing to cheat outside his/her own classroom setting (during an examination, in the library, or in the hallway, for example) will report the incident to the pertinent teacher. The classroom teacher who discovers or receives evidence of cheating will:

- At an appropriate time, confront the suspected student and, upon confirmation that cheating has taken place and conferral with the Assistant Principal for Academics or Principal, register an F as the assignment or test grade. The F grade can range from a 0% to the highest F possible in the teacher's grading scale. This decision should balance a strong consequence for the academic dishonesty with the support necessary for the student to move ahead successfully, having learned from his mistake.
- The teacher will also notify the student's parent(s) in writing of the specific offense. The Assistant Principal for Academics or Principal will maintain a record of these proceedings in School Information Systems (SIS) until the student graduates or otherwise discontinues his/her enrollment at Collegiate School of Medicine and Bioscience.
- If a second act of cheating occurs, the Assistant Principal for Academics or Principal will call for a conference with the student's parents to discuss the student's continued enrollment at Collegiate School of Medicine and Bioscience. The manner of the offenses (quiz or examination? impulsive or premeditated? momentary or sustained?) will determine the severity of the consequences.

## STUDENT ATTENDANCE

Academic success is closely connected with regular attendance. Students are expected to report on time each day and to remain in school for the entire day. An absence from class can never be made up; a student always misses something by his/her absence.

Missing the following # of classes constitutes an absence/tardy:

- 1-2 (at the beginning of the school day) tardy
- 1-2 (throughout day) part day absence
- 3-4 part day absence
- 5 or more full day absence

*Parents should not allow students to stay home unless they are ill. **It is the responsibility of the student to request and do the make-up work. \*Students should use the teacher's websites to stay current on all homework and upcoming test dates.***

### Absence Procedures

For every day a student is absent, a parent or guardian should notify the schools main office (314) 696-2290 by 8:15 am. If no call has been received by 9:00 am, the school will call parents at home/work to verify the student's absence. When he/she returns to school, the student should present, before first period, an explanatory note from a parent or guardian to the secretary in the main office.

Failure to turn in a note from a parent/guardian by the due date will result in demerits. Afterschool detentions will be given for failing to turn in the note every day after the due date.

Forging a parent's, guardian's, or relative's signature on a note or other communication, altering a note or communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian, or other relative is illegal and dishonest. Moreover, notes written by parents giving false reasons for absences or requests to be off campus are dishonest. Students may receive detentions for any of these offenses.

### Religious Holiday Absences

A student must bring a note, at least one day before the holiday, from his or her parent/guardian stating that he or she will be absent due to a religious holiday. Once the letter is received in the attendance office, the student will be marked present for that day. Notes brought after the absence will be recorded as absences.

### Tardiness

MORNING ANNOUNCEMENTS begin at 8:25 am. Classes begin at 8:40 am. STUDENTS NOT IN THEIR ASSIGNED PLACE BY THIS TIME ARE TARDY. If parents/guardians foresee their son/daughter's being tardy, they should notify the Secretary to the Principal before 8:00 am. Upon arrival, he/she is to report to the main office. A student who is late is never to go to a class period without first checking in with the Secretary in the main office.

If a student arrives to school after first period he/she must have a written note from a parent or guardian. If he/she

does not have a note, we will attempt to notify the parent/guardian of the tardy by phone. If a student fails to turn in a valid tardy note the next day from a parent or guardian, he/she will receive a demerit for that day and an afterschool detention for each day thereafter.

A student's being tardy to school six (6) or more times in a quarter, this is considered EXCESSIVE TARDINESS. When excessive tardiness occurs, parents will be sent a letter from the school notifying them of their son/daughter's tardiness and of the consequences to be imposed.

### **Skipping School and Class**

A student who "skips school" will be dealt with according to the discipline plan. A second violation is grounds for suspension. Parents should not allow students to stay home unless they are ill.

A student who "skips class" is given 3 demerits and an after school detention, to be served immediately after school, regardless of co-curricular activities. A second violation is grounds for suspension.

### **Unexcused Absences**

Unexcused absences, with the consent of the parent but not necessarily with the consent of the school, include anything that can be attended to while school is out of session. This may include, but is certainly not limited to, extended vacations, sporting events and obtaining drivers' licenses.

### **Leaving Campus**

#### Emergency:

1. Report to the main office.
2. The attendance office will contact your parent or guardian, and write a permit once parental permission is granted.
3. Sign out at the main office before leaving.

#### Non-Emergency

1. Report to the main office by 10:00 a.m. with a note from the parent or guardian.
2. The attendance office will contact the parent/guardian.
3. The attendance office will issue the student a permit once parental permission is granted.

Parents/Guardians who check out students will be asked to show valid ID. Students caught using other persons besides parents or guardians to call and check them out will face severe disciplinary action. Students are only permitted to be released to legal parent(s), guardian(s), or adults listed as emergency contacts.

If you are absent at the beginning of the school day, but show up later, you will be required to report to your assigned class.

### **Doctor's Appointments before School**

If a student goes to the doctor before coming to school, a note from the doctor must be presented to the attendance office upon arrival to school. If a student arrives after 8:20 a.m., the students should sign-in in the attendance office. Students will be given a permit showing the time of arrival, and will be sent to class.

## Failure to Attend Class (Skipping) or Leaving School without Permission

Skipping is defined as: (a) failure to attend all or part of an assigned class while being present on school grounds, and or (b) leaving the school grounds for any reason without officially signing out and obtaining a permit through the attendance office.

There is no legitimate reason for leaving campus without officially checking out through the attendance office. Notes or parental permission after a skipping offense has been committed will not be recognized.

### Extracurricular Absences

Students accumulating more than 5 absences in a semester will be ineligible to participate in any extracurricular activities. If for some reason the student does miss a sixth time for extracurricular activities, the absence is to be considered UNEXCUSED and Board Policy (Attendance requirements for Promotion Credit) shall apply. The student will also be INELIGIBLE for all extracurricular activities for the remainder of the semester.

The counting of absences for extracurricular activities begins the day a student is ENROLLED in an SLPS school for the first time that school year. If a student transfers from a SLPS school to another during the school year, all absences for extracurricular activities for each class or subject should be transferred with him and applied to that class or subject at the new school.

## College Visits

Students in their junior and senior years of high school are granted only 2 days each year to be used for the purpose of visiting as institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending that institution. Only 2 days will be excused for this purpose. Days exceeding the 2 day limit will be considered unexcused absences.

College visit approval is granted through the attendance office. All requests require 48 hours' notice. Once a college visit request has been submitted, the attendance clerk will issue a college visit permit. The student will use this permit to notify teachers. The student is responsible for all assignments, tests, and quizzes. The student should talk with teachers prior to leaving for a college visit and make all necessary arrangements regarding assignments, tests, and quizzes.

When the student returns from a college visit, he/she will supply the attendance clerk with a letter on the college's letterhead that states the student did attend. No emails will be accepted. Once the attendance clerk receives the letter, the college visit days will be marked as excused absences.

### Procedure for Appealing for Credit Denied due to Excessive Absences

In order to be given consideration for course credit that has been denied due to a violation of SLPS's attendance policy, a student must:

1. Complete an attendance appeal form with all attached documentation.
2. Turn the appeal form in to the Principal within ten days after report cards have been issued for a grading cycle.

Verification of Enrollment (VOE) and Attendance for Driver's Licenses

## Withdrawing from Collegiate School of Medicine and Bioscience High School

1. A student and his or her parent (s) or guardian must schedule an exit interview with the Principal.
2. Pick up the Intent to withdraw form from main office.
3. Then, the registrar will verify the validity of the withdrawal request (i.e., parent signature, notification). City students who check out of CSMB can only enroll in their zoned schools.
4. The registrar will have the student complete an official check out sheet and tell the student what items have to be turned in. When the student completes the form, the form should be turned in to the main office. The principal will notify the magnet office so that the student can complete additional paperwork.

## Before and After School Procedures

Prior to 8:25 a.m., all students will report to the cafeteria or lounge area. Students are not allowed to gather in front of the school or enter the building (unless going to tutorials) prior to 7:45 a.m. Students may not enter the hallways or the second floor before 8:10 a.m. The only exception to this rule is if the student presents a written note from a teacher to report to a classroom for tutoring or make up work. Students found in unauthorized areas before school will be subject to disciplinary actions.

Students must make arrangements to leave campus as soon as possible after their last class period. Students who are waiting for a ride home must wait in front of the school. All other areas of the building are off limits to students, including the second floor. Students who do not ride the school bus must make arrangements to leave the campus by 3:45 p.m. each day. After 3:22 p.m. dismissal, students may not leave the campus and then return, unless participating in an evening program.

## First 10-Minutes/Last 10-Minutes Rule

Students will not be allowed to leave the classroom during the first 10 minutes or last 10 minutes of class. No student will be allowed to enter another teacher's room without permission. Students out in the hall without a permit will be subject to disciplinary actions.

## Final Examinations

Students may not take final examinations early in order to fulfill family obligations for previously purchased airline tickets. Please do not purchase tickets that would conflict with the final examination schedule.

# STUDENT DISCIPLINE

## Purpose of Discipline

Discipline is used in the high school to preserve order and to protect the common good in and out of CSMB. Discipline is also necessary and essential in order to instill values and ideals, as well as desirable and responsible habits of behavior in the student, so that he/she is growing into a mature and responsible individual. The development of these guidelines is based on these ideals. Your enrollment at Collegiate School of Medicine and Bioscience High School is an expressed agreement on your part and the part of your parents or guardians to observe the student guidelines and to commit to the goals and ideals of CSMB's Mission and philosophy as stated in this document.

The school reserves the right to review a student's individual performance in accordance with these expectations to determine if he/she and the school can continue to benefit by continuing as a student at CSMB. Attending CSMB is a privilege. Continuation as a student is considered automatic PROVIDED the student maintains acceptable academic standards; attempts to live the philosophy and goals; and follows the policies and regulations Collegiate School of Medicine and Bioscience. In all disciplinary cases, both the welfare of the student and the welfare of the school are of concern.

## Types of Behavior & Consequences

### (Type 3): Demerit Worthy

Consequences: See demerit chart

Each student will receive a student handbook at the beginning of the school year detailing the Discipline Code, which includes the demerit system. Demerit worthy infractions are as follows:

- Chronic/Excessive tardiness
- Skipping class (3) or school (5)
- Inappropriate bus behavior
- Improper dress/attire
- Incomplete class preparation
- Inappropriate lunchroom behavior

1-3 demerits	Warning (teacher, administrator)
4 demerits	After school detention
10 demerits	1 day ISS or Saturday detention **parental conference
15 demerits	Placed on behavioral/disciplinary contract
30 demerits	Suspension pending conference

### (Type 3): Respect Violation

Consequences: 1-3 days ISS, parent conference, behavioral contract for the year, short term OSS

In order to continue excellence within the school and the students, it is imperative that the learning environment is respected and fostered. Students engaging in any behavior deemed as a "respect violation," will receive the appropriate consequences, which includes (but is not limited to) in school suspension (or ISS), short term OSS, and a parental conference. Such behavior and consequences will also be noted in the district's Student Information System (SIS) discipline record.

Behavior infractions are as follows:

- Class disruption
- Profanity
- Insubordination
- Technology Misuse (L3 in district handbook)

**(Type 2): Integrity Violation**

Consequences: 3-5 days ISS, short term OSS (1-10 days), parental conference, behavioral contract for the year, possible recommendation for non-returning following school year

Being an integral person and displaying moral and ethical integrity is a core value at CSMB. Any students displaying or permitting behavior less than such will result in an “integrity violation.” Students engaging in this behavior will receive the appropriate consequences, which includes (but is not limited to) long term in school suspension (ISS), short term out of school suspension (OSS), and parental conference. Such behavior and consequences will also be noted in the district’s Student Information System (SIS) discipline record.

Behavior infractions are as follows:

- Harassment (of any kind)
- Plagiarism
- Defiant/Aggressive Insubordination
- Technology Misuse (L2 in district handbook)
- Theft

**(Type 1): Safety Violation**

Consequences: long term OSS (10+ days), school/district hearing, placement at alternative school, expulsion, mandatory reporting

Safety is an inalienable right of any human being. As a CSMB student, one is expected to contribute to the safe and nurturing environment at CSMB. Any student participating in behavior or encouraging behavior that disrupts the safety of self, staff, or students will be in violation of the Safe Schools Act and “safety violation” at CSMB. Students engaging in this behavior will receive the appropriate consequences, which includes long term out of school suspension (OSS), a school/district hearing, placement at an alternative school, expulsion, and mandatory reporting (local law enforcement). Such behavior and consequences will also be noted in the district’s Student Information System (SIS) discipline record.

Behavior infractions are as follows:

- Bullying (cyber/social media, verbal, physical, etc.)
- Bomb Threats
- Rape/Sexual Acts
- Drugs (possession, selling, using)
- Assault/Battery (fights)
- Threats/Assaults of Staff
- Illegal Misconduct
- Technology Misuse (L1 in district handbook)

Student conduct and discipline issues, including reporting requirements will be handled in a manner consistent with the statutes comprising the Safe Schools Act, including Sections 160.261, 167.161, and 167.171 of the revised MO Statues.



## Dress Code

Collegiate is a uniform school. All students are expected to wear uniform approved apparel daily and follow the uniform guidelines.

In general, the school relies upon the good judgment and taste of both students and their parents in the implementation of these guidelines for student dress. Although the school does require a dress code (provided below) we recognize that a student can express his/her individuality through accessories and on “dress down” days. One's dress should show self-respect and respect for others and not bring undue attention to oneself. Torn and/or ragged clothing is never acceptable attire. Students are expected to be neat and clean at all times. They are to dress in a manner that indicates they understand the difference between being dressed as a young professional and dressed for a recreational/social activity outside of school time.

The school reserves the right to determine whether a student's dress and appearance satisfy the school's guidelines. If any question should arise as to what is appropriate, the clothing should be brought in, not worn, to the Assistant Principal or Principal to judge acceptability.

The dress code is in effect as soon as the first period tone sounds and until the school day ends, including study periods, except when a student is actively engaged in athletics or some other physical activity.

Clothing which has designs/graphics that are vulgar, rude, alcohol related, sexually suggestive, or racially offensive is not acceptable dress during the school day or at school events on or off campus.

In order for a student to be allowed out of dress code, he/she must present to the Assistant Principal or Principal, a note from a parent, guardian or doctor, giving an appropriate reason.

### ***Collegiate dress code:***

#### **a. Regular Dress:**

- **Young men:** Collegiate logo navy blue, white, or grey (if available) polo, or long-sleeve collared shirt with logo. Khaki or Navy long pants must be worn.
  - **Young ladies:** Collegiate logo navy blue, white, grey (if available), or pink polo or long-sleeve collared shirt. Khaki or Navy long pants must be worn.
1. **Warm-Weather:** Through the months of August and September and during the month of May (or at the discretion of the Assistant/Principal), students can wear “warm-weather” dress code. Dress shorts (shorts that are hemmed with pockets) may be worn. Khaki cargo shorts are permitted. ***Cut-offs, athletic shorts (i.e. Under Armour, Adidas, etc.), and denim shorts are not permitted.*** The shirt is to be tucked in the shorts or pants with belts. ***No T-shirts are permitted. No tennis shoes or flip-flops are permitted.*** Socks must be worn.
  2. **Cool Weather:** During the “cooler” months during the year (October through March), or at the discretion of the Assistant/Principal, students are permitted to wear light sweaters, sweatshirts, or jackets during class. Turtlenecks and mock turtlenecks are also permitted. CSMB logoed pullovers, sweaters (including cardigan sweaters), and sweatshirts are permitted with a collared shirt or turtleneck. Only plain grey, blue, white, black, or brown sweaters may be worn. Students may wear *unzipped/unbuttoned* light jackets and sweaters in the classroom or in the building during school hours. **Pullover hooded-sweatshirts can only be worn with a CSMB logo.** CSMB athletic game jerseys must be worn with a collar. **T-shirts are not to be worn over collared shirts.**

b. **Dress Down/Spirit Days:** Periodically students may dress down. Both Collegiate and/or college or university attire will be permissible. Students are not to be dressed in a manner that is inappropriate, distasteful or offensive to others. No pajamas, including pajama pants, are permitted or if you are not sure if your clothing is inappropriate or offensive, you should not wear the clothing.

c. **Shoes & Socks:** Shoes must be a shade of brown, white, black, navy blue, or grey shoe with laces that are similar to Sperry's, boat shoes, and loafers. Birkenstocks or sandals are not permitted. No bath thongs, flip-flops, Crocs, or slippers (with feathered fluffy insides) are allowed. Shoes must be worn with socks. Any form of sport/athletic shoes or "look-alike" is not permitted. *Tennis shoes can only be worn with a Doctor's note, which must be on file in the main office.* Shoes should be a neutral color with no patterns. Shoelaces should be neutral in color and are to be tied. If boots are worn, they must fit underneath the pants.

d. **Trousers/slacks/skirts:** Traditional pants, solid in color, Khaki or Navy, with belt loops. Girls may wear khaki or navy skirts that come to at least the knee or lower.

***Denim (of any color), multicolored, flared, ballooned leg pants are NOT allowed. Pant leg bottoms are to be hemmed, cuffed, but NOT frayed or cut in any manner. Belts (we must be able to see the belt) are to be worn at all times except when suspenders are worn instead. No sagging is allowed.***

e. **Hats and Hoods:** Hats and hoods are NEVER to be worn in the building at any time.

f. **Religious Affiliated Attire:** Attire that is required based on religious requirements should be discussed with Mr. Steele. Any such attire should not obstruct the visibility of the normal Collegiate uniform.

g. **Hair and appearance:** Students are expected to have neatly trimmed, groomed hair. Extreme hairstyles and any appearance that may be misconstrued as offensive or unprofessional in the community are strongly discouraged. Body piercing is limited to the ear lobe(s) only. Small nose rings, eyebrow, or any other facial piercing are permitted within good taste. Please ask for clarification prior to adornment or alteration. Tattoos are not to be visible.

### Dress Code Examples:

All students must wear the appropriate shirt and bottom to school each day. Special dress days will be announced.

#### ***Wear These Clothes Each Day***

Collegiate Polo and khaki pants



Collegiate Polo and khaki pants



Ladies Polo and Skirt



Collegiate jacket



Khaki Shorts



Shoes

**Professional Dress Day Attire****Girls**

Jackets

Pantsuits

Jackets and skirts

Moderate heeled shoes

**Boys**

Suits



Shirt and tie



Dress shoes

## OTHER GUIDELINES AND REGULATIONS

### a. Behavior in the Hallways

Students should not spend their time in the academic hallways during their unscheduled periods. They should get their materials from their lockers and move from the academic hallways quietly.

### b. Leaving School Grounds and Areas Off-Limits to Students

Students are not allowed to leave the school campus during the school day without permission from the Assistant Principal or Principal. During the school day, *this includes lunch*; any place but the school building is out-of-bounds. Violations of this rule will result in discipline consequences.

### c. Our Neighborhood

CSMB students are expected to be respectful of our neighbors and their property. Students are not to park or loiter in the neighborhood. The school is working diligently to maintain a good relationship with our partners in the neighborhood association. Students can enhance this positive relationship by being good neighbors with the people in the area.

### d. Lockers and Book Bags

A student's locker is school property loaned to the student to use during the school year. They are to be properly taken care of and may be opened for inspection upon the request of any Administrator. A student is to use the lockers assigned him by the Assistant Principal and his Physical Education instructor.

Book lockers are not to be switched without authorization from the school secretary. Lockers must be kept locked at all times using only locks purchased by SLPS. Locks used that are not school issued may be cut off. *Leaving lockers unlocked invites stealing and vandalism.*

### d. Lost and Found

Property found in the school building should be brought to the main office. A student's property, including books, other school equipment and gym clothing should be clearly marked with his/her name. Any suspected theft should be reported immediately to the main office.

e. Lunch Periods

Students are able to bring their lunch or receive free lunch in the student cafeteria.

With the exception of water or a water bottle, there should be no eating or drinking in school hallways, classrooms, library/media center, and locker rooms at any time during the day. This includes chewing gum.

It is important for students to help clean up trash in the cafeteria and hallways. It is also important for students to remain quiet in the hallways after lunch while returning to their lockers, as there are classes going on. Failure to abide by these rules may result in demerit and/or detention.

f. Care of School Property

All students are expected to help keep the school neat, clean and functional. Defacement or abuse of school property is cause for demerits and possible JUG. In addition, the cost of repair or replacement of school property will be paid by the student(s) responsible.

g. Expected Student Behavior Off-campus

Schools are judged in no small measure by the conduct of their students when off-campus. While CSMB does not hold itself responsible for offenses committed outside of its legal jurisdiction, we reserve the right to review any conduct that impedes upon the school's values and missions, or that hinders the advancement of the common good, for which may be sufficient grounds for suspension or dismissal.

h. Student Behavior at Activities, Assemblies, and Presentations

While no one has power over another person's interior attitude and moral compass, an atmosphere of respect is expected of CSMB student's at all activities and assemblies, for those leading it, for one's fellow students, and for the location. This applies whether the occasion is in the gym, classrooms or off campus.

Students who disrupt assemblies receive 2 demerits for the first offense and 4 demerits for the second offense.

j. Visitors

Students are not allowed to have visitors remain on the campus during the school day. If someone is dropping off something for them (i.e. lunch), it must be dropped off in the main office.

k. Leaving Things Around

Students should not leave their belongings unattended. Backpacks, books, calculators, lunches, etc., should either be locked in a locker or with the student. If something is found, it will be brought to the main office. The penalty for leaving items around is one demerit for the first offense, two demerits for the second offense, and one detention each time thereafter.

## TECHNOLOGY/CELL PHONE CODE OF CONDUCT

Technology provides additional tools for students as they grow in their knowledge of the world. Technology resources include computers, smartphones, e-readers, video equipment, copy machines, and information storage devices. The use of technology at CSMB is a privilege, not a right, and with this privilege comes responsibility. Technology resources should be used for educational purposes only, and rules of good behavior and moral responsibility apply.

All students are provided with CSMB issued e-mail addresses. The e-mail system is an important tool for communication between the constituents of Collegiate School of Medicine and Bioscience. Students can easily communicate with teachers and important school notices will be sent through the e-mail system. Therefore, students should check their CSMB e-mail account at least once a day.

Students should be aware that the school has the ability to review all network activity, and accessing inappropriate sites – including social networking sites – through our network and/or on our campus is prohibited. A student's enrollment at CSMB may be in jeopardy if he/she posts or provides any content that conflicts with the values and ideals of CSMB's Mission.

Violations of CSMB's technology policy include, but are not limited to, any of the following:

- a. Student accessibility to information. Students may not access objectionable materials, which include pornography, instructions that encourage violent or illegal acts, racist tracts or hate speech used for anything other than legitimate academic pursuit.
- b. Unauthorized copying or theft of software or other intellectual property. Copying of software without a site license or permission from the creator is prohibited.
- c. Harassment using technological systems. No CSMB phone system, copy machine or computer system may be used to send obscene or unwelcome messages.
- d. Damaging computers, computer systems, networks, peripherals, or other electronics. This includes vandalizing, hacking, or destroying systems or equipment including hardware and software. Trespassing another's folders, work or files without permission is prohibited.
- e. Invasion of the property of individuals or the school's. Attempts to access another user's or the school's private files, phones or E-mail messages without specific permission will be considered theft.
- f. Employing the Internet for commercial purposes. No equipment should be used for private gain or commercial purpose.
- g. Student's online behavior needs to reflect the general behavioral standards set forth in the student handbook. Any content, including pictures and videos, posted online or on Social Networking sites (Facebook, Twitter, Instagram, MySpace, etc.) should reflect positively on the student and on CSMB.

Failure to comply with these guidelines could result in revocation of technology privileges, disciplinary action - up to and including dismissal from CSMB - and/or prosecution by the authorities.

## Electronics- Appropriate Use of Computers and Internet Resources (AUP)

Student use of technology on campus should primarily be for educational purposes. Students may bring their personal smartphones, e-readers, laptops and tablet computers to campus for this primary purpose (neither the Collegiate School of Medicine and Bioscience nor the SLPS is responsible for lost or stolen items). All student electronics with WIFI capability must be registered through the SLPS wireless network in order to access the school's network. Even if a student is accessing the internet through a different source (ie. 3G or 4G access), the CSMB Technology Code of Conduct outlined here applies to all student electronics used on campus.

Students may only use their electronic devices in classrooms with the permission of their teachers. **Student devices and headphones cannot be visible in the hallways or in the classrooms.**

**Cell phones and Smartphones are to be silenced during the academic day.** Students may only check their email or text during breakfast and lunchtime only in the cafeteria and lounge area. Students are not allowed to make phone calls, Skype or send text messages during the academic day; this also includes exam days. The following consequences will be assessed if a student violates the any of these rules for phone usage:

1st offense	Warning by staff and/administration
2nd offense	Saturday detention (3 hours), confiscation of phone, and call home
3rd offense	Discretion of the Assistant Principal or the Principal, including suspension

***Students should never take pictures, record video or audio on the property of CSMB without permission from a teacher or an administrator.***

## Internet Postings

No CSMB student or faculty member may post on the Internet anything using CSMB's name without written permission from the CSMB Administration. This includes invitations to CSMB events on or off campus, information about students or faculty, pictures or the organizing of any CSMB activity. Violation of this policy may result in disciplinary action - up to and including dismissal from CSMB - and/or prosecution by the authorities' consequences.

## COMMUNITY SERVICE/SENIOR INTERNSHIP PRACTICUM

### Community Service Program

The Community Service Program (CSP) offers students of all four years weekend and after-school volunteer opportunities to place themselves at the service of others and to complete their 200 hours of required community service. Students go out into the greater St. Louis community to work with children who are hospitalized, such as Rankin Jordan and St. Louis Children's Hospital, homeless women and their children, tutor elementary and junior-high students in underprivileged neighborhoods, assisted-care facilities, people with inadequate housing and others in need. CSP is not a club, but the program cooperates with numerous clubs and agencies throughout the school to encourage broad participation.

### Senior Internship/Practicum (Biomedical Innovations/Internship (PLTW))

"Senior Internship" is the name given to the intensive, half-day "Internship" experience for our fourth-year students. It is designed to provide our students with practical experience and knowledge in the fields of Healthcare, Medicine and Bioscience research. The time-period that is devoted to this is either the first or second semester of their senior year. The various internship/practicum's offered to the seniors are designed to challenge them to go beyond the purely personal acquisition of knowledge and to use their skills and talents in the service of others. The internship/practicum's will give our seniors greater focus on their particular academic focus.



## GUIDANCE AND COUNSELING

Through individual meetings, group guidance activities, interaction with parents and consultation with other adults in the school community, the guidance and counseling program assists students at each grade level in academic, personal and social development and effective decision-making.

The program is developmental and educational in nature. Beginning freshmen year, students work with a counselor for all four years.

### Goals and Objectives of Guidance and Counseling Department

- To assist students in the adjustment to the new high school environment.
- To help students to become involved in school activities.
- To help students understand their learning styles.
- To help students develop good study habits.
- To assist students in understanding standardized test scores (PSAT and PLAN).
- To assist students in becoming more aware of their personality types via the Myers-Briggs Type Indicator and other self-assessment surveys.
- To meet individually with all parents of freshmen to discuss their son or daughter's educational progress and future course schedules.
- To conduct regular meetings on both an individual and small-group basis between freshmen and their assigned senior advisor (trained peer-helpers).
- To provide personal counseling, crisis counseling and referral to professionals as needed.
- To conduct regularly scheduled large-group parent meetings on issues related to guidance and counseling.
- To conduct a two-day self-exploration workshop which includes administration of the Strong Campbell Interest Inventory to assist students in understanding their personality style, values and stronger interest areas in relation to their college and career decision-making process.
- To conduct individual follow-up meetings to discuss students Strong Campbell Interest profiles.
- To assist students in understanding their PSAT scores and registering for SAT and ACT.
- To conduct a three-day college-planning workshop for Juniors.
- To conduct individual meetings with juniors to develop a college profile and develop a first list of appropriate colleges.
- To meet with each junior and his/her parent(s) to discuss college planning and financial planning for college.
- To assist students in completing the college application process.
- To conduct regularly scheduled large-group parent meetings on college planning and financial aid.

## SOPHOMORE INTERVIEWS

Sophomore interviews take place over two weeks in April, and will include early morning or evening and weekday or weekend options. The purpose of the interviews is to "take a pulse" of where the student is in his/her academic career. The student and family members present will be asked if the academic and social needs of the student being met by the school. Interviews might also include the topic of the student not working up to his or her potential. Families will be able to schedule interviews on-line. Staff members will access the evaluation form on-line, which will make the process easier for faculty members.



## CARE-TEAM

The Care-Team program provides a structure for students at-risk to be referred by faculty to the counselor in charge of the Care-Team. After a referral is made, the Care-Team (a group of counselors, social worker and administrators) meets to discuss cases and make suggestions as to appropriate interventions. The counselor in charge of Care-Team is a trained family and crisis counselor.

## LIBRARY/MEDIA CENTER

The Library/Media Center is an integral part of the school curriculum and is designed to encourage intellectual curiosity, self-motivation and academic growth. The Library/Media center will be used by students for research projects and printing classroom assignments.

Special introductory instruction is given to the freshmen within their social study and language arts classes, which include bibliographic instruction pertaining to procedures related to research projects throughout their four years at CSMB.

## HEALTH SCIENCES COURSE DESCRIPTIONS

### Ninth Grade: Introduction to Pathophysiology/ Principles of Biomedical Science (PLTW)

In the introductory course of the PLTW Biomedical Science program, students explore concepts of biology and medicine to determine factors that led to the death of a fictional person. While investigating the case, students examine autopsy reports, investigate medical history, and explore medical treatments that might have prolonged the person's life. The activities and projects introduce students to human physiology, basic biology, medicine, and research processes while allowing them to design their own experiments to solve problems.

### Tenth Grade: Anatomy & Physiology/ Human Body Systems (PLTW)

Students examine the interactions of human body systems as they explore identity, power, movement, protection, and homeostasis. Exploring science in action, students build organs and tissues on a skeletal Manikin®; use data acquisition software to monitor body functions such as muscle movement, reflex and voluntary action, and respiration; and take on the roles of biomedical professionals to solve real-world medical cases.

### Eleventh Grade: Medical Interventions/Research (PLTW)

Students follow the life of a fictitious family as they investigate how to prevent, diagnose, and treat disease. Students explore how to detect and fight infection; screen and evaluate the code in human DNA; evaluate cancer treatment options; and prevail when the organs of the body begin to fail. Through real-world cases, students are exposed to a range of interventions related to immunology, surgery, genetics, pharmacology, medical devices, and diagnostics. In addition, this course also requires students work with a local university professor, medical doctor, or lab scientist, assisting them in research being conducted by this healthcare professional. As a result, each student will produce a high caliber professional research paper or project pertaining to their research experience. CPR certification is required.

## Twelfth Grade: Medical Innovation/Senior Internship

In the final course of the PLTW Biomedical Science sequence, students build on the knowledge and skills gained from previous courses to design innovative solutions for the most pressing health challenges of the 21st century. Students address topics ranging from public health and biomedical engineering to clinical medicine and physiology. Each student will be placed in an internship during the second semester of their senior year. Students will have the opportunity to work in an environment that is aligned to their future career goals. Students will independently design a project based on their internship experience with a mentor or advisor from a university, medical facility, or research institution and present their findings to their peers, CSMB staff, and university professors at a culminating end-of-the-year presentation.

## NATIONAL HONOR SOCIETY

The CSMB chapter of the National Honor Society (NHS) is an organization that not only recognizes the academic achievements of students but also encourages achievement in the areas of service, leadership and character. A further purpose of the chapter is to improve the academic and moral climate of Collegiate School of Medicine and Biosciences consistent with its mission, ideals, and philosophy.

At the end of each school year sophomores and juniors are eligible for membership in the National Honor Society.

To become a member of Collegiate School of Medicine and Biosciences NHS Chapter requires a 3.6 grade point average, 50 hours of community service and other obligatory duties, faithful attendance at NHS meetings, and a good citizenship record (no more than two demerits in any one year)

## CSMB PTO

### PTO's VISION

Making every child's potential a reality.

### PTO's MISSION

The Collegiate School of Medicine and Biomedical High School (CSMB) PTO is a nonprofit parent/teacher organization whose membership includes all parents, legal guardians and staff at CSMB.

The PTO's mission is to promote open communication and understanding between parents and staff of the CSMB. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential. The PTO sponsors assistance to teachers in classroom setting, holds fund-raisers for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

## PTO'S PURPOSE

- To promote the welfare of children and youth in home, school, community and place of worship;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of children and youth;
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

## PTO VALUES

These core values guide our decisions and actions:

- **COLLABORATION:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.
- **COMMITMENT:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- **ACCOUNTABILITY:** We acknowledge our obligations. We deliver on our promises.
- **RESPECT:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.
- **INCLUSIVITY:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- **INTEGRITY:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

CSMB PTO WEBSITE: [HTTP://CSMB.MY-PTA.ORG/](http://CSMB.MY-PTA.ORG/)

CSMB PTO EMAIL: [CSMB@MY-PTO.ORG](mailto:CSMB@MY-PTO.ORG)