



COLLEGIATE SCHOOL OF MEDICINE & BIOSCIENCE

STUDENT/PARENT HANDBOOK

2022-23

4939 Kemper Ave.
St. Louis, MO 63139
314-696-2290



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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. Students 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 in 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.

CSMB STAFF 2022-23

Name	Title/Department	Email (@slps.org)
Mr. Steele	Principal	frederick.steele
Ms. Carter	Assistant Principal	azalia.carter
Ms. Kristof	Athletic Director	heather.kristof
Ms. Boskamp	Counselor	caitlin.boskamp
Dr. Ray	Social Worker	cheryl.ray
Ms. Nickolai	College Admissions Specialist	monica.nickolai
Ms. Moyerman	Biosciences Internship Coordinator	samantha.moyerman
Ms. Turner	Administrative Assistant	kennethera.turner
Ms. White	Book Clerk/Treasurer	jennifer.white2
Ms. Simon-Newton	Nurse	marcia.simon-newton
Ms. Wilson(Peoples)	Library Aide	Elizabeth.wilson
Ms. Alford*	English Language Arts	chandra.alford
Ms. Jones	English Language Arts	stephanie.jones
Ms. Dersch	English Language Arts	rebecca.dersch
Mr. Tevlin	Fine Arts	john.tevlin
Ms. Phillippe	Fine Arts	rachel.phillippe
Ms. Johnston*	Social Studies	joy.johnston
Maj. Francis	Social Studies	james.francis
Mr. Gilbert	World Languages	william.gilbert
Ms. Molloy	World Languages	catherine.molloy
Mr. Hommowun	Mathematics	Nicholas.hommowun
Mr. Sabor	Mathematics	william.sabor
Mr. Klosterman*	Mathematics	nathan.klosterman
Mr. Schenk*	Computer Science	alexander.schenk
Ms. Matiase*	Science	ninfa.matiase
Mr. Becerra	Science	kevin.becerra
Ms. Dowling	Science	kristen.dowling

Ms. Kish	Science	catherine.kish
Dr. Schisler	Science	mark.schisler

*Department Chair

BELL SCHEDULES

<u>Collegiate Bell Schedule</u>	
7:30-8:00	Arrival/Breakfast
8:05-9:27	1st/5th Period
9:32– 10:49	2nd/6th Period
10:54-11:36	Mentor Period
11:41-12:11	Lunch*
12:16-1:33	3rd/7th Period
1:33-1:43	Collegiate Break
1:43-3:02	4th/8th Period

Collegiate Activity and House Schedule 2022-2023

7:30-8:00 am	Arrival/Breakfast
8:05-9:10 am	1st/5th Period & Announcements
9:15-10:15 am	2nd/6th Period
10:20-11:20 am	3rd/7th Period
11:25 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

ADMISSIONS

Admissions Criteria 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, excellent 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 SLPS Magnet School Application at www.slpsmagnetschools.org.
2. Submit the 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.

ACADEMIC PROGRAM (BY YEAR)

Freshman Year

- Algebra I, Algebra II*, or Geometry
 - Biology
 - Coding-elective
 - GIS-elective
 - English I
 - World History
 - Intro to Art or Orchestra
 - Foreign Language (Latin or Spanish)
 - PE
 - PLTW #1: Principles of Biomedical Science
- *Students who have completed Algebra I and taken the End of Course (EOC) assessment in Middle School are able to take Algebra II as a Freshman, contingent upon a placement exam.**

Sophomore Year

- Chemistry, AP Biology
- English or Honors English II
- Foreign Language (Latin II or Spanish II)
- Algebra II, Geometry
- US History
- Personal Finance (1 sem.) & Health (1 sem.)
- GIS-elective
- AP Human Geography-elective
- 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 Psychology
- English III, AP English Language & Composition, African American Literature
- Foreign Language (Latin III or Spanish III or AP Spanish)
- Chemistry, Honors Chemistry, AP Biology, AP Environmental Science, Botany & Zoology, Physics
- PLTW #3: Medical Interventions/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, African American Literature
- Pre-Calculus, College Prep Algebra, 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.

DRAFT

GRADUATION REQUIREMENTS

The **required 28 units** of credit for graduation broken down by department are listed below:

- 4 units of **English**
- 4 units of **Mathematics**
- 3 units of **Social Studies**
- 4 units of **Science**
- 4 units of **PLTW Biomedical Science**
- 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**
- 3 additional units of Elective Courses

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. Placement in Math is a result of standardized test scores and 8th grade Math grades.

COLLEGE CREDIT PROGRAM OPTIONS

Students have the option of 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) and St. Louis Community College. Students are required to earn a grade of C or better in such a course to earn college credit.

The courses in the dual credit and dual enrollment programs are: AP Biology, AP Calculus AB, College Algebra, AP English Language, AP English Literature, and PLTW-Medical Interventions. 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, Human Geography, Psychology, and Spanish.

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 \$40 will be assigned. Students will also be charged a fee of \$40 if he or she fails to show up for an AP exam as scheduled.

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.

LATE ASSIGNMENT POLICY

Penalty for late assignments

If a student fails to submit an assignment by the due date/time a late penalty of 20% is assessed to the final grade of the assignment. If the late assignment is not submitted within seven calendar days of the original due date the teacher is not obligated to accept the assignment and will submit a zero as the grade for the assignment. The teacher may exercise discretion and extend the deadline for when the assignment may be accepted for a grade. Microsoft Teams should be checked during absences and upon return to school.

Missing work due to illness

If a student misses class due to an illness or other excused absence, the student must meet with the teacher the day of return to class. During this meeting, the student will turn in any missing work and request additional instruction for anything that was missed or not understood. If the student misses a test due to an illness or other

excused absence, the student must take the test within two days of return or during the next study hall period. Except in cases of hospitalization, students will utilize Microsoft Teams 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 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 hospitalization, the student's teachers should be contacted by email to arrange for make-up work. Teachers will have updated assignments on their Microsoft Teams.

REPORT CARDS

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.

Each semester consists of the following grading periods:

1. 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 +/-, the grading ranges listed below give the student a barometer of where their academic progress falls.

A or 4.0: Performance that greatly exceeds the basic objectives of the course.

B or 3.0: A level of mastery and performance that meets the objectives of the course.

C or 2.0: Performance below the objectives of the course.

D or 1.0: Performance seriously below the objectives of the course.

F or 0.0: Failure to meet the reasonable minimal objectives of the course.

I (Incomplete) is 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 four weeks after the end of the quarter or semester, the I becomes an F unless the 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.

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, juniors, and seniors 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)

ACADEMIC INTEGRITY POLICY

Collegiate School of Medicine and Bioscience expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Collegiate’s Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Collegiate’s Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

Collaboration is to work together (with permission) in a joint intellectual effort.

Plagiarism is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Plagiarism includes missing citations. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.

Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, calculators, computers or other unauthorized technology (phones, headphones, and smart watches), during an exam or project.

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

Originality means not having language and ideas that are not original to the author – whether intentional or not. If a student’s work contains another’s work, or runs parallel to another source in its argumentation or citations, etc., it comes under this category. The amount or degree of unoriginal materials – as well as their intentionality – are at the discretion of the teacher’s measurements. These include but aren’t limited to percentages of Turnitin; similarities to others’ work with modifications to syntax, etc.; and other forms of appropriation that affect the originality of the work not listed here.

This also refers to the practice commonly known as “double-dipping.” A student’s own originality is at issue because they have made their very own paper “unoriginal” by not composing work for the assignment as part of the class flow and educational environment. In this case, the second submission of a paper is deemed to have violated the integrity policy in the vital sense that while the authorship of the writer is unimpeachable, they still have not done work for the class.

It should be noted that the best way for students to adhere to these policies, in addition to reviewing them for understanding, is to always ask the teacher about specific assignments. The fraught determinations of double-dipping, for example, would be greatly ameliorated by brief check-in conversations between teacher and student prior to turning in work.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others. Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

Once the initial determination is made, the supervising teacher or professional employee consults with their area supervisor or school principal (or AIC) for Level 2 infractions and beyond. Level 1 infractions will be at the sole discretion of the primary teacher, but will be recorded in SIS; shared with administration; and shared with the other stakeholders, including parents. At all levels, students are encouraged to share in writing their comments and responses, all of which will become accompanying materials for reports submitted in SIS and to parents.

In any and all cases, student and teacher (and possibly other stakeholders, depending on the Level infraction) will engage in a Restorative practice following the consequences outlined below. It is absolutely vital that the consequences are not solely punitive. Rather, these incidents should be an opportunity to revisit policies, check in with students, make sure the classroom environment is still engendering trustful relationships, and so on. These may include mediated one-on-one conversations between student and teacher; reviewing the policies herein and revisiting the materials to make sure the students understands the infraction; discussions on the Integrity event between student and other stakeholders. These Restorative practices are also recorded to SIS. It is the responsibility of both the teacher and student to work on these Restorative practices within ONE WEEK of the teacher's noticing and notification to the student.

Range of Possible Consequences

Severity of consequence within each level will be based on extent of offense, the subject area where it occurs, and how many times student has cheated in the past.

Level 1: Copying or cheating on an assignment that is worth less than 25% on the teacher syllabus

- Zero on assignment
- Parent notification
- Referral to administration
- Conference with teacher

Level 2: Plagiarizing, Copying, or cheating on an assignment that is worth 25% or more on the teacher syllabus.

- Zero on assignment
- Parent notification
- Referral to administration
- Conference with teacher
- Counselor* notification
- Parent / student / teacher / counselor conference
- Suspension from school
- Suspension from extracurricular activities
- Final contract (i.e., academic probation)
- Level 3: Forgery or stealing
- Level 2 consequences

- Suspension from school
- Suspension from extracurricular activities
- Final contract (i.e., academic probation)

And Dismissal from extracurricular activities (elected or appointed student offices, athletics, and/or senior privileges*)

PREPARED TO LEARN

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 lists in each class syllabus as communicated by your teachers. Students are responsible for bringing all materials as well as their district-issued electronic devices and chargers 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 a 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.

EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

Collegiate students have many opportunities over the course of the school year to participate in extracurricular activities and events. The main objective of these is to provide an appropriate and safe, social setting for students to become well-rounded members of the community.

Events

- House Wars (August, October, February, May)
- Homecoming/Spirit Week (October)
- Mosaic Day (formerly International Day) (TBD)
- Black History Month culminating in the Family Reunion (February)
- Physics Day at Six Flags (April)
- Academic Awards Day (Late May)

Athletics & Clubs

(In alphabetical order)

Clubs

Black Student Union
 Cybersecurity Team
 HOSA-Future Health Professionals
 Media Club (yearbook, photography, social media)
 Muslim Student Association
 National Honor Society
 Pride Alliance
 Go Green/Gardening/Recycling Club
 Robotics Team
 Student Council
 Urban Lit Magazine
 Women's Empowerment
 Students on the GO!

Athletics

Baseball – Boys*
 Basketball – Boys/Girls
 Cheer – Girls/Boys
 Cross Country – Boys/Girls
 E-Sports
 Soccer – Boys/Girls
 Softball – Girls*
 Speech and Debate Team
 Tennis – Boys/Girls*
 Track & Field – Boys/Girls
 Volleyball – Girls/Boys

* Co-op with McKinley CJA

A proposal for a new club may be submitted to the Assistant Principal 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 at least one volunteer activity per year.

Extracurricular Eligibility

Although participation in extracurricular activities is encouraged and valued at Collegiate, it is secondary to academic progress. The purpose of extracurricular eligibility is to meet the MSHSAA eligibility requirements, to motivate students to reach Collegiate'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 any grade marking period or are placed in ICU at the end of any quarter will lose the privilege of participating in extracurricular activities until the next marking period, 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 Athletic Director (AD) or administration has the right to remove a student from an extracurricular at any time during the school year if the administrator or AD determines that participation in the extracurricular is impeding the student's academic progress. Additionally, students accumulating at least 6 absences in a quarter, or 12 absences in a semester, will be ineligible to participate in any extracurricular activities for the remainder of the quarter. 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 (IEP'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.

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' Microsoft Teams 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 school's 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

Parents must notify the school at least one day in advance of all planned absences. The parents must email Mr. Steele and Ms. Turner or the student must bring a note to the main office from his or her parent/guardian stating that dates and reason for the planned absence. Notes brought in after the absence will be recorded as an excused absence following parent verification.

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.

Tardiness

If parents/guardians foresee their son/daughter's being tardy, they should notify the Main Office before 8:00 am. Upon arrival, the student is to report to the main office to receive a tardy slip. 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 or a doctor's statement documenting why the student is absent. If the student 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.

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 cocurricular activities. A second violation is grounds for suspension.

Leaving Campus

Emergency:

1. Parent/Guardian is to contact the main office at 314-696-2290.
2. The attendance office will contact the student's teacher and write a dismissal notice for security.
3. The student must sign out at the main office before leaving and the parent/guardian or representative must sign the dismissal note.

Non-Emergency

1. Parent/Guardian is to contact the main office at 314-696-2290 or the student is to 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 student's teacher and write a dismissal notice for security once the student's ride arrives.
3. The student must sign out at the main office before leaving and the parent/guardian or representative must sign the dismissal note.

Parents/Guardians who check out students must enter via the Upper Kemper Entrance and 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. For the safety and security of our students and staff, students may only exit via the Upper Kemper Entrance during the school day. 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 who ride the bus or are dropped off will enter the campus through the Arsenal gate. Students who drive must park on Kemper St. and enter the building through the Kemper St. entrance. *Please note that student parking is prohibited on the parking lots.*

Students must make arrangements to leave campus as soon as possible after dismissal at 3:02. Due to buses picking up students on Arsenal St., all other rides should wait for students on Kemper St. Students who are waiting for a ride home must wait on the Kemper St. side 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

Semester I final exams are scheduled during the week prior to the Winter Break. Semester II exams are scheduled the last week of the school year. 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

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 of 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 include, but are not limited to:

- Class disruption
- Profanity
- Insubordination
- Unauthorized Use of Technology or Misuse (Level 3 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 include, but are not limited to:

- Harassment (of any kind)
- Plagiarism
- Bullying (cyber bullying, verbal, physical, etc.) (Level 2 in district handbook)
- Defiant/Aggressive Insubordination
- Technology Misuse (Level 2 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 include, but are not limited to:

- 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 (Level 1 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 Statutes.

DRESS CODE

Collegiate School of Medicine and Bioscience is a professional, collegiate preparatory, 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 2022 - 2023

House Uniform (Mondays)

- **Every Monday, students will wear their House Polo, along with the expected khaki, navy, or grey pants and uniform shoes.**
- The House System is designed to develop a sense of tradition, pride, identity, and motivation.
 - Our Houses will assist and continue to drive a positive and collaborative culture within our building.
 - Students have been assigned to Houses and will meet every day in their "House Mentor group," which will serve as a mentoring time and study group.
- During House Competitions and House Wars, students will be allowed to wear their House T-Shirts provided by the school.

Daily Uniform (T-Th)

- It is expected that every student wears a Collegiate logoed polo shirt (white, grey, blue) and khaki, navy, or grey pants, shorts, skirts. Long sleeve logoed polo shirts are also permitted.
- Students are to wear the school uniform daily. Exceptions are: House Mondays, Collegiate Fridays, and Spirit days. Uniform pants and shoes are to be worn on these special event days.
- Collegiate logoed outerwear is preferred to be worn in the building. This includes: sweatshirts, hoodies, sweaters, vests, and jackets. **Only solid white, navy, black or grey outerwear is permitted to be worn in the building over the logoed uniform shirt.**

Collegiate Fridays (F)

- Every Friday is designated as Collegiate Friday. These Fridays are school spirit and college focused as driven by our core values.
- Students are allowed to wear Collegiate spirit shirts or college/university shirts (a legitimate college or university must be prevalent on the attire).
- **Normal uniform pants, shorts, skirts and uniform shoes are required.**
- **Dress-down days will be announced in advance and usually will occur on Fridays.**

Shoe Guidelines

- Keeping in line with our mission as a college and career preparatory high school, students are to wear shoes that illustrate this. We expect students to wear school appropriate shoes at all times while on school grounds.
- Acceptable shoes are: Sperrys, loafers, Vans, Polos, sneakers, name brand athletic shoes, boots in Winter.
 - Athletic shoes and boots are now permitted.
 - Shoes should be a solid color that complements the school uniform and does not distract.
 - Acceptable colors are **brown, beige, blue, black, gray, and white.**
 - **Red, yellow, pink, green, orange, purple, and any shade of these colors are not permitted as the dominant shoe color.**
 - **Accenting colors are permitted.**
 - Checkerboard patterns (Vans) in the approved colors are permitted.
- Crocs, Flip-flops, athletic slides, house shoes, slippers, open-toe sandals, and open-heel sandals (i.e. Birkenstocks) are NOT permitted to be worn at Collegiate.

Additional Uniform Guidelines:

- **Headwear:** Hats, hoods, durags/do rags, scarves, and bonnets are NOT permitted to be worn in the building at any time.
- **Religious Affiliated Attire:** Attire that is required based on religious affiliation should be discussed with the Assistant Principal or Principal. Any such attire should not obstruct the visibility of the normal Collegiate uniform shirt.
- Shirts must be tucked in and belts worn with pants, shorts, etc. that have belt loops.
- Skirt/short length should follow the “fingertip rule” - the hem of the shorts or skirt is below the student’s fingertips when standing straight with hands to his or her side.
- **Chronic uniform infractions will result in a call to parents and disciplinary consequences (i.e., after-school detention and suspension).**

Where May I Purchase School Uniform Shirts?

- **Land’s End:** <http://www.landsend.com>
 - All uniform shirts and outerwear may be purchased from the Land’s End website.
 - Payment accepted: credit card, debit card, Sears card, Lands’ End gift card, PayPal
 - Only shop the Land’s End 30% or 40% off sales. You will receive notices of such sales after

- setting up an account with Land's End.
- **Collegiate Book Clerk/Treasurer:**
 - **Use this link to order in advance (payment upon order and delivered to home or school):**
 - Uniform polo shirts and House polo shirts are available at Collegiate from our Bookclerk/Treasurer. Each short sleeve polo costs \$20 and each long sleeve polo shirt costs \$24.
 - Polo shirts are stocked throughout the year.
 - Long sleeve polo shirts are available by advance order only.
 - Payments accepted: cash (we are not able to accept personal checks or cards)

DRAFT

Dress Code Examples

Collegiate Polo and khaki pants



Collegiate Polo and khaki pants



Ladies Polo and Skirt



Collegiate jacket/sweater



Khaki Shorts



OTHER E

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, computer lab, 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.

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

I. 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 and only consumed during the lunch period.

I. Leaving Things Around

Students should not leave their belongings unattended. Backpacks, books, cell phones, laptops, charging cords, 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 AND 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, tablets, 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 an SLPS issued email address. The email 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 email system. Therefore, students should check their SLPS

email 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 the Collegiate Mission.

Violations of the district’s Acceptable Use 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 school or individual property. 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.

Appropriate Use of Electronic Devices

Student use of technology on campus should primarily be for educational purposes. Collegiate School of Medicine and Bioscience or SLPS is not responsible for lost or stolen electronic devices. Students are not allowed to the SLPS wireless network using their personal devices (i.e. smartphones, iPads, laptops, etc.) 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.

Cell phones and Smartphones are to be silenced during the academic day. **Students’ cell phones and air pods may not be out while in class. These devices should be in the students’ backpacks, fanny packs, or purses in class.** Students may only use their phones during breakfast, lunch, and during passing periods in the hall, cafeteria, and Perch areas.

Per St. Louis Public Schools’ Code of Conduct, the “use of cell phones, electronic cameras and electronic communication devices must be authorized by school staff. Unauthorized use of cell phones, cameras and electronic devices may result in confiscation or search and seizure of the item. Items confiscated will only be returned to parent(s)/guardians after meeting with school officials within a reasonable time frame. The district is not liable for the devices brought in violation of district policy and confiscated in accordance with the same.

Students are prohibited from taking pictures, video, or audio of other students and staff. Doing so violates the privacy rights of other students and staff and is subject to discipline pursuant to district policies on acceptable use and the Family Education Right and Privacy Act (FERPA). “

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 administrator, call home, and parent meeting
- 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 anything on the internet using Collegiate's name, acronym (CSMB), or crest/symbols 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 AND SENIOR INTERNSHIP/CAPSTONE PROJECT

Community Service Program

All Collegiate students are required to complete 100 hours of community service as a part of their graduation requirement. The Community Service Program (CSP) offers students 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, homeless women and their children, tutor elementary and junior high students, residents in assisted-care facilities, people with inadequate housing, and others in need. CSP is not a club, but the program cooperates with numerous clubs and organizations throughout the school to encourage broad participation.

**COVID – 19 Exception: Collegiate will not require students to complete 100 hours of Community Service due to COVID-19 restrictions in place from March 2020 through December 2021. Hours will be adjusted based on community service completed prior to the pandemic depending on the grade level.*

Senior Internship/Capstone Research Project

Senior Internship is the name given to the intensive, twice/week, whole day internship experience for our students during second semester of Senior Year. 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.

SCHOOL COUNSELING AND COLLEGE ADMISSIONS

Through individual meetings, group guidance activities, interaction with parents and consultation with other adults in the school community, the school 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, and students work with a counselor all four years.

Goals and Objectives of Guidance and College Admissions Department

- To assist students in the adjustment to the 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 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/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.

PARENT TEACHER ORGANIZATION (PTO)

PTO Vision

Making every child's potential a reality.

PTO 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 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 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 Core 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.