



COLLEGIATE SCHOOL OF MEDICINE & BIOSCIENCE

STUDENT/PARENT HANDBOOK
2019 - 2020



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OUR MISSION STATEMENT

Collegiate School of Medicine and Bioscience empowers students to become innovative community leaders in bioscience through its rigorous, college-preparatory curriculum.

OUR VISION STATEMENT

Collegiate School of Medicine and Bioscience is an innovative, college preparatory school with high expectations of its academic team and student body. We embrace and celebrate a highly diverse learning community dedicated to the academic and personal growth of all students. We achieve excellence by engaging in student-centered, experiential learning; integrating effective instructional technology; and utilizing collaborative, real-world learning experiences.

Our school community believes in a holistic approach to education that encourages student engagement in the humanities, fine arts, sciences, and athletics while fostering interpersonal skills. We implement support programs for our students and value our schools' cultural diversity to create a familial atmosphere with a strong sense of community. We provide opportunities for students to pursue their interests and aspirations through extracurricular and enrichment activities that enable both personal and academic success.

We support the development of our students as global citizens and local leaders in the community. We nurture civic and social responsibility in our students by requiring participation in community service activities throughout their academic careers. We develop relationships within the biomedical and sciences community through internship opportunities and partnerships with local universities and businesses.

Collegiate School of Medicine and Bioscience prides itself on its unique educational calling within the Saint Louis metropolitan area. Upon completion of our rigorous, college preparatory program, students are prepared to excel in higher education and beyond.

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 6th, 7th, and first semester of 8th 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.
2. Submit required documentation noted above to the school.
3. Participate in a student/family interview.

The decision letters are mailed November through February. More information on admissions can be obtained from the 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 or junior 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

Collegiate “A&B” Bell School	
7:30-8:00	Arrival/Breakfast
8:05-9:25	1st/5th Period
9:30-10:05	Mentor/Study Hall
10:10-11:30	2nd/6th Period
11:30-12:10	Lunch*
12:10-1:30 pm	3rd/7th Period
1:30-1:40 pm	Collegiate Break*
1:40-3:02 pm	4th/8th Period

Collegiate House Activity Bell Schedule	
7:30-8:00 am	Arrival/Breakfast
8:05-9:05 am	1st/5th Period
9:10-10:10 am	2nd/6th Period
10:15-11:15 am	3rd/7th Period
11:20 am-12:00 pm	Lunch
12:05-1:05 pm	4th/8th Period
1:10-1:40 pm	Mentor/House Breakout
1:40-3:02 pm	Afternoon Activities

- **Warning Bells:** 12:05 pm during lunch; 1:38 during Collegiate Break

- **A-Days are Monday and Wednesday; B-Days are Tuesday and Thursday; Fridays alternate between A-Days and B-Days with respect to the St. Louis Public School Calendar.**

- **House Activity Days are designated by House events monthly.**

ACADEMIC PROGRAM BY YEAR

Freshman Year

- Algebra I, Algebra II*, or Geometry*
- Physics First
- Honors Biology*
- English I
- Intro to Art, Orchestra, Coding
- Foreign Language (Latin or Spanish)
- World History
- PE
- PLTW #1: Introduction to Pathophysiology

Sophomore Year

- Biology
- World Literature or Honors World Literature

- Foreign Language (Latin II or Spanish II)
- Algebra II, Geometry
- US History
- Personal Finance (1 sem.) & Health (1 sem.)
- Choose one elective (Intro to Art, Drawing and Painting, Orchestra, Coding, Physical Fitness)
- PLTW #2: Human Body Systems

Junior Year

- Geometry, Pre-Calculus, College Algebra*
- US Government, AP US Government, AP Psychology
- English III, AP English Language & Composition*
- Foreign Language (Latin III or Spanish III)
- Chemistry, Honors Chemistry, AP Biology, AP Environmental Science, Botany & Zoology
- PLTW #3: Personalized Medicine /Research
- ACT Prep (after school option)
- Choose one elective (may choose AP courses or secondary science course)

Senior Year

- English Literature, AP English Literature & Composition, AP Language & Composition
- Pre-Calculus, College Algebra, AP Calculus AB*
- AP Chemistry, AP Physics, AP Environmental Science, Botany & Zoology
- Choose one elective (may choose AP courses or foreign language)
- PLTW #4: Biomedical Innovations
- Internship/Capstone Research Project

COURSE SEQUENCE & PREREQUISITES

Generally, courses are completed in sequence; courses taken out of sequence are due to students meeting prerequisites prior to coming to Collegiate, or doubling up on courses throughout their high school career. Students requesting AP courses must meet the following requirements: A or B in the subject, or scoring proficient or advanced in the subject.

UNITS OF CREDIT

The required units of credit per department for graduation are listed below.

- 4 units of **English**
- 4 units of **Mathematics**
- 3 units of **Social Studies**
- 8 units of **Science** (including PLTW courses)

- 1 unit of **Internship or Capstone**
- 2 units of **Foreign Language**
- 1 unit of **Fine Arts**
- 1 unit of **Physical Education**
- .5 unit of **Personal Finance**
- .5 unit of **Health**

Registration for Courses, Requesting Course Changes

Students register for their courses the spring semester prior to the follow school year. Courses are granted based on student preference, course availability, pre-requisites, and barring no schedule conflicts. 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. A Course Change Request Form can be completed the first week of school and will be handled by the Leadership Team, which includes the School Counselor and School Administrators. After that time, requests for course changes will be considered only by the Assistant Principal 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 or Principal on course planning. Collegiate's placement in Math is a result of standardized test scores and 8th grade Math grades.

LATE ASSIGNMENT POLICY

Missing work due to illness

If a student misses class due to an illness or other excused absence, the student must meet with his/her 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 or other excused absence, the student must take the test within two days of her/his return or during the next study hall period. Except in cases of hospitalization, students will utilize Google Classroom to receive instructional materials, homework, and study guides during an illness.

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 classwork 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 Google Classroom.

COLLEGE CREDIT PROGRAM OPTIONS

Students have the option for taking courses for dual enrollment and/or dual credit with any of three participating universities. Each program provides students opportunities to earn college credit during their junior and senior years of high school. Collegiate offers certain courses in Science, English, Math and Social Studies. The syllabi and teachers are approved by University of Missouri-St. Louis (ACP, Advanced Credit Program), St. Louis Community College and Logan University. Students are required to earn a grade of B or better in such a course to earn college credit.

The courses in the dual credit and dual enrollment programs are: AP Biology, AP Physics, AP Chemistry, AP Calculus AB, College Algebra, AP English Language, AP English Literature, PLTW-Medical Interventions, and AP US History. There is no fee for enrolling in these courses. Registration for each semester takes place at Collegiate during the first and third quarters. A transcript showing all courses taken and the grades and credits earned can be accessed at any of the university website. This transcript, if requested, will be sent to the student's chosen college/university. If the student has specific questions, s/he is encouraged to contact the teacher of the course.

ADVANCED PLACEMENT EXAMINATIONS

Students will take one or more Advanced Placement Examinations in order to earn college credit with a passing score. The AP exams are administered at Collegiate 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. Students may choose the following AP exams: Biology, Calculus-AB, Chemistry, English Language, English Literature, Environmental Science, Psychology, Physics 1, US Government and Politics, and US History. Students are required to commit to taking any AP exam in November of the school year. After this commitment, should the student change his/her mind, a fee of \$45 will assigned.

REPORT CARDS

Each semester consists of the following grading periods:

1. In mid-semester, quarter examinations are given and a quarter report card is provided to parents during parent/teacher conferences.
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 will be mailed home.

Academic Grades and Numerical Equivalents

Although Collegiate uses a standard grading scale and report cards do not display + or - , the grading ranges listed below give the student a barometer of 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 objectives of the course.
- 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 an F unless the Assistant Principal has extended this grace period.***

GRADE POINT AVERAGE (GPA)

A student's semester 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 in high school.

ACADEMIC POLICIES

Grading: 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. It simply means that the student has reasonably mastered the course objectives in view of college preparation.

Students who earn an F will receive an academic contract from the Principal or Assistant Principal. It will be sent home with the student's report card indicating specific areas for improvement in order to remain qualified to attend Collegiate. A parent's signature must be obtained within one week of the end of the grading period.

Academic Honors: Students may earn academic honors by achieving the following:

- **1st Honors – 3.75 and above**
- **2nd Honors - 3.5 through 3.74**
- **3rd Honors - 3.25 through 3.49**

Due to Collegiate's weighting practices and small enrollment, Collegiate does not rank students. For additional information, please contact our College Admissions Specialist.

ICU (Instructional Care Unit): The ICU system will be implemented in an effort to both monitor and provide interventions for those students who have not met the academic standards of Collegiate. The academic standard is to achieve a grade of C or higher all courses at the end of each grading period. When a student falls below the academic standard, a student is added to the ICU list. The student will then be required to attend academic study hall during the House Mentoring period each Tuesday through Friday for two weeks. Student grades are then reevaluated to determine if the academic standard has been met. If so, then the student is removed from ICU. If not, then the student will remain in ICU until the next grading period.

Additional Information: Parent/teacher conferences are held after the first and third quarter grading periods each school year. Please refer to the School Calendar for dates and times.

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 all of the materials and supplies stated in the supply list provided by the school for each class and teacher. Students are responsible for all materials needed to be successful in school.

Students are expected to arrive on time (school begins promptly at 8:05 am). On the chance a student arrives late, students must sign in with Safety and Security and sign in at the Main Office in order to

receive a Tardy Slip. Students arriving late to school will not be admitted to class without an Tardy Slip from the Main Office.

Collegiate is a uniform school and compliance to the uniform code is expected daily. Please refer to the Uniform Guideline section in the Handbook for clarity of expectations.

Students are required to adhere to the Core Values of Collegiate during the school day and when attending school related events. Use courteous, respectful, and cooperative behavior at all times.

TEXTBOOKS

All textbooks are issued to the students for their use during the school year. Students should write their names in the inside cover. Textbooks are to be kept clean and handled carefully. Students will be required to pay the replacement cost for any lost, stolen, or damaged textbooks. 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

Only semester academic grades are included on a student's transcript. Likewise, only the semester grades are figured into his/her cumulative grade point average. On each report card, there is an area for the teacher to make specific comments about a student's work and behavior.

ACADEMIC ASSISTANCE AND ELIGIBILITY

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 F at the end of either the first or second semester or are placed on CASE Suspension at the end of first 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/her eligibility for the first semester of the next year. The AD or administration has the right to remove a student from an extra-curricular at any time during the school year if the administrator or AD determines that participation in the extra-curricular is impeding the student's academic progress.

Additionally, students accumulating at least 6 absences in a semester will be ineligible to participate in any 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.

Athletic Participation Outside of Collegiate – 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

Collegiate has scheduled several activities for the 2018-19 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:

House Wars (August, October, February, May)

International Day (November)

Physics Day at Six Flags (April)

Academic Awards Day (Late May)

STUDENT ATHLETICS/CLUBS

Debate Club	Cross Country - Boys/Girls
Science Club	Soccer - Boys/Girls
Robotics Club	Basketball - Boys/Girls
Student Council	Track & Field - Boys/Girls
National Honor Society	Volley Ball - Girls
Pride Alliance	Cheer-Girls/Boys
HOSA	Chess Club
Poetry Club	
Garden Club	
Photography/Yearbook Club	

A proposal for a new club may be submitted to the AP or 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. The sponsor shall oversee 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 administration, 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 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 cited.

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 or Principal.

The faculty member who discovers a student preparing to cheat outside his/her own classroom (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:

- Confront the suspected student(s) and, upon confirmation that cheating has taken place and conferral with the Assistant Principal or Principal, register an F as the assignment or test grade (for all students involved). 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/her mistake.

- The teacher will also notify the student's parent(s) in writing of the specific offense. The Assistant Principal 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 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.

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 teachers' Google Classroom and email 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. 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 consequences for any of these offenses.

Religious Holiday/Planned Absences

A student must bring a note to the main office at least one day before the planned absence from his or her parent/guardian stating that he or she will be absent on that day. Notes brought after the absence will be recorded as an excused absence following parent verification.

Tardiness

If parents/guardians foresee their son/daughter's being tardy, they should notify the Main Office 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 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.

A student's being tardy to school six (6) or more times in a quarter 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.

Unexcused Absences

Unexcused absences, with or without the consent of the parent but not with the approval of the school, may include, but not limited to, extended vacations, sporting events and obtaining drivers' licenses.

Skipping School and Class

A student who skips school will receive consequences according to the discipline plan. A second violation is grounds for suspension. 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.

A student who skips a class is given an after school detention to be served during the next scheduled detention day regardless of co-curricular activities. A second violation is grounds for suspension.

Leaving Campus

Emergency:

1. Report to the main office.
2. The attendance office will contact your parent or guardian and write a dismissal notice 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 dismissal notice once parental permission is granted.

Parents/Guardians who check out students will be asked to show valid ID. Students are only permitted to be released to legal parent(s), guardian(s), or adults listed as emergency contacts. There is no legitimate reason for leaving campus without officially checking out through the attendance office.

College Visits

Students in their junior and senior years of high school are granted only 3 days each year to be used for the purpose of visiting a college or university accredited by a generally recognized accrediting organization to determine the student's interest in attending that institution. Only 3 days will be excused for this purpose in addition to school sponsored visits.

College visit approval is granted through the college admissions office. All requests require at least one week notice. Once a college visit request has been submitted, the college admissions specialist will verify. 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.

Before and After School Procedures

Once students arrive to Collegiate's campus students must enter the school and proceed through the security station. Students are not permitted to gather in front of the school or in the parking lot.

Students must make arrangements to leave campus as soon as possible after dismissal at 3:02. 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 waiting for a ride. Students remaining after school for activities must arrange to leave campus at 5:30. After dismissal, students may not leave the campus and then return, unless participating in an activity or program.

First 10-Minutes/Last 10-Minutes Rule

Students are not permitted 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 permission will be subject to disciplinary actions.

Final Examinations

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

STUDENT DISCIPLINE

Purpose of Discipline

Discipline is used to ensure a safe environment and to protect the common good of the Collegiate Community. 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 citizen. The development of these guidelines is based on Collegiate's Core Values. 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 Vision 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 Collegiate is a privilege. Continuation as a student is considered automatic PROVIDED the student maintains acceptable academic standards; attempts to live out the Core Values; and follows the policies and regulations Collegiate. 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): 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.

Respect 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

Students who display moral and ethical integrity adhere to the core values at Collegiate. 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.

Integrity infractions are as follows:

- Harassment (of any kind)
- Plagiarism
- Bullying (cyber bullying, verbal, physical, etc.) (L2 in district handbook)
- 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 Collegiate 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 Missouri 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

- Sexual assault
- 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 School of Medicine and Bioscience is a professional, collegiate uniformed school. All students are expected to be in uniform daily. The school administration reserves the right to determine whether a student’s dress and appearance satisfy the school’s expectations. The dress code is in effect as soon as the first period bell sounds at 8:00 and until the school day ends at 3:02. Clothing which has designs/graphics that are vulgar, rude, alcohol related, sexually suggestive, or racially offensive is not acceptable dress at school events on or off campus. **In order for a student to be permitted to be 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.**

UNIFORM EXPECTATIONS & GUIDELINES 2019-2020

Below are guidelines to help you and your student to remain in CSMB uniform compliance:

➤ **House Uniform (M)**

- The House System is designed to develop a sense of tradition, pride, identity, and motivation. At Collegiate, our Houses will assist and continue to drive positive and competitive culture within our building. Students have been assigned to Houses and will meet every morning in their “House group,” which will serve as a Mentor and study group.
- **Every Monday, students will wear their House Polos, along with the expected khaki, navy, or grey pants and uniform shoes.**
- During House Competitions and House Wars, students will be allowed to wear their House T-Shirts.

➤ **Daily Uniform (T-TR)**

It is expected that every student be in a CSMB logoed collar polo or long sleeved collar (white, grey, blue) and khaki, navy, or grey bottoms (pants, shorts, skirts—please see Student Handbook)

Pants and Belts: Denim (of any color), multicolored, flared, ballooned leg pants are NOT allowed. Pant leg bottoms are to be hemmed 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.**

- CSMB logoed outerwear is preferred to be worn in the building; this includes, sweatshirts, hoodies, sweaters, vests, and jackets. **Only solid white, navy, or grey outerwear will be permitted in the building over logoed polo CSMB shirts**
- Students are to wear this attire daily, except for House Days and special event days, such as Collegiate Fridays, and other Spirit or House days/events

➤ Collegiate Fridays (F)

- Every Friday is designated as Collegiate/College Fridays. Every Friday will be school spirit focused and core value driven.
- Students will be allowed to wear CSMB spirit shirts or college/university shirts (a legitimate college or university must be prevalent on the attire)
- **Only navy, khaki, or grey uniform bottoms and uniform shoes are permitted.**
- **Dress-down days will be announced.**

➤ Shoe Guidelines

- Students are to wear shoes that exemplify this. All students are expected to wear non-athletic shoes. **The model shoe is the “Sperry.” Additional acceptable shoes are styled like boat shoes, loafers, Toms/Bobs, Vans, Polos, Keds, etc.**
- ABSOLUTELY NO ATHLETIC SHOES, SLIDES, OR BOOTS ARE PERMITTED. Forbidden brands include: Nike, Converse, Puma, Adidas, Jordans, Under Armor, Timberland, Uggs, etc.
- Shoes should be a solid color that complements the school uniform and does not distract. Acceptable colors are brown, beige, dark blue, black, grey, or white.
- Flip-flops, athletic slides, house shoes, slippers, or open-toe sandals are not within shoe guidelines.

➤ Where Can I Purchase These Items?

- **Land’s End:** <http://www.landsend.com>
 - All uniform shirts and outerwear can be purchased from Land’s End website. Be on the lookout for coupons and discount sales. There are many perks to purchasing from Lands’ End.
 - Payments accepted: credit cards, debit cards, Sears card, Lands’ End gift card, PayPal
- **Fischers’ Uniforms:** <https://www.fischersuniforms.com/>
 - All House Polos may be ordered and purchased through Fischers’ Uniforms

- Students are expected to be in House Polos by August 20, 2017
- You can purchase on the website or their location in Florissant, MO (314.921.9972).
- Payments accepted: Cash, credit card, debit card, partial pay

▪ **CSMB Spirit Store:**

- Selected items will be available through the CSMB Spirit Store. The store will be “stocked” throughout the year.

- Payments accepted: cash, check

Hats, Hoods, Durags, and Bonnets: Hats, hoods, durags and bonnets are NOT permitted in the building at any time.

Religious Affiliated Attire: Attire that is required based on religious requirements should be discussed with the Assistant Principal or Principal. Any such attire should not obstruct the visibility of the normal Collegiate uniform.

Hair and appearance: Students are expected to have groomed hair. Body piercing is limited to the ear lobe, small nose rings and eyebrows are 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

Skirts

Moderate heeled shoes

**Boys**

Suits



Shirt and tie



Dress shoes

OTHER EXPECTATIONS

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. 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.

c. 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 discretion of any Administrator. A student is to use the lockers assigned him by the Book Clerk/Treasurer. 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. It is important for students to help clean up trash in the cafeteria and hallways.

With the exception of a water bottle, there should be no eating or drinking in school classrooms, library/media center, and gym at any time during the day.

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 out of school suspension. 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 Collegiate 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 Collegiate student's at all activities and assemblies. This applies whether the occasion is on school campus or off campus.

Students who disrupt assemblies will receive appropriate consequences including demerits, detention or ISS.

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.

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 Collegiate issued e-mail addresses. The e-mail system is an important tool for communication between the students and staff of Collegiate. Students can easily communicate with teachers and important school notices will be sent through the e-mail system. Therefore, students should check their Collegiate e-mail account at least twice 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 Collegiate 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 Collegiate's technology policy include, but are not limited to, any of the following:

- a. Students may not access pornography, instructions that encourage violent or illegal acts, racist tracts, hate speech or 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, Snap Chat, etc.) should reflect positively on the student and on Collegiate.

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

Electronics- Appropriate Use of Computers and Internet Resources

Student use of technology on campus should primarily be for educational purposes. Students may bring their personal smartphones, laptops and tablet computers to campus for this primary purpose. (Collegiate School of Medicine and Bioscience or the SLPS is responsible for lost or stolen electronic devices). 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 mobile hotspot, 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.

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

1st offense	Warning by staff and/or administration
2nd offense	Confiscation of phone by an admistrator, 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 campus of Collegiate without permission from a teacher or an administrator.

Internet Postings

No Collegiate student or faculty member may post on the Internet anything using Collegiate's name without written permission from the Collegiate Administration. This includes invitations to Collegiate events on or off campus, information about students or faculty, pictures or the organizing of any Collegiate 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 100 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/Capstone Research Project

"Senior Internship" is the name given to the intensive, twice/week, whole day Internship experience for our senior students during second semester. It is designed to provide our students with practical experience and knowledge in the fields of Healthcare, Medicine and Bioscience research. The various internships 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 capstone projects offered to seniors are designed to provide college level research opportunities with support from Collegiate partners.

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 College Advising 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 Pre-ACT).
- 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.
- 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 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 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 with the school.

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, teachers 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.

RESEARCH LIBRARY

The Research Library is an integral part of the school curriculum and is designed to encourage intellectual curiosity, self-motivation and academic growth. The Research Library will be used by

students for research projects, writing essays, conducting online research and printing classroom assignments.

Research Library introduction is given to the freshmen within their Social Studies and Language Arts classes, which include bibliographic instruction pertaining to procedures related to research projects throughout their four years at Collegiate.

HEALTH SCIENCES COURSE DESCRIPTIONS

Ninth Grade: 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: 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: Biomedical 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.