



# COLLEGIATE HIGH SCHOOL STUDENT HANDBOOK 2020-2021

UPDATED SEPTEMBER 2020



# Collegiate High School 2020-2021 (Tentative)

August 2020						
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**70,920 Instructional Minutes**  
**2,700 Staff Development Minutes**  
**73,620 Total Minutes**

**CHS Fall 2020 (80 Days)**  
**August 19 - December 11**

Aug 17-18 - Staff Development  
 Aug 19-21 - CHS Convocation  
 Aug 24 - First Day of Classes

Sept 7 - Labor Day  
 Nov 26-27 - Thanksgiving Holidays  
 Nov 23 "W" Day  
 Dec 11 - Fall COM Commencement  
 Dec 11 - Last Day of College Classes  
 Dec 12-Jan 3 - Winter Holidays

**CHS Spring 2021 (90 days)**

**January 6 - May 21**

Jan 4-5 - COM Reopens/Staff Development  
 Jan 6 - HS Classes Begin  
 Jan 11 - Convocation/Staff Development  
 Jan 18 - Martin L. King Holiday  
 Jan 19 - First Day of College Classes  
 Mar 15-19 - Spring Break  
 April 2 - Spring Holiday  
 Apr 26 - "W" Day  
 May 13 - CHS Banquet  
 May 14 - Last Day of Spring College Classes  
 May 15 - Spring COM Commencement  
 May 31 - Memorial Day Holiday  
 May 26 - Staff Development

**Spring 2021 Mini Session**

May 17 - First Day of Classes  
 June 2 - "W" Day  
 June 4 - Last Day of Classes

**Summer 2021**

**1st 5 Week Session**

June 7 - First Day of Classes  
 July 6 - "W" Day  
 July 9 - Last Day of Classes

**2nd 5 Week Session**

July 12 - First Day of Classes  
 August 6 - "W" Day  
 August 13 - Last Day of Classes

February 2021						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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July 2021						
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25	26	27	28	29	30	31

CHS Parent Meetings  
 COM Classes Begin/End  
 HS Semester Begin/End  
 Holiday/COM Closed  
 Begin/End Six Week Grading Period  
 "W" Day: Last day to drop  
 CHS Information Session

Fee Payment Deadline  
 Student Meetings  
 Staff Development

## Table of Contents

CHS at a Glance .....	2
Important Dates .....	2
High School and College Policies .....	2
Authorization of Student Information Disclosure .....	3
General Admissions Information .....	3
Eligibility Requirements .....	3
Application Process .....	3
Testing Requirements .....	3
The Interview .....	4
Returning Students .....	4
Registration Procedures .....	4
Graduation Plan .....	4
Registration .....	4
Adding a Course .....	4
Dropping a Course .....	4
Instructor-Initiated Drops .....	5
Tuition, Fees and Related Costs .....	5
Tuition and Fees .....	5
Refunding of Fees and Charges .....	5
Textbooks .....	5
Scholarships .....	5
Meals .....	6
Academic Policies and Procedures .....	6
Dual and Concurrent Credit .....	6
College-to-High-School Course Crosswalk .....	6
College Classes .....	6
High School Classes .....	7
Grade Reporting .....	7
Transcripts .....	8
UIL Requirements .....	8
University and Career Development .....	8
CHS Academic Grade Point Average (GPA) .....	8
Minimum GPA Requirements .....	8
Grade Point System .....	8
Weighting Scale .....	8
Graduation Requirements .....	9
Graduation Cords .....	9
Grades and Ranking on the Home Campus .....	9
CHS Class Ranking .....	9
CHS Honor Graduates .....	9
Student Code of Conduct .....	10
Attendance Requirements .....	10
Tardy Policy .....	10
Discipline Management .....	10
Foundation Graduation Plan .....	11
Dress Code .....	12
Bullying .....	12
Social Media .....	12
Probation .....	12
Student ID Cards .....	12
Student Congregation Areas .....	13
Field Trip Policies .....	13
Drug and Alcohol Free Campus .....	13
Student Services .....	14
College Student Services .....	14
Advisement Services .....	14
Testing .....	14
Student Extracurricular and Cocurricular Activities .....	14
COM Electronic Information Guide .....	14
Other Information .....	16
Glossary of Terms .....	17

College of the Mainland is an equal opportunity/affirmative action educational institution and employer.

### MISSION

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic prosperity of the diverse communities we serve.

### VISION

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic, and global environment.

### BOARD OF TRUSTEES

- Kyle Dickson, Board Chair
- Alan Waters, Vice Chair
- Melissa Skipworth, Board Secretary
- Dr. Verna Henson, Trustee
- Dr. William (Bill) McGarvey, Trustee
- Dawn King, Trustee
- Don Gartman, Trustee

## Welcome to Collegiate High School

Dear Students,

Welcome to Collegiate High School (CHS). The Collegiate High School faculty and staff are excited that you have chosen to begin your college experience at College of the Mainland's Collegiate High School; however, because of the COVID-19 pandemic being totally virtual was not our plan. This mode of instruction is going to be extremely challenging for you, the CHS staff and your college professors but we want you to know that we are here to support you in your journey to a post-secondary degree. The Collegiate High School affords you the opportunity to take advantage of high school and college coursework for maximum dual credit hours at a fraction of the cost of a four-year university. You can graduate with an associate degree before you receive your high school diploma, but you will work harder than ever before to meet your life-long goals. Take advantage of the services afforded to you by the college and the CHS program. This unique program comes along once in a lifetime. Make the best use of it for your future academic or career accomplishments and let us make 2020-2021 a year to remember!

Regards,  
**Sandi Belcher**  
 Director, Collegiate High School



## CHS at a Glance

Collegiate High School Office Hours  
8 a.m. - 5 p.m.  
Monday - Friday

Participation in this full-day program is a privilege, not a right. Students must consider it as such and act accordingly. CHS students are role models for other students on their home campus and in the community. Students are expected to maintain proper behavior on and off the COM campus.

## Important Dates

### FALL

### SPRING

### Grading Periods

1st Six Weeks	Aug. 19 – Sept 25	4th Six Weeks	Jan. 6 - Feb. 12
2nd Six Weeks	Sept. 28 - Oct. 30	5th Six Weeks	Feb. 15 - April 2
3rd Six Weeks	Nov. 2 - Dec. 11	6th Six Weeks	April 5- May 31

### Holidays

Labor Day Holiday	Sept. 7	MLK Day	Jan. 18
Thanksgiving Holidays	Nov. 26-27	Spring Break	March 15-19
Winter Break	Dec. 14-Jan. 5	Spring Holiday	April 2
		Memorial Day	May 31

### Parent Meetings • 7 p.m. TEAMS or ZOOM (TBA)

CHS Parent Info/Updates - Sept. 10, 2020 and Feb. 18, 2021

### Student General Meetings • Noon - 1 p.m. TEAMS Townhall

Aug. 28	Sept. 25	Oct. 30	Nov. 20	Jan. 29	Feb. 26	March 26	April 23	May 14
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## High School and College Policies

As a cooperative high school, CHS is required to follow policies and procedures for multiple high schools and for College of the Mainland. The following chart may help when determining what policies are being followed.

### Procedure

### Policy

Procedure	Policy
Attendance Accounting	Individual High School Policy
Calendar	CHS - High School Activities
COM Catalog	COM - College Course Schedule, Deadlines and Holidays
College Clubs, Activities and Field Trips	CHS and High School Policy
Discipline	CHS Policy, unless action is repeated or serious
Dual/Concurrent Course Credit	Individual High School Policy
Grade Reporting Periods	CHS Calendar
Grading Policies in College Classes	COM Policy
Graduation Requirements	Individual High School Policy, Texas Administrative Code
Official Class Ranking	Individual High School Policy
Weighting of Grades/High School GPA	Individual High School Policy
Withdrawal from classes	CHS and ISD Policy

### Authorization of Student Information Disclosure

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

Part of COM Collegiate High School's mission is to work with faculty and staff at the college and high school levels to ease student's transition into college. Therefore, it is necessary for private information to be shared between all participating entities, including ISD faculty and staff, COM faculty and staff, students, and parents. To do this, we must have a student waive his/her FERPA rights. Please carefully read the waiver at the back of this book before signing.

More information on FERPA can be obtained at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

## General Admissions Information

### Eligibility Requirements

Students wishing to take advantage of Collegiate High School opportunities must meet all of the following eligibility requirements:

- Pass all state assessments.
- Obtain authorization from their home campus Collegiate High School Representative, Counselor and/or Administrator.
- Meet established admissions requirements at COM, as well as testing requirements with a minimum college reading score of 351.
- Complete the application process as outlined below.

### Application Process

Students attending a participating public school must initially meet with their high school counselor to learn their individual school's process for applying to the program. Students not enrolled in a participating public school should contact the CHS Office directly for the most current application process. Once the application process is clarified, the student may begin the application process:

- Complete the state's Application for Admission to community colleges, (online at [www.com.edu](http://www.com.edu) or [applytexas.org](http://applytexas.org)).

- Complete the separate CHS Application including recommendation forms from the student's high school counselor, assistant principal and three teachers. (This form is online at [www.com.edu/chs](http://www.com.edu/chs).)
- Develop a personal essay, no more than 500 words, explaining why the student should be considered for the program. Career goals and aspirations should be included as well as any explanations of issues that might hinder the student's acceptance into the program.
- Submit an official transcript.
- Achieve the minimum scores on college placement tests listed below.

### Testing Requirements

**All students must have successfully completed the latest state assessment.**

To enroll in dual credit or concurrent enrollment courses, high school students who have not taken or who cannot claim exemption from the SAT/ACT/PSAT/EOC/STARR score requirement must take the new TSI test and meet the minimum requirements.

Section	Minimum Scores
Math	350+
Reading	351+
Writing	340 and Essay 4

\*Math scores not required for CHS acceptance because co-requisite courses are aligned with college math courses.

And/or:

- SAT: (Reading) EBRW 480, Math 530
- ACT: Composite- 23 English- 19, Math- 19
- PSAT: EBRW 460, Math 510
- Dual Credit EOC Wavier:
  - (STAAR EOC) minimum score of 4000 on Level II of English II, TSI waved for Reading and Writing.
  - (STAAR EOC) minimum score of 4000 on Level II the Algebra I STAAR EOC and passing grade in the Algebra II course; or End of Course (STAAR EOC) minimum score of 4000 on Level II Algebra II; TSI waved for Math.

### The Interview

Once a student has completed the application process and met testing requirements, an interview will be set. This should be considered as if it were an interview for employment. Because this is a big step for students to take, it is important that students understand the responsibility that they are taking on. Applicants answer questions about their school experiences, their motivation to work and be successful and their goals for the future. Most interviews last about 30 minutes. **At least one (1) parent or guardian is expected to attend the interview session.**

### Returning Students

At the end of each year, students wanting to return for the following school year must complete the review process. This includes meeting the following minimum requirements:

Criteria	Requirement
COM and CHS GPA	2.0
Credit Hours Earned	9-12 per semester (Jr./Sr. students)
*Withdrawals/"F" grades	No more than one/semester
Incompletes	(Only Emergency Situations)
Daily Attendance	90 percent
High School Classes	Successfully complete all high school courses

**\*The student/parent must reimburse CHS for Access Codes of "W" or "F" courses, if the student is unable to utilize the same code the next semester.**

Continuing students must also:

- Complete the Returning Student Application
- Pass all applicable state assessments
- Complete the Returning Student Presentation

## Registration Procedures

### Graduation Plan

Once a student has been admitted to COM's Collegiate High School, students must meet with the CHS staff to develop his/her Individual Graduation Plan (IGP). This plan will include both high school and college degree requirements. This plan must be updated every semester as the student completes courses. It must also be changed if a student changes his/her college major.

### Registration

Each semester the student's classes are determined based upon his/her IGP and the current COM Credit Schedule. A CHS Dual Credit/Concurrent Enrollment Endorsement Form will be completed. Signatures of the high school campus administrator or counselor and the student's parent are required before a student may register for college courses. Course registration requests not accompanied by this form will not be accepted under any circumstances.

CHS students may not enroll in developmental courses or courses for which they have not met the course or skill level prerequisite requirements without necessary approval.

The College reserves the right, when necessary, to cancel classes, change instructors and otherwise alter the published schedule. No charge will be made for changes, unless it is an Internet course.

### Adding a Course

CHS students may only add a course with the permission of the CHS staff. The student must meet with CHS personnel to complete the appropriate paperwork, make adjustments to the IGP and then submit the following to the CHS Advisor:

- A completed CHS Dual Credit/Concurrent Enrollment Endorsement form with appropriate signatures from the CHS staff, home campus counselor, parent and student
- Appropriate tuition and fees must be paid by the deadline set by the College at the time of registration. If after this date, the student will have to pay at the time of registration.

### Dropping a Course

**Students may not drop any class without prior approval from CHS personnel.** No more than one class per semester may be dropped, regardless of whether the drop is initiated by the student or the instructor. Students on scholarship will have to reimburse CHS for dropped courses.

The following steps must be followed to drop a course:

- Students must meet with their instructor to develop an improvement plan, documented on the Student Performance Improvement Plan form.
- Students must submit a completed Add/Drop Form with appropriate signatures from the parent and student to the CHS Advisor on or before the deadline to receive a "W".

There may be financial aid implications for withdrawing from a course once the student begins attending college after graduating from high school. Withdrawing from dual credit and/or concurrent enrollment courses may seriously affect future financial aid. When a CHS student applies for student aid at COM, the Foundation Office and/or Financial Aid Office evaluates all previous grades made by that student at College of the Mainland. The student's academic history at COM must reflect at least a 2.0 cumulative grade point average and at least an 80 percent course completion rate. Any course in which the student received an "F", "W" or "I" does not count as a completed course. Students who do not meet these criteria may be placed on financial aid suspension.

### **Instructor Initiated Drop**

When, in the judgment of the instructor, a student has been absent so many times that he or she is unlikely to complete the objectives of the course, the instructor may initiate steps to drop them by notifying the Admissions and Records Office. The student will receive a "W" for that course if dropped before the "W" date listed in the College Calendar. Students will not be dropped after the published "W" date and will receive a grade for the course enrolled.

Students who do not officially drop a course but stop attending will be treated as still enrolled. This may result in failure of the class. It is important that a student officially drop a course using the procedures outlined above to avoid receiving an "F" for the course.

## **Tuition, Fees and Related Costs**

### **Tuition and Fees**

College of the Mainland's Board of Trustees has waived 40 percent of the tuition for Collegiate High School students.

Tuition and fees for Collegiate High School students are due according to the deadlines published in the current COM Catalog. To help meet their educational expenses, students may enroll in the FACTS Payment Plan through WebAdvisor. This is not a loan program. For more information, students should check online or with the Financial Services Department.

**Note: As discussed on the previous page, when registering and paying for tuition and fees, all Collegiate High School students must submit a copy of their signed Collegiate High**

**School Dual Credit/Concurrent Enrollment Endorsement Form to the cashier in order to receive the tuition waiver.**

### **Refunding of Fees and Charges**

Collegiate High School students seeking refunds for tuition and fees paid are subject to the College's policies and procedures outlined in the current College Catalog. The \$45 nonrefundable processing fee will be subtracted from all refunds. Students may not receive a refund if CHS scholarship money has paid their tuition. Any unused scholarship money will be returned to the CHS scholarship fund.

### **Textbooks**

CHS has a Lending Library from which students may borrow textbooks. A list of textbooks will be provided prior to the beginning of the semester so students are aware of the books they will be responsible to rent or purchase. Students are responsible for the replacement cost of textbooks borrowed from CHS should they become damaged or lost. Students who do not return textbooks or other materials on loan from CHS will have a hold placed on their records until the debt has been cleared.

**\*\*The student may need to purchase consumable items (computer software or codes, items that are written in and/or created for a specific semester, and art supplies).**

Should a student wish to purchase his/her own textbooks, COM has a book vendor on campus, the Texas Book Company, located in the Student Center. Texas Book Company brings many new benefits to College of the Mainland, such as the ability to shop online at [www.combookstore.com](http://www.combookstore.com). Texas Book Company has a larger selection of new and used books, rentals, electronic versions, supplies, snacks, and COM gear. For assistance in obtaining appropriate materials, the students should inform bookstore personnel of the name and number of the course in which they are registered.

### **Scholarships**

Collegiate High School students do not qualify for any type of federal grants or loans because they have not completed their high school education.

With the generosity of many community businesses and industries, Collegiate High School offers scholarships for Collegiate High School students in need. Students receiving free or reduced lunch at their home school district are in

need. Legal documentation is required for possible scholarship participation. Scholarship funds are dependent on local contributors; therefore, if the fund is depleted, the parents will need to fund the entire tuition/fee cost. To be considered for a scholarship, the student and parent(s) are required to submit a letter of need, explaining financial circumstances that may keep a student from attending CHS. Returning students must submit a new letter for scholarships as they apply for continuance at CHS.

Students must maintain a 2.0 grade point average (College of the Mainland and Collegiate High School) to retain their scholarship. Students whose GPA falls below 2.0 will be required to pay their own tuition and fees (less any amount waived by the College) if they continue at Collegiate High School.

\*The student/parent must reimburse CHS for failed or withdrawn courses if they are receiving scholarship assistance. Reimbursement will be determined by the number of courses/hours taken and new textbooks or access codes purchased for those courses.

### Meals

Free/reduced lunches are not available and students requiring this service can only have these services provided at their home campus.

We strongly encourage students to bring a sack lunch and/or snacks and utilize the commercial refrigerator provided by Valero for the CHS students' use. COM will provide vendors and a vending area to purchase light meals, snacks and drinks.

## Academic Policies and Procedures

### Dual and Concurrent Credit

Students enrolled in Collegiate High School will be eligible to be awarded credit toward high school graduation for completing certain college-level courses. The process of earning high school and college credit simultaneously is called dual credit.

When a student takes a college course that aligns with a high school course that they have previously taken, then they will receive concurrent credit only. This means that the college course may not be placed on the student's high school transcript. This is determined by the student's high school's policy.



It is important for students to check with their home campus counselor on a regular basis to ensure that all courses are transcribed appropriately and accurately.

### College-to-High-School-Course Crosswalk (Online)

Area school districts have identified specific courses at College of the Mainland for which high school credit will be granted upon successful completion of the college course. Each district, however, may have different rules and regulations about the awarding of dual credit and how credits are calculated in GPAs.

The chart lists the approved crosswalk for college-to-high-school credit courses. Remember that each school district may have variations on the courses that they accept. The student should check with their school's counselor for specific articulated credit requirements.

Students may, with authorization from school counselors or administration, take other classes offered at COM for dual credit when a corresponding course is found in the PEIMS Data Standards.

(Collegiate High School Dual Credit Crosswalk is available online <http://www.com.edu/chs>)

### College Classes

**Expectations:** College courses are both interesting and challenging. Students will learn a great deal but will be expected to work hard. On average, college students should plan to study at least three hours a week for every hour spent in the classroom. Students taking a three-semester-hour class should set aside a minimum of six hours per week to study. Some students will need to study more. Students should schedule extra study time when exams are planned, or course projects are due.

Collegiate High School students are expected to perform at the college level and honor all deadlines set by the College and instructors. Individual professors distribute class policies and syllabi detailing course requirements during the first week of class.



**Grades:** Pay careful attention to each instructor’s system for assigning grades as indicated in the course syllabus. If students do poorly on a test or assignment, most college instructors will not allow them to repeat the work in order to improve their grade. Also, most instructors do not offer extra credit for students who perform poorly.

The grades that students earn at COM Collegiate High School in a dual credit course will become part of their permanent college record as well as their high school record.

In a dual credit course, it is possible to earn a passing college grade and a failing high school grade or vice versa. Individual high school policies differ in their awarding of high school credit, and it is the student’s responsibility to understand his/her high school’s policies. College policies apply regarding the awarding of college credit. Students should be sure they are aware of both sets of policies. College policies are printed in the current College Catalog, just as the high school handbook reflects individual high school’s policies.

**Class Discussions:** High school students are enrolled in the regular college classes, mixed with other college students. College courses sometimes deal with controversial issues or subject matter that high school courses would typically avoid. Students are expected to participate in these discussions in a mature fashion.

**College Attendance Policies:** COM policy states an instructor may drop a student if the student incurs excessive absences. In contrast to high school, COM does not distinguish between excused and unexcused absences. Therefore, there is no “special coding” for students who are out on “school business.” Any day that the student is not in class is considered an absence. Instructors may also have a tardy policy. It is important that students contact the instructor and the Collegiate High School staff any time they will be tardy or absent.

**Plagiarism:** Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one’s own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his or her work to be used by others is also guilty.)

Any student who plagiarizes will receive a grade of “0” on his or her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current **Student Handbook**. <http://www.com.edu/student-services/student-handbook.php>

**Don’t Be Afraid to Ask:** Any concerns about performance in the course or an assignment should be discussed with the instructor/professor and/or CHS staff. Instructors /professors publish their office hours in their syllabi and are available to answer questions about course materials or class policies currently. Collegiate High School staff are dedicated to helping students achieve their goals and will assist students in any way possible.

Although CHS students are still in high school, they are considered college students in college courses, and although students sign a waiver for the provisions of the Family Educational Rights and Privacy Act (FERPA), college faculty do not assume responsibility for notifying parents or CHS staff of academic or attendance problems.

### High School Classes

All students are required to be enrolled in a Student Success course to be enrolled in the Collegiate High School program. This course provides support in learning to be successful in college classes, including current event assignments, college preparation, time management, organization, and career development.

Students may complete some high school academic classes at COM. These classes will meet the Texas Essential Knowledge and Skills required for each class.

**Students must be successful in all high school classes in order to continue in the program.**

### Grade Reporting

High school progress reports or report cards will be emailed to parents alternating every three weeks. Parents are expected to maintain current email addresses as well as contact numbers with the CHS office. College courses do not provide progress reports or midterm grades.

### Transcripts

Upon successful completion of each Collegiate High School semester, the Collegiate High School personnel will send a grade report of high school and college grades to the registrar of each high school. All students are encouraged to meet with their counselor to be sure that all courses have been transcribed appropriately.

### University Interscholastic League (UIL)

Students participating in dual credit or concurrent enrollment courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in UIL contests under UIL rules Sub-Chapter M; Section 400, of the 1996-97 constitution and contest rules.

### University and Career Development

Getting ready for the transition to a university or the workforce is extremely important for high school students. COM provides a subscription for all students to Career Cruising, <http://www.com.edu/career-services/student-resources> where each student may research college and career choices. Students should create their own electronic portfolio in which to save their work. In addition, the Texas Workforce Solutions, [www.cbsalary.com](http://www.cbsalary.com) and [lnci.state.tx.us](http://lnci.state.tx.us) are referenced to make actual analysis of career choices and salary expectations.

Standardized tests dramatically affect the students' lives because test performance is often interpreted as a measure of an individual's potential. Collegiate High School utilizes the ACT and College Board SAT preparation programs. Both programs give students the opportunity to demonstrate their true potential by helping them effectively prepare for standardized test excellence.

One way to be sure that students are successful in school is to be sure they understand their own learning style. For this reason, the Learning Styles Inventory will be utilized in Career Cruising.

The Learning Styles Inventory in Career Cruising is based on the students' responses to questions about the kind of environment and methods they prefer when learning new or difficult material. Once students identify their preferences, they can be more productive and learn more easily and successfully.

## CHS Academic Grade Point Average (GPA)

### Minimum GPA Requirements

Students must maintain an overall 2.0 GPA each semester in both their high school and college courses. Any student not earning a 2.0 GPA will be placed on probation for the next semester and may be required to return to his/her home campus.

### Grade Point System

Grade points are awarded for each state-approved high school and college course completed during Collegiate High School. All semester grades earned by a student in high school and college classes taken as a CHS student are included in the grade point averaging. Grades earned on the student's home campus or through alternate credit options (correspondence courses, high school summer school classes, Plato, credit by exam, etc.) are not awarded grade points and are not included in grade point averaging.

### Weighting Scale

Collegiate High School has two scales for averaging grade points. On the 5.0 weighted scale, semester grades awarded in college courses when three semester credit hours or more are earned and CHS Pre-AP classes are given more weight. College courses that are one to two hours and non-pre-AP courses taken on the CHS campus are weighted on a 4.0 scale. Dropped courses are not included. Incompletes will be given 0 grade points and are calculated in the total GPA.

COLLEGE COURSES	HIGH SCHOOL COURSES
A = 5 grade points	A = 5 grade points = 100 - 93
B = 4 grade points	B = 4 grade points = 92 - 86
C = 3 grade points	C = 3 grade points = 85 - 79
D = 2 grade points	D = 2 grade point = 78 - 70
F = 0 grade points	F = 0 grade points = 69 - 50
W will not be counted in GPA. I = 0 grade points = Incomplete	

Grades on the 4.0 scale are awarded as follows:

COLLEGE COURSES	HIGH SCHOOL COURSES
A = 4 grade points = 100 - 90	A = 4 grade points = 100 - 93
B = 3 grade points = 89 - 80	B = 3 grade points = 92 - 86
C = 2 grade points = 79 - 70	C = 2 grade points = 85 - 79
D = 1 grade points = 69 - 60	D = 1 grade point = 78 - 70
F = 0 grade points = 59 and below	F = 0 grade points = 69 and below
I = 0 grade points = Incomplete	I = 0 grade points = Incomplete
W will not be counted in GPA.	

CHS numerical grades are determined by averaging the semester grades earned by a student in high school and college classes taken as a CHS student. If needed, the following point system will be used in calculating the numerical average:

**COLLEGE COURSES**

A = 97 B = 87 C = 77 D = 67 F = 57 I = 57

**Graduation Requirements**

The Texas Administrative Code gives specific requirements for all Texas high school students. Each school district's board of trustees establishes its own requirements as well. Therefore, all CHS students must complete the Texas requirements for high school graduation, their school district requirements and other requirements established by P-16 Steering Committee. All CHS students must complete the foundation graduation plan as determined by the home high school counselor and the CHS academic advisor.

**Graduation Cords**

To earn graduation cords from CHS, students must be in good academic standing at CHS and must have met all graduation requirements of their home high school.

**Grades and Ranking on the Home Campus**

The class rank from the student's home campus is the official ranking to be used on a scholarship or application form. The class rank for CHS can be used by the student as additional information in any scholarship or application letter. Class rank for the student's home campus and for the high school official transcript purposes will be determined by the student's home campus and may be found in the student's home campus handbook and/or curriculum guide. Students and parents may also inquire about the home campus procedures by contacting their high school counselor at the home campus.

**CHS Class Ranking**

Rank in the CHS Program will be determined by using the 5.0 grade point scale. Ranking will be determined by assigning weighted and non-weighted grade point scales for each eligible college and high school class taken during the student's enrollment in Collegiate High School and/or the summer before acceptance. In case of ties in rank, those students who are tied should be given the same rank, one position below the student immediately higher. The student immediately below those tied should be given a rank determined by the total number of students whose average exceeds his.

The official college GPA is determined by the College of the Mainland and is placed on the official college transcript. GPA procedures may be found in the College of the Mainland Catalog. Honors and awards, dean's list and honor graduate's information may be found under Student Services in the COM Catalog.

**CHS Honor Graduates**

There shall be one valedictorian and one salutatorian in each CHS graduation class. The CHS valedictorian shall be the senior with the highest CHS grade point average who has completed at least 48 semester hours of college and has attended a minimum of two years at CHS. GPAs are calculated after the grades are recorded at the end of the fall semester (does not include mini-session grades). If a tie should occur, CHS will recognize the student with the highest number of college hours as the valedictorian and the other student as the salutatorian. If both students have the same number of college hours, CHS will honor both as co-valedictorians and will not recognize a salutatorian.

The CHS salutatorian shall be the student with the second highest CHS grade point average on the 5.0 scale for high school and college classes that were completed on the CHS campus (using criteria stated above). To be considered, seniors must have completed at least 48 semester hours of college and attended a minimum of two years at Collegiate High School. If a tie should occur, CHS will recognize both students as CHS co-salutatorians.

## Student Code of Conduct

### Attendance Requirements

**All students must sign in at the CHS Office no later than 9:30 a.m. each day.**

Frequent absences and tardies are not acceptable behaviors. College instructors may drop students with multiple absences. In high school credit-only courses, students are subject to their home high school attendance policies. Frequent absences and tardies will be addressed as a disciplinary issue and students may be placed on disciplinary probation if attendance problems arise.

Upon returning to CHS following an absence, students must submit a written excuse from a parent, guardian, or caretaker to the CHS Office and receive an absence permit to class. Students are not allowed to return to high school classes without this permit.

- **Students not maintaining a 90 percent attendance rate each semester are subject to probation or makeup time. Not meeting the required attendance rate during subsequent semesters may result in the student's return to his/her home high school.**
- **Three tardies are counted as one absence in all related policies.**
- **Students arriving to class more than 20 minutes late will be considered absent.**
- **Students may not have more than three absences in a single semester to be exempted from any semester exams.**

### Tardy Policy

A little late is too late—class time is important! If each class were delayed only five minutes, the result would be a loss of 10-20 minutes weekly. Students who are late to school must check in through the CHS Office. Being late for class during the school day will result in an unexcused tardy to the student.

### Consequences

Multiple tardies will result in disciplinary action. The following guidelines are for one semester:

First Tardy	Verbal Warning
Second Tardy	Verbal Warning and parent contacted
Third Tardy	Detention and parent contact by teacher; adds up to one absence for attendance, exam exemptions, etc.
Fourth Tardy	Referral to the Director's Office for CHS detention assignment
Fifth Tardy	Suspension; disciplinary probation; mandatory parent conference before the student returns

### Discipline Management

Enrollment in Collegiate High School is an opportunity to excel. Students are expected to behave in a responsible, adult manner at all times. Collegiate High School students are part of the general population of the College; therefore, their enrollment status is not immediately identified to their professors.

CHS students must adhere to all the rules and regulations established in the College of the Mainland Student Handbook. In addition, to operate a high school on the college campus, students are expected to always:

1. Be respectful to fellow students, school employees and school property.
2. Be in classes on time.
3. Attend all classes as scheduled.
4. Refrain from using language or gestures that may be perceived as profane, lewd, vulgar or abusive
5. Refrain from any loud or disruptive behavior in the classroom and common areas.
6. Students are not allowed to be in CHS classrooms without instructor supervision.
7. Smoking is not allowed on the COM campus, no matter the student's age.

Discipline issues in the high school classes are unacceptable and will be dealt with on an as appropriate basis. Repeated infractions will place a student on "Disciplinary Probation" and will jeopardize the student's return the following semester.



## Foundation Graduation Plan

Discipline	Foundation HSP	Discipline	Foundation HSP
English Language Arts	<b>Four credits:</b> <ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>An advanced English course</li> </ul>	Physical Education	<b>One credit</b>
Mathematics	<b>Three credits:</b> <ul style="list-style-type: none"> <li>Algebra I</li> <li>Geometry</li> <li>An advanced math course</li> </ul>	Language Other Than English	<b>Two credits in the same language</b> Two credits from Computer Science I, II and III (other substitutions)
Science	<b>Three credits:</b> <ul style="list-style-type: none"> <li>Biology</li> <li>IPC or an advanced science course</li> <li>An advanced science course</li> </ul>	Fine Arts	<b>One credit</b>
Social Studies	<b>Three credits:</b> <ul style="list-style-type: none"> <li>U.S. History</li> <li>U.S. Government (one-half credit)</li> <li>Economics (one-half credit)</li> <li>World History or World Geography</li> </ul>	Speech	<b>Demonstrated proficiency in speech skills</b>
		Electives	<b>Five credits</b>
<b>Total credits: 22</b>			

<b>Endorsements</b>	<b>A student may earn an endorsement by successfully completing</b> <ul style="list-style-type: none"> <li>curriculum requirements for the endorsement</li> <li>a total of four credits in mathematics</li> <li>a total of four credits in science</li> <li>two additional elective credits</li> </ul>
<b>STEM</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>CTE courses with a final course from the STEM career cluster</li> <li>Computer science</li> <li>Mathematics</li> <li>Science</li> <li>A combination of no more than two of the categories listed above</li> </ul>
<b>Business and Industry</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>CTE courses with a final course from the Agriculture, Food, &amp; Natural Resources; Architecture &amp; Construction; Arts, Audio/Video, Technology &amp; Communications; Business Management &amp; Administration; Finance; Hospitality &amp; Tourism; Information Technology; Manufacturing, Marketing; Transportation, or Distribution &amp; Logistics CTE career cluster</li> <li>The following English electives: public speaking, debate, advanced broadcast journalism including newspaper and yearbook</li> <li>Technology applications</li> <li>A combination of credits from the categories listed above</li> </ul>
<b>Public Services</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>CTE courses with a final course from the Education &amp; Training; Government &amp; Public Administration; Health Science, Human Services; or Law, Public Safety, Corrections, and Security career cluster</li> <li>JROTC</li> </ul>
<b>Arts and Humanities</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>Social studies</li> <li>The same language in Languages Other Than English</li> <li>Two levels in each of two language in Languages Other Than English</li> <li>American Sign Language (ASL)</li> <li>Courses from one or two categories (art, dance, music, and theater) in fine arts</li> <li>English electives that are not part of Business and Industry</li> </ul>
<b>Multidisciplinary Studies</b>	A coherent sequence or series of courses selected from one of the following: <ul style="list-style-type: none"> <li>Four advanced courses that prepare a student to enter the workforce successfully or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence</li> <li>Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics</li> <li>Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, languages other than English, or fine arts</li> </ul>
<b>Total Credits w/endorsement - 26</b>	
<b>Distinguished Level of Achievement</b>	<ul style="list-style-type: none"> <li>A total of four credits in math, including credit in Algebra II</li> <li>A total of four credits in science</li> <li>Completion of curriculum requirements for at least one endorsement</li> </ul>
<b>Performance Acknowledgments</b>	<ul style="list-style-type: none"> <li>For outstanding performance               <ul style="list-style-type: none"> <li>in a dual credit course</li> <li>in bilingualism and biliteracy</li> <li>on an AP test or IB exam</li> <li>on the PSAT, the ACT-Plan, the SAT, or the ACT</li> </ul> </li> <li>For earning a nationally or internationally recognized business or industry certification or license</li> </ul>

## **Students are also subject to their home high school's code of conduct.**

The annual COM Catalog includes COM's students' regulations and policies. Collegiate High School Students are subject to the same responsibilities and consequences as any other college students.

**Discipline in a college class is at the prerogative of the college professors. Professors will provide a course syllabus that will outline their classroom expectations. Parents and students should be aware that any COM employee (faculty or staff) has the right to contact COM campus police regarding inappropriate student behavior at anytime, anywhere on campus, without prior notice to CHS staff. The campus police have the authority to issue citations that can result in significant fines or remove a student from campus.**

### **Dress Code**

Although there is no standardized or uniform dress, students are expected to dress appropriately and modestly. No part of the midriff should be exposed, and tops may not have any suggestive language or designs. Shoes must be worn on campus. Shorts must meet the student's mid-thigh, and tank tops are not allowed.

### **Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school sponsored or related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by the school and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, and theft of valued possessions, name calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

### **Social Media**

#### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is college owned or personally owned, if it results in a substantial disruption to the educational environment.

#### **"Sexting"**

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as sexting, will be disciplined according to the home school district's policy or the college's computer security policy in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### **Probation**

A student may be placed on probation for a variety of reasons:

- Repeated or serious behavioral infraction
- Excessive absences and/or tardies
- Poor academic performance
- Other reasons deemed necessary

A review committee at the end of the semester will determine if a student on probation will continue at CHS the following semester.

If the student does not meet the requirements of the probation the student will be required to re-enroll on the home campus or risk not meeting the requirements of high school graduation.

### **Student ID Cards**

Students must always carry their COM ID card and produce it if asked by any college faculty and/or staff members. In order to use most of COM's facilities, Collegiate High School students are required to have a COM student ID. Students who do not have a COM student ID will not be permitted to use the fitness facilities, the computer labs or check out materials from the library (including CHS textbooks).



### Student Congregation Areas

There is an open study area outside the CHS Office in which students may meet quietly, purchase snacks or wait for classes to begin. This area is designed for all COM students to work quietly. Alternatively, the Student Center is a place for students to meet, play music and have fun.

### Field Trip Policies

Students may have the opportunity to participate in field trips with their CHS or college classes, and/or student organizations. Students must maintain a passing grade in all their high school classes and have 90 percent attendance in CHS classes to participate in extracurricular and cocurricular field trips.

### **Students are subject to the high school code of conduct on any Collegiate High School or College of the Mainland field trip.**

Students may be required to pay some or all costs of optional field trips. For academic field trips, preference will be given first to students enrolled in the class. If space is available, then students in the major/career field will be approved to attend.

A signed permission slip from parents must be submitted no later than the day prior to the scheduled trip. Students 18 years of age and older must still provide a parent-signed permission form.

### **Students who fail to follow proper procedure for any off-campus trip will be subject to disciplinary action.**

### Drug and Alcohol-Free Campus

COM prohibits the unlawful manufacture, dispensation, distribution, possession or use of illegal drugs or alcohol by students on campus or while representing COM at off-campus events. Violations of this policy will result in disciplinary action. See the COM Student Handbook for details of COM policy.

Any violation of the Drug and Alcohol-Free Campus Policy by Collegiate High School students will be referred to the student's home campus for disciplinary action.

## Student Services

### College Student Services

COM's Student Success Center provides a wide range of services designed to supplement a student's total college experience. High school students are strongly encouraged to make use of these services offered to all registered COM students, including access to both academic and personal counseling, career choice workshops and job assistance services. Refer to the current COM catalog and monthly calendars to learn more about Student Services offered at COM.

### Advisement Services

CHS staff provide advising services for CHS students. However, for information on graduation at COM or on transferring to a four-year university, students enrolled in high school programs may want to talk to those in the Advising Center. The Advising Center's extension is 8379.

### Testing

Located on the second floor of the Student Center, the Testing Center provides services designed to assist the student by realistically assessing academic achievement through different testing instruments. Results on these instruments are used: (1) for determining eligibility for certain College programs, (2) for some certifications, (3) for course placement and (4) for meeting requirements mandated by the state legislature. Testing schedules are published monthly. Information regarding testing services available through COM can be obtained by calling extension 8676.

## Student Extracurricular and Cocrurricular Activities

**Home Campus Student Organizations:** CHS students are eligible to participate in all extracurricular activities at their home high school campus.

**Nu Psi (New Sciences):** This is a College-recognized student organization created exclusively for CHS students. The goals of the organization include providing an official avenue for CHS students to express their opinions and concerns to the CHS administration as well as providing services to the high schools, the college, and the community. Nu Psi officers are required to maintain passing grades and all active members are required to give at least ten hours of community service each year. Nu Psi field trips generally include both educational opportunities as well as community service.

**College Student Organizations:** Collegiate High School students are eligible to participate in most COM student clubs and organizations. Refer to the most current COM Catalog for more information on student organizations.

Because CHS students have not graduated from high school, they are still under the total purview of the Texas Education Agency rules and their home campus, even in all College-related activities. This is because they are enrolled in college with the permission of their home campus only. They are subject to all high school rules and requirements, including the requirements for parental permission for off-campus activities and the student Code of Conduct.

## COM Electronic Information Guide

### Communications and Data Management Regulations and Guidelines

Students, teachers and administrators have access to the Internet.

- Many university library catalogs, the Library of Congress, ERIC, CARL and museum websites, including The Smithsonian Institute;
- Discussion groups on a plethora of topics ranging from the environment to music to politics, etc.

The Internet offers tremendous educational opportunities. Unfortunately, controlling all materials on the Internet is impossible. With global access to computers and people, a risk exists that students may access material that may be inaccurate and/or objectionable and not of value in the school setting. Students need to learn to discriminate between reliable sources of information and those that may be questionable. Internet users are responsible for their actions in accessing available resources. College of the Mainland believes that the value of the information and interaction of this resource far outweighs the possibility that users may procure materials that do not meet the educational goals for College of the Mainland.

Access to College of the Mainland's network system and the Internet is a privilege, not a right. Use of the Internet connection is voluntary for the students and the employees of College of the Mainland.

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.



Access to College of the Mainland's electronic information/communications systems will be governed as follows:

- a. Students completing required course work on the system will have first priority for use of COM's equipment after school hours.
- b. Any system user identified as a security risk or having violated College of the Mainland and/or campus computer-use guidelines may be denied access to COM's system.
- c. Access to the COM network is considered a privilege. Anyone found using it in a way deemed inappropriate will be denied privileges. The following standards will apply to all users of COM's electronic information/communications systems.

#### **Online Conduct**

- a. System users may not participate in chat lines.
- b. System users may not upload or download any programs to the system.
- c. System users may not use the COM network for non-educational games as this place a heavy load on scarce resources.
- d. Users must respect the privacy of others when using the COM network. Users shall not intentionally obtain copies of or modify others' files, passwords, or data.
- e. Users must not knowingly transmit any material in violation of any federal or state law over the COM network. This includes, but is not limited to, copyrighted material; threatening, harassing or obscene materials; or material protected by trade secret. Any attempt to break the law using the COM network may result in litigation against the offender by the proper authorities. If such an event should occur, COM will fully comply with the authorities to provide any information necessary for the litigation process.
- f. Users may not knowingly use the COM network for commercial, income-generating, or for-profit activities, product advertisement or political lobbying.

#### **Vandalism and Mischief Prohibited**

Any malicious attempt to harm or destroy COM equipment or materials, data of another COM system user or data of any other agency or networks is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of COM policy and administrative regulations and possibly as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading, creating or propagating of computer viruses. Any interference with the work of other users, with or without malicious intent, is constructed as mischief and is strictly prohibited.

Vandalism and mischief as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

#### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

#### **Information Content**

A student knowingly bringing prohibited materials into school's electronic environment will be subject to a suspension and/or a revocation of privileges on COM's system and will be subject to disciplinary action.

#### **Network Etiquette**

System users are expected to observe the following network etiquette:

- a. Being polite. Messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- b. Using appropriate language. Swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
- c. Pretending to be someone else when sending/receiving messages is prohibited.
- d. Transmitting obscene messages or pictures is prohibited.
- e. Revealing personal addresses or phone numbers of the user or others is prohibited.
- f. Using the network in such a way that would disrupt the use of the network by other users is prohibited. As a CHS student, and in consideration of the privilege of using COM's electronic information/

communications system and in consideration of having access to the public networks, COM/CHS and any institutions with which they are affiliated, are released from any and all claims and damages of any nature arising from the students' use of, or inability to use, the system, including without limitation the type of damage identified in COM's policy and administrative guidelines.

It is impossible to restrict access to all controversial materials, and CHS, COM and any institutions with which they affiliate are not responsible for materials accessed or acquired on the network. This access enables student's powerful opportunities and responsibilities to become a learner in the 21st century.

### Consequences

**The Collegiate High School director may suspend or revoke a system user's access to COM's system upon violation of COM policy and/or administrative regulations regarding acceptable use.**

COM's system is provided on an "as is, as available" basis. COM does not make any warranties, whether express or implied, including without limitation those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. COM does not warrant that the functions or services performed, or that the information or software contained on the system will meet the systems user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals in the system are those of the providers and not COM.

COM will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuse of COM's electronic information/communications system.

Students are strongly encouraged to refrain from posting personal and/or questionable or private information in My Space, Facebook, Twitter, etc. What is posted is never completely deleted and can have a continuing negative impact upon a student.

## Other Information

### Videotaping and Photography of Students

In a typical school year, there are numerous positive activities in the schools that merit news coverage. If a parent or guardian does not want their child photographed, videotaped and/or shown on COM Web pages or other media for school publicity purposes, please be sure to indicate this on the handbook agreement form at the end of the handbook.

### Parking/Transportation

Students must adhere to the following rules set forth in this handbook, set by the College of the Mainland Police Department and by the state of Texas. While driving, students must abide by all of the parking and traffic laws set by the College of the Mainland Police Department.

The parent assumes all responsibilities for the student and vehicle while in transit or on College of the Mainland property.

Students driving daily must obtain a parking permit from the College of the Mainland Police Department. Automobiles parked unlawfully or without a parking permit are subjected to being ticketed and/or towed at the owner's expense.

### Fundraising

All CHS students are required to participate in CHS-approved fundraising events. These fundraising projects pay for the end-of-the-year Student Recognition Banquet.

### Student Recognition Banquet

All CHS students are expected to participate in the Student Recognition Banquet at the end of the year. All students are recognized for their participation in CHS, and special recognition is given to the senior class.

## Glossary of Terms

**Academic Advisor:** This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter after high school graduation. CHS students have their own Academic Advisor that is located in the CHS department.

**Academic Probation:** All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives will be placed on probation for a semester.

**Academic Suspension:** A student on academic probation may be placed on academic suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specified time period, usually one semester. Specific requirements may be placed on the student's re-entry into college.

\* Access codes: (also referred to as textbook access codes, student access codes or a student access kit) is a series of letters and numbers that allows you access to your course's online content and/or additional study material. ie., Aplia, Pearson, Sapling, Owls, Tophat, MyMathLab, MySpanishLab

**ACT and SAT:** These letters are acronyms for the American College Test and the Scholastic Aptitude Test. Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English and social studies. Colleges may require the results of either the ACT or SAT before granting admission. College of the Mainland does not require ACT or SAT scores, but the College will waive its testing requirement if an applicant has achieved minimum ACT and/or SAT scores.

**Admission:** Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution (It must be noted that there is a wide variety nationwide in the Application/Acceptance/Admission policies of higher education institutions. Check with the college catalog for specific requirements of the schools you are considering).

**Alumni:** An institution's graduates are collectively referred to as Alumni.

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## Why Collegiate High School?



- Reduced college tuition and a lending library.
- Earn an associate degree by high school graduation.
- Stay eligible for high school extracurricular activities, such as sports, prom and graduation.
- Enroll in tailored transition classes to smooth the path from high school to college.
- Receive mentoring from working professionals your senior year.

**Application/Acceptance:** Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain acceptance to the institution if the decision to accept the application is positive. College of the Mainland students may be admitted by any one of the following methods:

1. Graduation from an accredited high school
2. General Education Development (GED) certificate
3. Transfer from another college
4. Individual approval
5. Special admission

**Associate Degree:** The associate degree is granted upon completion of a program of at least two but fewer than four years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a baccalaureate-granting institution. The associate degree requires completion of a minimum of 60 credit hours, with a cumulative GPA of 2.0 (a “C” average) or higher.

**Associate of Applied Science Degree:** This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The applied science degree has the same requirements as those stated above for the associate degree.

**Audit:** A student who does not want to receive credit or a grade in a course may, with approval of the institution, audit the course as a visitor. The student usually must pay the tuition for the course. A student who audits a course usually cannot ask or petition the institution at a later date to obtain college credit for the audited course.

**Bachelor’s Degree (also called a Baccalaureate Degree):** This is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a portion of the student’s studies be dedicated to the arts, literature, language, music, etc. The Bachelor of Science degree requires that a portion of the studies be in the sciences, chemistry, biology, math, etc. The minimum credit hour requirement for a bachelor’s degree is 120 hours.

**Blackboard Collaborate:** A web conferencing/webinar platform designed for use in online teaching. Instructors create virtual classroom and online meeting spaces to share presentation material and communicate with you and the other participants via synchronous audio, video, and chat tools.

**Bookstore:** Most colleges and universities have bookstores which stock all the books and other materials required in all the courses offered at the institution and stock school supplies and clothing items. College of the Mainland’s bookstore is located on the first floor of the Student Center. (Temporarily the building behind the Tech Vocational Building across from parking lot D).

**Business Office/Financial Services Department:** The Business Office is responsible for all financial transactions of the institution. It may also be called the Bursar’s Office or the Cashier’s Office on some campuses.

**Census Day:** The last day that College of the Mainland can exchange money. The classroom official rolls are based on the students enrolled by the 12th class day (census day).

**Certificate Programs:** Certificate programs are designed to provide specific job skills. Certificate programs require a minimum of 30 credit hours of vocational coursework, and generally do not require any general education coursework (humanities, social sciences, natural sciences, etc.).

**CLEP:** The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution’s policies toward CLEP tests can be found in the institution’s catalog.

**College:** A college is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or the College of Engineering.

**\*College Catalog:** Catalogs provide all the information parents and students need to know about a school. They list, the institution’s history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. They are considered the student’s contract with the institution. You can access the COM Catalog on the website. <https://www.com.edu>

**Commuter College:** Some colleges do not have on-campus housing, and all students live off campus and commute to the college for classes. College of the Mainland is a commuter college.



**Concurrent Enrollment:** A student can enroll and attend two educational institutions at the same time provided that certain criteria are met. For example, in Texas, high school juniors and seniors can concurrently enroll in high school and in college provided they meet established criteria. A college student can concurrently enroll at two higher education institutions provided that certain criteria are met. Permission for concurrent enrollments is generally given in advance.

**Counselor:** Counselors are professionally trained staff who are available to assist students with self-assessment, academic questions, vocational information and normal-range personal problems. They can also make referrals to other agencies as needed.

**Course Numbers:** All courses at College of the Mainland are identified by numbers containing four digits. If the first numeral is one, the course is a freshman level, if it is two, the course is a sophomore level. The second numeral indicates the credit in semester hours. The third and fourth numeral indicates the sequence or order in which courses of identical name normally should be taken.

**Credit Hours:** Credits are assigned to a course based on how many hours a week it meets (i.e., a three-credit course normally meets for three hours a week). A specific number of credits are required to graduate.

**Curriculum:** A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

**Dean's List:** At COM to make the dean's list, students must have completed 12 semester hours with a grade point average of at least 3.5.

**Degree Requirements:** Requirements prescribed by an institution for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study.

**Degrees:** Degrees are awarded for the successful completion of a prescribed program of study. There are three basic types of degrees: associate degrees-obtainable at a community or junior college, baccalaureate or bachelor's degrees-offered by four-year colleges and universities and graduate degrees-post-baccalaureate degrees (master's and doctorate degrees) offered through graduate schools.

**Department:** A department is the basic organizational unit in a higher education institution and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

**Developmental Courses:** Developmental courses' mission is to assist all students in the strengthening of the basic skills necessary for success in a college environment and in the workforce. Students must take developmental courses if the College of the Mainland placement test indicates a need for improvement in reading, writing and math. These courses do not count toward a degree.

**Division:** A division represents a number of different units of a college or university: (1) an administrative division of an institution usually consisting of more than one department; (2) an academic division of an institution based on the level of students, lower and upper division; and (3) a service division of an institution that is composed of a number of service departments, such as the Student Services Division.

**Drop and Add:** Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate the dropping or adding of classes. Some institutions charge a fee for adding and dropping. CHS Students must have permission from CHS staff to drop and/or add classes. See page 4 for COM add/drop information

**Dual Credit:** The process of earning high school and college credit simultaneously for successfully completing a college-level course.

**Early Alert System:** The Early Alert Retention Program is designed to increase retention, heighten awareness of individual learning processes, and promote positive student development. The program seeks to provide information about campus resources and to help students reach their academic goals and explore their career options.

**Eight-Week-Session:** A course that is offered during the first or last eight weeks of any semester.

**Elective Courses:** Courses that do not fulfill any particular requirement in the student's course of study but that may count toward total graduation requirements.

**Enrollment:** This is the procedure by which students choose classes each semester. It also includes the assessment and the collection of fees. Students can be unregistered (removed from their classes) if they fail to pay their tuition and fees.

**Extracurricular Activities:** These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as clubs, student government and events, recreational and social organizations.

**Faculty:** The faculty is composed of persons who teach classes for colleges. Some colleges differentiate between faculty and instructors. Instructors are hired to teach a specific class or classes while faculty members have contracts with the college that require additional duties beyond teaching.

**Fast Track:** Two courses taken in 8-week sessions in one (1) semester.

**Fees:** Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs and publications.

**Final Exams (Finals):** These end-of-the-semester exams are either given during the last week of classes each semester or during a specific week called Finals Week. The type of final administered in a course is left to the discretion of the instructor. Final exams given during Finals Week are given on specified dates that may be different than the regular class time and are usually two hours in length.

**Financial Aid:** Aid for paying college expenses is made available from grants, scholarships, loans and part-time employment from federal, state, institutional and private sources. Financial aid from these programs may be combined in an award package to meet or defray the cost of education. The types and amounts of aid awarded are based upon financial need, available funds, student classification, academic performance and sometimes the timeliness of application.

**Free Application for Financial Student Aid (FAFSA):** A form used by the college financial aid office to collect information about the student's total family income, assets and expenses in order to analyze the family's potential contribution toward college expenses.

**Full-time Enrollment/Part-Time Enrollment:** A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a summer term may require fewer credit hours). A part-time student is enrolled in fewer than 12 credit hours in a semester.

**Honors graduates:** have attained a GPA of 3.5 through 3.79. Highest honors are earned for a GPA of 3.8 through 4.0. Developmental courses are not used in computing GPA.

**Humanities Courses:** Humanities courses are classes that cover subjects such as literature, philosophy, foreign languages and the fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

**Hybrid:** A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom time is reduced. (The Online Learners Workshop (WebCT) must be complete to enroll in a Hybrid course)

**Junior/Community College:** A junior/community college is often called a two-year institution of higher education (IHE). Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree at a four-year college and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

**Learning Communities:** A learning community is composed of students who take a combination of courses, such as reading, Psychology for Success and physical health, as a group. The goal is to increase student success by providing academic and social support for one another as the cohort of students take a set of courses together.

**Lecture/Laboratory/Discussion Classes:** In lecture classes, students attend class on a regular basis and the instructor lectures on class material. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion classes, sometimes called seminar classes, offer students the opportunity to talk about material being taught, ask questions and discuss material with their classmates. Discussion classes are often taught by masters or doctoral students and are becoming more common on college campuses.

**Letter Grades/Grade Point Average (GPA):** Most colleges use both letter grades and GPAs using the following method: "A's" are worth four points; "B's" are worth three points; "C's" are worth two points; "D's" are worth one point and "F's" are worth zero points. To figure a GPA, multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the total number of credit hours.

**Major/Minor:** A major is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

**Microsoft Office 365:** Is a subscription service that combines several traditional Microsoft applications with some new ones, all of which are enabled over the cloud. ... The Office suite then lets users save their documents to the cloud with storage available in OneDrive and supports TEAMS.

**Midterm Exams (Midterms):** During the middle of each semester, instructors may give midterm exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

**Mini-Session:** These sessions are offered between two major semesters, typically fall and spring or spring and summer.

**Noncredit Courses:** Some courses have zero (0) credit hours and do not meet the requirements for a certificate or degree at a given institution. Noncredit courses may serve one of several purposes. They may allow students to explore new fields of study, increase proficiency in a particular skill area or profession, develop their potential or enrich life experiences.

**Open-Door Institution:** Open-door institutions are usually public junior or community colleges. The term open-door refers to an admission policy that states that anyone who meets certain age requirements can be admitted to that college. Open-door admissions policies do not mean that students can take any classes that they choose, however. Students must meet class prerequisites in order to enroll in specific classes. COM is an open-door institution.

**Online Courses:** Online courses are offered completely on the computer and are accessed via the Internet. (The Online Learners Workshop (WebCT) must be complete to enroll in a Hybrid course)

**Pass/Fail Courses:** Students do not earn letter grades or grade points for pass/fail courses. If a student passes a pass/fail course, he/she will receive a P (pass) or S (satisfactory) on the transcript and receive credit hours. If the student does not pass the course, he/she will receive an F (fail) or U (unsatisfactory) on the transcript and receive no credit hours. Pass/fail courses are not figured into the student's GPA.

**\*Prerequisites (Prerequisite Courses):** A prerequisite is a condition that must be met before a student can enroll in a course. The prerequisite can include a specific skill level (a minimum ACT, SAT or basic skills test score) or the completion of a specific course, called a prerequisite course. For example, Accounting I is a prerequisite for Accounting II.

**President's List:** At COM, to qualify a student must have completed at least 12 credit hours for the semester with a GPA of 4.0.

**Private/Public Institutions:** Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donation, or from religious or other organizations and student tuition.

**Registrar:** The registrar of an institution is responsible for maintaining all academic records. Duties may also include maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of the eligibility of veterans, administering probation and retention policies and verification of the completion of degree requirements for graduation.

**Respondus Lockdown Browser:** Is special browser that attempts to prevent cheating during a Blackboard test

**Resident/Nonresident Status:** The amount of tuition a student pays to a public (state-supported) college is determined by the student's state residence status. If a student is a resident of the state, then the student pays a lower tuition rate. A nonresident will pay a higher tuition rate. Residency requirements vary from state to state but are determined by where a student's parents live if the student is younger than a certain age. Tuition rates for private colleges are not based on residency.

**Residential College:** Many colleges have on-campus housing for students, called dormitories. Usually first-year, and sometimes second-year students are required to live on campus.

**Schedule of Classes:** Colleges may publish and distribute or post online a class schedule book for each semester. Courses are designated in the class schedule by course department, course number, time the course meets, the room number, building name and the instructor's name. With the help of academic or faculty advisors, students create their own individual class schedules for each semester they are enrolled.

**Student Identification Card (ID):** A student ID is usually required in college, and includes a photograph of the student, a student number (sometimes the social security number), the student's name, the name of the college and the semester enrolled. IDs require validation each semester. The card is often required for admittance to functions sponsored by the college or for identification when cashing checks or other purposes.

**\*Syllabus:** A course syllabus is a summary of the course. It usually contains specific information about the course; information on how to contact the instructor, including the instructor's office location and office hours; an outline of what will be covered in the course, with a schedule of test dates and assignment due dates; the grading policy for the course; and specific classroom rules. It is usually given to each student during the first-class session.

**TBA:** To be announced. The information is not available at the time of printing.

**TEAMS:** Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration. Microsoft Teams as a three-in-one app – covering Chat, Conferencing, and Collaboration.

**\*Transcript:** The transcript is a permanent academic record of a student at a college. It may show courses attempted, grades received, academic status and honors received. Colleges do not release transcripts if a student has a hold on their account.

**\*Transfer of Credits:** Some students attend more than one institution during their college careers and will wish for accumulated credit hours from the former institution to transfer to the new one. To transfer credits, a student must have an official transcript sent to the new institution, which will determine which courses will apply toward graduation requirements.

**TRiO Program:** A Student Services Program that began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the administration's war on poverty. In 1965 Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs. By the late 1960s, the term "TRiO" was coined to describe these federal programs.

**Tuition:** Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division) and whether the institution is publicly or privately financed.

**Tutors:** A tutor is a person, sometimes another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student to help students better understand course material and make better grades.

**12-Week Course:** These courses begin four weeks after the regular semester has begun or end four weeks prior to the end of a regular semester.

**Undergraduate:** An undergraduate is a student who is pursuing either a certificate, associate degree or baccalaureate degree.

**University:** A university is composed of undergraduate, graduate, and professional colleges and offers degrees.

**Virtual Instruction:** A course is taught either solely online or when components of face-to-face instruction are taught online such as with Blackboard and other course management systems. Virtual instruction includes digitally transmitting class materials to students.

**\*W-Day (Drop Day) :** This is the last day a student may withdraw from a class with a "W." Students quitting a class after this date will receive the grade they earned in the course. The student/parent must reimburse the CHS Scholarship Fund for withdrawn or failed courses if they are receiving scholarship assistance. Reimbursement will be determined by the number of courses/hours taken and any new textbooks or Access Codes purchased.

**Withdrawal:** Students may withdraw from courses during a semester, but there are established procedures for doing so. The College Catalog and/or class schedule generally specify the procedures. Written approval from a CHS official must be secured before a student withdraws. Classes from which a student withdraws are usually listed on the student's transcript, and the student is responsible for paying the tuition and fees for the class.

**ZOOM:** Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.



## WHERE TO GO IF YOU HAVE MORE QUESTIONS ABOUT...

Topic	Office	Building Name, #, Room	Ext.
Attendance	CHS Administrative Assistant	Technical Vocational Building 1110	8169
Degree Plan/Choosing a Major	Collegiate High School Staff	Technical Vocational Building 1110	8169
Dropping/Changing a Class	Collegiate High School Staff	Technical Vocational Building 1110	8169
Course Enrollment Information	Collegiate High School Staff	Technical Vocational Building 1110	8169
ID Card, New/Replace	Lobby	Gym	8174
Library Services and Hours	Library	Learning Resource Center	8448
Placement Tests/Credit by Exam	Testing Center	Student Center	8379
Records/Transcripts	Admissions	Student Center	8264
Student Clubs/Organizations	Student Life	Gym	8180
Transferring Credits	Student Success Center	Student Center	8379
Tuition/Fees/Refunds/etc.	Financial Services	Student Center	8301
Tutoring Center	Student Success Center	Technical Vocational Building 1306	8702

\*Additional contacts and services can be found in the current COM Catalog and/or on the College's website.



### *Accreditation*

College of the Mainland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant noncompliance with a requirement or standard.

### *Title IX Nondiscrimination Statement*

College of the Mainland does not discriminate in its education programs and activities on the basis of sex. Inquires concerning the application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education  
Email: [TitleIX@com.edu](mailto:TitleIX@com.edu) | Address: 1200 Amburn Rd., Texas City, Texas 77591 | Telephone: 409-933-8413

